

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Rossi, Kottke, Cosens, Simon and Doyal. Also present were General Manager Fritsch; City Administrator Busse; Chief Financial Officer Fondell; Director, Field Operations Warehime; Manager, Human Resources Madson; Executive, Communications & Administration Coordinator Schmoll; and, Energy Conservation & Key Accounts Officer Hendricks. Other guests included Mayor Tom Kuntz.

Commissioner Simon led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of May 22, 2018 were presented to the Commission. Commissioner Doyal moved to approve the Minutes as submitted. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee – Commissioner Doyal reported the Finance Committee met, reviewed and approved vouchers totaling \$4,615,671.16. He concluded there was nothing out of the ordinary and financials are on track.

Personnel Committee – Commissioner Kottke reported the Personnel Committee met and received a staffing update and discussed the General Manager hiring process and timelines.

City Administrator's Report

Mayor Kuntz thanked the Commission for allowing him to represent Owatonna at the APPA Summer Meeting. Mayor Kuntz recapped the highlights of the meeting noting the keynote speaker was Joe Theismann. Mr. Kuntz added Mr. Theismann is a very dynamic speaker. He encouraged the Commissioners to attend the meeting in the future if they are able.

City Administrator Busse gave an update on street and trail projects. She further reported the City's new website is up and running.

Privacy Policy

Chief Financial Officer Fondell presented a new policy to the Commission called Customer Information Privacy. She noted the policy addresses that OPU handles the information it collects from customers as private. The main purpose for developing the policy is, as we move to our new customer information system, the payment processing company requires us to have one. The City Attorney has reviewed it. After discussion, Commissioner Doyal moved to approve the policy as submitted. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of May 31, 2018 was submitted to the Commission. The Commission signed the report.

Operations/Scorecard

There was not anything notable to discuss.

General Manager/Staff Report

General Manager Fritsch reported, Director, Field Operations Warehime facilitated the strategic planning session for the Owatonna Partners for Economic Development (OPED) group. He noted there are some good things in place to improve the business atmosphere and retention in Owatonna.

General Manager Fritsch updated the Commission on the transformer out of service at the Faribault substation. The transformer was hit by lightning and was originally planned to be rewound and back in service in July. There have been some major delays and it is looking like the transformer will not be back in service until November.

General Manager Fritsch updated the Commission on service territory negotiations. He reported the agreement is not finalized yet as there are still a few minor items to work out.

Energy Conservation & Key Accounts Officer Hendricks thanked the Commission for their continued support of Safety Camp. He further reported he received and accepted three interconnection solar contracts for construction of residential rooftop units this summer.

Chief Financial Officer Fondell updated the Commission on the progression of the NISC project.

City Administrator Busse added the City received their audit report and it was a clean audit. She further reported the City will be including pollinator mixes in different landscaping and retaining wall projects.

Commission Roundtable

Commissioner Rossi inquired about a few items in the disbursements report. Staff answered Mr. Rossi's questions.

Commissioner Kottke inquired if any more feedback was received regarding disconnect and past due notices. Chief Financial Officer Fondell responded there was just the two and reminded the Commission, with the new system, the wording will be changed.

Adjournment

There being no further business to come before the Commission, Commissioner Cosens moved to adjourn the meeting. Commissioner Simon seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:54 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator