

**WILLMAR MUNICIPAL UTILITIES COMMISSION**  
**MEETING MINUTES – MARCH 28, 2022**  
**11:45 AM – WMU AUDITORIUM**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, March 28, 2022, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck (via teleconference), Cole Erickson, Shawn Mueske, Dave Baumgart, Carol Laumer, and Kadar Abdi. Absent was Commissioner Kerry Johnson.

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, City Attorney Robert Scott, City Councilman Michael O'Brien, and CPA Justin McGraw of Conway, Deuth & Schmiesing.

Commission Vice President Erickson opened the meeting by welcoming Attorney Scott who was attended in-person to become acquainted with newer members of the Commission. Following introductions, Attorney Scott thanked the Commission and staff for the opportunity to serve as legal counsel for the Willmar Municipal Utilities. He further expressed his appreciation for the continual positive work relationship and strong management efforts of the staff.

Following the introduction, reciting the Pledge of Allegiance was held. Commissioner Erickson continued by asking if any revisions were needed to the presented agenda. There being none, a resolution was requested to approve the consent agenda. Following review and discussion, Commissioner Mueske offered a resolution to approve the consent agenda as presented. Commissioner Baumgart seconded. As a matter of protocol, let the minutes reflect that all resolutions and motions were conducted by verbal roll call.

**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 March 14, 2022, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20220369 to No. 20220414 and associated wire transfers inclusive in the amount of \$1,595,312.49.

Dated this 28<sup>th</sup> day of March 2022.

  
Vice President

Attest:

  
Secretary

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

At this time, Commissioner Erickson introduced CPA Justin McGraw from the accounting firm of Conway, Deuth & Schmiesing, PLLP. Mr. McGraw was in attendance to present the Commission with a report summarizing the 2021 Financial Statements & Accountants' Report for the Willmar Municipal Utilities. He informed the Commission that following a thorough review of the financial statements and reporting records of the Willmar Municipal Utilities, it was determined that WMU is

in total compliance with the provisions of laws, regulations, contracts, and agreements. Mr. McGraw further expressed his appreciation to Finance & Office Services Supervisor Prekker and WMU staff for the competent accounting practices being demonstrated and the leadership being provided. Following discussion, Commissioner Laumer offered a motion to accept the 2021 Financial Statements & Accountants' Report as presented. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays. Following the acceptance, Commissioner Erickson expressed his appreciation to the staff for their work and efforts in completing the annual audit.

General Manager Harren informed the Commission that funding meetings with state legislators will be held on Tuesday, April 19<sup>th</sup> (exact times TBD). These meetings are in conjunction with the NE Water Treatment Plant funding bill requests which were recently introduced to both the Minnesota House and Senate (H.F. #3993/S.F. #3681).

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 customer survey results, community events, new logo, software options for accounting & billing, and rate study. Tentative future Planning Committee agenda items will include water modeling & water treatment plant, agreement with David Turch & Associates (DTA), and new building.

For information: Upcoming meetings/events to note include:

- MRES Annual Meeting (Sioux Falls, SD): May 11-12
- APPA National Conference (Nashville, TN): June 10-15
- MMUA Summer Conference (Madden's Resort): August 22-24

There being no further business to come before the Commission, Commissioner Mueske offered a motion to adjourn. Commissioner Kadar seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:15 pm.

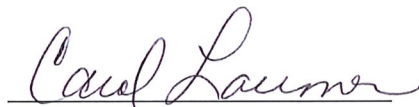
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen  
Executive Secretary

ATTEST:



Carol Laumer, Secretary