

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee met on Wednesday, January 27, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Steve Ahmann ..... Chair  
Audrey Nelsen ..... Member  
Shawn Mueske ..... Member  
Tim Johnson ..... Member

Others present: Mayor Marv Calvin, City Administrator Larry Kruse, Finance Director Steve Okins and Shelby Lindrud, "West Central Tribune" journalist.

Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

Item No. 2      Public Comment

There were no comments from the public.

Item No. 3      Supervisor's Labor Contract Update (Information)

On Thursday, January 21<sup>st</sup>, Council members Anderson and Johnson, Labor Attorney Madden and City Administrator Kruse met with IS Coordinator Smeby and Police Captain Anderson. The City shared a draft of the City's proposed contract language for their review and comment stating the City's goal will be to make the contract as uniform as other groups. The City's contribution towards health insurance, wage compression and deferred compensation was discussed. The City stated they did not have a wage proposal as City Administrator Kruse is new to the discussion. The City stated they will make this a priority to get resolved in a timely manner. The City will present a salary offer at the next meeting scheduled for late February to early March, at a date to be determined.

Item No. 4      Sample Human Resources Coordinator Job Description (Information)

City Administrator Kruse presented a draft Human Resource Director's job description for review and comments. Kruse stated he has not sought staff input yet, but first wanted to introduce what a HR job description might look like. The Committee asked Kruse to continue to refine it for presentation at a future meeting.

Item No. 5      Other Items

Insurance: City Administrator Kruse stated that Council Members Tim Johnson and Denis Anderson are working on clarifying the health insurance language to make it uniform in all of the contracts. Three of the contracts are already approved, subject to clarifying this language and a couple other minor changes, after which they will be ready for signature.

Cell Phones: City Administrator Kruse was asked for a list of who has cell phones and that list was provided. It was reported that the earlier discussed phone/computer policy was never adopted and Kruse will look into that.

Non-Represented Employee Compensation Report: City Administrator Kruse presented a copy of the "total" compensation for the non-represented group.

Item No. 6      Council Retreat Update (Information)

City Administrator Kruse reported that Bruce Miles from the Big River Group could facilitate a four-hour retreat on February 9, 10 or 12<sup>th</sup>. The Committee was pleased with the proposed program. After some discussion the Committee would like to set the retreat for Tuesday, February 9<sup>th</sup> from 5:00 p.m. to about 9:30 p.m. at a location to be determined, subject to the rest of the Council being able to attend. If that does not work, then staff will seek a date in March. Mr. Kruse stated he will proceed to work with Mr. Miles and staff in preparation for the retreat. The Council can expect a phone interview prior to the retreat. The cost is estimated to be \$6,900 for Mr. Miles's services.

Council Member Ahmann asked about additional Council training opportunities. After some discussion, it was agreed that Council Member Ahmann and City Administrator Kruse will contact Doug Gronli of the League of Minnesota Cities to explore options.

A motion was made by Council Member Nelson, and seconded by Council Member Mueske to adjourn. The motion carried and the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Larry Kruse  
City Administrator