



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, City Hall Second Floor, 315 West 4th Street, Red Wing, MN
Tuesday, June 20, 2023, at 1:15 PM**

- 1. Call to Order**
- 2. Approval of Minutes***
 - 2.A. Motion to Approve April 17, 2023, Minutes.
- 3. Ongoing Business**
 - 3.A. Planning for Retirements.
 1. Internal posting for interest in Council Administrator position.
 2. Planning Discussions for City Clerk Retirement.
 - 3.B. Library Director Hiring Process.
- 4. New Business**
 - 4.A. Human Resources Manager Hiring Process.
- 5. Communication Items**
 - 5.A. Personnel Updates (Verbal).
 - 5.B. Next Meeting Date:

The regular meeting is on the third Monday of the month at 11:00 a.m., which is Monday, July 17, 2023.
- 6. Adjournment***

*Requires a vote.

PERSONNEL COMMITTEE MINUTES
April 17, 2023

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, Fire Chief Mike Warner, Assistant Fire Chief Peter Hanlin, and Public Works Director Shawn Blaney.

Others Present: Mayor Mike Wilson

Call to Order: Farrar called the meeting to order at 11:02 am.

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

Planning for Retirements: Kuhlmann presented written report. Farrar made a motion to recommend to City Council to conduct an internal search July 2023-November 2023 for the City Council Administrator position. Kliewer seconded the motion. Motion approved unanimously.

Discussion on 2024 Staffing Levels: Kuhlmann presented written report. No action requested.

Hiring Standards in the Fire Department: Warner gave a verbal report on the changing standards related to proposed contract changes and due to recruitment, training and staffing challenges. No action requested.

Library Director Hiring Process: Kuhlmann gave a verbal report that firms were being reviewed on May 2nd with anticipated contract to City Council on May 8th for approval.

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.

Next Meeting Date: May 15th at 11:30 am.

Adjourn: Beise made a motion adjourn and Kliewer seconded the motion. Motion carried to adjourn at 12:10 pm.

draft

HIRING Process for City Council Administrator

target date is March of 2025

Plan A – Succession Planning

A successful succession planning process timeframe:

June 20, 23 – July 7, 23

The Personnel Committee, seeking input from the full Council will develop a summary of the position description and desired qualifications for the new CA.

All qualified candidates are asked to prepare a brief statement of intent, and outline factors to be discussed with the City Council.

July – August, 23

The Personnel Committee, with input from the full Council will also determine a process and timeframe for interviewing the internal candidates. Staff suggests the timeframe be completed by October, 23.

Administrator will outline a transition plan to ensure the newly appointed CA will share all necessary experiences with the incoming CA.

October, 23 – November, 23

Council makes a decision on an offer and directs staff to implement a transition plan.

Newly appointed CA will work with HR to discuss reorganization to provide an organization that will best meet their needs.

Or Council decides to open Internal Hiring process to external candidates, moving to Plan B

December, 23

Personnel Committee and then City Council will approve reorganization and approve hiring process for replacement of position that will be open by the CA promotion.

January, 24 – May, 24

New reorganization process is complete.

Hiring process is completed for new position (replacing the position open by the new CA).

May, 24 – August, 24

New hire (replacing the position open by the new CA) will be trained.

September, 24 – March, 25

Newly appointed CA will transition into new position.

Plan B – Hiring Process

An external process timeframe:

January, 24

Personnel Committee initiates process to hire new CA.

February, 24

Names of possible firms are brought to the Personnel Committee for consideration. A contract is approved by the City Council to begin in spring of 2024.

April – August, 24

Recruitment for CA is completed, job is offered and start date is established for September-October, 24.

October, 24 – March, 25

New CA is hired. Kuhlmann supports the transition and takes on special projects.

March, 25

Kuhlmann retires.