



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – March 10, 2025

11:45 – WMU Auditorium

The Municipal Utilities Commission (MUC) held its regularly scheduled meeting on Monday, March 10, 2025, at 11:44 a.m. in the WMU Auditorium. Present were Commissioners John Kennedy, Dave Baumgart, Patricia Elizondo, Terrill Sieck, Bruce DeBleck, and Carol Laumer. Commissioner Shawn Mueske was absent.

Also present were Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Information Systems Coordinator Mike Sangren, Water System Supervisor Alan Neer, City Councilman Tom Gilbertson, Executive Secretary Abby Ahrendt, Line Distribution Supervisor Ed Zurn, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Jennifer Kotila.

The meeting opened with a recitation of the Pledge of Allegiance. Commission Vice President Kennedy then asked if any changes to the agenda were needed. Hearing none, he called for a resolution on the consent agenda. After review and discussion, Commissioner Laumer moved to approve the consent agenda as presented, with Commissioner Baumgart seconding the motion.

RESOLUTION NO. 10

“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 24, 2025, MUC Meeting;
Bills represented by vouchers No. 20250342 to No. 20250396, along with associated wire transfers, totaling \$1,145,657.49.

Dated this 10th day of March 2025.

Attest:


Secretary


Vice President

The foregoing resolution was adopted by a vote of 6 ayes and 0 nays.

Finance & Officer Service Supervisor Prekker reviewed the January 2025 Financial Reports along with a recap of January 31, 2025, Investment Portfolio. The financial information contained in the report reflects operating revenues, expenses, retained earnings, and comparisons for both the Electric and Water Divisions.

Water System Supervisor Neer presented the 2024 Year-End Review of the Water Department. The departmental report and noted items of interest included:

1. Capital Improvement Projects review:
 - a. NE Water Treatment Plant Project
 - i. Total project budget: \$19.25M (Payments to date \$18,097,358)
 1. Approx 90% Complete with project completion est. May 2025
 - b. Ne Water Tower AMP budget: \$1,484,170 (Payments to date \$98,488)
 - c. Water Main Replacement budget: \$1,483,580 (Total spent \$1,187,777)
 - d. Ford F250 Unit 32 Replacement budget \$51,950 (Total spent \$52,740)
2. Water Main and Service Repairs \$74,902
3. Lead and Copper
 - a. New Lead and Copper Rule Improvements required an inventory of all service line materials for submission to MDH
 - b. Water Department with assistance from Bolton & Menk classified 6500 services
 - c. Strategized a plan for 2025 to identify remaining unknowns and update inventory
4. Annual water usage: 1.357BG (billion gallons)
5. 2025 Water Dept. preview (NE WTP Construction, Water Main Replacements, SCADA Updates, Bulk Fill Station, and Well #16)

General Manager Smith presented a bid award recommendation for the 2025 Underground Construction project. Two bids were received, and after review, Staff recommended awarding the contract to O & S Construction for their estimated total bid of \$235,575.00 (based on bid prices). After discussion, Commissioner Laumer moved to approve the bid award to O & S Construction, with Commissioner Sieck seconding.

RESOLUTION NO. 11

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the bid for the annual 2025 Underground Construction be awarded to O & S Construction of Bird Island, Minnesota, for the estimated bid amount of \$235,575.00. “

Dated this 10th day of March 2025.

Attest:

Secretary


Vice President

The foregoing resolution was adopted by a vote of 6 ayes and 0 nays.

Commissioners DeBlieck and Laumer, along with General Manager Smith, recapped their attendance at the 2025 APPA Legislative Conference in Washington, D.C. Key topics discussed included, supply chain issues, modernizing public finance tools, permitting reform, and municipal tax issues. They expressed appreciation to the Commission for the opportunity to attend and encouraged others to participate in the future.

General Manager Smith updated the commission on the land acquisition, noting that the Willmar City Council voted to pause approval of the February 24 MUC meeting minutes for 30 days to address questions related to the new building land purchase agreement. Smith then recapped a meeting between WMU and city staff in which cost estimates for water/wastewater service, private service, and a strategic plan for

annexation was discussed. Additionally, he reminded the commission of the MUC retreat on Friday, March 21, from 10:30 AM to 3:30 PM, encouraging attendance. Lastly, he noted that he will not be present at the next commission meeting on Monday, March 24.

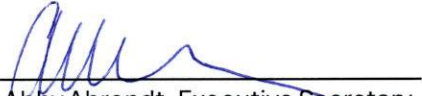
Upcoming events to note:

- ❖ MUC Retreat: Friday, March 21, 2025, at 10:30 AM – Heritage Bank
- ❖ Labor Committee Meeting: Monday, March 10, 2025, at 1:00 PM
- ❖ APPA National Conference: June 6-11 – New Orleans, LA

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Laumer seconded the motion which was carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:51 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Abby Ahrendt, Executive Secretary

ATTEST:


Dave Baumgart, Secretary