

**PERSONNEL COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Personnel Committee conducted a regular meeting on Tuesday, February 12, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jason Tossey  
                            Councilmember Mark Kuzma  
                            Mayor Sarah Strommen (Alternate)

Members Absent:     Councilmember Randy Backous

Also Present:         City Administrator Kurtis Ulrich  
                            Human Resources Manager Colleen Lasher  
                            Police Chief James Way  
                            Parks and Assistant Public Works Superintendent Mark Riverblood  
                            Public Works Superintendent Grant Riemer  
                            Development Services Manager Timothy Gladhill  
                            Management Analyst Patrick Brama  
                            Councilmember John LeTourneau  
                            Councilmember Chris Riley

**1.     CALL TO ORDER**

Chairperson Tossey called the regular meeting of the Personnel Committee to order at 5:00 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to approve the agenda as submitted.

Motion carried.   Voting Yes:   Chairperson Tossey, Councilmembers Kuzma and Strommen.  
Voting No: None.

**4.     COMMITTEE BUSINESS**

**4.01:   Discuss Municipal Center Meeting Room Revenue for Building Maintenance Staffing Needs**

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and discussion at the January 22, 2013, meeting relating to the need to hire a part-time building maintenance worker to meet the public demand for meeting space within City Hall. He presented the proposed rates, noting there is opportunity to lower rental rates for resident with modest increases for rental rates to non-residents. The item is now before the Personnel Committee to receive the additional information provided relating to existing revenue generated by meeting room rental and to better align the real cost of providing public rooms with the cost of maintenance. Parks and Assistant Public Works Superintendent Riverblood indicated this item will be discussed by the full Council at the upcoming Work Session.

#### **4.02: Consider a Resolution to Address Building Maintenance Staffing Needs**

Human Resources Manager Lasher reviewed the staff report, past consideration by the Personnel Committee, and recommendation to hire a regular part-time building maintenance worker.

City Administrator Ulrich noted this will replace the position recently vacated.

Chairperson Tossey asked if the decision of whether to fund the salary will be based on Council's future discussion and revenue raised.

City Administrator Ulrich advised there is a \$3,000 gap to fill and with information presented by staff it has been determined that gap will be reached by amendments to the Policy, subject to Council approval. The alternative is to use the temporary allocation budget for temporary employees.

Chairperson Tossey stated he had previously asked questions of staff relating to why this position was needed and based on their input, finds this is a needed position.

Motion by Chairperson Tossey, seconded by Councilmember Kuzma, to recommend that the Council adopt a Resolution to approve hiring Mr. Jeff Strelow as a regular part-time building maintenance worker, at Step 1 of the 2012 wage scale at \$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week on occasion, as necessary, and determined by the Public Works Superintendent and approved by the City Administrator.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Strommen. Voting No: None.

#### **4.03: Discussion Regarding 2013 Union Contract Negotiations for AFSCME, LELS-Patrol and LELS-Sergeants (Discussion Closed to the Public)**

Human Resources Manager Lasher reviewed the staff report.

Ms. Lasher advised that under Minnesota Statutes, Section 13D.03, the meeting can move into closed session to discuss labor negotiations strategy for the City's union contracts. She indicated closed session discussion will relate to 2013 negotiations for AFSCME, LELS-Patrol and LELS-

Sergeant union contracts. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Motion by Chairperson Tossey, seconded by Councilmember Kuzma, to move to Closed Session to discuss acquisition negotiations.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Strommen. Voting No: None.

The City Council meeting moved into a Closed Session at 5:12 p.m.

The City Council reconvened in Open Session at 6:20 p.m.

Human Resources Manager Lasher stated the Personnel Committee held discussion and gave direction to staff.

#### **COMMITTEE INPUT**

None.

#### **ADJOURNMENT**

Motion by Councilmember Tossey, seconded by Councilmember Kuzma, to adjourn the regular meeting of the Personnel Committee.

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:21 p.m.

Respectfully submitted,

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Colleen Lasher  
Human Resources Manager

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*