

**WILLMAR MUNICIPAL UTILITIES COMMISSION**  
**MEETING MINUTES OF JANUARY 13, 2020**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 13, 2020 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Nathan Weber and Cole Erickson. Absent were Commissioners Abdirizak Mahboub, Bruce DeBlieck and Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Facilities & Maintenance Supervisor Kevin Marti, HR Manager Janell Johnson, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Council Liaison Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commissioner Laumer (2019 President) opened the meeting by introducing newly appointed Commissioner Cole Erickson. Erickson who is a Staff Accountant with Westberg Eischens, PLLP, shared with the Commission a brief background summary of himself. On behalf of the Commission, Laumer expressed her appreciation to Commissioner Erickson for his commitment to serve as a member of the Commission.

As a matter of protocol, Commissioner Laumer followed the introduction by administering the Oath of Office to newly appointed Commissioner Erickson (3-year term) and reappointed Commissioner Mattern (2-year term).

Due to the absence of Commission Secretary Mahboub, Commissioner Laumer appointed Commissioner Weber to serve as Acting Secretary for today's meeting. Following the appointment, Commissioner Laumer asked if any revisions were required to the presented agenda. There being none, Commissioner Laumer informed the Commission that the next order of business would be to conduct the annual election of MUC officers for 2020. Prior to conducting the election of officers, Commissioner Laumer presented a brief recap of notable items of interest from 2019 and looking forward into the new year. These points of interest included: personnel changes; approval of MRES membership; decommissioning of the Power Plant effective June 30, 2020 (in conjunction with DH termination); participation in transmission investment project; approval & implementation of rate adjustments (2020-2023); Water Treatment Plant Project; and, changes in Commission members (resignation and new appointment).

Commissioner Laumer continued by offering a motion to nominate the following Commissioners to serve as officers for 2020: President: Commissioner Justin Mattern; Vice-President: Commissioner Carol Laumer; Secretary: Commissioner Abdirizak Mahboub; and, Treasurer: Commissioner Nathan Weber. Commissioner Weber seconded the motion which carried by a vote of four ayes and zero nays.


Following the election of officers for 2020, Commissioner Mattern (President) expressed his appreciation to Commission Laumer for the service and leadership she has provided in guiding the Commission as President. Commissioner Mattern continued by requested a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

**RESOLUTION NO. 1**


"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 December 23, 2019 Commission meeting; and,
- ❖ Bills represented by vouchers No. 202000001 to No. 202000094 and associated wire transfers inclusive in the amount of \$262,270.11.

Dated this 13<sup>th</sup> day of January, 2020.

  
President

Attest:



Acting Secretary

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

At this time, Commissioner Mattern informed the Commission that a number of annual organizational matters would need to be addressed. The first matter would be to establish regular Commission meeting times and site location for the year. Following discussion, Commissioner Weber made a motion to set the 2020 Municipal Utilities Commission meeting schedule as presented with the meetings to be held on the second and fourth Mondays of each month (unless otherwise designated) at 11:45 a.m. in the Municipal Utilities Auditorium. Commissioner Laumer seconded the motion which carried by a vote of four ayes and zero nays.

The next order of business was to appoint Commission members to serve on the WMU Labor and Planning Committees for 2020. Prior to initiating the appointments, Commissioner Mattern expressed his appreciation to the Committee members for their additional time and efforts required to serve as a member on both the Labor and Planning Committees. Following Commission input, Commissioner Mattern continued by offering a motion to designate Commissioners Weber (Chair), Mahboub and Erickson to serve on the WMU Labor Committee, and Commissioners DeBlieck (Chair), Magnuson and Laumer to serve on the WMU Planning Committee. Commissioner Weber seconded the motion which carried by a vote of four ayes and zero nays.

In conjunction with annual business matters, Director of Finance Runge requested the Commission to approve US Bank as WMU's official depository for 2020 (i.e. daily financial transactions and checking account). Following discussion, Commissioner Mattern offered a motion to approve US Bank as the official depository for the Willmar Municipal Utilities for 2020. Commissioner Laumer seconded the motion which carried by a vote of four ayes and zero nays.

Facilities & Maintenance Supervisor Marti presented the Commission with the December 2019 Wind Turbine Report. Turbine availabilities for the month of December were at 99.6% (Unit #3) and 98.4% (Unit #4) with a monthly total production of 514,858 kWh. Marti informed the Commission that the Utility's Engineering staff and Wind Turbine Maintenance staff continue to reformulate the actual percentage of availability to present a more accurate assessment of the turbines.

As a member of Missouri River Energy Services (MRES), the Utility is provided a monthly update from the MRES and Western Minnesota Municipal Power Agency (WMMPA) Board of Directors meeting. The update provides a brief overview of the topics discussed by the Boards and the actions taken. At this time, the December 2019 MRES and WMMPA Board of Directors meeting video update was presented.

General Manager Harren presented with the annual "Commissioner 101" data training and review. This information is presented to the governing board annually as a "refresher" to assist in promoting understanding of roles/responsibilities, address potential board conflicts, clarify member's

expectations, and to assist in providing guidance and directive to meet the goals and expectations of the Commission and Utility. To ensure that all Commissioners are kept well-informed, Harren reviewed the information which is also available via the Utility-provided iPads. Included in the data reviewed were the following topics: 1) Commissioner Duties & Guidelines; 2) Mission Statement & Principle Statement; 3) Willmar City Charter, Section 4.05, Municipal Utilities Commission; 4) WMU Organizational Chart; 5) Open Meeting Law, Government Records & Data, and Conflict of Interest; 6) Educational Topics for 2020; 7) Budgets & Cash Flow Statements; and, 8) WMU Strategic Initiatives with Task Listings (approved September 2019).

General Manager Harren informed the Commission that 1,266 customers had elected to take advantage of paperless billing last month (e-bills). This was for information only.

As stated per League of Minnesota Cities, Minnesota State Statues generally prohibit the acceptance of gifts by elected or appointed "local officials". Therefore as a means of disclosure for transparency, General Manager Harren provided the Commission with a listing of 2019 holiday gifts received throughout the Utility by customers/business associates (i.e. candy, nuts, cookies, etc.).

General Manager Harren informed the Commission that meetings of both the WMU Planning Committee and WMU Labor Committee would be forthcoming in the near future (TBD). Agenda items for the Planning Committee will include: Power Plant: Phases 1 & 2; City Opportunity Zone incentive; WMU Building Project; Street Lighting Agreement; and, Water Treatment Plant. Agenda items for the Labor Committee will include: Personnel Policies (annual review); and, MUC Self-Evaluations.

For information: Upcoming meetings/events to note include:

- 2020 APPA Legislative Rally: February 24-26 (Washington, DC)
- 2020 MMUA Legislative Conference: March 31-April 1 (St. Paul)

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried by a vote of four ayes and zero nays, and the meeting was adjourned at 12:42 p.m.

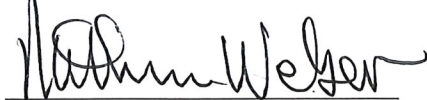
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen  
Administrative Secretary

ATTEST:



Nathan Weber, Acting Secretary



## WILLMAR MUNICIPAL UTILITIES 2020 MUC MEETING SCHEDULE

Regular meetings of the Municipal Utilities Commission for the year 2020 will be held at 11:45 a.m., in the Municipal Utilities Auditorium, 700 SW Litchfield Avenue, Willmar, Minnesota, according to the following schedule unless revised by order of the Municipal Utilities Commission.

January 13, 2020	July 13, 2020
January 27, 2020	July 27 2020
February 10, 2020	August 10, 2020
February 21, 2020*	August 24, 2020
March 9, 2020	September 14, 2020
March 23 2020	September 28, 2020
April 13, 2020	October 12, 2020
April 27, 2020	October 26, 2020
May 11, 2020	November 9, 2020
May 26, 2020**	November 23, 2020
June 8, 2020	December 14, 2020
June 22, 2020	December 28, 2020

\*Denotes a Friday (due to APPA Conf. conflict)

\*\*Denotes a Tuesday

**BY ORDER OF THE MUNICIPAL UTILITIES COMMISSION**

**/s/ Justin Mattern, Commission President**