

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – JANUARY 10, 2022
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 10, 2022, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Cole Erickson, Kerry Johnson, Shawn Mueske and Dave Baumgart. Absent were Commissioners Abdirizak Mahboub and Carol Laumer.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, Facilities & Maintenance Supervisor Kevin Marti, City Attorney Robert Scott, City Councilman Michael O'Brien, Representative Dave Baker, Senator Andrew Lang, and Attorney L. Reid LeBeau of the Jacobson Law Group.

The meeting opened with reciting of the Pledge of Allegiance followed by Commissioner DeBlieck (2021 Vice President) introducing Rep. Baker, Sen. Lang, and Attorney LeBeau who were in attendance to present an overview of the upcoming 2022 Legislative Session scheduled to begin January 31st. Among issues to be addressed during the session will be the current budget surplus (nearly \$8 billion), redistricting (periodic redefining of district boundaries), distribution of opioid dollars, unemployment issues due to current pandemic, American Resource Plan Federal Funds, and addressing bonding requests for projects such as Willmar's NE Water Treatment Plant. A record \$5.5 billion in bonding requests have been made of which \$4.2 billion come from state agencies, and \$1.2 billion come from cities, counties, and local entities. Attorney LeBeau added that the money creates both opportunities and challenges within the bonding appropriations and funding process. To assist in securing bonding, LeBeau stated that a presentation by WMU staff will be necessary to further emphasize the need for funding assistance for the NEWTP project. Following the informative update, the Commission expressed its appreciation for the legislative insight presented. Rep. Baker concluded by extending his appreciation to the Commission and Staff for their continued service to the Willmar community. At this time, Rep. Baker and Sen. Lang departed the meeting.

The next order of business would be the annual election of MUC officers for 2022. For the position of President, Commissioner Mueske offered a motion to nominate Commissioner DeBlieck to serve as President. For the position of Vice President, Commissioner Johnson offered a motion to nominate Commissioner Erickson to serve as Vice President. For the position of Secretary, Commissioner Mueske offered a motion to nominate Commissioner Laumer to serve as Secretary. For the position of Treasurer, Commissioner Erickson offered a motion to nominate Commissioner Baumgart to serve as Treasurer. There being no additional nominations to come before the Commission, Commissioner DeBlieck seconded the motions which carried by a vote of five ayes and zero nays.

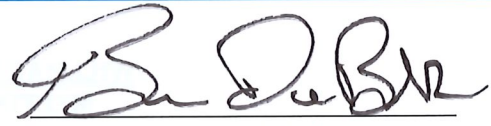
Due to the absence of Secretary Laumer, Commission President DeBlieck appointed Commissioner Mueske to serve as Acting Secretary. Following the appointment, Commissioner DeBlieck requested a resolution to approve the Consent Agenda. Commissioner Johnson offered a resolution to approve the Consent Agenda as presented. Commissioner Baumgart 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 28, 2021, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20220001 to No. 20220040 and associated wire transfers inclusive in the amount of \$269,395.73.

Dated this 10th day of January 2022.


President

Attest:


Acting Secretary

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

At this time, Commissioner DeBlick informed the Commission that the next matter of business would be to establish regular Commission meeting times and site location for the year. Following Commission input, Commissioner Mueske made a motion to set the 2022 Municipal Utilities Commission meeting schedule as agreed upon with the meetings to be held on the second and fourth Mondays of each month (unless otherwise designated, see attached schedule) at 11:45 a.m. in the Municipal Utilities Auditorium. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays.

It was noted that appointments to both the WMU Labor and Planning Committees would normally be conducted at this time; however, it was a consensus to table this action until the next MUC meeting to allow for input from all Commissioners.

In conjunction with annual business matters, Finance & Office Services Supervisor Prekker requested the Commission to approve US Bank and Heritage Bank as WMU's official depositories for 2022 (i.e. daily financial transactions and checking/savings account). Following discussion, Commissioner Mueske offered a motion to approve US Bank and Heritage Bank as the official depositories for the Willmar Municipal Utilities for 2022. Commissioner Erickson seconded the motion which carried by a vote of four ayes and one nay (Commissioner Johnson).

Finance & Office Services Supervisor Prekker presented the Commission with the November 2021 Financial Reports along with a recap of the November 30, 2021 Investment Portfolio, and the November 2021 Cost of Power Report. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2020/2021 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Facilities & Maintenance Supervisor Marti presented the Commission with the December 2021 Wind Turbine Report. Turbine availabilities for the month of December were at 94.2% (Unit #3) and 88.8% (Unit #4) with a total monthly production of 693,954 kilowatt hours. The total production for 2021 was 6,098,703 kilowatt hours.


General Manager Harren reviewed with the Commission revisions to the Memorandum of Agreement (MOA) between WMU and the City of Willmar addressing Water Mains and Fire Hydrants. The original MOA was approved by both entities in October of 2018. Since December of 2021, Staff from both WMU and the City have worked together to reach mutually acceptable revisions to the agreement. The main revisions were to exchange responsibilities more fitting for each entity. These duties would include WMU assuming responsibility for water hydrant maintenance while the street repairs would become the responsibility of the City. The exchange of responsibilities would be in effect beginning in January 2022. Following review, Commissioner Mueske offered a resolution to approve the proposed changes as presented pending City Council concurrence. Commissioner Erickson seconded.

RESOLUTION NO. 2

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed amendments to the 2018 (original) Memorandum of Agreement: Water Mains & Fire

Hydrants between Willmar Municipal Utilities and the City of Willmar be approved as presented pending City Council concurrence, effective January 2022."

Dated this 10th day of January 2022.


President

Attest:


Acting Secretary

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

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 2021 holiday gifts received throughout the Utility by customers/business associates (candy, nuts, cookies, etc.).

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming. Tentative future Labor Committee agenda item(s) will include software options for accounting and billing. Tentative future Planning Committee agenda items will include water modeling and water treatment plant.

For information: 2022 Upcoming meetings/events to note include:

- MMUA Legislative Conference (St. Paul): Feb. 8-9 (DeBlicek/Laumer/Harren)
- APPA Legislative Rally: Feb. 28 through March 2 (Washington, DC) (Laumer/Harren)
 - Note: January 10th signup deadline
- APPA National Conference (Nashville, TN) June 10-15

There being no further business to come before the Commission, Commissioner Mueske offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 1:07 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen
Executive Secretary

ATTEST:


Shawn Mueske, Acting Secretary

**WILLMAR MUNICIPAL
UTILITIES
2022 MUC MEETING SCHEDULE**

Regular meetings of the Municipal Utilities Commission for the year 2022 will be held on the second and fourth Mondays of the month 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 10, 2022	July 11, 2022
January 24, 2022	July 25, 2022
February 14, 2022	August 8, 2022
February 25, 2022*	August 22, 2022
March 14, 2022	September 12, 2022
March 28, 2022	September 26, 2022
April 11, 2022	October 10, 2022
April 25, 2022	October 24, 2022
May 9, 2022	November 14, 2022
May 23, 2022	November 28, 2022
June 13, 2022	December 12, 2022
June 27, 2022	December 21, 2022**

*Denotes Friday

**Denotes Wednesday

BY ORDER OF THE MUNICIPAL UTILITIES COMMISSION

/s/ Bruce DeBlieck, President