

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Tuesday, May 8, 2012, in Conference Room #1 at the City Office Building. The meeting was called to order by Chair Steve Ahmann.

Present:	Steve Ahmann	.....	Chair
	Denis Anderson	.....	Member
	Doug Reese	.....	Member
	Ron Christianson	.....	Council Member
	Charlene Stevens	.....	City Administrator

Others present included Council Member Bruce DeBlieck; Steve Okins, Finance Director; Dave Baker, Chairman of the Municipal Utilities Commission; and David Little of the West Central Tribute.

**Item No. 1 Willmar Municipal Utilities General Manager Position (Information Only)**

Mr. Baker provided the Committee with an update on the organizational analysis conducted by Springsted, Inc. as well as the MUC's desire to move forward with the hiring process for a General Manager. Mr. Baker shared copies of the proposed job description and profile for the position of General Manager and discussed the potential of using Springsted, Inc. to conduct the executive search for the Willmar Municipal Utilities.

Mr. Baker discussed the challenges in filling such a position and stated that a salary range could be from \$90,000 to \$140,000 or \$150,000.

Committee Members present expressed their support for the proposed hiring process, specifically the use of Springsted, Inc. to conduct a search and stated a preference that the City Administrator be included in the search process.

**Item No. 2 Organizational Structure of the Willmar Municipal Utilities and Discussion of Potential Opportunities for Partnerships between the WMU and the City of Willmar (Information Only)**

Mr. Baker discussed possible changes in the WMU operating structure, such as organizing by function rather than department. Mr. Baker also stated that the report had identified some possible opportunities for partnership between the City and WMU, such as human resources, information technology, accounting, safety or environmental compliance. Mr. Baker said that he hoped the City would be open to such discussions.

Council Member Christianson suggested that the City of Willmar and WMU should consider out-sourcing of payroll.

Council Member Anderson stated that it was worthwhile to consider opportunities for working together.

**Item No. 3    Miscellany (Information Only)**

City Administrator Stevens informed the Committee that Police Officer Del Wagner had given his retirement notice to the City and would be retiring at the end of June.

Ms. Stevens stated that she was also going to be clarifying how employees provide proper notice, in order to be eligible for the City's early retirement program. Ms. Stevens stated that open-ended notices would no longer be accepted.

Ms. Stevens updated the Committee on preparations for arbitration with LELS.

Council Member Anderson suggested that the City consider conducting an organizational analysis and utilize Springsted for the same, much like Kandiyohi County and Willmar Municipal Utilities. Ms. Stevens stated that she would develop a scope of work and obtain a cost estimate from Springsted and bring it back for further discussion.

There being no further business, the meeting was adjourned at 5:45 p.m. on a motion by Council Member Anderson, seconded by Council Member Christianson, and carried.

Respectfully submitted,

Charlene Stevens,  
City Administrator