

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, July 15, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

Present: Steve Ahmann ..... Chair  
Jim Dokken ..... Member  
Denis Anderson ..... Member  
Ron Christianson ..... Member

Others present: Mayor Marv Calvin, Council Member Audrey Nelsen, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Wastewater Treatment Plant Superintendent Colleen Thompson, Public Works Superintendent Scott Ledebor, Accounting Supervisor Carol Cunningham and Administrative Assistant Sue Edwards.

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 Comments

Finance Director Steve Okins asked Chair Ahmann if the positions that were tabled by Committee will be brought back to Committee. The discussion of the positions can be placed on a future agenda and proper notice will be given to the Department Directors affected.

Item No. 3      Report of Building Inspector Shared Professionals – Kandiyohi County (For Information Only)

Staff informed the Committee that the Building Department at Kandiyohi County will no longer be contracting the services of the City’s Building Inspection Department. A billing summary for the hours and mileage reimbursement for the contracted services was reviewed by the Committee. This was received for information only.

Council Member Dokken arrived at 4:49 p.m.

Item No. 4      Civic Center Staffing Options (Motion)

Staff informed the Committee that due to the resignation of the Civic Center Arena Manager, staff reviewed the job duties and presented three options for the Committee’s consideration. One being the current staffing layout, a second to include the manager with additional administrative duties at a higher pay grade with no part-time staff clerk and a third by which the City would contract with Community Education and Recreation using one of their employees whose salary would be shared .75 FTE for arena work and .25 FTE for school facility management.

The Committee discussed the options at length and the need to market the use of the facility in the summer months. It was the consensus of the Committee that the facility requires a full-time manager to be on-site as the Civic Center is an important facility of the community which should be operated by the City. Discussion was held pertaining to the Arena Staff Clerk position of which some duties including answering phones, accounts payable and accounts receivable could be shifted to the Arena Manager. The Committee discussed giving the Arena Manager the option to decide on whether or not to fill the position after this individual is employed. Council Member Christianson made a motion to direct City staff to proceed with advertising the position of Arena Manager following the Modified City Staffing Layout and to not fill the Arena

Staff Clerk position until it is requested by the Arena Manager. Council Member Anderson seconded the motion, which carried.

Item No. 5      Assessing Department Updates (Motion)

Interim City Administrator Kevin Halliday informed the Committee that it was brought to the City's attention by AFSCME Union Stewards that our Appraiser job descriptions in the Assessing Department are listed as a Pay Range 6 for Appraiser I and a Pay Range 5 for Appraiser II and that the City's Appraiser job descriptions are not following MN Standards which may lead to confusion. Staff recommendation was to change the Pay Range 6 job to be an Appraiser II and the Pay Range 5 to an Appraiser I and notify AFSCME of the same.

A motion was made by Council Member Anderson to change the job descriptions as recommended and amend the AFSCME contract to reflect the change. Council Member Dokken seconded the motion, which carried.

Interim City Administrator Kevin Halliday informed the Committee that the Assessor position remains vacant. The most recent applicant that was offered the position has declined and that the contract the City currently has with a professional assessor only allows time for review of the commercial properties. This in turn has added more tasks to the Senior Appraiser and a MOA may be forthcoming to compensate for the additional duties. He also informed the Committee that the City offers no additional compensation for attaining the Department of Revenue certifications placing staff at risk for local competition for job vacancies and a review of their positions in the pay range schedule is needed. This was received for information only.

Item No. 6      Public Works/Engineering Staff Changes (For Information Only)

Public Works Director Sean Christensen presented proposed Public Works/Engineering staff changes. He provided a proposal to fill the vacant Assistant City Engineer position by removing the Professional Engineering Certification and promoting from within. This in turn would open up an entry-level Technician position maintaining the necessary staffing. The next proposed change was the creation of the Environmental Specialist position due to the current and evolving environmental/regulatory issues and monitoring the ever-changing MS4 regulations and reporting requirements. This position has funding available in the Wastewater Budget. Thirdly Mr. Christensen proposed the creation of a Building Maintenance Supervisor which would be crucial to the daily operations and supervision of all City facilities. This position would manage compliance with maintenance standards and ensure the necessary work is completed along with the supervision of custodial staff. Lastly, within the Public Works Department, due to pending retirements he proposed hiring of two entry level Operators prior to the end of the year. This would be beneficial for training purposes prior to the winter snow season. Also included in the proposal is the promotion of one of the Public Works Operators to a Parks Working Foreman to advance the maintenance of the City's 37 parks and promoting and administering the recently adopted Parks Plan. The fiscal impact of this position is approximately \$1,900 a year. These staffing changes were received for information only and will be brought back to Committee on an individual basis in the near future.

Item No. 7      City Administrator Search Firm Report (For Information Only)

Interim City Administrator Kevin Halliday informed the Committee that he has met with Gary Weiers of David Drown Associates and the search has actively begun. He urged Council Members to arrange their schedules to accommodate their individual meeting times.

Item No. 8      Anderson Law Firm Contract (Motion)

Staff informed the Committee the contract with Anderson Law Firm , the City's prosecuting attorney, will be expiring at the end of the year and requested direction. A motion was made by Council Member Anderson to direct staff to proceed with renewing the contract with Anderson Law Firm for a period of one year. Council Member Christianson seconded the motion, which carried.

There being no further business to come before the Committee, they adjourned at 6:23 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant