

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF FEBRUARY 21, 2020

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Friday, February 21, 2020 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Carol Laumer, Nathan Weber, and Bruce DeBlieck. Absent were Commissioners Abdirizak Mahboub, Ross Magnuson, and Cole Erickson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Compliance & HR Manager Janell Johnson, Water & Heating Supervisor Joel Braegelman, Energy Services & Marketing Rep Michelle Marotzke, Administrative Secretary Beth Mattheisen, IS Coordinator Mike Sangren, and City Attorney Robert Scott (via teleconference).

Due to the absence of Secretary Mahboub, Commissioner Mattern (President) opened the meeting by appointing Commissioner DeBlieck to serve as Acting Secretary. Following the appointment, Commissioner Mattern continued by asking if any revisions were needed to the agenda presented. There being none, Commissioner Mattern requested a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 5

“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 February 10, 2020 Commission meeting; and
- ❖ Bills represented by vouchers No. 20200221 to No. 20200307 and associated wire transfers inclusive in the amount of \$2,251,574.64.

Dated this 21st day of February, 2020.



President

Attest:



Acting Secretary

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

Director of Finance Runge presented the Commission with the January 2020 Financial Reports along with a recap of the January 31, 2020 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. The Investment Portfolio presented a summary of WMU's securities and associated brokerage firms/agencies to date. Runge noted that also included with the financial data were graphs depicting the 2019/2020 monthly year-to-date revenues, expenses, and retained earnings.

Director of Finance Runge reviewed with the Commission the WMU Cost of Power Report for December 2019. This report is illustrated using a rolling year-to-date format and provides the overall cost of power for the year (0.069 per kWh year-to-date). Also reflected in the analysis is the total year-to-date cost.

Water & Heating Supervisor Braegelman presented the Commission with the 2019 Water Department Update. Within the presentation were a number of specific items of interest reviewed including: 1) NE Water Tower Summary; 2) Burns & McDonnell Flow Model Summary; 3) Water Department Demand Summary; 4) 50-Year Water Main Break Map; and, 5) 2019 Water Dept. Capital Improvement Budget/Projects.

Following the Water Department Update, Braegelman continued by presenting the Commission with a status update of District Heat (DH) customers. It was stated that in 2017 there were 200 DH customers. Currently, 96 customers remain on the heating system (15 commercial and 81 residential). All the remaining customers have been contacted either directly or by certified mail. Of the 96, two have been unresponsive to our attempts. With the decommissioning of the system quickly approaching, Staff will diligently continue to focus on assisting the remaining DH customers. Braegelman discussed with the Commission the process required for the decommissioning of the individual services including the removal of associated equipment. One step in the process stressed is the need for the effected individuals to contact the gas company (if they opt for gas service) to make the necessary arrangements to ensure the process is as smooth as possible. Staff will continue to reach out to the remaining DH customers to assist in their system transition. (Note: The Commission will be provided with monthly updates as the termination date nears.)

Energy Services/Marketing Rep Marotzke informed the Commission of the WMU Mission Statement wall displays recently added in both the Auditorium and the Customer Service areas. These visual displays (vinyl lettering) bring awareness to the community of the WMU Mission Statement and reinforces the commitment by the Commission and Staff in serving its customers.

Energy Services/Marketing Rep Marotzke continued by enlightening the Commission of a newly acquired children's energy museum display recently purchased from Rochester Public Utilities (RPU). This children's energy exhibit was previously part of the Minnesota Children's Museum in Rochester for the past ten years. The museum will now be relocating. Therefore the Utility was presented the opportunity to purchase the children's exhibit/display. Components of the display include an Energy House, a stand-alone electric interactive station, and an energy bike that "powers" various household appliances. Utility staff contacted The Village Children's Museum in Willmar to see if they would be interested in displaying an exhibit such as this. Following additional research, it was the desire of The Village to house the children's energy display at their facility. The Utility was able to negotiate a price with RPU for the Energy House and additional components. The agreed upon price of \$3,000 includes everything in the specified exhibits along with assistance by RPU staff in dismantling the displays. It is anticipated that an additional \$1,000 will be required for rebranding costs of the exhibit. Staff has contacted Missouri River Energy Services to request a 50% contribution from their Community Education Program to assist with funding of the project. The Village sent a group to Rochester on February 20th to assist with the dismantling and transporting of the exhibit. The Utility is excited to be able to bring this educational display to the Willmar area for all to enjoy.

Compliance/HR Manager Johnson stated that as part of the Silent Impact Workshop presented by Joe Schmit in December, monthly video updates based on input from WMU employees would be conducted throughout the year. The second Silent Impact Resolution video topic addressed is "Listening". At this time, the informational video was viewed.

General Manager Harren informed the Commission that meetings of both the WMU Planning Committee and WMU Labor Committee would be forthcoming (TBD). Tentative agenda item(s) for the Planning Committee will include: Water Treatment Plant; Power Plant environmental studies (RFP); transmission investment; and, new building site criteria. Tentative agenda item(s) for the Labor Committee will include: MUC Self-Evaluation Survey schedule; grievance/potential law suite; and, request for wage review/contract negotiation (Union).

For information: 2020 Upcoming meetings/events to note include:

- APPA Legislative Rally: February 24-26 (Washington, DC)
- MMUA Legislative Conference: March 31-April 1 (St. Paul)
- APPA National Conference: June 5-10 (Long Beach, CA)
- Red Rock Hydroelectric Project Dedication Ceremony: Aug. 19 (near Pella, IA)

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn the meeting. Commissioner DeBlieck seconded the motion which carried by a vote of four ayes and zero nays, and the meeting was adjourned at 12:21 p.m.

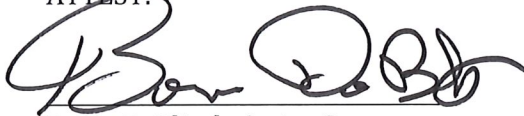
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen
Administrative Secretary

ATTEST.



Bruce DeBlieck, Acting Secretary

