



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – November 10, 2025

11:45 a.m. WMU Auditorium

The Willmar Municipal Utilities Commission met in regular session on Monday, November 10, 2025, at 11:45 a.m. in the WMU Auditorium. Commissioners present included Shawn Mueske (President), Terrill Sieck, Carol Laumer, Bruce DeBleck, and Patricia Elizondo. Commissioners absent were John Kennedy and Dave Baumgart.

Staff present included General Manager Jeron Smith; Director of Administration Janell Johnson; Facilities & Maintenance Supervisor Kevin Marti; Finance & Office Services Supervisor Andrea Prekker; Information Systems Coordinator Mike Sangren; Executive Secretary Abby Ahrendt; and City Council Liaison Tom Gilbertson (arrived at 11:49 a.m.). Also present were City Attorney Robert Scott (via teleconference) and Jennifer Kotila of the West Central Tribune.

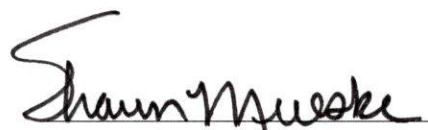
President Mueske called the meeting to order, followed by the Pledge of Allegiance. With Secretary Kennedy excused, President Mueske asked if any Commissioner would be willing to serve in his place for the meeting. Commissioner Sieck agreed to serve as Acting Secretary. President Mueske then asked the Commission if there were any changes or additions to the agenda. Hearing none, he proceeded to the Consent Agenda. General Manager Smith highlighted items within the payment of bills. Following review and discussion, Commissioner Laumer moved, and Commissioner DeBleck seconded, to approve the Consent Agenda.

RESOLUTION NO. 47

BE IT RESOLVED by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented, including the following:

- ❖ Minutes from the October 27, 2025, MUC Meeting
- ❖ Bills represented by vouchers No. 20251647 through No. 20251714, including associated wire transfers, totaling \$268,840.95.

Dated this 10th day of November, 2025.


President

Attest:


Secretary

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

Finance & Office Services Supervisor Prekker presented the September 2025 Financial Reports, which included a summary of the Income Statement covering revenues and expenses, retained earnings, and comparative data for the Electric and Water Divisions, along with the Investment Portfolio and Cost of Power Report as of September 30, 2025.


Finance & Office Services Supervisor Prekker presented the results of the Request for Proposal (RFP) for audit services for fiscal years ending December 31, 2025, 2026, and 2027. Seven firms were invited to submit

proposals, with two responses received from Conway, Deuth & Schmiesing, PLLP (CDS) and BergankDV. After evaluating both proposals, staff recommended awarding the contract to BergankDV for a three-year total of \$79,020, noting the firm's experience with governmental auditing and the opportunity to bring fresh perspectives to WMU's financial review process. Following discussion, Commissioner Laumer moved, and Commissioner Sieck seconded, to approve awarding the 2025–2027 Audit Services contract to BergankDV for a total of \$79,020 as outlined in their proposal dated November 3, 2025.

RESOLUTION NO. 48

BE IT RESOLVED, by the Willmar Municipal Utilities Commission, that the Commission awards the 2025–2027 Audit Services contract to BergankDV for a total of \$79,020 as outlined in their proposal dated November 3, 2025.

Dated this 10th day of November, 2025.


President

Attest:


Secretary

The foregoing resolution was adopted by a vote of four ayes and zero nays. President Mueske abstained from voting.

Finance & Office Services Supervisor Prekker presented the 2025 Fall Energy Acquisition Adjustment (EAA) Update, noting that based on data through September 2025 and projections for the remainder of the year, implementation of an EAA is not required as energy costs are expected to remain at or below \$71/MWh.

Facilities & Maintenance Supervisor Kevin Marti presented the bid results and letter of recommendation from DGR Engineering for the DeWind Wind Turbine Decommissioning, Recycling, and Site Restoration Project. Six bids were received, ranging from \$299,260 to \$981,000. Following review, DGR Engineering recommended awarding the contract to Veit & Company, Inc., the apparent low bidder, for \$299,260. Following discussion, Commissioner Laumer moved, and Commissioner Sieck seconded, to approve awarding the contract for the DeWind Wind Turbine Decommissioning, Recycling, and Site Restoration Project to Veit & Company, Inc. in the amount of \$299,260.

RESOLUTION NO. 49

BE IT RESOLVED, by the Willmar Municipal Utilities Commission, that the Commission awards the contract for the DeWind Wind Turbine Decommissioning, Recycling, and Site Restoration Project to Veit & Company, Inc. in the amount of \$299,260, as recommended by DGR Engineering.

Dated this 10th day of November, 2025.


President

Attest:

Secretary

General Manager Smith presented the Governance Committee's recommendation to adopt the proposed Willmar Municipal Utilities Bylaws, incorporating New Commissioner Orientation, Performance Review Guidelines, and Commissioner Engagement & Development Opportunities into the Effective Governance Documents. General Manager Smith provided an overview of the guidelines proposed for each of the three new topics. Commissioner Laumer moved, and Commissioner Sieck seconded the addition of the new topics into the Effective Governance Documents. The motion passed 5-0. General Manager Smith proceeded to explain the feedback received on the Bylaws introduced at the October 27th MUC meeting. Following discussion, it was the consensus of the Commission to defer consideration of the Bylaws until the next Commission meeting and directed staff to modify the proposed Bylaws as discussed.


General Manager Smith noted that Willmar Municipal Utilities will transition to CivicPlus for meeting management effective January 1, 2026, replacing the current Call to Order platform. He led a discussion on upcoming commissioner reappointments, noting that several terms will soon expire or require reappointment. Following discussion, it was clarified that WMU will follow the City's established reappointment process. Smith stated that the Labor Committee's annual policy and General Manager performance review is tentatively scheduled for December 10-12. The Director of Administration will distribute evaluation forms by November 13, with completed forms due November 24.

Upcoming Events:

- ❖ WMU Customer Survey – September 22 – November 21
- ❖ Holiday Parade – November 22, 2025
- ❖ MMUA Governance in Action (St. Cloud, MN) – January 23, 2026
- ❖ APPA Legislative Rally (Washington, D.C.) – February 23-25, 2026

President Mueske asked for any additional discussion. Hearing none, Sieck moved to adjourn, and Laumer seconded. Motion carried unanimously. The meeting adjourned at 12:43 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES



Abby Ahrendt, Executive Secretary

ATTEST:



Secretary