

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF MAY 11, 2020

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

Others present at the meeting were: General Manager John Harren, Facilities & Maintenance Supervisor Kevin Marti, Compliance/HR Manager Janell Johnson, Energy Services & Marketing Rep Michelle Marotzke, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, and Labor Attorney Brandon Fitzsimmons (joining at 12:13 pm).

Commission President Mattern opened the meeting by presenting a statement prepared by City Attorney Scott regarding the current COVID-19 health pandemic, the peacetime emergency declared by Governor Walz pursuant to MN Statutes, Chapter 12, and the need to conduct our current meetings by telephone or other electronics pursuant to MN Statutes § 13D.021, until such time it is no longer impractical or imprudent for the Commission to resume in-person meetings. As a matter of procedure, let the minutes reflect that all resolutions and motions were conducted by verbal roll call.

Commissioner Mattern continued by asking if any revisions were needed to the agenda presented. There being none, Commissioner Mattern requested a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Magnuson seconded.

RESOLUTION NO. 13

"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 April 27, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20200596 to No. 20200672 and associated wire transfers inclusive in the amount of \$418,696.73

Dated this 11th day of May, 2020.



President

Attest:



Secretary

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

Commissioner Mahboub (LC Vice-Chair) reviewed with the Commission the minutes from the April 30th WMU Labor Committee Meeting (see attached). The main topic of discussion focused on an attorney-client privileged issue concerning labor/administrative personnel. Following discussion, Commissioner Magnuson offered a motion to approve the minutes of the April 30th WMU Labor


Committee as presented. Commissioner Mattern seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with the approved WMU Labor Committee minutes, Commissioner Mahboub informed the Commission that Denise Runge had submitted a Separation and Release Agreement between herself and the Willmar Municipal Utilities. As per the Labor Committee's directive, it was the recommendation to approve the acceptance of the agreement as presented. Following review and discussion with Labor Attorney Brandon Fitzsimmons, Commissioner Mahboub offered a resolution to approve the Separation and Release Agreement between Willmar Municipal Utilities and Denise Runge as presented effective May 11, 2020. Commissioner Erickson seconded.

RESOLUTION NO. 14

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Separation and Release Agreement between Willmar Municipal Utilities and Denise Runge be accepted and approved effective May 11, 2020."

Dated this 11th day of May, 2020.


President

Attest:


Secretary

The foregoing resolution was adopted by a vote of five ayes and two nays (Commissioners Weber and Magnuson).

Facilities & Maintenance Supervisor Marti presented the Commission with the April 2020 Wind Turbine Report. Turbine availabilities for the month of April were at 97.1% (Unit #3) and 96.1% (Unit #4) with a monthly total production of 611,169 kWh. This was for information only.

Energy Services & Marketing Rep Marotzke informed the Commission of the winning entries submitted for the 2020 MMUA Tom Bovitz Memorial Scholarship sponsored by the Willmar Municipal Utilities and MMUA. The applicants are required to submit a 500-750 word essay on "*Municipal Utilities – Good for All of Us*". Participation in this program helps to increase awareness of public power while giving back to the community it serves. The entries are submitted by area seniors who are customers (their immediate families) of the Willmar Municipal Utilities. The first place entry and winner of a \$750 scholarship is Jacob Meyer. (Mr. Meyer's entry has been forwarded to MMUA for consideration in the state-wide award selection process.) The second place winner of the \$250 scholarship is Raegan O-Toole. Congratulations and best wishes, Jacob and Raegan!

Compliance/HR Manager Johnson stated that as part of the Silent Impact Workshop presented by Joe Schmit in December, monthly video updates based on input from WMU employees and current issues are being conducted throughout the year. The video for May is entitled, "*Loss and Gain*". This subject was timely as it relates to the COVID-19 pandemic we are currently facing. At this time, the informational video was viewed.

General Manager Harren informed the Commission that meeting of the WMU Planning Committee would be forthcoming (TBD). Tentative item(s) for discussion will include: update of commodity sales/revenues; delayed CIP/O&M projects; possible donations to UCAP/Salvation Army/Willmar

Food Shelf, Willmar/Priam Ownership & Construction Agreement; Water Treatment Plant; and, Power Plant Substation Control Building.

On behalf of the Commission, Commissioner Mattern expressed his sincere appreciation to WMU staff for their service and efforts during these trying times amid the coronavirus outbreak. While this is a stressful time for all, the Commission wanted to recognize staff for their continued dedication to the Utility and its customers in dealing with the current situation.

For information: 2020 Upcoming meetings/events to note include:

- APPA National Conference: June 5-10 (Long Beach, CA)
- Red Rock Hydroelectric Project Dedication Ceremony: Aug. 19 (near Pella, IA)

There being no further business to come before the Commission, Commissioner Mahboub offered a motion to adjourn the meeting. Commissioner DeBlieck seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:43 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Matheisen
Administrative Secretary

ATTEST:


Abdirizak Mahboub, Secretary



WILLMAR MUNICIPAL UTILITIES

MUC Labor Committee Meeting Minutes Thursday, April 30, 2020 @ 12:00 pm Zoom Meeting (teleconference)

Attendees: Commissioners Abdirizak Mahboub, Cole Erickson & Justin Mattern, General Manager John Harren, Compliance/HR Manager Janell Johnson, Labor Attorney Brandon Fitzsimmons of Flaherty & Hood, P.A., and Administrative Secretary Beth Mattheisen.

Commissioner Mahboub (LC Vice-Chair) called the meeting to order at 12:02 pm.

1) Labor/Admin Concerns:

General Manager Harren, Compliance/HR Manager Johnson and Brandon Fitzsimmons presented the Labor Committee with attorney-client privileged and nonpublic personnel information.

The Labor Committee provided feedback on these items.

The information provided and discussed is protected nonpublic and private based on the Minnesota Government Data Practices Act (MGDPA).

2) Adjournment:

There being no further business to come before the WMU Labor Committee, Commissioner Mahboub declared the meeting adjourned at 1:17 pm.

