

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, December 12, 2012, in Conference Room #1 at the City Office Building.

Present:	Steve Ahmann	.....	Chair
	Bruce DeBlieck	.....	Member
	Doug Reese	.....	Member
	Tim Johnson	.....	Member
	Charlene Stevens	.....	City Administrator

Others present included Mayor Frank Yanish, Council Member Jim Dokken, Russ Bennett, Dave Baker, Ken Warner, Audrey Nelson, Ken Behm, David Herzer, John Sullivan, Finance Director Steve Okins, City Clerk Kevin Halliday, and David Little, West Central Tribune.

#### **Item No. 1 Call Meeting to Order and Public Comment**

Chair Ahmann called the meeting to order at 4:50 p.m. and asked if there was any public comment.

Mr. David Herzer, 1501 Country Club Drive, addressed the Committee about his questions and concerns regarding the organizational analysis (see attached.)

Mr. John Sullivan addressed the Committee regarding his disappointment that the Committee had not yet taken up the Charter Commission's recommendation on the City Attorney and City Administrator ordinance.

#### **Item No. 2 Discussion Regarding RFP for Organizational Analysis (Motion)**

City Administrator Stevens reviewed the proposed scope of work and timeframe for the Organizational Analysis. Ms. Stevens stated the following were the objectives of the study:

- Review of the existing organizational structure and identification of gaps and/or duplication.
- Propose options for a new organizational structure.
- Conduct an assessment of the workplace culture, including soliciting feedback from employees.
- Observations and identification of opportunities for intergovernmental cooperation.
- Succession Planning.
- Recommendations on current business practices and processes in place.
- An assessment of the City's customer service.
- Assistance in implementation of the final plan.

Ms. Stevens also discussed a proposed time frame for the process, noting that the timeframe was aggressive, yet stated her concern to move forward with some haste due to the number of vacancies in the organization and the desire to provide for a long-term direction. Ms. Stevens suggested that RFPs could be issued the week of December 17, 2012, with responses due January 7, and potential Council action on January 22, 2013.

The Committee considered the suggestion to include a compensation study or analysis in the RFP and agreed to include it as an alternate and address it further upon receipt of proposals.

The Committee discussed the value of including employee feedback as well as other customer feedback and agreed those components should remain in the RFP.

The Committee also discussed whether or not to solicit proposals from Springsted Inc.

Council Member Reese made a motion, seconded by Council Member Johnson to proceed with the RFP with the inclusion of a compensation study as an alternate. The motion carried.

### **Item No. 3 Conflict of Interest Policy (Motion)**

Ms. Stevens stated that Chair Ahmann had previously suggested that the City Council consider adopting a Conflict of Interest Policy and had asked the City Attorney to provide a review and recommendations on some sample policies.

Chair Ahmann stated that he thought it would be valuable to increase the awareness and education regarding conflict of interest. Chair Ahmann also stated he was looking for a policy that might also apply to those who receive funding from the City.

Council Member Reese noted that the City Attorney provided two recommendations, first to review and possibly update the City's current policy that applies to employees and secondly to draft a policy for elected and appointed officials similar to the example provided by Council Member Ahmann for the City of Brainerd.

Council Member Reese made a motion, seconded by Council Member DeBlieck, to ask the City Attorney to review the existing employee policy regarding conflict of interest and to draft a policy for elected and appointed officials. The motion carried.

### **Item No. 4 Rules of Order (Information Only)**

City Clerk Kevin Halliday reviewed with the Committee the options for Rules of Order as suggested by the Charter Commission. Mr. Halliday stated that he had been reviewing the Standard Code of Parliamentary Procedure, formally known as Alice Sturgis' Rules of Order and felt they were similar to how the Council currently conducted business and superior to the Minnesota Mayor's Association Rules of Order. Mr. Halliday provided

some examples of how parliamentary procedure might change or be similar to current actions.

Mr. Halliday also stated once the Council agreed upon rules of order, staff had some recommendations of individuals who could conduct a training session for the Council as well as for Board and Commission chairs and members.

The Committee directed Staff to purchase enough copies for the Council Members to review before making a final recommendation. This matter was for information only.

**Item No. 5 Council Committee Structure (Information Only)**

Ms. Stevens stated that Chair Ahmann had requested some information on the committee structure of other communities and she had attempted to gather some information from various communities.

Council Member Reese stated that he felt this issue should be discussed by the full Council at the reorganizational meeting.

Council Member Ahmann stated that he felt rotation of committees or liaisons would be a way for each Council Member to become better educated.

Council Member DeBlieck requested that Staff provide a list of committees and liaisons to review as part of the reorganization as some committees may no longer be necessary.

There being no further business to come before the Committee, the meeting adjourned at 5:55 p.m. on a motion by Council Member Johnson, seconded by Council Member Reese, and carried.

Respectfully submitted,

Charlene Stevens,  
City Administrator