

REVISED

Owatonna Public Utilities Commission

May 28, 2013

4:00 p.m.

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Simon, Schreiner, Stansberry, and Cosens. Absent was Commissioner Kottke. Also present were General Manager Fritsch; Director, Customer Service, Generation & Substations Green; Director, Engineering & Electric Services Johnson; Director, Gas, Water, Energy Management & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Information Services Keltgen; Supervisor, Substations & Generation Deering and Executive/HR Assistant Schmoll.

Commissioner Cosens led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of April 23, 2013 were presented to the Commission. Commissioner Simon requested to have the sentence "The financials are on target" removed due to being slightly off budget in some areas. Commissioner Schreiner moved to approve the Minutes with the deleted sentence. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

Election of Officers

Vice President Simon asked for nominations for the office of President. Commissioner Schreiner made a motion to nominate Commissioner Simon for office of President, a unanimous ballot be cast, and nominations cease. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

President Simon asked for nominations for the office of Vice President. Commissioner Stansberry made a motion to nominate Commissioner Schreiner for the office of Vice President, a unanimous ballot be cast, and nominations cease. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

The Finance Committee will consist of Commissioners Cosens and Kottke with Commissioner Cosens holding the office of Chairperson for that Committee.

The Personnel Committee will consist of Commissioners Stansberry and Schreiner with Commissioner Stansberry holding the office of Chairperson for that Committee. President Simon will be an ex-officio member on both committees.

Committee Reports

Finance Committee: Commissioner Simon reported the Finance Committee met on May 17, 2013. The reviewed and approved Vouchers in the amount of \$5,200,260.60. There were no work orders.

Personnel Committee: The Personnel Committee had no business to discuss so therefore did not meet.

City Administrator's Report

City Administrator Busse was not present at the meeting.

Drug & Alcohol Free Workplace Policy

General Manager Fritsch presented the Drug & Alcohol Free Workplace Policy, Policy #300.90, to the Commission. Manager, HR, Safety, Risk & Loss Control Madson discussed key changes to the policy noting the MN Statute wording was added and other outdated wording was removed. The policy covers all employees, even those not included in the Office of Pipeline Safety and CDL anti-drug programs. After discussion, Commissioner Cosens moved to approve the policy as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of April 30, 2013 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff updated the Commission on changes to the scorecard for the month of April. Director, Engineering & Electrical Services Johnson discussed the May 1 snow storm with the Commission. He noted we only had two primary outages. The majority of the issues consisted of secondary lines going to individual customer properties being down due to trees. Crews from other towns were called in help with restoration. Mr. Johnson discussed OPU's procedures/policies regarding trees on customers' premises.

Manager, HR, Safety, Risk & Loss Control Madson reported there was one new OSHA recordable incident which happened on April 30 regarding an employee's shoulder.

General Manager/Staff Report

General Manager Fritsch reported OPU posted the position of Marketing/Energy Conservation Manager. Director, Gas, Water, Energy Management & External Relations Warehime discussed the benefits of having the position and what duties will be performed.

General Manager Fritsch updated the Commission on the Power Plant Repurposing project. He noted bid openings are scheduled for June 14th and staff is hoping for a good competitive bid. He further noted OPU will be asking the City of Owatonna to close off a portion of Walnut Street during the construction for staging of construction material.

Director, Engineering & Electric Services Johnson updated the Commission on service territory negotiations with Alliant Energy. He noted an agreement has been reached and he asked the Commission president for their signature on the agreement.

Supervisor, Information Services Keltgen reported, Kit Alspach has been hired as the new Information Technology Administrator.

Commission Roundtable

Commissioner Cosens – Nothing.

Commissioner Schreiner – Nothing.

Commissioner Stansberry – Nothing.

Commissioner Simon – Nothing.

Adjournment

There being no further business to come before the Commission, Commissioner Schreiner moved to adjourn the meeting. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:51 p.m.

Respectfully submitted,

Tammy Schmoll,
Executive/HR Assistant