

**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 the revised hiring process is.

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.*