

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**MAY 9, 2016**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, May 9, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub, and Nathan Weber.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Resources Analyst Michelle Marotzke, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commission President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

**RESOLUTION NO. 18**

“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 April 25, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160754 to No. 160833 inclusive in the amount of \$137,032.94 with a MISO credit in the amount of \$3,532.48.

Dated this 9<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Laumer (Chair) reviewed with the Commission minutes from the April 25<sup>th</sup> WMU Labor Committee meeting (see attached). The first topic of discussion focused on possible position adjustments being considered in the Meter Department. These adjustments would include job duties and position description modifications. Factors that have contributed to the need to address this current situation are staff retirements along with implementation of the Automated Meter Reading (AMR) system. The second item of discussion related to the executive hiring process being established to fill the impending General Manager vacancy (effective July 15, 2016). Included in the discussion was a tentative timeline created to complete the search and hiring process in a timely manner. Following discussion, Commissioner Laumer offered a motion to approve the minutes of the April 25<sup>th</sup> WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

Commissioner Holtz informed the Commission that with the hiring of Director of Finance Denise Runge, a resolution is required to establish Ms. Runge as the permanent Chief Financial Officer (CFO) for the Willmar Municipal Utilities. According to the Willmar City Charter, the CFO's responsibilities would include the authority, together with the Chief Executive Officer (General Manager), over all disbursements for WMU (Charter Sec. 4.05, subd.3). Holtz continued by thanking Director of Operations Harren for his service as the Interim Chief Financial Officer since being designated January 25<sup>th</sup>. Following discussion, Commissioner Holtz offered a resolution to designate Denise Runge (Director of Finance) to serve as the Chief Financial Officer. Commissioner Mattern seconded.

#### **RESOLUTION NO. 19**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that Denise Runge be permanently designated to serve as the Chief Financial Officer for the Willmar Municipal Utilities Commission effective immediately.”

Dated this 9<sup>th</sup> day of May, 2016.

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President

ATTEST:

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Secretary

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

Director of Finance Runge reviewed with the Commission the need to determine the amount of liability limits they wish to set regarding the League of Minnesota Liability Insurance renewal. Staff was recommending that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. If WMU does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If WMU waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Following discussion, Commissioner Laumer offered a resolution to not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. Commission Mahboub seconded.

#### **RESOLUTION NO. 20**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04.”

Dated this 9<sup>th</sup> day of May, 2016.

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President

ATTEST:

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Secretary

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

For information & review, Power Resources Analyst Marotzke presented the Commission with the March 2016 Power Supply Report.

General Manager Hompe presented the Commission with a number of upcoming meetings/events to note. These include:

- WMU Labor Committee Meeting – May 9 (immediately following MUC mtg.)
- WMU Planning Committee Meeting – May 13 @ 1:00 p.m.
- MRES 51<sup>st</sup> Annual Meeting – May 11-12 (Sioux Falls, SD)
- APPA National Conference – June 10-15 (Phoenix, AZ)
- MMUA Annual Summer Mtg. – August 15-17 (Cragun’s)
- WMU Annual Open House (Public Power Week) – Tues., October 4

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn the meeting. Commissioner Nagel seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:00 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU Labor Committee Meeting Minutes**  
**Willmar Conference Room**  
**Monday, April 25, 2016 – 12:25 P.M.**

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse, Nathan Weber, General Manager Wesley Hompe, Director of Operations John Harren, and Customer Service/Meter Dept. Supervisor Stacy Stien.

Committee Chair Laumer called the meeting to order at 12:25 p.m.

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**AGENDA ITEMS:**

➤ **Meter Dept. Discussion:**

In an effort to keep the Labor Committee (and subsequently the full Commission) up to date in all aspects of WMU staffing, General Manager Hompe informed the Committee of departmental changes that are being looked into, specifically in the Meter Dept. It has become increasingly apparent that changes in the Meter Dept. warrant modifications that would result in an increase in the efficiencies in the department and ultimately in the WMU. Items of discussion focused on areas associated with the department including: personnel, job descriptions, labor contracts, etc.

Customer Service/Meter Dept. Supv. Stien presented background information regarding the Meter Dept. and the current five positions associated with the department (Meter Foreman, Lead Meter Reader, Lead Electric Meter Mechanic, Electric Meter Technician & Electric Meter Reader). Job descriptions and proposed adjustments to the positions were reviewed. One factor that has greatly impacted the Meter Department and staffing needs/duties has been the implementation of the Automated Meter Reading (ARM) system. Discussions have been held with the Union Business Rep (IBEW Local Union #160) to keep the Union informed regarding possible staffing changes and modifications that may be in the near future.

Director of Operations Harren & Customer Service/Meter Dept. Supv. Stien departed the meeting at this time.

➤ **General Manager Hiring Process:**

Due to the upcoming retirement of General Manager Hompe (effective July 15, 2016), the WMU Labor Committee discussed the hiring process required to fill the impending vacancy. General Manager Hompe presented an outline of the process previously followed (2012) along with a job description for the GM position. Among the items for consideration reviewed were:

- Hiring an executive search firm to administer the entire process.
- Develop & issue a RFP to select a search firm; review with a recommendation made by the WMU Labor Committee to the Commission; and, approve award by the Commission naming the executive search firm.
- Contact City Attorney regarding the hiring process.
- Contact associate organizations for input (MMUA, City of Willmar).
- Name an Interim General Manager.

- Tentative timeline:
  - Wesley's last date of employment: July 15, 2016
  - Week of May 16<sup>th</sup> - WMU Labor Committee to meet to review RFP (Wesley will assist in creating the document)
  - May 23<sup>rd</sup> - Create & solicit RFP for hiring of search firm (request MUC approval)
  - Week of June 6<sup>th</sup> - Deadline for submission of proposals; WMU Labor Committee would meet to establish recommendation to be presented to full Commission
  - June 13<sup>th</sup> - Award contract to engage search firm (request MUC approval)
  - June 13<sup>th</sup> - Name & installation of Interim General Manager
  - June 15<sup>th</sup>/16<sup>th</sup> - Meet with selected executive search firm for "kickoff" meeting to begin the process
  - Executive search firm would determine timeline of recruitment process
  - November 24<sup>th</sup> - Complete process with installation of new General Manager

➤ **Miscellaneous:**

Commissioner Laumer requested an update of the linemen's wage situation. Update will be presented at the next WMU Labor Committee meeting,

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Laumer offered a motion to adjourn the meeting at 1:40 p.m. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.