

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**JANUARY 8, 2018**

The Municipal Utilities Commission met in its regular meeting on Monday, January 8, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck, and Brendan MacDonald. Absent was Commissioner Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Power Supply Manager Chris Carlson, Facilities/Purchasing Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, Energy Services/Marketing Rep Mary Kosbab, Customer Service Supervisor Stacy Stien, Compliance Officer & HR Administrator Janell Johnson, Water & Heating Supervisor Joel Braegelman, Administrative Secretary Beth Mattheisen, City Councilmember Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commissioner Laumer introduced and presented the Oath of Office to newly appointed Commissioner Brendan MacDonald. Commissioner MacDonald who is a Senior Electrical Engineer at Nova-Tech Engineering, shared with the Commission a brief background of himself. Welcome aboard, Commissioner MacDonald!

Commissioner Laumer informed the Commission that the first item of business to be addressed would be the annual election of MUC officers for 2018. Following discussion, Commissioner Laumer offered a motion to nominate the following Commissioners to serve as officers for 2018: President: Commissioner Carol Laumer; Vice-President: Commissioner Justin Mattern; Secretary: Commissioner Nathan Weber; and, Treasurer: Commissioner Abdirizak Mahboub. Commissioner Mattern seconded the motion which carried by a vote of six ayes and zero nays.

Following the election of officers for 2018, Commissioner Laumer (President) requested a resolution to approve the Consent Agenda.

**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 26, 2017 Commission meeting; and,
- ❖ Bills represented by vouchers No. 180001 to No. 180081 inclusive and associated wire transfers inclusive in the amount of \$518,888.35.

Dated this 8<sup>th</sup> day of January, 2018.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

At this time, Commissioner Laumer informed the Commission that a number of annual organizational matters need to be addressed. The first matter would be to establish regular meeting times and location for the year. Following discussion, Commissioner Mattern made a motion to set the 2018 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 Mahboub seconded the motion, which carried by a vote of six ayes and zero nays.

The next order of business was to appoint Commission members to serve on the WMU Committees for 2018. Commissioner Laumer offered a motion to designate Commissioners Weber, Magnuson & Mahboub to serve on the WMU Labor Committee, and Commissioners Mattern, DeBlieck & MacDonald to serve on the WMU Planning Committee. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays. (Chair and Vice Chair positions will be designated at the first Committee meetings of the year.)

Director of Finance Runge presented the Commission with the updated 2018 WMU Operations & Maintenance Budget (O&M). The O&M Budget which encompasses all WMU divisions (electric, water, heating & total combined) had previously been approved by the Commission on Sept. 11, 2017 (and subsequently approved by the City Council on Sept. 18<sup>th</sup>). The revised budgets presented incorporated the amended rates charged by the Utility as adopted by the City Council (Ordinance #1408) on December 4, 2017. These amendments include a 5% water rate increase (both in 2018 and 2019) and the addition of the City Franchise Fee to all utility bills. Following discussion, Commissioner Mattern offered a resolution to approve the amended 2018 WMU Operations & Maintenance Budget as presented. Commissioner Mahboub seconded.

#### **RESOLUTION NO. 2**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the amended 2018 WMU Operations & Maintenance Budget which includes a 5% water rate increase effective January 1, 2018 and the addition of the City Franchise Fee to all Utility bills be approved as presented.”

Dated this 8<sup>th</sup> day of January, 2018.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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

For review and discussion, Staff Electrical Engineer Smith presented to the Commission with the December 2017 Wind Turbine Report.

Energy Services/Marketing Rep Kosbab reviewed with the Commission proposed language to be included as a bill insert to all Utility customers. The insert addresses the rate increases which go into effect January 1, 2018 and 2019 along with the addition of the City Franchise Fee which will also appear on the monthly Utility bill. Following discussion, Commissioner Mahboub offered a motion to approve the bill insert with the inclusion of the recommended revisions per Commission input. Commissioner Weber seconded the motion which carried by a vote of six ayes and zero nays.

As stated per League of Minnesota Cities, Minnesota State Statues generally prohibit the acceptance of gifts by elected or appointed "local officials". However, it is somewhat unclear if the law pertains to all city employees or just high-level employees (management). Therefore, General Manager Harren provided the Commission with a listing of holiday gifts received throughout the Utility by customer/business associates (candy, nuts, cookies, etc.).

General Manager Harren informed the Commission that scheduling of both WMU Labor and Planning Committee meetings will be forthcoming. Labor Committee agenda items will include: Commissioner #101 update; review established roles & responsibilities of the Commission and staff/management; and, MUC Self-Evaluation Survey. Planning Committee agenda items will include: EAA; Joint Action Agency; WMU/City MOA (re water mains & hydrants); and, gas contract extension (original contract ends 03.31.18).

For information: Upcoming meetings/events to note include:

- 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 DeBlieck offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned at 12:08 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Abdirizak Mahboub, Secretary



## WILLMAR MUNICIPAL UTILITIES 2018 MUC MEETING SCHEDULE

Regular meetings of the Municipal Utilities Commission for the year 2018 will be held at 11:45 a.m., in the Municipal Utilities Auditorium, 700 SW Litchfield Avenue, Willmar, Minnesota, according to the following schedule unless revised by order of the Municipal Utilities Commission.

January 8, 2018	July 9, 2018
January 22, 2018	July 23, 2018
February 12, 2018	August 13, 2018
February 26, 2018	August 27, 2018
March 12, 2018	September 10, 2018
March 26, 2018	September 24, 2018
April 9, 2018	October 8, 2018
April 23, 2018	October 23, 2018
May 14, 2018	November 13, 2018*
May 29, 2018*	November 26, 2018
June 11, 2018	December 10, 2018
June 25, 2018	December 26, 2018**

\*Denotes a Tuesday

\*\*Denotes a Wednesday

**BY ORDER OF THE MUNICIPAL UTILITIES COMMISSION**

/s/ Carol Laumer, President