

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, December 11, 2023, at 11:45 am in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, John Kennedy, Carol Laumer, Patricia Elizondo, and Terrill Sieck. Absent were Commissioners Dave Baumgart and Shawn Mueske.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Information Systems (IS) Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), City Councilman Michael O'Brien, and WC Tribune Journalist Jennifer Kotila.

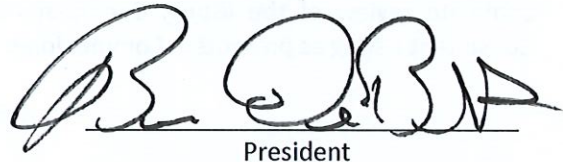
The meeting opened by reciting the Pledge of Allegiance. Due to the absence of Commission Secretary Baumgart, Commission President DeBlieck continued by appointing Commissioner Elizondo to serve as Acting Secretary. Following the appointment, Commissioner DeBlieck next asked if there were any changes to the presented agenda. There being none, a resolution to approve the consent agenda was requested. Following review and discussion, Commissioner Laumer offered a resolution to approve the consent agenda as presented. Commissioner Kennedy seconded.

RESOLUTION NO. 41

"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 November 27, 2023, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 2023730 to No. 20231770 and associated wire transfers inclusive in the amount of \$1,032,165.49.

Dated this 11th day of December 2023.



President

Attest:



Acting Secretary

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

Finance & Office Services Supervisor Prekker reviewed with the Commission the October 2023 Financial Reports along with a recap of the October 31, 2023 Investment Portfolio. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflects operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2022/2023 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Facilities & Maintenance Supervisor Marti presented the November 2023 Wind Turbine Report. Wind turbine availabilities for the month of November were at 72.3% (Unit #3) and 89.0% (Unit #4) for a total monthly production of 495,905 kilowatt hours (kwh). The 2023 total production through November is 2,811,656 kwh.

General Manager Harren reviewed with the Commission a tentative listing of proposed educational topics to be presented to the Commission throughout 2024. These informational updates are presented to assist in keeping the Commission well-informed of various topics/issues, projects, policies, and departmental developments throughout the year. Commission input is valued and welcomed to assist in determining topics of interest relevant in keeping the board abreast of the Utility and its operations. Following discussion, Commissioner Kennedy offered a motion to approve the 2024 WMU Commission Listing of Anticipated Educational Subjects with the inclusion of *APPA's Public Power Governance Essentials* on-demand training presentations. Commissioner Sieck seconded the motion which carried by a vote of five ayes and zero nays.

General Manager Harren informed the Commission that the next matter of business would be to establish regular Commission meeting times and site location for the next year. Following review, Commissioner Laumer made a motion to set the 2024 Municipal Utilities Commission meeting schedule as presented 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 Elizondo seconded the motion which carried by a vote of five ayes and zero nays.

General Manager Harren informed the Commission that a meeting of the WMU Labor Committee will be held on Monday, December 18th at 11:30 am. Agenda items will include the General Manager's annual performance review and Personnel Policies annual review. Additional meetings of both the WMU Labor and Planning Committees will be forthcoming. Tentative future Labor Committee agenda item(s) will include new building land acquisition and WMU Strategic Plan. Tentative future Planning Committee agenda items will include new building, new generation, transmission project, water treatment plant, water system model, PFAs update, and Operations Policies (annual review).

For information: Upcoming events to note include:

- WMU/MUC holiday luncheon/meeting: Thurs., Dec. 21st @ 11:00 am (MUC mtg. to immediately follow)
- 2024 APPA Legislative Rally (Washington, DC): February 26-28
- 2024 MMUA Legislative Conference (St. Paul): March 19-20

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Kennedy seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:23 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen, Executive Secretary

ATTEST:



Patricia Elizondo, Acting Secretary