

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 9, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, November 9, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak Mahboub. Absent were Commissioners Dan Holtz and Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Tim Hunstad, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Councilman Andrew Plowman, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little.

Due to the absence of Commission Secretary Laumer, President Schrupp opened the meeting by appointing Commissioner Nagel to serve as Acting Secretary. Following the appointment, President Schrupp requested the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Gimse offered a resolution to approve the Consent Agenda as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 46

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the October 26, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 144504 to No. 144579 inclusive in the amount of \$135,029.33 with a MISO credit in the amount of \$9,151.30, and a Westmoreland Resources (coal) payment in the amount of \$81,427.35.

Dated this 9th day of November, 2015.

President

ATTEST:

Acting Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Director of Finance Hunstad presented the Commission with two financial reports for discussion and review. The informational reports and analyses provided were: 1) August 2015 Financial Statements & Report; and, 2) August 31, 2015 Investment Report.

Commissioner Mattern (Chair) reviewed with the Commission the minutes from the November 6th WMU Planning Committee meeting (see attached). The primary purpose of the meeting was to continue discussion on a proposed facilities improvement project. A brief historic recap of WMU’s facilities as outlined in the 2010 Long-Range Facilities Study conducted by GTLArcheticts was presented. The purpose of the study was to identify possible operational and energy efficiencies,

improve service to our customers, increase the appeal of the facilities, and to create a road map for the future so WMU can wisely invest their capital improvement dollars. Under the direction of the WMU Planning Committee, Staff had addressed the following issues related to the proposed project: 1) establish a proposed project timeline; 2) identify budget impacts & funding; 3) initiate outreach plans & ideas; and, 4) review comparable project examples (i.e. City of Austin, MN).

Following discussion, the WMU Planning Committee presented a two-fold recommendation to the Commission for consideration. First, the Committee was recommending that an update to the 2010 Long-Range Facilities Study be conducted to more accurately identify the current and future needs of WMU and its customers along with the estimated costs for the project. The second recommendation presented by the Committee was related to the funding of the project. It was their recommendation to increase the annual funding of the Expansion Reserve Fund to assist in offsetting the full cost of the facilities project.

Following considerable discussion, Commissioner Mattern offered a motion to approve the minutes of the November 9th WMU Planning Committee meeting as presented. Commissioner Nagel seconded the motion which carried by a vote of five ayes and zero nays.

In conjunction with the recommendations set forth by the WMU Planning Committee, Commissioner Nagel offered a motion to move forward with the process to re-evaluate the 2010 Long-Range Facilities Study. Commissioner Mattern seconded the motion which carried by a vote of five ayes and zero nays.

It was further noted that an annual increase in the Expansion Reserve Fund be recommended for inclusion in WMU's 2016 Budget which would be presented to the Commission in its entirety for approval later this year. (No action was required at this time.)

General Manager Hompe presented the Commissioners with a number of upcoming meetings/events to note. These include:

- WMU/IBEW mediation session – Tues., Dec. 1st @ 9:00 a.m. (Willmar Conference Center)
- 2016 APPA Events:
 - Legislative Rally – March 7-9 (Washington, DC)
 - Lineworker Rodeo – April 1-2 (Shakopee, MN)
 - National Conference – June 10-15 (Phoenix, AZ)

There being no further business to come before the Commission, Commissioner Gimse made a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned at 12:24 p.m. by a vote of five ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Acting Secretary



WILLMAR MUNICIPAL UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
NOVEMBER 6, 2015 – 1:00 P.M.
WMU CONFERENCE ROOM

Present: Commissioners Justin Mattern, Jeff Nagel & Abdirizak Mahboub, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Facilities & Stores Supervisor Kevin Marti, and Customer Service Supervisor Stacy Stien.

Committee Chair Mattern called the meeting to order at 1:00 p.m.

AGENDA ITEM(S):

➤ **Continue discussion regarding the proposed Facilities Improvement Project:**

General Manager Hompe presented a historical recap of WMU's current facilities as outlined in the 2010 Long-Range Facilities Study (Office & Service Center areas only) along with previous Committee discussions regarding a proposed Facilities Improvement Project. The purpose of the study was to identify possible operational and energy efficiencies, improve service to customers, increase the appeal of the facilities, and perhaps most importantly, create a road map for the future so Willmar Municipal Utilities can wisely invest their capital improvement dollars.

The WMU Planning Committee had previously presented directives to Staff to address a number of issues related to the proposed project including: 1) establish a proposed timeline (target completion date of 2021); 2) budget impacts (reviewed project expenditure spreadsheet & funding); 3) outreach plans (City Council/City Staff involvement, customer involvement, marketing campaign & facilities planning); and, 4) review similar project examples (i.e. Austin, MN). Facilities & Stores Supervisor Marti led discussion on the need to update the original Long-Range Facilities Study conducted by GLTArcheticts in 2010.

Recommendations:

Following significant discussion, Commissioner Nagel offered a motion to recommend to the full Commission to update the 2010 Long-Range Facilities Study which will present estimates that meet both the current and future needs of WMU and its customers. Commissioner Mattern seconded the motion which carried by a vote of three ayes and zero nays.

Following further discussions regarding the funding of the proposed project, Commissioner Mattern offered a motion to recommend to the full Commission to increase funding in the Expansion Reserve Fund to assist in offsetting the full cost of the facilities project. Commissioner Nagel seconded the motion which carried by a vote of three ayes and zero nays.

Adjournment:

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 2:02 p.m. Commissioner Mahboub seconded the motion which carried by a vote of three ayes and zero noes.