

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, April 11, 2012, at 4:45 p.m., in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	.....	Chair
	Denis Anderson	.....	Member
	Ron Christianson	.....	Council Member
	Charlene Stevens	.....	City Administrator

Others present included Holly Wilson, Public Works Director; Colleen Thompson, Waste Water Superintendent; and Dave Wyffels, Chief of Police.

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

Item No. 1 Request to Change Part-time Staff Positions for the Police Department.  
(Recommendation)

City Administrator Stevens reviewed the proposal to eliminate two seasonal bike patrol positions and replace those with a year-round Community Service Officer (CSO) position at no additional cost. Chief Wyffels stated that his recommendation was based upon ongoing review of the Police Department and a decision that the bike patrol was no longer the most effective use of part-time staffing.

Council Member Christianson asked about the change in vehicle from a pick-up truck to a van. Chief Wyffels stated this was also a change based on cost and efficiencies.

Chair Ahmann asked about the public perception of the bike patrol. Chief Wyffels stated that he did not believe the public would notice any change in service.

Following discussion, a motion was made by Council Member Anderson, seconded by Council Member Christianson, and carried to make the following:

**RECOMMENDATION:** the Council approve the elimination of seasonal bike patrol positions and replace those positions with a year-round CSO position.

Item No. 2 Discussion of Possible Wastewater Treatment Plant Restructuring  
(Information Only)

City Administrator Stevens informed the Committee that Public Works Director Wilson and Superintendent Thompson were present to discuss proposed changes in staffing at the WWTP due to pending retirements. Ms. Stevens stated that the staff was not asking for a final decision this evening, but seeking some feedback from the Committee before proceeding.

Public Works Director Wilson reviewed current staffing levels of the Department which consists of 11 positions and provided a proposed organizational chart based on restructuring. Ms. Wilson stated that the overall positions of 11 would remain the same, but duties would be divided

differently, which would allow for the creation of a new position of Environmental Manager. The proposed Environmental Manager would be a position funded by waste water, as well as by the General Fund as the position would also be responsible for storm water regulations and permits.

The Committee raised questions regarding the proposed new position and potential duties and costs, as well as questions regarding the proposed change of an operator position to an operator/electrician position.

Council Member Anderson expressed his concern on rate structure and his desire to see operating costs decrease at the new facility. Council Member Christianson also stated his desire to see costs reduced.

Ms. Thompson stated that she was not comfortable recommending staffing reductions at this time due to the staff still learning the new operations, but she would also hope to reduce some of the energy and chemical costs.

Ms. Wilson stated the increased environmental regulations and the value to the City of having one centralized person leading the City's environmental compliance and education.

After further discussion, the consensus was for the staff to return with additional information regarding job descriptions, proposed pay ranges and costs.

Item No 3 City Administrator Performance Review (Information Only)

Chair Ahmann reviewed the change in the review process for 2012 and stated that Council Members should provide their responses to him or Audrey Peterson no later than April 20, 2012, either electronically or hard copy. Mr. Ahmann stated that Ms. Sharon Klumpp of Springsted Inc. would be facilitating the review process and that he was pleased with how it was structured based upon his discussions with her. Chair Ahmann stated that a closed session would be held on May 7, 2012, at 6:00 p.m. for the purpose of reviewing the evaluation with City Administrator Stevens.

Item No 4 Miscellany

City Administrator Stevens informed the Committee that the City had received a date of June 28, 2012, for arbitration with LELS and George Lattimore was the assigned arbitrator.

There being no further business, the meeting was adjourned at 5:40 p.m. on a motion by Council Member Anderson, seconded by Council Member Christianson.

Respectfully submitted,

Charlene Stevens,  
City Administrator