

**LABOR RELATIONS COMMITTEE  
FULL COUNCIL  
MINUTES**

The Labor Relations Committee/Full Council met on Wednesday, June 17, 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, Janell Sommers, Administrative Assistant/Recording Secretary and Linda Wanderwerf, "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      Review of RFP's for Executive Search Firm for City Administrator

The Council Members reviewed information presented by Interim City Administrator Kevin Halliday relating to the Requests for Proposals (RFP's) to hire an Executive Search Firm to assist the City with filling the City Administrator's position. Included in the information were the names of the four firms who submitted proposals, the estimated cost for the services, timeline information and a completion date for a candidate offer. The Council discussed the proposals agreeing that the process of elimination would aid in their decision. Several Council Members expressed their desire to eliminate the firm of S. Renee Narloch and Associates of Florida due to their proximity and location. It was felt that hiring a firm that was more familiar the area would aid in the process.

Concerns of the timeline were considered noting that the firm of David Drown Associates indicated they were unable to start the process until late July or early August, 2015. The fee comparison was reviewed observing that Big River Group was less, yet they indicated additional costs for unknowns such as assistance in interviews plus outreach website fees. It was noted the total cost of the last executive search for a City Administrator was just under \$20,000. All the firms except for Big River Group offered a two-year guarantee whereby if the City Administrator leaves the organization during that time period, another search will be provided at no cost to the City. The firm of David Drown Associates included in their proposal a "Work Personality Index" which was not offered in any of the other proposals.

A motion was made by Council Member Christianson to accept the proposal of David Drown Associates for \$14,000 and authorize the Mayor and Interim City Administrator to enter in an agreement on behalf of the City. Council Member Anderson seconded the motion, which carried with one "no" vote being cast by Council Member Nelsen. Staff was then directed to seek funding mechanisms to be brought to the Finance Committee.

Item No. 3      Review Job Description for City Administrator

The review of the City Administrator Job Description was referred back to Labor Relations Committee/Full Council meeting for further review. Interim City Administrator Kevin Halliday provided job descriptions from various communities in Minnesota for comparison. No specific changes were discussed at this time, noting more effort will be directed toward the contract.

Working relationships of the new City Administrator were deliberated, specifically whether they would be more internal or external in nature. Council Member Nelsen stated the League of Minnesota Cities has offered to work with Willmar in terms of suggesting what tasks should be included for the City Administrator.

It was noted Interim City Administrator Kevin Halliday had forwarded additional job descriptions he had received from the League to Council Members earlier in the day and most had not had a chance to review them. It was the consensus of the Council that being the firm hired for the executive search will be unable to start for over a month, there is ample time to review these along with other suggestions and develop a job description prior to the start of the search.

There being no further business, a motion to adjourn the meeting was made by Council Member Fagerlie at 5:41 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant  
Recording Secretary