

The Owatonna Public Utilities Commission met in regular session in the Morehouse Room at the Owatonna Public Utilities. Present were Commissioners Cosens, Stansberry, Kottke and Rossi. Absent was Commissioner Simon. Also present were General Manager Fritsch; Chief Financial Officer Fondell; Director, Engineering Johnson; Director, Field Operations Warehime; Manager, Human Resources Madson; Manager, Information Technology Keltgen; Supervisor, Customer Care Heimerman; Executive, HR & Administration Coordinator Schmoll; Energy Conservation Officer Hendricks and Accountant LaVonne Sedivy. Other guests included customer, Roger Wacek and incoming Commissioner Randall Doyal.

Commissioner Stansberry led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular Commission meeting of November 22, 2016 were presented to the Commission. Commissioner Stansberry moved to approve the Minutes as submitted. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$4,929,331.73. He further reported the Committee approved the 2017 budgeted work orders as well as one new work order for a plotter in the Engineering area. He noted the plotter was an expense item in 2016 but is being changed to a capital item in 2017.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee met three times since the last Commission meeting. Two of the meetings were to complete the General Manager's evaluation. Mr. Stansberry reported the Committee was able to successfully negotiate a 2-year contract with Mr. Fritsch. At the other meeting, the Committee received information on staffing updates including the difficulties being faced in finding a journeyman lineman. Tammy's tidbit focused on when OPU started billing sewer charges for the City of Owatonna.

### **City Administrator's Report**

City Administrator Busse was not present at the meeting.

### **2017 Rate Policies**

The following 2017 rate policies were presented to the Commission for approval: Residential Electric Rates, Policy #501.81; Commercial Electric Rates, Policy #501.82; Electric Time-of-Day Rates, Policy #501.33; Electric Peak Controlled Service, Policy #501.80; Public Street Lighting, Policy #501.40; Water Rates, Policy #502.11, 502.21, 502.31, 502.41; Residential Gas Rates, Policy #503.10; Commercial Gas Rates, Policy #503.20; Gas Hedged Interruptible, Policy #503.30; Gas Interruptible, Policy #503.50; and Crop Drying, Policy #503.90. General Manager Fritsch noted the electric rate policies are based on a 1.5% increase; the water rate policies on a 4% increase and the natural gas rate policies on an 8% reduction. Commissioner Rossi moved to approve all rate policies as presented. Commissioner Kottke seconded the motion. All Commissioner voting Aye, the motion passed.

### **Contributed Services**

The Contributed Services report as of November 30, 2016 was presented to the Commission. The Commission signed the report.

**Operations/Scorecard**

Staff discussed changes to the November scorecard.

**General Manager/Staff Report**

General Manager Fritsch thanked Commissioner Stansberry for his many contributions over the years while serving on the Commission and presented Mr. Stansberry with some parting mementos including a framed picture of OPU. Commissioner Stansberry thanked everyone and stated it has been a pleasure serving on the Commission and appreciated the opportunity. Mr. Stansberry recapped the items he was proud to be involved in. Among them were the hiring of Chief Financial Officer Fondell, General Manager Fritsch and the power plant repurposing.

General Manager Fritsch inquired about changing the February 28<sup>th</sup> Commission meeting to February 21<sup>st</sup> due to a conference conflict. Executive, HR & Administration Coordinator Schmoll will send out the new date to everyone.

**Commission Roundtable**

Commissioner Rossi remarked he enjoyed the OPU Employees' Club Christmas Party.

Commissioner Kottke noted he had inquiries from constituents as the reasoning behind the changes to the OPU Newsletter. Executive, HR & Administration Coordinator Schmoll stated the new format will allow OPU to get more information out to more residents in Owatonna in a timelier manner.

Commissioner Cosens thanked Commissioner Stansberry for his time on the Commission and noted it has been a pleasure serving by him.

**Adjournment**

There being no further business to come before the Commission, Commissioner Stansberry moved to adjourn the meeting. Commissioner Rossi seconded the motion. All Commissioners voting aye, the meeting adjourned at 4:36 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive, HR & Administration Coordinator