

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee met on Wednesday, July 13, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	.....	Chair
	Tim Johnson	.....	Alternate Member
	Denis Anderson	.....	Member
	Shawn Mueske	.....	Member

Others present: Council Member Audrey Nelsen. City Administrator Larry Kruse, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Finance Director Steve Okins, Shelby Lindrud "West Central Tribune" journalist and Janell Sommers, Administrative Assistant.

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 public comments.

Item No. 3      Storm Water Compliance/Permit Assistant Position (Motion)

City Administrator Larry Kruse presented the revised job description proposed by staff for a Storm Water Compliance/Permit Assistant position. The position was referred back to Committee requesting additional information pertaining to cost benefit of the position, rationale, training costs and a more detailed job description. Staff provided this information and included the compensation scoring for the position placing it as a Range 5 of the AFSCME General Unit. Staff stated the MPCA has stepped up its enforcement because MS-4 Communities are now being held to higher standards, primarily in stormwater and right-of-way permitting. Staff presented information related to the value of the position to include the financial implications and the potential to keep the City in compliance with MS-4 legislation.

The Committee discussed the pros and cons of creating the position at length before Council Member Anderson made a motion to approve the Storm Water Compliance/Permit Assistant job description and authorize staff to fill the position. Council Member Mueske seconded the motion. Council Member Mueske offered a friendly amendment to the motion to include the position being reevaluated in twelve months. The Storm Water Compliance/Permit Assistant position will come before the Council with no recommendation as the motion did not pass on a vote of 2 Ayes and 2 Noes, with Council Members Ahmann and Johnson casting the "no" votes.

Item No. 4      City Clerk Risk Management Duties (Motion)

City Administrator Kruse requested the Committee consider the addition of the Risk Management duties to the City Clerk job description to include: file, monitor and maintain property, liability and automotive insurance and oversee and administer all non-personnel insurance related issues for the City including maintenance of all certificates of insurance.

Council Member Mueske made a motion to approve the addition of the risk management duties to the City Clerk job description as stated by City Administrator Kruse. Council Member Anderson seconded the motion, which carried.

City Administrator Kruse informed the Committee the Finance Director job description was changed to reflect updated titles. The job descriptions of Human Resource Director, City Clerk and Finance Director will be scored by the employee committee in the near future after which time advertising can be initiated for the City Clerk and Human Resource Director. All three scores will be brought to the Committee for information only. It was noted that Council Member Anderson will be assigned to the interview committee for Human Resource Director.

A motion was made, seconded and passed to adjourn. The meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant