

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**JULY 13, 2015**

The Municipal Utilities Commission met in its regular meeting on Monday, July 13, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent were Commissioners Matt Schrupp and Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and City Councilman Jim Dokken.

Due to the absences of President Schrupp, Vice President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

**RESOLUTION NO. 28**

“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 the June 22, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143627 to No. 143752 inclusive in the amount of \$1,038,272.32 with a MISO credit in the amount of \$1,910.92, and a Westmoreland Resources (coal) payment in the amount of \$81,963.15.

Dated this 13<sup>th</sup> day of July, 2015.

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Vice President

ATTEST:

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Secretary

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

Commissioner Gimse reviewed with the Commission the minutes from the June 22<sup>nd</sup> WMU Labor Committee meeting (see attached). The items of discussion included:

1. Union Discussion & Items of Interest:
  - a. Retroactive Pay
  - b. Pay structure considerations along with negotiating options & strategies
2. Organizational Updates:
  - a. Supervisory modifications
  - b. Organizational Chart
3. Personnel/Staffing Updates (since April 2015)

Following discussion, Commissioner Gimse offered a motion to approve the minutes of the June 22<sup>nd</sup> WMU Labor Committee meeting as presented. Commissioner Laumer seconded the motion which carried by a vote of five ayes and zero nays.

General Manager Hompe reviewed with the Commission proposed revisions to the WMU Personnel Policy Manual. (The current manual was last modified in 2013.) Hompe stated that a number of personnel policies had been created and/or revised and had already been approved by the Commission. These approved modifications were among the revisions incorporated into the manual. Hompe requested input on how often the Commission would like to be presented with approved updates to the Personnel Policy Manual. It was the consensus of the Commission to be provided a periodic update annually (every 12 months) of all revisions and modifications to the manual. Following discussion, Commissioner Laumer offered a resolution to approve the proposed revisions to the WMU Personnel Policy Manual as presented. Commissioner Gimse seconded.

### **RESOLUTION NO. 29**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed revisions incorporating the approved policies and modifications to the WMU Personnel Policy Manual be approved as presented.”

Dated this 13<sup>th</sup> day of July, 2015.

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Vice President

ATTEST:

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Secretary

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

As stated in the WMU Reliability Standards/Annual Reliability Performance Report, if there is any major service interruption affecting 500 or more customers for one or more hours, a report of the incident will be given to the Municipal Utilities Commission. Director of Operations Harren discussed with the Commission a recent power outage which occurred on June 22<sup>nd</sup> beginning at 5:16 p.m. Feeder #4 reclosed and locked out causing 600 customers to lose power in the northwest portion of Willmar. By 6:00p.m., WMU Line Crews were able to restore the power to normal in the Industrial Park and West Highway 12 areas (Jennie-O Benson Avenue Plant). Further troubleshooting tracked the problem to a broken overhead fuse-holder located at County 5 and 7<sup>th</sup> Avenue NW. Following the repair of the equipment, power was restored at 6:31 p.m. to the remaining 536 customers. A review of the incident including the restoration process was reviewed. The total customer outage time calculation was 716.9 hours.

Power Production Supervisor Folkedahl presented the Commission with the June 2015 Wind Turbine Report along with associated statistics. Included in the Report were analyses of both monthly and annual production figures, annual wind production costs, and various periodic comparisons.

Manager Hompe informed the Commission that the WMU Strategic Planning Session will be held on Wednesday, July 22<sup>nd</sup> beginning at 4:30 p.m. The event will be held at WORKUP Meeting Facilities located at the MinnWest Technology Campus.

General Manager Hompe reminded the Commissioners that 2016 will be WMU's Quasquicentennial (125<sup>th</sup>) Anniversary. Special anniversary attention will be given to next year's annual Customer Appreciation Open House in recognition of this milestone.

General Manager Hompe informed the Commission of the continued effort to resolve the Memorandum of Understanding (MOU) with Great River Energy (GRE) for the transmission ownership sharing.

General Manager Hompe informed the Commission that Programmer Analyst Charlotte Anderson will be retiring on July 17<sup>th</sup>. Char has been a valuable member of the Customer Service/IT Staff for 38+ years. Char was recognized for her years of service and dedication to the Utilities. Congratulations & best wishes, Char!

General Manager Hompe reminded the Commissioners of a number of upcoming meetings/events to note. These include:

- WMU Strategic Planning Session – July 22<sup>nd</sup> @ 4:30 p.m. (WORKUP @ MinnWest Technology Campus)
- MMUA Annual Summer Conference (Breezy Point) – August 17<sup>th</sup>-19<sup>th</sup>

There being no further business to come before the Commission, Commissioner Gimse made a motion to adjourn the meeting. Commissioner Nagel seconded the motion, and the meeting was adjourned at 12:30 p.m. by a vote of five ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Carol Laumer, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU LABOR COMMITTEE MEETING MINUTES**  
**JUNE 22, 2015 @ 1:00 P.M.**  
**WMU CONFERENCE ROOM**

Attendees: Commissioners Joe Gimse & Dan Holtz, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, and Labor Attorney Frank Madden. Absent was Commissioner Carol Laumer (Chair).

Commissioner Gimse (Vice Chair) called the WMU Labor Committee meeting to order at 1:01 p.m.  
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**AGENDA ITEMS:**

➤ **Union Discussion & Items of Interest (old business):**

- 1) Retroactive Pay: WMU's past history and current position regarding retroactive pay was discussed. Attorney Madden further presented a brief background expressing the views of WMU. A letter reflecting the intent of WMU has been authored which will be sent to the Business Manager of IBEW Local Union #160. The intent of the correspondence is to begin the negotiating process with completion in a timely manner. The Labor Committee would like to commence negotiations in early August.
- 2) Pay structure adjustment considerations.
- 3) Further negotiating options/strategies were discussed (i.e. insurance, compensation, pay structure, language modifications, etc.)

Action Taken: Attorney Madden will make revisions to the presented correspondence to IBEW reflecting the recommendations of the WMU Labor Committee. (Attorney Madden departed the meeting at 1:45 p.m.)

➤ **Organizational Updates:**

General Manager Hompe presented the Committee with recommended changes to the current Organizational Chart. These modifications would be:

- 1) Director of Administration (previously proposed position) will not be filled at this time.
- 2) Director of Operations will supervise the Facilities & Purchasing Department (3 employees)
- 3) Director of Finance will supervise the IT Department (1 employee)

Action Taken: The WMU Labor Committee instructed General Manager Hompe to revise the Organizational Chart including the recommended changes. The updated Organizational Chart will then be presented to the Labor Committee for approval at their next scheduled meeting.

➤ **Personnel/Staffing Updates:**

General Manager Hompe presented the Labor Committee with a status update of changes related to WMU personnel since April 2015. These changes included:

- 1) New personnel hired:
  - a. Aaron Hauser – Water Works Operator
  - b. Matt Kaderlik – Water Works Operator
  - c. Kevin Marti – Supv. of Facilities & Purchasing

2) Retirements:

- a. Steve Wearda – Purchasing & Stores Supervisor
- b. Gary Krueger – Lead Meter Reader
- c. Dave Opsahl – Energy Services Representative
- d. Char Anderson - Systems Analyst/Customer Service (July 17)

3) Resignation:

- a. Kelly Adolphson – Project Assistant

4) New Position for Hire:

- a. Power Supply Analyst

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Holtz offered a motion to adjourn the meeting at 2:00 p.m. Commissioner Gimse seconded the motion which carried by a vote of two ayes and zero nays.