

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, August 12, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

Present: Steve Ahmann Chair
Audrey Nelsen Member
Andrew Plowman Member
Ron Christianson Member

Others present: Mayor Marv Calvin, Council Member Tim Johnson, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, and Administrative Assistant Janell Sommers.

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

There were no comments from the public.

Item No. 3 Revision to Personnel Policy (Motion)

Staff was directed by the Council to make changes to the Personnel Policy in legislative print to be brought back to the Labor Relations Committee for review. The Committee reviewed the Personnel Policy drafts removing the word “permanent” in several areas replacing it with “full time, year-round” and allowing the granting of full time, year-round status upon completion of probationary periods by the City Administrator.

A motion was made by Council Member Christianson to approve the revisions to the Personnel Policy as presented. Council Member Plowman seconded the motion, which carried.

Item No. 4 Health Insurance Review (Information)

Interim City Administrator Kevin Halliday presented details of the City, County, and Other Governmental Agencies (CCOGA) Insurance Pool and details of the three health insurance plans proposed to employees. He stated that the First Dollar plan will no longer be offered by BCBS and the Traditional Plan has been chosen to replace it with noted out-of-pocket maximums. He also stated there is no increase in health insurance premiums for 2016 and reviewed the Service Cooperative Insurance Pool eight-year history.

The penalties of the “Cadillac tax” if health insurance aggregate premiums were found to be in excess of the thresholds was explained, along with the benefit of employees using the new Clear Cost Health program to search for health care services based on cost per service. Mr. Halliday informed the Committee that Dan Weir, consultant for SW/WC Service Cooperative, will present the entire program in more detail when he comes before the City Council on September 21, 2015. This was received for information only.

Item No. 5 Job Descriptions (Information)

The ranking of four job descriptions by the Employee Compensation Study Committee were brought to the Committee for discussion. Council Member Nelsen questioned having this item before the Committee as she was of the understanding that this item was being removed from the agenda. Interim City Administrator Halliday stated that no agenda change came from his office and proceeded to provide information received from the Committee on the job descriptions of: 1) Building Maintenance Supervisor, 2)

Environmental Specialist, 3) Recreation Facilities Manager, and 4) Assistant Public Works Director. These four positions were previously discussed before the Labor Relations Committee for consideration as recommended staff changes presented by Public Works Director Sean Christensen.

The Recreation Facilities Manager, an amended job description of the Arena Manager, was scored to see if the amended duties, including Staff Clerk fiscal duties would warrant any change in Pay Grade. It was noted the additional tasks were not of a nature to raise the position on the point value system.

Council Member Christianson questioned the Assistant Public Works Director job description which would replace the position of Assistant City Engineer. He felt it was important to have a licensed individual on staff with the ability to promote to Public Works Director should that position become vacant. You would have a staff member familiar with the position and have the ability to step into the vacancy.

The position evaluations were received by the Committee for information only and the item will be placed on a future committee agenda.

Item No. 6 Establish an Agenda Review Process (Information)

Chair Ahmann raised the question of establishing an agenda review process for Council Committees and City Council agendas whereby the Chairman for each Council Committee would review and sign off on each agenda prior to them being uploaded to Ipads and/or the City website. It was his directive that in the interim, Labor Attorney Madden receives Labor Relation minutes and agendas as well. These Committee agendas would need to be approved by 3:00 p.m. on the Thursday of the week prior to meetings in order to allow staff time to upload. If no changes are received by the respective Chair by that deadline, the upload will take place. The Mayor would be responsible to review the City Council agenda noting his response would be needed by 1:00 p.m. on the Thursday of the week prior to the Council meeting. It was the consensus of the Committee to direct staff to implement the review process.

Item No. 7 LMC Training (Information)

Chair Ahmann brought up the necessity to continue with training offered by the League of MN Cities for Council Members and staff whether it is online or with staff from LMC. Mayor Calvin and Interim City Administrator Kevin Halliday are currently in contact with LMC staff for planning future sessions. It was the consensus of the Committee that if a list of available training items became available, they should be shared with the Council.

Item No. 8 Civic Center Arena Manager (Information)

Council Member Nelsen raised the question of discussion that was held at the July 15, 2015 Labor Relations Committee regarding the hiring of the Civic Center Manager, whereby Council Member Christianson raised the question of this position being placed under the supervision of the City rather than Willmar Community Education and Recreation. Council Member Nelsen stated this has not been brought back and the application process for the Civic Center Manager closes August 13th. Council Member Nelsen made a motion to have the Civic Center Manager report to the Public Works Director. Council Member Ahmann seconded the motion for discussion. Interim City Administrator Kevin Halliday pointed out that the agreement with the Willmar Community Education and Recreation was recently renewed in November, 2014 and it would take an amendment to the agreement to change who this position reports to. The question was raised if you remove this facility from contracted management, do you do it for the other City facilities, i.e. the City Auditorium, Community Center and the Aquatic Center.

The Committee discussed the effects of this action at length and staff stated concern for hearing comments from the CER Director as well. Council Member Plowman expressed his concern with making a decision without more information and Council Member Nelsen withdrew her motion stating her willingness to bring people forward at the Council meeting. Council Member Ahmann withdrew his second.

Item No. 9 Succession Planning (Information)

Council Member Christianson expressed concern for pending retirements of City employees and being prepared. The possibility of job shadowing was discussed. Council Member Nelsen felt the primary focus at this time would be to get a City Administrator hired. Council Member Christianson questioned waiting. This discussion was for information only.

There being no further business, the meeting was adjourned at 6:10 p.m. by motion of Council Member Plowman.

Respectfully submitted,

Janell Sommers
Administrative Assistant