



Brainerd City Council Agenda Request

MEETING DATE: June 5, 2023

TITLE OF ITEM: Accept Retirement of Randy Villnow

AGENDA: Consent Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Todd
Wicklund

DEPARTMENT: Human Resources

PRESENTER: n/a

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE:

Custodian/Groundskeeper/Store Clerk Randy Villnow has submitted his retirement letter. Randy's retirement will be effective June 8, 2023. Staff recommends to accept Mr. Villnow's retirement with regret. This approval will also authorize Mr. Villnow's severance pay per city policy and the IBEW BPU Union Contract.

The BPU Commission recommended approval of Mr. Villnow's retirement at its May 30, 2023 meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

With Mr. Villnow's retirement, Staff recommended and the BPU Commission approved creating a new Facilities Custodian position. Approval of that job description as well as the job descriptions for two other BPU positions is listed as a separate consent calendar item for approval.

RECOMMENDED ACTION/MOTION:

n/a – consent calendar.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Unknown-depends on final accrual balances

Is this budgeted? (Please Explain) Yes via accrued liability balances.

To whom it may concern,

I, Randy Villnow, intend to retire effective June 8, 2023. My intent was to draw down my accrued leave and it will be depleted as of that date. Any remaining small balances will be deposited into my HCSP.

Randy Villnow

Signature

5-25-23

Date

received
5/25/23

BPU