

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, February 12, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, John Kennedy, Dave Baumgart, Terrill Sieck, Bruce DeBlieck, Carol Laumer, and Patricia Elizondo.

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


The meeting opened by reciting the Pledge of Allegiance. Commission President Mueske continued by asking if any changes to the agenda were needed. 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 Baumgart seconded.

RESOLUTION NO. 7

"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 22, 2024, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20240139 to No. 20240200 and associated wire transfers inclusive in the amount of \$1,160,497.76.

Dated this 12th day of February 2024.


President

Attest:


Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the January 2024 Wind Turbine Report. Turbine availabilities for the month of January were at 99.3% (Unit #3) and 95.2% (Unit #4) with a total monthly production of 562,049 kwh. The annual costs year-to-date associated with operating the units is 1.31¢/kwh. Since the inception of the units in 2009, the cumulative operational cost has been calculated at 14.65¢/kwh.

Facilities & Maintenance Supervisor Marti presented the Commission with a status update of the MinnWest land purchase process. The MinnWest Board of Directors approved WMU's proposed site layout on January 23rd. Staff recently met with MinnWest staff and agreed upon a property line along the north side of the property (site diagram was provided). Staff will continue to proceed with the necessary steps to acquire the property for the site of the future WMU facility (property appraisal, meet with City staff to discuss services, formulate purchase offer, etc.).

Commissioner Laumer recapped her recent attendance at MMUA's *Security Threats and Preparation Workshop* held in New Ulm on January 30th. The workshop covered analyzing real case studies, discussing physical security essentials, performing comprehensive threat assessments, reviewing cybersecurity trends, and engaging with local law enforcement.

American Public Power Association (APPA) has a new 15-part on-demand training course entitled "Public Power Governance Essentials". This series offers a convenient way to get "up-to-speed" on governance requirements, such as complying with charters/bylaws, reporting conflicts of interest, understanding duties and legal obligations, and facilitating an effective board meeting. At this time, two informational training videos were presented (Lesson #2: "The Fine Print: Charters, Bylaws, Codes of Conduct" and Lesson #3: "Duties, Responsibilities, and Legal Obligations").

General Manager Harren informed the Commission that CMPAS CAPX 2nd Circuit Project will be cash-funded by its Brookings Line project participants. At the January 8th MUC meeting, the Commission approved a cash payment for WMU's portion of the project in the amount of \$551,000 (Resolution #3). Agreements regarding construction timing and processes are currently being developed. No additional action is required at this time.

General Manager Harren inquired if the Commission felt the need to propose an amendment to the City Charter addressing MUC compensation. If this were the direction to proceed, a resolution would be needed to begin the process. Following discussion, the Commission agreed to remain "as is" as a volunteer group and to forego consideration for compensation at this time. If in the future the need arises to address compensation, additional discussions will be held regarding the topic and the process involved.

A question had previously been raised regarding clarification of the wastewater charges listed on the monthly Utility bills. (WMU acts as a pass-through for collection of the charges for the City of Willmar.) General Manager Harren stated that following discussions, it was a recommendation of staff to make no changes to the current notions on the monthly utility bills and to work with the City to update the description charges.

As a member of Missouri River Energy Services (MRES), WMU is provided a monthly update of the MRES and Western Minnesota Municipal Power Agency (WMMPA) Boards of Directors meeting. The December 2023 monthly update provided a brief overview of the topics discussed by the Boards and the actions taken.

Reminder: Due to the upcoming APPA Legislative Conference to be held February 26-28, the next MUC meeting is scheduled for Friday, February 23rd beginning at 11:45 am.

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 Strategic Plan update. Tentative future Planning Committee agenda items will include new building, new generation, transmission projects, and water treatment plant.

Upcoming 2024 events to note:

- APPA Legislative Rally (Washington, DC): February 26-28
- MMUA Legislative Conference (St. Pau): March 26-27
- APPA National Conference (San Diego, CA): June 7-12 (general session: June 10-12)

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:52 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheiser, Executive Secretary

ATTEST:



Dave Baumgart, Secretary