



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, October 16, 2023, at 11:00 AM**

- 1. Call to Order**
- 2. Approval of Minutes**
 - 2.A. Motion to Approve September 18, 2023, Minutes.
- 3. Old Business**
 - 3.A. Update for internal candidate process for the retirement of the Council Administrator in 2025.
- 4. New Business**
 - 4.A. Update on the hiring process for the Sheldon Director and the Library Director.
- 5. Communication Items**
 - 5.A. Personnel Updates (Verbal)
 - 5.B. Next Meeting Date:
 - 5.B.1. Monday, November 20, 2023
- 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
Monday, September 18, 2023

City Hall, Jordan River Room

Members Present: Don Kliewer, Janie Farrar, Kim Beise

Members Absent: None

Staff Present: City Council Administrator Kay Kuhlmann, Administrative Services Director Laura Blair, Fire Chief Mike Warner, Asst. Fire Chief Peter Hanlin, Engineering Director Jay Owens and Interim HR Manager Patti Schmidt

Others Present: Mayor Mike Wilson

Call to Order: Farrar called the meeting to order at 11:03 a.m.

Approve Minutes: Kliewer made a motion and Beise seconded the motion to approve minutes of August 14, 2023. Motion to approve minutes approved unanimously.

Old Business:

3.A. City Council Administrator Hiring Process

Administrative Services Director Blair presented proposals from the search firms of Baker Tilly US, LLP and DDA Human Resources, Inc. a David Drown Associates Company and shared both companies are excellent. Gallagher did not submit a proposal.

Farrar didn't think it had to go to a full council but Kuhlmann explained whether it was an internal or external search, it needed to go to the City Council with a recommendation for the hiring process. Blair explained per City Charter, Kuhlmann's position is an Officer of the Council and needs Council direction. It was agreed future policy guidelines are needed to support and encourage succession planning. Farrar suggested revisiting department head succession as well.

If it is recommended to use an external search, Blair will schedule interviews with the search firms for the Personnel Committee members and herself as facilitator.

New Business:

4.A. Pay and Compensation Study Discussion

Kuhlmann shared the need to explore our pay chart inequity based on the recent pay chart increases for police. She shared the reasoning and suggestions for the pay chart review and a new pay study was proposed. Discussion ensued about studies done post-Covid versus pre-Covid. Beise shared he hates to spend the money for another study. Kliewer suggested using funds/savings from the vacant positions to pay for the study. Chief Warner shared he met with members of the Fire Department for 1.5 hours after the City Council meeting. Union negotiations are a long way out. The Fire Department has similar hiring challenges and

needed to modify their hiring process. Beise said we need to look at the full organization and to look at it now. Blair shared the same urgency is felt.

4.D. At this point, Engineering Director Owens shared concerns about his department's search for an Assistant City Engineer. He stated there aren't many candidates or they don't meet the qualifications, the salary is too low to make the move, or can't get licensed. Currently the search firm of DDA Human Resources is working on this hiring process. Owens shared a resume and said the individual would need to work four years with Jay in order to obtain the experience for his license. Other positions within Engineering were also discussed.

Blair went back to the topic of the pay study and shared Baker Tilly could start right away.

4.B. Update on Preliminary Insurance Rates

Schmidt provided a verbal report regarding the increase in healthcare costs explaining staff will meet with Intellicents Inc later in the afternoon to discuss options. The renewal rate is currently at about a 31 percent increase.

4.C. Labor Management Committee Training

Kuhlmann spoke about the Labor Management Committee Training she participated in along with Public Works Director Shawn Blaney, and Administrative Services Director Laura Blair, and four individuals from the AFSCME union. They expect another meeting to occur in October and then quarterly.

Next Meeting Date: Monday, October 16, 2023 at 11:00 a.m.

Adjourn: Farrar adjourned the meeting at 12:02 p.m.



PERSONNEL COMMITTEE MEETING STAFF REPORT

To: Personnel Committee
From: Laura Blair Johnson, Administrative Services Director
Meeting Date: October 16, 2023
Agenda Item Number: 3.A.

Title

Update for internal candidate process for the retirement of the Council Administrator in 2025.

Purpose

Recommended Action

Attachments

None

Strategic Plan Alignment

Background

Discussion

Financial Plan and Impact

Alternatives

Recommended Action



PERSONNEL COMMITTEE MEETING STAFF REPORT

To: Personnel Committee
From: Kay Kuhlmann, Council Administrator
Meeting Date: October 16, 2023
Agenda Item Number: 4.A.

Title

Update on the hiring process for the Sheldon Director and the Library Director.

Purpose

Recommended Action

Attachments

None

Strategic Plan Alignment

Background

Discussion

Financial Plan and Impact

Alternatives

Recommended Action