



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
Monday, July 24, 2023, at 4:30 PM**

- 1. Call to Order**
- 2. Approval of Minutes**
 - 2.A. Motion to Approve June 20, 2023, Minutes.
- 3. Ongoing Business**
 - 3.A. Library Director Hiring Process Verbal Update – Kuhlmann
- 4. New Business**
 - 4.A. Process Manager – Assistant Airport Manager Position – Blaney
 - 4.B. Police Recruitment Incentives – Kuhlmann, Rohr
 - 4.C. Fire Personnel Addition for 2024 – Warner
 - 4.D. General Recruitment for Exempt Employees - Kuhlmann
- 5. Communication Items**
 - 5.A. Personnel Updates (Verbal)
 - 5.B. Set 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
Tuesday, June 20, 2023

City Hall, Jordan River Room

Members Present: Don Kliewer, Janie Farrar, Kim Beise

Members Absent: None

Staff Present: City Council Administrator Kay Kuhlmann, Interim Human Resources Manager Patti Schmidt, and Public Works Director Shawn Blaney

Others Present: Mayor Mike Wilson

Call to Order: Farrar called the meeting to order at 1:27 pm.

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

Planning for Retirements: Kuhlmann provided a verbal report on the results of the internal posting for the City Council Administrator position and provided a written document drafting possible timelines for hiring her replacement. No action requested at this time.

Kuhlmann shared information on planning discussions for the City Clerk retirement.

Library Director Hiring Process: Kuhlmann gave a verbal update on the process for filling the Library Director position.

Human Resources Manager Hiring Process: Kuhlmann gave a verbal report on the status of the HR Manager hiring process.

Personnel Updates: Schmidt 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: July 24th at 4:00 pm.

Adjourn: Kliewer made a motion to adjourn and Beise seconded the motion. Motion carried to adjourn at 1:57 pm.



CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor

From:

Meeting Date: July 24, 2023

Agenda Item Number: 3.A.

Title

Library Director Hiring Process Verbal Update – Kuhlmann

Purpose

Recommended Action

Attachments

None

Strategic Plan Alignment

Background

Discussion

Financial Plan and Impact

Alternatives

Recommended Action



INTERNAL MEMORANDUM

DATE: July 19, 2023
TO: Personnel Committee
FROM: Shawn Blaney - Public Works Director

Request:

The Public Works Department is requesting the Personnel Committee's approval to:

- 1) Modify the organizational chart by eliminating the Contract Manager position.
- 2) Modify the organizational chart by creating a Public Works Process Manager/ Assistant Airport Manager position. (This would be replacing the full time Office Manager position)
- 3) Allow the current Office Manager position to remain in a part time capacity through 2024.

Attachments: Public Works Process Manager/Assistant Airport Manager Job Description.

Discussion:

Currently, the Contract Manager position is vacant. Many of the duties that were performed by this position have been absorbed into the daily duties of other Public Works Managers. Some of the project specific duties that were performed by this position will be incorporated into the scope of work for consultants involved with the specific projects. Staff is recommending that this position be eliminated from the organizational chart.

The individual in the Public Works Office Manager/ Assistant Airport Manager position has indicated they plan to retire at the end of 2023. This position is responsible for the supervision of staff involved in the day-to-day office support and utility billing of over 6,000 utility accounts and has developed and continues to manage the office processes at Public Works. This position has also essentially acted as the Airport Manager for the past several years.

With the transfer of most of the contractual duties to other managers, it is felt that the primary need related to contract management will be a centralized system for storing and ensuring that renewals dates are met. This new position would be responsible for maintaining this system and ensuring that the manager responsible for the various contracts is notified and provides guidance as to what process needs to be followed to ensure the next steps are handled properly. This would be in addition to the everyday office manager duties.

When the individual in the Office Manager position retires, they will be taking a great deal of utility and airport knowledge with them. Currently there are no candidates within PW that have the background knowledge or experience needed for this position. Since we will likely be bringing in someone new to the department, there will be a steep learning curve. The individual in this position has indicated that they would like to utilize the PERA PRO program in 2024. This would allow for a systematic transfer of information from this individual to their replacement.



CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor

From:

Meeting Date: July 24, 2023

Agenda Item Number: 4.B.

Title

Police Recruitment Incentives – Kuhlmann, Rohr

Purpose

Recommended Action

Attachments

None

Strategic Plan Alignment

Background

Discussion

Financial Plan and Impact

Alternatives

Recommended Action

At the April 17, 2023, Personnel Committee Meeting, Chief Warner and Assistant Chief Hanlin presented to the committee about the proposed staffing increase in 2024. The Fire Department suggested increasing the staffing of three Firefighter/Paramedics in July of 2024. This would allow the Fire Department to attempt a FEMA staffing grant. This also would allow a staffing study specific to current fire department operations related only to staffing. The personnel committee directed the Fire Department to work on a study this budget year and to add the three personnel to the budget process for consideration by the full council with a start date in January of 2024. Chief Warner is working on obtaining funding for a fire department study in this current budget year. The fire department has been in contact with an agency but the study has not started yet. The three additional personnel have been added to the proposed budget, which will come before the full council later this year. The breakdown of charges are as follows:

Account	Fund	Description	Amount
101-42200-51105	Fire	Wages - Firefighter/Paramedic	\$36,561.79
101-42200-51210	Fire	Holiday Pay - Firefighter/Paramedic	\$ 1,828.09
101-42200-5130	Fire	PERA - Firefighter/Paramedic	\$ 6,471.44
101-42200-51310	Fire	Medicare - Firefighter/Paramedic	\$ 556.65
101-42200-51405	Fire	Health Insurance - Firefighter/Paramedic	\$19,434.29
101-42200-51409	Fire	Life Insurance - Firefighter/Paramedic	\$ 27.48
101-42200-51409	Fire	Accident Death and Dismemberment - Firefighter/paramedic	\$ 6.11
101-42200-51410	Fire	Long Term Disability - Firefighter/Paramedic	\$ 115.98
101-42200-51410	Fire	Dental - Firefighter/Paramedic	\$ 162.41
101-42200-51505	Fire	Work-comp - Firefighter/Paramedic	\$ 4,907.44
			\$70,071.68
Account	Fund	Description	Amount
610-42300-51105	Ambo	Wages - Firefighter/Paramedic	\$39,608.61
610-42300-51210	Ambo	Holiday Pay - Firefighter/Paramedic	\$ 1,980.43
610-42300-51305	Ambo	PERA - Firefighter/Paramedic	\$ 7,010.72
610-42300-51310	Ambo	Medicare - Firefighter/Paramedic	\$ 603.04
610-42300-51405	Ambo	Health Insurance - Firefighter/Paramedic	\$21,053.81
610-42300-51409	Ambo	Life Insurance - Firefighter/Paramedic	\$ 29.76
610-42300-51409	Ambo	Accident Death and Dismemberment - Firefighter/paramedic	\$ 6.67
610-42300-51410	Ambo	Long Term Disability - Firefighter/Paramedic	\$ 125.64
610-42300-51408	Ambo	Dental - Firefighter/Paramedic	\$ 175.94
610-42300-51505	Ambo	Work-comp - Firefighter/Paramedic	\$ 3,565.43
			\$74,160.05

The total cost of the General Fund for three additional firefighter/paramedic is \$210,215.04

The total cost of the Ambulance Fund for three additional firefighter/paramedics is \$222,480.15



CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor

From:

Meeting Date: July 24, 2023

Agenda Item Number: 4.D.

Title

General Recruitment for Exempt Employees - Kuhlmann

Purpose

Recommended Action

Attachments

None

Strategic Plan Alignment

Background

Discussion

Financial Plan and Impact

Alternatives

Recommended Action