

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, February 12, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Vice Chair
	Bruce DeBlicek	Member
	Tim Johnson	Member
	Charlene Stevens	City Administrator

Others present: Mayor Frank Yanish, Council Member Audrey Nelson, Police Chief Dave Wyffels, and Finance Director Steve Okins.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Open Hiring Process for Police Officers (Motion)

Ms. Stevens presented the request to open the hiring process and create an eligibility list from which to hire police officers. Ms. Stevens stated that the City would have one known vacancy in May of this year due to retirement. Chief Wyffels added that the current list had expired and that the City has experienced the loss of at least one officer per year for the past 12 years and that the creation of an eligibility list would streamline the hiring process. Chief Wyffels stated that the advertising, testing and hiring process can take up to six months.

Following discussion, a motion was made by Council Member DeBlicek, seconded by Council Member Dokken, to open the hiring process for police officers and allow for the filling of vacancies necessary to maintain a police force of 32 sworn officers. The motion carried.

Item No. 4 Open Hiring Process for Chief of Police (Motion)

Ms. Stevens stated that Chief Wyffels had announced his retirement date effective May 31, 2014 and it was necessary to open the hiring and testing process for the Chief of Police. Ms. Stevens stated that Chief Wyffels would be greatly missed by the department and the City.

Following discussion, a motion was made by Council Member DeBlicek, seconded by Council Member Dokken, to open the hiring process for the Chief of Police. The motion carried.

Item No. 5 Opening Hiring Process for Arena Manager (Motion)

Ms. Stevens stated that Kevin Madsen, the Arena Manager, has given his retirement notice effective June 1, 2014. As his position is critical to the operations of the Civic Center, it was recommended the vacancy be posted and filled as soon as possible. Ms. Stevens stated Mr. Madsen would be difficult to replace. Ms. Stevens responded to a question on advertising, stating that the position would be marketed through the Arena Manager's Association, as well as Minnesota Parks and Recreation Association, in addition to other routine advertising. A question was also raised regarding the competitiveness of the salary.

Following the discussion, a motion was made by Council Member DeBlicek, seconded by Council Member Johnson, to open the hiring process for Arena Manager. The motion carried.

Item No. 6 Old Business - Strategic Planning (Information)

Chair Ahmann continued the discussion on strategic planning for the City Council and asked those present for input on topics and process. Chair Ahmann suggested that the prior plans could be used as a starting point and that it would be important to quantify the goals and objectives, as well as to also have a prioritization process. Chair Ahmann suggested it was also important to have staff input in the discussions.

Council Member Dokken raised the suggestion of having Community Conversations following a model from the League of Minnesota Cities.

Council Member DeBlieck stated the Vision 2040 process had involved community input and conversations and could be a starting point. Council Member DeBlieck suggested a facilitator to ensure the time be well spent.

Council Member Johnson suggested that the City look at some operational efficiencies, citing the example of multiple health plans the City currently offers, as well as plans by Rice Hospital and the Municipal Utilities.

There was general discussion on time frame, such as conducting something in the spring, as well as following the 2014 elections.

Council Member Johnson inquired as to the cost of David Unmacht as a facilitator. Ms. Stevens stated she would review the costs from prior retreats.

Chair Ahmann suggested Steve Renquist or Dale Husted as possible facilitators.

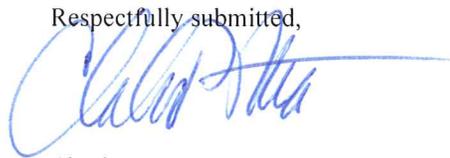
The Committee agreed to have more input with the full City Council prior to finalizing the planning process.

Item No. 7 New Business (Information)

Chair Ahmann inquired as to updating job descriptions. Ms. Stevens stated that as vacancies occur, job descriptions are reviewed and updated. As well, Ms. Stevens stated Department Directors have been asked to review job descriptions as time permits and try to eliminate outdated language.

There being no further business to come before the Committee the meeting was adjourned at 5:45 p.m. on a motion by Council Member Johnson, seconded by Council Member Dokken.

Respectfully submitted,



Charlene Stevens,
City Administrator