

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee met on Monday, January 27, 2020 at 5:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Shawn Mueske ..... Chair  
Rick Fagerlie ..... Council Member  
Vicki Davis ..... Council Member  
Kathy Schwantes ..... Council Member

Others present: Human Resource Director Samantha Beckman, City Administrator Brian Gramentz, Fire Chief Frank Hanson, Public Works Director Sean Christensen, Police Chief Jim Felt, and Finance Director Steve Okins.

Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 5:15 p.m.

Item No. 2      Public Comment

There were no public comments.

Item No. 3      2016 Springsted Recommendation (Motion)

Staff presented Springsted’s salary survey recommendation from 2016 and brought up the ways that the City deviated from that recommendation. The open pay scales were not implemented, the City Administrator was moved up one pay grade, and the Police Chief and Public Works Director were moved down one pay grade from Springsted’s recommended schedule. The Public Works Director position was re-scored and moved up two pay grades in 2017 but the Police Chief position was never re-scored. Also with the 2020 wage increases the Chief position should be re-evaluated to remove pay compression issues. A motion was made by Council Member Schwantes, seconded by Council Member Davis and passed to approve re-scoring of the Police Chief job description.

Item No. 4      Individual Policies (Information)

Staff provided copies of the three individual policies that were adopted in 2016 to replace the Department Head/Supervisor/Confidential Employee contract. The Personnel Policy would need a few edits to encompass the information included from these three polices, and then they could be discontinued. These changes will be reviewed by the committee and brought back again at our next meeting.

Item No. 5      Fire Department Job Description Updates (Motion & Resolution)

Staff presented updated job descriptions for two Battalion Chiefs; a department Safety Officer with more defined duties and one responsible for Operations. Both of these positions carry a large responsibility within the department and are essential to maintaining a safe environment. With the elimination of the Paid-on-Call Assistant Chief and Paid-on-Call Deputy Chief and additional duties, an adjustment of an additional \$800 for each of the Battalion Chiefs’ yearly stipend was also recommended. A motion was made by Council Member Fagerlie, seconded by Council Member Davis and passed to approve the new job descriptions and stipends.

Item No. 6      City Administrator Search (Information)

Chair Mueske announced that there is a proposed contract being considered by the Council and the City's attorney for Brian Gramentz as Willmar's City Administrator. After review, there will hopefully be a contract for consideration at Monday's Council Meeting.

Item No. 7      Miscellaneous (Information)

Staff announced that the official submission of our Pay Equity Report will be on the agenda for February 3, since is required that Council formally approve the submission.

There being no further business to come before the Committee, the meeting was adjourned at 5:51 p.m. by Council Member Mueske.

Respectfully submitted,

Samantha Beckman  
Human Resources Director