

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – JANUARY 24, 2022
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 24, 2022, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Abdirizak Mahboub, Kerry Johnson, Shawn Mueske, Dave Baumgart, and Carol Laumer. Absent was Commissioner Cole Erickson.

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, Energy & Safety Outreach Coordinator Chris Radel, City Attorney Robert Scott, and City Councilman Michael O'Brien.

The meeting opened with reciting of the Pledge of Allegiance followed by Commissioner DeBlieck welcoming newly appointed Commissioner Carol Laumer who will be serving a three-year term. Commissioner Laumer previously served on the Commission and will bring her vast knowledge and insight upon her return. Welcome back, Commissioner Laumer!


Commission President DeBlieck continued by asking if any revisions were needed to the presented agenda. 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 Johnson seconded

RESOLUTION NO. 3

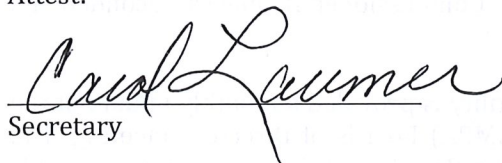
“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from the January 10, 2022, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20220041 to No. 20220130 and associated wire transfers inclusive in the amount of \$1,954,055.38.

Dated this 24th day of January 2022.


President

Attest:


Secretary

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

Director of Administration Johnson informed the Commissioner that Request for Proposals (RFP) to conduct the 2022 Rate Study had been issued on December 20, 2021. The RFP were sent to four consultants with two responses. An addendum had been added to address Time of Use (TOU) electric rates for residential EV customers. It was determined that additional data was required to conduct the electric portion of the proposed rate study. Therefore, it was the recommendation of staff to continue to compile data regarding the TOU rate setting, and to move forward at this time with the water portion of the rate study. Following review and discussion, Commissioner Mueske offered a motion to authorize Dave Berg Consulting to conduct a Water Rate Study in the amount of \$12,000. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays.

Energy & Safety Outreach Coordinator Radel presented the Commission with an annual overview of WMU's Energy Services/Safety Program/Marketing for 2021. Included in the presentation were the following items of interest:

- a) Energy Services:
 - i) Bright Energy Solutions (BES) Rebate Program:
 - (1) 902,758.93 kWh saved in 2021 (compared to 1,425,847.93 kWh in 2020)
 - (2) \$77,185.82 paid back in 2021 (compared to \$93,586 in 2020)
 - ii) Load Share Program: implemented 26 days over 6 mos. (total of 104 hours)
 - iii) Energy Services Goals for 2022
- b) Safety Program:
 - i) Safety Statistics including First Report of Injury: no medical treatment required
 - ii) Lost Time Injury: 0 days
 - iii) Safety Goals for 2022
- c) Marketing Outreach including:
 - i) Chamber Connection; WMU/MMUA Scholarship Program; educational programs; and, community involvement
 - ii) Social media and website data review
 - iii) Marketing Goals for 2022

At this time, Commissioner DeBlieck presented Commissioner Mahboub with a commemorative plaque honoring his years of service and dedication while serving as a member of the WMU Commission (2015-2022). His involvement and leadership are to be commended. At this time, Commissioner Mahboub accepted the honor and expressed his appreciation for the opportunity to serve as Commissioner throughout the years. Congratulations and best wishes, Zack!

The next order of business was to appoint members to serve on both the WMU Labor and Planning Committees for 2022. This topic had been tabled at the January 10th MUC meeting. At this time, Commissioner Laumer made a motion to remove the topic from the table to allow for the necessary action to be taken. Commissioner Mueske seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner DeBlieck continued by expressing his appreciation to the Commissioners for their input and willingness to serve as members of the WMU Labor and Planning Committees. DeBlieck requested consideration by Commissioners Mueske, Erickson, and Laumer to serve on the Planning Committee, and Commissioners Johnson and Baumgart to serve on the Labor Committee. Furthermore, Commissioner DeBlieck would serve as an interim for both committees as needed. Following discussion, Commissioner Mueske offered a motion to designate Commissioners Mueske/Erickson/Laumer to serve on the 2022 WMU Planning Committee, and Commissioners Johnson/Baumgart (with an additional member TBD) to serve on the 2022 WMU Labor Committee. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays.

As a member of Missouri River Energy Services (MRES), the Utility is provided a monthly update of the MRES and Western Minnesota Municipal Power Agency (WMMPA) Boards of Directors meeting. The update provides a brief overview of the topics discussed by the Boards and the actions taken. At this time, a video summary from the December 2021 MRES and WMMPA Boards of Directors meeting was presented.

General Manager Harren informed the Commission that the amended *2022 Memorandum of Agreement for Water Mains and Fire Hydrants* between WMU and the City of Willmar has been completed. The Commission approved the MOA at their January 10th MUC meeting with full approval provided by the City Council at their January 18th meeting.

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 & billing, new logo, and rate study. Tentative future Planning Committee

agenda items will include water modeling & water treatment plant, Power Plant Substation, and agreement with David Turch & Associates (DTA).

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

- CHANGED TO VIRTUAL: MMUA Legislative Conference: Feb. 8-9 (DeBlieck/Laumer/Harren)
 - Zoom Mtg. with Rep. Dave Baker & Sen. Andrew Lang (Feb. 8 @ 3:00-3:30 pm)
- APPA Legislative Rally: Feb. 28 through March 2 (Washington, DC) (Laumer/Harren)
- 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 Laumer seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:25 pm.

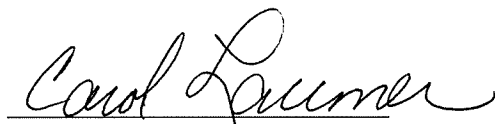
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen
Executive Secretary

ATTEST:


Carol Laumer, Secretary

