

The Owatonna Public Utilities Commission met in regular session via Microsoft Teams. Present were Commissioners Doyal, Keilman, Kottke, Rossi and Johnson. Also present were General Manager Warehime; Director, Finance & Administration Olson; Director, Engineering & Field Operations Fenstermacher; Manager, Human Resources Madson; Supervisor, Accounting Linders; Executive, Communications & Administration Coordinator Schmoll, and Key Accounts/Energy Conservation Officer Hendricks.

President Doyal called the meeting to order and asked for approval of the agenda, including the consent agenda items. The consent agenda items included the Minutes from the special budget session of November 9, 2020, the minutes from the regular meeting of October 27, 2020 and the Contributed Services report as of October 31, 2020. Commissioner Johnson moved to approve the agenda as presented. Commissioner Rossi seconded the motion. On roll-call, all Commissioners voting Aye, the motion passed.

Committee Reports

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and gave a recap of the meeting. He noted, the accountant position has been reactivated in the Accounting area to serve as a backup for the Accounting Supervisor. He further noted this will not be an additional position in the department just a retitling of one of the accounting specialist positions. The committee was also given a recap of the succession planning program including positions in the program as well as a recap of COVID19 including how many employees who have had to quarantine due to close contact with someone who tested positive.

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed and approved disbursements totaling \$5,376,481.06. He noted, at the meeting, Director, Finance & Administration Olson updated the committee on the upcoming audit. Commissioner Johnson suggested staff request bids for the audit process with a possible 3-year contract for the next time we do the audit to ensure we are being prudent and receiving the best pricing and services available. Mr. Kottke also recapped the work orders noting they are running at 27% under budget. Commissioner Johnson added the accounts receivable past dues were discussed and it was noted they are starting to climb, which is a little concerning.

City Administrator's Report

City Administrator Busse was not present at the meeting.

2021 Budget, 2022-2025 Forecast

Director, Finance & Administration Olson presented the 2021 Budget, 2022-2025 forecast to the Commission and asked for approval of the budget. Commissioner Kottke moved to approve the budget as presented. Commissioner Johnson seconded the motion. On roll-call, four Commissioners voted Aye, one Commissioner abstained, the motion passed.

Audit Engagement Letter

President Doyal presented the Audit Engagement Letter to the Commission and asked for approval to sign the letter. He further explained, the letter covers what the Auditors responsibilities, duties and fees will be during the audit process, as well as what are OPU's responsibilities. Commissioner Rossi inquired if this letter is the same as last year. Director, Finance & Administration Olson will check into it. After discussion, Commissioner Kottke moved to accept the Audit Engagement Letter as presented, and moved to authorize President Doyal to sign the letter. Commissioner Rossi seconded the motion. On roll-call, all Commissioners voting Aye, the motion passed.

Operations/Scorecard

General Manager Warehime noted there wasn't too much to report other than the gas line incident response time went up quite a bit. He noted, it was due to one call which was reported using SmartHub over the weekend and didn't get investigated until Monday morning. This does happen from time to time despite our efforts to tell people to call us if they smell gas. He further noted, the gas line incidents went up by three.

General Manager/Staff Report

General Manager Warehime reported staff has begun the annual strategic planning process and it went quite well. We will continue with three focus areas of Culture, Technology and Everyday Leadership.

Executive, Communications and Administration Coordinator reminded the Commission of the upcoming State of the Utility meeting, recapped the United Way Campaign and reported OPU exceeded our goal, and reported OPU will be participating in the Toys for Tots Angel Tree drive.

Director, Finance & Administration Olson, thanked the Commission for their time during the budget process and for the approval of the budget.

Commission Roundtable

Commissioner Rossi noted he feels the staff and Commissioners make a great team and thanked everyone for all the work that has been put into the budget, General Manager's review and all the other meetings the Commissioners are involved in.

Commissioner Keilman expressed gratitude to the OPU team and Commissioners for allowing her to navigate through these unprecedented times and wished everyone a Happy Thanksgiving.

Commissioner Johnson expressed his appreciation for all the planning and presentations that went into the budget process.

Commissioner Doyal expressed his appreciation on the General Manager's review and working with Roger during the process. He further expressed his appreciation of Commissioner Johnson's great suggestions on the audit.

Adjournment

There being no further business to come before the Commission, Commissioner Kottke moved to adjourn the meeting. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator