

PUBLIC UTILITIES COMMITTEE

MONDAY, FEBRUARY 10, 2025 7:00 AM

City Hall Council Chambers -

Michele McCraw - Chair

Kelly Langness

Scott Pream

Mike Lorenson

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVE SUMMARY OF DISCUSSION**
- 4. WATER**
- 5. ELECTRIC**
 - 5.1. MMUA Employer Acceptance Agreement - Apprentice Lineman Requirements
- 6. BILLING OFFICE**
 - 6.1. Budget-To-Actual
- 7. IT**
- 8. OTHER**
 - 8.1. Day at the Capital Discussion - March 6, 2025
 - 8.2. Committee of the Whole
- 9. ADJOURNMENT**

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION (MMUA)

**DEVELOPED IN COOPERATION WITH THE
MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY
DIVISION OF APPRENTICESHIP**

Appendix D
EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Minnesota Municipal Utilities Association (MMUA) and agree(s) to carry out the intent and purpose of said Standards for *Power Lineworkers* and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the Minnesota Municipal Utilities Association (MMUA) to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30 and Minn. Stat. §178. ***(Insert Employer's name)*** have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule, Safety Training Outline, and Related Instruction Outline. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b) and Minn. Stat. §178. This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

(Click or tap here to enter text.)
(Print Name of Employer Representative)

Minnesota Municipal Utilities Association
Mike Willetts

Signed: _____
(On Behalf of Employer)

Signed: _____
(On Behalf of Sponsor)

Date: _____

Date: _____

| EMPLOYER INFORMATION | | |
|--------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|
| 1. Employer Name: | | |
| 2. Street Address: | | |
| 3. City: | 4. State: | 5. Zip Code: |
| 6. Apprenticeship Contact Name: | | 7. Title: |
| 8. Phone #: | | 9. Email: |
| 10. Employer ID# (EIN) (optional): | | 11. NAICS Code |
| 12. Total # Employees: | | 13. Total # of Journeyworkers: |
| 14. Does a union represent workers? YES _____ NO _____ | | 15. Name of representing union: |
| 16. Program ratio if different from state ratio of 1:1;3:1 (attach language from member utility's CBA stating ratio variance): | | |

| APPRENTICE WAGES | | | |
|-----------------------------|--------------|-----------------------------------------|-----------|
| Current Journeyworker Rate: | | Are benefits provided: Yes ____ No ____ | |
| STEP # | Months/Hours | % of JW Rate | Wage Rate |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |



Registered Apprenticeship Standards

Minnesota Apprenticeship Standards



Minnesota Municipal Utilities Association (MMUA)

3131 Fernbrook Lane N Suite 200

Plymouth, MN 55447

Occupation: Power Lineworker (LINE MAINTAINER)

O*NET-SOC Code(s): 49-9051.00

RAPIDS Code(s): 0282

Approved by the
Minnesota Department of Labor and Industry
Division of Apprenticeship

Registered By: Erin Larsen

Signature: [Signature]

Title: Director
Office of Apprenticeship

Date: 01/14/2024

Standard Number:

Check here if these are revised standards



TABLE OF CONTENTS

SECTION I - STANDARDS OF APPRENTICESHIP 2

SECTION II - APPENDICES AND ATTACHMENTS..... 6

SECTION III - VETERANS' EDUCATIONAL ASSISTANCE..... 7

SECTION IV - SIGNATURES 8

SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5 Minn. Stat. § 178.036

A. Responsibilities of the sponsor: *Minnesota Municipal Utilities Association (MMUA)* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, Minnesota Statutes, Chapter 178, all adopted Rules and all relevant guidance issued by the Minnesota Department of Labor and Industry, Division of Apprenticeship (Apprenticeship Minnesota). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide at least fifty (50) hours of safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” that meets the requirements of 29 CFR § 29.7 and Minn. Stat. § 178.07. Sponsors must use the Apprenticeship Agreement form from Apprenticeship Minnesota for this purpose. The template is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the Apprenticeship Minnesota.
- Submit apprenticeship agreements upon enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records. Record maintenance must comply with Minn. R. 5200.0420.
- Notify Apprenticeship Minnesota within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for



Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency.

- Adhere to Federal, State, and Local Law Requirements -- Apprenticeship Minnesota's registration of the apprenticeship program described in these Standards of Apprenticeship does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Apprenticeship Minnesota under 29 CFR § 29.8 and Minn. Stat. § 178.

B. Minimum Qualifications - 29 CFR §29.5(b)(10) Minn. Stat. §178.011

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate :

There is an educational requirement of:

Must have a high school diploma or equivalency.

There is a physical requirement of:

Must be physically able to perform the work of the trade.

Other Qualifications: Must be a current employee of a participating MMUA member utility.

A valid driver's license is required.

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2) ; Minn.Stat. § 178.036

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4); Minn. Stat. §178.036

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices **will not** be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12) ; Minn. R. 5200.0320

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. *Minnesota Municipal Utilities Association (MMUA)* will evaluate the request for credit and make a determination during the apprentice's probationary period.



F. Probationary Period - 29 CFR § 29.5(b)(8) and (20) ; Minn. Stat. §178.036

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed more than 500 hours of employment and instruction extending over not more than four months. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7) ; Minn. Stat. §178.036

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5) ; Minn. Stat. §178.036

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1) and Minn. Stat. §178.035

Minnesota Municipal Utilities Association (MMUA) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability, familial status or a person 40-years old or older.

Minnesota Municipal Utilities Association (MMUA) will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

The equal opportunity pledge applies to the following additional protected bases :

Familial and marital status.

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9 and Minn. Stat. §178.035

Minnesota Municipal Utilities Association (MMUA) acknowledges that it will adopt an affirmative action plan in accordance with 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the U.S. Department of Labor Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR §30.10 and Minn. R. 5200.0370

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.



J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14; Minn. Stat. §178.09; Minn. R. 5200.0380

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

**Minnesota Department of Labor and Industry
Division of Labor Standards and Apprenticeship
443 Lafayette Road N
St. Paul, MN 55155
651-284-5090
Email Address: dli.apprenticeship@state.mn.us**

An apprentice or applicant for apprenticeship may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below.

**U.S. Department of Labor, Office of Apprenticeship
200 Constitution Ave. NW, Washington, DC, 20210
Telephone Number: (202) 693-2796
Email: Address: ApprenticeshipEEOcomplaints@dol.gov**

**Minnesota Department of Human Rights (MDHR)
Grigg's Midway Building
540 Fairview Ave N, Suite 201
St. Paul, MN 55104
Telephone Number: 1-800-657-3704
Email Address: info.mdhr@state.mn.us**

Complaints may be filed with the Minnesota Department of Human Rights within one year of the alleged act of discrimination.

Each complaint filed must be made in writing and include the following information:

1. Complainant's name, address, and telephone number, or other means for contacting the complainant.
2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination).
3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why complainant believes the actions were discriminatory (for example, because of his or her race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 or older), genetic information, or disability).
4. The complainant's signature or the signature of the complainant's authorized representative.



2. Other General Complaints. The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: Mike Willetts

Address: 3131 Fernbrook Lane N Suite 200, Plymouth, MN 55447

Telephone Number: (763) 746-0705

Email Address: mwilletts@mmua.org

Any complaint described above that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K within 60 days of the alleged violation(s).

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17) and Minn. Stat. § 178.03

The Registration Agency is the Minnesota Department of Labor and Industry's Division of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: Minnesota Department of Labor and Industry

Address: 443 Lafayette Road North, St. Paul, MN 55155

Telephone Number: 651-284-5090

Email Address: dli.apprenticeship@state.mn.us

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7) and Minn. Stat. § 178.03

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*



SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Minnesota Municipal Utilities Association (MMUA)**, on this **18th** day of **October, 2023**

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

A handwritten signature in blue ink, appearing to read "Mike Willotts", written over a horizontal line.

Signature of Sponsor (designee)

1/16/24

Mike Willotts
Printed Name

Appendix A
WORK PROCESS SCHEDULE, SAFETY TRAINING
AND
RELATED INSTRUCTION OUTLINE

Appendix A
WORK PROCESS SCHEDULE
Power Lineworker

O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJL attainment of 8,000 hours, supplemented by the minimum requirement of at least 144 hours of related instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker; 1 Apprentice to 3 Journeyworkers thereafter. Ratios for an individual MMUA member utility may differ. See APPENDIX D for specific MMUA member utility ratio.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate per participating MMUA member utility. See APPENDIX D for member wage schedules.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 *hours*.

6. SELECTION PROCEDURES

Please see page A-6 . (Insert after On-The-Job Learning Outline/Related Instruction Outline)

Appendix A
ON-THE-JOB LEARNING OUTLINE
Power Lineworker
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282

| Detailed Work Activities | Hours |
|------------------------------------------------------------------|--------------|
| A. Personal Protective Equipment & Job Safety | 400 |
| 1. Safety procedures | |
| 2. Testing and inspection of PPE (personal protective equipment) | |
| 3. Installing, removing and use of rubber protective equipment | |
| 4. Use and care of live line equipment | |
| 5. Use and care of mechanical jumpers | |
| 6. Grounding lines and equipment | |
| 7. Signs and barricades | |
| B. Use and Care of Mechanical Equipment | 300 |
| 1. Rotating derrick trucks | |
| 2. Aerial lift trucks | |
| 3. Cable plows and trenchers | |
| 4. Backhoes | |
| 5. Earth boring and tamping equipment | |
| 6. Care and maintenance of tools | |
| C. Operations | 600 |
| 1. Dispatching - operational and procedural manuals | |
| 2. Line protective equipment | |
| 3. System conditioning equipment | |
| 4. System switching - S.O.S. procedures | |
| 5. Pollution control program | |
| 6. Substation equipment and switching procedures | |
| D. Overhead | 3200 |
| 1. Construction and maintenance | |
| a. Setting and removing poles | |
| b. Installing and removing: | |
| (i) Primary and secondary supports | |
| (ii) Secondary and service conductors | |
| (iii) Primary conductors | |
| (iv) Guys and anchors | |
| (v) Transformers | |
| (vi) Arrestors and grounds | |
| (vii) Cutouts | |
| (viii) Line protective equipment | |

| | |
|----------------------------------------------------------|------------|
| D. Overhead - continued | |
| 2. Sectionalizing Equipment, Capacitors, and Regulators | 100 |
| a. Installing and removing: | |
| (i) Gang operated switches | |
| (ii) Reclosers and sectionalizers | |
| (iii) Capacitors | |
| (iv) Regulators | |
| 3. Hot line work over 600 volts | 150 |
| a. Personal use of: | |
| (i) Gloves and sleeves | |
| (ii) Hot sticks | |
| E. Underground | |
| 2500 | |
| 1. Construction and Maintenance | |
| a. Installing and removing | |
| (i) Secondary conductors | |
| (ii) Primary conductors | |
| (iii) Secondary terminations | |
| (iv) Primary terminations | |
| (v) Single-phase and three-phase transformers | |
| (vi) Cable locating | |
| b. Primary conductor fault finding | |
| c. Secondary conductor fault finding | |
| d. Troubleshooting | |
| 2. Sectionalizing Equipment | 300 |
| a. Installing and removing switching centers | |
| b. Switching and switching procedures | |
| F. Street and Security Lighting | |
| 50 | |
| 1. Installing and removing overhead street lighting | |
| 2. Installing and removing underground street lighting | |
| 3. Installing and removing overhead security lighting | |
| 4. Installing and removing underground security lighting | |
| 5. Maintenance of street lighting | |
| 6. Maintenance of security lighting | |
| G. Metering | |
| 50 | |
| 1. Testing and analyzing voltage and load | |
| 2. Checking and marking rotation | |
| 3. Testing electrical use meters | |
| 4. Installing instrument transformer metering | |
| H. Tree Trimming | |
| 300 | |

| | |
|---------------------------------------------------|--------------|
| 1. Procedures and methods | |
| 2. Use and care of tree trimming equipment | |
| | |
| I. Public Relations | 50 |
| 1. Proper courtesy and deportment with the public | |
| 2. Handling customer complaints | |
| | |
| TOTAL HOURS | 8,000 |

**Skill training need not be in the exact order as above. For purposes of statewide program consistency and training, 20% of the hours identified may be substituted with the sponsor specific processes at any time. The remaining 80% of the hours would be taught to the apprentice during the training program.*

Appendix A
SAFETY TRAINING OUTLINE
Power Lineworker
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282

Safety Training Schedule

Apprentices will receive safety training through onsite safety trainings offered by MMUA to participating member utilities, required related instruction offered through the Northwest Line College, and through their individual employer. The total amount of safety training will exceed 50 hours over the term of the apprenticeship.

MMUA Onsite Safety Trainings

Onsite safety trainings are provided MMUA staff at member facilities at least 12 times during the year. All trainings are a minimum one hour in length. Below is a list of safety topics provided by MMUA, those in bold are mandated. Member utilities can select additional trainings to supplement their safety program.

| | | |
|---------------------------------------------------|------------------------------------------|---------------------------------------------------|
| 1. Accident Investigation | 21. Fire Extinguisher Training | 41. Reasonable Suspicion for Supervisors |
| 2. Aerial Lift and Scaffolds | 22. Forklift Qualified Operator | 42. Respiratory Protection |
| 3. Asbestos Hazards in the Workplace | 23. Hantavirus Syndrome | 43. Employee Right to Know |
| 4. AWAIR | 24. Hazard Identification | 44. Safety Awareness at Home |
| 5. Back Safety and Lifting | 25. Hazardous Materials | 45. Safety Culture and Behaviors |
| 6. Behavior Based Safety | 26. Hearing Protection | 46. Safety Grant Development and Support |
| 7. Bloodborne Pathogens | 27. Heat and Cold Stress | 47. Seasonal Employee Training |
| 8. CDL Rules and Regulations | 28. Job Briefings and Tailgate Meeting | 48. Slips, Trips, and Falls |
| 9. Compressed Gases | 29. Job Hazard Analysis | 49. Spill Prevention, Control, and Countermeasure |
| 10. Confined Space Entry or Rescue | 30. Ladder Safety | 50. Summer and Vacation Safety |
| 11. Contractor Safety | 31. Load Securement Strategies | 51. Supervisor Training |
| 12. Dog Bites and Distractions | 32. Lockout/Tagout | 52. Temporary Work Zone Traffic Control |
| 13. Driving Safety | 33. Machine Guarding | 53. Tool Safety |
| 14. Drug and Alcohol Awareness | 34. Mobile Phone Hazards | 54. Tow Ropes and Hazards |
| 15. Electrical Safety | 35. New Employee Orientation | 55. Walking and Working Surfaces |
| 16. Emergency Action Plan and Preparedness | 36. Noise Exposure and Testing | 56. Welding and Working Surfaces |
| 17. Ergonomics | 37. Office Safety | 57. Winter Driving Safety |
| 18. Excavation and Trenching | 38. OSHA Inspection Support Services | 58. Winter Safety |
| 19. Facility Safety Audit | 39. Park and Playground Safety | 59. Workplace Violence and Stress |
| 20. Fall Protection | 40. Personal Protective Equipment | 60. Worksite Safety Audit – Mock OSHA Inspection |

Northwest Line College Safety Courses

The following safety courses are included as part of the Northwest Line College curriculum:

| Year One Safety Courses | | |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Module | Topics | Hours |
| 1:2 - Intro to Safety | <ul style="list-style-type: none"> • PPE • Hazards • Safety Attitude • Accident Review | 12 Hours |
| 1:6 - First Aid | <ul style="list-style-type: none"> • Electric Burns • Heat & Cold Illness • Stings & Bites • Sight & Hearing Injuries • Elevated Rescue | 16 Hours |
| 1:10 - OSHA 1 | <ul style="list-style-type: none"> • Intro • Job Briefings • Intro to PPE • Intro to Hand & Power Tools & Material Handling & Storage | 12 Hours |
| Year Two Safety Courses | | |
| 2:1 - Safety 2 | <ul style="list-style-type: none"> • Safety Meetings • Poor Safety • Public Safety • Communications • Accident review | 16 Hours |
| 2:10 - OSHA 2 | <ul style="list-style-type: none"> • Ladders & Platforms • Live-Line Tools • Exposed Energized Parts • De-Energizing for Protection • Line-Clearance Tree Trim | 16 Hours |
| Year Three Safety Courses | | |
| 3:1 - Safety 3 | <ul style="list-style-type: none"> • Job Briefing • Trench Safety • Electric & Magnetic Fields • Oil Spills • Safety Data Sheets | 14 Hours |
| 3:10 - OSHA 3 | <ul style="list-style-type: none"> • Enclosed Spaces • Excavations • Mech. Equip. • Overhead Lines • Underground Electric Installations • Substations • Special Conditions | 21 Hours |
| Year Four Safety Courses | | |
| 4:1 – Safety 4 | <ul style="list-style-type: none"> • Blood Borne Pathogens • Ergonomics • Safety Audits • Equipment Safety • Key Safety Considerations | 20 Hours |

**Appendix A
RELATED INSTRUCTION OUTLINE
Power Lineworker
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282**

| YEAR ONE Northwest Lineman College – Lineworker Certification Program | | RTI HOURS 217 |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Module | Topics | |
| 1:1 - Introduction to Power Delivery | <ul style="list-style-type: none"> • History of Delivery • Types of Companies • Positions/Career Paths • Agencies/Organizations | 23 Hours |
| 1:2 - Intro to Safety | <ul style="list-style-type: none"> • PPE • Hazards • Safety Attitude • Accident Review | 12 Hours |
| 1:3 - Working in Elevated Positions | <ul style="list-style-type: none"> • Fall Protection • Wood Poles & Ariel Lifts • Steel Structures & Ladders • Rescuing the Injured | 20 Hours |
| 1:4 - Knots, Splices & Rope | <ul style="list-style-type: none"> • Rope Types • Knots • Splices • Slings, Chain, Shackles | 20 Hours |
| 1:5 - Electrical Systems | <ul style="list-style-type: none"> • Overview • Generation • Transmission • Distribution • Substations | 60 Hours |
| 1:6 - First Aid | <ul style="list-style-type: none"> • Electric Burns • Heat & Cold Illness • Stings & Bites • Sight & Hearing Injuries • Elevated Rescue | 16 Hours |
| 1:7 - Applied Mathematics | <ul style="list-style-type: none"> • Whole Numbers • Fractions, Decimals, Percents • Powers & Roots • Algebra & Geometry • Trig & Binary Systems | 21 Hours |
| 1:8 - Basic Electric Theory | <ul style="list-style-type: none"> • Atomic Structure • Magnetism/Static Electricity • Voltage & Amperage • OHMS & Watts | 16 Hours |
| 1:9 - Transformer Basics | <ul style="list-style-type: none"> • Identification • Anatomy | 17 Hours |

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| | <ul style="list-style-type: none"> • Theory • Nameplates • Transformer Installation | |
| 1:10 - OSHA 1 | <ul style="list-style-type: none"> • Intro • Job Briefings • Into to PPE • Intro to Hand & Power Tools & Material Handling & Storage | 12 Hours |

| YEAR TWO Northwest Lineman College – Lineworker Certification Program | | RTI HOURS 221 |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Module | Topics | |
| 2:1 - Safety 2 | <ul style="list-style-type: none"> • Safety Meetings • Poor Safety • Public Safety • Communications • Accident review | 16 Hours |
| 2:2 - AC Fundamentals | <ul style="list-style-type: none"> • AC Generation • Series & Parallel Circuits • Inductance • Capacitance & Power factor | 28 Hours |
| 2:3 - Personal Protective Grounding | <ul style="list-style-type: none"> • General Information • Overhead Distribution • Underground Distribution • Transmission • Substations | 29 Hours |
| 2:4 - Live-Line Equip. & Methods | <ul style="list-style-type: none"> • Live-Line Work Overview • Live-Line Tools • Protective Equipment • Rubber Gloves Methods • Hot Stick Methods • Barehand Methods | 27 Hours |
| 2:5 - Rigging | <ul style="list-style-type: none"> • Weights & Loads • Sling Angles • Parted Blocks • Snatch Blocks • Applications | 18 Hours |
| 2:6 - Underground Conductors | <ul style="list-style-type: none"> • Conductor Types & Specs • Substructure & Cable Install • Pulling Underground Cables • Splicing/Terminating/Marking • Transmission & Underwater Install | 21 Hours |
| 2:7 - Overhead Conductors | <ul style="list-style-type: none"> • Conductor Basics • Conductor Types • Conductor Selection • Stringing & Sagging | 28 Hours |

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| | <ul style="list-style-type: none"> • Splicing & Attaching | |
| 2:8 - Electrical Test Equip. | <ul style="list-style-type: none"> • Low-Voltage Test Equip. • High-Voltage Test Equip. • Cable & fault Locating Equip • Substation Test Equip • Specialized Test Equip | 19 Hours |
| 2:9 - Intro to Substations | <ul style="list-style-type: none"> • Substations and Overview • Circuit Breakers/Disconnects • Transformers • Regulator/LTC • Relays & Metering | 19 Hours |
| 2:10 - OSHA 2 | <ul style="list-style-type: none"> • Ladders & Platforms • Live-Line Tools • Exposed Energized Parts • De-Energizing for Protection • Line-Clearance Tree Trim | 16 Hours |

| YEAR THREE Northwest Lineman College – Lineworker Certification Program | | RTI HOURS 257 |
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| Module | Topics | |
| 3:1 - Safety 3 | <ul style="list-style-type: none"> • Job Briefing • Trench Safety • Electric & Magnetic Fields • Oil Spills • Safety Data Sheets | 14 Hours |
| 3:2 - Special Elements 1 | <ul style="list-style-type: none"> • Power Quality • Streetlights • Line Inspections • Helicopter Utilizations • Hydraulics | 27 Hours |
| 3:3 - Metering | <ul style="list-style-type: none"> • Metering-An Overview • Self-Contained Meters • Transformer-Rated Metering • Auto Metering Systems • Testing Meters • Smart Home | 29 Hours |
| 3:4 - System Power Flow | <ul style="list-style-type: none"> • Power Flow Fundamentals • Transmission Power Flow • Distrib. Power Flow • Customer Power Flow • Customer Power Flow • Power System Losses | 31 Hours |
| 3:5 - Advanced Transformers | <ul style="list-style-type: none"> • Winding Designations • 3-Phase Connections • Fusing & Loading • Transformer Vectors • Installation | 28 Hours |

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| 3:6 - Maps & Standards | <ul style="list-style-type: none"> • Mapping Basics • Distrib. Mapping • Transmission Mapping • Substation Mapping • Construction Standards | 20 Hours |
| 3:7 - System Protection | <ul style="list-style-type: none"> • System Protection Fundamentals • Distrib. System Protection • Distrib. Substation Protection • Transmission Protection • Reporting/Monitoring Svc | 30 Hours |
| 3:8 - NESC 1 | <ul style="list-style-type: none"> • Applying the NESC • Inspection of Utility Facilities • Grounding • Electrical Supply Stations & Equipment • Underground Lines • Work Rules | 32 Hours |
| 3:9 - NESC 2 | <ul style="list-style-type: none"> • Overhead Lines & Equip. • Conductor Move/Clearances • Conductor Move/Clearances • Clearance Btw Crossing & Parallel Lines • Clearances to Buildings & Other Installations • Clearances Between Wires, Conductors & Cables • Overhead Strengths & Loading | 25 Hours |
| 3:10 - OSHA 3 | <ul style="list-style-type: none"> • Enclosed Spaces • Excavations • Mech. Equip. • Overhead Lines • Underground Electric Installations • Substations • Special Conditions | 21 Hours |

| YEAR FOUR Northwest Lineman College – Lineworker Certification Program | | RTI HOURS 276 |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Module | Topics | |
| 4:1 – Safety 4 | <ul style="list-style-type: none"> • Blood Borne Pathogens • Ergonomics • Safety Audits • Equipment Safety • Key Safety Considerations | 20 Hours |
| 4:2 - Communication Systems | <ul style="list-style-type: none"> • Communications Basics • Systems Used by Power Companies • Services Offered by Power Companies • Distrib. Fiber Install | 28 Hours |
| 4:3 - Special Elements 2 | <ul style="list-style-type: none"> • Customer Relations • Corrosion • Flame Resistant Clothing • Security | 18 Hours |

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| | <ul style="list-style-type: none"> • Disaster Restoration | |
| 4:4 - Vegetation Management | <ul style="list-style-type: none"> • Overview • Vegetation Control • Pruning Methods • Safety Standards | 18 Hours |
| 4:5 - System Operation | <ul style="list-style-type: none"> • System Operator • Clearing Line/Equipment • Distrib. Operation • Transmission Operation | 46 Hours |
| 4:6 - System Automation | <ul style="list-style-type: none"> • Overview • Key Equipment • Substation Automation • Distrib. Automation • Automated Meter Reads | 33 Hours |
| 4:7 - Overhead Line Design | <ul style="list-style-type: none"> • Line Routes • Structure Design • Insulation & Equipment • Transformers/Svcs/Secondary • Transmission | 27 Hours |
| 4:8 - Underground Line Design | <ul style="list-style-type: none"> • Fundamental Design • Location/Trench Design • Substructure Design • Switches & Protective Equip. • Transformers/Secondary/Svcs | 32 Hours |
| 4:9 - Trouble Investigation | <ul style="list-style-type: none"> • Communications • Investigating Complaints • Transformer Trouble Investigation • Radio/TV Interference • Case Studies | 19 Hours |
| 4:10 - Crew Leadership | <ul style="list-style-type: none"> • Background • Resources • Knowledge/Skills/Abilities • Job Responsibilities • Assisting Crew Leader | 35 Hours |

| HANDS-ON LINEWORKER SCHOOL Northwest Lineman College – Lineworker Certification Program | | RTI Hours 66 |
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| Module | Topics | |
| Meter School | <ul style="list-style-type: none"> • Single Phase Meters & Meter Forms • Current Transformers & Voltage Transformers • Personal Protective Equipment for Electric Meter Safety • Electric Meter Safety • Tools Needed for Working with Electric Meters • Mounting Electric Meter Sockets • Single Phase Socket Wiring • Troubleshooting Electric Installations • Theft of Electric Power | 13 Hours |
| Transformer School | <ul style="list-style-type: none"> • Basic three-phase connections • Delta connection • Wye connection • Open delta connection • Three-phase troubleshooting | 13 Hours |
| Overhead School | <ul style="list-style-type: none"> • Troubleshooting and System Maintenance • Capacitor Bank and Maintenance • Construction of Double Circuit Line • Staking Overhead Lines | 20 Hours |
| Underground School | <ul style="list-style-type: none"> • Grounding and Use of Phasing Sticks • 600-Amp Terminations • Locating and Fault-Finding on Secondary Wire • Troubleshooting and Fault-Finding Primary Cable • Transformer Connections and Rotation | 20 Hours |

SELECTION PROCEDURES

Minimum Qualifications of Applicants for Apprenticeship:

1. Applicants must be 18 years of age.
2. Applicants must be physically able to perform the work of the trade.
3. Applicants must have a high school diploma or equivalency.
4. Applicants must be current employees of a MMUA member utility.

Selection Procedure for Apprentices:

Selection procedures must conform to one of the four options under the Minnesota Plan for Equal Employment in Apprenticeship. Check the selection procedure that applies and provide an attachment describing the procedure.

- Selection on the basis of rank from a pool of eligible applicants if no current employees are eligible.
- Random selection from a pool of eligible applicants
- Selection from a pool of current employees
- Alternative selection method

Records will include:

1. A summary of the interview of each applicant with the basis for selection or disqualification and identifying minority and female candidates.
2. Original application of each of the candidates.
3. Records of applications and selection will be maintained for five years.



Minnesota Department of Labor and Industry Apprenticeship Enrollment Request

This form is used to request enrollment for a municipal employee in Minnesota's apprenticeship program. Upon completion, email the form to MMUA at ApprenticeProg@mmua.org.

Employer Contact Information

City/utility name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact name: _____ Title: _____

Email: _____ Phone: _____

Apprentice Information

Full name: _____

Home address: _____

City: _____ State: _____ Zip: _____

Work email: _____

Personal email: _____

Phone Number: _____ [] Cell [] Work [] Home

Birth date: _____ Social Security # (optional): _____

Employment status:

Existing employee

New employee Hire date: _____

Date apprenticeship begins: _____ Entry wage: _____

Did apprentice complete a pre-apprenticeship program prior to this registration? [] Yes [] No

If yes, provide the career readiness or pre-apprenticeship program name and address:

Are wages paid during related instruction? [] Yes [] No

Are fringe benefits provided to the apprentice? [] Yes [] No

Credit for previous on-the-job learning experience: _____ hours (cannot exceed 6,000)

Credit for previous related instruction experience: _____ hours (minimum 144 hours per year)

Education Level

Highest level of education completed:

Not high school graduate

High school graduate or equivalency

Some college

Associate's degree

Bachelor's degree

Master's degree

Doctorate or professional degree

Other: _____

Demographic Information

Gender:

- Male
- Female
- Did not self-identify

Veteran status:

- Non-veteran
- Veteran
- Non-veteran other eligible individual
- Veteran eligible
- Did not self-identify

Disability status:

- Yes
- No
- Did not self-identify

Ethnicity:

- Hispanic or Latino
- Non-Hispanic or Latino
- Did not self-identify

Race:

- American Indian or Alaska native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Do not wish to answer

The requested information about the apprentice, which may be private or confidential, is approved to be provided to the Minnesota Department of Labor and Industry for enrollment in their Apprenticeship Program.

Apprentice Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Questions? Contact Rita Kelly at rkelly@mmua.org or 763-746-0707.

**CITY OF THIEF RIVER FALLS
MONTHLY STATUS REPORT**

**JANUARY 2025
USAGE**

| | ESTIMATE | ACTUAL | + OR (-) | Percentage + OR (-) | Power Cost Adj billed to Customers |
|-----------------------|--------------|--------------|-------------|------------------------|------------------------------------------|
| GALLONS BILLED | 18,500,000 | 18,107,356 | (392,644) | -2.12% | |
| Y.T.D. | 18,500,000 | 18,107,356 | (392,644) | -2.12% | |
| WATER REVENUE | \$235,000 | \$ 229,260 | \$ (5,740) | -2.44% | |
| Y.T.D. | \$235,000 | \$ 229,260 | \$ (5,740) | -2.44% | |
| WASTEWATER REVENUE | \$ 93,000 | \$ 91,600 | \$ (1,400) | -1.51% | |
| Y.T.D. | \$ 93,000 | \$ 91,600 | \$ (1,400) | -1.51% | |
| PURCHASE POWER | 13,600,000 | 13,524,249 | (75,751) | -0.56% | |
| Y.T.D. | 13,600,000 | 13,524,249 | (75,751) | -0.56% | |
| PURCH. POWER \$ | \$ 1,045,000 | \$ 1,050,970 | \$ 5,970 | 0.57% | |
| Y.T.D. | \$ 1,045,000 | \$ 1,050,970 | \$ 5,970 | 0.57% | |
| BILLED K.W.H. | 13,200,000 | 13,011,445 | (188,555) | -1.43% | |
| Y.T.D. | 13,200,000 | 13,011,445 | (188,555) | -1.43% | |
| ELECTRIC REVENUE | \$ 1,550,000 | \$ 1,513,275 | \$ (36,725) | -2.37% | \$50,202.69 |
| Y.T.D. | \$ 1,550,000 | \$ 1,513,275 | \$ (36,725) | -2.37% | \$50,202.69 |
| COST/KWH THIS MONTH | | | \$0.0777 | | |
| Y.T.D. | | | \$0.0777 | | |
| REV./KWH THIS MONTH | | | \$0.1163 | | |
| Y.T.D. | | | \$0.1163 | | |

