

**MINUTES OF THE DELANO WATER, LIGHT AND POWER COMMISSION
CITY OF DELANO, COUNTY OF WRIGHT, STATE OF MINNESOTA
WITH ALL ACCOUNTS BEING AUDITED BY SAID COMMISSION
Thursday, January 21st, 2021**

1. CALL TO ORDER

The meeting was called to order by Adam Steffl, Chairman

2. ROLL CALL

Roll call was taken, and a quorum established

Members Present:	Adam Steffl, Chairman Tom Rowbotham, Commissioner Nicholas Willing, Commissioner Michael Mathisen, Commissioner
Staff Present:	Chris Hart, Finance Director Wendy Neu, Staff Brittany Moorhouse, Recorder

3. AGENDA

A. There was a motion by Adam Steffl with a second by Mike Mathisen to approve the agenda and move Wenck Engineering to 3B.

Adam Steffl- Aye
Tom Rowbotham-Aye
Jason Franzen -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

Shawn Louwagie advised that Stantec has acquired Wenck Associates as of January 1st, 2021. Shawn has also requested the increase in rates and the increase would in line with what the City of Delano pays. The increase would be 6% and any new work would fall under this new rate.

4. Minutes

A. Approve the minutes of the Special Meeting on December 17th, 2020.

B. Approve the minutes of the Regular Meeting on December 21st, 2020.

There was a motion by Mike Mathisen with a second by Nick Willing to approve all minutes.

Adam Steffl- Aye
Tom Rowbotham-Aye
Jason Franzen -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

5. POWER COST ADJUSTMENT (No motion or approval necessary or required.)

A. Review the Power Cost Adjustment for December 2020 billing of .000

Wendy Neu stated the amount of \$13,550 was added to the emergency fund. Request by commission to split the PCA 50/50 between capital budget and emergency fund. A vote will be conducted in February's meeting.

6. FINANCIALS (No motion or approval necessary or required)

A. Review the Financials for December 2020

Chris Hart provided a financial review of the cash flow and financial dashboard for the month. In the Electric Department, revenue is 25.36% over budget for the month. We used \$39,763.32 cash more than planned for the month. Year to date is \$280,280.19 cash ahead of budget. Electric expenses are 38.31% over budget for the month while year to date expenses are 7.98% over budget.

In the Water Department, revenue is 30.69% over budget for the month. We are \$21,729.01 cash ahead of plan for the month. Year to date we have we are \$390744.08 ahead of budget and expenses are 1.35% under budget.

7. GM Report

A. CIP (Conservation Improvement Update) Wendy Neu presented that CIP is over by 35% year to date. Next year our spend goal is looking like to be \$96,000.

B. General Manager Update-

Wendy Neu talked about meeting with Stantec about space available for a building for expansion plans of the city.

The new generators will be tested in 2-3 weeks Diamond Leaf has a few more things to finish up. Early March we should be complete on this project.

We received bids for a new Substation.

This year's audit will be a virtual audit, and this starts 1/27/21.

Wendy also talked about DMU's staffing levels.

NISC has moved the financials to July and the customer side to go live the end of November.

Staff requested the approval to start advertising for Journeyman position.

There was a motion by Mike Mathisen with a second by Tom Rowbotham to advertise for a Journeyman position.

Adam Steffl- Aye

Tom Rowbotham-Aye

Jason Franzen -Aye

Nicholas Willing-Aye

Michael Mathisen-Aye

Motion Carried

8. Commissioners Report- No update

9. Unfinished Business

Wendy Neu presented the call center proposal from Time Communications for outages. The DMU Staff is looking for motion to accept the proposal from Time Communications for after hour services.

There was a motion by Tom Rowbotham and a second by Nick Willing to approve the call center proposal.

Adam Steffl- Aye
Tom Rowbotham-Aye
Jason Franzen -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

9B. Cash reserve and emergency fund has been tabled for January's meeting.

10. New Business

11. Claims

There was a motion by Mike Mathisen with a second by Tom Rowbotham to approve claims for the month of December 2020 the amount of \$1,022,735.07.

Adam Steffl, Chairman -Aye
Tom Rowbotham, Commissioner-Aye
Michael Mathisen, Commissioner-Aye
Nicholas Willing, Commissioner-Aye

Motion Carried

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 8:07pm.

Adam Steffl, Chairman

Nick Willing, Secretary