

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Wednesday, October 14, 2015 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Steve Ahmann Chair
 Denis Anderson Member
 Ron Christianson Member
 Audrey Nelsen Member

Others present: Mayor Marv Calvin, Interim City Administrator Kevin Halliday, and Labor Attorney Frank Madden via teleconference starting at 5:08 p.m.

Item No. 1 Call to Order

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

Item No. 2 Wastewater Treatment Plant Superintendent Job Description and Vacancy (Motion)

Interim City Administrator Kevin Halliday presented the proposed changes to the Wastewater Treatment Plant Superintendent job description. Staff is recommending filling the Wastewater Treatment Plant Superintendent from within, but in order to do so, the required Bachelor of Science Degree should be amended to be "or equivalent combination of education and experience." Mr. Halliday stated by making this change it may reduce the non-degreed employee from attaining the full array of pay grades points, but it will still fall within its current Pay Grade of a Level 9. Staff is also seeking authorization to begin advertising to fill the position.

Council Member Christianson made a motion to approve the amendments to the job description as presented by staff and authorize the filling of the position vacancy. Council Member Anderson seconded the motion, which carried.

Item No. 3 Building Maintenance Supervisor Job Description (Motion)

Interim City Administrator Kevin Halliday presented staff's recommended changes to the Building Maintenance Supervisor job description to include the removal of the primary assignments and duties at the Fire Station and the requirement of a Class B Driver's License to a Class D. Staff is recommending approval of the job description as presented.

Mayor Calvin requested that on Page 3 under Working Conditions the statement in parenthesis (under trucks and in pump compartments) referring to confined spaces should be deleted and under Machines used the atmosphere testing equipment should be retained.

Council Member Anderson made a motion to approve the amendments to the job description for the Building Maintenance Supervisor including those revisions noted by Mayor Calvin. Council Member Christianson seconded the motion, which carried.

Item No. 4 Closed Session Pursuant to Minn. Stat. §13D.03

Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session. The meeting was closed at 5:08 p.m.

The meeting was reopened at 5:38 p.m. by motion of Council Member Anderson, and seconded by Council Member Christianson.

Item No. 5 Establish Committee (Motion)

A motion was made by Council Member Anderson to direct the Mayor to establish a committee of two to three Council Members to develop an action plan related to unrepresented employees. Council Member Nelsen seconded the motion, which carried.

A motion was made by Council Member Nelsen, and seconded by Council Member Christianson to adjourn. The motion carried and the meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant