

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 11, 2017

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

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Customer Service Supervisor Stacy Stien, Facilities/Purchasing Supervisor Kevin Marti, Information Systems (IS) Coordinator Mike Sangren, Staff Electrical Engineer Jeron Smith, Power Resources Analyst Michelle Marotzke, Power Production Supervisor Jon Folkedahl, Compliance Officer & HR Administrator Janell Johnson, Administrative Secretary Beth Mattheisen, Water & Heating Supervisor Joel Braegelman, City Councilmember Shawn Mueske, and City Attorney Robert Scott (via teleconference)

Commissioner Laumer (President) opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Holtz 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 November 27, 2017 Commission meeting; and,
- ❖ Bills represented by vouchers No. 172049 to No. 172128 and associated wire transfers inclusive in the amount of \$445,032.82.

Dated this 11th day of December, 2017.

President

Attest:

Secretary

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

For information and review, three departmental updates were presented to the Commission for discussion and review. Each report included an update of both current and completed capital improvement projects along with budget vs. actual costs related to these projects. The reports were as follows:

- 1) Facilities & Purchasing Department (Facilities & Purchasing Supervisor Kevin Marti)
- 2) Information & Technology Department (IS Coordinator Mike Sangren)
- 3) Engineering Department (Staff Electrical Engineer Jeron Smith)

At this time, monthly utility-related reports were presented to the Commission for review and discussion. These reports and analyses included:

- 1) September 2017 Financial Reports (Director of Finance Runge)
- 2) October 2017 Financial Reports (Director of Finance Runge)
- 3) October 2017 Power Supply Report (Power Resources Analyst Marotzke)

At this time, Commissioner Laumer recognized Commissioner Holtz for his years of service and dedication as a Municipal Utilities Commissioner. Laumer continued by emphasizing Commissioner Holtz's leadership and consistent insight related to the matters concerning the Willmar Municipal Utilities. Commissioner Holtz served as a Commissioner for the Utility from 2011-2017. We would all like to extend our sincere appreciation for the years of service and leadership Commissioner Holtz has dedicated to the Willmar Municipal Utilities. Congratulations and best wishes, Dan!

General Manager Harren informed the Commission that following the public hearing held on December 4th, the City Council adopted the ordinance to amend Utility rates effective January 1, 2018. Staff will update the 2018 budgets and cash flow statements to reflect the adjustments.

General Manager Harren reviewed with the Commission meeting notes from the November 8th WMU/City staff meeting. This meeting was a follow up to the September 11th joint staff meeting and the October 31st Commission/Council meeting. Under the directive of the Commission and Council, General Manager Harren and City Administrator Holland were asked to develop two MOA's. The first MOA was concerning the Intergovernmental Transfer. This MOA is no longer required due to the City Council's adoption of the ordinance to amend Utility rates which includes the newly created Franchise Fee line item. The second MOA was related to water mains and fire hydrants. Work is continuing towards completion of this document.

General Manager Harren presented the Commission with a proposed listing of educational topics for 2018. The topics are scheduled throughout the year for discussion at MUC meetings to keep the Commission informed of the status of all divisions and special events of the Utility. If there are any additional subjects or areas of interest the Commissioners would like to have addressed, please contact General Manager Harren.

General Manager Harren informed the Commission of upcoming Committee meetings which have been scheduled. The WMU Labor Committee will be meeting today (Dec. 11th) immediately following the regular MUC meeting (approx. 12:45 p.m.). Topics of discussion will include: Non-union and General Manager wage adjustments; Personnel Policies updates; and, MUC Self-Evaluation results.

The WMU Planning Committee meeting will be held on Friday, December 15th at 12:00 p.m. Agenda items will include: EAA; gas contract (extension); power supply options; diesel generators; water system modeling; and, David Turch & Associates.

For information: Upcoming meetings/events to note include:

- WMU Planning Committee Mtg. - December 15 @ 12:00 p.m.
- 2018 APPA Legislative Rally - Feb. 26-28 (Washington, DC) - (Harren, Laumer & Mahboub)
- 2018 APPA National Conference - June 15-20 (New Orleans, LA)

There being no further business to come before the Commission, Commissioner Laumer declared the meeting adjourned at 12:33 p.m.

Respectfully Submitted,
WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary