



### **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, September 8, 2025, at 1:00 PM**

- 1. Call to Order**
- 2. Old Business**
- 3. New Business**
  - 3.A. Finance Department Reorganization Discussion
- 4. Communication Items**
- 5. 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 MEETING**

To: Personnel Committee Members  
From: Administrative Business Department  
Meeting Date: September 8, 2025  
Agenda Item: 4.A.

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**TITLE:** Finance Department Reorganization Discussion

**PURPOSE:** To consider realigning the Administrative Business Department Organizational Chart. This change will allow the department better flexibility to address staffing concerns and manage workloads. It will also save the City financial resources by removing a higher graded position and replacing it with a lower graded position.

**RECOMMENDED ACTION:** Recommend to City Council the approval of the Org Chart change. Eliminating the CIP Manager position (Grade 14) and replacing it with an Accountant I (Grade 9).

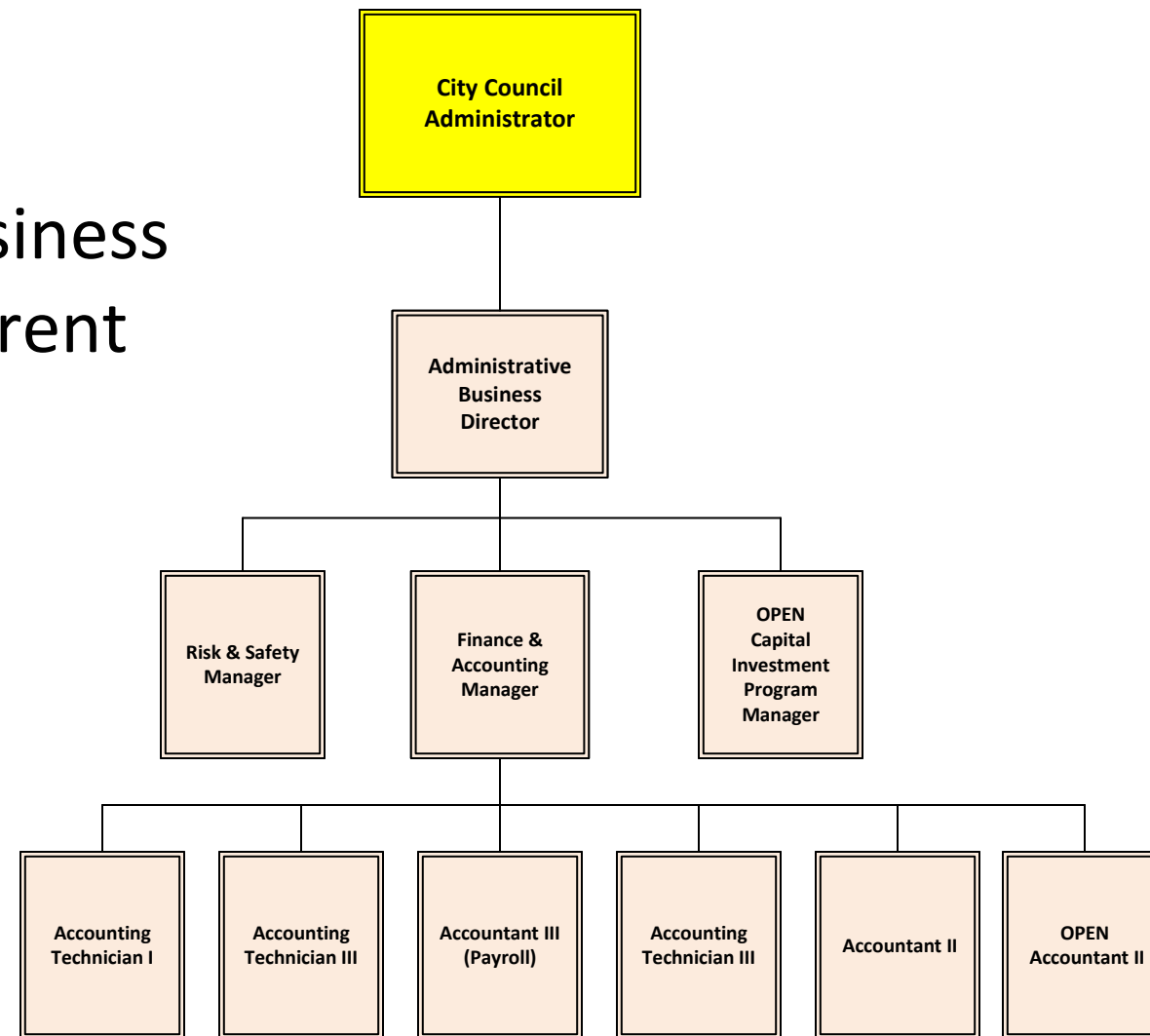
**ATTACHMENTS:** 1. Administrative Business Department – 2025 Org Charts

**BACKGROUND:** Staff has had internal discussion on whether the CIP Manager role would be able to be filled by a qualified individual, and whether the existing job description and duties align best with the department's ability to provide support throughout the City. Staff is aware of several internal candidates who are qualified and ready for a role that would be lower on the Organizational Chart and pay scale, while still providing the capacity to assist departments procure and process funding opportunities outside of the City.

**DISCUSSION:**

**FINANCIAL PLAN AND IMPACT:** The CIP Manager (Grade 14) position is fully budgeted in 2025 and included in the proposed 2026 Budget at a cost of \$147,234 with benefits. An Accountant I (Grade 9) with the same benefit levels would be budgeted at \$107,471 in the 2026 Budget, resulting in a savings of \$39,763.

# Administrative Business Department- Current



# Administrative Business Department- Proposed

