

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, January 23, 2013, in Conference Room #1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Member
	Tim Johnson	Member
	Denis Anderson	Member
	Charlene Stevens	City Administrator

Others present included Mayor Frank Yanish, Council Member Bruce DeBlieck, Finance Director Steve Okins and John Sullivan.

Item No. 1 Call Meeting to Order and Public Comment

Mr. Sullivan questioned if the committee had enough time to sufficiently review the materials prior to the discussion for the organizational analysis. Mr. Sullivan suggested that having a workshop of the Council might be a better alternative.

Item No. 2 Consideration of Organizational Analysis and Compensation and Classification Study.

City Administrator Stevens reviewed the responses to the two RFPs issued. Ms. Stevens stated that three responses had been received for the organizational study and three responses had also been received for the compensation and classification study.

For the organizational study, Ms. Stevens noted that the two most qualified responses came from Springsted and Brimeyer-Fursman. Ms. Stevens stated the costs were comparable from the two firms. Ms. Stevens noted that Springsted had greater familiarity with the City, as well as the WMU and Kandiyohi County, but that Brimeyer Fursman was a well-qualified firm and might offer a fresh perspective.

After discussion, Council Member Dokken made a motion, seconded by Council Member Anderson to engage Brimeyer-Fursman of Maplewood, Minnesota to perform an organizational analysis of the City of Willmar for the price of \$22,500 plus travel expenses. The motioned carried.

The Committee went on to discuss the Compensation and Classification Study. Ms. Stevens reviewed the two most qualified proposals, one from Springsted Inc. and one from Public Sector Personnel Consultants. Ms. Stevens recommended Springsted based upon a lower cost of \$12,500 and due to their familiarity with the existing compensation system of the City and the City's pay equity situation, specifically how that is impacted by the WMU and Rice Hospital.

Council Member Dokken made a motion to engage Public Sector Personnel Consultants in the amount of \$15,000. The motion failed for lack of a second.

Council Member Anderson made a motion to engage Springsted Inc., in the amount of \$12,500. The motion failed for lack of a second.

After further discussion, it was agreed to table this matter and discuss further at the next Committee meeting.

Item No. 3 City Attorney and City Administrator Ordinances.

The Committee reviewed the information provided by the City Administrator comparing the current City Administrator Ordinance to the model ordinance suggested by the League of Minnesota Cities. Council Member Anderson noted that the City of Willmar ordinance follows the League of Minnesota Cities guidelines and recommended no changes at this time.

The Committee discussed the recommendation to create a City Attorney ordinance, rather than continue with the current practice of utilizing a contract to define the duties. Council Member Johnson stated that he was comfortable with the current arrangement of duties defined by contract.

After further discussion, it was agreed to ask the City Attorney to draft a general ordinance for review by the Committee and consideration of a public hearing.

Item No. 4 Miscellany

Chair Ahmann asked the status of the adoption of the Rules of Order. Ms. Stevens stated that she and City Clerk Halliday were meeting with an individual to provide training on the Rules of Order and having received no negative feedback from the City Council, working under the assumption that the Standard Code of Parliamentary Procedure was what the Council wished to consider adopting at the March meeting.

Mayor Yanish questioned the value of the Compensation and Classification study. Ms. Stevens stated that the suggestion had come from a citizen and the Labor Relations Committee had agreed with issuing the RFPs. Ms. Stevens also reviewed the stated objectives for the compensation study and stated that it was hard to predict the outcome of the study because the purpose was, in fact, to provide an assessment and information on the current pay structure and how it relates to the various marketplaces, which would allow the City to develop a long-term strategy.

There being no further business to come before the Committee, the meeting adjourned at 6:00 p.m. on a motion by Council Member Anderson seconded by Council Member Dokken, and carried.

Respectfully submitted,

Charlene Stevens,
City Administrator