CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, October 23, 2023 @ 6:00 PM

The public is invited to attend these meetings in person
Attend by phone: 1-844-992-4726
City Council - Meeting Access Code: 2496 940 7842

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**
2. **Roll Call**

   ___K. Stunek ___K. Terry ___T. Stenglein ___G. Johnson ___J. Czeczok ___M. O'Day ___K. Bevans ___Mayor Badeaux
3. **Pledge of Allegiance**
4. **Approval Of Agenda - Voice Vote**
5. **New Business**

   A. **Accept City Administrator Jennifer Bergman's Resignation**

   B. **Authorize the General Terms and for Staff to begin Negotiation for Interim City Administrator Patrick Wussow**

   C. **Authorize Hiring of a Consulting Firm to Conduct a City Administrator Search**
6. **Adjourn**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

City Council
Agenda Request

MEETING DATE: October 23, 2023

TITLE OF ITEM: Accept Resignation of City Administrator Jennifer Bergman

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE: City Administrator Jennifer Bergman submitted her resignation notice to the Mayor and Council On October 17, 2023. Ms. Bergman's resignation will be effective November 15th.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Ms. Bergman's last working day in the office will be November 9th and she will utilize vacation hours for November 13 - 15, 2023.

RECOMMENDED ACTION/MOTION: Motion to accept with regret City Administrator Jennifer Bergman's resignation effective November 15, 2023.

FINANCIAL IMPACT: Ms. Bergman will receive a lump sum payment for her unused vacation balance per City Policy regarding separation of employment.

Kris Schubert

From: Jennifer Bergman
Sent: Tuesday, October 17, 2023 8:27 AM
Cc: Kris Schubert
Subject: Resignation

Mayor and City Council Members,

I have accepted a position with Minnesota Housing as their Director of Local Government Housing Programs. This is a new department created to work with local units of government to create and administer several new housing programs.

I have enjoyed my time working at the City of Brainerd. I have been reflecting on the big accomplishments we have made over the past few years: the charter amendments, updates to the employee policy manual, the creation of a public works department, several economic development initiatives, business assistance using CARES funds and ARPA funds, sale of the industrial park lots… among many other things.

My last official day at the City will be November 15th and I will start my new position with the State on November 20th. Minnesota Housing will be issuing a press release at some point this week announcing my hiring.

Thank you for the opportunity to have served as your City Administrator for the past 4 years. If there is anything you need from me, please feel free to reach out to me at any time.

I will be letting staff know later this morning.

Jennifer

City Council
Agenda Request

MEETING DATE: October 23, 2023

TITLE OF ITEM: Approve General Terms for an Interim City Administrator Employment Agreement with Patrick Wussow

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: On Wednesday, October 18th, the Council's Leadership Team consisting of Council President Bevans, P & F Chair Johnson and S & PW Chair O'Day met with the HR Director and Finance Director to discuss options after receiving City Administrator Bergman's resignation notice. HR Director Schubert informed the Team that former City Administrator Patrick Wussow was contacted and expressed an interest in serving as our Interim City Administrator while the City conducts its City Administrator hiring process. The Council's Leadership Team recommends approval of retaining Patrick Wussow as our Interim City Administrator effective November 1, 2023. The general terms discussed for Mr. Wussow's Interim City Administrator Employment Agreement includes:

1. Paid $60 per hour plus required Employer PERA contributions.
2. Works 24-28 hours per week that includes evening/weekend meetings when needed.
3. He is not requesting holiday pay or any accruals.
4. Time off needed for previous commitments: November 15 – 16, 2023 & January 17 – 28, 2024

Please note that applicable payroll taxes and work comp premiums will also need to be paid if the employment agreement is utilized.

Also, Mr. Wussow will need to resign from the Brainerd Public Utilities Commission in order to accept this Interim Agreement. This is required as individuals in appointed positions cannot serve on the BPU Commission per our Charter.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: HR Director Schubert will request that our City Attorney prepare an official Interim City Administrator Employment Agreement based on the agreed upon terms. Said agreement should be similar to one that the City utilized in 2019. The Leadership Team also recommended that Council President Bevans be given authority to modify the Employment Agreement terms if needed.

RECOMMENDED ACTION/MOTION: Motion to approve an Interim City Administrator Employment Agreement with Patrick Wussow effective November 1, 2023 with the general terms as presented; to give Council President Bevans the authority to modify the Employment Agreement terms if needed; and to authorize Mayor Badeaux to sign the finalized Agreement.

FINANCIAL IMPACT: The cost for this agreement will be offset by the vacant City Administrator position.

City Council
Agenda Request

MEETING DATE: October 23, 2023

TITLE OF ITEM: Authorize Hiring a Consulting Firm to Conduct a City Administrator Search

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: On Wednesday, October 18th, the Council's Leadership Team consisting of Council President Bevans, P & F Chair Johnson and S & PW Chair O'Day met with the HR Director and Finance Director to discuss options after receiving City Administrator Bergman's resignation notice. One of the items discussed was retaining a consultant to conduct our City Administrator Executive Search. Due to the current workload of HR Staff and in order to complete the hiring process as soon as possible, the Leadership Team recommended hiring a consultant to conduct our City Administrator Search.

HR Director Schubert informed the Team that she contacted the two Executive Search consulting firms listed on the League of MN Cities Vendor Guide to learn more about their process and cost. HR Director Schubert spoke with Ms. Patty Heminover from Baker Tilly who also conducted the recent City of Bemidji City Manager search. Ms. Heminover explained their process which sounds very similar to previous executive search processes that the City used in the past. Gallagher representatives had not contacted the City before the agenda packet had to be distributed. If more information is provided, Ms. Schubert will discuss the details at the 10/23/23 Special Meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: HR Director Schubert also noted that Sourcewell provides a Consultant Services Reimbursement Program that will reimburse 50% of costs incurred up to $10,000 per fiscal year per entity on a first-come, first-served basis while funds exist for hiring a third-party company to support local government operations. One of the reimbursable categories is human resources and it was also noted that the City may apply for multiple reimbursements. It was recommended that the HR Director contact Sourcewell to determine if this funding is available.

RECOMMENDED ACTION/MOTION: Motion to authorize hiring a consulting firm to conduct Brainerd's City Administrator Executive Search.

FINANCIAL IMPACT: Since one of the consultants did not reply before the packet had to be distributed, additional financial details will be shared at the 10/23/23 Special Council meeting.