

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3
Meeting Date: May 27, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Open Forum Protocol

Recommended Action:

Background/Summary:

As various events and comments are made at the City Council's Open Forum, certain elected officials have from time-to-time expressed concerns with our allowances/limitations to the content of Open Forum. The criteria on the Open Forum sign-in sheet are attached.

Staff recommends discussion on the use of the Open Forum regarding the below listed items and others as may be on the minds of committee members:

- 1) Politicians: Concerns raised in the fall of 2014 whether candidates for office (or stated write-in campaigns) should forfeit their privilege to use "Open Forum" since visibility on camera may be a campaigning strategy.
- 2) Limiting comments to the "power to change" the matter being presented. School business, County business, State and Federal programs, should not be addressed as the City Council cannot exercise control over the issue.
- 3) Recall Committee action may be acceptable or may be considered campaigning and discussion should center on "Open Forum" use or Council agenda placement.
- 4) Other concerns.

Alternatives: n/a.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

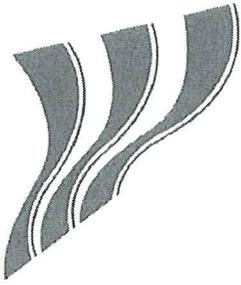
Willmar City Council

Open Forum

Three-Minute Limit

Please sign in if you choose to address the Willmar City Council on non-agenda items. You are limited to three minutes and your concerns should exclude making comments on negotiated items such as bids for service or equipment, agreements, franchise terms, labor contracts or lawsuits. Candidates for office cannot use this time for Political comments.

Name	Street Address	Phone Number
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**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 4
Meeting Date: May 27, 2015
Attachments: Yes X No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: LMCIT Training

Recommended Action:

Background/Summary:

Mayor Calvin, Labor Relations Chair Steve Ahmann and Interim City Administrator Kevin Halliday met on May 20th with League of Minnesota staff member Doug Gronli and teleconferenced with Dan Greensweig to discuss Council/Staff training. The summary of details of their recommended training will be remitted to staff by the scheduled committee meeting and will be distributed at the meeting.

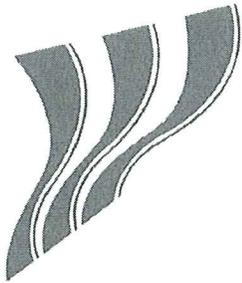
Alternatives: n/a.

Financial Considerations: .

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6
Meeting Date: May 27, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Request from Council Member Ahmann Regarding a Memorandum of Agreement Regarding Section 14.2 of Article XIII of the Agreement

Recommended Action: Recommend Approval

Background/Summary:

Senior Engineering Technician Lynden Wittman assumed the role and additional responsibilities of the City Engineering Department for the City for the time period of September 14, 2012 to March 13, 2014; approximately 18 months. The agreement noted above does allow for a temporary one time pay adjustment for additional duties assigned during that time period. This matter has been discussed and approved by the bargaining unit and staff would recommend that the request for a one-time payment of 6% of annual salary be given. This would not be added to the base wages.

Alternatives: n/a.

Financial Considerations: 6% of current annual salary for the 18 month period

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Willmar (hereafter "City") and the Department Heads, Supervisors, and Confidential Employees of the City of Willmar (hereafter "Group").

WHEREAS, the City and the Group are parties to a Contract and Agreement Between the City of Willmar and Department Heads, Supervisors, and Confidential Employees (hereafter "Agreement") effective January 1, 2010 through December 31, 2010, and renewed annually since then as provided for in article XX of said Agreement; and

WHEREAS, Section 13.2 of Article XIII of said Agreement provides for a salary adjustment when an employee is assigned major new responsibilities; and

WHEREAS, the Senior Engineering Technician assumed the role and additional responsibilities of the City Engineering Department for the period of time September 14, 2012 to March 13, 2014; and

WHEREAS, the City Council made no adjustment to salary at that time, and the salary adjustment should be addressed now to provide the additional compensation as anticipated by, and provided for, in the Agreement.

NOW, THEREFORE, the parties agree as follows:

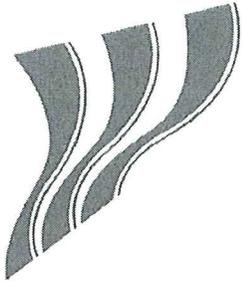
1. The Senior Engineering Technician shall be paid a one time payment of 6% per year for the 18 month period of time the additional responsibilities were assigned and performed.
2. This Memorandum of Agreement constitutes the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 7th day of May, 2015.

DEPARTMENT HEADS, SUPERVISORS, AND CONFIDENTIAL EMPLOYEES

Colleen Chow

CITY OF WILLMAR



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: May 27, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Safety Boots/Footwear Policy

Recommended Action: Increase City Cost Participation to \$175.00

Background/Summary:

Safety Committee members voiced concerns with the ever-increasing cost of steel-toed boots and the steel-toed super sole boots worn by Ice Arena staff. The cost of quality footwear versus low-end footwear is escalating. The adopted policy is attached, but not clearly listed is an adopted dollar amount of \$125.00. The rate may be nearly a decade and a half old.

Staff recommends increasing the rate to \$175.00 since it appears to cover local costs of quality boots (with the exception to the super sole ice boots of Ice Arena staff.)

Alternatives: n/a.

Financial Considerations: Increase from \$125.00 to \$175.00 per purchase.

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

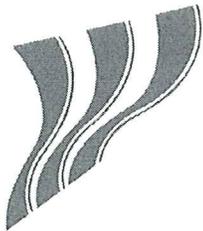
6.7. Safety Boots/Footwear

The City of Willmar shall cost-share on purchases of safety boots/footwear as needed by an employee to perform their work safely. Adequate foot protection will be provided for all seasons under the following conditions:

- A. The City of Willmar will pay directly to a vendor or reimburse the employee 100 percent of the cost for all pairs of safety shoes, boots, or other special footwear as required. The time limit between authorized purchases shall not be subject to a specific time but shall be at the discretion of the supervisor.
- B. The City of Willmar will not pay for the cost of a foot examination needed to correct podiatry ailments or treatments.

Authorization to purchase safety footwear shall be approved by the supervisor. The portion of the costs submitted for payment to the City shall be clearly shown on the vendor purchase invoice.

The supervisor has authority to deny employer cost sharing in any circumstance whereby abnormal or excessive wear can be attributed to an employee's after-hour job, theft of boots recently purchased, or safety boot damage directly attributable to private use.



CITY OF WILLMAR

SAFETY FOOTWEAR AUTHORIZATION

Supervisor: Complete this form prior to authorizing safety footwear for staff.

Employee Name _____

Supervisor's Name _____

Department _____

Description of Purchase _____

Amount of Purchase **maximum** \$125.00

Supervisor Signature _____ (Date) _____

Employee: Sign this form after receiving approval from your supervisor. Submit the form to the vendor. Please pay all additional costs above the authorization maximum **directly** to the footwear vendor on the date of purchase. Return this **original** form to your supervisor.

Employee Signature _____ (Date) _____

Vendor: Bill the City of Willmar, for the cost of the footwear not to exceed the authorized maximum.
City of Willmar
PO Box 755
Willmar, MN 56201



MAYOR AND COUNCIL

Memorandum

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX 320-235-4917

TO: Steve Ahmann, Labor Relations Chair

FROM: Mayor Marv Calvin *MRC*

DATE: May 8, 2015

RE: Interim City Administrator Salary

It is my intent to address extra compensation for the Interim City Administrator today, rather than a year after the workload was discontinued as in the case of the Public Works Director vacancy.

My recommendation is to set an annualized salary of \$118,750 for the assigned duties. As you know current senior Department Directors earn a current salary of \$91,915, so this action is for an incremental increase of \$26,835 annually. If the vacancy for the City Administrator is filled in four and one-half months, an approximate salary payout of \$10,063 will be realized, \$13,418 for a six-month vacancy.