

**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
Monday, May 17th, 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:	Michael Mathisen, Commissioner Tom Rowbotham, Commissioner Nicholas Willing, Commissioner Betsy Moran, Commissioner Adam Steffl, Chairman
Staff Present:	Chris Hart, Finance Director Paul Twite, General Manager Wendy Neu, Operations Manager Brittany Moorhouse, Recorder

3. AGENDA

A. There was a motion by Betsy Moran with a second by Nick Willing to approve the agenda.

Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

4. Minutes

A. Approve the minutes of the Regular Meeting on April 19th, 2021.

There was a motion by Nick Willing with a second by Tom Rowbotham to approve minutes.

Tom Rowbotham-Aye
Betsy Moran -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 April 2021 billing of zero.

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

A. Review the Financials for April 2021

Chris Hart provided a financial review of the cash flow and financial dashboard for the month. In the Electric Department, revenue is 3.40% over budget for the month. We used \$3,307.24 cash more than planned for the month. Year to date is \$46,891.99 more cash used than planned. Electric expenses are 8.01% over budget for the month while year to date expenses are 10.77% over budget.

In the Water Department, revenue is 34.33% over budget for the month. We are \$19,860.95 cash ahead of plan for the month. Year to date we have we are \$139,983.89 ahead of budget and expenses are 1.41% over budget.

7. Staff Update

A. CIP (Conservation Improvement Update) Wendy Neu presented that DMU has started rebating Landscape Structures. NISC is scheduled to go live in July on the ABS side. Wendy also talked about opening the doors to the public.

B. General Manager Update

8. Commissioners Report

Betsy Moran provided an update about the Granite Works project and how it is close to groundbreaking. The city received the facility study between the city of Delano and DMU. This will be presented at the next city counsel meeting.

9. Unfinished Business

10. New Business

A. Motion to approve the Feasibility Study by IEM Energy Consultants.

There was a motion by Nick Willing with a second by Betsy Moran to approve the Feasibility Study by IEM Energy Consultants.

Tom Rowbotham-Aye

Betsy Moran -Aye

Nicholas Willing-Aye

Michael Mathisen-Aye

Motion Carried

B. Request for Action to update the Vacation/Sick Time Policy

There was a motion by Tom Rowbotham with a second by Adam Steffl to approve the request for action to update the Vacation/Sick Policy

Adam Steffl- Aye

Tom Rowbotham-Aye

Betsy Moran -Aye

Nicholas Willing-Aye

Michael Mathisen-Aye

Motion Carried

C. Motion to approve Disconnection of Utilities.

There was a motion by Make Mathisen with a second by Betsy Moran to approve the Disconnection of Utilities.

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

D. Motion to approve the Blower Bypass on Engine and work on Engine 2.

There was a motion by Tom Rowbotham with a second by Nick Willing to approve the Blower Bypass on Engine and work on Engine 2.

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

11. Claims

A. Review of AR Aging. The commission would like to see a percentage of what was not collected and the number of customers that have not paid.

B. There was a motion by Nick Willing with a second by Tom Rowbotham to approve claims for the month of April 2021 the amount of \$919,594.00.

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:26pm.

Adam Steffl, Chairman

Nick Willing, Secretary