

MEMORANDUM

TO: Belle Plaine City Council

FROM: Sharon Klumpp, Consultant

DATE: February 26, 2018

SUBJECT: Resolution Appointing Dawn Meyer as the City Administrator

Consideration of a resolution appointing Dawn Meyer as City Administrator is attached. Terms of the appointment negotiated with Ms. Meyer.

Ms. Meyer prefers to remain as an at-will of the City instead of having an employment agreement. The City's personnel policy will govern her employment except as noted below:

1. Ms. Meyer will be credited for four weeks of Personal Paid Time (PPT) in addition to any PPT accrued to-date on March 6, her effective date of employment as City Administrator.
2. In the event of Ms. Meyer's severance from employment with the City, Ms. Meyer will be eligible for a severance package including pay and benefits equal to six (6) months as provided in the City's Personnel Policy.
3. Upon completion of satisfactory annual performance evaluations, Ms. Meyer's annual compensation will be increased by 3.63% plus COLA as of January 1, 2019, and by 3.76% plus COLA as of January 1, 2020. Thereafter, her compensation will be adjusted as may be determined by the City Council in a manner consistent with the City's then-current wage scale.

Throughout employment discussions, Ms. Meyer wanted to remain as a City employee covered by personnel policies and be assured of the opportunity for some salary growth in the position. The third provision allows for growth in salary over and above the COLA through 2020; thereafter she receives COLA.

If you have any questions about the resolution, please feel free to contact me at sklumpp@springsted.com or by calling 651-223-3053 (office) or 651-270-6856 (cell).

**BELLE PLAINE CITY COUNCIL
RESOLUTION 18-026**

APPOINTING DAWN MEYER AS THE CITY ADMINISTRATOR

WHEREAS, Michael Votca resigned from his position as City Administrator in June, 2017, and;

WHEREAS, the City contracted with Springsted | Waters to advertise for candidates to fill the vacancy and to otherwise assist with the City's selection and hiring process, and;

WHEREAS, on January 31, 2018, the City Council conducted interviews with two finalist candidates and recommended appointment of Dawn Meyer as City Administrator, and;

WHEREAS, Ms. Meyer is currently employed by the City as Finance Director and Interim City Administrator.

NOW THEREFORE BE IT RESOLVED THAT Dawn Meyer is appointed the City Administrator with initial compensation of \$112,818.46 annually (equivalent to Step 8 of the City's current wage scale) effective March 6, 2018.

BE IT RESOLVED FURTHER THAT this appointment is made upon the following understandings between the City and Ms. Meyer:

1. Ms. Meyer's employment will be considered continuous with no change in benefits under the City's Personnel Policy (Employee Handbook), Revision No. 9, adopted in 2014 (the "Policy"), provided that Ms. Meyer will be credited for four weeks of Personal Paid Time (PPT) in addition to any PPT accrued to-date.
2. In the event of Ms. Meyer's severance from employment with the City, Ms. Meyer will be eligible for a severance package including pay and benefits equal to six (6) months as provided in the Policy.
3. Upon completion of satisfactory annual performance evaluations, Ms. Meyer's annual compensation will be increased by 3.63% plus COLA as of January 1, 2019, and by 3.76% plus COLA as of January 1, 2020. Thereafter, Ms. Meyer's compensation will be adjusted as may be determined by the City Council in a manner consistent with the City's then-current wage scale.

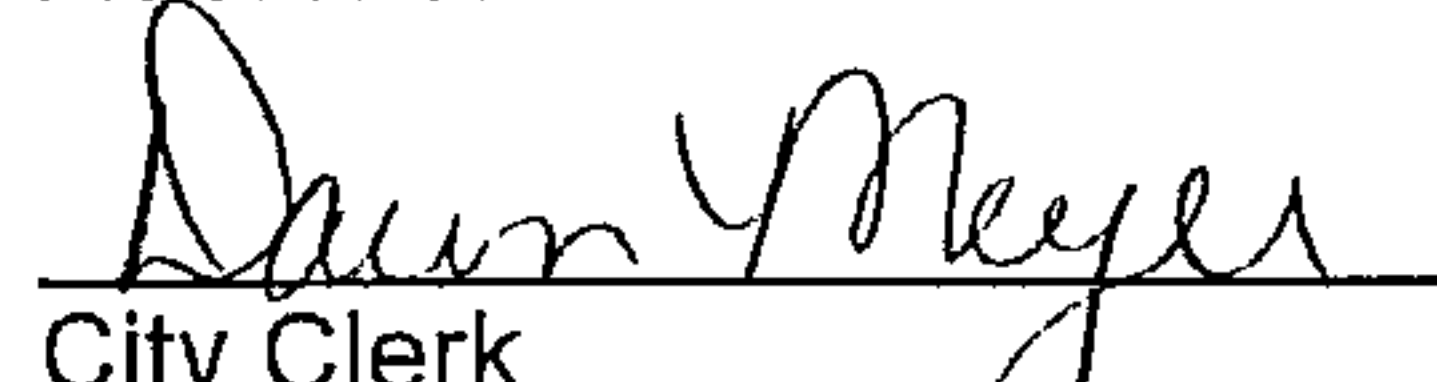
The adoption of this Resolution was duly moved by Councilmember Coop and seconded by Councilmember Stier, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Coop, Stier, McDaniel, Chard and Meyer.

and the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted. Dated this 5th day of March, 2018.


Christopher Meyer
Mayor

ATTEST:


City Clerk

**BELLE PLAINE CITY COUNCIL
RESOLUTION 18-072**

APPOINTING AMY JIRIK AS THE FINANCE DIRECTOR

WHEREAS, Dawn Meyer resigned from her position as Finance Director in March, 2018, and;

WHEREAS, the City advertised for candidates to fill the vacancy and;

WHEREAS, on May 15, 2018, the City Council conducted interviews with three finalist candidates and recommended appointment of Amy Jirik as Finance Director, and;

WHEREAS, Ms. Jirik is currently employed by the City as Staff Accountant.

NOW THEREFORE BE IT RESOLVED THAT Amy Jirik is appointed the Finance Director with initial compensation of \$81,191.59 annually (equivalent to Step 3 of the City's current wage scale) effective June 21, 2018.

BE IT RESOLVED FURTHER THAT this appointment is made with a one-year probation for Ms. Jirik.

The adoption of this Resolution was duly moved by Councilmember Coop and seconded by Councilmember Stier, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Coop, Stier, McDaniel, Meyer and Chard.

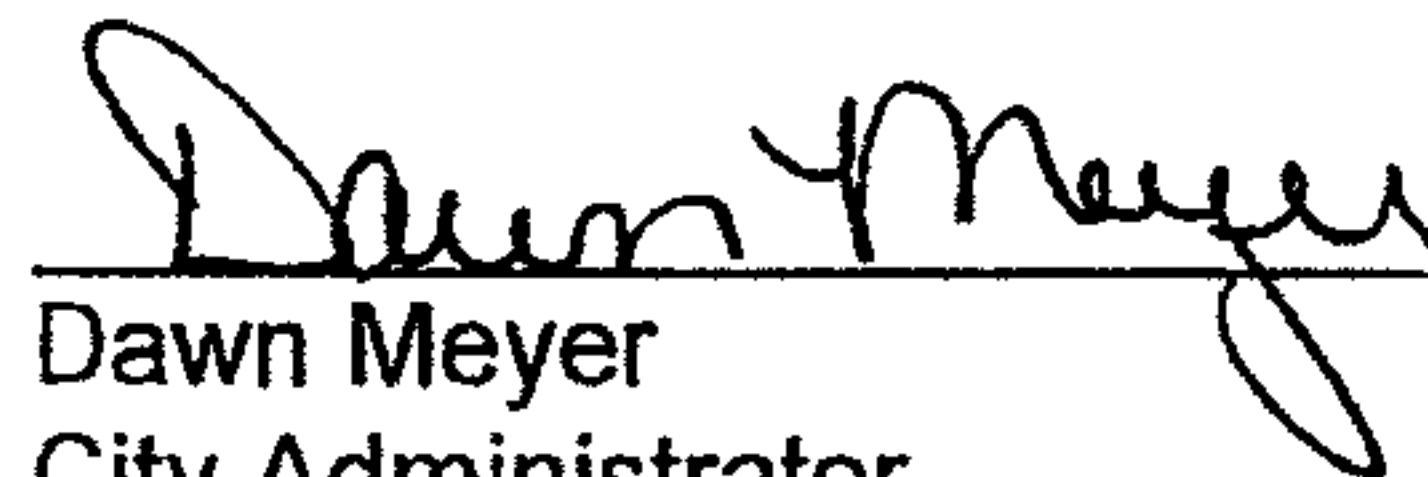
and the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted. Dated this 18th day of June, 2018.



Christopher G. Meyer
Mayor

ATTEST:



Dawn Meyer
City Administrator

**BELLE PLAINE CITY COUNCIL
RESOLUTION 15-094**

APPOINTING CYNTHIA SMITH-STRACK AS THE COMMUNITY DEVELOPMENT DIRECTOR

WHEREAS, the City Council established the position of Community Development Director and has adopted the job description and pay scale, and authorized staff to proceed with advertising to seek candidates for the vacant Community Development Director position;

WHEREAS, candidates were sought to fill the position and the top four candidates were interviewed by an interview committee and the top two finalists participated in a meet and greet;

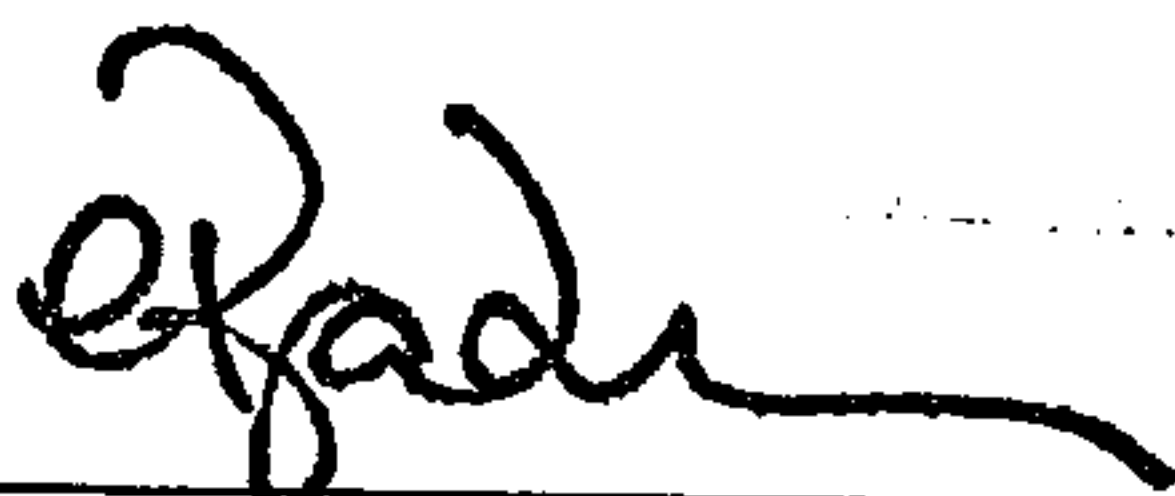
WHEREAS, the Personnel Committee recommends Cynthia Smith-Strack for the appointment.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: Cynthia Smith-Strack is hereby appointed as the Community Development Director at Step 3 of the City's wage scale, effective September 28, 2015, subject to the rules of the City's Personnel Policy with the exception that upon successful completion of the probationary period, she shall receive 40 hours of paid personal time.

The adoption of the foregoing resolution was duly moved by Councilmember Coop and seconded by Councilmember Schneider, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Coop, Schneider, Chard, Trost and Pingalore.

and the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted. Dated this 8th day of September, 2015.



Michael Pingalore
Mayor

ATTEST:


Holly J. Kreft
City Administrator

**BELLE PLAINE CITY COUNCIL
RESOLUTION 21-168**

APPOINTING TODD OTTO AS PUBLIC WORKS SUPERINTENDENT

WHEREAS, Alan Fahey has submitted his intent to retire from his position as Public Works Superintendent; and

WHEREAS, the City advertised for candidates to fill the vacancy; and

WHEREAS, after extensive application review, interviews were held with the top five candidates; and

WHEREAS, Committee-of-the-whole recommends Todd Otto as the Public Works Superintendent; and

WHEREAS, Mr. Otto is currently employed by the City as the Assistant Public Works Superintendent; and

WHEREAS, it is recommended to appoint at initial compensation of \$95,022.85 annually (equivalent to Step 4 of the City's 2022 wage scale) effective January 1, 2022 through June 30, 2022 with an increase on July 1, 2022 to \$98,890.33 (equivalent to Step 5 of the City's 2022 wage scale).

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the appointment of Todd Otto as the Public Works Superintendent at Step 4 effective January 1, 2022 with increase after July 1, 2022 as stated above, and subject to the rules of the City's Personnel Policy.

BE IT RESOLVED FURTHER THAT this appointment is made upon the following understandings between the City and Mr. Otto:

1. Mr. Ottos's employment will be considered continuous with no change in benefits under the City's Personnel Policy (Employee Handbook), Revision No. 9, adopted in 2014 (the "Policy"), including that Mr. Otto will maintain any Personal Paid Time (PPT) accrued to date.
2. In the event of Mr. Otto's severance from employment with the City, Mr. Otto will be eligible for a severance package including pay and benefits equal to six (6) months as provided in the policy.
3. This appointment is made with a one-year probation for Mr. Otto.

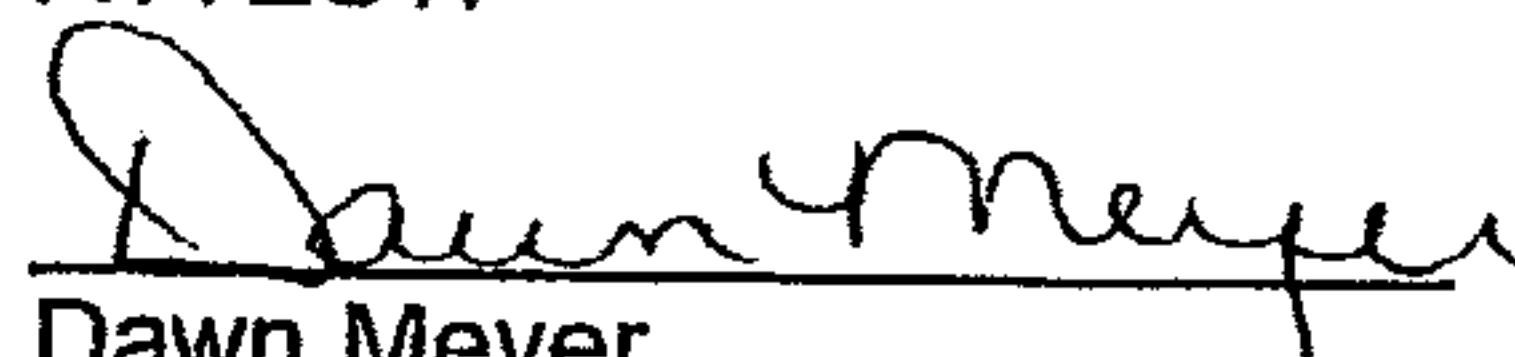
The adoption of the foregoing resolution was duly moved by Councilmember Coop and seconded by Councilmember Chard, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Coop, Chard, Meyer and Krings. Councilmember LeMieux was not present.

and the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted. Dated this 20th day of December, 2021.


Christopher G. Meyer
Mayor

ATTEST:


Dawn Meyer
City Administrator

**BELLE PLAINE CITY COUNCIL
RESOLUTION 20-099**

**APPOINTING TERRY M. STIER AS BELLE PLAINE POLICE CHIEF
CONTINGENT TO TERMS AND CONDITIONS**

WHEREAS, the Belle Plaine Police Chief position has been vacant since June 15, 2020;

WHEREAS, interviews were conducted with department heads on August 8, 2020 and the Public Safety Committee on August 13, 2020;

WHEREAS, the Committee-of-the-Whole reviewed the resumes and interviewed the top two candidates for the Police Chief position on August 26, 2020;

WHEREAS, the Committee-of-the-Whole recommends the appointment of Terry M. Stier

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: The City Administrator is directed to make an offer of employment to Terry M. Stier for the position of Belle Plaine Police Chief, at Step 6 of the wage scale and the rules of the City's Personnel Policy. A successful psychological test and background investigation are on file with the City.

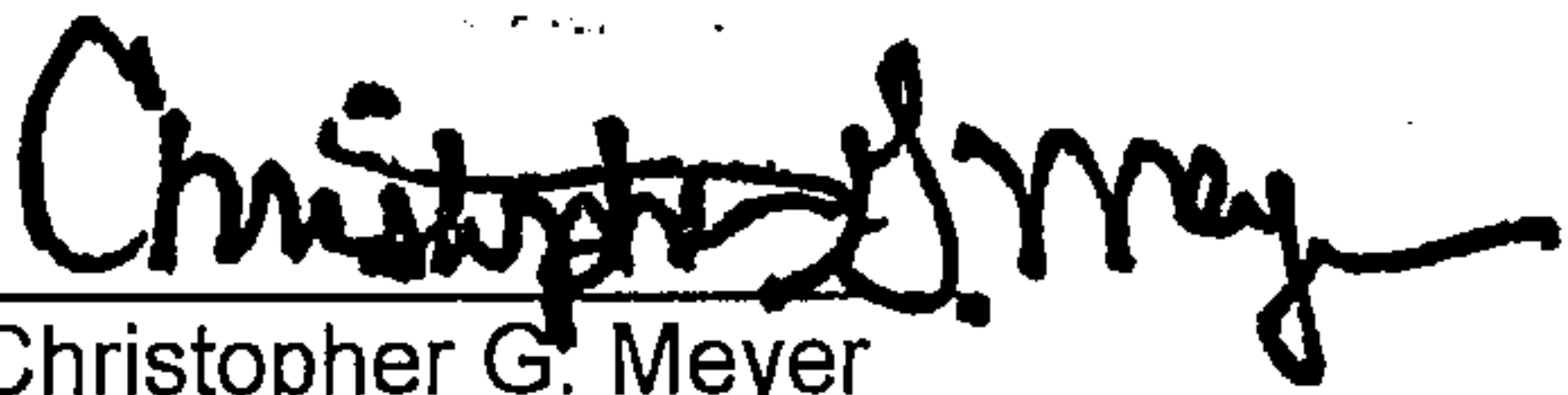
BE IT RESOLVED FURTHER THAT this appointment is made upon the following understandings between the City and Mr. Stier:

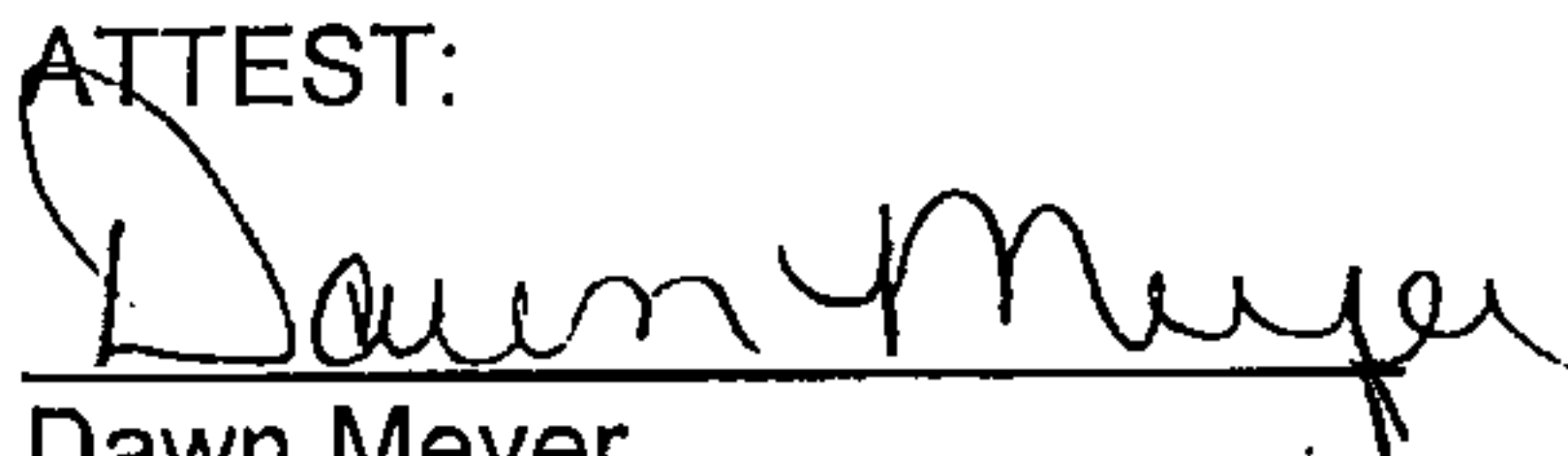
1. Mr. Stier's employment will be considered continuous with no change in benefits under the City's Personnel Policy (Employee Handbook), Revision No. 9, adopted in 2014 (the "Policy"), provided that Mr. Stier will maintain any Personal Paid Time (PPT) accrued to date.
2. In the event of Mr. Stier's severance from employment with the City, Mr. Stier will be eligible for a severance package including pay and benefits equal to six (6) months as provided in the policy and recommended by Finance Ways and Means.

The adoption of the foregoing resolution was duly moved by Councilmember Chard and seconded by Councilmember LeMieux, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Chard, LeMieux, Meyer and Krings. Councilmember Coop was not present.

and the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted. Dated this 8th day of September, 2020.


Christopher G. Meyer
Mayor

ATTEST:

Dawn Meyer
City Administrator

**CITY OF BELLE PLAINE
RESOLUTION 23-146**

A RESOLUTION APPROVING MODIFIED JOB DESCRIPTIONS FOR THE FIRE DEPARTMENT

WHEREAS, the Fire Department Officers, Public Safety Committee and Fire Department reviewed existing Fire Department job descriptions and made adjustments to reflect current duties and requirements;

WHEREAS, the Public Safety Committee reviewed the modified job descriptions and recommended approval of the modified job descriptions as presented.

WHEREAS, the Council of the Whole reviewed the modified job descriptions and recommended changes.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: Job descriptions for the Fire Department positions shall be modified as of November 6, 2023.

FURTHERMORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the appointments for the Belle Plaine Fire Department as follows:

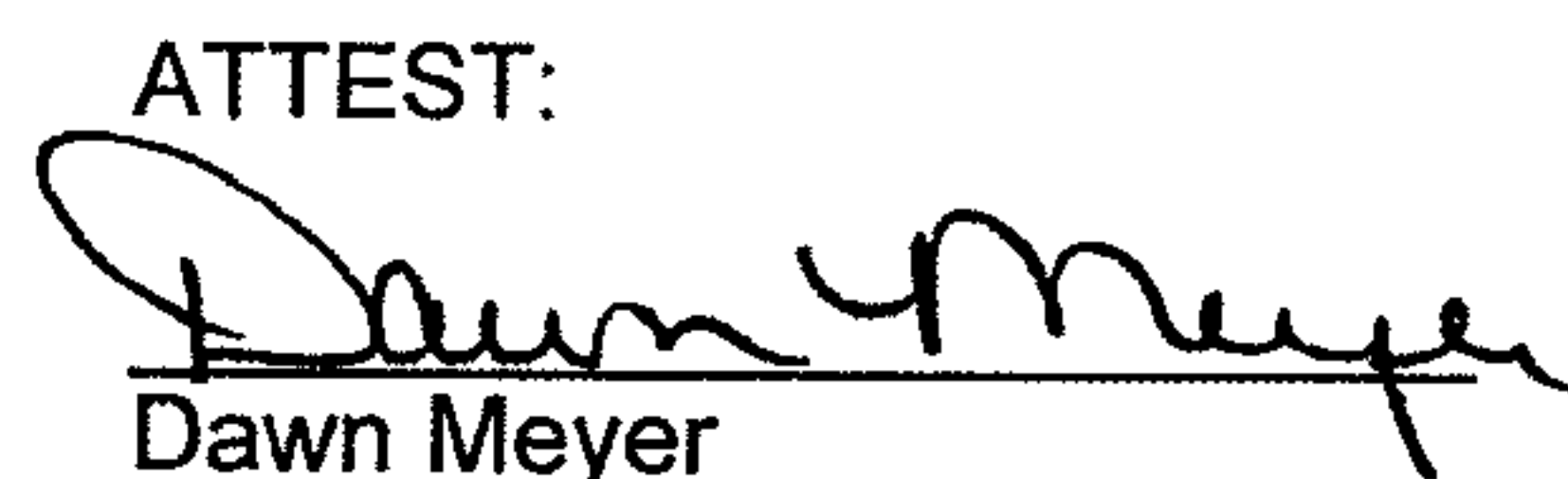
1. Steve Otto – Chief 1 effective November 6, 2023 with a one-year probation period.
2. Rob Selly – Chief 2 effective November 6, 2023 with a one-year probation period.
3. Chris Herrmann – Chief 3 effective November 6, 2023 with a one-year probation period.
4. Tim Hentges – Lieutenant effective November 6, 2023 with a one-year probation period.
5. Clinton Herrmann – Lieutenant effective November 6, 2023 with a two-year probation period.
6. Dennis Aretz – Lieutenant effective November 6, 2023 with a two-year probation period.
7. One open Lieutenant position which will have a two-year probation period per City Policy.

The adoption of the foregoing resolution was duly moved by Councilmember Woletz and seconded by Councilmember Coop, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Woletz, Coop and Krings.

and the following voted against the same: Ladd and Evans.

Whereupon said resolution was declared duly passed and adopted. Dated this 6th day of November, 2023.


Michael Woletz
Mayor

ATTEST:

Dawn Meyer
City Administrator