



SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

**WILLMAR MUNICIPAL UTILITIES COMMISSION**

**Meeting Minutes – January 27, 2025**

**11:45 am – WMU Auditorium**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 27, 2025, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, John Kennedy, Dave Baumgart, Terrill Sieck, Bruce DeBlieck, and Patricia Elizondo. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager Jeron Smith, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Executive Secretary Beth Mattheisen, Executive Secretary Abby Ahrendt, City Councilman Tom Gilbertson, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Jennifer Kotila.

The meeting began with the recitation of the Pledge of Allegiance. Commission President Mueske proceeded to introduce the newly appointed General Manager Jeron Smith, City Council Liaison Tom Gilbertson, and Executive Secretary Abby Ahrendt. Each provided a brief introduction of themselves to the Commission.

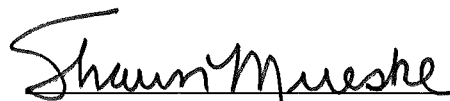
President Mueske then inquired if there were any changes needed to the agenda. Hearing none, a resolution to approve the consent agenda was requested. After review and discussion, Commissioner DeBlieck offered a resolution to approve the consent agenda as presented, which was seconded by Commissioner Baumgart.

**RESOLUTION NO. 2**

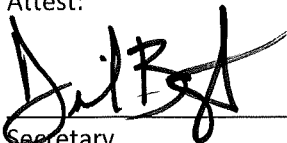
“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from January 13, 2025, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20250114 to No. 20250164 and associated wire transfers inclusive in the amount of \$2,096,961.06.

Dated this 27<sup>th</sup> day of January 2025.

  
President

Attest:

  
Secretary

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

General Manager Smith informed the Commission that each member of Missouri River Energy Services (MRES) is required to designate a representative and an alternate to represent their community at the MRES Annual Meeting and on any matters requiring a membership vote. These individuals are also listed as the main contacts within the community for correspondence and notifications. Similarly, representatives and alternates are required for the Western Minnesota Municipal Power Agency (WMMPA).

During the discussion, Commissioner DeBlieck noted that in the past, the General Manager was designated as the representative, with the Commission President serving as the alternate. Director of Administration Johnson provided additional context regarding prior designations and agreed that appointing a commissioner as the alternate would be appropriate.

Following further discussion, Commissioner DeBlieck offered a resolution to designate General Manager Smith as the authorized representative for business matters of both MRES and WMMPA, with Commissioner Mueske designated as the alternate. Commissioner Baumgart seconded the resolution.

### RESOLUTION NO. 3

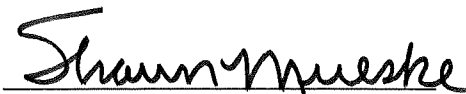
The foregoing resolution was adopted by a vote of six ayes and zero nays.

Finance and Office Services Supervisor Prekker informed the Commission of the need to revise the current listing of signatories for WMU's official financial transactions. At this time, Prekker requested the addition of General Manager Smith to replace past General Manager John Harren with the current listing if signatories for WMU. Following discussion, Commissioner DeBlieck offered a resolution to approve the inclusion of General Manager Smith to join Finance & Office Services Supervisor Andrea Prekker Johnson as official signatories of the Willmar Municipal Utilities effective immediately. Commissioner Mueske seconded.

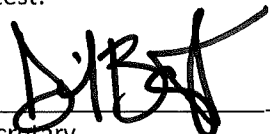
### RESOLUTION NO. 4

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that Finance & Office Services Supervisor Andrea Prekker be designated as an official signatory (joining General Manager Jeron Smith for all matters of financial concerns as a signatory effective immediately."

Dated this 27<sup>th</sup> day of January 2025.

  
President

Attest:

  
Secretary

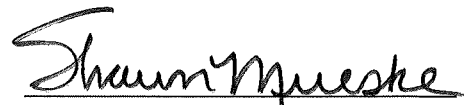
The foregoing resolution was adopted by a vote of six ayes and zero nays.

General Manager Smith informed the Commission that as a matter of procedural protocol, the Utilities are required to annually designate official posting sites for legal notifications. It is the recommendation of staff to designate West Central Tribune (newspaper) and Willmar City Office Building (community board) as the official posting sites for legal publications/notifications. Commissioner Baumgart offered a resolution to designate West Central Tribune and Willmar City Office as the designated publication sites for 2025. Commissioner Mueske seconded.

**RESOLUTION NO. 5**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2025 official designated sites for Willmar Municipal Utilities legal postings and notifications be West Central Tribune (Willmar, MN) and Willmar City Office Building (community board)”

Dated this 27<sup>th</sup> day of January 2025.

  
President

Attest:

  
Secretary

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

Facilities and Maintenance Supervisor Marti presented the Facilities & Maintenance Department’s year-end update which covered several key topics including:

1. **New Building Project:** Property acquisition is underway, with groundbreaking planned for 2026 and occupancy by 2027. Continuing process to finalize property acquisition.
2. **Wind Generation:** An RFP for demolition of the 2 turbine units and their removal is being drafted. Early termination of the 20-year site lease with the school district is under discussion. Removal requirements and clarifications were reviewed.
3. **Diesel Generation:** Completed annual and monthly maintenance inspections including quarterly URGE testing as required. Marti noted WMU was not dispatched to run by MISO/MRES during 2024.
4. **CIP Updates:** New Water Department pickup was brought into service in July. Updated 800 MHz/ARMER radio system by purchasing the County’s current system (Fire Dept).
5. **Miscellaneous Updates:** The status of the new water fill station project was given, which will resume this spring and is expected to be completed by fall 2025 or spring 2026.

General Manager Smith provided updates on additional topics including:

1. As a member of Missouri River Energy Services (MRES), Willmar Municipal Utilities (WMU) receives monthly updates from the MRES and Western Minnesota Municipal Power Agency (WMMPA) Board of Directors meetings. The December 2024 monthly update, which offers a brief overview of topics discussed and actions taken by the Boards, is available for review.
2. Additionally, discussions highlighted sustainable clean power initiatives, with a particular focus on the Marshall solar project.
3. It was confirmed that the February 24<sup>th</sup> MUC meeting will proceed as planned, as a quorum is available.

General Manager Smith informed the Commission that meetings of the Labor and Planning Committees will be forthcoming. The tentative Labor Committee agenda will include discussions on the new building land acquisition and the MUC Self-Survey. Meanwhile, the Planning Committee will tentatively focus on the new building project and plans for new power generation initiatives.


Upcoming events to note:

- MMUA Legislative Conference: Jan. 28-29, 2025 (St. Paul) (DeBlieck/Smith)
- APPA Legislative Rally: Feb. 24-26, 2025 (Washington, DC) (DeBlieck/Laumer/Smith)
- Commission retreat will be scheduled for either the 1<sup>st</sup> or 3<sup>rd</sup> week in March. Commissioner Mueske will reach out to APPA or MRES to explore suitable options for the retreat, which is expected to be a full-day event. More information to follow.
- Reminder: Labor Committee meeting will be held today following the regular MUC meeting (est. 1:00 pm).


There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Sieck seconded the motion which was carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:16 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

  
Abby Ahrendt, Executive Secretary

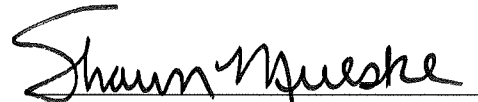
ATTEST:

  
Dave Baumgart, Secretary

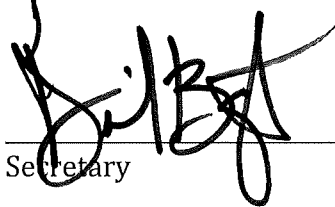
**PAYMENT OF BILLS:  
RESOLUTION NO. 2**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the President and Secretary of said Commission are hereby authorized and directed to draw checks against the Public Utility Fund in payment of the claims represented by Check No. 20250114 to Check No. 20250164 and Wire Transfer payments inclusive in the amount of \$2,096,961.06.”

Dated this 27th day of January 2025.

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

**Missouri River Energy Services (MRES)  
Resolution No. 3**

The City of Willmar, by and through the Willmar Municipal Utilities, desires to appoint a new person to represent the City in matters relating to its membership in MRES, and the business with MRES. Commissioner Bruce DeBlieck introduced the following Resolution, and moved its adoption, and Commissioner Dave Baumgart seconded the motion to adopt:

**Resolution to Designate Authorized Representative for the  
City of Willmar, by and through Willmar Municipal Utilities, as a Member of Missouri Basin  
Municipal Power Agency d/b/a Missouri River Energy Services**

WHEREAS, the City of Willmar, Minnesota, by and through the Willmar Municipal Utilities, has entered into the Agreement Establishing the Missouri Basin Municipal Power Agency, d/b/a Missouri River Energy Services (MRES), and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of MRES.

NOW, THEREFORE, BE IT RESOLVED that General Manager Jeron Smith be and he is hereby designated and appointed as the representative of the City of Willmar, by and through the Willmar Municipal Utilities, and is authorized to represent Willmar's Municipal Utility in the business of MRES, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Commissioner Shawn Mueske, is hereby designated and appointed and authorized to represent the City of Willmar with equal powers.

Upon calling of the roll, the votes were as follows:

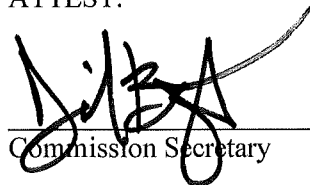
Voting for adoption of the Resolution: **Mueske/Kennedy/Baumgart/Sieck/DeBlieck/Elizondo**

Voting against adoption of the Resolution: **N/A**

Whereupon, the Commission President declared the Resolution duly adopted on the 27<sup>th</sup> day of January, 2025.

  
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Commission President

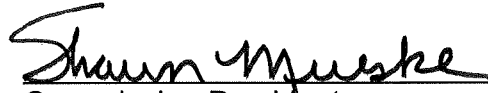
ATTEST:

  
\_\_\_\_\_  
Commission Secretary

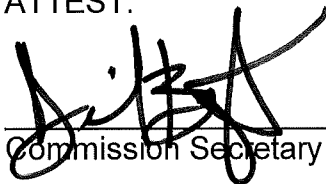
**DESIGNATION OF AUTHORIZED REPRESENTATION  
RESOLUTION NO. 3**

WHEREAS, the Governing Body of the City of Willmar, Minnesota, by and through the Willmar Municipal Utilities Commission, has entered into an agreement to establish the Western Minnesota Municipal Power Agency (**WMMPA**) and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of WMMPA.

NOW, THEREFORE, BE IT RESOLVED that General Manager Jeron Smith be and is hereby authorized and appointed as the representative of the City of Willmar, Minnesota, by and through the Willmar Municipal Utilities Commission, to represent the Municipal Utility in the business of WMMPA, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Commissioner Mueske, is hereby authorized and appointed with equal powers.

  
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Commission President

ATTEST:

  
\_\_\_\_\_  
Commission Secretary

NOTARY:

  
\_\_\_\_\_  
Signature

January 27, 2025  
\_\_\_\_\_  
Date

Jan 31, 2028  
\_\_\_\_\_  
Expiration Date

