

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

The Personnel Committee conducted a regular meeting on Tuesday, February 26, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jason Tossey  
                            Councilmember Randy Backous  
                            Councilmember Mark Kuzma

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  
                            City Clerk Jo Ann Thieling  
                            Development Services Manager Timothy Gladhill  
                            Mayor Sarah Strommen (Alternate)  
                            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 Backous, seconded by Councilmember Kuzma, to approve the agenda as submitted.

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

**4.     COMMITTEE BUSINESS**

**4.01:   Consider a Resolution to Promote the Management Analyst and Hire and Intern**

Human Resources Manager Lasher reviewed the staff report and support of the City Administrator to promote Management Analyst Brama to the position of Assistant to the City Administrator and to hire an intern to handle event specific work (i.e, Happy Days). She

indicated this position is not like the Deputy City Administrator's position. It was noted that since 2010, the City is down by five employees within Administrative Services and Community Development and Management Analyst Brama is familiar with both areas and worked with the EDA and other Boards and Commissions as well as other City-wide initiatives. In addition, Management Analyst Brama has exhibited exemplary service and holds a Bachelor's Degree in Planning and Community Development and a Master's Degree in Public Institutions. Human Resources Manager Lasher stated Management Analyst Brama averages at least 56-58 hours per week and is not eligible for overtime pay to complete necessary work. Mr. Brama is working beyond his current job class and is not well-aligned with the City's internal equity structure. Human Resources Manager Lasher noted the City is currently recruiting for an Economic Development Manager, which will alleviate some of Mr. Brama's workload but the Council is also terminating the contract with The COR Development Manager.

Human Resources Manager Lasher presented four alternatives to consider and the pros and cons of each. She indicated staff's recommendation is to promote Management Analyst Brama to the position of Assistant to the City Administrator, at Step 1 of the wage scale at \$27.91 per hour and to authorize hiring a part-time temporary Intern to work the equivalent of 20 to 30 hours per week at \$11.00 per hour for six months. The additional funding required to promote the Management Analyst, assuming a mid-March 2013 effective date, is approximately \$12,000 (85% General Fund / 15% HRA). The additional funding required to hire a part-time temporary Intern ranges from \$6,203 at 20 hours per week to \$9,305 at 30 hours per week. The total budget impact for the changes would not exceed \$18,203 to \$21,305. The 2013 budget, through current projected savings to the General Fund, would satisfy these funding requirements.

Councilmember Backous stated he thinks highly of Management Analyst Brama and knows he covers a lot of ground and well represents the City. However, some have expressed concern with the proposed title of this position and perception the City is top-heavy with administrators, which he wanted to avoid. Councilmember Backous stated he is not hung up on titles and it may not be an issue, but he would like the title discussed so it does not imply staff is becoming top heavy. Councilmember Backous stated he thinks the additional help is needed and this step is necessary to cover the work Management Analyst Brama is covering that requires 56-58 hours per week.

City Administrator Ulrich stated this position started at Management Analyst since it was an entry level position and did not imply the City's staff was top heavy. But since Management Analyst Brama started, he has advanced beyond that classification. He explained this is a typical step but appreciates the comment by Councilmember Backous that the public may not perceive the difference between "Assistant to the City Administrator" and "Deputy Administrator." He stated an "Assistant to the City Administrator" is still an entry level administrative position.

Councilmember Backous asked whether it is a typical step from the Management Analyst position.

City Administrator Ulrich answered in the affirmative.

Councilmember Backous asked where this would be in the pay scale, noting Management Analyst Brama has his Master's Degree and works well for Ramsey. He asked where this salary step would put him when compared to Assistant to the City Administrators in other communities.

Chairperson Tossey stated he agrees with Councilmember Backous that when he started on the Council, the public considered City staff to be top heavy and he would not want to give the impression the City has a lot of administrators when that is not the case. However, if this is a common title and known in public employment, he has no objection to the recommended promotion/title.

Human Resources Manager Lasher stated in researching with other municipal human resource managers, she found a range with the title "Assistant to the City Administrator." She stated she found it to be a good title for Management Analyst Brama's work tasks but in some communities it has an impression of being more secretarial/clerical related.

Councilmember Backous asked if it is hard to gauge where this salary fits with Ramsey's employees.

Human Resources Manager Lasher stated she is confident the recommended salary is a good fit and also for the duties being performed.

Councilmember Kuzma stated he thinks Management Analyst Brama works even longer hours than indicated in staff report. He stated he also does not want to give the illusion that staffing is top heavy but agrees this promotion is the standard next step.

Councilmember Backous noted it is a big jump in salary and though deserved, would ask if there is concern with the internal perception.

Human Resources Manager Lasher stated she received one question, which she addressed, and that person was in full agreement after receiving an explanation.

Chairperson Tossey asked if Management Analyst Brama's duties would be more involved with the HRA so those levied monies could be used towards the salary.

City Administrator Ulrich stated the Economic Development Manager position will be paid from the HRA and the Assistant to the City Administrator position could be partially funded depending on the activity level.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt a Resolution to authorize promoting Mr. Patrick Brama to the position of Assistant to the City Administrator at Step 1 of the Wage Scale, \$27.91 per hour, and authorize hiring a part-time temporary Intern to work the equivalent of 20-30 hours per week at \$11.00 per hour for six months.

Further discussion: Councilmember Kuzma stated his impression that the last intern paid \$7,000 to get the internship so he would ask if the City also pays a salary. City Administrator Ulrich

stated the City pays an intern level wage in the \$10-\$12 per hour range. Councilmember Kuzma stated when his daughter got an internship, they also paid for her to get it. Human Resources Manager Lasher explained that the IT Intern was for a nine-week period while that person was going to school so he was paying his tuition to go to school but those funds did not come back to the City.

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

#### **COMMITTEE INPUT**

None.

#### **ADJOURNMENT**

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

Motion carried.

The regular meeting of the Personnel Committee adjourned at 5:18 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.*