

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 11, 2016

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

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, 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 Nagel offered a resolution to approve the Consent Agenda as presented. Commissioner Gimse seconded.

RESOLUTION NO. 35

“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 27, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 161174 to No. 161300 and associated wire transfers inclusive in the amount of \$215,901.70.

Dated this 11th day of July, 2016.

President

ATTEST:

Secretary

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

Commissioner Gimse (Vice Chair) reviewed with the Commission the minutes from the June 27th WMU Labor Committee meeting (see attached). The two main topics of discussion focused on: 1) the General Manager Search process update; and, 2) the WMU's Early Retirement Program. Following review and discussion, Commissioner Gimse offered a motion to approve the minutes of the June 27th WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of five ayes and zero nays.

At this time, Commissioner Holtz recognized General Manager Wesley Hompe for his 27+ years of service and dedication to the Willmar Municipal Utilities. Holtz continued by extending the Commission's sincere appreciation to Wes for the years of leadership and consistent insight he has continually provided throughout the years. (A plaque in recognition of Wesley's impending retirement was presented at this time.) Commissioner Holtz further noted that a retirement

gathering in honor of General Manager Hompe will be held on Friday, July 15th from 2:00-4:00 p.m. in the WMU Auditorium. We would all like to extend our sincere appreciation for the years of service and leadership Wes has dedicated to the Willmar Municipal Utilities. Congratulations and best wishes, Wes!

Director of Operations Harren briefly recapped for the Commission WMU's participation in the recent Willmar Fest Parade held on June 25th. In recognition of WMU's 125 Anniversary this year, a float representing the Utilities was entered into the parade. It was noted that the float was the creation of WMU personnel with a number of Staff & family members walking the parade route while distributing water & trinkets to the captive audience. On behalf of the Commission, Commissioner Holtz extended his appreciation to Staff for their creativity and involvement in the community event.

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

- WMU Labor Committee Meeting – July 11th (immediately following regular MUC meeting)
- WMU Planning Committee Meeting – July 22 at 12:00 p.m.
- MMUA Annual Summer Meeting – 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 Nagel offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:00 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU Labor Committee Meeting Minutes
WMU Conference Room
Monday, June 27, 2016 - 12:45 p.m.

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse & Nathan Weber, General Manager Wesley Hompe, and Gary Weiers of David Drown Associates

Committee Chair Laumer called the meeting to order at 12:45 a.m.

AGENDA ITEMS:

➤ **General Manager Search Process Discussion:**

Gary Weiers from David Drown Associates was in attendance to discuss the executive search for the impending General Manager position. Gary presented the Committee with a general outline encompassing the scope of the process and steps required to conduct the executive search on behalf of WMU. Additional items reviewed included were a tentative timeline for completion of the project along with the details of the process involved. The main objective (or bottom line) is to perform the search in an effort to find the individual best suited to meet the needs & requirements of WMU and ultimately its customers.

Process Steps/Details:

- Step 1: Information Gathering/Recruitment Strategy
- Step 2: Development of Position Profile
- Step 3: Advertisement & Recruitment
- Step 4: Screening, Review & Initial Interviews
- Step 5: Selection
- Step 6: Offer
- Step 7: Follow Up

Weiers stated that in order to develop a position profile, he was requesting the Labor Committee to establish a wage/salary for the impending GM position. Following discussion, it was the consensus of the Committee to set the base salary (range) at \$135,000 for the impending vacancy. (Actual salary would be determined based on qualifications and experience.)

Additional discussion was held regarding the actual interview process (i.e. number of candidates to be interviewed, determining finalists, reference checking of candidates, etc.).

Commissioner Laumer (Chair) was named as the Labor Committee's point-person (contact) with Admin, Secretary Mattheisen (confidential employee) to serve as the WMU contact. Weiers will provide Laumer with weekly updates to be shared with the Labor Committee with subsequent updates provided to the entire Commission as needed during their regular MUC meetings.

Following a review of the presented timeline, it was the consensus of the Labor Committee to update the timeline for submittal to the Committee.

It was the consensus of the WMU Labor Committee to schedule the next Committee meeting for Monday, July 11th following the regular MUC meeting (approx. 12:30 p.m. start time). At this

meeting, approval of the position profile will be requested. The profile will include items such as the job description, salary range, and hiring process. (Gary will provide an updated draft position proposal to Labor Committee members the week of July 5th for consideration.)

Weiers further stated that in an effort to gather additional insight and direction, he had met briefly with each Commissioner (individually) earlier today (06.27.16).

If any Committee or Commission member has a question(s) related to the process, they are encouraged to contact Weiers directly. **Note:** Commissioner Laumer furthermore informed the Committee of her intent to attend the next City Labor Committee meeting to present a verbal update of WMU's search process.

Action: Gary Weiers will update both the timeline (minor change to the steps involved) and the position profile (draft) prior to attending the next WMU Labor Committee scheduled for Monday, July 11th (immediately following regular MUC meeting). Following approval of the timeline and position profile, the next step will be to begin the actual recruiting process (i.e. job postings, advertising, conduct direct outreach).

(Gary Weiers departed the meeting at 1:35 p.m.)

➤ **Early Retirement Program**

General Manager Hompe opened discussion with the Labor Committee the Early Retirement Program (ERP) currently in effect for WMU employees. ERP was originally created to assist employee(s) with retirement planning and subsequently WMU's succession planning. Qualifying employees must have 20+ years of employment with WMU and be eligible for PERA retirement benefits to participate in the program. In November of 2012, the Commission approved extending the ERP with a sunset date of December 31, 2017 for elimination of the program. Hompe presented data regarding the number of potential employees this "exit" in 2017 could possibly effect. Consideration was given to move forward with the option to sunset the program as of December 31, 2017 (as previously determined), and to grant those employees eligible to participate in the program as of that date (12.31.17), the ability to exercise participation in the program at a later date (i.e. 2018, 2019, etc.).

Action:

Following input from legal counsel, General Manager Hompe will present a final draft to the WMU Labor Committee at their next Labor Committee meeting scheduled for 07.11.16. The presentation will reflect the agreed upon goal of closing eligibility requirements to employees who would qualify under the existing plan, but will be able to exercise the option to retire after the actual sunset date of December 31, 2017.

➤ **Adjournment:**

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