

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 12, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, December 12, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Justin Mattern, Abdirizak Mahboub and Nathan Weber. Absent was Commissioner Joe Gimse.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Facilities & Purchasing Supervisor Kevin Marti, Data Processing/IT Manager Mike Sangren, Staff Electrical Engineer Jeron Smith, Power Resources Analyst Michelle Marotzke, 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 Laumer seconded.

RESOLUTION NO. 60

“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 November 28, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 162183 to No. 162282 and associated wire transfers inclusive in the amount of \$1,439,002.40.

Dated this 12th day of December, 2016.

President

ATTEST:

Secretary

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

Commissioner Laumer (Chair) reviewed with the Commission the minutes from the December 12th WMU Labor Committee meeting. The main topic of discussion focused on the Memorandum of Agreement (MOA) between WMU and IBEW (Local Union #160). The purpose of the MOA was to correct an omission in the Collective Bargaining Agreement (CBA) regarding conversion of PTO hours to the Deferred Compensation Plan for union employees. Following review and discussion, Commissioner Laumer offered a motion to approve the minutes from the December 12th WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the December 12th meeting, the WMU Labor Committee was recommending to approve the Memorandum of Agreement between WMU and IBEW as presented. The MOA was the

result of an oversight in the final CBA between the two parties. During the regular negotiating session, both groups had agreed to modify the election amount of PTO hours to be converted into the MN State Deferred Compensation Plan. It was mutually agreed upon to offer the option to convert an additional 80 hours (for a total of 160 PTO hours) into the Deferred Comp Plan while maintaining the minimum balance of 480 accrued hours. This option must be made in the first pay period of December of each year. Following review, Commissioner Laumer offered a resolution to approve the MOA between WMU and IBEW as presented. Commissioner Mattern seconded.

RESOLUTION NO. 60

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Memorandum of Agreement between Willmar Municipal Utilities and IBEW Local Union #160 for the purpose of correcting the Collective Bargaining Agreement regarding the conversion of PTO hours to the Deferred Compensation Plan be approved as presented.”

Dated this 12th day of December, 2016.

President

ATTEST:

Secretary

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

For information and review, three departmental reports and updates were presented to the Commission for discussion. These reports were as follows:

- 1) Facilities & Purchasing Department (Facilities & Purchasing Supervisor Marti)
- 2) Information & Technology Department (Data Processing/IT Manager Sangren)
- 3) Engineering Department (Staff Electrical Engineer Smith)

At this time, three utility-related reports were presented to the Commission for review and discussion. These reports and analyses included:

- 1) November 2016 Wind Turbine Report (Power Production Supervisor Folkedahl)
- 2) WMU's renewal energy update (note: 22% of WMU's power is renewable) (General Manager Harren & Power Supply Manager Carlson)
- 3) October 2016 Power Supply Report (Power Resources Analyst Marotzke)

General Manager Harren presented a brief update on the Priam Substation Project. It is anticipated that agreements related to the project will be presented to the Commission for approval at the Dec. 27th MUC meeting. (Note: Due to the Christmas holiday, this is a Tuesday meeting.)

For information: Upcoming meetings/events to note include:

- WMU Planning Committee Meeting – December 19th @ 11:30 a.m. (WMU Conf. Room)
- MMUA Legislative Rally - January 31-February 1, 2017 (Embassy Suites, St. Paul.)
- APPA Legislative Rally - February 27-March 1, 2017 (Washington, DC)
- APPA National Conference - June 19-21, 2017 (Orlando, FL)

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, and the meeting was adjourned at 12:30 p.m. by a vote of six ayes and zero nays.

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, December 12, 2016 –11:00 a.m.

Attendees: Commissioners Carol Laumer (Chair), Nathan Weber & Dan Holtz, General Manager John Harren, and Administrative Secretary Beth Mattheisen.

Commissioner Laumer called the meeting to order at 11:02 a.m.

AGENDA ITEMS:

➤ **IBEW Local #160 Union: Memorandum of Agreement re conversion of PTO hours to Deferred Comp Plan:**

General Manager Harren reviewed with the Committee the need to correct the current Collective Bargaining Agreement (CBA) between WMU and IBEW Local Union #160. During the negotiations of the 2016-2017 CBA, both parties agreed to modify the election amount of PTO conversion to the MN State Deferred Comp Plan. Section 6.1.16 of the Utility Personnel Policy (approved June 13, 2016) provides for the converting of an additional 80 hours (for a total of 160 PTO hours) into the Deferred Comp Plan while maintaining the minimum balance of 480 accrued hours. This option is made in the first pay period of December each year. While the terms and conditions of the conversion option had been agreed upon, it was inadvertently omitted from the final CBA document. The MOA represents the full and complete agreement between the two parties.

Recommendation:

Following discussion, Commissioner Laumer offered a motion to recommend the approval of the MOA between WMU and IBEW Local Union #160 as presented with the inclusion of the previously agreed upon provision (annually conversion option of PTO hours to Deferred Comp Plan). Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Miscellaneous:**

Commissioner Laumer informed the Committee that a review of the goals & expectations set for the General Manager position will be held in early January (2017). This will be held after the annual organizational business has been conducted (i.e. establishing Labor & Planning Committee members).

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Holtz offered a motion to adjourn the meeting. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays at 11:12 a.m.