

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – AUGUST 23, 2021
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, August 23, 2021, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Justin Mattern, Nathan Weber, Abdirizak Mahboub, Bruce DeBlieck, Kerry Johnson, and Shawn Mueske. Absent was Commissioner Cole Erickson.

Others present at the meeting were: General Manager John Harren, Compliance/HR Manager Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, Staff Electrical Engineer Jeron Smith, Facilities & Maintenance Supervisor Kevin Marti, Energy/Safety Outreach Coordinator Chris Radel, City Councilman Michael O'Brien, City Attorney Robert Scott, Mayor Marv Calvin, and City Administrator Leslie Valiant. City Councilmember Vicki Davis attended the tour portion of the meeting only.

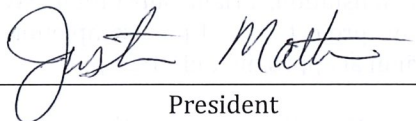
The meeting was opened by reciting of the Pledge of Allegiance followed by Commissioner Mattern (President) asking if any revisions were needed to the agenda presented. There being none, a resolution to approve the consent agenda was requested. Following review and discussion, Commissioner Mahboub offered a resolution to approve the consent agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 44

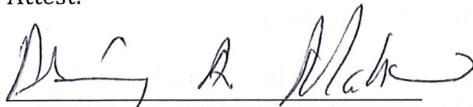
"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from the August 9, 2021, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20210964 to No. 20211053 and associated wire transfers inclusive in the amount of \$2,396,003.21.

Dated this 23rd day of August 2021.


President

Attest:


Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays,

Staff Electrical Engineer Smith presented the Commission with a recommendation for bid award for the Control Panels for the Priam Substation project. DGR Engineering received and reviewed the bids for accuracy and compliance and has made the following recommendation. Two bids were received with the low qualifying bid being submitted by Electrical Power Products, Inc., for the total bid amount of \$98,800.00. Following review, Commissioner DeBlieck offered a resolution to approve the contract for the Control Panels for the Priam Substation to Electrical Power Products, Inc., for their bid of \$98,800.00. Commissioner Mahboub seconded.

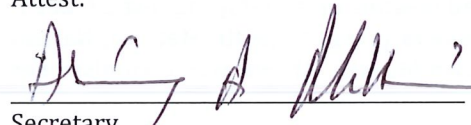
RESOLUTION NO. 45

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract to furnish the Control Panels for the Priam Substation be awarded to Electrical Power Products, Inc., of Des Moines, Iowa, for the total bid amount of \$98,800.00."

Dated this 23rd day of August 2021.


President

Attest:


Secretary

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

Energy/Safety Outreach Coordinator Radel reviewed with the Commission the WMU Cost of Power Report for June 2021. This report is illustrated using a rolling year-to-date format and provides the overall cost of power for the year (.065 per kWh twelve-month rolling average). Additional data reflecting the month-to-date cost (.079 per kWh) was also presented for review.

General Manager Harren stated that a meeting of the WMU Planning Committee is scheduled for Tuesday, August 24th beginning at 12:00 pm (WMU Conference Room). Topics of discussion will focus on the proposed 2022 WMU Budget and water rate policy revisions. Future Committee meetings (TBD) will include the following agenda item(s): WMU Labor Committee: General Manager pay equity/market adjustment, Emergency Succession Plan, and clothing policy; and, WMU Planning Committee: NISC software.

General Manager Harren informed the Commission that the 2021 MRES Fall Member Meeting (replacing past MRES Area Meetings) will be held November 9-10 at the Sioux Falls Convention Center. Topics of discussion will include strategic priorities, budgets, rates, projects, services, power supply, and new initiatives. Policymakers and management staff are encouraged to attend the highly informative meeting.

Following the regular business portion of the meeting, Facilities & Maintenance Supervisor Marti served as a guide for the annual tour of various WMU project sites, facilities, and areas of interest. The tour included site visits and observations of the following: Line Dept. bucket truck, NE Water Treatment Plant, NE Substation, Willmar Substation, Priam Substation, SW Substation, SW Well Field, SW Water Plant, and Power Plant Substation project site. Upon completion of the facilities tour, the Commission reconvened in the WMU Auditorium at approximately 1:25 pm.

For information: Upcoming meetings/events to note include:

- 2021 MRES Fall Member Meeting – Nov. 9 & 10 (Sioux Falls Convention Center)

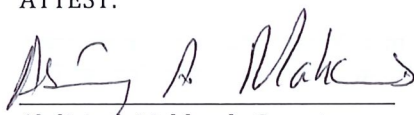
There being no further business to come before the Commission, Commissioner Weber offered a motion to adjourn. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 1:27 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen
Executive Secretary

ATTEST:


Abdirizak Mahboub, Secretary