

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, January 11, 2012, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	.....	Chair
	Tim Johnson	.....	Vice Chair
	Doug Reese	.....	Member
	Denis Anderson	.....	Member
	Charlene Stevens	.....	City Administrator

Others present included Mayor Frank Yanish, Council Members Ron Christianson and Bruce DeBlicke, Finance Director Steve Okins, Police Chief Dave Wyffels, Fire Chief Marv Calvin and David Little, West Central Tribune.

The meeting was called to order by Chair Ahmann at 4:45 p.m.

**Item No. 1 Consideration of Request to Hire Additional Police Officers (Motion)**

City Administrator Stevens presented the request to hire two additional police officers, one officer to replace a position vacated in July of 2011 and one officer to replace a position that will be vacated as of January 31, 2012. Ms. Stevens stated that in the interim the Crime Prevention Officer would be reassigned to patrol and that the crime prevention duties would be distributed amongst other officers as well as some services being eliminated. Ms. Stevens stated that if the decision is not to fill the vacant positions, the crime prevention program and duties will be changed and/or eliminated as necessary.

Chair Ahmann questioned the process and timeline for hiring police officers. Chief Wyffels responded that it takes approximately six months for a position to be advertised, interviewed, filled and then the completion of field training, after which an officer can patrol alone.

Chair Ahmann asked if there were any grant funds the City was risking by not filling the position. Chief Wyffels stated there were none.

Council Member Johnson asked for clarification on the number of patrol officers and how that is determined. Chief Wyffels stated there are currently 19 positions assigned and necessary for patrol and the need is determined by call volume and call types.

Council Member Reese questioned if a new officer were hired, would the Crime Prevention duties return. Chief Wyffels stated that Officer Dorn would resume the Crime Prevention responsibilities if additional officers were hired.

Chair Ahmann questioned what would happen if only one officer was hired rather than the two being requested. Chief Wyffels stated his concern that it could put the City in a position of stopping and starting the crime prevention program, which diminishes its effectiveness.

Council Member Johnson asked for standards on response time and call load. Council

Member Ahmann questioned if the officers were maxed out due to the 12-hour shifts.

Council Member Johnson questioned the impact of labor negotiations on the budget and hiring of officers. City Administrator Stevens stated that both positions were included in the 2012 budget and savings would be captured from the interim period in which the positions are vacant, as well as savings from hiring at lower wage in the scale.

Council Member Anderson expressed his desire to maintain the quality of services to the community. Council Member Johnson agreed and complimented the quality of the officers.

Council Member Reese stated that Public Safety also ranked high in the recent citizen survey.

Council Member Johnson requested some additional information regarding call load, response times and per capita comparisons.

Council Member Anderson made a motion, seconded by Council Member Reese, to authorize the hiring of two additional police officers. The motioned carried with Council Member Johnson in opposition.

### **Item No. 2     Update on Building Maintenance Activities (Information Only)**

City Administrator Stevens provided the Committee with an update on how the City would be addressing custodial services with only two full-time custodians. City Administrator Stevens stated that she, Public Works Director Wilson, Chief Calvin and Steve Brisendine had met and reviewed the maintenance needs and developed a strategy to seek proposals for custodial services, window cleaning and cleaning of floors.

City Administrator stated that four (4) separate RFPs would be issued by January 20, 2012. One RFP would be for semi-annual cleaning of the exterior windows of all city-owned facilities. A second RFP would be issued for deep cleaning of flooring at all buildings, either annually, semi-annually or quarterly, depending on the usage and type of flooring at the facility. Ms. Stevens also continued that the custodial services contracts would be divided into two – one for the Willmar Community and Activity Center, primarily because of the intensity of its programming, and a second RFP for the custodial services at the following facilities: WWTP Plant, Public Works Garage, Airport, Fire Department and former WWTP.

Ms. Stevens also stated that staff was still working on a solution for snow and ice removal at the WCAC, but felt that due to the relative mildness of this winter, the two existing custodians would attempt to manage it and staff would re-evaluate in November.

Chair Ahmann thanked staff for the update.

### **Item No. 3     Completion of Public Works Director's Probationary Period (Motion)**

City Administrator Stevens stated that Ms. Wilson had completed her one-year probationary period as Public Works Director on December 20, 2011, and that she was recommending Ms. Wilson be retained and that Ms. Wilson receive promotion to full Director status with the salary set at \$91,924 retroactive to December 20, 2011.

Council Member Reese made a motion, seconded by Council Member Anderson to promote Ms. Wilson to full Director status with pay retroactive to December 20, 2011. The motion carried unanimously.

**Item No. 4 City Attorney Replacement Process (Information Only)**

City Administrator Stevens recommended that the City issue a RFP for City Attorney Services and outlined the following process and timeline:

Issue RFPs:	February 1, 2012
RFPs Due:	March 1, 2012
Review of RFPs:	March 2-9, 2012
Interviews:	March 15, 2012
Appointment:	April 2, 2012.

City Administrator Stevens stated that she would recommend that the City Administrator, City Clerk, Planning and Development Services Director and Police Chief conduct the initial review of the RFPs and recommend one or two to the City Council for interviews.

City Administrator Stevens stated that she would recommend crafting the RFP with the criminal services as an alternate service as it had also been suggested that the City consider contracting with the County for those services.

Council Member Anderson expressed concerns with the tightness of the timetable. Council Member Johnson stated that it would not have to be mandatory for all Council Members to participate in the interviews. Ms. Stevens stated that it would not be necessary for the full Council to participate, but it would be encouraged.

The Committee directed City Administrator Stevens to finalize the RFP and proceed. This matter was for information only.

**Item No. 5 Close Meeting to Discuss Contract Negotiations (Information Only)**

At 5:40 p.m. Council Member Anderson, seconded by Council Member Johnson, made a motion to close the meeting to discuss strategy for contract negotiations. The motioned carried.

At 5:50 p.m., the meeting was reopened.

There being no further business, the meeting was adjourned on a motion by Council Member Anderson, seconded by Council Member Johnson and carried at 5:55 p.m.

Respectfully submitted,

Charlene Stevens,  
City Administrator

CS:ap