

LABOR RELATIONS/CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 1
CITY OFFICE BUILDING
WILLMAR, MINNESOTA

February 24, 2016
4:45 p.m.

The meeting of the Willmar Labor Relations Committee/Council opened at 4:45 p.m. Council Member Shawn Mueske turned the meeting over to Mayor Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, and Shawn Mueske, and Audrey Nelsen. Present 6, Absent 3. Council Members Rick Fagerlie, Tim Johnson and Steve Ahmann were excused from the meeting.

Also present were City Administrator Larry Kruse, Labor Attorney Frank Madden, Administrative Assistant Janell Sommers, and Shelby Lindrud, "West Central Tribune" journalist.

Item No. 1 There were no comments from the public.

Item No. 2 Council Member Anderson made a motion to go into closed session pursuant to Minn. Stat. §13D.03. to discuss negotiation strategies for the City including labor relation contracts, insurance and compensation. Council Member Nelsen seconded the motion, which carried. The meeting was closed at 4:49 p.m. and Ms. Lindrud left the meeting.

The meeting was reopened at 6:09 p.m. by motion of Council Member Anderson, and seconded by Council Member Mueske. Mayor Calvin declared the meeting open. Several individuals joined the meeting at this time. They were: Shelby Lindrud, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, Regional AFSCME Representative Mary Scoon, and Engineering Technician Luke Langner.

Item No. 3 City Administrator Kruse presented a Working out of Class policy for the Council's consideration. This policy would establish a protocol to acknowledge individuals who take on more responsibility working out of class when there is a position vacancy. The policy is structured to address someone assuming the full responsibilities of a job or a partial assumption of those duties. It was staff's recommendation the City adopt a policy so there is a consistent model to use when these types of vacancies occur.

Council Members expressed interest in developing some sort of guidelines to assess the workload in the department to ensure all work assignments are being completed. It was the consensus of the Council to approve the policy contingent on added verbiage that there will be a review within 45 days after the out of class work has started. Labor Attorney Madden and City Administrator Kruse will make the necessary changes to the policy.

Resolution No. 1 was introduced by Council Member Nelsen, seconded by Council Member Plowman, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 4, Noes 1. Council Member Christianson cast the "no" vote.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to adopt the Working out of Class Policy whereby an employee may be compensated for additional responsibilities and duties of a higher-class position performed in the absence of another employee.

Dated this 24th day of February, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 City Administrator Kruse presented for the Council's consideration salary compensation to acknowledge Certified Minnesota Assessor Judy Thompson who has been performing a substantial portion of the Senior Accredited Minnesota Assessor's duties since December, 2014 at which time the position became vacant due to retirement. Mr. Kruse presented the compensation being considered noting several edits to the document presented to the Council. Those edits being the retroactive pay through December 31, 2015 being \$5,449.72 and the retroactive pay through February 13, 2013 being \$808.96 with the additional compensation going forward until the position is filled being \$2.53 per hour. Council Member Christianson made a motion to approve the compensation as presented by staff. Council Member Anderson seconded the motion, which carried.

Council Member Christianson made a motion to direct City Administrator Larry Kruse to entertain conversations with County Administrator Larry Kleindl to work toward the merger of the two Assessing Departments. Council Member Plowman seconded the motion, which carried.

Item No. 5 City Administrator Kruse brought forth a proposal from Springsted Inc. to conduct a classification and compensation study of 19 unrepresented employees. It was felt this study would provide guidance in seeking settlement with the Supervisors and Confidential Employees unit and it was noted in January of 2017 the City will need to again evaluate and report on its Pay Equity and this study can be helpful to insure the City is in compliance with the Minnesota Pay Equity Act. The cost of the study is \$4,275 plus expenses not to exceed \$1,000. Labor Attorney Madden supports the effort with the recommendation of allowing adequate time to complete the study. Several Council Members discussed the timeline and the urgency to complete the study. A motion was made by Council Member Nelsen to approve the Classification and Compensation Study and enter into an agreement with Springsted Inc. Council Member Anderson seconded the motion, which carried. Labor Attorney Frank Madden left the meeting.

Item No. 6 Planning and Development Director Bruce Peterson presented a request to recognize that Clerk/Secretary Megan Feikema in the Building Department obtained additional education and training to become a certified Building Permit Technician which would increase her pay range from a 4 to a 5. Council Member Anderson made a motion to approve the change in the job description to include the range increase in accordance with the Personnel Policy. Council Member Christianson seconded the motion, which carried.

Item No. 7 City Administrator Kruse asked to present the Technology Use Policy for consideration. The policy was tabled at the October 5, 2015 and has since been revisited by City Attorney Robert Scott. Council Member Anderson made a motion to take the Technology Policy off the table. Council Member Plowman seconded the motion, which carried. The question was raised as to what changes had been made from the previous version and the request was made to see the policy changes in legislative print. Council Member Nelsen made a motion to place the Technology Policy back on the table. Council Member Christianson seconded the motion, which carried with 4 Ayes and 1 No. Council Member Anderson cast the "No" vote.

Item No. 8 Prior to the close of the meeting, Council Member Anderson made a recommendation to the Council to appoint Council Member Mueske to the office of Vice Chair to the Labor Relations Committee. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota that the 2015 - 2016 Committee and Council Liaison appointments for members of the Council be amended as follows:

Labor Relations Committee: Chair: Ahmann
Vice Chair: Mueske
Christianson
Anderson

Dated this 24th day of February, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin announced a transportation meeting to be held on Friday, February 26th starting at 4:30 p.m. at the Health and Human Services Building and urged Council Members to attend.

Council Member Anderson made a motion to adjourn the meeting with Council Member Plowman seconding the motion, which carried unanimously. The meeting adjourned at 6:50 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL