



*SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION*

**WILLMAR MUNICIPAL UTILITIES COMMISSION**

**Meeting Minutes – February 24, 2025**

**11:45 am – WMU Auditorium**

The Municipal Utilities Commission (MUC) held its regularly scheduled meeting on Monday, February 24, 2025, at 11:45 a.m. in the WMU Auditorium. Commissioners present were Shawn Mueske, John Kennedy, Dave Baumgart, and Patricia Elizondo, meeting the quorum requirement. Commissioners Terrill Sieck, Bruce DeBlieck, and Carol Laumer were absent.

Others present at the meeting included Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Information Systems Coordinator Mike Sangren, Engineering Technician III Dave Andrist, Line Department Ed Zurn, 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. President Mueske then asked if any changes were needed to the agenda. Hearing none, a resolution to approve the consent agenda was requested. After review and discussion, Commissioner Baumgart offered a resolution to approve the consent agenda as presented, which was seconded by Commissioner Kennedy.

**RESOLUTION NO. 8 PAYMENT OF BILLS**

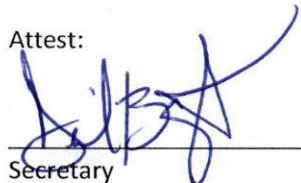
"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from February 10, 2025, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20250290 to No. 20250341 and associated wire transfers inclusive in the amount of \$1,369,712.13.

Dated this 24<sup>th</sup> day of February 2025.

  
President

Attest:

  
Secretary

The foregoing resolution was adopted by a vote of 4 ayes and 0 nays.

#### RESOLUTION NO. 7 AMENDING RESOLUTION NO 4

Finance & Office Services Supervisor Prekker presented a request to amend Resolution No. 4, which was approved at the January 27th MUC meeting, to clarify the proposed changes to add current General Manager Jeron Smith as an official signatory and remove previous General Manager John Harren. Commissioner Baumgart made a motion to approve the amendment as presented, which was seconded by Commissioner Elizondo.

The foregoing resolution was adopted by a vote of 4 ayes and 0 nays.

#### RESOLUTION NO. 9 REAL PROPERTY PURCHASE AGREEMENT

Facilities and Maintenance Supervisor Marti introduced the land purchase agreement for Parcel # 33-013-3800, for the purpose of construction of a new facility building. He noted the agreement met the initial property criteria, and due to the property being outside city limits, additional considerations were required. Commissioner Kennedy motioned to approve the purchase agreement, seconded by Commissioner Baumgart.

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Real Property in Kandiyohi County Purchase Agreement for Parcel 33-013-0380 between the Willmar Municipal Utilities and Haug Properties, LLC, for the land acquisition of 27.4 acres required for the WMU Facility Building Project (New facility) be approved in the amount of \$600,000."

Dated this 24<sup>th</sup> day of February 2025.

  
President

ATTEST:

  
Secretary

The foregoing resolution was adopted by a vote of 4 ayes and 0 nays.

Information Systems Coordinator Sangren provided an update on White Oak Security's assessment, conducted in July 2024, as part of a two-year contract. The assessment identified internal and external vulnerabilities, including an email exchange server issue resolved by migrating to the cloud. Externally, outdated website software was updated by the hosting provider, addressing the vulnerabilities. Sangren confirmed that all issues have been resolved with the next assessment scheduled for July 2025.

Engineering Technician III Andrist presented the 2024 Year-End Review and 2025 Preview, covering Capital Improvement Projects (CIP), maintenance, administrative initiatives, distribution CIP, and upcoming goals. Andrist confirmed project expenses are within budget. Andrist noted ongoing discussions to incorporate city, county, and utility infrastructure into the GIS mapping

Line Department Supervisor Zurn presented the Electric Distribution 2024 Year-End Review, covering Capital Improvement Purchases, Completed Goals (Capital/O&M), Annual Electric Reliability Performance, and the 2025 Preview and Goals.




Upcoming events to note:

- ❖ MUC Retreat Friday March 21<sup>st</sup> at 10:30am – Heritage Bank
- ❖ Labor Committee Meeting Friday March 21, 2025, at 4:00pm
- ❖ APPA National Conference (New Orleans, LA): June 6-11


There being no further business to come before the Commission, Commissioner Baumgart made a motion to adjourn. Commissioner Kennedy seconded the motion, which was carried by a vote of 4 ayes and 0 nays. The meeting was adjourned at 12:24 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

  
Abby Ahrendt, Executive Secretary

ATTEST:

  
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Dave Baumgart, Secretary