

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at that Owatonna Public Utilities. Present were Commissioners Cosens, Doyal and Kottke. Absent were Commissioners Simon and Rossi. Also present were General Manager Fritsch; Director Engineering Johnson; Manager, Human Resources Madson; Supervisor, Accounting Brase; Executive, Communications & Administration Coordinator Schmoll; and, Key Account/Energy Conservation Officer Hendricks. Customer, Roger Wacek, was also present.

Commission Cosens led the Pledge of Allegiance.

### **Minutes**

The Minutes from the rescheduled meeting of December 20, 2017 were presented to the Commission. The meeting was rescheduled from December 26, 2017 due to the Christmas holiday. There was not a meeting in January due to the lack of a quorum. Commissioner Doyal moved to approve the Minutes as submitted. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Kottke reported the Finance Committee met on March 20<sup>th</sup>, reviewed and approved December and January Financial Statements. Vouchers totaling \$5,125,118.76 for December and \$7,609,917.58 for January were approved. The Committee also approved two work order additions; one for upgrading the installation of remote disconnects and the other for an additional meter for the Cybex upgrade.

Personnel Committee – The Personnel Committee will report at the next Commission meeting.

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

City Administrator Busse was not present at the meeting.

### **Distributed Generation/Net Metering Policy and Rules**

Key Accounts/Energy Conservation Office Hendricks presented the Distributed Generation/Net Metering Policy and Rules to the Commission. He reported to ensure local authority, control and customer dispute resolution the Distributed Generation/Net Metering policy and rules need to be adopted by the OPU Commission. He noted, the interaction with the customer, how we pay them for excess output, or their rights and responsibilities does not change. Our rights and responsibilities do not change either. Without approval of this policy and rules, the Minnesota Public Utilities Commission (MPUC) would have authority over any disputes. Most disputes relate to rates and fees for connection, grid access, etc. After discussion, Commissioner Kottke moved to approve the Distributed Generation/Net Metering Policy and Rules as submitted. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

### **Contributed Services**

The Contributed Services reports for December 2017 and January 2018 were presented to the Commission. General Manager Fritsch noted an error was found in the December report and corrected in the January report in the water utility, making the numbers look a little off. The Commission signed the report.

**Operations/Scorecard**

Staff updated the Commission on changes to the Scorecard covering both year-end 2017 and January 2018.

**General Manager/Staff Report**

General Manager Fritsch presented a recommendation to the Commission to continue providing partial Contributed Services to the Four Seasons' Centre for 2018 up to \$100,000. He noted annually he and Chief Financial Officer Fondell review the Centre's financial statements and believe it is still in the best interest of the Community to continue to offer contributed services to the Centre. Reasons for the recommendation include 77% of city resident's use the Centre; usage fees can be kept down and the arena is intended to be a municipal arena. After discussion, Commissioner Kottke moved to accept the recommendation as presented. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Fritsch presented the results of the Q12 employee engagement survey to the Commission. Mr. Fritsch discussed the steps taken to collect feedback from the employees. He noted the feedback was completely anonymous and completed on-line. He noted the survey measures engagement versus satisfaction and provides actionable measurements for management. Mr. Fritsch discussed the engagement journey stating it begins with meeting basic needs and ending with employees "All In". The 2016 Grand Mean was 3.79 and the 2017 Grand Mean was 4.34. Next steps include training leaders, sharing results, conducting engaging conversations, determining one goal to work on and then reviewing and re-calibrating as needed.

Manager, Human Resources Madson gave a hiring update to the Commission. She noted the open position of Gas/Water Engineering Technician has been filled and the employee will begin employment on March 12<sup>th</sup>. We are currently interviewing for the positions of Accounting Specialist and Customer Service/Credit Representative. There are two apprentice lineworker positions open. We are soliciting applications from technical colleges and hope to fill those positions very soon.

Key Accounts/Energy Conservation Officer Hendricks reviewed the Rate Survey with the Commission and noted there is a TV monitor in the lobby that displays the output of the billboard solar array on our south entrance as well as other important messages to our customers.

Director, Engineering Johnson discussed an artifact from a water main break. He showed the Commission where the bolts rusted off of the knuckle. He noted the new nuts and bolts are stainless steel and are anodized for cathodic protection.

**Commission Roundtable**

The Commission congratulated staff on the results of the engagement survey.

**Adjournment**

There being no further business to come before the Commission, Commissioner Doyal moved to adjourn the meeting. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:07 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive, Communications & Administration Coordinator