

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Monday, February 24, 2020 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Shawn Mueske Chair
 Fernando Alvarado Vice Chair
 Vicki Davis Council Member
 Kathy Schwantes Council Member

Others present: Human Resource Director Samantha Beckman, City Administrator Brian Gramentz, and Recreation Director Rob Baumgarn.

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Recreation Department Job Descriptions (Motion)

Staff presented an updated job description for the Leisure Services Clerk (now titled Recreation Assistant). The employee currently in that role is retiring soon so the job needed to be updated and posted for hire. The job description has not been updated since 2000 and has added more duties assisting with recreation activities, event set-up, and facility scheduling. A motion was made by Council Member Davis, seconded by Council Member Schwantes and passed to approve the updated job description.

Item No. 4 Individual Policies (Motion)

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. A motion was made by Council Member Davis, seconded by Council Member Schwantes and passed to approve the updates to the personnel policy and discontinue those stand-alone policies.

Item No. 5 Travel Reimbursement Policy (Motion)

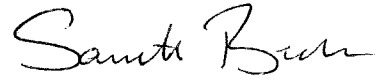
Staff presented updated Travel Reimbursement Policy that more clearly defines what meals are eligible for reimbursement to clarify the policy and avoid misinterpretation. A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to approve the updated policy.

Item No. 6 Miscellaneous (Information)

Chair Mueske inquired about receiving an evaluation of our 'new' Recreation Department and how it's functioning now compared to when it was handled through WCER. A final report and wrap-up from BakerTilly was also requested. There was discussion on Succession Planning and how the City can better prepare for employee turnover/retirements. Two positions that were discussed in more detail were an Assistant City Administrator and an Assistant Finance Director.

There being no further business to come before the Committee, the meeting was adjourned at 6:50 p.m. by Council Member Mueske.

Respectfully submitted,

A handwritten signature in black ink that reads "Samantha Beckman". The signature is written in a cursive, flowing style.

Samantha Beckman
Human Resources Director