



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – November 24, 2025

11:45 a.m. WMU Auditorium

The Willmar Municipal Utilities Commission met in regular session on Monday, November 24, 2025, at 11:45 a.m. in the WMU Auditorium. Commissioners present included Shawn Mueske (President), Terrill Sieck, Carol Laumer, Bruce DeBieck, Patricia Elizondo, 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. Also present were Flaherty-Hood attorney Gavin Keogh (via teleconference) and Jennifer Kotila of the West Central Tribune.

President Mueske called the meeting to order, followed by the Pledge of Allegiance. With no requested changes to the agenda, 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 Baumgart seconded, to approve the Consent Agenda.

RESOLUTION NO. 50

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 November 10, 2025, MUC Meeting
- ❖ Bills represented by vouchers No. 2025171 through No. 20251798, including associated wire transfers, totaling \$2,662,374.93.

Dated this 24th day of November, 2025.

A handwritten signature in black ink that reads "Shawn Mueske". Below the signature, the word "President" is printed in a smaller, sans-serif font.

Attest:

A handwritten signature in blue ink that reads "P. Elizondo".

Secretary

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

Facilities and Maintenance Supervisor Marti presented the semi-annual Strategic Priorities update, summarizing progress across key focus areas, including the electric and water utilities, customer experience initiatives, utility identity and communications, and organizational leadership.

RESOLUTION NO. 51

General Manager Smith reviewed the proposed Commission bylaws, including redlined revisions to Article 3.A, Article 11, and Article 12, and presented a clean version for consideration. He noted that, if approved, the bylaws would advance to the City Council for action at its December 1 meeting. Following discussion, the Commission adopted Resolution No. 51 approving the clean bylaws as presented, with Baumgart moving for approval and Kennedy seconding. The resolution passed unanimously.

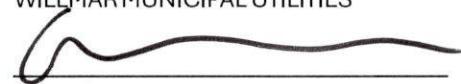
President Mueske introduced the next agenda item, the General Manager's Report, and reminded Commissioners to submit their General Manager performance evaluations before the end of the meeting. General Manager Smith then provided updates, noting that the Line Department decorated a bucket truck and entered it into the Holidaze Parade on Saturday, November 22. He also announced that the utility will host a Christmas potluck on December 16 at noon. Additionally, the Labor Committee's annual policy review and General Manager performance evaluation is scheduled for December 10, at 12:00 p.m.

Upcoming Events:

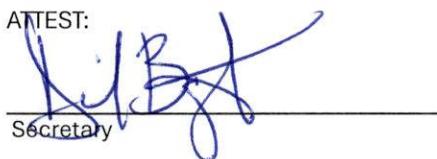
- ❖ Labor Committee Meeting, December 10, 2025 at 12:00 p.m.
- ❖ MMUA Governance in Action (St. Cloud, MN) – January 23, 2026
- ❖ APPA Legislative Rally (Washington, D.C.) – February 23-25, 2026

President Mueske asked for any additional discussion. Hearing none, Laumer moved to adjourn, and Kennedy seconded. Motion carried unanimously. The meeting adjourned at 12:17 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES


Abby Ahrendt, Executive Secretary

ATTEST:



Secretary



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RESOLUTION NO. 51

A RESOLUTION ADOPTING BYLAWS OF THE WILLMAR MUNICIPAL UTILITIES COMMISSION

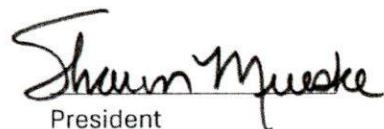
WHEREAS, the Willmar Municipal Utilities Commission held a work session March 21, 2025 discussing governance practices and established a desire to develop formal bylaws; and

WHEREAS, the Willmar Municipal Utilities Commission tasked its Governance Committee with creating bylaws designed to raise the level of accountability, transparency, and effectiveness of the organization to foster excellence in its governance; and

WHEREAS, the proposed bylaws describe the mechanics of the Commission's governance process and establish rules for guiding Commission actions, meetings, and conduct;

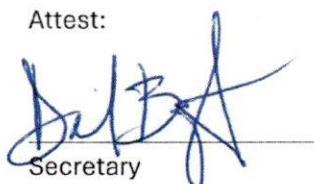
NOW, THEREFORE, BE IT RESOLVED by the Willmar Municipal Utilities Commission that the attached Bylaws of the Willmar Municipal Utilities Commission are hereby approved and adopted.

Adopted this 24th day of November, 2025.



Shaun Muske
President

Attest:



Del Bost
Secretary

"Willmar Municipal Utilities will provide safe, reliable & quality utility services at competitive rates for their customers."

