

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**FEBRUARY 25, 2019**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, February 25, 2019 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Abdirizak Mahboub, Nathan Weber, Ross Magnuson and Brendan MacDonald. Absent were Commissioners Carol Laumer and Bruce DeBlieck.

Others present at the meeting were: Director of Finance Denise Runge, Water/Heating Supervisor Joel Braegelman, HR Manager Janell Johnson, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Due to the absence of President Laumer, Commission Vice President Mattern opened the meeting by asking if any revisions were needed to the presented agenda. There being none, Commissioner Mattern continued by requesting a resolution to approve the Consent Agenda. Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

**RESOLUTION NO. 5**


“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 February 11, 2019 Commission meeting; and,
- ❖ Bills represented by vouchers No. 190238 to No. 190304 and associated wire transfers inclusive in the amount of \$2,282,383.81.

Dated this 25<sup>th</sup> day of February, 2019.

  
\_\_\_\_\_  
Vice President

Attest:

  
\_\_\_\_\_  
Secretary

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

Director of Finance Denise Runge presented the Commission with the January 2019 Financial Reports along with a recap of the January 31, 2019 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflected operating revenues & expenses, operating income, and retained earnings. Runge noted that additional revenue was reflected in the data due to the change of the billing cycles now in effect (reduction of cycles). The Investment Portfolio presented a summary of WMU's securities and associated brokerage firms/agencies to date.


Water/Heating Supervisor Braegelman presented the Commission with an overview of the February 18<sup>th</sup> water main break near the Utility Office (corner of 7<sup>th</sup> Street SW & Litchfield Avenue). The break was discovered at approximately 8:00 a.m. with the only effected building being the Utility office. Braegelman noted that the Utility office currently has a temporary water service and that full repair of the main will be forthcoming. Braegelman expressed his appreciation to Utility staff and the City Street Department for their assistance in resolving the matter in a timely manner. While the issue at hand has been temporarily repaired, a permanent solution would need to be addressed in the future. This will require a coordinated effort between WMU, State of MN (MnDOT), and the City of Willmar to determine the most efficient and cost-effective permanent solution (i.e. repair, abandon, redirect, etc.) It was further stated that any excavation work would be dependent on the weather (frost level).

Commissioner Weber (Labor Committee Chair) reviewed with the Commission the minutes from the February 21<sup>st</sup> WMU Labor Committee meeting (see attached). The main topic of discussion focused on a proposed Memorandum of Agreement between the Utility and IBEW Local Union 160 relating to the Meter Department. Weber stated that due to attrition and the implementation of the AMI (electronic metering), restructuring of the Meter Department is warranted. Following review of the proposed agreement, Commissioner Weber offered a resolution to approve the MOA between WMU and IBEW Local Union 160 as presented. Commissioner Mahboub seconded.

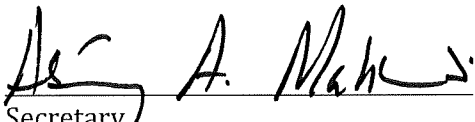
#### RESOLUTION NO. 6

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Memorandum of Agreement between IBEW Local 160 and the Willmar Municipal Utilities regarding modifications of the Meter Department classifications and wage adjustments for Lead Electric Meter Mechanic and Electric Meter Technician, job description and identification of interim employees rate of pay be approved as presented.”

Dated this 25<sup>th</sup> day of February, 2019.

  
Vice President

Attest:

  
Secretary

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

Following approval of the MOA, Commissioner Magnuson offered a motion to approve the minutes of the February 21<sup>st</sup> WMU Labor Committee Meeting as presented. Commissioner Mahboub seconded the motion which carried by a vote of five ayes and zero nays.

Commissioner Mattern informed the Commission that General Manager Harren attended the February 19<sup>th</sup> City Council Meeting to participate in discussion regarding cost sharing of water main improvements for the proposed Willmar Wye Project. The City Council supported a motion to cost share the project 50/50 with the motion to advance to the Planning Committee for consideration.

Commissioner Mattern stated that a meeting of the WMU Planning Committee would be scheduled in the near future (TBD). Agenda items for the meeting would include: revenue neutrality update; generation study analysis; banking change; and Wye Project costs.

Commissioner Mattern informed the Commission that Lead Water Works Operator Joel Ruter will be retiring from his position with the Utility on Thursday, February 28<sup>th</sup>. Joel has been a valued employee of WMU since June 9, 1981 (37+ years). Congratulations & best wishes on your well-deserved retirement, Joel!

For information: Upcoming meetings/events to note include:

- 2019 APPA Legislative Rally: February 25-27 (Washington, DC)
- MRES 101 (extended regular MUC mtg.) – May 13<sup>th</sup>
- 2019 MMUA Summer Conference – August 19-21 (Breezy Point)

There being no further business to come before the Commission, Commissioner Weber offered a motion to adjourn the meeting. Commissioner Mahboub seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 11:58 a.m.

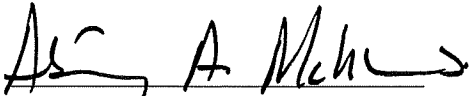
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen  
Administrative Secretary

ATTEST:

  
Abdirizak Mahboub, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**MUC Labor Committee Meeting Minutes**  
**Thursday, February 21, 2019**  
**12:00 p.m.**

Attendees: Commissioners Nathan Weber & Abdirizak Mahboub, General Manager John Harren, Director of Finance Denise Runge, and Administrative Secretary Beth Mattheisen. Absent was Commissioner Ross Magnuson.

Commissioner Weber called the meeting to order at 12:00 p.m.

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**AGENDA ITEMS:**

**1) MOA with IBEW Local Union 160 – Meter Department:**

General Manager Harren informed the Labor Committee that due to attrition in the Meter and Water Departments there is an opportunity to restructure staff. The Meter Department staff would be reduced along with the potential for an opening in the Water Department that could be filled by a District Heat (DH) or Power Plant employee. WMU staff and IBEW have reached a consensus which is memorialized in the proposed MOA and being presented for consideration. The main factor effecting the reduced staffing needs in the Meter Department is the implementation of the AMI (electronic metering).

Staff and union representatives have discussed the topic at length and have come to a mutually acceptable agreement (tentative). Key points to note in the proposed agreement include:

- 1) Due to the retirement of the Meter Foreman, the Meter Department will be downsized to two employees (Lead Meter Mechanic & Electric Meter Tech) and will have the same job description of Electric Meter Technician(s). This change warranted a change in the current position description along with a wage increase (25¢ or \$32.12 Exhibit A of union contract based on the Lead Meter Mechanic wage scale).
- 2) Lead Meter Mechanic position – vacant
- 3) Meter Foreman position – vacated
- 4) Uniformly recognize any DH or Power Plant employee awarded positions for job classifications will be considered interim employees, and retain their current rate of pay and assist the Power Plant and DH as needed and placed on a permanent status on or about July 1, 2020 as determined by the Utility. This is consistent with staff that have transitioned from the Power Plant to other positions. This is tied to an upcoming retirement in the Water Dept. (Feb. 28<sup>th</sup>).

General Manager Harren noted that the proposed agreement does not address job descriptions, only wages. Management has the authority to adjust the job descriptions as needed. Harren was requesting support from the Labor Committee and to recommend approval of the agreement to the Commission.

**Action:**

Following discussion and review, Commissioner Mahboub offered a motion to recommend to the Commission approval of the MOA between WMU and IBEW regarding the Meter Department. Commissioner Weber seconded the motion which carried by a vote of two ayes

and zero nays. The Commission will be asked to approve the agreement at the February 25<sup>th</sup> MUC meeting.

**2) Miscellaneous:**

General Manager Harren informed the Committee that Staff has been in the process of updating the current Strategic Plan/SWOT Analysis. If agreed upon by the WMU Planning Committee, Harren requested the Labor Committee to review the newly formatted Plan at a future Labor Committee Meeting prior to being presented to the Commission for approval. It was the consensus of the Committee to provide the preliminary review of the updated Strategic Plan as requested.

**3) Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero nays at 12:20 p.m.

