

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
OCTOBER 22, 2018

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, October 22, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Nathan Weber, Abdirizak Mahboub, Bruce DeBlieck, and Ross Magnuson. Absent were Commissioners Carol Laumer and Brendan MacDonald.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Customer Service Supervisor Stacy Stien, Power Supply Manager Chris Carlson, Facilities & Maintenance Supervisor Kevin Marti, Power Resources Analyst Michelle Marotzke, Administrative Secretary Beth Mattheisen, City Councilman Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Due to the absence of Commissioner Laumer (President), Commissioner Mattern (Vice President) opened the meeting by asking if any revisions were needed to the presented agenda. There being none, Commissioner Mattern continued by requesting a resolution to approve the Consent Agenda. Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck 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 October 8, 2018 Commission meeting; and,
- ❖ Bills represented by vouchers No. 181724 to No. 181808 and associated wire transfers inclusive in the amount of \$2,225,769.47.

Dated this 22nd day of October, 2018.

Vice President

Attest:

Secretary

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

Director of Finance Runge presented the Commission with the September 2018 Financial Report along with a recap of the September 30, 2018 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflected 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.

Customer Service Supervisor Stien reviewed with the Commission the efforts utilized to collect unpaid utility bills. These avenues include the MN Recapture Program and initiating the annual lien process. While efforts continue to collect these unpaid utility bills, Stien was asking the Commission to approve a resolution requesting that the Willmar City Council place liens on properties for their unpaid utility bills. Stien noted that the grand total for the seven requested property liens was in the amount of \$3,054.66. Following discussion, Commissioner DeBlieck offered a resolution to request the Willmar City Council to place liens on these properties for unpaid utility bills. Commissioner Mahboub seconded.

RESOLUTION NO. 47

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Municipal Utilities Commission requests that the City Council place liens on the following properties for non-payment of utility bills:

ACCOUNT		AMOUNT
19484007	916 19 th Ave SE #A	\$411.97
19484010	916 19 th Ave SE #B	\$214.59
27116002	816 4 th St SW	\$382.70
16975001	700 17 th St SE	\$130.36
36239001	500 26 th Ave SW	\$76.02
34399001	625 Charlotte St SE	\$183.86
36148001	801 13 th St SW	\$1655.16
TOTAL		\$3054.66

Dated this 22nd day of October, 2018.

Vice President

Attest:

Secretary

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

In an effort to keep the Commission well-informed of departmental strategies and developments, Facilities & Maintenance Supervisor Marti, with assistance from Power Resources Analyst Marotzke, presented the “Financial Policies” and “Facility” SWOT Analysis updates. The SWOT Analysis for each category consists of: strengths, weaknesses, opportunities, and threats. Along with the regular detailed listing, an additional summary has been included illustrating the key components of the Strategic Planning update related to both the Financial Policies and Facility. Marti informed the Commission that Utility staff would be meeting in the near future to update the SWOT Analysis in its entirety.

Power Supply Manager Carlson presented the Commission with an update of the Firm Gas Contract for the 2018-2019 Planning Year. A year ago, the Utility decided to discontinue generating 5 MW's of energy around the clock and to purchase that energy on the MISO Market. After analyzing the District Heat data and the projected reduction of load for the forecasted year, Trane Energy Management (gas consultant) put out an RFP on behalf of WMU. The new contract with World Fuels was finalized on October 1, 2018. This process will be conducted for one more year, which will coincide with the decommissioning date (July 1, 2020) of the District Heating system.

Facilities & Maintenance Supervisor Marti reviewed with the Commission the September 2018 Wind Turbine Report. Marti noted that turbine availabilities for the month of September were at 97.2% (Unit #3) and 97.8% (Unit #4) with a monthly total production of 545,469 KWH.

General Manager Harren informed the Commission that the Memorandum of Agreement between WMU and the City of Willmar regarding water mains and fire hydrants was approved by the City Council at their October 8th meeting.

General Manager Harren informed the Commission that a meeting of the WMU Labor Committee would be forthcoming (TBD). Agenda items will include: Personnel Policy annual review; and, 2019 COLA.

For information: Upcoming meetings/events to note include:

- MRES Area Meeting – October 24th (Alexandria)
- 2019 MMUA Legislative Conference: January 29-30 (St. Paul)
- 2019 APPA Legislative Rally – February 25-27 (Washington, DC)

There being no further business to come before the Commission, Commissioner Mahboub offered a motion to adjourn the meeting. Commissioner Magnuson seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:07 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary