

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MARCH 28, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, March 28, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Justin Mattern, Abdirizak Mahboub and Nathan Weber. Absent was Commissioner Joe Gimse.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Energy Services/Marketing Representative Mary Kosbab, City Attorney Robert Scott, City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commissioner Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

RESOLUTION NO. 11

“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 March 14, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160494 to No. 160579 inclusive in the amount of \$1,995,906.52 with a MISO charge in the amount of \$28,984.95, and Westmoreland Resources (coal) payment in the amount of \$50,287.00.

Dated this 28th day of March, 2016.

President

ATTEST:

Secretary

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

Energy Services/Marketing Rep Kosbab addressed the Commission with a presentation and request to move forward with approval of a new WMU website design along with implementation and maintenance of the site. Kosbab informed the Commission that of the three Request for Proposals (RFPs) sent out, only one response had been received. The sole proposal received was submitted by Voyageur Web in the amount of \$5,650 for the setup & implementation of the website redesign with a \$280 per year fee for hosting and content management of the system (note: \$10,000 had been budgeted for the 2016 project). The website project goals/features would include: 1) easy accessibility; 2) simplify updating of site content; 3) fresh site appearance; 4) easily navigable; 5) loads quickly (essential for mobile users); 6) user-friendly for those using adaptive devices (ADA compliant) along with translation options; and, 7) speedy search engine capability. Kosbab noted

that the three main objectives of customer use of the website are for: 1) contact information (i.e. office hours, phone number, etc.); 2) seeking payment options; and, 3) access to the optional payment sites. Following discussion, Commissioner Mattern offered a motion to table the request to approve the agreement with Voyageur Web and to see seek possible inclusion of additional web design companies interested in the project. The subject will be reopened for discussion and/or approval at the April 11th MUC meeting. Commissioner Nagel seconded the motion which carried by a vote of six ayes and zero nays.

Attorney Scott presented a legal interpretation related to Commissioner involvement in WMU projects (potential Conflict of Interest issue). General Manager Hompe had requested Attorney Scott to present the clarification to provide the guidance on the legalities involved in a Commissioner's ability to provide professional services such as engineering, architectural, design and/or marketing services to WMU in connection with future projects (i.e. new WMU facility). It appears that the Commissioners could have an interest in a contract with WMU to provide professional services in connection with the project, provided that the interested officer(s) and the board of Commissioners both find and certify that the Commissioner(s) and their companies are qualified and meet all the requirements of the proposal and that the price of the services to be provided under such a contract is as low as or lower than the price at which services could be obtained elsewhere. In addition, Attorney Scott would recommend soliciting quotes or proposals from other firms that provide the same services as well prior to entering into a contract for services in which a Commissioner has an interest. General discussion was held regarding the procedural safeguards.

In conjunction with the proposed facilities project, Commissioner Nagel requested legal clarification on Commissioner involvement/discussions with potential new facility committee members and WMU Planning Committee members (possible quorum situation). Following discussion, Commissioner Holtz stated he would further address the matter including the selection of committee members at the April 11th MUC meeting.

Commissioners Laumer & Mahboub and General Manager Hompe recapped for the Commission their recent attendance at the 2016 APPA Legislative Rally held in Washington, DC, and reiterated the importance of attending these national (and state-sponsored) events which offer the opportunity to exchange ideas and express concerns related to various issues facing Willmar and the utility industry (Mayor Marv Calvin also attending the Rally). Meeting with our elected congressional representatives, their staff, and various lobbyists (i.e. David Turch & Associates) has proven invaluable to WMU in the past and for the planning & preparation of future projects including the possible availability of grants. Key messages and discussions focused on maintaining public utility control with local decision-making while addressing rules and mandates which might make it more difficult for utilities to keep their prices competitive. Additional topics discussed included: 1) importance & purpose served by lobbyists; 2) energy legislation; 3) concerns from federal agencies (i.e. EPA issues); 3) possible availability of future grants; 4) distributed generation (i.e. solar power); 5) energy markets; 6) tax-exempt municipal bonds; and, 7) cyber security.

General Manager Hompe informed the Commission that after 30 years of service and dedication Lead Meter Reader Paul Lundgren has announced his retirement effective March 31st. Congratulations & Best Wishes, Paul!

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

- WMU Planning Committee Meeting – March 29th @ 12:00 noon
- Annual Home Show (WC Builders Assn.) – April 2-3 (Willmar Civic Center)
- MRES 51st Annual Meeting – May 11-12 (Sioux Falls, SD)
- APPA Governance Webinar Series (3 of 9): [*Federal Legislative and Regulatory Issues for Boards*](#) – April 7th @ 1:00-2:30 p.m. (WMU Conference Room)
- 2016 APPA Events:
 - Lineworkers Rodeo – April 1-2 (Shakopee, MN) Competitors: Dylan Berg & Ryan Kobliska
 - National Conference – June 10-15 (Phoenix, AZ)
- 2016 MMUA Events:
 - Legislative Conference – Tues., April 19 (St. Paul – one day only)
 - Annual Summer Meeting – August 15-17 (Cragun's)
- Annual Open House (Public Power Week) – Tues., October 4

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn the meeting. Commissioner Nagel seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:44 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary