

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 27, 2017

The Municipal Utilities Commission met in its regular meeting on Monday, November 27, 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, and Ross Magnuson. Absent was Commissioner Bruce DeBlieck.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Compliance/HR/Safety Officer Janell Johnson, Administrative Secretary Beth Mattheisen, Water & Heating Supervisor Joel Braegelman, City Councilmember Shawn Mueske, City Attorney Robert Scott (via teleconference), and West Central Tribune Journalist Shelby Lindrud.

Commissioner Laumer (President) opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

RESOLUTION NO. 44

“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 13, 2017 Commission meeting; and,
- ❖ Bills represented by vouchers No. 171974 to No. 172048 and associated wire transfers inclusive in the amount of \$2,025,179.20.

Dated this 27th day of November, 2017.

President

Attest:

Secretary

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

Power Plant Supervisor Folkedahl presented the Commission with two informational reports for review and discussion. The first item reviewed was the October 2017 Wind Turbine Report. The second item presented was an update of the Power Plant Storm Water Project located near the Power Plant (Pacific Avenue). Wenck Associates has served as the engineering and environmental consulting firm throughout the project which was established in an effort to identify and address storm water management alternatives in the Power Plant area. A chronological recap of the project was presented. To date, work which has been completed includes: 1) replaced storm water manhole along Pacific Avenue; 2) removed & regraded 8th Street asphalt; 3) raised & graded 8th Street sanitary manhole; and, 4) cleaned out catch basins & manholes. Project work remaining for

completion includes: 1) place riprap & filter logs around storm sewer inlets; 2) re-grade east end of coal yard; 3) review Best Management Practices for Pacific Ave.; and, 4) document water quality results. Folkedahl concluded by stating that this project should bring the Utility into compliance with the established MPCA requirements.

Power Supply Manager Carlson presented the Commission with a request to approve the Market Rate Natural Gas Service Agreement (draft) with CenterPoint Energy contingent on legal counsel approval of contractual language. This agreement between WMU and CenterPoint Energy is for the delivery of firm and interruptible gas requirements at a discounted rate. WMU Staff has been working with Attorney Scott to finalize the agreement and are waiting for confirmation from CenterPoint Energy regarding the Insurance and Waiver of Liability components of the agreement. Carlson noted that this agreement must be executed by November 30th. Due to the time requirement for execution of the contract, Staff was recommending that the Commission authorize General Manager Harren to sign the agreement contingent upon acceptance by WMU's legal counsel. Following discussion, Commissioner Laumer offered a resolution to approve the natural gas service agreement with CenterPoint Energy for delivery of WMU's gas requirements effective December 1, 2017 through October 31, 2020, and to approve the signing of the document by General Manager Harren. Commissioner Mahboub seconded.

RESOLUTION NO. 45

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Market Rate Natural Gas Service Agreement (draft) with CenterPoint Energy for the delivery of Willmar's firm and interruptible gas requirements be approved as presented effective December 1, 2017 through October 31, 2020, and to authorize General Manager Harren to execute the final document upon approval of the contractual language by WMU's legal counsel."

Dated this 27th day of November, 2017.

President

Attest:

Secretary

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

Director of Finance Runge presented the Commission with the August 2017 Financial Reports for review and discussion. The analyses contained in the report were: 1) Electric Division; 2) Water Division; 3) Heating Division; and, 4) All Divisions (combined).

General Manager Harren informed the Commission that per their directive, a MUC Self-Evaluation form/survey had been created. This Self-Evaluation will assist in: promoting understanding of roles & responsibilities; provide orientation for new members; address & resolve board conflicts; clarify member's expectations; identify & prioritize the board's efforts; identify strengths & weaknesses; and, clarify areas of needed improvement in board performance. Each Commissioner was requested to complete the evaluation and return it to the office (Beth) by December 4th. After the data has been compiled, it will be reviewed with the Commission for further discussion.

General Manager Harren informed the Commission that the City Council has scheduled a public hearing for December 4th for consideration of an ordinance to amend rates charged by WMU. At this time, General Manager Harren, Commissioner Laumer, and Director of Finance Runge plan to attend. All Commissioners are invited to attend.

General Manager Harren informed the Commission of upcoming Committee meetings which have been scheduled. The WMU Labor Committee will be meeting on Monday, December 11th at approximately 12:30 p.m. (immediately following the regular MUC meeting). 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); diesel generators; water system modeling; and, David Turch & Associates.

For information: Upcoming meetings/events to note include:

- City Council Public Hearing – Rate Ordinance – Dec. 4th @ 7:00 p.m.
- WMU Labor Committee Mtg. – December 11 @ 12:30 p.m. (est.)
- 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 12:20 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary