

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

The Personnel Committee conducted a regular meeting on Tuesday, May 28, 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
 Fire Chief Dean Kapler
 Police Chief James Way
 Parks and Assistant Public Works Superintendent Mark Riverblood
 Public Works Superintendent Grant Riemer
 City Engineer Bruce Westby
 Development Services Manager Timothy Gladhill
 City Attorney William Goodrich
 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 Kuzma. Voting No: None.

4. COMMITTEE BUSINESS

4.01: Resolution to End the I.T. Specialist's Probation

Human Resources Manager Lasher reviewed the staff report and recommendation to end I.T Specialist Jason Fredrickson's probation and hire him as the City's full-time regular I.T. Specialist. It was noted this case will be acted upon by the City Council at its May 28, 2013, meeting.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt Resolution #13-05-089 to Remove Mr. Jason Fredrickson from Probation and Retain Him as the City's Full-Time Regular I.T. Specialist.

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

4.02: Resolution to Revise the Personnel Policy – Section 4.3 – Internal Recruitment Process

Human Resources Manager Lasher reviewed the staff report and read the specific proposed Personnel Policy revision language. She indicated staff recommends revising Section 4.3, Internal Recruitment Process, of the Personnel Policy so the following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters, and contracted individuals actively working at the Municipal Center. It was noted that casual employees and board and commission members are not eligible to apply during an internal recruitment.

Councilmember Backous suggested "casual employee" be defined within the Policy.

Human Resources Manager Lasher advised that it is already identified in the Policy.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt Resolution #13-05-090 to Revise Section 4.3 of the Personnel Policy – Internal Recruitment.

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

4.03: Resolution to Promote Two Police Department Employees

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to promote Bradly Bluml, effective May 29, 2013, to the position of Sergeant at Step 4, which is \$35.51 per hour and to promote Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at Step 4, which is \$39.78 per hour. The funding required for this action, including factoring in the wages and benefits for a replacement Patrol Officer, is a savings of \$28,451. It was noted this case will be acted upon by the City Council at its May 28, 2013, meeting.

Councilmember Backous stated there had been discussion on the Captain versus Lieutenant positions at the previous Personnel Committee meeting but he would like to hear comment from Police Chief Way.

Chairperson Tossey stated he believes, for the record, that this is an unorthodox action to go from a Sergeant to a Captain position; however, some of the problems with public employment is orthodoxy and if getting the best person for the job he would not oppose the recommendation.

Councilmember Kuzma stated a robust discussion was held on the pros and cons and because it is the recommendation of Police Chief Way, he will support the recommendation.

Chairperson Tossey stated this was considered when Lieutenant Caters was promoted to prepare a path for Police Chief Way to retire but due to problems with the split command, it made sense that if of equal positions, the chain of command would ultimately go to the Chief. Chairperson Tossey stated he knows Mr. Caters and thinks he is the right person for the position.

Police Chief Way stated he did talk with Chairperson Tossey about his concerns.

Motion by Councilmember Kuzma, seconded by Councilmember Backous, to recommend that the City Council adopt Resolution #13-05-091, to authorize staff to promote Bradly Bluml, effective May 29, 2013, to the position of Sergeant at Step 4, which is \$35.51 per hour and to promote Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at Step 4, which is \$39.78 per hour.

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

4.04: Resolution to Establish a Policy Regarding Non-Employee Interview Panel Participants

Human Resources Manager Lasher reviewed the staff report and recommendation to establish a policy that identifies non-employee interview panel participants. She presented four options for consideration: 1) City Administrator, including Councilmembers on the interview panel for city Administrator only; 2) City Administrator and Department Heads, including Councilmembers on the interview panel for City Administrator and Department Heads; 3) City Administrator, Department Heads, and positions serving as a liaison to a Board or Commission, including Councilmembers and the Chair/Vice-Chair of the representative Board or Commission; and/or, 4) Case-by-Case, and to establish the participants of the interview panel on a case-by-case basis as determined by the consensus at an earlier Work Session prior to the receipt of applications. It was noted that Option 4 is not recommended by staff. Human Resources Manager Lasher stated staff recommends following protocol: Participation of no-employee panel members will not be mandatory, if there is a scheduling conflict a designee may serve as an alternate, the interview schedule will not be delayed based on participant availability, all participants must be trained and Open Meeting Law applies.

Councilmember Backous agreed that Option 4 should not be considered. He stated support for Option 3, noting one of the strategic goals was to be more inclusive with Boards and Commissions and respect their time, expertise, and input.

Councilmember Kuzma agreed that Option 4 was not a good option. He agreed with Councilmember Backous and supported Option 3 since it includes more people and provides flexibility.

Chairperson Tossey stated Options 2 or 3 would be his preference. He stated as Chair of the Personnel Committee, he had no idea that Councilmembers were participating in the Economic Development Manager interviews. In addition, Mayor Strommen knew nothing about it. Chairperson Tossey stated the communication aspect needs to be improved so the Mayor and Personnel Committee Chair are aware of what is going on. He noted, with the last case (the recent Economic Development Manager interviews), one could make a case that all on the City Council had a stake in who was hired to run the City's economic development.

Councilmember Backous asked how to select which Councilmember would serve on the Interview Panel.

City Administrator Ulrich accepted responsibility to the lack of communication relating to the last issue and agreed it would be helpful to have an adopted policy. He suggested the matter come before the Personnel Committee or full City Council to determine who should be selected for the Interview Panel.

Councilmember Backous agreed it is important to make it not mandatory as some Committee chairs may not be interested but he would support extending the offer.

Human Resources Manager Lasher stated the City has to be cautious of the Open Meeting Law and it was brought to her attention by the League that many time people being interviewed do not want their current employer to know, which becomes awkward if the interview occurs during an open meeting.

Chairperson Tossey noted once a finalist, the applicant's name becomes public.

Human Resources Manager Lasher explained that after the person is considered a finalist (following second interview if two are held) then their name is public but other information is redacted and not made public. She stated she will write a resolution for Option 3 that will be considered by the City Council at its June 11, 2013 meeting.

It was the consensus of the Personnel Committee to recommend that the City Council adopt a Resolution to approve a policy regarding non-employee interview panel participations.

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 5:52 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.