

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, January 28, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	.....	Chair
	Jim Dokken	.....	Vice Chair
	Denis Anderson	.....	Member
	Ron Christianson	.....	Member

Others present: Council Member Tim Johnson, Attorney Tom Anderson, City Clerk Kevin Halliday, Finance Director Steve Okins, and David Little of the “West Central Tribune.”

Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann a 4:45 p.m.

Item No. 2      Public Comment

There was no one from the public present to comment.

Item No. 3      City Assessor Vacancy

City Clerk Kevin Halliday reviewed the recruitment steps taken to fill the position of City Assessor. To date no applications have been received. Ongoing advertising of the open position includes the “West Central Tribune,” Minnesotaworks statewide site, the League of Minnesota Cities Bulletin and the Minnesota Association of Assessing Officers website.

Staff recommends soliciting proposals for a contractual agreement for appraising Agricultural, Commercial, and Industrial properties of the City and conducting sales ratio studies for compliance with the Minnesota Department of Revenue standards for calendar year 2015. Advertising for a full-time Assessor will continue. Staff will also advertise for an Appraiser II position to maintain adequate levels of trained staff for the listed parcels.

Council Member Anderson made a motion, seconded by Council Member Christianson to authorize staff to initiate contractual arrangements for commercial appraising and advertise for an Appraiser II position, all while continuing the advertising of a full-time City Assessor position. The motion carried.

Item No. 4      Review of Contracts for Legal Services

Council Member Ahmann offered an overview of the two contracts for legal services: 1) criminal contract with Anderson Law Offices ending 12-31-2015 and 2) a civil contract with Flaherty & Hood requiring a 90-day notice by the law firm if they desire to terminate the contract. Council Member Ahmann requested details of the forfeiture funding breakdowns. Staff will develop a report on that funding source.

Council Member Ahmann noted the legal budget was exceeded in 2014 and suggested meeting with the law firms to assess how the contracts are working for each firm. The firms will be invited to a future committee meeting to continue discussion. Council Member Anderson noted the Finance Committee will be reviewing the legal budget so fiscal details will be forthcoming. This was received for information only.

Item No. 5      Workforce Planning

Council Member Ahmann raised the issue of the importance of succession planning in the organization, specifically the transfer of institutional knowledge in the organization. The Committee reviewed workforce

planning documents submitted by each department of the City in 2007. Committee members pointed to the outdated data and suggested the plan should be updated biennially. It was suggested to consider a program whereby in-house staff could job shadow supervisory positions to determine if that employee would want the job when a vacancy presents itself.

Following discussion, Council Member Christianson moved to direct the Administrator to update the Workforce Succession Plan as soon as possible. Council Member Dokken seconded the motion, which carried.

Item No. 6      New Business

Chair Ahmann inquired if one insurance policy could be offered for all City employees or if negotiating practice limited that option. The City Administrator could update the committee at the next meeting. This was for information only.

There being no further business, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Kevin Halliday  
City Clerk