

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

The Personnel Committee conducted a regular meeting on Tuesday, September 17, 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  
                            Fire Chief Dean Kapler  
                            Public Works Superintendent Grant Riemer  
                            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 End the City Engineer's Probation**

Human Resources Manager Lasher reviewed the staff report and recommendation of City Administrator Ulrich that Bruce Westby has successfully completed the required six-month probation period and to retain Mr. Westby as a full-time regular employee.

Chairperson Tossey asked whether unionized employees have a one-year or six-month probation.

Human Resources Manager Lasher stated probation is six months unless a Department Head, patrol officer, or fire fighter and then it is one year. She stated with patrol officers and fire

fighters, it has been one year because they need to complete full training. At this time, under the current organizational structure, the City Engineer is not a Department Head.

Councilmember Backous asked about the market rate for compensation and probationary period.

Human Resources Manager Lasher stated she is not familiar with probation periods used by other cities but with compensation, the City's rate is competitive and comparable.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt a Resolution finding that Bruce Westby has successfully completed the required six-month probation period and to retain Mr. Westby as a full-time regular employee.

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

#### **4.02: Resolution to Reclassify the IT Specialist to an IT Coordinator**

Human Resources Manager Lasher reviewed the staff report and options for consideration as follows: Option 1: Reclassify the current IT Specialist to an IT Coordinator effective October 12, 2013, at \$27.03 per hour and waive the six-month probation period; Option 2: Do not reclassify the IT Specialist, but instead promote him to IT Manager as is planned for October, 2013; or, Option 3: Do not reclassify the IT Specialist. Human Resources Manager Lasher stated staff recommends Option 1: Reclassify the current IT Specialist to an IT Coordinator effective October 12, 2013, at \$27.03 per hour and waive the six-month probation period.

Chairperson Tossey asked what is the current salary.

Councilmember Backous noted the case report indicates the additional funding is within the 2013 budget and 2014 funding has been accounted for in the preliminary budget.

Chairperson Tossey stated it appears this would result in an increase of about \$6 per hour.

Human Resources Manager Lasher explained if approved it will reclassifying this position at Step 1 of the IT Coordinator scale so it is a significant hourly increase.

Chairperson Tossey stated it is not correct to imply it is a difference of \$2,906 when it totals \$10,920 per year because of the reclassification.

Human Resources Manager Lasher stated she looked at it from the 2013 budget perspective and the effective date.

Councilmember Kuzma asked what is the competitive compensation with other cities.

Human Resources Manager Lasher explained that hiring at Step 1 at \$20.50 per hour was about \$4 per hour low for the market but explained that it was doable on a temporary basis since he would be assisted with higher level work by Police Captain Katers if needed, and there was the

support from LOGIS. Mr. Fredrickson had been an I.T. Intern here and very much enjoyed working for the City of Ramsey.

Councilmember Kuzma stated this employee is now trained and to lose him to another position, it would cost the City more to replace.

Human Resources Manager Lasher agreed and stated an IT Manager starts at approximately \$33 per hour.

Councilmember Backous asked about the current salary range.

Human Resources Manager Lasher stated it was \$4 per hour low on the low side of the salary range.

Councilmember Backous asked where the salary ranges come from.

Human Resources Manager Lasher stated the ranges are from the League of Minnesota Cities.

Councilmember Backous asked if this increase will bring the position above the low range.

Human Resources Manager Lasher stated if approved, it will take this position from Step 2 of IT Specialist to Step 1 of the IT Coordinator. She indicated Mr. Fredrickson meets and exceeds qualifications for the position of IT Coordinator and Step 1 is 80% of the full scale.

Chairperson Tossey asked about the parting salary of former IT Manager, Mr. Busch.

Human Resources Manager Lasher stated it was approximately \$39 to \$41 per hour at Step 6.

Chairperson Tossey asked that future staff reports of this type include an annualized dollar amount so the budget impact is clearly understood.

Human Resources Manager Lasher stated this position will also go from non-exempt to exempt and therefore not be eligible for overtime pay.

Motion by Councilmember Kuzma, seconded by Councilmember Backous, to recommend that the City Council adopt a Resolution to reclassify the current IT Specialist to an IT Coordinator effective October 12, 2013, at \$27.03 per hour and waive the six-month probation period.

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

#### **4.03: Resolution to Accept the Fire Marshal's Resignation**

Human Resources Manager Lasher reviewed the staff report and recommendation to accept the resignation of Fire Marshal Matt Kohner.

Fire Chief Kapler stated the Ramsey Fire Department is currently at a pivotal position in looking at consolidation because Ramsey has resources to offer that group of communities so it would be poor on his part to not look at a broad scope. He asked for additional time to evaluate and return with a recommendation for a position he thinks will bring the Fire Department into the future with some form of consolidation. Fire Chief Kapler stated he can have a recommendation available by the next meeting of the Personnel Committee.

Chairperson Tossey asked who will be doing inspections.

Fire Chief Kapler stated he will be doing inspections.

Human Resources Manager Lasher noted there will be a \$26,000 savings in the 2013 budget due to Mr. Kohner's departure that can be used, if needed.

Councilmember Backous asked if the entire organizational chart will be considered in the evaluation.

Fire Chief Kapler answered in the affirmative.

The Personnel Committee supported the request of Fire Chief Kapler for additional time to evaluate the organizational chart going forward based on possible changes with shared services.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt a Resolution accepting the resignation of Fire Marshal Matt Kohner.

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

#### **COMMITTEE INPUT**

None.

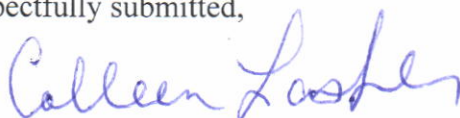
#### **ADJOURNMENT**

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 5:49 p.m.

Respectfully submitted,

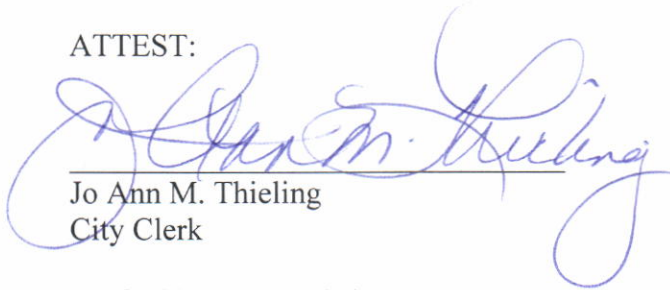


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Colleen Lasher

Human Resources Manager

ATTEST:



Jo Ann M. Thieling  
City Clerk

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