



### **Our Vision**

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

### **Our Mission**

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

## **Meeting Announcement and Agenda Personnel Committee Regular Meeting**

**Jordan River Room, 2nd Floor-City Hall 315 W. 4th Street, Red Wing, MN 55066  
Monday, April 17, 2023, at 11:00 AM**

- 1. Call to Order**
- 2. Approval of Minutes**
  - 2.A. Motion to Approve March 13, 2023 Minutes.
- 3. Old Business**
- 4. New Business**
  - 4.A. Planning for Retirements
  - 4.B. Discussion on 2024 staffing levels
  - 4.C. Hiring Standards in the Fire Department (Verbal)
  - 4.D. Library Director Hiring Process (Verbal)
- 5. Communication Items**
  - 5.A. Personnel Updates (Verbal)
  - 5.B. Next Meeting Date:
- 6. Adjournment**

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

PERSONNEL COMMITTEE MINUTES  
March 13, 2022

**In Person-City Hall, Jordan River Room**

Members Present: Don Kliewer, Janie Farrar, Kim Beise

Members Absent: None

Staff Present: Human Resources Manager Jewel Thurman, City Council Administrator Kay Kuhlmann, Administrative Services Director Laura Blair.

Others Present: Marshall Hallock, Administrative Business Director

Call to Order: Farrar called the meeting to order at 4:35 pm.

Approve Minutes: Beise made a motion and Kleiwer seconded the motion. Motion to approve minutes approved unanimously.

Personnel Updates: Thurman gave verbal report on the new hires, promotions and departures along with an overview of the positions that currently have candidates in the interviewing, background check, conditional and final offer stages.

Addition of HR Assistant: Blair presented written report to request an addition of HR Assistant to the organization. She shared a written memo from Fire Chief Warner in support of this position. Beise made a motion to recommend to City Council to reflect the added HR Assistant position effective April 3, 2023 and direct staff to budget the position for 2024 and fill the HR Assistant position immediately using savings from open positions. Farrar seconded the motion. Motion carried unanimously.

Next Meeting Date: Monday April 17<sup>th</sup> at 11 a.m.

Adjourn: Beise made a motion adjourn and Kleiwer seconded the motion. Motion carried to adjourn at 5:19 pm.



TO: Personnel Committee

FROM: Kay Kuhlmann, Council Administrator

Agenda Item No.: 4.A.

Meeting Date: April 17, 2023

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**ACTION REQUESTED:**

Planning for Retirements

**BACKGROUND:**

The purpose of this report is to provide the Personnel Committee with an update on planned retirements and how they may affect staffing and the budget for 2024. Each of the positions listed below is unlikely to affect the number of employees as they will all be recommended for filling. There is one additional retirement plan that is addressed in agenda item 4.B. That retirement will trigger a combination of two existing positions and the reduction of one full-time position.

**DISCUSSION:**

In Administrative Business, the Capital Improvement Manager has indicated he will be retiring mid-year in 2024. There is no plan for internal succession and the replacement will likely be an outside individual. Staff believe this is a very important position, one that has paid for itself every year since 2014. The three key components of this position are: Assisting in government relations, working with legislators and their staff for local funding requests, managing the city's capital improvement program and the ClearGov Capital Budget process and funding allocations, and identifying and assisting in the application for state, federal and philanthropic funds. An important part of the position is working with legislators to discuss funding for local projects. In 2024, the legislative session is likely to begin no later than March. Ideally, the new CIP Manager would be hired in time to participate in the legislative process, and the CIP 2025-2029 budget development process, which means we would like to secure this position by February of 2024.

Another key planned retirement is the City Clerk. A succession plan is in place for an internal candidate. The plan requires additional discussion before implementation. At this time, we do not believe the reorganization will reduce the number of FT positions.

I also plan to retire in early 2025. I have worked with Jewel Thurman on an outline of steps and timeframes to give the Council an idea of what will likely occur in 2023 and 2024.

To acknowledge and consider internal applicants, I believe we should post a notice to all employees about my retirement and the 2025 opening, and allow them to send a letter of interest to Administrative Services of their potential interest. A deadline of July is recommended. Candidates

who meet the minimum requirements should be interviewed. Selection of an internal candidate early will allow the backfilling of that position by the end of the year. A scheduled transition to ensure that the internal candidate gets Council Administrator experience will be prepared and implemented starting in 2024.

If an internal candidate is not selected, Administrative Services staff should begin working with the Personnel Committee to identify executive search firms to lead the hiring process. Ideally, the search firm will be selected and a contract signed by the end of the year. The search process should involve several community engagement pieces and will likely take 5-6 months from start to finish.

Selecting a candidate by the middle of the year will allow that person to have several months' overlap before my retirement.

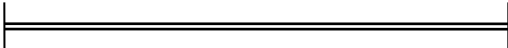
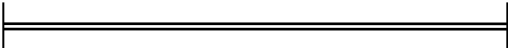
We would appreciate feedback on this transition plan, so that we can plan the process and I can plan my retirement with the best interests of the City in mind.

**BUDGET IMPACT:**

At this point we have not prepared a financial impact to the planned retirements. We will take the Personnel Committee feedback, and refine the organizational changes in the Clerk and Administrative Service Department to determine a cost impact.

**RECOMMENDATION:**

Feed back is requested. No action is required.





TO: Personnel Committee

FROM: Kay Kuhlmann, Council Administrator

Agenda Item No.: 4.B.

Meeting Date: April 17, 2023

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**ACTION REQUESTED:**  
Discussion on 2024 staffing levels

**BACKGROUND:**  
The City has initiated the 2024 budget process. The largest expenditure for the city, a service organization, is staffing. I have attached documents related to this discussion. The first is a 2012-2019 Number of Employees Per Month report. Please note, we didn't include sheets that date back to the great recession. But as a point of reference, the City had 201 authorized and budgeted positions in the approved 2008 budget. After notification that the state was withholding Local Government Aid, the City reduced the number of fulltime employees by 17 positions. You will see a sizable increase in staffing in 2014. This was due to the conversion of all Port Authority and Sheldon employees to city employees. This expanded our number of employees by 7 positions.

The second attachment is the new position control reports that are now provided to the Personnel Committee. These reports show you the current number of positions.

The third attachment is a staffing report provided by Chief Warner for Firefighters/Paramedics. And the final attachment is a chart that shows the call volume from 1981-2022.

**DISCUSSION:** The City Department Heads had a discussion about staffing levels for 2024, knowing the City Council is dedicated to making Red Wing an affordable place to live. The Council recently approved a HR position to assist with the hiring processes. We appreciate that as we believe this will greatly assist with attracting and maintaining staffing capacity.

In addition to this change in staffing for 2024, staff believe that we will be able to reduce the workforce by one position due to the retirement of a person, and some creative ideas on how to combine two jobs into one. We are working through the details of the job description and plan to bring the specific proposal to the Personnel Committee in May for consideration, and if acceptable, a recommendation to the City Council. The combination of jobs will affect one current employee. We have not had a conversation with this individual yet, and therefore do not want to get into a public discussion at this time. We will have the conversation with the employee before the May Personnel Committee meeting. The individual affected would be qualified to assume the combination job, so there would be no lay-off due to this change.

Staff encourages the Personnel Committee to consider the addition of three firefighters/paramedics to address the significant increase in calls. Chief Warner will be at the meeting to present this request and address questions. Although we cannot state unequivocally that turn over may be caused by the stress of the high volume of calls, we believe this to be partially true. Chief Warner stated in January that he believes he needs a fifth ambulance in order to address the call volume. He will be making a request for this vehicle in the near future. The vehicle alone will not meet the needs of the community. Chief Warner needs an additional person on each shift to address the increasing calls.

A couple of additional factors to consider.

1. Chief Warner and I believe we should be conducting a fire department study to determine if there is a more efficient operational schedule that would allow us to better staff our stations. The decision to hire three could wait until the study is complete. A study will take approximately 6-9 months to complete. We do not believe the study will recommend a structure that would reduce the need for three additional firefighters/paramedics.

2. There are federal grant funds (SAFER) available that the City could apply for. In the past, the grant funds covered 100% of the cost of the additional firefighter/ paramedic for the first year, 75% the second year and 35% the third year. The fourth year is 100% the cost of the city, and the City is obligated to keep the positions. Staff is unsure of the exact percentages being proposed for the upcoming round of SAFER grants.

3. Chief Warner will be bringing a recommendation to the City Council in April to change billing firms. The new firm has indicated a very likely increase in revenues. The increased revenues will not cover the increase in cost, but will change the economic trajectory of the Ambulance Enterprise Fund.

The City's Refuse & Recycling operations are approaching a point where it would be prudent to consider the addition of a full-time Maintenance I position to existing staffing. The need for adding a staff position is based on the following conditions:

- An increase in new residential accounts, including several high-density housing units, adding 80 new accounts for refuse & recycling services 3 times per week.
- An increase in the number of commercial compactor units at the St. James Hotel.
- An Increase in the demand for roll-off delivery and pickups from residential and commercial customers.
- Possible resumption of the buffet kitchen and Summer Concert Series at Treasure Island Casino.

Over the last 10 years, staff have successfully accommodated the consistent increase in workload and service offering provided by the City's Refuse & Recycling operations through:

- Purchase of new equipment allows for increased volumes to be collected before needing to off load at the Waste Campus (more time collecting, less time in transit).
- Weekly review of routes to ensure collection efficiency.
- Shifting new accounts to existing routes to maximize the number of stops per route.
- Modifying recycling operations to reduce the frequency of curbside recycling collection from one stop per week to 1 stop every 2 weeks.
- Reduced the number of staff and equipment dedicated to curbside recyclable sorting by

moving to a single sort collection service.

- Performed service audits of the City's residential and commercial accounts matched the level of service being paid to align charges with service level.
- Currently, reviewing the City's valet collection services to develop protocol for providing this service to the truly needy.

The City's Refuse & Recycling Collection Operations is managed as an Enterprise fund and relies solely on the fees collected for the services provided. A staff increase in this fund would not have a significant impact on General Funds. Solid Waste & Recycling staff would like staff in Administrative Business to assist in the fiscal review of the 600 funds' ability to take on this additional expense without a significant impact on residential and commercial rates, the fund balance, or the immediate need to purchase additional equipment.

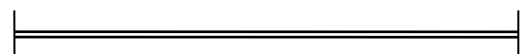
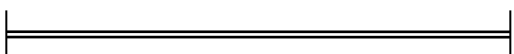
As with any growing enterprise there will likely be unexpected challenges, but staff would like to move forward in an orderly and deliberate process and consider the addition of 1 full-time Maintenance I position in 2024.

**BUDGET IMPACT:**

The anticipated savings from the combination of the two positions mentioned above is approximately \$100,000. The additional cost of the three additional firefighters is \$300,000, of which, \$150,000 will be covered by the General Fund (tax supported), and \$150,000 will be an expense of the Enterprise Fund.

**RECOMMENDATION:**

Staff recommends the personnel Committee discuss each proposal, and identify any questions to be answered before a recommendation can be made to the City Council. The request for Personnel can be scheduled as part of a regular City Council meeting, or be incorporated into the draft 2024 budget reviewed by the City Council at the June 5, City Council budget workshop.



## NUMBER OF EMPLOYEES PER MONTH

	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total Authorized
Regular FT	160	161	164	163	164	165	163	163	163	164	165	164	182.81
Regular PT	12	12	12	12	13	13	13	13	12	13	13	13	

Casual/temp	44	42	43	43	41	39	39	40	39	44	43	43	
Seasonals	7	1	1	7	40	47	47	46	18	13	6	4	

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total Authorized
Regular FT	165	165	165	163	162	161	164	164	164	160	162	162	181.06
Regular PT	13	13	14	13	13	14	14	14	14	14	14	13	

Casual/temp	41	41	40	40	42	42	39	37	37	36	36	36	
Seasonals	3	1	1	7	43	50	49	49	17	14	11	3	

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	*Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total Authorized
Regular FT	164	165	164	165	164	171	172	171	171	171	172	172	182.74
Regular PT	14	14	15	15	15	15	14	14	13	14	15	15	
Casual/temp	36	35	34	34	31	49	49	50	53	51	52	51	
Seasonals	9	2	2	2	3	49	55	51	22	16	10	0	

\*Headcount increased due to addition of Port Authority and Sheldon Theatre in June 2014.

## NUMBER OF EMPLOYEES PER MONTH

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total Authorized
Regular FT	173	173	173	174	172	171	171	172	173	175	173	172	186.20
Regular PT	13	11	11	11	11	11	10	11	11	11	11	11	

Casual/temp	50	49	49	49	49	49	54	52	51	51	48	48	
Seasonals	7	1	1	1	5	42	51	48	20	12	7	2	

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total Authorized
Regular FT	175	175	176	175	176	177	178	178	178	174	175	174	187.94
Regular PT	9	9	9	9	9	9	9	9	9	9	8	8	

Casual/temp	46	46	47	45	44	50	49	49	52	51	52	51	
Seasonals	6	2	2	2	21	51	57	63	29	21	25	4	

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total Authorized
Regular FT	174	175	175	177	179	177	176	177	176	176	179	178	193.80
Regular PT	9	9	9	9	9	9	9	10	11	10	10	10	

Casual/temp	52	49	49	51	57	56	54	53	54	54	51	55	
Seasonals	8	1	1	1	10	56	58	56	17	15	5	0	

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total Authorized
Regular FT	175	180	183	186	188	186	187	189	186	187	186	185	193.75
Regular PT	10	10	11	11	12	12	12	12	12	12	11	11	

Casual/temp	52	54	54	54	51	50	50	47	50	50	50	51	
Seasonals	9	0	1	1	7	45	53	54	19	16	9	2	

NUMBER OF EMPLOYEES PER MONTH

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total Authorized
<b>Regular FT</b>	186	189	189	188	186	184	184	182	184	182	184	183	193.75
<b>Regular PT</b>	12	12	12	12	12	11	11	11	11	11	11	11	
<b>Casual/temp</b>	50	49	50	49	46	48	50	50	46	46	47	56	
<b>Seasonals</b>	10	3	3	3	4	43	54	54	23	17	5	2	

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total Authorized
<b>Regular FT</b>		178	179										193.75
<b>Regular PT</b>		10	10										
<b>Casual/temp</b>		58	56										
<b>Seasonals</b>		3	0										

Position Control Report February 2023

Department	Job Title	Name	FTE
Administration	Community Engagement Facilitator	1117 - Leise, Michelle K	1.00
Administration	City Council Administrator	050 - Kuhlmann, Donna Kay	1.00
Administration	City Clerk	177 - Swanson, Teri L	1.00
Administrative Business	Administrative Business Director	032 - Hallock, Marshall J	1.00
Administrative Business	Risk & Safety Manager	1116 - Cunningham, Jeffrey L	1.00
Administrative Business	Accountant	OPEN	1.00
Administrative Business	Payroll Technician	950 - Baartman, Melissa Q	1.00
Administrative Business	Finance and Accounting Manager	1233 - Iverson, Susan K	1.00
Administrative Business	Accounting Technician	130 - Johnson, Lauri A	1.00
Administrative Business	Casual Worker	263 - Schlichting, Keith E	0.35
Administrative Business	Accountant	091 - Hoernemann, Laurie J	1.00
Administrative Business	Accounting Technician	053 - Kujala, Donna M	1.00
Administrative Business	CIP Manager	896 - Seymour, Ronald L	1.00
Administrative Business	Accounting Aide	OPEN	0.70
Administrative Services	Human Resources Generalist	160 - Schmidt, Patti A	1.00
Administrative Services	Systems Administrator	1158 - Whipple, Alec F	1.00
Administrative Services	Information Technology Manager	092 - Krueger, Jeffrey A	1.00
Administrative Services	Audio Video Technician	1281 - Foster, DeMacio E	0.35
Administrative Services	Audio Video Technician	680 - Harris, Patrick J	0.35
Administrative Services	Audio Video Technician	1280 - Schultz, Emily K	0.35
Administrative Services	Communications Coordinator	1370 - Jacob, Courtney C	1.00
Administrative Services	Clerk II	1345 - Phillips, Catherine E	1.00
Administrative Services	Human Resource Specialist	1260 - Carlstrom, Jacquelyn L	1.00
Administrative Services	Audio Video Technician	1422 - Cory, Elsa A	0.35
Administrative Services	Administrative Support Manager	851 - Hill, Melissa K	1.00
Administrative Services	Administrative Services Director	013 - Blair Johnson, Laura J	1.00
Administrative Services	Human Resources Manager	1126 - Thurman, Jewel M	1.00
Public Works/Building and Grounds	Maintenance I	1255 - Westerberg, Michael D	1.00
Public Works/Building and Grounds	Parks & Cemetery Superintendent	403 - Friedrich, John B	1.00
Public Works/Building and Grounds	Operations Foreman	109 - Moritz, Matthew D	1.00
Public Works/Building and Grounds	Maintenance-Urban Landscape	895 - Holz, Joshua G	1.00
Public Works/Building and Grounds	City Plumber	962 - Schoeder, Mark Steven	1.00
Public Works/Building and Grounds	Electrician	1127 - Juliot, Brian J	1.00
Public Works/Building and Grounds	Maintenance I	044 - Knowlton, Ricky A	1.00
Public Works/Building and Grounds	Maintenance I	144 - Niebeling, Andrew P	1.00
Public Works/Building and Grounds	PW Superintendent of Bldg & Grounds	790 - Biwer, Brian J	1.00
Public Works/Building and Grounds	Maintenance I	901 - Stemmann, Cory D	1.00
Public Works/Building and Grounds	Infrastructure Asset Specialist	978 - Gadiant, Tucker S	1.00
Public Works/Building and Grounds	Deputy Director	248 - Ramaker, Patrick D	1.00
Public Works/Building and Grounds	Public Works Apprentice	1351 - Schutz, Noah L	1.00
Public Works/Building and Grounds	Facilities Maintenance Journeyman	1277 - Nelson, Joshua L	1.00
Public Works/Building and Grounds	Seasonal Worker	257 - Rooney, William H	1.00
Public Works/Building and Grounds	Facility Repair Technician	787 - Herum, Daniel Paul	1.00
Public Works/Building and Grounds	Maintenance I	134 - Edquist, Ryan K	1.00
Public Works/Building and Grounds	Maintenance I	073 - Bakke, Thomas J	1.00
Public Works/Building and Grounds	Seasonal Worker	OPEN	1.00
Community Development	Permits & License Manager	048 - Acker, Lisa J	1.00
Community Development	Clerk I	1164 - Jennings, Melissa F	1.00
Community Development	Community & Economic Development	OPEN	1.00
Community Development	Community Development Director	1389 - Klatt, Kyle W	1.00
Community Development	Building Official	067 - Peterson, Frank L	1.00
Community Development	Planning Manager	116 - Kohn, Steven D	1.00
Community Development	Rental Housing Inspector	1388 - Edel, Chad Ahren	1.00
Community Development	Building Inspector	086 - Simonson, Daniel James	1.00
Community Development	Port Authority Manager	051 - Chorney, Shari A	1.00
Engineering	Engineering Field Technician	1230 - Florine, Edward L	1.00

Position Control Report February 2023

Department	Job Title	Name	FTE
Engineering	Engineering Director	239 - Owens, Jay A	1.00
Engineering	Engineering Project Manager	043 - Illa, Ryan L	1.00
Engineering	Engineering Field Technician	1240 - Rigelman, Mitchell J	1.00
Engineering	Engineering Tech II	527 - Strusz, Jared G	1.00
Engineering	Assistant City Engineer	OPEN	1.00
Fire	Paid-on-Call Firefighter	1050 - Mason, William J	0.10
Fire	Fire Captain	678 - Lenz, Matthew D	1.00
Fire	Firefighter/Paramedic	1086 - Lystad, Ryan S	1.00
Fire	Paid-on-Call Firefighter	693 - Redman, William C	0.10
Fire	Paid-on-Call Firefighter	1253 - Dressen, Leo D	0.10
Fire	FMO-Engineer	991 - O Reilly, Luke J	1.00
Fire	Paid-on-Call Firefighter	1330 - Knott, Daniel W	0.10
Fire	FMO-Engineer	925 - Kluesner, Paul H	1.00
Fire	FMO-Engineer	687 - Traynor, Mark B	1.00
Fire	Clerk II	1037 - Gernentz, Sandra M	1.00
Fire	FMO-Engineer	559 - Goodman, Travis J	1.00
Fire	Paid-on-Call Firefighter	1371 - Stock, Kayetoinette L	0.10
Fire	Paid-on-Call Firefighter	401 - Hallock, Marshall J	0.10
Fire	Paid-on-Call Firefighter	1331 - Kraabel, Peter	0.10
Fire	Assistant Fire Chief	776 - Hanlin, Peter A	1.00
Fire	Paid-on-Call Firefighter	1165 - Mundt, Cody C	0.10
Fire	Firefighter/Paramedic	992 - Beyers, Kelly B	1.00
Fire	Paid-on-Call Fire Captain	275 - Sperlak, Frank J	0.10
Fire	Paid-on-Call Firefighter	690 - Melson, Joseph W	0.10
Fire	Paid-on-Call Firefighter	1248 - Whipple, Alec F	0.10
Fire	Fire Lieutenant	794 - Sirek, Chad E	1.00
Fire	Paid-on-Call Firefighter	1328 - Doane, Alicia M	0.10
Fire	Paid-on-Call Fire Captain	199 - Kinney, Gabriel F	0.10
Fire	Paid-on-Call Firefighter	1462 - Kohn, Peyton S	0.10
Fire	Paid-on-Call Firefighter	1246 - Zenner, Christopher P	0.10
Fire	Paid-on-Call Firefighter	1460 - Rutschow, Clayton O	0.10
Fire	Paid-on-Call Firefighter	100 - Will, Scott M	0.10
Fire	Firefighter/Paramedic	1258 - Hasler, Justin R	1.00
Fire	Paid-on-Call Firefighter	842 - McRae, Ronald E	0.10
Fire	Fire Captain	683 - Wentlandt, Trent B	1.00
Fire	Fire Lieutenant	224 - Dopkins, Michael D	1.00
Fire	Fire Lieutenant	284 - Ahern, Corey L	1.00
Fire	Paid-on-Call Firefighter	1332 - Morrison, Jarek M	0.10
Fire	Paid-on-Call Firefighter	1274 - Chouinard, Jason Michael	0.10
Fire	Paid-on-Call Firefighter	1461 - Morgan, Noah L	0.10
Fire	Paid-on-Call Firefighter	1124 - Morales, Emanuel	0.10
Fire	Paid-on-Call Firefighter	839 - Knott, Austin M	0.10
Fire	FMO-Engineer	004 - Ahlgrim, Jamey L	1.00
Fire	Paid-on-Call Firefighter	1344 - Langer, Austin Lee	0.10
Fire	Paid-on-Call Firefighter	1329 - Kann, Elliot A	0.10
Fire	Firefighter/Paramedic	1437 - Thompson, Chad M	1.00
Fire	FMO-Engineer	698 - Dahl, Justin R	1.00
Fire	Paid-on-Call Firefighter	OPEN	0.10
Fire	FMO-Engineer	869 - Kehren, Quinlan M	1.00
Fire	Firefighter/Paramedic	1047 - Stachowitz, Ross M	1.00
Fire	Paid-on-Call Firefighter	990 - Will, Zachary S	0.10
Fire	Paid On CallEngineer	OPEN	0.10
Fire	Fire Captain	141 - Johnholtz, Joshua J	1.00
Fire	Firefighter/Paramedic	OPEN	1.00
Fire	FMO-Engineer	596 - Wolsey, Jason B	1.00
Fire	Paid-on-Call Firefighter	415 - Alms, Eric E	0.10
Fire	Paid-on-Call Firefighter	OPEN	0.10
Fire	Firefighter/Paramedic	689 - Littfin, Jacob M	1.00
Fire	Firefighter/Paramedic	1438 - Kruempel, Colten M	1.00

Position Control Report February 2023

Department	Job Title	Name	FTE
Fire	Fire Marshal	085 - Speltz, Andrew J	1.00
Fire	Fire Inspector	1084 - Babb, Michael S	1.00
Fire	Paid-on-Call Fire Captain	261 - Schammel, Sam Michael	0.10
Fire	Fire Chief	1160 - Warner, Michael S	1.00
Fire	Paid-on-Call Firefighter	1244 - Swanson, Cole W	0.10
Fire	FMO-Engineer	843 - Willems, Joshua M	1.00
Fire	Paid On CallEngineer	OPEN	0.10
Fire	Firefighter/Paramedic	1049 - Olander, Evan R	1.00
Fire	Paid-on-Call Firefighter	696 - Ballman, Kevin R	0.10
Fire	Paid On CallEngineer	1247 - Nelson, Gradon E	0.10
Library	Technical Services Librarian	802 - Gadiant, Kari J	1.00
Library	Library Assistant	663 - Bodin, Karen K	0.80
Library	Technical Services Assistant	1195 - Olson, Olivia E	1.00
Library	Library Clerk I	052 - Berg, Jessie M	0.50
Library	Library Director	877 - McGee, Jessica E	1.00
Library	Library Page	1450 - Northey, Ava Jean	0.25
Library	Youth Services Librarian	876 - Seeland, Megan D	1.00
Library	Library Clerk II	1279 - Korbel, Helen M	0.55
Library	Administrative Support Assistant	390 - Smith, Amy L	1.00
Library	Youth Services Assistant	1296 - Thornton, Matthew M	0.63
Library	Library Clerk II	1393 - Amherst Kempes, Hannah Taylor	0.55
Library	Public Services Librarian	127 - Decker, Randall N	1.00
Library	Library Clerk II	025 - Grave, Gene D	0.55
Library	Library Clerk I	563 - Koerner, Joyce A	0.40
Police	Patrol Officer	721 - Lindholm, Kyley L	1.00
Police	Sergeant	033 - Grosso, Anthony J	1.00
Police	Reserve Officer	OPEN	0.03
Police	Reserve Officer	1304 - Madrigal, Janette	0.03
Police	Patrol Officer	1337 - Gorney, Karter Joseph Michael	1.00
Police	Patrol Officer	1447 - Olsen, Dominik M	1.00
Police	Community Service Officer	111 - Bohmbach, Timothy J	1.00
Police	Reserve Officer	1309 - Roraff, Alyssa Marie	0.03
Police	Patrol Officer	1007 - Dahl, Andrew L	1.00
Police	Investigator	967 - Huberty, Cory J	1.00
Police	Investigative Captain	OPEN	1.00
Police	Patrol Officer	1257 - Bultje, Megan P	1.00
Police	Patrol Officer	1369 - Friedges, Nikolaus Michael	1.00
Police	Reserve Officer	1308 - Struve, Jessica M	0.03
Police	Assistant Police Chief	902 - Sather, Nicholas B	1.00
Police	Investigator	074 - Rikli, Thomas W	1.00
Police	Records Technician	928 - Eggenberger, Stephanie A	1.00
Police	Reserve Officer	099 - Domke, Gregory A	0.03
Police	Patrol Officer	OPEN	1.00
Police	Training Officer	1120 - Rozema, Anthony E	1.00
Police	School Resource Officer	064 - McMahan, Daniel J	1.00
Police	Patrol Officer	1225 - Short, Alexander L	1.00
Police	Reserve Officer	OPEN	0.03
Police	Reserve Officer	OPEN	0.03
Police	Reserve Officer	OPEN	0.03
Police	Patrol Officer	1223 - Umphress, Jesse M	1.00
Police	Community Service Officer	764 - Schoeder, Matison M	1.00
Police	Reserve Officer	1306 - Haag, Brian M	0.03
Police	Reserve Officer	OPEN	0.03
Police	Reserve Officer	OPEN	0.03
Police	Records Technician	1227 - Jarmuz, Erin R	1.00
Police	Reserve Officer	OPEN	0.03

Position Control Report February 2023

Department	Job Title	Name	FTE
Police	Sergeant	408 - Mandelkow, Mark S	1.00
Police	Investigative Sergeant	OPEN	1.00
Police	Sergeant	110 - Metling, Brian S	1.00
Police	Reserve Officer	1228 - Tittle, Samuel B	0.03
Police	Investigator	OPEN	1.00
Police	Police Chief	078 - Rohr, Gordon J	1.00
Police	Patrol Officer	623 - Vanderkooi, Ross G	1.00
Police	Reserve Officer	739 - Smith, Jeremy J	0.03
Police	Patrol Officer	072 - Rasmussen, Cory D	1.00
Police	Administrative Secretary	010 - Ahern, Janelle R	1.00
Police	Reserve Officer	OPEN	0.03
Police	Patrol Officer	1465 - Peine, Brett W	1.00
Police	Patrol Officer	1115 - Garrison, Joseph W	1.00
Police	Sergeant	1137 - Colvard, Joshua T	1.00
Police	Patrol Officer	1088 - Bettich, Erich M	1.00
Police	Patrol Officer	1032 - Jamison, John A	1.00
Police	Reserve Officer	1132 - Kolby, Scott N	0.03
Police	Reserve Officer	186 - Jech, Jason L	0.03
Police	School Resource Officer	247 - Quinn, Keegan D	1.00
Police	Patrol Officer	1436 - Ptacek, Jacob F	1.00
Police	Police Captain	071 - Bray, Travis J	1.00
Police	Reserve Officer	OPEN	0.03
Public Works/Public Services	Chief Systems Operator	178 - Thoms, Steven David	1.00
Public Works/Public Services	Maintenance I	243 - Powers, Shawn C	1.00
Public Works/Public Services	Contract Manager	965 - Folch, Tina M	1.00
Public Works/Public Services	Maintenance I	1131 - Flaten, Bradley C	1.00
Public Works/Public Services	Meter Accounts Support	034 - Gilbertson, Chad M	1.00
Public Works/Public Services	Maintenance I	1314 - Anderson, Michael D	1.00
Public Works/Public Services	Public Works Coordinator	008 - Luhman, Lori A	1.00
Public Works/Public Services	Mechanic	1375 - Stehr, Alexander Thomas	1.00
Public Works/Public Services	Apprentice Assistant Operator	1464 - Dahl, Erik M	1.00
Public Works/Public Services	Operator	518 - Rossi, Timothy G	1.00
Public Works/Public Services	Assistant Operator	1387 - Chapman, Charles Paul	1.00
Public Works/Public Services	Maintenance/Infrastructure Asset Locat	953 - Klein, Richard M	1.00
Public Works/Public Services	Maintenance I	674 - Ryan, Roger F	1.00
Public Works/Public Services	Maintenance Lead	272 - Simanski, Greg R	1.00
Public Works/Public Services	Assistant Operator	1463 - Mehrkens, Lincoln R	1.00
Public Works/Public Services	Office Manager	020 - Dougherty, Tammie L	1.00
Public Works/Public Services	Fleet & Supply Controller	595 - Luhman, Jesse J	1.00
Public Works/Public Services	Public Services Superintendent	149 - Olson, David G	1.00
Public Works/Public Services	Maintenance I	868 - Craighton, Joshua Allen	1.00
Public Works/Public Services	Operator	1192 - Weckerling, Derek A	1.00
Public Works/Public Services	Deputy Director	140 - Nardinger, Lynn M	1.00
Public Works/Public Services	Operations Foreman	037 - Anderson, Eric M	1.00
Public Works/Public Services	Marina Manager	892 - Melson, Joseph W	1.00
Public Works/Public Services	Mechanic	023 - Enevold, Robert B	1.00
Public Works/Public Services	Clerk I	1455 - Anderson, Leigh Ann	1.00
Public Works/Public Services	Mechanic	1273 - Smith, Nicholas	1.00
Public Works/Public Services	Public Works Director	098 - Blaney, Shawn M	1.00
Public Works/Public Services	Maintenance I	951 - Schroeder, Joseph B	1.00
Public Works/Public Services	Public Works Apprentice	1471 - Hardy, Spencer J	1.00
Public Works/Public Services	Clerk II	1040 - Hager, Kelsey L	1.00
Public Works/Public Services	Maintenance I	788 - Nelson, Curtis Michael	1.00
Public Works/Public Services	Assistant Operator	1347 - Thermos, Mark Lawrence	1.00
Public Works/Public Services	Maintenance I	168 - Strusz, Anthony L	1.00
Public Works/Waste Campus	Waste Campus Coordinator	089 - Hanson, Rose M	1.00
Public Works/Waste Campus	Maintenance I	1401 - Einberger, Christopher Joseph	1.00

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Department	Job Title	Name	FTE
Public Works/Waste Campus	Clerk I	1121 - Hinrichs, Becky L	1.00
Public Works/Waste Campus	Maintenance I	1310 - Peterson, Jake David	1.00
Public Works/Waste Campus	Superintendent-Waste and Recycling O	028 - Frion, Jason L	1.00
Public Works/Waste Campus	Maintenance I	1139 - Shafer, Anthony P	1.00
Public Works/Waste Campus	FEFC Maintenance Operator	1181 - Anderson, Justin C	1.00
Public Works/Waste Campus	Deputy Director	666 - Schneider, Jeffrey J	1.00
Public Works/Waste Campus	Maintenance I	1403 - Arendt, Jason Richard	1.00
Public Works/Waste Campus	Maintenance I	1303 - Bartholome, Peter L	1.00
Public Works/Waste Campus	Maintenance I	164 - Helgren, Kelly L	1.00
Public Works/Waste Campus	Maintenance I	OPEN	1.00
Public Works/Waste Campus	Maintenance I	1456 - Zielkie, Christopher R	1.00
Public Works/Waste Campus	Maintenance I	1440 - Huppert, Roger R	1.00
Public Works/Waste Campus	Maintenance I	1476 - Anderson, Nathan Patrick	1.00
Public Works/Waste Campus	Maintenance I	589 - Meacham, Mark L	1.00
Public Works/Waste Campus	Public Works Apprentice	1472 - Langhans, William K	1.00
Public Works/Waste Campus	FEFC Maintenance Operator	1167 - Bonner, Robert B	1.00
Public Works/Waste Campus	Operations Foreman	328 - Anderson, Steven Kenneth	1.00
Public Works/Waste Campus	Maintenance I	1470 - Andersen, Michael R	1.00
Public Works/Waste Campus	Maintenance I	OPEN	1.00
Public Works/Waste Campus	Maintenance I	1342 - Lastine, Gage R	1.00
Public Works/Waste Campus	Chief Plant Operator	999 - Mandelkow, Justin Kyle	1.00
Sheldon Theater	House Manager	1454 - Gebhart, Amanda E	1.00
Sheldon Theater	Audience Services Manager	1134 - Lohmann Adams, Leah A	1.00
Sheldon Theater	Executive & Artistic Director	1259 - Larson, Jeffrey D	1.00
Sheldon Theater	House Manager	1453 - Bungum, Jennifer M	1.00
Sheldon Theater	House Manager	1452 - Heath, Christine L	1.00
Sheldon Theater	Assoc Direc of Community Relations &	1338 - Whipple, Samantha Jo	1.00
Sheldon Theater	House Manager	1067 - Blomquist, Bonnie J	0.03
Sheldon Theater	Production Technician	1459 - Ohnstad, Kjerstin K	1.00
Sheldon Theater	Production Technician	1128 - Engberg, Carolyn B	0.03
Sheldon Theater	Box Office Associate	1396 - Bungum, Gabriella J	0.03
Sheldon Theater	Director of Production	845 - Johnson, Russell W	1.00
Sheldon Theater	House Manager	OPEN	0.03
Sheldon Theater	House Manager	1474 - Larson, Gretchen B	0.03
Sheldon Theater	Box Office Associate	1451 - Hu, Haiyun	0.03
Sheldon Theater	Box Office Associate	OPEN	0.03
Sheldon Theater	Production Technician	1383 - Ott, Kasey Jo	0.03
Sheldon Theater	Box Office Associate	1475 - Hofschulte, Molly J	0.03
Sheldon Theater	Production Technician	1384 - Walther, Spencer K	0.03
Sheldon Theater	Box Office Associate	1185 - Jacobson, Marissa N	0.03
Sheldon Theater	Production Technician	OPEN	0.03
Sheldon Theater	Production Technician	1238 - Foster, DeMacio E	0.03
Sheldon Theater	Production Technician	1251 - Schultz, Emily K	0.03
Sheldon Theater	Production Technician	139 - Engberg, Anthony D	0.03
Sheldon Theater	Box Office Associate	296 - Evans, Sarah K	0.03
Sheldon Theater	Production Technician	1004 - Cichy, Joshua R	0.03
Sheldon Theater	Production Technician	OPEN	1.00
Sheldon Theater	Associate Dir of Mktg and Communicat	1242 - Stewart, Brenda L	1.00
Public Works/Utilities	Operator	1343 - Stanford, Brodee J	1.00
Public Works/Utilities	Deputy Director	069 - Plein, Jerry H	1.00
Public Works/Utilities	Chief Plant Operator	001 - Aadalen, Corey S	1.00
Public Works/Utilities	Field and Laboratory Technician	970 - Erie, Madison M	1.00
Public Works/Utilities	Assistant Operator	187 - Jonas, Kevin Duane	1.00
Public Works/Utilities	Operator	1250 - Peterson, Logan C	1.00
Public Works/Utilities	Chief Plant Operator	021 - Eickhoff, Tim D	1.00

Position Control Report February 2023

<b>Department</b>	<b>Job Title</b>	<b>Name</b>	<b>FTE</b>
Public Works/Utilities	Maintenance I	026 - Furchner, Eugene H	1.00
Public Works/Utilities	Operator	329 - Meacham, Reese A	1.00
Public Works/Utilities	Superintendent-Environmental S	579 - Van Deusen, Kelsey J	1.00
Public Works/Utilities	Operator	055 - Krie, Kurtis J	1.00
<b>Total Active Employees</b>		<b>258</b>	
		Seasonal/Intern/Temporary	2
		Casual (Fire, Police, Sheldon)	58
		Regular Part Time	14
		Regular Full Time	185
<b>Open Positions</b>		<b>29</b>	
<b>Open FTE</b>		<b>13.46</b>	

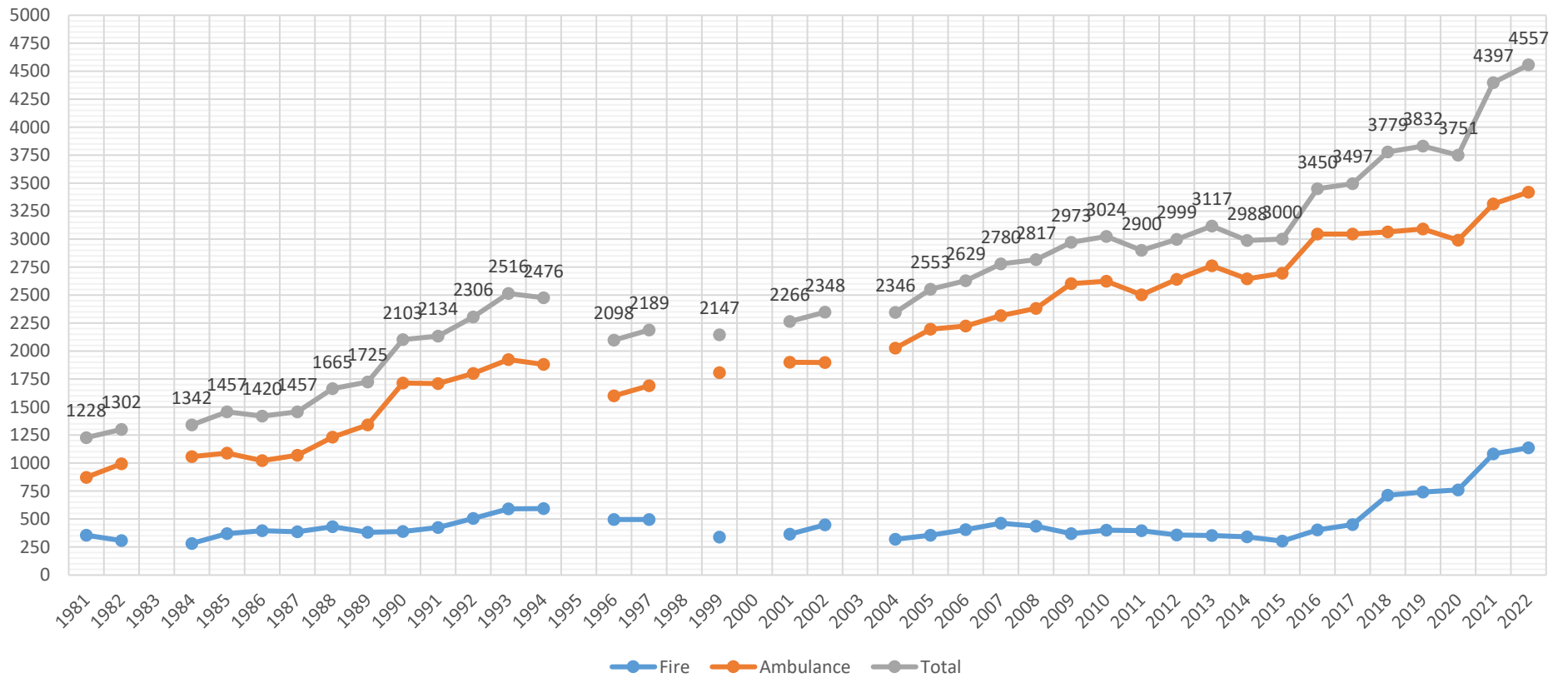
Year	Fire	Ambulance	Total	Interfacility Transfers	FT Staff	POC Staff	Notes
1969	164	818	982	88			
1970	161	810	971	93			
1971	185	769	954	96			
1972	227	892	1119	127			
1973	298	850	1148	135			
1974							
1975							
1976							
1977							
1978							
1979	430	888	1318		27	30	
1980	424	865	1289		27	30	
1981	355	873	1228		27	30	
1982	309	993	1302		27	30	
1983					27	30	
1984	283	1059	1342	115	27	30	
1985	369	1088	1457		27	30	
1986	397	1023	1420		27	30	
1987	387	1070	1457		27	30	
1988	433	1232	1665		27	30	
1989	383	1342	1725		27	30	
1990	388	1715	2103	146	27	30	
1991	424	1710	2134		27	30	
1992	505	1801	2306		27	30	
1993	592	1924	2516		27	30	
1994	595	1881	2476		27	30	
1995						30	
1996	496	1602	2098			30	
1997	497	1692	2189	253	25	30	*
1998					25	30	
1999	340	1807	2147	303	25	30	
2000					25	30	
2001	366	1900	2266		22	30	
2002	449	1899	2348	315	22	30	
2003					22	30	
2004	319	2027	2346	418	22	30	
2005	357	2196	2553	452	22	30	
2006	405	2224	2629	500	22	30	
2007	462	2318	2780	522	22	30	
2008	436	2381	2817	439	25	30	**
2009	370	2603	2973	484	25	30	
2010	400	2624	3024	503	25	30	
2011	396	2504	2900		25	30	
2012	358	2641	2999		25	30	
2013	354	2763	3117	591	25	30	
2014	341	2647	2988	568	25	30	
2015	303	2697	3000	562	25	30	
2016	404	3046	3450		25	30	
2017	451	3046	3497	611	25	30	
2018	713	3066	3779	761	28	30	***
2019	742	3090	3832	770	28	30	
2020	760	2991	3751	718	28	30	
2021	1082	3315	4397	933	28	30	
2022	1137	3420	4557	964	28	30	

\*1997 (approx) - Public Safety model adopted - 7 per shift, deputy director, 3 non-shift "specialists" (EMS, Training, Inspector). Eliminated dispatcher position

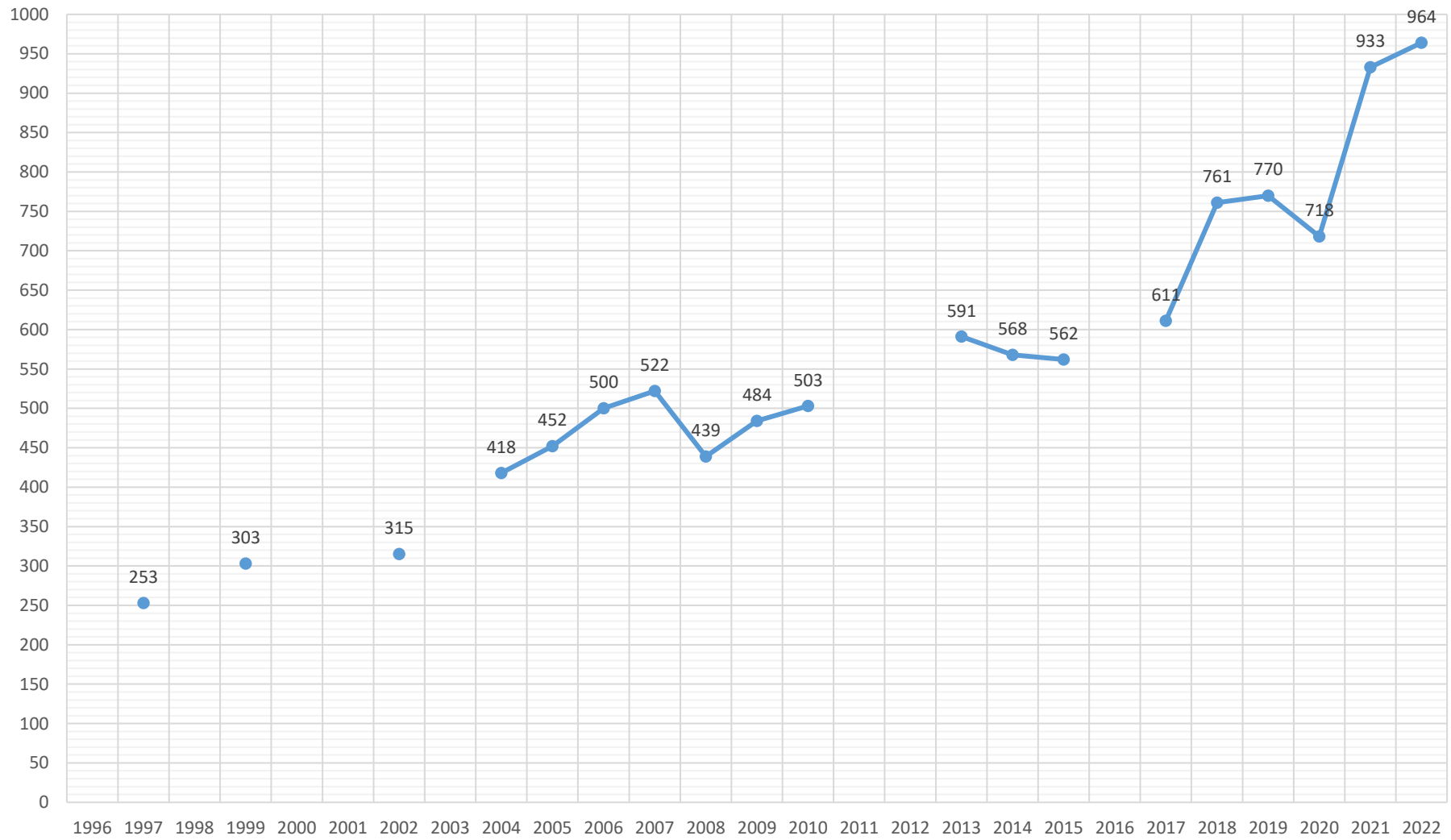
\*\* Added 7th to shift using SAFER grant

\*\*\* Added 8th to shift

### RWFD Annual Call Volume - 1981-2022



Out of Town Transfer Volume - 1997-2022





## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Mike Warner, Fire Chief  
Meeting Date: April 17, 2023  
Agenda Item Number: 4.C.

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### **Title**

Hiring Standards in the Fire Department (Verbal)

### **Purpose**

Fire Chief Warner will provide a verbal report on a new hiring approach.

### **Recommended Action**

### **Attachments**

None

### **Strategic Plan Alignment**

### **Background**

### **Discussion**

### **Financial Plan and Impact**

### **Alternatives**

### **Recommended Action**



## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor

From:

Meeting Date: April 17, 2023

Agenda Item Number: 4.D.

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### **Title**

Library Director Hiring Process (Verbal)

### **Purpose**

Kay Kuhlmann will provide a verbal report on the hiring process and timeframe for the Library Director position.

### **Recommended Action**

### **Attachments**

None

### **Strategic Plan Alignment**

### **Background**

### **Discussion**

### **Financial Plan and Impact**

### **Alternatives**

### **Recommended Action**