

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

The Personnel Committee conducted a regular meeting on Tuesday, April 23, 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
 Finance Director Diana Lund
 Parks and Assistant Public Works Superintendent Mark Riverblood
 Development Services Manager Timothy Gladhill
 Assistant to the City Administrator Patrick Brama
 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 5:30 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. COMMITTEE BUSINESS

4.01: Resolution to Hire an Economic Development Manager

Human Resources Manager Lasher reviewed the staff report and recommendation to hire Sean Sullivan as the City's Economic Development Manager. It was noted that Mr. Sullivan had worked for the City from 2000 to 2010 in an Economic Development Coordinator role and

continued in that role, increasing his credentials. Human Resources Manager Lasher indicated this case will be considered at tonight's City Council meeting.

Councilmember Backous stated he is glad Mr. Sullivan has a lot of TIF knowledge and asked why, in the Needs Analysis, Mr. Sullivan would be doing mostly EDA work but the position would be 60% funded by HRA funds.

City Administrator Ulrich stated it is primarily due to a major shift in the last budget to fund existing staff and keep the tax capacity rate at a certain level. He explained the HRA levy is outside the tax capacity rate so tasks more related to The COR were pulled into that budget. City Administrator Ulrich indicated it is anticipated to replace the Development Manager and it can be discussed if the HRA should be eliminated in favor of an EDA-type body.

Councilmember Backus stated he hopes most or all of TIF and HRA will be eliminated, which is of concern in covering this salary.

City Administrator Ulrich stated next year's budget can be adjusted because both the EDA and HRA have excess capacity to fund this position.

Finance Director Lund stated this position would be the Executive Director of the HRA, which was formerly held by Heidi Nelson and had been funded mostly from the HRA.

Councilmember Kuzma stated this can be addressed in next year's budget.

Chairperson Tossey pointed out that this position was preliminarily budgeted last September and approved in the final budget in December under the last City Council. This is not a new expenditure.

Motion by Councilmember Backous, seconded by Councilmember Tossey, to recommend that the City Council adopt Resolution #13-04-075, to hire Sean Sullivan as the City's Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

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

4.02: Resolution to Consider a Telecommuting Policy

Human Resources Manager Lasher reviewed the staff report and request that the City consider a Telecommuting Policy. She indicated this topic is under review by the League with mostly positive comments. Human Resources Manager Lasher explained how an employee can log into a Virtual Private Network (VPN) without security risk or compromising data. She referenced the draft policy and reviewed the purpose of this program, guidelines for participation, terms of agreement requiring signature, and it would result in no costs to the City. Human Resources Manager Lasher stated the recommendation is to direct staff to finalize the telecommuting policy

and to grant staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Councilmember Backous asked if there is a need for this option right now.

Human Resources Manager Lasher stated it was brought forward at the request of an employee who changed residence that resulted in a lot of commuting.

Councilmember Backous asked about the ability to track work and assure employees are being productive and working an eight hour day.

Finance Director Lund stated the request was made by Assistant Finance Director McAlpine. She explained that communication would be via e-mail and this position works on things like CAFR so it is not as interactive as other work tasks. She stated this employee is responsible for the City receiving the Certificate of Achievement and a valuable employee who makes a great contribution to the organization.

Councilmember Kuzma stated he is not in favor of considering this policy, at this time, and preferred to wait until the League concludes its study. His concern is that it will result in more employees making this same request and setting precedence.

Finance Director Lund stated Assistant Finance Director McAlpine is a valuable employee who brings a lot to the organization. In addition, there have been many staff cuts and losing this employee would result in a loss of service level to the City.

Chairperson Tossey stated irrespective of the employee making this request, the private sector has been doing this successfully for years. He stated this is not "reinventing the wheel" and in the Criminal Justice System, he is able to complete work tasks in a more efficient manner through telecommuting. He stated he thinks the public sector should be more efficient, noting that in the future, there may not be the need for as many employees due to telecommuting.

Mayor Strommen stated telecommuting is something more government entities are allowing including the State of Minnesota. She stated she has found this option helpful, especially during snow days where she can work from home instead of sitting in traffic to get to the office. Mayor Strommen stated VPN offers a more secure and efficient way to move and use files than saving data to a flash drive. She noted the policy would have controls on when it can and cannot be used and would allow important flexibility.

Councilmember Backous stated he remembers work before computers and it is hard for him to appreciate the value of this policy. However, he agrees that the City needs to continue to compete for top-level employees and that means competing with the private sector. Councilmember Backous stated he does not think that many employees will want to use this policy and there will be restrictions in the policy.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt a resolution directing staff to finalize a telecommuting policy and to grant

staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Further discussion: Councilmember Riley stated with regard to staying current with trends, Best Buy and Yahoo both went away from telecommuting due to lack of team work. Chairperson Tossey stated this will be considered on a case-by-case basis and depending on the work tasks, it will not work for all positions. Chairperson Tossey stated he supports trying this policy. Councilmember Kuzma stated he has not been exposed to this option in his job and would suggest a trial program. He stated he would not want someone denied the ability to telecommute and have it become a problem for the City. Chairperson Tossey agreed and noted it is not available to bargaining units. Finance Director Lund stated eight or fewer employees would be eligible for this option. Councilmember Backous asked if it will be included in job descriptions as they are updated, to say whether the position is or is not eligible for telecommuting. He stated the important thing is work product and the City as an employer still has the right to terminate for poor work product. Human Resources Manager Lasher noted the policy does state it would be a non-probationary employee that had a satisfactory performance review with no disciplinary action. City Administrator Ulrich stated he thinks this program is worth trying with the right reserved to revoke it at any time. Councilmember Backous stated he assumes there will be required days when the employee has to be at City Hall. Finance Director Lund stated it is in the policy that if she (Finance Director Lund) is on vacation or out sick or the employee is needed in the office, the employee will be required to be at the City Hall.

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

4.03: Resolution to Accept the Resignation of the Patrol Captain, Direct Staff to Begin a Promotional Process, and Authorize Staff to Recruit for a Replacement Patrol Officer

Human Resources Manager Lasher reviewed the staff report and recommendation to accept the resignation of Patrol Captain Tim Dwyer, a 23-year employee who has accepted the Chief of Police position with the City of Cambridge. Staff also recommends the Personnel Committee direct staff to begin a promotional process and recruit for a replacement Patrol Officer. It was noted that this case will be considered by the City Council at its meeting tonight.

Motion by Councilmember Kuzma, seconded by Councilmember Backous, to recommend that the City Council adopt a Resolution #13-04-077 to accept the Patrol Captain Tim Dwyer's resignation; direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation; and recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process and to invite the Patrol Officer who is currently out on the extended medical leave to apply for the Patrol Officer position; subject to his ability to meet the minimum requirements of the Patrol Officer position.

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

COMMITTEE INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:00 p.m.

Respectfully submitted,

Colleen Lasher
Human Resources Manager

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.