

The Owatonna Public Utilities Commission met in regular session virtually via Microsoft Teams. Present were Commissioners Doyal, Keilman, Kottke, Rossi and Johnson. Also present were General Manager Warehime; City Administrator Busse; Director, Finance & Administration Olson; Director, Engineering & Field Operations Fenstermacher; Director, Engineering Johnson; Manager, Human Resources Madson; Manager, Gas/Water Operations Krogh; Supervisor, Accounting Linders; Executive, Communications & Administration Coordinator Schmoll; Energy Conservation & Key Accounts Officer Hendricks; employees Lori Jerpbak, Shanda Meier and Josh Prokopec; and Mary Reedy from CliftonLarsonAllen, OPU's auditors.

President Doyal called the meeting to order and asked for approval of the agenda, including consent agenda items. The consent agenda items include the Minutes from the March 23, 2021 meeting, Contributed Services as of March 31, 2021 and 2020 End of Year Audited Contributed Services. Commissioner Johnson moved to approve the Consent Agenda as submitted. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Personnel Committee – Commissioner Rossi reported the Committee met and received a staffing update. There is currently only one position open. Mr. Rossi also reported Union contracts have been successfully negotiated and are within budgetary constraints. Mr. Rossi further report, as of the date of the meeting, OPU has gone over 365 days without an OSHA recordable. As far as COVID19 goes, there was one employee who was quarantining due to close contact.

Finance Committee – Commissioner Johnson reported the Finance Committee met, reviewed and approved, Vouchers totally \$13,757,588.34.

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

City Administrator Busse reported a new Fire Chief, Ed Hoffman, has been hired. He is currently a fire commander in Mankato. He will be starting the beginning of May. The Streetscape Project is moving forward as well as downtown is developing a marketing campaign to help keep business during construction.

### **Audit Report**

Director, Finance and Administration Olson introduced Mary Reedy from CliftonLarsonAllen, OPU's auditors. Mary Reedy reported the financial statements have not changed significantly from the previous year. She also reported OPU was given an unmodified opinion, or clean opinion, which is the highest opinion auditors can give. She reviewed the Financial Results in regards to utility operations, discussed some key areas and in summary noted there was a positive change in net position. Commissioner Kottke inquired if OPU is normal compared to other utilities. Ms. Reedy, replied, yes, it is very comparable. The Commission thanked Ms. Reedy for her report and she left the meeting.

### **Water Tower Restoration Bid Tabulation**

The attached bid tabulation for the Cleaning, Repairing & Spot Painting of Academy Street Tower and Morehouse Park Ground Storage Reservoir was presented to the Commission. Manager, Gas/Water Operations Krogh reported the consultant, KLM Engineering, Inc. reviewed all the bids, did background checks and ensured everything was covered. The recommendation from staff is to award the bid to the apparent low bidder of Viking Industrial Painting in the amount of \$124,300.00. Commissioner Kottke moved to award the bid to Viking Industrial Painting in the amount

of \$124,300. Commissioner Johnson seconded the motion. On roll-call, all Commissioners voting Aye, the motion passed.

### **Community Involvement Policy**

Executive, Communications & Administration Coordinator Schmoll presented the Community Involvement and Social Responsibility Program with the Commission. She discussed the purpose of the policy, reviewed the highlights, the benefits and recommended approval of the program. After discussion, Commissioner Kottke moved to approve the policy as presented. Commissioner Rossi seconded the motion. On roll-call, all Commissioners voting Aye, the motion passed.

### **General Manager/Staff Report**

General Manager Warehime noted the Gas/Water Department overview presentation will be pushed off until May due to unforeseen circumstances. He further noted, SMMPA will give a presentation on SHERCO3 and MISO in May.

General Manager Warehime, recognized and thanked Director, Engineering Johnson, who will be retiring April 30th, for his 38+ years of service at OPU and noted, this is his last Commission meeting.

General Manager Warehime reported, OPU has been released from the injury lawsuit that happened at the Owatonna Energy Station a few years back.

General Manager Warehime reported, the APGA Annual Conference will conflict with the July Commission meeting, so we may recommend moving the Commission meeting so Mr. Warehime can attend the conference.

General Manager Warehime updating the Commission on the pole attachment agreement and dealings with CenturyLink and noted an ordinance will be drafted with the City to offer more assistance in dealing with companies in regard to this issue.

General Manager Warehime concluded OPU is working with Xcel Energy on a small piece of service territory on the west side of town. He noted, OPU will evaluate their proposal and will hopefully bring it to the Commission meeting in May for approval.

### **Commission Roundtable**

Commissioner Rossi inquired if in-person Commission meetings with resume. General Manager Warehime replied, we could accommodate either May or June. Commissioner Kottke added it is allowed with a group of our size, so someone should look into it and agreed it would be nice to get back together face to face. Mr. Rossi concluded by thanking Ronnie Johnson for his years of service.

Commissioner Kottke thanked the Accounting Department and other staff on getting the audit completed. Congratulations to Ronnie Johnson on his years of service and dedication.

Commissioner Keilman thanked and complimented Manager, Human Resources Madson and the rest of the team on their continued focus on quality and safety; very incredible milestone.

Commissioner Johnson thanked Ronnie Johnson for his years of service and the Accounting Department for their clean audit.

Commissioner Doyal also thanked Ronnie Johnson for his years of service.

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 4:51 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive, Communications & Administration Coordinator