

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF JANUARY 25, 2021

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 25, 2021 at 11:45 a.m. in the WMU Auditorium 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, Compliance/HR Manager Janell Johnson, Facilities & Maintenance Supervisor Kevin Marti, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, Energy Safety Outreach Coordinator Chris Radel, and City Attorney Robert Scott.

Commissioner Mattern (President) opened the meeting by asking for a moment of silence for all to remember Todd Graves (WMU Line Dept. Supervisor) who unexpectedly passed away recently. He will forever be remembered for this cheerful and positive attitude throughout his years of service and dedication. Blessed be the memories of our dear friend, Todd Graves.


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

RESOLUTION NO. 3

“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 January 11, 2021 Commission meeting;
- ❖ Minutes from the January 11, 2021 Work Session; and,
- ❖ Bills represented by vouchers No. 20210038 to No. 20210114 and associated wire transfers inclusive in the amount of \$1,923,472.28.

Dated this 25th day of January, 2021.



President

Attest:



Secretary

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

At this time, Commissioner Mattern informed the Commission that the next order of business was to conduct the Election of Officers for 2021. For the office of President, Commissioner Laumer nominated Commissioner Mattern to serve as Commission President for 2021. Commissioner Magnuson seconded the motion. There being no further nominations to come before the Commission, the nominations were closed, and the motion to elect Commissioner Mattern to serve as MUC President for 2021 was approved by a vote of seven ayes and zero nays.

For the office of Vice President, Commissioner Magnuson nominated Commissioner Weber to serve as Commission Vice President for 2021. Commissioner Mattern seconded the motion. There being no further nominations to come before the Commission, the nominations were closed, and the motion to elect Commissioner Weber to serve as MUC Vice President for 2021 was approved by a vote of seven ayes and zero nays.

For the office of Secretary, Commissioner Laumer nominated Commissioner Mahboub to serve as Commission Secretary for 2021. Commissioner Mattern seconded the motion. There being no further

nominations to come before the Commission, the nominations were closed, and the motion to elect Commissioner Mahboub to serve as MUC Secretary for 2021 was approved by a vote of seven ayes and zero nays.

For the office of Treasurer, Commissioner Mahboub nominated Commissioner Magnuson to serve as Commission Treasurer for 2021. Commissioner Weber seconded the motion. There being no further nominations to come before the Commission, the nominations were closed, and the motion to elect Commissioner Magnuson to serve as MUC Treasurer for 2021 was approved by a vote of seven ayes and zero nays.

Facilities & Maintenance Supervisor Marti presented the Commission with additional data received from Wenck & Associates regarding the Power Plant Environmental Studies & Hazardous Material Survey recently completed. The original data had been reviewed with the WMU Planning Committee on Dec. 7th with a condensed presentation given to the full Commission on Dec. 14th. Immediately following the Dec. 14th MUC meeting, a Work Session was conducted between the Commission/Staff and representatives of Wenck to thoroughly review the findings. Subsequently, a joint Work Session between WMU/City of Willmar/Wenck has been scheduled for February 3rd to address future options of the Power Plant site. Marti presented the Commission with the updated information including timeline and cost data regarding the facility site.

General Manager Harren informed the Commission that a meeting of the WMU Planning Committee has been scheduled for Thursday, Jan. 28th @ 12:00 pm (WMU Auditorium). Topics of discuss will include: Operations Policies (annual review), Power Plant Substation Control Bldg, MRES Capacity Agreement, District Heat Pipe Agreement with the City of Willmar, and DNR Water Supply Plan approval. A meeting of the WMU Labor Committee would be forthcoming with agenda items to include: pay equity, clothing policy (union), market adjustments, and employee survey (trending).

In appreciation for her years of service and dedication, Commissioner Mattern presented outgoing Commissioner Laumer with a souvenir from the WMU Power Plant (coal sample). It was further noted that the new MUC appointments both for Commissioner and City Council Liaison are scheduled to be officially approved at the City Council's February 1st meeting.

In closing, General Manager Harren provided a brief biography and words of comfort for our dearly departed, Todd Graves.

For information: Upcoming meetings/events to note include:

- 2021 MMUA Legislative Conference (virtual event): Feb. 10th (9:00 am-12:00 pm).
 - Note: Registration deadline: February 2nd
- 2021 APPA Legislative Rally (virtual event): March 1 & 2

There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn. Commissioner Mahboub seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:40 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen
Administrative Secretary

ATTEST:



Abdirizak Mahboub, Secretary

WILLMAR MUNICIPAL UTILITIES COMMISSION

WORK SESSION MINUTES

JANUARY 11, 2021 @ 1:07 PM (via Zoom)

The Municipal Utilities Commission met in a scheduled Work Session on Monday, January 11, 2021, at 12:45 p.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Carol Laumer, Abdirizak Mahboub, Nathan Weber, Bruce DeBlicek, Ross Magnuson, and Cole Erickson.

Others present at the meeting were: General Manager John Harren, Compliance/HR Manager Janell Johnson, and Administrative Secretary Beth Mattheisen.

Commissioner Mattern opened the session by introducing discussion on the recently conducted 2020 MUC Self-Evaluation Survey. This survey originated in 2017 with the intent to assist in understanding roles & responsibilities, provide orientation for new members, address board conflicts, clarify member expectations, identify priorities, strengths & weaknesses, and determine areas for improvement in board performance. Each Commissioner provided their input by completing the "living" document which consists of 36 questions covering 6 specific categories. These categories are: Commission Activity; Mission & Purpose; Governance & Partnership Alignment; Commission Organization; Commission Meetings; and, Commission Membership.

Commissioner Mattern continued by reviewing step-by-step the 2020 MUC Self-Evaluation Survey which included comparisons from both the 2017 and 2018 surveys. (In 2018, it was the consensus of the Commission to conduct the survey on a 2-yr. rotation basis.)

Points to note include:

- 1) Continue to keep communications open to remain well-informed; Commissioners are encouraged to contact General Manager as questions arise ("open-door policy").
- 2) When possible, in-person meetings are favorable vs. teleconferencing (increases participation).
- 3) Request for additional Open Meeting Law clarifications (annually contained within the City Attorney's "Commissioner 101" training).
- 4) Consider having a veteran Commissioner assist in the training process for new MUC.
- 5) Expand awareness regarding Strategic Planning (present more of a long-term outlook).
- 6) Implemented new "checks & balances" policies which have strengthened accountability;
- 7) Consider having individual MUC attend post-MUC mtgs. with Staff (discuss at next LC mtg.).
- 8) Attendance in industry training/events such as MMUA, APPA, MRES, etc. are highly beneficial and encouraged for all Commissioners. Excellent resources to expand knowledge in our industry.
- 9) Define GM succession plan (discuss at LC mtg.).
- 10) Preserve historic items when feasible & practical (note: Historical Society is currently working with Staff regarding the Power Plant.)

The results of the survey reflect highly of the Commission, their engagement in the Utility, and the solid understanding of the Commission's role and purpose.

In conclusion, General Manager Harren extended this appreciation to the Commission for their time and efforts involved in participating in the 2020 MUC Self-Evaluation and for their input and feedback throughout the process.

There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn. Commissioner Mahboub seconded the motion which carried by a vote of seven ayes and zero nays, and the MUC Work Session was adjourned at 2:13 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen

Administrative Secretary

ATTEST:



Abdirizak Mahboub, Secretary

