

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday April 23, 2013**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
  1. Resolution to Hire an Economic Development Manager
  2. Resolution to Consider a Telecommuting Policy
  3. Resolution to Accept the Resignation of the Patrol Captain, Direct Staff to Begin a Promotional Process, and to Authorize Staff to Recruit for a Replacement Patrol Officer
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 04/23/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Resolution to Hire an Economic Development Manager

**Background:**

At the February 12, 2013 meeting, the City Council motioned to approve a resolution directing staff to conduct a recruitment for an Economic Development Manager.

Staff conducted a recruitment based on the newly updated job description, including the addition of the Housing and Redevelopment Authority (HRA) duties and other updates necessary to best meet the needs of the City. Staff received fourteen applications; conducted six interviews and three candidates were interviewed a second time.

The top candidate, Mr. Sean Sullivan, was selected to advance in the recruitment process and was provided with a contingent job offer on April 9, 2013. Following that, Mr. Sullivan successfully passed the City's background check, reference checks and drug screen, as well as the work-style assessment.

It may be of interest to note that Mr. Sullivan worked for the City of Ramsey as an Economic Development Coordinator from 2000 to 2010 and is therefore very familiar with many of the City's current businesses, the economic development function, many City staff members and other professional contacts in the area. Since then, Mr. Sullivan has continued in his role as an economic development professional and has gained additional skills and credentials.

Note: This case will appear on the regular City Council agenda this evening.

**Notification:**

History: The City employed an Economic Development & Marketing Manager from November of 2010 through March 2012. This position was vacated in March 2012, following a resignation. In April 2012, the Assistant City Administrator/Community Development Director position was vacated. Both positions were significantly involved in Economic Development.

Since then, with the City Administrator's general oversight and support, the Assistant to the City Administrator (previously known as the Management Analyst) has been covering many of the City's economic development duties; the Finance Director has been covering the Tax Increment Financing district responsibilities; and the EDA consultant Mike Mulroney has assisted with various economic development projects, as needed.

A needs analysis was conducted for this position. Based on results of that analysis, staff recommended that a full-time Economic Development Manager be hired to perform the City's economic development function. This position would be responsible for the development and implementation of economic development, programs, and services for both commercial and industrial businesses. Without this position it would be very difficult to attain many of the City Council's strategic goals; many of which focus on economic development.

Staff proposed a slight restructure of the position from Economic Development & Marketing Manager to Economic Development Manager to allow this position to focus specifically on economic development. The restructure would place more emphasis on real estate and development transactions such as negotiating and securing property purchases for the purposes of development and redevelopment; as well as transferring much of the marketing and communications component (via electronic and printed media) to the Assistant to the City Administrator. Lastly, staff proposed continuing the Assistant to the City Administrator's role of assisting in some economic development

duties in order to ensure continuity with internal and external customers, and to provide proactive back-up staffing for this important function.

**Observations/Alternatives:**

Staff recommends this hiring as the best way to properly address the City's economic development priority.

The Council may deny or postpone action on this recommendation to allow further review. However, neither of these alternatives allow this position to be hired in a timely manor.

**Recommendation:**

To make a motion, which upon City Council approval, will authorize hiring Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour (step 4 of the 2013 wage scale) with a credit of 5 vacation days for a mid-career hire.

**Funding Source:**

The annual funding required for this position, based on salary (step 4) and benefits is approximately \$91,895 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

**Council Action:**

Motion to approve resolution #13-04-075, to hire Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

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**Attachments**

Resolution

Needs Analysis

EDA Minutes 01-2013

Personnel Committee Minutes

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

04/18/2013 03:03 PM

Form Started By: Colleen Lasher

Started On: 04/15/2013 09:02 AM

Final Approval Date: 04/18/2013

Councilmember      introduced the following resolution and moved for its adoption:

**RESOLUTION #13-04-075**

**RESOLUTION TO HIRE AN ECONOMIC DEVELOPMENT MANAGER**

**WHEREAS**, at the February 12, 2013, City Council meeting, staff was authorized to conduct a recruitment process to fill the Economic Development Manager position; and

**WHEREAS**, a recruitment process was conducted and six candidates were interviewed; and

**WHEREAS**, Mr. Sean Sullivan has been selected as the top candidate for the Economic Development Manager position; and

**WHEREAS**, staff has completed the necessary background checks and is recommending that Mr. Sean Sullivan be hired as the City's Economic Development Manager at \$37.45 per hour, effective on or near May 28, 2013, with a credit of five vacation days.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution #13-04-075, to hire Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member,      , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 23<sup>rd</sup> day of April 2013.

# Needs Analysis for Vacant and New Positions

## Position: Economic Development Manager

### 1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

The Economic Development Manager position plays a key role in preserving and ensuring the growth of the City's tax base in its industrial and commercial sectors. This tax base and job creation has a direct relationship to the financial health of the City and our opportunities for continued growth into the future. At no time greater than the present have our efforts in retaining and attracting businesses to the community been more important. Our local businesses require our support and advocacy in ensuring that they survive this downturn in the economy. The following is a summary of key responsibilities of the Economic Development Coordinator:

#### **Staff Liaison to EDA:**

- Provide staff support to Economic Development Authority, prepare agendas, cases for consideration, follow-up on direction, manage projects, develop annual work plan and goals, act on initiatives established.

#### **TIF and Job Creation Reporting/Tracking:**

- MBAF reporting for job creation. due annually April 1 – Reporting on job creation from subsidies awarded.
- TIF reporting due annually August 1- Report summary of expenditures for year prior.
- Manage escrow accounts – Manage escrow accounts for past industrial projects.
- TIF Analysis, projections and runs

#### **Economic Development and Marketing Events:**

- Business Expo
- Business Appreciation Day
- Business Network Meeting and Small Business Seminar

#### **Business Retention and Relationship Management:**

- Business Retention – Coordinate appointments to meet and greet businesses on a regular basis. This is important during these tough economic times to meet with businesses and ask if there is anything the city can do to help. It is critical to stay in touch with our local businesses during this time to identify assistance that can keep them in business, identify opportunities to partner or collaborate, provide good analysis for business expansion.

#### **Property Management:**

- Property management (including RALF properties):
  - Develop property profiles, conduct property analysis, market, manage records
  - Negotiate leases, sales, acquisitions and assist formation of agreements
  - Coordinate maintenance

## **Communications and General Information**

- Provide expertise, guidance and information on economic development tools, programs and incentives.
- Bank Network Group – Participate and provide an update to the group regarding economic development activity in the City.
- EDA Website – Work with the Management Analyst to update listings as brokers provide new information
- Update MNPRO site and listing information. This is done at a minimum twice a year and when the most current tax info is available.
- Current Business List – Work with Chandra Kreyer, PD to keep list current. Try to get out and verify vacancies and be sure to coordinate when a new business moves in.
- Develop and Maintain EDA Map – map of properties that should be looked at for purchase, redevelopment, clean up, etc.
- There are numerous key projects that the Management Analyst is in the midst of shepherding, including new development, expansion and retention. The following is a summary of the projects that will need to see that continued effort on behalf of the City’s economic development to come to fruition:

Currently, the City’s Management Analyst is shepherding a number of projects, programs and Economic Development functions for the City. Upon hiring an Economic Development Manager, a number of projects will transition from the Management Analyst to the new position. Projects include:

- Demolition/Redevelopment of EDA owned property, 8020 147<sup>th</sup> Ave NW
- Demolition/Redevelopment of City owned property, 15153 Nowthen Boulevard NW
- Negotiate Sale of City Owned Property, 14280 Azurite
- 167<sup>th</sup> Ave and Highway 47 Commercial Node, consider City/EDA involvement
- Follow up with a number of prospects:
  - Anderson Dahlen
  - Minnesota Tool & Die
  - B&F Fastener
  - Diamond Graphics
  - MMI EDA Martin
  - Vision Ease Lens
  - NAU Country
- Projects outlined in EDA workplan

## **2. Is the position critical?**

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is “critical” to providing high-quality services to residents, business owners and/or employees:

**a. Explain how this position is key to achieving the strategic goals identified by the City Council.**

Strategic Goals – 2012

- Review strategy for the sale of land in The COR
- Pursue change to Met Council policy regarding RALF lease revenue—that it be shared with the City or the City gets to keep it if there is no plan to improve US10 or figure out a plan to convert those dollars to support funding Armstrong Interchange
- Review Economic Development effort for business recruitment, expansion, retention-assess value of efforts (evaluate smoke stack chasing and grow your own)
- Review City facilitation efforts to help businesses grown—assistance with identifying lending, funding, help through the process of expanding or developing a new business
- Facilitate review of costs of operating a business: example provide information about how to reduce assessed value of a property, other operational expenses of businesses
- Consider additional commercial nodes (167/47 and Armstrong/181)

**b. Can the duties be re-engineered or automated? Please explain.**

While there are technical skills necessary for the economic development function of the city, the art of establishing and building relationships with the business community is the most important component of economic development for the city. This position is a resource for the business community for retention, expansion and bringing new businesses to the city.

**c. Can the duties be reassigned temporarily or permanently? Please explain.**

No

**d. Can the position remain unfilled temporarily or permanently? Please explain.**

No

**e. Can the position be filled internally**

Staff would recommend conducting a broad, external recruitment process to capture the public and private sector development experience the focus of this position as redefined.

**f. What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?**

The impact of not filling this position is significant to the economic vitality of the City of Ramsey. It is imperative that the City continue to support the work of the EDA to grow our industrial sector, expand our commercial offerings and attract office users. This has a direct relationship to our tax base and the ability to grow our future tax base which supports the general fund budget operations.

**g. Can the service provided be reduced, eliminated, or contracted out?**

Since the departure of the Economic Development & Marketing Manager left, existing staff has absorbed much of the work load as well as utilizing consultant Mike Mulroney for assistance with various EDA projects. It is staff's opinion that this is a key role for the City that has a direct relationship to the economic vitality of the City and our ability to grow tax base. While consultants help to meet the needs for project specific work, having a full-time Economic Development staff member in house is a

much more efficient and cost effective way to ensure that the needs of the business community are being addressed and relationships are being maintained. See Attachment for a summary list of current duties.

**h. What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)**

The budgetary impact of not replacing this position is the potential loss of tax base or the inability to increase tax base due to lack of position to shepherd and encourage expansion and retention and new businesses in the community. In addition, it is staff's opinion that there is a high risk of burn out of existing staff due to the work load being spread too thin to be effective.

**i. What are the circumstances that warrant the creation of this new position?**

This is not a new position.

**3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?**

If the (salary & benefits) starting salary for this position is \$87,210 (TIF @ 20%, EDA 20%, HRA 60%).

**ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, January 10, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Chris Riley  
                          Member John LeTourneau  
                          Member Wayne Skaff  
                          Member Jim Steffen (arrived at 7:35 a.m.) – Elected Chair 1/10/13  
                          Member Kristine Williams

Members Absent:     None

Also Present:        Patrick Brama, Management Analyst  
                          Kurt Ulrich, City Administrator  
                          Colleen Lasher, Human Resources Manager

**1.     CALL TO ORDER**

Chairperson Riley called the Economic Development Authority meeting to order at 7:32 a.m.

**2.     APPROVE AGENDA**

Chairperson Riley noted the addition of agenda item 4.07 – EDA staff position discussion.

Motion by Member Skaff, seconded by Member Williams, to approve the agenda as amended.

Motion carried. Voting Yes: Chairperson Riley, Members Skaff, Williams, and LeTourneau.  
Voting No: None. Absent: Member Steffen.

**3.     APPROVE MINUTES**

**3.01:   Approve Meeting Minutes Dated December 13, 2012**

Motion by Member LeTourneau, seconded by Member Skaff, to approve the minutes dated December 13, 2012.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Skaff, and Williams.  
Voting No: None. Absent: Member Steffen.

**4.     EDA BUSINESS**

**4.01:   Election of Officers**

Management Analyst Brama stated the EDA is comprised of five at-large members and two members appointed by the City Council and the City Council recently appointed Councilmembers LeTourneau and Riley to the EDA, resulting in two at-large vacancies on the EDA which will be filled in April by City Council appointment.

Motion by Member Skaff, seconded by Member LeTourneau, to elect Jim Steffen as Chairperson of the EDA.

Motion carried. Voting Yes: Chairperson Riley, Members Skaff, LeTourneau, Steffen, and Williams. Voting No: None. Absent: None.

Motion by Member Williams, seconded by Member LeTourneau, to re-elect Wayne Skaff as Vice Chair/Treasurer of the EDA.

Motion carried. Voting Yes: Chairperson Riley, Members Williams, LeTourneau, Skaff, and Steffen. Voting No: None. Absent: None.

Chairperson Steffen then presided over the remainder of the meeting.

#### **4.02: Discuss Future Land Use Options for the General Business District Node at 167<sup>th</sup> Avenue and Trunk Highway (TH) 47**

Management Analyst Brama stated this property has struggled to remain economically viable and the City has conducted a number of studies in the past including a TIF study. He indicated the City has been contacted regarding the property at 6001 167<sup>th</sup> Avenue and one user has expressed interest in establishing a gun range/archery range on the site; staff will be meeting with this user on January 11<sup>th</sup>. He stated the other user has expressed interest in establishing a metal and/or clothing recycling facility on this site. He noted the City also received an inquiry from the property owner regarding a possible rezoning which, by law, would require the neighboring properties to be rezoned. He advised the gun range/archery range and recycling facility would require a zoning amendment and these uses cannot be conditional uses. He stated the City was also approached about the property at 5909 167<sup>th</sup> Avenue for a possible day care center and this use is allowed under existing City Code. He stated the Planning Commission and City Council will be reviewing this property from a zoning perspective to determine whether to rezone this node and the surrounding properties or whether to permit an overlay district. He requested input regarding the EDA's role in this matter as outlined in the staff report.

Member LeTourneau stated he was pleased to see this item on the agenda and encouraged the EDA to carefully review the issue and resist doing something that is reactionary versus visionary. He indicated he would like to see further efforts on the master planning aspect of this rather than introduce uses to the site that would require zoning changes.

Chairperson Steffen requested further information regarding staff's recommendation.

Management Analyst Brama explained that any master planning effort would be coordinated by the Planning Division and reviewed by the Planning Commission/City Council and the EDA

would remain in a supportive role. He added that because users have come forward expressing an interest in the property, it is the responsibility of the Planning Division to make a recommendation regarding the potential uses.

City Administrator Ulrich stated the Planning Commission and City Council would review any rezoning request and the EDA would not be involved in the rezoning request. He noted the EDA can recommend that the current zoning not be changed until a Comprehensive Plan is completed.

Member Riley stated his agreement with staff's recommendation and felt the proposed uses would help make the site economically viable.

Member Williams agreed with the recommendation to play a supportive role but expressed concern about the proposed uses adding that the proposed recycling center is not consistent with the vision previously discussed for this node and is not consistent with the retail uses located across the street. She was concerned about the Planning Commission making a decision on this node without the EDA weighing in on the matter or at least providing input as to why the EDA does not feel the uses are consistent with the vision for this site.

Discussion ensued regarding the proposed uses and the EDA's continuing role in the development of this node.

Chairperson Steffen expressed concern regarding a day care center next to a gun range.

Member Riley stated the City should make this property a priority to make it economically viable and stressed the importance of maintaining flexibility and not rezoning the property to anything that would limit the City in the future.

Member Williams stated the City should remain cognizant of the significant investment by the property owner across the street and felt the EDA should support the current zoning and any retail uses that comply with current zoning. She also felt the EDA should state it does not support light industrial on the site. She added the market has not supported redevelopment on this site until recently and suggested the EDA focus on comprehensive planning efforts in 2013.

Management Analyst Brama advised that staff will prepare a summary of the EDA's comments and concerns for presentation to the Planning Commission and City Council which indicates that the EDA is interested in the long term viability of this commercial node and is interested in what happens with the existing users as well as the overall use of the site but is concerned about the proposed uses and proposed rezoning request.

#### **4.03: 2013 Annual EDA Business Expo and Consideration of Annual Outdoor Expo/Event (RV)**

Management Analyst Brama explained that planning is underway for the Annual Business Expo scheduled for May 4, 2013, at the Fountains of Ramsey. He stated that staff contacted the local RV dealerships about joining this expo and all of the RV dealerships indicated they were interested; since that time, the RV dealerships have proposed a separate event that would allow the dealerships to remain at their locations and presented a draft of a proposed "Great Outdoors

Sale Extravaganza of Ramsey.” He reviewed costs and staffing resources needed for an additional event and requested input from the EDA regarding adding another event as requested by the RV dealerships.

Member Skaff noted it was the EDA’s intention to invite the RV dealerships to the annual business expo to provide the RV dealerships with exposure to their businesses. He stated he would be okay with the RV dealerships bringing in a couple of their units to the business expo and the City could offer a map of the RV dealership locations to people attending the expo.

Chairperson Steffen agreed and stated he would prefer that the City move forward with the business expo and invite the RV dealerships to participate.

Member Riley agreed and stated he would encourage the RV dealerships to hold their own outdoor sale event. He suggested that the City continue to work with the RV dealerships on promoting their dealerships at the business expo.

It was the consensus of the EDA to direct staff to move forward with the traditional business expo.

#### **4.04: Business Retention Program Update**

Management Analyst Brama advised that 17 business visits have been completed and three business visits are scheduled for today, including Life Fitness, Lakes Region RV, and Arrow Components Corp. He indicated that a summary of the meetings will be contained in the February EDA agenda.

#### **4.05: Updates: Old City Hall Development (data center), Nordvick Property Demolition, Kuro Fitness RLF, 6701 Highway 10, Windsorwood Sale, 8019 146<sup>th</sup> Ave.**

Management Analyst Brama advised that a change order request will be submitted for the Nordvick property demolition for removal of an oil separation tank. He stated that further details regarding the change order will be provided at a later date. He advised that the shovel ready application for the old City Hall site will be submitted next week. He added that the cost-benefit analysis for this site will be presented in February.

#### **4.06: Prospect Update**

This item was noted but not discussed.

#### **4.07: EDA Staff Position Discussion**

Human Resources Manager Lasher presented the draft job description for the EDA staff position.

City Administrator Ulrich stated one of the primary changes to the job description from the former position includes the requirement for real estate expertise.

Member Riley indicated he had some suggested revisions and would provide them to staff.

Human Resources Manager Lasher stated that staff hopes to post the position by February 4<sup>th</sup> with an early May hire date. She indicated that City policy allows the City Administrator to make the decision whether to post the position internally prior to posting the position externally and it is recommended that the City use one recruitment period and invite internal applicants to apply if interested. She stated that she would be conducting interviews along with City Administrator Ulrich and Development Services Manager Gladhill. She added that second round interviews may include City Councilmembers if desired by the City Council.

Chairperson Steffen stated he would prefer to have Councilmembers included in the interviews.

Human Resources Manager Lasher invited the EDA members to forward any comments or questions regarding the job description and stated the City will advertise through the EDA Association, City website, League of Minnesota Cities, cable TV, and City email notifications.

## **5. Member/Staff Input**

City Administrator Ulrich stated that the City Council approved the hiring of an organizational assessment consultant and the EDA members will be contacted to obtain input on the survey. He advised that the City will hold a joint City Council meeting with the City of Anoka on March 11<sup>th</sup> to discuss Highway 10 and other mutual issues. He also advised that the Wiser Choice property was on the HRA agenda this week and was continued to the January 22<sup>nd</sup> meeting after further follow-up by staff. He stated that Riverdale Drive is moving forward and a feasibility study was presented to the City Council.

Chairperson Steffen stated he visited Kuro Fitness on Saturday and they were getting ready to open on Monday.

## **6. Adjournment**

Motion by Member Skaff, seconded by Member LeTourneau, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, LeTourneau, Riley, and Williams. Voting No: None. Absent: None.

The regular meeting of the Economic Development Authority adjourned at 8:59 a.m.

Respectfully submitted,

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Kurtis G. Ulrich, City Administrator

ATTEST:

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Patrick Brama, Management Analyst

Draft by Barbara Hughes (*TimeSaver Off Site Secretarial, Inc.*)

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

The Personnel Committee conducted a regular meeting on Tuesday, January 22, 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  
                            Police Chief James Way  
                            Public Works Superintendent Grant Riemer  
                            Development Services Manager Timothy Gladhill  
                            Management Analyst Patrick Brama  
                            Interim Engineer Shane Nelson  
                            Mayor Sarah Strommen (Alternate)  
                            Councilmember David Elvig  
                            Councilmember John LeTourneau  
                            Councilmember Chris Riley

**1.     CALL TO ORDER**

Councilmember Tossey called the regular meeting of the Personnel Committee to order at 5:01 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 Select a Chairperson and Alternate Chairperson for the Personnel Committee**

Councilmember Tossey called for nominations for Personnel Committee Chairperson.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend the City Council adopt the Resolution Appointing Councilmember Tossey as 2013 Personnel Committee Chairperson.

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

Chairperson Tossey called for nominations for Personnel Committee Alternate Chairperson.

Motion by Chairperson Tossey, seconded by Councilmember Backous, to recommend the City Council adopt the Resolution Appointing Councilmember Backous as 2013 Personnel Committee Alternate Chairperson.

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

#### **4.02: Consider a Resolution to Accept a Paid-on-Call Firefighter's Resignation**

Human Resources Manager Lasher reviewed the staff report and recommendation of Fire Chief Kapler to accept the resignation of Cory Helgoe and recruit for this position upon the next regular Firefighter recruitment.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution confirming the recommendation of the Personnel Committee to accept paid-on-call Firefighter Cory Helgoe's resignation and to recruit for this position upon the next regular Firefighter recruitment.

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

#### **4.03: Consider 2013 Fire Officer Selections**

Fire Chief Kapler reviewed the staff report and recommendation for 2013 Fire Officer selections, noting the terms are staggered to assure Fire Department stability and firefighter opportunity. He explained why one position for Lieutenant 3 will remain vacant at this time. It was noted that while there is a financial impact, there is not a budget impact.

Councilmember Backous requested additional detail on the role of the Captain Lieutenant.

Fire Chief Kapler explained there are administrative responsibilities, requiring monthly reports, in addition to command responsibilities. An educational requirement was added several years ago, which he thinks also shows the gauge of the firefighter's desire for the position.

Councilmember Kuzma asked who acts as command when a call is received.

Fire Chief Kapler explained the Chief Officers, when available, respond. In addition, they rotate through positions to create a duty officer response with the goal of getting them into a command position, which has worked out well.

Councilmember Backous asked who is assuming the duties of the Lieutenant 3 position.

Fire Chief Kapler stated the first meeting of the officers was held several weeks ago and those duties were divided amongst others. He stated it is his goal to recruit for that position this year.

Chairperson Tossey asked if the educational requirement is on the firefighter's own time.

Fire Chief Kapler explained the Fire Department pays for the class but it is on the firefighter's own time.

Human Resources Manager Lasher asked if the Personnel Committee would be open, in the interest of staff time, to not have the case come back for additional consideration once Fire Chief Kapler identifies a Lieutenant 3 in consultation with the City Administrator.

Councilmember Backous asked if the case would be considered as a Council Consent Agenda item.

Human Resources Manager Lasher answered in the affirmative.

The consensus of the Personnel Committee was that the case would not have to come back for additional consideration.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council accept Fire Chief Kapler's recommendation for 2013 Fire Officer Selections.

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

#### **4.04: Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments**

Human Resources Manager Lasher reviewed the staff report and options for 2013 health and life insurance and cost of living adjustment for the City's 21 non-union employees.

Councilmember Backous asked what are the numbers for each health option.

Human Resources Manager Lasher stated this is the second year in a row with zero enrollment in the 100% co-pay plan. The City's options are locked on that plan to promote more consumer driven health care choices. She advised that of employees enrolled in the single plan, about 75% take the highest deductible option of \$4,000. The City covers the cheapest single premium in

full. Human Resources Manager Lasher advised a handful of employees take the \$1,500 deductible but for employees not claiming single (employee plus spouse/children/family) the \$2,500 plan is popular.

Councilmember Backous stated it is supported by the employee because each gets a contribution of almost \$2,000 into their Health Reimbursement Account (HRA).

Human Resources Manager Lasher explained the amount of HRA contribution is a City decision and had been based on the deductibles and indexed each year. Ramsey has been with an HRA for six years.

Councilmember Backous asked whether employees understand an HRA is the City's money, not like a Health Savings Account (HSA) where the funds go with the employee.

Human Resources Manager Lasher clarified the money going into the HRA is the employee's money, even though not an HSA.

Councilmember Backous explained HRAs are more of an accounting entry and the funds stay with the employer so that aspect needs to be discussed.

Chairperson Tossey noted an HSA is a savings account so it is employee funded. An HRA involves reimbursement of the employee's expenses, once submitted.

Councilmember Backous stated he is 100% against offering the ability to opt out because they are voluntary benefits. If the employee does not take the benefit, he would oppose paying them.

Councilmember Kuzma asked whether there is a savings to the City when employees opt out.

Human Resources Manager Lasher explained it would be an estimate because the City does not know what an employee will decide to do, but she believed it would be a savings to the City of \$2,200.

Chairperson Tossey stated he had been approached by a retired police officer about this matter and asked if there is a penalty if each spouse has insurance.

Councilmember Backous explained that type of restriction probably involved a coordination of benefits clause written into the insurance plan.

Councilmember Kuzma stated it is a benefit if you are an employee and if the employee does not want the benefit, he would not oppose them receiving a cash check if it results in a savings to the City.

Human Resources Manager Lasher advised the City has these rates as long as it stays with LOGIS because it will remain in the large group. It would only be a consideration if the City decides to leave LOGIS and less than 50 people are covered.

Councilmember Backous felt offering an opt out could endanger the City's ability to get group rates and philosophically he found it wrong to pay people for not taking a voluntary benefit. He noted if it saves the City money, those funds can be better used elsewhere.

City Administrator Ulrich noted another option is to not offer a cash benefit but a contribution to the HSA or different coverage such as deferred compensation.

Councilmember Backous stated another option is to offer more life insurance.

City Administrator Ulrich stated the City needs to be careful if LOGIS changes and an employee is penalized if they opt out.

Chairperson Tossey asked how the employee would have an HRA if not accepting the benefits. He stated he does not want to jeopardize the City's future coverage or impact the employee's coverage, but he would support an opt out if it is cheaper for the City in the long run.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution to increase the non-union wage scale by one percent.

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

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt Resolution #13-01-XXX to approve the non-union City's health insurance contributions as detailed in the staff report.

Further discussion: Councilmember Backous pointed out that the City's health insurance plan is a "very rich plan" and a good benefit to employees. It is not a typical type of plan and he would like employees to be aware of that fact. Human Resources Manager Lasher stated her understanding that this rate structure, among municipalities, is common and that the private sector is completely different. Councilmember Backous stated he supports the plan since the City needs to compete for municipal employees.

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

Chairperson Tossey asked the Committee to next discuss the option to waive health insurance in exchange for a cash benefit (opt out). He asked if this needs to be decided tonight.

Human Resources Manager Lasher explained it does not need to be acted on tonight but in order to make this change, it would be a mid-year election/policy change. She stated she has consulted with the City's benefit broker in case employees want to make this qualified status change. Human Resources Manager Lasher noted that many employees have spouses with benefit years renewing February 1 so their spouses are now in open enrollment, which would be the best time to allow them to take advantage. Otherwise, employees cannot take advantage until 2014 unless there is a status change.

Councilmember Backous pointed out that if the spouse's employer's coverage changes significantly, a status change is allowed. He asked if the City has noticed any problem by not offering a cash payment in lieu of benefits.

Human Resources Manager Lasher advised that employees have wanted this option for a long time and in some cases, depending on their spouse's plan, there is either first dollar coverage or there is not. With the police officer who wanted this benefit, it was because if the officer stayed on the City's plan, he was forced to meet the \$4,000 deductible before his spouse's plan would pick up anything.

Councilmember Backus stated the City cannot control the benefit their spouse receives.

Chairperson Tossey indicated the City has 12 employees already grandfathered in that get \$290 and asked how many more employees there will be.

Human Resources Manager Lasher advised that one more is currently waiving but does not get the benefit. In administration, she knows of three more.

Councilmember Backous noted the opt out results in the City paying the spouse's premiums and puts that risk on someone else. In addition, it takes the employee out of the City's pool, possibly hurting the City's status and rates.

Councilmember Kuzma stated he favors offering the opt out with the caveat that the employees agree to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Human Resources Manager Lasher noted the City is locked in through the end of 2016.

Chairperson Tossey stated the City could try this alternative and if there is an impact, change it.

Councilmember Backous cautioned the Committee that from a benefits standpoint, it is easy to give things but difficult to take them away.

Chairperson Tossey stated he would support allowing the opt out with the added language suggested by Councilmember Kuzma.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to offer the option to waive health insurance in exchange for a cash benefit conditioned on the employee agreeing to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Further discussion: Human Resources Manager Lasher advised that a few employees take the benefit only for VEBA since it is \$130/month.

Motion carried. Voting Yes: Chairperson Tossey and Councilmember Kuzma. Voting No: Councilmember Backous.

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

Human Resources Manager Lasher reviewed the staff report and recommendation to approve hiring Jeff Strelow as a regular part-time building maintenance worker, at Step 1 of the 2012 wage scale of \$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week, as determined by the Public Works Superintendent and approved by the City Administrator. All other personnel policies would apply and Mr. Strelow would be subject to a six-month probation.

Councilmember Backous asked what the City could do without as far as building maintenance tasks, such as not vacuuming as often.

Public Works Superintendent Riemer explained the main focus is coverage to offer to the public, not the activities, since someone needs to be in the building if meeting room spaces are in use.

Councilmember Backous asked about the City's policy to use City Hall meeting space.

Public Works Superintendent Riemer stated the City charges \$75 for the Lake Itasca Room if a resident and \$100 if not a resident. If after hours or on a weekend, there is an additional \$54/hour charge plus the rental rate.

Councilmember Backous asked how those rental rates compare to the City's maintenance expense.

City Administrator Ulrich noted the rental fee is waived for non-profits and community groups, which comprises a large percentage of the users.

Councilmember Backous stated if the non-profits/community groups are not within Ramsey, he felt the City should reconsider whether the rental fee should be waived.

Human Resources Manager Lasher answered the member's questions related to the salary and benefits that had been factored into the cost.

Councilmember Backous asked where rental revenues are deposited.

City Administrator Ulrich advised rental revenues go into the General Fund.

Councilmember Backous suggested rental revenues be used to fund building maintenance staffing needs.

Chairperson Tossey agreed since this position was not considered in the 2013 budget and will be a regular employee position. He stated he would like to know the rental revenues received when City Hall rooms are rented.

Councilmember Backous stated if the rental rates need to be adjusted, that can be considered.

Chairperson Tossey stated he cannot support this case until the Personnel Committee has more information on rental revenues.

With regard to reducing maintenance services, Police Chief Way noted a lot of people track into and out of the City Hall each day and if the flooring is not vacuumed regularly, the wear and tear on the carpet will be incredible. He noted if the maintenance staff is here, they are working on those tasks.

Chairperson Tossey indicated if this employee position is approved, he wants all rental fee revenue to go towards this expenditure.

City Administrator Ulrich asked whether staff should look at the rental rate fees in addition to the Rental Policy.

The Personnel Committee indicated in the affirmative, noting that report should be presented to the City Council.

Chairperson Tossey stated consideration of this item will be tabled until additional information is available.

#### **4.06: Consider a Resolution to Recruit for an Economic Development Manager**

Human Resources Manager Lasher reviewed the staff report, findings of the needs analysis, and recommendation to slightly restructure this position from Economic Development & Marketing Manager to Economic Development Manager to allow focus on economic development. Human Resources Manager Lasher recommended staff be authorized to begin the recruitment process for this position, noting funding is included in the 2013 budget.

Chairperson Tossey asked if this person would also be the new HRA Executive Director.

City Administrator Ulrich stated that is not necessarily part of this consideration but is a possibility since it would be 60% funded from that source.

Chairperson Tossey stated he would like the City Administrator to be focused on administration, not HRA/EDA activities. He stated this position was budgeted in 2013 but he wants to assure it includes HRA activities.

City Administrator Ulrich stated HRA is not currently in the job description, but it could be added since it is anticipated the position will work with the HRA. He stated the skills will include technical, real estate and development, and ability to negotiate and close real estate deals.

Chairperson Tossey noted the EDA paid some salary for the former HRA Executive Director and while he would like the HRA to be “gone,” in the mean time he wants to assure this position can take over that role. That was his intention when he supported including it in the 2013 budget.

Councilmember Backous asked if the City is being realistic in expecting to attract an employee with development and real estate abilities at a salary of \$67,000 (\$32/hour) plus 30% for benefits.

Human Resources Manager Lasher stated that is a great question. She noted the recommendation is Step 1 of the scale, which is competitive, but in order to retain Mr. Backman, he was hired at Step 3.

Chairperson Tossey asked Mayor Strommen for comment.

Mayor Strommen shared the concern that at this salary, the City may not be able to recruit an employee with this level of experience, assuming they may take on HRA Executive Director and Development Manager responsibilities.

Human Resources Manager Lasher stated it is based on the market but she would have the option, if desired, to advertise the position with a full salary range to generate more interest.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution authorizing staff to begin a recruitment process for an Economic Development Manager and advertise the full salary range to generate more interest.

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

**4.07: Consider a Resolution Regarding a Leave of Absence (Portions of this discussion were closed to the public)**

Human Resources Manager Lasher reviewed the staff report. She advised that under Minnesota Statutes, the meeting can move into closed session to discuss personnel issues. She indicated the closed session discussion will relate to reauthorization of a leave of absence. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to move to closed session to discuss personnel issues.

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

The Personnel Committee meeting moved into a closed session at 6:03 p.m.

The Personnel Committee reconvened in open session at 6:14 p.m.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution approving an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence Policy.

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

**4.08: Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File**

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file at this time.

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 close the regular meeting of the Personnel Committee.

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:18 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.*

**Personnel Committee**

4. 2.

**Meeting Date:** 04/23/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Resolution to Consider a Telecommuting Policy

**Background:**

Telecommuting is a work arrangement whereby an employee works from home or another remote work site away from the primary traditional work place. This case is being presented to the Personnel Committee because staff received a request to consider allowing a telecommuting policy. It may be of a benefit to the City to consider such a policy, especially when an employee may otherwise choose to resign due circumstances such as having relocated outside of a reasonably commutable area.

As a result of the request, staff contacted the League of Minnesota Cities regarding the practicality of such a policy, pros and cons, liabilities, etc. Upon inquiry, League' staff indicated that they are currently conducting a pilot project -- ROWE (results only work environment) that includes a telecommuting component. In short, the focus is on results, not necessarily where the work is done, which can mean working remotely. The study is not complete yet, however, it appears to be a positive concept. Staff also consulted with the supervisor of the League's worker's compensation unit. Any offsite work related injuries sustained by the employee would be processed as per the usual protocol. Lastly, it is important to note, the individual requesting this consideration would access the City's network drives via "VPN" access which eliminates the risk of compromised or lost data due to a real-time connection to the network, no need for portable storage devices, and regular City back-ups.

VPN is a virtual private network; VPN extends a private network across public networks like the Internet. It enables a host computer to send and receive data across shared or public networks as if they were an integral part of the private network with all the functionality, security and management policies of the private network (as cited by Wikipedia-accesssed April 17, 2013, [www.wikipedia.org](http://www.wikipedia.org)).

The following policy for review and discussion:

City of Ramsey - DRAFT Telecommuting Policy

Purpose

Consideration for telecommuting arrangements will be made on a case-by-case basis and only in situations where the employee can demonstrate a benefit to the City.

Telecommuting is not appropriate for all employees, it is not a City wide benefit or entitlement, it in no way changes the terms and conditions of employment with the City and it is not a substitute for dependent care.

Participation

Full-time employees, except those under collective bargaining agreements, may apply to participate. Employees must have successfully completed probation, received a satisfactory rating on their last performance evaluation and not had any disciplinary action taken against them during the past year. Seniority will not be a basis for selecting employees to participate in this program.

Application Process

The attached application must be completed indicating how the telecommuting will benefit the City. All applications must be signed by the Department Head and then forwarded to Human Resources. The Department Head, Human Resources and the City Administrator will evaluate the application to determine whether or not the application will be approved or denied. The Department Head will then meet with the employee regarding the

determination.

### Telecommuting Program

It is recommended that employees who telecommute do so for a maximum of two days per week, or on a short-term project basis. The telecommuter and the Department Head should agree upon a regular schedule of work hours and work location. Following the regular work schedule is necessary to ensure maximum accessibility. However, the employee must be willing and able to return to the primary work place at the request of the Department Head for any reason with minimal notice. An employee's salary, benefits and job responsibilities will not be affected by participating in telecommuting. A remote work site is considered a City work space and the employee, therefore, continues to be governed by applicable City policies, procedures, or practices.

The employee is to be available for telephone, computer and/or fax communication with the City at the times as agreed to by the signers on the application. The employee will respond to telephone calls at the telecommuting work location, and will respond to telephone messages left for the employee at the employee's City work location.

The telecommuting projects must have measurable objectives. For example, writing a section of a manual, working on a special project, or preparing spreadsheets and financial analysis whereby being out of the "office environment" could lead to its accomplishment in a more timely manner.

### Equipment

If an employee is approved for telecommuting and the project requires the use of a computer, printer or other computer equipment, the cost of the equipment, maintenance, repair of the equipment, equipment insurance, electricity, and/or phone lines are the employee's responsibility.

The cost of installing and licensing software will be at the City's expense as long as a software license already exists for that particular user.

In the case where an employee owns a personal computer, the employee must provide a copy of the appropriate documents to verify that the software being used is legally licensed and receive virus-detection training from the IT Division. The City assumes no liability for loss, damage or wear of employee-owned equipment.

Telecommuters will take all precautions necessary to secure confidential and/or proprietary information and prevent unauthorized access into any City system.

### Insurance

The employee will be covered by Worker's Compensation while working at the telecommuting work address during the hours of work as indicated on the Telecommuting Application. The City's liability is limited to injuries resulting directly from the work and only if the injury occurs in the designated work area. Any claims will be handled according to regular Workers Compensation procedures. If injured while telecommuting, the employee should follow the appropriate procedures for reporting the injury. Other family members or visitors to the telecommuting work address are not covered by the City's Worker's Compensation program. The City is not liable for any injuries to family members, visitors, or others in the employee's home. Employees should consider carrying insurance to cover these instances.

Telecommuters working at home will have a designated space maintained by the employee. With advance notice, the employer may visit the work site to ensure that safe working conditions exist. For projects involving extensive computer use, staff may require an ergonomics evaluation of the work area.

### Expenses

The City will not reimburse the employee for any expenses the employee incurs to participate in telecommuting. This includes equipment, utilities, supplies and furniture. The City will provide a small and reasonable number of office supplies (such as pens, paper, post-it notes, and paper clips) for use by the telecommuter. Travel time from the home to the workplace is not compensatory, even if the employee reports to the regular workplace on a day scheduled for telecommuting.

**Observations/Alternatives:**

Alternative 1: Authorize staff to approve a telecommuting policy only as approved by the City Council on a case-by-base basis.

Pros: May provide a more thorough vetting of each telecommuting requests.

Cons: Creates more administrative work for staff and takes the City Council's valuable time away from policy level work.

Alternative 2: Deny approval of a telecommuting policy all together.

Pros: Removes the telecommuting option and therefore eliminates the need for staff consideration.

Cons: May make the difference of whether or not an employee remains employed or resigns from the City; thereby risking the loss of trained employee and creating additional recruiting and on-boarding expenses.

**Recommendation:**

To make a motion, which upon City Council approval, will authorize 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.

**Funding Source:**

There is no funding required for this action.

**Council Action:**

Motion to approve a resolution, confirming the recommendation of the Personnel Committee, 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.

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**Attachments**

Draft Application Form

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	04/18/2013 08:39 AM
Kurt Ulrich	Kurt Ulrich	04/18/2013 03:03 PM
Form Started By: Colleen Lasher		Started On: 04/15/2013 09:05 AM
Final Approval Date: 04/18/2013		

# City of Ramsey DRAFT Telecommuting Working Agreement

<b>Employee Info</b>	1. Remote work location: <input type="checkbox"/> Employee residence <input type="checkbox"/> Other (Specify)			
	Employee Name			
	Street Address	City	State	Zip
	Telecommuting will benefit the City of Ramsey by:			

<b>Schedule</b>	2. Teleworking schedule <input type="checkbox"/> On a weekly basis M Tu W Th F <input type="checkbox"/> Occasional basis		
	<input type="checkbox"/> On a monthly basis (regular commuting days e.g., 1 <sup>st</sup> Tu):		
	3. Core hours		

<b>Equipment</b>	1. City of Ramsey equipment (if any) provided for use at remote work locations:	<b>Approved by IT (if applicable)</b>
	<b>Description</b>	
	5. Databases and information systems the employee will have access to from remote work location (if any):	
	6. Non City of Ramsey equipment, software and data permitted to be used.	
<b>Items</b>		

<b>Contacts</b>	7. Frequency and type of contact between employee and supervisor on teleworking days will be:	
	8. Employee will monitor telephone calls from the remote work location and will respond to calls as if at permanent work location. <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, Employee will call the permanent work location at least _____ times per day.	
	9. Conditions/expectations/performance measures/agreed upon by the employee and supervisor:	

My signature below indicates that I have read and accept the terms and conditions of this Agreement as described in the Interim City of Ramsey Administrative Telecommuting Policy		I agree that this employee may telecommute with the conditions identified in the City of Ramsey's interim telecommuting policy.	
<b>Employee Signature</b>	<b>Date:</b>	<b>Signature of City Administrator</b>	<b>Date:</b>
<b>Department Head Signature:</b>	<b>Date:</b>	<b>Human Resources Manager:</b>	<b>Date:</b>

**Personnel Committee**

4. 3.

**Meeting Date:** 04/23/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

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

**Background:**

Accept the Patrol Captain's Resignation

Mr. Tim Dwyer, the Police Department's Patrol Captain, submitted a letter of resignation on April 10, 2013. Mr. Dwyer has been with the city of Ramsey for just over 23 years. Mr. Dwyer accepted the Chief of Police position with the City of Cambridge. His last day of employment with the City of Ramsey will be May 3, 2013; although he will be out of the office after April 26, 2013 using vacation time.

Begin a Promotional Process

Police Chief Jim Way will be out of the office on vacation and then at the Chief's Conference until April 26, 2013. Prior to his departure, Chief Way indicated that he would like the City Council's approval to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation. Per the meeting schedule, May 14, 2013, will be the first regular City Council meeting after the Police Chief returns; at that time he will be prepared to present his recommendation for the promotional process. Consistent with the City's "A New Day – A New Beginning" strategic planning process, the Police Chief will also discuss his desire to have cross-trained employees (3 Deep) that are familiar with all duties of the captain(s), such as budgeting, administration, patrol, etc.

Recruit for a Patrol Officer

A Patrol Officer recruitment was held in September through October, resulting in the receipt of 140 applications. Staff held 15 interviews and hired 2 Patrol Officers, the first officer was hired in November and filled the position vacated due to a resignation, and the second officer was hired in February and filled the position vacated due to an officer on a long-term extended medical leave. Drawing upon this recruitment file, staff feels confident that there are still interested and viable candidates left in the 125 remaining applicants that were not interviewed. To be sure, staff polled the next 30 highest scoring applicants and found that 20 of the applicants are still interested in the position. If the City Council were to approve a Patrol Officer recruitment from the existing pool of applicants there would be a significant savings to the City; avoiding advertising costs, staff time, and a delay in the hiring process. Aside from the current applicant pool, staff would like the City Council's approval to invite the Patrol Officer who is currently out on the extended medical leave to apply for the position; subject to his ability to meet the minimum requirements of the Patrol Officer position.

With the Patrol Captain's resignation, the Police Department will have 21 licensed officers, including the Chief of Police, 1 Captain, 4 Sergeants, 2 Investigators and 13 Patrol Officers. The desired number of licensed officers is 23, with the goal of having 22 officers in 2013 and 23 officers in 2014, subject to budget considerations.

This case will appear on the consent agenda at the City Council meeting this evening.

**Observations/Alternatives:**

Not begin a promotional process and not hire an officer from the recent recruitment file.

Pros: Short term savings to the City.

Cons: Not beginning a promotional process could create a situation where the City may be ill equipped in the event that the remaining Captain were to take vacation time or become ill. It would also deny internal advancement within the department and would be a missed opportunity to demonstrate the City's desire to utilize employees to their

fullest potential. Not back-filling with a new Patrol Officer would bring the department to an undesired staffing level. Also, not allowing the use of the recent hiring process for candidates would be a missed savings opportunity. With Captain Dwyer's departure, the Police department will continue to operate below the number recommended by the Chief.

**Recommendation:**

To approve resolution 13-04-077 which, upon City Council approval, authorizes staff to do the following:

- 1) Accept Patrol Captain Tim Dwyer's resignation.
- 2) Direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation.
- 3) 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.

**Funding Source:**

There is an annual savings to the City of approximately \$28,451 due to the lower salary level of incoming officers.

**Council Action:**

Motion to approve resolution 13-04-077 confirming the recommendation of the Personnel Committee to:

- 1) Accept Patrol Captain Tim Dwyer's resignation.
- 2) Direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation.
- 3) 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.

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**Attachments**

Resolution

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**

04/18/2013 03:37 PM

Form Started By: Colleen Lasher

Started On: 04/18/2013 12:51 PM

Final Approval Date: 04/18/2013

Councilmember      introduced the following resolution and moved for its adoption:

**RESOLUTION #13-04-077**

**RESOLUTION TO ACCEPT THE RESIGNATION OF THE PATROL CAPTAIN, DIRECT STAFF BEGIN A PROMOTIONAL PROCESS, AND TO AUTHORIZE STAFF TO RECRUIT FOR A REPLACEMENT PATROL OFFICER**

**WHEREAS**, Mr. Tim Dwyer, the Police Department’s Patrol Captain, submitted a letter of resignation on April 10, 2013; and

**WHEREAS**, the Police Chief Way recommends beginning a promotional process to address the job duties left vacant by the Patrol Captain’s resignation, as well as to maintain consistency with the City’s “A New Day – A New Beginning” strategic planning process to have cross-trained employees (3 Deep) that are familiar with all duties of the captain(s); and

**WHEREAS**, staff recommends recruiting for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process; and

**WHEREAS**, staff recommends that the City Council authorize 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 within the allotted recruitment timeframe.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution #13-04-077, to do the following:

- 1) Accept Patrol Captain Tim Dwyer’s resignation.
- 2) Direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain’s resignation.
- 3) 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 within the allotted recruitment timeframe.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member,      , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 23<sup>rd</sup> day of April 2013.