



PERSONNEL COMMITTEE MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>April 6, 2026</i>	Item Name: <i>Organizational Structure -Personnel Committee Recommendation</i>
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BACKGROUND

The City Council approved continuation of temporary wage increases for the Finance Specialist and Deputy City Clerk positions through April 2026. At the Strategic Planning Session on February 3, 2026, staff and Council identified organizational structure adjustments as a priority for the upcoming year.

At the February 10, 2026 Personnel Committee meeting, the Committee revisited the temporary wage adjustments as the expiration date approaches. Staff was directed to develop a long-term plan addressing evolving job duties, position titles, and compensation.

On March 17, 2026, the Committee reviewed compiled market data, analyzed proposed changes, and prepared a recommendation to Council.

OVERVIEW

To enhance efficiency, reflect current operations, ensure long-term sustainability, and retain valuable employees, the Committee proposes the following actions:

Action 1

Retitle City Administrator/Clerk/Treasurer to City Administrator and approve updated job description

Reason:

In smaller cities, these roles are often combined due to limited resources. As Breezy Point has grown, this structure has created excessive workload and reduced capacity for strategic leadership. Establishing a standalone City Administrator role better aligns with current duties and allows greater focus on organizational leadership, long-term planning, and policy implementation. The current operations and compensation are more closely aligned with a City Administrator job description and title.

This change also includes dissolving the Assistant City Administrator position, which will not be filled.

Action 2

Retitle Public Works Supervisor to Public Works Director and approve updated job description

Reason:

This role has evolved from primarily field operations to department leadership, including long-range planning, budgeting, independent decision making, development and implementation of policies and procedures, and overall management of the department. The duties, responsibilities, and current compensation of the existing position are more closely aligned with that of a Public Works Director, and the proposed title better reflects the operational structure of the department.

Joe Zierden has effectively performed in this capacity for nearly 12 years, and this update aligns the title with current operations.



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Action 3

1. **Reclassify Finance Specialist to Finance Director and approve updated job description**
2. **Approve associated placement in the pay structure**

Reason:

The Finance Specialist position was originally focused on daily accounting functions such as utility billing, accounts payable, payroll, and audit preparation. Over time, the role has expanded beyond transactional accounting functions to include broader financial responsibilities.

Reclassifying the position to Finance Director reflects the current scope of work, which includes financial forecasting, budget development, financial and audit reporting, and strategic fiscal guidance to the City Administrator and Council. The Finance Director would also supervise the Administrative Assistant who now assists with various accounting functions. Janette Rust has demonstrated the ability to perform at a strategic and independent level. This action recognizes her contributions and supports a sustainable financial management structure as the City grows.

Action 4

1. **Reclassify Deputy City Clerk/Office Manager to City Clerk and approve updated job description**
2. **Approve associated placement in the pay structure**

Reason:

Traditionally, a Deputy City Clerk serves in a supporting role, assisting the City Clerk in their responsibilities. However, in recent years the current Deputy City Clerk has regularly assumed many of the core functions of the City Clerk position, which include preparing Commission, Committee and Council packets, serving as the City's Election Administrator, managing the Commissions and committees, recording and maintaining official city records, and other statutory duties as City Clerk. Additionally, with the addition of an Administrative Assistant, several office management duties have been redistributed.

Over seven years, Deb Runksmeier has demonstrated consistent capability in managing the administrative functions of the office while also performing the specialized tasks typically associated with the City Clerk role. She possesses the qualifications required for the position, and the City Clerk title more accurately reflects the duties and responsibilities she currently performs for the City.

Action 5

1. **Reclassify Assistant Public Works Supervisor to Public Works Supervisor and approve updated job description**
2. **Approve associated placement in the pay structure**

Reason:

With the proposed Public Works Director position focusing more heavily on strategic leadership and departmental management, it is important to empower the supervisor position to oversee the day-to-day operations of the department. This position is responsible for supervising maintenance staff, planning and directing daily work activities to meet departmental goals, overseeing equipment and maintenance operations, and coordinating with the Director to implement departmental priorities. This position will also serve as the acting Public Works Director in their absence.



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Neil Carlson has served as Assistant Public Works Supervisor for nearly 10 years and has demonstrated the experience and leadership necessary to assume the additional duties and responsibilities associated with the Public Works Supervisor role.

BUDGET IMPACTS

When evaluating a pay adjustment as a result of a reclassification, there are important considerations for the employer:

1. Market Data
2. Internal Equity, Hierarchy, and Compression
3. Duties, Responsibilities and Tenure

Market data was collected and analyzed with the assistance of Kelly Jones from David Drown and Associates, who also provided guidance on appropriate pay structure placement of these positions in our existing pay plan.

The City's 2026 pay structure is included in Attachment A with proposed changes.
The City's organization structure is included in Attachment B.

Action 3 – Finance Director

Proposed Movement: \$48.71 to \$51.93

Reason:

With the addition of director-level duties, supervisory responsibilities, and the proposed transition to exempt status, the Personnel Committee recommends placing this position at the same grade as other director-level roles, entering at Step D. This wage aligns with market data for Finance Directors in surrounding communities.

Action 4 – City Clerk

Proposed Movement: \$42.23 to \$42.64

Reason:

The Personnel Committee recommends placing this position at the same grade as the (now dissolved) Assistant Public Works Supervisor position, entering at Step E. This adjustment allows the previously approved \$5.00 increase to be fully realized and aligns with market data for City Clerk positions in surrounding communities.

Action 5 – Public Works Supervisor

Proposed Movement: \$44.29 to \$47.41

Reason:

With expanded supervisory responsibilities and consideration of market data, the Personnel Committee recommends placing this position at the same grade as the Planning and Zoning Administrator, entering at Step D. This wage aligns with market data for Public Works Supervisor positions in surrounding communities.

Total Budget Impact is approximately **\$10,000**.

A point of clarification: The reclassification is intended to move existing employees into the proposed positions and not backfill the current jobs or add additional staff.

STAFF RECOMMENDATION

Approve Personnel Committee Recommendations as Presented.