

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday May 10, 2011**

**5:00 pm**  
**Lake Itasca Room - 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
  1. Consider a Resolution Accepting the Resignation of a Clerk Typist in the Finance Department.
  2. Consider a Resolution to End the Probationary Period of the Accountant I.
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 05/10/2011

**By:** Colleen Lasher, Administrative Services

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**Title:**

Consider a Resolution Accepting the Resignation of a Clerk Typist in the Finance Department.

**Background:**

Staff received a letter of resignation from Joan Smith stating that her last day of employment with the City will be on Tuesday, May 31, 2011. Joan will be retiring after 12 years of part-time service in the Finance Department.

Due to budget constraints staff is delaying the request to refill this position at this time.

**Notification:**

**Observations:**

**Recommendation:**

Staff recommends that resolution 11-05-XXX be approved to accept Ms. Joan Smith's resignation from the Finance Department.

**Funding Source:**

There is no funding required for this action. The annual savings for this reduction is \$32,400 of which \$1,900 is charged against the enterprise funds.

**Council Action:**

Motion to adopt resolution 11-05-XXX which confirms the recommendation of the Personnel Committee to accept Ms. Joan Smith's resignation.

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**Attachments**

Resolution

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Amy Dietl	05/03/2011 08:14 AM
Colleen Lasher (Originator)	Colleen Lasher	05/03/2011 08:29 AM
Kurt Ulrich	Kurt Ulrich	05/04/2011 02:20 PM
Form Started By: Colleen Lasher		Started On: 05/02/2011
Final Approval Date: 05/04/2011		

Councilmember      introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**Consider a Resolution Accepting the Resignation  
of a Finance Department Clerk Typist**

**WHEREAS**, Ms. Joan Smith works for the City as a part-time, regular Finance Department Clerk Typist, and

**WHEREAS**, Ms. Smith has submitted a letter of resignation effective May 31, 2011; and

**WHEREAS**, due to budget constraints staff is not requesting to fill this position at this time.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council of the City of Ramsey confirms the recommendation of the Personnel Committee to accept Joan Smith's resignation from her Clerk Typist position in the Finance Department;
- 2) That the effective date of Ms. Smith's resignation is May 31, 2011.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember      , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 31<sup>st</sup> day of May 2011.

**Personnel Committee**

4. 2.

**Meeting Date:** 05/10/2011

**By:** Colleen Lasher, Administrative Services

**Title:**

Consider a Resolution to End the Probationary Period of the Accountant I.

**Background:**

Ms. Cindy Nelson was hired for the position of Accountant I on November 29, 2010 and was subject to a six-month probationary period. Ms. Nelson has successfully completed the required six-month probationary period and the Finance Director recommends retaining her as the city's full-time regular Accountant I.

**Notification:**

**Observations:**

**Recommendation:**

To remove Ms. Cindy Nelson from probation effective May 29, 2011 and retain her as the full-time regular Accountant I.

**Funding Source:**

There are no additional funds required to remove Ms. Nelson from probation.

**Council Action:**

Motion to approve resolution 11-05-XXX which confirms the recommendation of the Personnel Committee to remove Ms. Cindy Nelson from probation and retain her as the City's full-time regular Accountant I.

**Attachments**

Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
05/04/2011 02:24 PM  
Started On: 05/01/2011

Form Started By: Colleen Lasher

Final Approval Date: 05/04/2011

Councilmember        introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**RESOLUTION ENDING THE PROBATIONARY  
PERIOD FOR THE ACCOUNTANT I**

**WHEREAS**, Ms. Cindy Nelson was hired for the position of Accountant I on November 29, 2010 and was subject to a six-month probationary period; and

**WHEREAS**, Ms. Nelson has successfully completed the required six-month probationary period; and

**WHEREAS**, the Finance Director recommends removing Ms. Nelson from probation effective May 29, 2011, and retaining her as the full-time regular Accountant I.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Motion to approve resolution 11-05-XXX confirming the recommendation of the Personnel Committee to end the probationary period for Cindy Nelson, effective May 29, 2011 and retain her as the full-time regular Accountant I.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember        , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council on the 31<sup>st</sup> day of May, 2011