

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Doyal, Keilman, Rossi and Johnson. Also present were General Manager Warehime; City Administrator Busse, Director, Finance and Administration Olson; Director, Engineering and Field Operations Fenstermacher; Supervisor, Accounting Linders; Executive, Communications & Administration Coordinator Schmoll; and employees Dan Cammock and Shanda Meier. Attending virtually were Manager, Gas/Water Operations Krogh; Manager, Human Resources Madson; Manager, Information Technologies Keltgen; Supervisor, Meter Services, Johnson; Energy Conservation/Key Accounts Officer Hendricks; and employee Josh Prokopec.

President Doyal called the meeting to order and led the Pledge of Allegiance. Mr. Doyal asked for approval of the agenda and the consent agenda items. The consent agenda items include the Minutes from the April 27, 2021 meeting as well as the Contributed Services as of April 30, 2021. Commissioner Rossi moved to approve the Consent Agenda as submitted. Commissioner Johnson seconded the motion. All Commissioners voting Aye, the motion passed.

### **Election of Officers**

A slate of officers with Commissioner Doyal as President and Commissioner Johnson as Vice President was presented to the Commission. Commissioner Rossi moved to approve the slate as presented. Commissioner Keilman seconded the motion. All Commissioners voting Aye, the motion passed.

Commissioners Rossi and Keilman will serve on the Personnel Committee with President Doyal as an ex-officio member. Commissioners Kottke and Johnson will serve on the Finance Committee with President Doyal as an ex-officio member.

### **Committee Reports**

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and received a recap to the Everyday Leader program as well as a staffing update. He reported a new apprentice lineworker was hired on May 10<sup>th</sup> and there is an opening in the Meter Shop due to a retirement and it will be evaluated if that position is filled.

Finance Committee – Commissioner Johnson reported the Finance Committee met, reviewed and approved vouchers totaling \$5,796,466.87. He further reported one worker order was closed about 8% under budget. Seven work orders have been closed to date. There are 45 open work orders.

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

City Administrator Busse reported City Council Member At Large Jeff Okerberg passed away recently and shared memorial arrangements details will everyone. Ms. Busse also updated the Commission on different street projects that are underway and concluded by reporting Fire Chief Mike Johnson's retirement party.

### **Remote Worker Policy**

Executive, Communications and Administration Coordinator Schmoll presented the Remote Work Policy to the Commission. She discussed the purpose, the highlights, and the benefits of the program. She concluded by recommending approval of the Policy. After a lengthy discussion, the Commission agreed to table this policy until the June meeting.

**General Manager/Staff Report**

Dan Cammock, Lead Gas/Water Serviceworker, gave a presentation to the Commission regarding the Gas/Water department. He discussed what the department does, the requirements and qualifications it takes to be in the department, introduced department employees, discussed equipment and PPE used in the department, discussed 2021 projects and presented a *Did You Know* question.

General Manager Warehime updated the Commission on the agreement with Xcel Energy regarding a small piece of service territory west of town. He noted, negotiations are ongoing.

General Manager Warehime reported to the Commission, staff will be considering selling a piece of property by Well and Tower #5 to the Owatonna Bus Company for their proposed expansion. The area is approximately .7 acres.

General Manager Warehime asked the Commission to change the June Commission meeting to a different date due to the APPA National Conference and his desire to attend the conference. The proposed date is June 29<sup>th</sup>.

**Commission Roundtable**

The Commission did not have anything additional to discuss.

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:41 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive, Communications & Administration Coordinator