

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
AUGUST 24, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, August 24, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Tim Hunstad, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, Water/Heating Supervisor Joel Braegelman, City Attorney Robert Scott (via teleconference), City Councilman Andrew Plowman, and WC Tribune Journalist David Little.

Commissioner Schrupp opened the meeting by requesting a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Gimse offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 34

“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 August 10, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143963 to No. 144100 inclusive in the amount of \$2,639,645.78 with a MISO payment in the amount of \$34,305.94, and a Westmoreland Resources (coal) payment in the about of \$82,737.45

Dated this 24th day of August, 2015.

President

ATTEST:

Secretary

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

Water/Heating Supervisor Braegelman requested the Commission to approve an Advertisement for Bids along with the plans and specifications for the Southwest Water Treatment Plant Manganese Greensand Replacement Project. Carollo Engineers of Broomfield, CO, will be furnishing the engineering services in all phases of the project. This project will consist of testing, removal, and disposal of existing support gravel and media from two existing filters, followed by inspection and testing of existing underdrains and internals of the two existing filters, followed by installation of new support gravel and new media in the two existing filters. The engineer’s total estimated cost for the project (including filter media testing, removal, disposal, and replacement) is in the amount of \$351,582. Following discussion, Commissioner Laumer offered a resolution to approve the Advertisement for Bids along with the bid plans and specifications for the SW Water Treatment Plant Project as presented for the estimated total cost of \$351,582. Commissioner Holtz seconded.

RESOLUTION NO. 35

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Advertisement for Bids along with the design plans and specifications for the Southwest Water Treatment Plant Manganese Greensand Replacement Project (including filter media testing, removal, disposal, and replacement) be approved for the estimated amount of \$351,582.”

Dated this 24th day of August, 2015.

President

ATTEST:

Secretary

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

Commissioner Laumer (Chair) reviewed with the Commission the minutes from the August 21st WMU Labor Committee meeting (see attached). The main topic of discussion focused on the annual performance evaluation of the General Manager’s position. The evaluation process was reviewed and deemed acceptable by all parties. It was the consensus of the Labor Committee to create an acceptable total compensation package to be presented to General Manager Hompe for acceptance. The Labor Committee will schedule a meeting to present the compensation packet to General Manager Hompe in the near future. Following discussion, Commissioner Laumer offered a motion to approve the minutes of the August 21st WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

At the recent 2015 Strategic Planning Session (July 22nd), Staff had recommended to the Commission that consideration be given to modify both WMU’s current Mission Statement and Principal Statement. The intention was to simplify the statements while emphasizing the attributes of the WMU. Four alternative mission statements were presented for discussion. Following discussion and modifications to the presented options, it was the consensus of the Commission to approve a new mission statement at an upcoming Commission meeting which best reflects the goals & objectives of the Willmar Municipal Utilities.

The Commission continued by reviewing the current WMU Principal Statement. Following discussion and review of alternative options, Commissioner Nagel offered a motion to approve the new WMU Principal Statement as follows:

The purpose of the Willmar Municipal Utilities is to provide the highest quality, lowest cost services while being fiscally responsible. In order to accomplish the mission, the WMU promotes the following three principles:

- 1) *Deliver service that exceeds customer expectations.*
- 2) *Provide a solid financial foundation for the City of Willmar.*
- 3) *Improve the efficiency with which we provide services, using industry-proven processes and technologies*

Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

The annual MMUA Summer Conference was held on August 17-19 at Breezy Point. Representing the Willmar Municipal Utilities in attendance were: Commissioner Laumer, Director of Operations Harren and Director of Finance Hunstad. A recap of the conference was presented along with a summary of topics and issues discussed including: new energy landscapes; clean power plants/ carbon reduction (Bob Jablon); rules & regulations (i.e. EPA, MPCA, MRO, etc.); cybersecurity (& threats); Wild Rice Water Quality Standards (clean water); distributed generation (Dave Berg); improving broadband availability; state legislative developments; and, new technologies. Also to note was that the recipient of the 2015 Rising Star Award (Banquet & Awards event) was presented to Lisa King (Director of Operations Harren's daughter). Lisa is a Financial Analyst at Southern Minnesota Municipal Power Agency (SMMPA).

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

- WMU/IBEW Labor Negotiating Session (2nd) – Thurs., Sept. 17th @ 9:00 a.m.
- Annual Open House (Public Power Week) – Tues., Oct. 6th @ 4:00-6:30 p.m. (Willmar Civic Center)
- WMU/IBEW Labor Negotiating Session (3rd if needed) – Thurs., Oct. 8th @ 9:00 a.m.

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned at 12:23 p.m. by a vote of seven ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



**WILLMAR MUNICIPAL
UTILITIES**

**WMU Labor Committee Meeting Minutes
Friday, August 21, 2015 – 7:30 a.m.**

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse & Dan Holtz, and General Manager Wesley Hompe.

Committee Chair Laumer called the meeting to order at 7:37 a.m. by requesting any additions or changes to the presented Agenda.

AGENDA ITEMS:

➤ **Annual Performance Evaluation - General Manager Position:**

The WMU Labor Committee conducted the annual review of the General Manager's Performance Evaluation. The Committee excused General Manager Hompe at 7:41 a.m. to begin the process including a review of Commissioner-submitted evaluation forms along with a correspondence submitted by General Manager Hompe providing status highlights and accomplishments of the WMU (and General Manager position) for the past year which was reviewed and accepted by the WMU Labor Committee. At 8:45 a.m., General Manager Hompe was asked to rejoin the meeting.

Further discussion was held regarding the actual evaluation process. Consideration of possible modifications for future performance evaluations were addressed. It was the consensus of the WMU Labor Committee that the evaluation process was valid and accepted by General Manager Hompe. The WMU Labor Committee further agreed to schedule a subsequent WMU Labor Committee meeting to review a total compensation package to be presented to General Manager Hompe.

Following additional discussion, Commissioner Holtz offered a motion to continue to negotiate an acceptable compensation package for General Manager Hompe. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 10:25 a.m. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.