

**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 3

Meeting Date: April 8, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |
- _____
- _____

Originating Department: Administration

Agenda Item: Closed Session

Recommended Action: Discussion

Background/Summary:

The Council will conduct a closed session with Labor Attorney, Frank Madden, to discuss the status of labor negotiations and strategies.

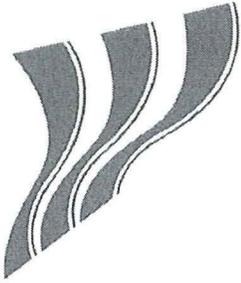
Alternatives: n/a.

Financial Considerations: n/a

Preparer: Charlene Stevens, City Administrator

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: April 8, 2015
Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Request from Department Head Group regarding a Memorandum of Agreement Regarding Section 14.2 of Article XIII of the Agreement

Recommended Action: Recommend Approval

Background/Summary:

Planning and Development Director Bruce Peterson served as Acting Public Works Director for the City for a period of 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 informally discussed by the bargaining team 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. Annual salary is \$91,924.

Preparer: Charlene Stevens, City Administrator

Signature:

Comments:

excerpts of 2-5-15 group mtg.

Meeting Notes for Department Head, First Line Supervisors and Confidential Employee (DH, FLS, CE) Group

Date: February 5, 2015
Attendees: Sue Edwards, Steve Okins, Bruce Peterson, Colleen Thompson, Scott Ledebor, Gary Hendrickson, Lynden Wittman, Kevin Halliday, Mike Anderson, Troy Ciernia and Sean Christensen
Meeting Time: 1:30 pm-2:45 pm
Meeting Location: Conference Room #2 City Hall

A Meeting of the Department Head, First-Line Supervisors and Confidential Employees was called to order at 1:37 p.m., on Thursday, February 5, 2014, in Conference Room #2 at City Hall, to update the group on the visit with Pamela in St Cloud made by Steve, Bruce, Sue, Gary and Colleen.

Bruce's Request

Bruce requested committee approval for a Memorandum of Agreement for a one-time payment of 6% per year for the 18 month period of time the additional department head responsibilities were assigned and performed. There was much discussion on this issue. One option was to submit a letter requesting the pay without tying it to the contract. Bruce stated this was his last option since previous attempts have failed. A motion was made by Bruce and seconded by Colleen. A vote was called resulting in a simple majority to approve of Bruce's request. The majority ruled in favor of Bruce's request.

There being no further business to come before the group, the meeting was concluded around 2:45 p.m.

Respectfully submitted:

Colleen Thompson, Secretary
DH, FLS, CE Group

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 Director of Planning and Development Services assumed the role and additional responsibilities of the position of Public Works Director 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:

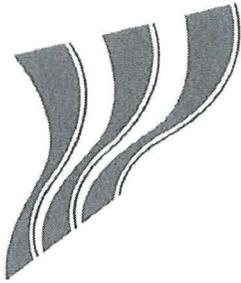
1. The Director of Planning and Development Services shall be paid a one-time payment of 6% per year for the 18 month period of time the additional department head responsibilities were assigned and performed.
2. This Memorandum of Agreement constitutes the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 5th day of February, 2015.

DEPARTMENT HEADS, SUPERVISORS, AND CONFIDENTIAL EMPLOYEES



CITY OF WILLMAR



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 5
Meeting Date: April 8, 2015
Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Discussion on Interim Administration

Recommended Action: Discussion

Background/Summary:

The Council and/or Committee will discuss options for interim administration and/or possible re-organization. The City Administrator's last physical day in the office is April 15th and last day as an employee is April 17, 2015.

Alternatives: n/a.

Financial Considerations: n/a

Preparer: Charlene Stevens, City Administrator

Signature:

Comments: