

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – APRIL 11, 2022
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, April 11, 2022, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlicek, Cole Erickson, Kerry Johnson, Shawn Mueske, Carol Laumer, Dave Baumgart, and Kadar Abdi.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Energy/Safety Outreach Coordinator Chris Radel, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, and City Attorney Robert Scott (via teleconference).

The meeting was opened by reciting of the Pledge of Allegiance followed by Commissioner DeBlicek (President) asking if any revisions were needed to the presented agenda. There being none, a resolution was requested to approve the consent agenda. Following review and discussion, Commissioner Johnson offered a resolution to approve the consent agenda as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 14

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

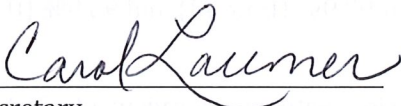
- ❖ Minutes from the March 28, 2022, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20220415 to No. 20220469 and associated wire transfers inclusive in the amount of \$260,281.94.

Dated this 11th day of April 2022.



President

Attest:


Secretary

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

Finance & Office Services Supervisor Prekker presented the Commission with the February 2022 Financial Reports along with a recap of the February 28, 2022 Investment Portfolio, and the February 2022 Cost of Power Report. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2021/2022 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Finance & Office Service Supervisor Prekker presented the Commission with the proposed allocation of annual WMU Fund/Account Balances for consideration (see below). Following the completion of the 2021 Financial Audit conducted by Conway, Death & Schmiesing, Prekker was requesting the Commission to approve the fund allocations incorporating proposed revisions. Following discussion, Commissioner Laumer offered a resolution to approve and accept the December 31, 2021 Fund/Account Balances as presented. Commissioner Mueske seconded.

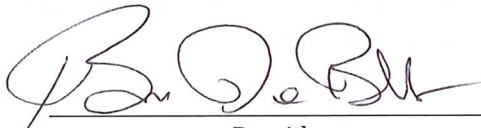
RESOLUTION NO. 15

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Fund/Account Balance Allocations for 2022 be approved as follows:

FUND/ACCOUNT


Fund Required by Bond Covenants:	<u>12/31/2021</u>	<u>12/31/2020</u> (approved 4/12/21)
Funds designated by Municipal Utilities Commission:		
1.a. Unallocated Operating Reserve - Electric	\$ 181,676	\$ 216,454
1.b. Unallocated Operating Reserve - Water	\$ 4,516,751	\$ 41,274
2. Improvement & Replacement Fund	\$ 1,700,000	\$ 1,700,000
3. Customer Deposit Fund	\$ 475,000	\$ 375,000
4. Building Expansion Fund	\$ 6,100,000	\$ 3,800,000
5. Catastrophic Reserve Fund	\$ 5,000,000	\$ 5,000,000
6. Transmission Construction Reserve Fund	\$15,000,000	\$ 9,000,000
7. Power Plant Reserve Fund	\$ 3,000,000	\$ 1,000,000
8. District Heat Underground Piping Reserve Fund	\$ 250,000	\$ 250,000
9. Water Treatment Plant Reserve Fund	\$ 5,522,000	\$ 5,522,000
10. Water Main Reserve Fund	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
TOTAL	\$42,745,427	\$27,904,728

Dated this 11th day of April 2022.



President

Attest:



Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the March 2022 Wind Turbine Report. Turbine availabilities for the month of March were at 92.9% (Unit #3) and 95.9% (Unit #4) with a total monthly production of 828,786 kilowatt hours.

Energy/Safety Outreach Coordinator Radel provided the Commission with an overview of electric vehicles (EV) and specifically how they relate to WMU and the Willmar area. Currently the total number of EV in Kandiyohi County is 74 (includes both plug-in hybrid and all-electric vehicles). WMU staff will continue to monitor the number of EV in the area, promote rebates through Bright Energy Solutions (MRES), market programs designed to promote desired charging habits through discounted charging programs, and sponsor future events to familiarize WMU customers with electric vehicles.

Consideration of two future MUC meeting dates were presented for discussion. It was the consensus of the Commission to have the first meeting in May remain as Friday, May 6th (previously rescheduled from May 9th). Following additional discussion, Commissioner Mueske offered a motion to schedule a special meeting of the Commission for Friday, June 3rd beginning at 11:00 am for the sole purpose of having MRES provide an informational transmission presentation. Commissioner Erickson seconded the motion which carried by a vote of seven ayes and zero nays.

In the past, new Commissioners have had the ability to be "mentored" by veteran Commission members. This provides an avenue for newer officials to become more familiar with the responsibilities and operations entailed while serving on the Commission. Following discussion, it was a consensus of the Commission that Commissioners DeBlieck and Laumer will serve as co-mentors for the newer board

members. It was further noted that when contacting a fellow-Commission member(s), the MN Open Meeting Law requirements must be adhered to.

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming. Tentative future Labor Committee agenda item(s) will include customer survey results, community events, new logo, software options for accounting & billing, and rate study. Tentative future Planning Committee agenda items will include water modeling & water treatment plant, agreement with David Turch & Associates (DTA), and new building.

For information: Upcoming meetings/events to note include:

- Optional informational Commissioner/General Manager mtgs. (dates TBD): (Laumer/Baumgart)
- Mtgs. with State Legislators re NEWTP funding bill requests: Thurs., April 21st (Kadar)
- MRES Annual Meeting (Sioux Falls, SD): May 11-12 (DeBlieck/Laumer)
- APPA National Conference (Nashville, TN): June 10-15 (DeBlieck/Laumer)
- MMUA Summer Conference (Madden's Resort): August 22-24 (DeBlieck)


There being no further business to come before the Commission, Commissioner Erickson offered a motion to adjourn. Commissioner Johnson seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:26 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen
Executive Secretary

ATTEST:


Carol Laumer, Secretary

