

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee/Full Council met on Wednesday, May 13, 2015 at 4:45 p.m. in the Council Chambers at the Willmar Municipal Utilities Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Member
	Denis Anderson	Member
	Ron Christianson	Member
	Andrew Plowman	Member
	Audrey Nelsen	Member
	Tim Johnson	Member
	Rick Fagerlie	Member

Others present: Mayor Marv Calvin, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Janell Sommers, Administrative Assistant/Recording Secretary and David Little, "West Central Tribune."

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 Comment

Steve Gardner, 2645 SW 19th Avenue, addressed the Committee under public comments. Mr. Gardner stated that "back in the day" patronage was one of the so-called perks of winning elections. Eventually it became necessary to take day-to-day hiring out of the hands of elected officials and have those decisions based on merit rather than who knew whom, which is perceived as fair and professional. He stated any thought that the Committee should engage itself in this task should be considered folly. This is a task the Committee is not well-suited for on the recent record of lawsuits speaks of the Council's lack of capability to complete the task of hiring. This is a task best left to professionals.

Item No. 3 Review Job Description/Ordinance for City Administrator

The review of the City Administrator Job Description/Ordinance was requested at the previous Labor Relations Committee meeting. City staff made their revisions in legislative print for consideration by the Council. Council Member Christianson commented on the content of the City Administrator labor contract containing language that the City agrees to increase the City Administrator compensation each year by at least the amount of the average percentage increase granted to Department Heads, First Line Supervisors and Confidential Employees. He felt this causes conflict of interest for the City Administrator also being involved in negotiations and either the contract or the job description should be changed.

Mayor Calvin stated the previous City Administrator's contract is a separate issue from the job description and can be dealt with at that time.

Council Member Nelsen agreed the situation can be looked into at the time a contract is negotiated and requested the Committee get back to reviewing the job description. She also requested job descriptions from other communities of similar size be brought before the Committee for review as well.

Following discussion Council Member Christianson made a motion to make the changes to the job description as presented by staff. Council Member Nelsen seconded the motion, which carried.

Item No. 4 Consider Process to Fill City Administrator Position

Interim City Administrator Kevin Halliday presented a draft RFP for an executive search for consulting services to select a City Administrator. At this time, the Committee should decide on a plan of action to fill the position. The process can be either an external or internal process. The external process would use consultant services to control the process from advertising, collecting applicant's resumes through guiding the Council on interview day at an estimated cost of \$20,000 which includes approximately \$4,000 for advertising of the position opening.

The internal process would require staff to prepare advertising documents, place ads in appropriate associations and websites, collect applicant resumes, and prepare Council interviewing packets. The advantage is lower costs.

Council Member Christianson questioned what the Council's thoughts were on not using a consultant, as the City has been through this before and with all the social media outlets available. He spoke in favor of the internal process.

Most of the Council Members spoke very strongly in hiring an executive search firm.

Council Member Christianson agreed that the experience with the last professional firm was very learning; yet again we have that template. He stated if you compare the League of MN Cities directory from 2014-2105 there have been 25 cities in this time period that have changed City Administrators.

Council Member Plowman questioned the response time for the RFP. Interim City Administrator Halliday answered his question stating he would use the RFP which calls for a June 15, 2015 submittal deadline. It is possible the selection of which firm could occur five weeks from now.

Council Member Johnson requested clarification on the Selection Committee referring to on Page 2 of the RFP. Interim City Administrator Kevin Halliday stated it allows opportunity for the Council to add any individual to the interview committee.

Council Member Nelsen made the motion to approve the Request for Proposal for Executive Search Consulting Services as presented subject to the approval of the City Attorney. Council Member Fagerlie seconded the motion, which carried.

Item No. 5 Miscellany

1. Council Member Ahmann brought up the issue of the City Council attending sensitivity training stating there are new rules and law changes occurring all the time. He sought interest of the Council looking for a formal request.

Council Member Nelsen mentioned the League of MN Cities have several training options for Council and staff such as training for harassment-types of issues.

Council Member Nelsen made a motion to ask the Mayor to contact the League of MN Cities for some suggestions for appropriate training for the Council and City staff. Council Member Anderson seconded the motion, which carried.

2. Council Member Ahmann also brought forward the issue of a Human Resource position. There has been discussion in the past of the City sharing a Human Resource person with the Willmar Municipal Utilities. He has had discussion with General Manager West Hompe and he expressed the utilities continued interest.

Council Member Christianson felt the HR position should be discussed at a future Council Retreat or Special Council Meeting.

Council Member Anderson updated the Committee on the budget status of the Human Resource position stated that in 2014 there were funds designated for one-half the cost. It was taken out of the 2015 budget. He spoke in favor of continuing the discussion with WMU. This matter was for information only.

Council Member Anderson made a motion, seconded by Council Member Fagerlie to go into closed session. The meeting was closed at 5:26 p.m.

The meeting was reopened at 6:17 p.m. in the Executive Board room.

Item No. 6 Review of the Bureau of Mediation Services Suggested Settlement

Pursuant to the discussion held in closed session, a motion was made by Council Member Johnson, seconded by Council Member Plowman to accept the BMS Agreement with the Department Head, First Line Supervisors, and Confidential Employees Group, as presented. The motion carried with all in favor.

There being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant
Recording Secretary