

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday May 28, 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 End the I.T. Specialist's Probation
  2. Resolution to Revise the Personnel Policy - Section 4.3 - Internal Recruitment Process
  3. Resolution to Promote Two Police Department Employees
  4. Resolution to Establish a Policy Regarding Non-employee Interview Panel Participants
- 5. Adjournment**

**Personnel Committee**

4. 1.

**Meeting Date:** 05/28/2013

**By:** Colleen Lasher, Administrative Services

**Information**

**Title:**

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

**Background:**

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

Mr. Jason Fredrickson was hired for the position of I.T. Specialist on October 10, 2012, and was subject to a six-month probationary period. Mr. Fredrickson has successfully completed the required six-month probationary period and the Finance Director recommends retaining Mr. Fredrickson as a full-time regular employee.

**Notification:**

**Observations/Alternatives:**

Staff recommends removing Mr. Fredrickson from probation effective immediately and retaining him as the full-time regular I.T. Specialist.

Alternatives: Staff does not recommend any other action.

**Recommendation:**

To remove Mr. Fredrickson from probation effective immediately and retain him as the full-time regular I.T. Specialist.

**Funding Source:**

There are no additional funds required to remove Mr. Fredrickson from probation.

**Council Action:**

Motion to approve resolution #13-05-089 which confirms the recommendation of the Personnel Committee to remove Mr. Jason Fredrickson from probation and retain him as the City's full-time regular I.T. Specialist.

**Attachments**

Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**

05/23/2013 02:27 PM

Form Started By: Colleen Lasher

Started On: 05/16/2013 04:29 PM

Final Approval Date: 05/23/2013

Councilmember      introduced the following resolution and moved for its adoption:

**RESOLUTION #13-05-089**

**RESOLUTION TO END THE PROBATIONARY  
PERIOD OF THE I.T. SPECIALIST**

**WHEREAS**, Mr. Jason Fredrickson began working as the I.T. Specialist on April 10, 2012, and was subject to a six-month probationary period; and

**WHEREAS**, Mr. Fredrickson has successfully completed the required six-month probationary period; and

**WHEREAS**, staff recommends removing Mr. Fredrickson from probation effective immediately and retaining him as the full-time regular I.T. Specialist.

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

Motion to approve resolution 13-05-089 confirming the recommendation of the Personnel Committee to end the probationary period for Jason Fredrickson, effective immediately and retain him as the full-time regular I.T. Specialist.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember      , 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 28<sup>th</sup> day of May, 2013.

**Personnel Committee**

4. 2.

**Meeting Date:** 05/28/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Resolution to Revise the Personnel Policy - Section 4.3 - Internal Recruitment Process

**Background:**

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

In an effort to more efficiently conduct the City's recruitment process, to have a greater ability to consider qualified applicants earlier in the process, and to reduce unnecessary costs associated with external recruitments, a slight revision to the current policy may be in order. Currently, section 4.3 of the Personnel Policy - Internal Recruitment Process, is as follows:

"For the purposes of this section "employee" includes regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves and paid-on-call firefighters. Casual employees and board and commission members are not "employees" for the purposes of this section."

The specific proposed revision would change the policy language as follows:

~~For the purposes of this section "employee"~~ The following groups of people are eligible to apply during an internal recruitment: ~~includes~~ 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. Casual employees and board and commission members are not ~~"employees"~~ eligible to apply during an internal recruitment. ~~for the purposes of this section.~~

It is important to note, the policy includes, and would continue to include, the following text: "The internal recruitment process in no way prohibits the City from seeking and hiring qualified applicants through an external recruitment process." "If a candidate cannot be secured through an internal recruitment process, an external recruitment process will be conducted."

**Notification:**

**Observations/Alternatives:**

Staff recommends revising Section 4.3 of the Personnel Policy as follows: 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. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Alternative #1: Do not revise the policy.

Pros: maintains consistency with past practice.

Cons: not revising the policy may be a missed opportunity to streamline the recruitment process, apply "Strategic Planning Imperative IV: An Effective Organization," and to reduce recruitment costs.

Alternative #2: Council may approve, reject or modify the proposed language as desired.

**Recommendation:**

Staff recommends revising Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

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. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

**Funding Source:**

There are no additional funds required to revise this policy; there are potential savings.

**Council Action:**

Motion to approve resolution #13-05-090 which confirms the recommendation of the Personnel Committee to revise Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

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. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

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**Attachments**

Resolution

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
05/23/2013 02:28 PM  
Started On: 05/16/2013 04:31 PM

Form Started By: Colleen Lasher

Final Approval Date: 05/23/2013

Councilmember      introduced the following resolution and moved for its adoption:

**RESOLUTION #13-05-090**

**RESOLUTION TO REVISE THE PERSONNEL POLICY - SECTION 4.3 -  
INTERNAL RECRUITMENT PROCESS**

**WHEREAS;** the City’s Personnel Policy addresses the process of conducting internal and external recruitments; and

**WHEREAS,** in an effort to continually improve efficiencies and effectiveness of the organization staff suggests a revision to the current policy; and

**WHEREAS,** the revision would allow for contracted individuals actively working at the Municipal Center to be eligible to apply during internal recruitments.

**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 #13-05-090, to revise section 4.3 of the Personnel Policy, as follows: “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. Casual employees and board and commission members are not eligible to apply during an internal recruitment.”

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 28<sup>th</sup> day of May 2013.

**Personnel Committee**

4.3.

**Meeting Date:** 05/28/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Resolution to Promote Two Police Department Employees

**Background:**

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

At the April 23, 2013, regular City Council meeting, council directed staff to begin a process to fill the position that was vacated by the resignation of Captain Dwyer. The title of that position was not considered that evening.

Staff conducted a five day internal promotional recruitment for two positions: 1) Sergeant, and 2) Lieutenant or Captain. Four candidates were interviewed for the Sergeant position and 3 candidates were interviewed for the Lieutenant or Captain position. It is staff's recommendation to promote Mr. Bradly Bluml to the position of Sergeant and to promote Mr. Timothy Frankfurth to the position of Captain (or Lieutenant if so directed).

At the May 14, 2013, Personnel Committee meeting the Committee recommended that the Police Department continue to operate under the same structure that was in place prior to the resignation of Captain Dwyer, having two captains. (The City Council will approve or deny the Personnel Committee's recommendation at tonight's meeting.)

**Notification:**

Patrol Officer interviews were completed on Wednesday, May 22, 2013 and the candidate is currently in the background investigation stages of the recruitment.

Mr. Bradly Bluml is currently a Patrol Officer/Investigator.

Mr. Timothy Frankfurth is currently a Sergeant.

The replacement investigator will be determined by Chief Way; investigators typically serve 1-year appointments as determined by the Police Chief.

**Observations/Alternatives:**

Staff recommends promoting Mr. Bradly Bluml to the position of Sergeant and to promote Mr. Timothy Frankfurth to the position of Captain.

Alternative #1 would be to revise the current organizational structure, eliminating one captain position (the Patrol Captain) and changing it to a Lieutenant position; this is not staff's recommendation.

Pros: Unknown

Cons: The current organizational structure has proven to be effective, it allows the Captains to be trained in both command areas and for a seamless transition to each duty. In addition, it would continue with the compound command structure with easily identifiable Supervisors of the Department.

Alternative # 2: Council may approve, reject or modify the proposed language as desired.

**Recommendation:**

To authorize staff to to promote Mr. 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.

**Funding Source:**

The funding required for this action, including factoring in the wages and benefits for a replacement Patrol Officer, is a savings of \$28,451.

**Council Action:**

Motion to approve resolution #13-05-092, confirming the recommendation of the Personnel Committee, to promote Mr. Bradly Bluml to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth to the position of Captain at step 4 which is \$39.78 per hour.

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**Attachments**

Resolution

Draft minutes from the 05-14-13 PC Meeting

PC Packet of 05-14-13

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

05/23/2013 02:33 PM

Form Started By: Colleen Lasher

Started On: 05/16/2013 05:22 PM

Final Approval Date: 05/23/2013

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION # 13-05-092**

**RESOLUTION TO PROMOTE TWO POLICE DEPARTMENT EMPLOYEES**

**WHEREAS** council directed staff to begin a process to fill the position that was vacated by the resignation of Captain Dwyer; and

**WHEREAS**, staff conducted a five day internal promotional recruitment for two positions: 1) Sergeant, and 2) Lieutenant or Captain; and

**WHEREAS**, staff recommends promoting Mr. Bradly Bluml, effective May 29, 2013, to the position of Sergeant at step 4 which is \$35.51 per hour and promoting Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at step 4 which is \$39.78 per hour.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

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

Motion to approve resolution #13-05-092, confirming the recommendation of the Personnel Committee, to promote Mr. Bradly Bluml to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth to the position of Captain at step 4 which is \$39.78 per hour.

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 28<sup>th</sup> day of May, 2013.

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

The Personnel Committee conducted a regular meeting on Tuesday, May 14, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Acting Chairperson Mark Kuzma  
                            Councilmember Randy Backous  
                            Mayor Sarah Strommen (Alternate)

Member Absent:       Chairperson Jason Tossey

Also Present:           City Administrator Kurtis Ulrich  
                            Human Resources Manager Colleen Lasher  
                            Finance Director Diana Lund  
                            Fire Chief Dean Kapler  
                            Police Chief James Way  
                            Police Captain Jeff Katers  
                            Public Works Superintendent Grant Riemer  
                            City Engineer Bruce Westby  
                            Development Services Manager Timothy Gladhill  
                            Assistant to the City Administrator Patrick Brama  
                            Councilmember John LeTourneau  
                            Councilmember Chris Riley

**1.     CALL TO ORDER**

Acting Chairperson Kuzma 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 Mayor Strommen, seconded by Councilmember Backous, to approve the agenda as submitted.

Motion carried. Voting Yes: Vice Chairperson Kuzma, Mayor Strommen, and Councilmember Backous. Voting No: None. Absent: Chairperson Tossey.

**4.     COMMITTEE BUSINESS**

#### **4.01: Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern**

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to extend the recruitment process for an Economic Development Manager and to hire one additional Administrative Intern at an estimated cost of \$9,305 that would be funded from savings as a result in the delay in hiring the Economic Development Manager. The maximum annual funding required for the Economic Development Manager position is estimated to be approximately \$87,210 and staff recommends the extended recruitment process remain at that wage but staff would like latitude to increase it to \$101,000, if needed.

Mayor Strommen asked if the employment of the additional Administrative Intern would extend beyond the hiring of the Economic Development Manager.

Human Resources Manager Lasher stated she does not foresee that position ending when the new Economic Development Manager is hired due to the current heavy workload. She explained that the additional Administrative Intern will also assist with non-confidential human resources projects, special election support, and clerical projects.

City Administrator Ulrich stated he would also like to focus on the strategic plan to assure that stays on track.

Mayor Strommen asked if his focus would be the strategic plan and the additional Administrative Intern would provide administrative support.

City Administrator Ulrich answered in the affirmative.

Councilmember Backous asked what is the revised hiring process.

Human Resources Manager Lasher stated the plan is to propose a new policy that staff would follow that addresses how to avoid three categories of conflict of interest and its resolution. It will also address the forming of an interview panel.

Councilmember Backous stated as HRA Chairperson and since the HRA is paying 60% of the Development Manager's salary, he would like to be part of the interview panel.

Mayor Strommen supported discussion on what position is appropriate to have a Council or Commissioner involved with the interview panel. She stated she wants to assure precedence is not established if Council is involved in the interview panel.

Motion by Councilmember Backous, seconded by Mayor Strommen, to recommend that the City Council adopt Resolution #13-05-085 to Authorize Staff to Extend the Recruitment for an Economic Development Manager and to hire one additional Administrative Intern.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

#### **4.02: Consider Authorization to Hire a Building Inspection Intern**

Development Services Manager Gladhill reviewed the staff report and described the increase in permit activity and resulting impact in meeting the ten-day plan review and addressing the septic program. It was noted staff is recommending to increase the current Septic Pumping Permit of \$10 to \$20 to cover the City's costs. Development Services Manager Gladhill assured the Committee that staff has done everything possible to make the most of every hour but is still not able to meet work demands. He recommended staff be authorized to recruit and hire a Temporary Building Inspection Intern from the existing intern pool, or if necessary conduct a new recruitment. It was noted the hiring range is \$9.00 to \$11.00 per hour depending on qualifications.

Councilmember Backous asked why the Septic Pumping Permit has not been increased previously.

Development Services Manager Gladhill stated the City's costs have increased over time and staff levels have been reduced so a contracted Building Official has been used. He stated it is time to review fees and recommended it occur as part of the 2014 budget discussions.

Councilmember Backous asked about the range of Septic Pumping Permit fees in other communities.

Development Services Manager Gladhill reviewed surrounding fees, noting one is already at \$20 and indicated that Ramsey has one of the highest number of septic tanks in the State.

Mayor Strommen asked if the City will be able to meet State requirements if these recommendations are approved.

Development Services Manager Gladhill answered in the affirmative.

Councilmember Backous asked if the Intern pool has qualified candidates.

Human Resources Manager Lasher reviewed the intern recruitments already conducted and indicated there have been highly qualified candidates. She stated the Administrative Intern job classification would still fit and using the pool would result in a savings. Human Resources Manager Lasher stated two recent graduates were targeted and staff would be looking for proficiency in MicroSoft Office Suite software and data entry.

Motion by Councilmember Backous, seconded by Mayor Strommen to recommend that the City Council authorize staff to recruit and hire a Temporary Building Intern from the existing intern pool, or if necessary conduct a new recruitment, with a hiring range of \$9.00 to \$11.00 per hour depending on qualifications.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

#### **4.03: Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official**

Development Services Manager Gladhill reviewed the staff report and recommendation that staff be authorized to begin a recruitment to hire a regular, full-time Building Official. It was noted the City currently contracts with Inspectron, Inc. for professional services for this role at \$50 per hour. The contract with Inspectron, Inc. includes a 'buy-out' clause if the City chooses to hire a current employee at 10% of the employee's first year annual salary with the City.

Councilmember Backous asked if it would be revenue neutral even with the 10% buyout.

Development Services Manager Gladhill stated it would not but he could reach out to Inspectron to work out those details.

Councilmember Backous asked if staff is satisfied with the current contracted Building Official.

Development Services Manager Gladhill answered in the affirmative.

Councilmember Backous advocated to not waste time by going through a recruitment process and just hire this person.

Human Resources Manager Lasher stated this would be a non-union position that falls under the City's internal Personnel Policy and under the current policy, the Inspectron employee is not eligible for an internal recruitment. She explained that not recruiting may offset the cost of the 10% buyout.

Acting Chairperson Kuzma asked if the Personnel Policy should be revised to allow this exception.

Councilmember Backous stated he does not support making exceptions but would like to avoid the recruitment process if it is the intention to hire the Inspectron inspector.

Development Services Manager Gladhill suggested staff ask for a legal opinion to assure there is no conflict prior to Council consideration of this item on May 28, 2013.

Mayor Strommen stated she is comfortable with making a single exception and then looking at whether it makes sense, more broadly, to change the Personnel Policy to address contract employees.

City Administrator Ulrich stated it is a common practice in the private sector for a contractor to work into a permanent position so he would support considering a revision to the Personnel Policy. He stated there is funding in the budget and work that needs to be done so he supports staff's recommendation.

Motion by Mayor Strommen, seconded by Councilmember Backous, to recommend that the City Council authorize staff to begin a recruitment to hire a regular, full-time Building Official.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Mayor Strommen, and Councilmember Backous. Voting No: None. Absent: Chairperson Tossey.

**4.04: Title of the Command Position Created by a Recent Resignation within the Police Department**

Police Chief Way reviewed the staff report and recommendation to keep the current command structure that was in place at the time of the Police Captain's resignation as it allows the Captains to be trained in both command areas and for a seamless transition to each duty. In addition, it would continue with the compound command structure with easily identifiable Supervisors of the Department.

Councilmember Backous asked if it is an issue of pay.

Police Chief Way explained they did not want to go from Sergeant to Captain, as some Departments have a position in between.

City Administrator Ulrich stated they would be comparable positions with equal rank but a different scope of duties.

Police Chief Way noted the cost will be less than \$2,000, possibly \$1,000.

Motion by Councilmember Backous, seconded by Mayor Strommen, to recommend that the City Council keep the current command structure that was in place at the time of the Police Captain's resignation

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

**COMMITTEE INPUT**

None.

**ADJOURNMENT**

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

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:03 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.*

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday, May 14, 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 Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.
  2. Consider Authorization to Hire a Building Inspection Intern
  3. Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official
  4. Title of the Command Position Created by a Recent Resignation Within the Police Department
- 5. Adjournment**

**Personnel Committee****4.1.****Meeting** 05/14/2013**Date:**

Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

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**Information****Title:**

Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

**Background:**

This case will be acted upon by the City Council later this evening at the regular meeting as part of the consent agenda.

Staff was previously authorized to recruit and hire this position. Now, it is recommended that recruitment for the Economic Development Manager be extended in order to increase the pool of qualified candidates as the top previous candidate has withdrawn from consideration.

Also, staff anticipates bringing a revised hiring process and schedule forward for Council consideration at the next regular meeting May 28th.

For a more detailed account of the Economic Development Manager position and the previous recruitment process please see the attachments.

Also, staff was previously authorized to hire an Administrative Intern to assist with event specific work, such as Happy Days. The recruitment process for this position was completed with great success. We interviewed many highly qualified candidates and are in the process of on-boarding one candidate. With the delay in the hiring of an Economic Development Manager, the upcoming special election, the un-winding of the Landform contract, the implementation of the strategic plan, and a variety HR projects; staff is seeking to bring on one additional intern to work on an as needed basis within Administrative Services. The costs associated with an additional intern would be well within the budget considering the salary expense not generated due to the delay in the Economic Development Manager hiring process. Not back-filling this work will possibly result in missed project deadlines, unsustainable workloads, below-standard work product, and/or overtime expenses for non-exempt employees.

**Notification:****Observations/Alternatives:**

Council may approve, reject or modify this proposal as desired. The rationale for hiring a full time Economic Development Manager has been previously demonstrated. The internship position provides a good value, and a needed staffing supplement, for the summer season.

Staff will also continue to use the development consultant, Mr. Mulrooney, on an as-needed basis.

**Recommendation:**

To authorize staff to extend the recruitment process for an Economic Development Manager and to hire one additional Administrative Intern.

**Funding Source:**

The maximum annual funding required for the Economic Development Manager position is estimated to be approximately \$101,000 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

The funding required for an additional Administrative Services Intern is approximately \$9305, and will be covered with the savings from the delay in hiring of the ED Manager.

**Council Action:**

Motion to recommend the City Council adopt resolution #13-05-085 to approve staff to extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	05/09/2013 03:47 PM
Colleen Lasher (Originator)	Colleen Lasher	05/09/2013 04:59 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:47 PM
Kurt Ulrich		05/09/2013 05:47 PM
Colleen Lasher (Originator)	Colleen Lasher	05/09/2013 04:59 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:47 PM
Form Started By: Colleen Lasher		Started On: 05/08/2013 10:28 PM
	Final Approval Date: 05/09/2013	

**Personnel Committee****4.2.****Meeting** 05/14/2013**Date:**

Consider Authorization to Hire a Building Inspection Intern

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**Information****Title:**

Consider Authorization to Hire a Building Inspection Intern

**Background:**

Building Permit levels have consumed existing staffing and contracted service levels to the point where Staff cannot address non-permit administrative tasks without impacting response times to an unacceptable level. Staff is seeking a more cost-effective solution to addressing entry-level, routine administrative needs.

One such administrative task is the administration of the Subsurface Sewage Treatment Systems (SSTS). Per Minnesota Rule 7800, these private septic systems must be visually checked for evidence of leaks and measure and/or remove certain accumulations no less than once every three (3) years. The purpose of this provision is to ensure that systems are adequately maintained and do not pose a threat to public safety, water supplies, and soil conditions. The City has additional background on-line at [www.cityoframsey.com/septic](http://www.cityoframsey.com/septic).

The City has over 4,200 private septic systems that the City is responsible for ensuring compliance with Minnesota Rules 7800. In conjunction with current permit levels and the number of systems that must be monitored, Staff does not have the capacity with existing staffing levels to even begin the process for 2013. In order to remain in compliance with Minnesota Rules, Staff is seeking authorization to recruit a temporary Building Inspection Intern.

**Notification:**

No notification is required.

**Observations/Alternatives:**

The current fee for a Septic Pumping Permit is \$10. Based on a cursory review, this rate does not cover all City costs associated with administering the program. The City incurs cost related to software, database administration, mailing, follow up, and data entry. There is also other costs including soft costs, overhead, IT, human resources, finance, etc. True costs to the City are likely closer to \$30 per permit. Staff is recommending that the City Council amend the 2013 Rates and Fees to change the Septic Pumping Permit to \$20. The rate has not changed since circa 2005/2005. Based on 2012 permits, that would bring a potential for an additional \$15,000 that could be used as revenue for the Building Inspection Intern. A separate case has been prepared to introduce an ordinance to amend the 2013 Rates and Fees related to Septic Pumping Permits.

This program is guided by Minnesota Statute and Minnesota Rules. If the City Council feels that the current arrangement or standards are not consistent with our vision, values, and goals, then Staff would recommend that the City Council work with the Minnesota Pollution Control Agency (MPCA) to review other alternatives. This would be a legislative issue that applies statewide.

Alternatives

Alternative #1 - Recruit a Temporary Building Inspections Intern. Staff recommends that the City Council authorize Staff to recruit for a Building Inspections Intern to assist with administrative tasks. The current workload of permit-related activities has stretched the department's capabilities to complete routine administrative tasks in a timely manner. This would be a temporary position that hours would be dependent upon permit levels and need. This recommendation would be contingent on amending the 2013 Rates and Fees.

Alternative #2 - Do not Recruit a Temporary Intern. This alternative is not recommended. Staff will continue to fall behind in data entry and administrative tasks, especially in terms of administration of Minnesota Rules 7800 (septic systems). Over the past three (3) years, the City has already struggled to keep up with administering the program, and recently upgraded its software system to assist.

Note: Staff has become aware of a number of grant and third-party funding sources that may be available to assist the City in 2014. These opportunities may help to ease the burden of the City, and could be part of an analysis at the end of the year as to the effectiveness of the delivery and administration of this service by the City.

**Recommendation:**

Staff recommends that the City Council authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

**Funding Source:**

Funding for the position would be provided by revenue generated by Building Permits. Staff recommends that the rate for the Septic Pumping Permit be adjusted as noted above.

**Council Action:**

Motion to recommend that the City Council authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

**Form Review**

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/08/2013 05:25 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 09:54 AM
Colleen Lasher	Colleen Lasher	05/08/2013 05:25 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 09:54 AM
Form Started By: Tim Gladhill		Started On: 04/08/2013 08:39 AM
Final Approval Date: 05/09/2013		

**Personnel Committee****4.3.****Meeting** 05/14/2013**Date:**

Discussion Regarding Contracted Building Official Services

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**Information****Title:**

Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

**Background:**

Staff is seeking authorization to end contracted Building Official services and to recruit for a regular, full-time Building Official. Per Minnesota State Building Code, the City is required to have a Building Official, whom is responsible for the local administration of the code, in some capacity. The City currently chooses to contract for professional services for this role. This is more of a leadership role for the Building Division compared to solely building inspection and plan review services. By recruiting a regular, full-time Building Official, that position can take a more active role in the daily management of the division, thus reducing the workload of existing staff, allowing time for other important tasks. The City's approach to delivering inspection and plan review services by way of contracted employee would not change.

In December of 2011, the City began contracting for Building Official services due to a vacancy in the position. The City had already been contracting for building inspection and plan review services. As part of this restructuring, it was determined that the Building Official role would be evaluated in six (6) months to determine a long term solution to this role. On July 10, 2012, the City Council discussed the potential to recruit a Building Official in Work Session. At that time, City Council chose to continue to contract for Building Official services. The 2013 Strategic Plan identifies a potential recruitment of a Building Official.

The Building Division is currently comprised of a Building Official (contract services-40 hours per week), a Building Inspector (contracted services-10 to 40 hours per week), a Permit Technician, and is supervised by the Development Services Manager. As part of the expense analysis of the Building Division, Staff recommends that the Building Official is needed 40 hours per week in order to provide timely response to plan review, inspections, customer service inquiries, administrative projects, and code enforcement throughout the year. This analysis is based on current and trending permit levels. It should be noted that a portion of the Building Official's time is spent on activities that are not directly tied to an active Permit review or inspection (such as administrative tasks and code enforcement activities). Some of these activities are delayed during peak permit levels to allow Staff to focus on administration of active permits.

The current contracted services provided by Inspectron, Inc. have been positive and have provided good customer service in a timely manner. Staff would recommend to retain Inspectron for the remainder of the services, such as building inspection, currently provided by this firm.

**Notification:**

No notification is required.

**Observations/Alternatives:**Strategic Goals

As part of the 2013 City Council Strategic Goals, Staff has been analyzing expenses related to the administration of building permits, as well as the most cost effective way to deliver these services while providing continuity and stability in an efficient manner. The 2013 Strategic Plan notes a recruitment of a Building Official, a position that is currently being served by contracted services. After a full calendar year of analysis of contracting for Building Official services, it appears that recruiting a Building Official as a full-time, regular City employee remains fairly budget neutral. In addition, Staff is currently exploring ways to effectively and efficiently deliver these services. Staff is currently exploring such things as ePermits, electronic/wireless field data entry, and streamlined/automated reporting; many of which have already been implemented.

The current rate for contracted services with Inspectron is \$50 per hour. Current service levels have required 40 hours per week of Building Official services and 20-30 hours per week of building inspection and plan review services. Specific to the Building Official function (not base inspection and plan review), it is assumed that the need is 2,000 hours of work hours required for the Building Official. The potential annual budgetary impacts are estimated at \$100,000. However, in 2012, the budgetary impact was \$91,000. Note: Due to the fact that the original contract was to provide building inspection and plan review services, and did not include providing Building Official services, it is anticipated that the contract may need to be revised to reflect the actual services provided in the future. Staff would recommend that the City remain with contract services for building inspection and plan review services on an as needed basis. Contracted services allow the City to respond better to seasonal variations in service level needs. In addition, the contracted services provide access to additional areas of expertise and review.

However, contracted services for the Building Official role presents the possibility of disruption in the continuity of delivery of services . There are two (2) options to consider for providing Building Official services, depending on the level of guaranteed coverage the City Council is comfortable in providing. Option 1 would be to hire a Building Official as a regular, full-time employee of the City. This option would appear to be the preferred option if the City Council decides 40 hours of coverage per week is necessary year round. However, Option 2 would be to continue with contracted services for the Building Official. This option would be acceptable if the City Council is comfortable in assuming that the Building Official hours could be reduced in the non-peak times, thus creating some gaps in coverage.

The City does not have full control over assignments directed by the contracted services. The contracted service could decide to re-assign its staff over time to other locations resulting in the loss of expertise and know how specific to Ramsey. As each community has slightly different processes, rates, and permit software, it is necessary to provide the individual contractor with professional development related to the City's unique features and culture. Naturally, there are direct and indirect costs involved in contractor development and staff is concerned with potential turnover.

Staff would recommend an external recruitment to hire a full-time regular Building Official. Given the current fees paid for contracted Building Official services and the City's current Building Official pay scale, the net savings to the City could be approximately \$16,000 the first year with continued savings in years 2, 3, 4, 5. Year 6 (step 6---top of the scale) would be the only year when

costs would be slightly more than the contracted rate (approximately \$1,972.00 more). These calculations include salary and benefits, are based on the 2012 pay scale, and are estimates only. The current contract for services is for \$50 per hour. Since the City does not pay vacation time to the contracted employee, the maximum number of hours paid for a full-time equivalent is 2,000 hours (\$50 x 2,000 hours = \$100,000). Savings would still be realized in monitoring contracted inspection hours and using only as needed. Finally, it is anticipated that the rate may increase slightly if the City chooses to continue to contract for Building Official services, which is in addition to the original scope of the contract. The current supervision structure is proposed to remain in place, with the Development Services Manager leading the Planning Division and the Building Division.

Note: The two (2) individuals currently serving Ramsey in contracted services would not be eligible for an internal recruitment. It is important to note that the contract with Inspectron includes a 'buy-out' clause if the City chooses to hire a current employee of Inspectron within one (1) of said employee providing service to the City. Said buy-out would be 10% of the employee's first year annual salary with the City.

### Alternatives

Alternative #1 - Recruit for a full-time, regular employee to serve as the Building Official. Based on the size of the City, size of the organization and department, and sustained permit levels, Staff recommends that the City recruit a full-time regular Building Official. Based on the Development Services Manager's observations over the past two (2) years, this appears to be the most efficient way for the City to deliver the services of administering the Building Code. Staff is comfortable making this recommendation, as it appears to be fairly budget neutral in the early stages of the pay scale of the position. In terms of long-range goals for the Community Development Department, Staff recommends that this is the most logical way to deliver the services in an efficient, consistent, and quality manner.

Alternative #2 - Remain with the current contracted employee arrangement for Building Official services. For reasons already mentioned above, Staff does not recommend this alternative at this time. That being said, the current arrangement has worked in an effective manner. Staff would be comfortable in continuing this arrangement if the City Council is comfortable with the current service levels and potential for more frequent turnover in the position.

### **Recommendation:**

Staff recommends that the City Council authorize Staff to begin a recruitment to hire a regular, full-time Building Official.

### **Funding Source:**

The Building Official position, whether a regular, full-time employee or contracted services, is a component of the General Fund. Expenses of the Building Division are paid by Building Permit revenue collected when Building Permits are issued. Assuming revenue projections in the 2013 budget are met, the costs of the position would already be covered as part of the current Professional Services Line Item. In response to revenue projections, the base permit levels are currently exceeding those year to date in 2012.

### **Council Action:**

Motion to recommend that the City Council authorize Staff to begin a recruitment to hire a regular, full-time Building Official.

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Colleen Lasher (Originator)	Colleen Lasher	05/08/2013 05:44 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 11:32 AM
Colleen Lasher (Originator)	Colleen Lasher	05/08/2013 05:44 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 11:32 AM
Form Started By: Colleen Lasher		Started On: 05/07/2013

Final Approval Date: 05/09/2013

**Personnel Committee****4.4.****Meeting** 05/14/2013**Date:**

Title of the Command Position Created by a Recent Resignation Within the Police Department

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**Information****Title:**

Title of the Command Position Created by a Recent Resignation Within the Police Department

**Background:**

At the regular Council Meeting on April 23, 2013, Council directed staff to begin the process for filling the Police Captain position created by the resignation of Captain Dwyer. The process to fill the command position is currently underway. One item that was not covered at the April 23 meeting was the title of the position to be replaced.

At the time of Captain Dwyer's resignation, the police department had been functioning with two Captains. One of the Captains oversaw the Support Services Area of the department. This area includes the two investigators, a Crime Prevention Specialist, a Community Service Officer, the Office Supervisor and three Police Technicians. The second Captain oversaw the patrol area of the department. This includes the four patrol sergeants and 13 patrol officers. The 15 Reserves and 10 Explorers also fall under this area.

Attached to this case is the current Police organizational chart.

**Observations/Alternatives:**

The police department has been functioning very well under the current format of two Captains. It was very clear who reported to whom and who supervised whom within the department.

An alternative to the current structure would be one Captain and one Lieutenant. The Lieutenant would then report to the Captain who would then report to the Chief. The pro's of this structure would be a slight savings to the City in wages. The con of this structure is that there is not currently a pay structure for a Lieutenant and there is not any space in the current pay structure to add this position. Additionally, this format creates a lineal structure rather than a compound structure in the organization.

**Recommendation:**

Staff recommends keeping the current command structure that was in place at the time of the Police Captain resignation. The current structure allows the Captains to be trained in both command areas and for a seamless transition to each duty. It would continue with the compound command structure with easy identifiable supervisors of the department.

**Funding Source:**

Position was budgeted for and a savings will occur because the new commander, whether it is a Captain or Lieutenant, will not be at top of the wage scale. All Sergeants are at the Step 6 or top of

the wage scale for that position. They would start at the Step 4 of the Captains position. Attached to this case is the current pay scale for Sergeant and Captain position.

**Council Action:**

Consensus on title for command position.

Action to be place on May 28 Regular Council Agenda

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Form Started By: Jim Way		Started On: 05/08/2013 08:40 AM
Final Approval Date: 05/09/2013		

**Personnel Committee**

4. 4.

**Meeting Date:** 05/28/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Resolution to Establish a Policy Regarding Non-employee Interview Panel Participants

**Background:**

The City currently does not have a policy that addresses who can or should participate in the interview process for hiring City employees. Recently, there have been some discussions regarding the make-up of the interview panel.

During the May 14, 2013, Personnel Committee, Mayor Strommen supported discussion on what positions are appropriate to have Council or Commissions involvement.

Naturally, the City includes Council Members in the interview process for the position of City Administrator. In the past, Council Members have been invited to participate in Department Head interviews as well. Since 2010, the position of Economic Development/Marketing Manager and the position of Economic Development Manager have included Council Members seated on the EDA and the Chair or Vice-chair of the EDA.

Staff conducted an informal survey among several of the metro area human resources professionals and found that: all responding cities include Council Members in the interview process for the position of City Administrator/City Manager and some cities stated a practice of including Council Members for department head interviews as well. Alternatively, a few cities stated that (for non City Administrator/City Manager positions) Council Members and Commissioners are invited to a "meet and greet" after the candidate has been identified.

Specific expertise of Council members and Chair/Vice-chairs of committees can bring valuable discussion to the process and help to choose the best candidate for the job. It is always critical that panel members understand proper Interviewing techniques and potential pit-falls in order to avoid claims of discrimination, etc.

**Notification:**

This case will not be presented for City Council action until the June 11, 2013 regular City Council meeting.

**Observations/Alternatives:**

Options the Personnel Committee may wish to consider:

- 1) City Administrator: Include Council Members on the interview panel for City Administrator only.
- 2) City Administrator and Department Heads: Include Council Members 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: Include Council Member(s) and the Chair/Vice-chair of the respective board or commission.
- 4) Case-by-Case: 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. This option is not recommended by staff.

In any case, staff recommends the following protocol: Participation of non-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.

\*Training is available and recommended for interview panel members.

League of Minnesota On-line Training / Cost \$30.00 / Certificate of Completion Provided  
Course HR103—Select for Success: Effective Interviewing and Hiring

This course will help you effectively gather information to improve your evaluation of candidates while avoiding legal pitfalls.

Course objectives:

- Use a gap analysis to define position requirements.
- Develop an interview selection process that meets the veteran's preference requirements.
- Develop legally defensible interview questions that gather information to effectively evaluate candidates.
- Create legally defensible documentation of the selection process.

**\*\*Open Meeting Law (From the League HR Manual on Hiring)** "The names of applicants become public only if they are chosen for an interview by the appointing authority. In most cases, the hiring authority will be the city council or city manager. Cities need to be aware that if the Council (or a quorum or committee of the Council) or a civil service commission conducts interviews, the Open Meeting Law will apply. Candidates may be less willing to apply for or be interviewed for the job opening since they may not want their current employer to know they have applied."

**Recommendation:**

Staff recommends establishing a policy that identifies non-employee interview panel participants; for the sake of discussion, four options or alternatives are listed above.

**Funding Source:**

There is no funding required for this action.

**Council Action:**

Motion to approve a resolution which confirms the recommendation of the Personnel Committee to approve a policy regarding non-employee interview panel participants.

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
05/23/2013 02:32 PM  
Started On: 05/16/2013 05:20 PM

Form Started By: Colleen Lasher

Final Approval Date: 05/23/2013