



### **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, November 17, 2025, at 2:30 PM**

- 1. Call to Order**
- 2. Approval of Minutes**
  - 2.A. Motion to Approve September 8, 2025 Minutes.
- 3. Old Business**
- 4. New Business**
  - 4.A. Organizational Chart Proposals
  - 4.B. Discussion about Administrative Services Director Position
- 5. Communication Items**
- 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 8, 2025

City Hall, Jordan River Room

Members Present: Don Kliewer, Janie Farrar, Beth Snyder

Members Absent: None

Staff Present: Administrative Business Director Marshall Hallock, Finance & Accounting Manager, Tony Schultz and HR Manager Alex Saxe

Others Present: None

Call to Order: HR Manager Saxe called the meeting to order at 1:00 p.m.

Old Business:  
None.

New Business:  
3.A. Finance Department Reorganization Discussion

Human Resources Manager Saxe explained the purpose of the meeting was to discuss reallocating resources within the Finance Department due to the recent vacancy in the department. Staff is proposing changing the vacant CIP Manager position to an entry level Accountant position.

Finance & Accounting Manager Schultz led the discussion about why this change in position is necessary and how it would help the department. There was a lot of discussion from the Committee around current staffing levels and why this position should not be eliminated. The issue that staff has is that the work of the CIP Manager will not go away if the position is eliminated. Committee members asked if the work could be outsourced and, in some respects, yes, but not all of the day to day tasks. The City is currently hiring an Accountant II and in the middle of the budget process. The direction from the Committee was to fill the Accountant II position and see how the department operates without the CIP Manager position. As the City progresses through the budget season the Committee would like staff to bring back more comparable data to the Personnel Committee in a few months and continue this discussion.

Next Meeting Date: TBD

Adjourn: HR Manager Saxe adjourned the meeting at 2:27 p.m.



## PERSONNEL COMMITTEE MEETING STAFF REPORT

To: Personnel Committee  
From: Alex Saxe, Human Resource Manager  
Meeting Date: November 17, 2025  
Agenda Item Number: 4.A.

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### **Title**

Organizational Chart Proposals

### **Purpose**

Staff would like to present proposed changes to the Administrative Business and Administrative Services Departments Organizational Charts. Copies of the proposed changes will be provided at the meeting.

### **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: Alex Saxe, Human Resource Manager  
Meeting Date: November 17, 2025  
Agenda Item Number: 4.B.

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### **Title**

Discussion about Administrative Services Director Position

### **Purpose**

The Administrative Services Director position has been vacant since April 2025 due to the retirement of Laura Blair. At that time, there was no direction for staff to fill the position. At the same time, the City was going through some other structural changes in the City Clerk's Office and Communications Department. The Administrative Services Director was the City's designated Public Information Officer and oversaw communication concerns. These duties were crucial to maintain, so they were removed from the job description and moved into the Public Information and Engagement Officer Position held by Michelle Leise. The primary responsibilities left in the Administrative Services Director position are mainly HR and Administrative functions. The City Charter states that the Administrative Services Director is an Officer of the Council and the duties shall be appointed. Staff is recommending delegating the remaining duties from the Administrative Services Director position between a few different positions.

Staff will be presenting a few different versions of the job description to the Committee.

### **Recommended Action**

### **Attachments**

None

### **Strategic Plan Alignment**

### **Background**

### **Discussion**

### **Financial Plan and Impact**

**Alternatives**

**Recommended Action**