

The Municipal Utilities Commission (MUC) met in its regular meeting scheduled Monday, December 9, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, Dave Baumgart, John Kennedy, Terrill Sieck, and Bruce DeBleck. Absent were Commissioners Carol Laumer and Patricia Elizondo.

Others present at the meeting were: Interim General Manager Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Staff Electrical Engineer Jeron Smith, Facilities & Maintenance Supervisor Kevin Marti, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), City Councilman Michael O'Brien, and WC Tribune Journalist Jennifer Kotila.

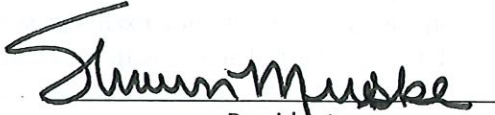
The meeting commenced with the recitation of the Pledge of Allegiance. Commission President Mueske announced that an additional item, the General Manager search process update, would be added to the presented agenda. Following review and discussion, Commissioner Kennedy offered a resolution to approve the consent agenda, including the additional agenda item. Commissioner Baumgart seconded.

**RESOLUTION NO. 44**

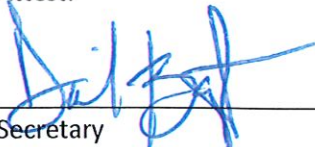
"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from: November 25, 2024 MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20241742 to No. 20241833 and associated wire transfers inclusive in the amount of \$192,003.33.

Dated this 9<sup>th</sup> day of December, 2024.

  
President

Attest:

  
Secretary

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

Finance & Office Services Supervisor Prekker reviewed the October 2024 Financial Reports, which included a recap of the October Investment Portfolio and the October Cost of Power Report. The financial information presented reflects operating revenues, expenses, retained earnings, and fund comparisons for both the Electric and Water Divisions.

Staff Electrical Engineer Smith reviewed DGR Engineering's Task Order #13, which provides engineering services for replacing existing 230 kV and 69 kV transmission line structures. The scope of the proposed services includes design, bidding, and construction phases, with an all-inclusive fee of \$67,000. Smith noted the approved budget for the project is \$375,000, and estimated materials and equipment costs are \$262,000, bringing the total project cost to \$329,000 (well below budget). Following review and discussion, Commissioner DeBleck offered a resolution to approve DGR Engineering's Task Order #13 as presented. Commissioner Sieck seconded.

RESOLUTION NO. 45

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that DGR Engineering of Rock Rapids, Iowa, is hereby authorized to provide professional engineering services for the 230 kV and 69 kV Transmission Structure Replacement Project for the total amount of \$67,000.00 ."

Dated this 9<sup>th</sup> day of December, 2024.

  
President

Attest:

  
Secretary

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

For information and review, IS Coordinator Sangren presented the Commission with the annual review of the Information Technology (IT) Department. The 2024 report included an update of current and completed projects, highlighting the following key areas:

**a) Operations & Maintenance Projects**

- i) Implemented Tyler Technologies new utility billing software:
  - (1) Converted scanned document data.
  - (2) Integrated with CRC (after hrs. call center).
  - (3) CRC created PCI-compliant process for credit card payments.
  - (4) Created process for data export to MDM system.
- ii) Migrated on-premise exchange server to Microsoft 365 Cloud.
- iii) Moved email archiving to the cloud.
- iv) Updated off-site backup equipment.
- v) Updated battery backup in server room.
- vi) Updated iPads for Staff and Commission.
- vii) Replaced desktops and laptops as needed.

**b) Cybersecurity**

- i) Penetration Testing:
  - (1) Performed by White Oak Security (now CyberAdvisors)
  - (2) External and internal testing were completed in July
  - (3) Retesting will be completed in December, with report to follow upon completion
- ii) Continued cybersecurity education for staff, including:
  - (1) KnowBe4 training sources.
  - (2) "Scam of the Week" articles.

The review highlighted the department's focus on modernizing infrastructure, enhancing operational efficiency, and maintaining robust cybersecurity practices.

Interim General Manager Johnson informed the Commission that an annual business matter would be to establish regular Commission meeting times and site location for 2025. Following review, Commissioner Baumgart made a motion to set the 2025 Municipal Utilities Commission meeting schedule as presented, with 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 Kennedy seconded the motion which carried by a vote of five ayes and zero nays.

Commissioner Mueske informed the Commission that the process continues to fill the General Manager position is ongoing. The WMU Negotiating Committee, consisting of Commissioners Elizondo, Laumer and DeBleck, in collaboration with Liza Donabauer of David Drown & Associates, will be negotiating an agreement with Staff Electrical Engineer Smith for the position. Mueske also expressed the Commission's appreciation to Interim General Manager Johnson for her continued service and support throughout this process.

Interim General Manager Johnson presented the 2025 hourly rate schedule from Flaherty & Hood, P.A., to provide legal services for WMU. This was for information only.

Interim General Manager Johnson informed the Commission that future meetings of both the Labor and Planning Committees would be forthcoming. Tentative Labor Committee agenda items will include the new building land acquisition and the MUC Self-Survey. Tentative future Planning Committee agenda items will include the new building and new generation.

Upcoming events to note:

- MMUA Legislative Conference: Jan. 28-29, 2025 (St. Paul)
- APPA Legislative Rally: Feb. 24-26, 2025 (Washington, DC)

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Seck seconded the motion, which carried by a vote of five ayes and zero nays. The meeting was adjourned at 12:00 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen, Executive Secretary

ATTEST:



---

Dave Baumgart, Secretary



**WILLMAR MUNICIPAL UTILITIES  
2025 MUC MEETING SCHEDULE**

Regular meetings of the Municipal Utilities Commission for the year 2025 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 13, 2025	July 14, 2025
January 27, 2025	July 28, 2025
February 10, 2025	August 11, 2025
February 24, 2025	August 25, 2025
March 10, 2025	September 8, 2025
March 24, 2025	September 22, 2025
April 14, 2025	October 13, 2025
April 28, 2025	October 27, 2025
May 12, 2025	November 10, 2025
May 27, 2025 *	November 24, 2025
June 9, 2025	December 8, 2025
June 23, 2025	December 22, 2025

\*Denotes Tuesday

**BY ORDER OF THE MUNICIPAL UTILITIES COMMISSION**

  
**Commission President**

