

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JANUARY 9, 2017

The Municipal Utilities Commission met in its regular meeting on Monday, January 9, 2017 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Justin Mattern, Abdirzak Mahboub, and Nathan Weber

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Water/Heating Supervisor Joel Braegelman, Line Department Supervisor Todd Graves, Construction Engineer Bill Hawkinson, Facilities/Purchasing Supervisor Kevin Marti, Power Resources Analyst Michelle Marotzke, Administrative Secretary Beth Mattheisen, Compliance/Safety Officer Janell Johnson, City Attorney Robert Scott (via teleconference), City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commissioner Holtz informed the Commission that the first item of business to be addressed would be the annual election of MUC officers for 2017. For the position of President, Commissioner Mattern made a motion to nominate Commissioner Laumer to serve as President. There being no other nominations, Commissioner Mahboub seconded the motion which carried, and Commissioner Laumer was elected President of the Municipal Utilities Commission for the year 2017 by a unanimous vote.

For the position of Vice President, Commissioner Laumer made a motion to nominate Commissioner Mattern to serve as Vice President. There being no other nominations, Commissioner Mahboub seconded the motion which carried, and Commissioner Mattern was elected Vice President of the Municipal Utilities Commission for the year 2017 by a unanimous vote.

For the position of Secretary, Commissioner Mattern made a motion to nominate Commissioner Mahboub to serve as Secretary. There being no other nominations, Commissioner Weber seconded the motion which carried, and Commissioner Mahboub was elected Secretary of the Municipal Utilities Commission for the year 2017 by a unanimous vote.

For the position of Treasurer, Commissioner Mattern made a motion to nominate Commissioner Weber to serve as Treasurer. There being no other nominations, Commissioner Mahboub seconded the motion which carried, and Commissioner Weber was elected Treasurer of the Municipal Utilities Commission for the year 2017 by a unanimous vote.

Following the election of officers for 2017, Commissioner Laumer (President) requested a resolution to approve the Consent Agenda. Commissioner Holtz offered a resolution to approve the Consent Agenda as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 1

“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 December 27, 2016 Commission meeting;
- ❖ Minutes from the January 3, 2017 MUC Work Session; and,
- ❖ Bills represented by vouchers No. 170001 to No. 170092 inclusive and associated wire transfers inclusive in the amount of \$385,095.74.

Dated this 9th day of January, 2017.

President

ATTEST:

Secretary

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

At this time, Commissioner Laumer informed the Commission that there are organizational matters that must annually be addressed. The first matter would be to establish regular meeting times and location for the year 2017. Following discussion, Commissioner Holtz made a motion to set the 2017 Municipal Utilities Commission meeting schedule as presented with the meetings to be held on the second and fourth Mondays of each month (unless otherwise designated) at 11:45 a.m. in the Municipal Utilities Auditorium. Commissioner Mattern seconded the motion, which carried by a vote of five ayes and zero nays.

Commissioner Laumer next informed the Commission that due to the two current vacancies on the Commission, she was requesting consideration to table the topic until another Commission position has been filled. Laumer anticipated making the Committee appointments at the January 23rd MUC meeting. Following discussion, Commissioner Mahboub offered a motion to table the Committee appointments until the January 23rd MUC meeting. Commissioner Holtz seconded the motion which carried by a vote of five ayes and zero nays.

As a means to keep the Commissioners well-informed on the operations and activities in all aspects of the Utility, educational reports are periodically presented to the Commission for information and discussion. General Manager Harren presented the tentative listing of Anticipated Educational Subjects for 2017. It was the consensus of the Commission that the departmental reports are both informative and valuable and that Staff should continue with the scheduled topics as presented.

Facilities/Purchasing Manager Marti presented the Commission with an update of recently completed safety projects which were partially funded by a safety grant provided by Minnesota OSHA Workplace Safety Consultation (MNOSHA). The safety grant applied for was for the following three projects: 1) AED replacements (6); 2) slide gate operators at the Service Center; and, 3) ballistic glass in the Customer Service area of the Utility Office. MNOSHA awards matching funds up to \$10,000 to qualifying employers for project designed to reduce the risk of injury and illness to their workers. On September 14th, Staff received notification of the grant award in the maximum amount of \$7,000 be used toward the slide gate operators and ballistic safety glass projects, both of which have been completed (including the AED replacements). Marti informed the Commission that all three safety projects have been completed. Marti further extended his appreciation to Compliance Officer Johnson for her preparation and submittal of the necessary paperwork required to be considered as an eligible recipient of the safety grant.

For information and review, Power Resources Analyst Marotzke presented the Commission with the November 2016 Power Supply Report.

In conjunction with the Educational Topics Listing previously reviewed, 2016 divisional reports were presented for the Line Department and Water Department. Line Dept. Supervisor Graves recapped for the Commission a listing of the Line Department's Capital Improvement Projects

including a map illustrating the status of the 3-Phase Replacement Project. Construction Engineer Hawkinson continued by presenting the Annual Reliability Performance Report which consists of the following three components: 1) Reliability & Service Quality Report; 2) Miles of Electric Distribution & Transmission Line Report; and, 3) the Safety Report.

Water/Heating Dept. Supervisor Braegelman followed by presenting the Commission with a recap of the Water Department's 2016 Capital Improvement Projects along with the Water Department Summary which includes various annual data (i.e. gallons pumped, peak days, etc.).

Commissioner Laumer informed the Commission that she had been reappointed to serve on the APPA Policy Makers Council for an additional three years. Members of this group participate in meetings with elected representatives and congressional staff to advance APPA's legislative and regulatory agenda. Congratulations, Carol!

General Manager Harren reviewed with the Commission a procedural change for consideration regarding meeting protocol (resolutions vs. motions). The Commission concurred to approve action items by motions with the exception of the consent agenda and contracts which would require resolutions.

General Manager Harren informed the Commission that Facilities/Purchasing Supervisor Marti had prepared a PowerPoint presentation to be included in the City Council's Strategic Planning Retreat scheduled for January 13th. Contained in the presentation was a general overview of WMU including recent achievements, current & future projects/initiatives, challenges, etc.

There being no further business to come before the Commission, Commissioner Holtz offered a motion to adjourn the meeting. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned at 12:30 p.m. by a vote of five ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary