

The Owatonna Public Utilities Commission met in rescheduled session in the Morehouse Conference Room at the Owatonna Public Utilities. The session was rescheduled due to the Christmas Eve holiday falling on the normal meeting date. Present were Commissioners Simon, Rossi and Keilman. Absent were Commissioners Kottke and Doyal. Also present were General Manager Warehime; City Administrator Busse; Chief Financial Officer Fondell; Supervisor, Accounting Olson; Executive, Communications & Administration Coordinator Schmoll; Energy Conservation/Key Account Officer Hendricks and GIS Analyst Kate Scheurer. Also present was customer, Mike Brooks.

Commissioner Simon led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of November 26, 2019 were presented to the Commission. Commissioner Keilman moved to approve the Minutes as submitted. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Personnel Committee: Commissioner Rossi reported the Personnel Committee met and received an update on staffing, OPU's Safety Awards, Health Insurance and changes to the organizational chart.

Finance Committee: Commissioner Simon reported the Finance Committee met, reviewed and approved Vouchers totaling \$4,946,548.32. Mr. Simon further reported the Committee reviewed work orders from 2019 and noted work orders are \$1.2 million underbudget and 38 work orders have been closed. The Committee signed the 2020 work orders.

City Administrator's Report

City Administrator Busse reported the City Council adopted the 2020 budget including a 4.25% levy increase. She further reported the City Council adopted the Streetscape Plan and encourage Commissioners to visit the City's website to view the plan. She further reported a change to the snow ordinance took place. Residents now have 48 hours after a snow event to clear snow from sidewalks. Downtown businesses have 24 hours.

Rate Policies

Changes to rate policies were presented to the Commission. The rate policies were changed to reflect the rates approved in the 2020 budget. Policy 503.55 GB09 will be cancelled as it only applied to SMMPA and now SMMPA buys the natural gas and we transport it to them. Other small language changes were discussed. After discussion, Commissioner Rossi moved to approve the rate policies as submitted. Commissioner Keilman seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of November 30, 2019 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

There was nothing new to discuss on the Operations/Scorecard.

General Manager/Staff Report

General Manager Warehime let the Commissioners know that representatives from SMMPA will be attending the January 2020 meeting to talk about SMMPA 2.0. He thanked the Commission for their support over the past year and wished everyone a Merry Christmas.

Chief Financial Officer Fondell introduced Dave Olson to the Commission, noting he is the new Supervisor, Accounting replacing Tammi Brase. She further updated the Commission on activities taking place in the Accounting department including preparing for year end.

Commission Roundtable

The Commission congratulated Dave Olson on his new position.

Audience Comments

Customer Mike Brooks discussed electric vehicle chargers with the Commission. Discussion ensued surrounding the best location to put them, best time to use them and the best type of chargers to have.

Adjournment

There being no further business to come before the Commission, Commissioner Rossi moved to adjourn the meeting. Commissioner Keilman seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:21 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator