

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday September 17, 2013**

**5:30 p.m.**  
**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 City Engineer's Probation
  2. Resolution to Reclassify the IT Specialist to an IT Coordinator
  3. Resolution to Accept the Fire Marshal's Resignation
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 09/17/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Resolution to End the City Engineer's Probation

**Background:**

Mr. Bruce Westby was hired for the position of City Engineer on April 8, 2013, and was subject to a six-month probationary period. Mr. Westby has successfully completed the required six-month probationary period and the City Administrator recommends retaining Mr. Westby as a full-time regular employee.

**Notification:**

**Observations/Alternatives:**

**Recommendation:**

Make a motion, which upon City Council approval, will remove Mr. Bruce Westby from probation and retain him as the City's full-time regular City Engineer.

**Funding Source:**

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

**Council Action:**

Motion to approve a resolution, which confirms the recommendation of the Personnel Committee to remove Mr. Bruce Westby from probation and retain him as the City's full-time regular City Engineer.

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
09/12/2013 02:07 PM  
Started On: 08/20/2013 05:36 PM

Form Started By: Colleen Lasher

Final Approval Date: 09/12/2013

**Personnel Committee**

4. 2.

**Meeting Date:** 09/17/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Resolution to Reclassify the IT Specialist to an IT Coordinator

**Background:**

The purpose of this case is to consider reclassifying the IT Specialist based on the City's public service needs, the IT Specialists' performance and future retention, staff's strategic schedule of progression for this position, and the Strategic Plan.

When the previous IT Manager resigned his position in September 2012, staff proposed scaling back the position from an IT Manager to an IT Specialist and supplementing the work processes with assistance from Police Captain Katers and LOGIS, as needed. The attached minutes reflect the Personnel Committee's willingness to scale back this position as long as the change was temporary.

Mr. Jason Fredrickson was hired on October 12, 2012, as the IT Specialist and would be reclassified to the position of IT Coordinator effective October 12, 2013. The progression of this position was part of the Strategic Planning process as identified under Strategic Imperative IV: An Effective Organization.

**Notification:**

**Observations/Alternatives:**

Option #1: Reclassify the current IT Specialist to an IT Coordinator effective October 12, 2013, at \$27.03 per hour and waive the 6-month probationary period. The pros to this option include a) follow through with the previously identified staffing plan, b) employee retention and public service, c) positive staffing management practices, and d) follow through with the Strategic Planning process as identified under Strategic Imperative IV: An Effective Organization. The cons to this option include a slight increase to personnel costs, but the funding is within the current budget.

Option #2) Do not reclassify the IT Specialist, but instead promote him to IT Manager as is planned for October, 2014. This option is not recommended. The pros to this option include a) reduced staff time processing the administrative paperwork, and b) somewhat closer alignment with the current job duties. The cons include a) non-budgeted personnel costs, b) a disconnect based on the staffing strategy previously identified, and c) the position does not currently have any direct reports; the IT Manager position is slated to have one part-time direct report.

Option #3: Do not reclassify the IT Specialist. This option is not recommended. The pros to this option include a minimal short term savings. The cons include 1) lack of follow through with the previously identified staffing plan, b) possible employee turnover and disruption to public service, c) negative staffing management practices, and d) it is contrary to the Strategic Plan as identified under Strategic Imperative IV: An Effective Organization.

**Recommendation:**

To make a motion, which upon City Council approval, will authorize staff to move ahead with option #1 above to: Reclassify the current IT Specialist to an IT Coordinator at \$27.03 per hour, effective October 12, 2013, and to waive the 6-month probationary period.

**Funding Source:**

The additional funding required to reclassify this position is already within the 2013 budget and would not exceed an additional \$2906.00; the 2014 funding has been accounted for in the preliminary 2014 budget.

**Council Action:**

Motion to approve a resolution, which confirms the recommendation of the Personnel Committee to Reclassify the current IT Specialist to an IT Coordinator at \$27.03 per hour, effective October 12, 2013 and to waive the 6-month probationary period.

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**Attachments**

PC Minutes from 09-11-12

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	09/11/2013 12:38 PM
Kurt Ulrich	Kurt Ulrich	09/12/2013 02:19 PM
Form Started By: Colleen Lasher		Started On: 09/11/2013 08:35 AM

Final Approval Date: 09/12/2013

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

The Personnel Committee conducted a regular meeting on Tuesday, September 11, 2012, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jason Tossey  
                            Councilmember Colin McGlone  
                            Councilmember Sarah Strommen

Also Present:         City Administrator Kurtis Ulrich  
                            Human Resources Manager Colleen Lasher  
                            Police Chief James Way  
                            Finance Director Diana Lund (arrived approximately 5:50 p.m.)  
                            Councilmember Randy Backous (arrived approximately 5:55 p.m.)

**1.     CALL TO ORDER**

Chairperson Tossey called the regular meeting of the Personnel Committee to order at 5:30 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember McGlone, seconded by Councilmember Strommen, to approve the agenda as presented.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers McGlone and Strommen.  
Voting No: None. Absent: None.

**4.     COMMITTEE BUSINESS**

**4.01:         Consider a Resolution to Extend the Current City Engineer Contract and Authorize a Postponed Subsequent Recruitment**

Human Resources Manager Lasher stated that in June, the City received the authority to recruit for a City engineer position as well as use a consulting engineer during the recruitment period. Hakanson Anderson Engineering was brought on board in July and the Engineer recruitment process produced five applications. All five candidates were interviewed and the finalist was interviewed a second time. Staff is, however, unable to make a recommendation at this time. Hakanson Anderson has indicated they would be willing to stay on board for an additional six months. It is anticipated that this period of time would likely generate a new applicant pool

which could be pursued in January or February. Ms. Lasher continued that staff's recommendation is to retain Hakanson Anderson for an additional six months and conduct a subsequent recruitment for a City Engineer in January or February 2013. The funding for the contracted engineer services is included in the 2012/2013 budget.

Councilmember Strommen stated she had concerns about only five applications and she felt that number was incredibly low. Therefore, she did some checking and found that it is low. She expressed concern about the City's reputation, assuming it is not the pay rate.

Human Resources Manager Lasher suggested it is a possibility we may need to raise our pay rate a little. She explained that at the time the posting went up, she did not have the current pay rates to compare.

Councilmember Strommen stated she has concerns about all the people leaving the City's employment and she expressed disappointment in these results. She inquired how the relationship with Hakanson Anderson is working to which Ms. Lasher replied excellent.

City Administrator Ulrich stated he would concur that the relationship with Hakanson Anderson is excellent. He added that one issue is we do have to have a different person at the Tuesday night meetings instead of the engineer that's here regularly and that we would like to have that continuity. We lose some continuity having a consultant anyway but this would help if it could be the same person.

Motion by Councilmember McGlone, seconded by Councilmember Strommen, to recommend the City Council adopt the resolution retaining Hakanson Anderson Engineering for an additional six months and to conduct a subsequent recruitment for a City Engineer in January or February of 2013.

Discussion ensued relating to the contract with Hakanson Anderson and what if we do not need them for the full six months.

Amendment by Councilmember McGlone, seconded by Councilmember Strommen to retain Hakanson Anderson for up to six months.

Amendment carried. Voting Yes: Chairperson Tossey, Councilmembers McGlone and Strommen. Voting No: None.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers McGlone and Strommen. Voting No: None.

#### **4.2 Consider a Resolution to Accept the IT Manager's Resignation and to Authorize Staff to Rehire the Previous IT Intern, Followed by an IT Recruitment**

Human Resources Manager Lasher disseminated an amended case cover sheet – with amended title and requested action. She reported that on Thursday, September 6, staff received IT Manager Dean Busch's letter of resignation. She noted the case was revised to accept Mr.

Busch's resignation and authorize staff to rehire the previous IT Intern Jason Frederickson, followed by an IT recruitment. She pointed out that Mr. Busch's last day is September 28. She stated that in June, the IT Manager assumed some of the duties previously covered by the Deputy City Clerk and in July, because of the budget, the IT Intern left the City, resulting in less IT support. Ms. Lasher described current IT projects and duties. She stated that Finance Director Lund would have a full needs analysis available for the next meeting. Ms. Lasher stated that since the original writing of the case, staff has come up with some possible cost-saving alternatives to the re-hiring of an IT Manager. The alternative would be to conduct a recruitment for an IT Specialist versus an IT Manager. We could back fill the immediate higher level tasks with LOGIS at 24 hours per month or on an as-needed basis and we could maybe rely on Captain Jeff Katers in the Police Department for any unexpected IT needs. To reclassify this position to non-management may represent a cost savings of \$15,000 annually. She noted that is just an estimate as she does not know for sure what the savings may be.

City Administrator Ulrich talked about Captain Katers' contract with Anoka County and that \$50,000 was paid to the City for that. He noted Katers' level of IT management experience and how highly he is regarded throughout the County. The City will lose that \$50,000 but we will get Captain Katers' time back and he (Ulrich) felt there was a real benefit to that.

Chairperson Tossey stated that all the things Captain Katers is working on have not been implemented yet and that Anoka County will rely on him for a while yet. He expressed reservations about Katers having this duty for the entire City.

Chief Way suggested it would be more of a stop gap – as temporary. Captain Katers may have some knowledge that Jason does not. He added that Katers has been doing this currently and he has a good relationship with LOGIS.

Councilmember Strommen stated that if it is things he's been doing and it's mostly police needs, that makes sense, but she had a concern about pulling him away from Police. She stated she would be willing to do this as a short term fix and added that it is an advantage that Jason has some experience working with the City. Ms. Strommen continued that we "dumped a bunch of stuff" on Dean and that was for temporary, but you cannot keep doing that to people - it does not work. She expressed concern that we will go through more people. As long as this is temporary for Captain Katers, she could go along with it but needs have to be assessed and we need to get people on a workload that is manageable – people are getting burned out. She added that she is worried about the rate at which we are losing people.

Human Resources Manager Lasher assured the Committee that the use of Captain Katers would be just on an as needed basis. The request tonight is to get Jason on board immediately as a temporary employee at a wage of \$16.25 per hour and to have that ratified at the next Council meeting.

Chairperson Tossey expressed concern that at \$16.25, we would not be able to keep him.

Finance Director Lund arrived – approximately 5:50 p.m.

Ms. Lasher stated that the \$16.25 amount is what Jason would earn as a temporary employee. She reported that the starting salary for an IT Specialist would be \$20.50. She added that Jason is available and he would be looking forward to an opportunity such as this and that he is very interested in career progression. She suggested we could look at him with future potential.

Councilmember McGlone stated he heard nothing but good things about Jason from other staff – he feels he is a very promising young man. What concerns him is that we do this and we get him back on a temporary basis – how does this damage him for the applicant pool.

Human Resources Manager Lasher replied that Jason would be eligible to apply for the internal recruitment.

Councilmember McGlone stated with regard to Captain Katers, it sounds to him like a police officer is working predominantly in the technical field.

Chief Way responded that about 50 percent of Katers' time is spent on the County program. The majority of the rest of his time is spent on taking care of the PD updates, laptops, etc.

Councilmember McGlone asked if we are duplicating duties.

Chief Way stated that all police agencies are required to have an IT person in-house and most of them are police officers. There are certain things Captain Katers has to do to maintain his State connection.

Chairperson Tossey stated he is a government worker and an off-site IT person is not feasible – it is not productive – we want efficiency.

Councilmember McGlone wanted it noted he is not advocating for sub-contracting.

Councilmember Backous arrived – approximately 5:55 p.m.

Councilmember McGlone asked how an IT Specialist and LOGIS backfill would work.

Ms. Lasher explained how it works with LOGIS – being project based or on a consistent schedule for phone assistance, etc.

City Administrator Ulrich added that LOGIS really functions as our contractor. They are independent of us but are there when we need them.

Finance Director Lund added that the City did have a contract for technical support with LOGIS a few years ago.

Motion by Councilmember McGlone, seconded by Councilmember Strommen to recommend the City Council adopt the resolution to accept the resignation of IT Manager Dean Busch, hire Jason Fredrickson back as a temporary employee at \$16.25 per hour, authorize a recruitment for an IT Specialist at Step 1 of the wage scale which is \$20.50 per hour, backfill the immediate

higher level tasks with LOGIS on an as needed basis, and to utilize support services from Captain Jeff Katers for unexpected high priority needs.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers McGlone and Strommen.  
Voting No: None.

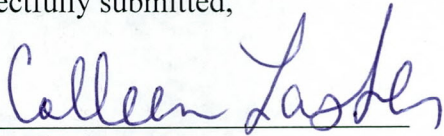
## 5. ADJOURNMENT

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

Motion carried.

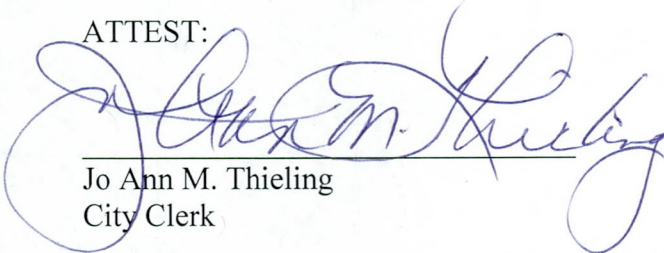
The regular meeting of the Personnel Committee adjourned at 5:56 p.m.

Respectfully submitted,



Colleen Lasher  
Human Resources Manager

ATTEST:



Jo Ann M. Thieling  
City Clerk

*Minutes taken and transcribed by Jo Thieling, City Clerk*

**Personnel Committee**

4.3.

**Meeting Date:** 09/17/2013

**By:** Colleen Lasher, Administrative Services

**Information**

**Title:**

Resolution to Accept the Fire Marshal's Resignation

**Background:**

Staff received a letter of resignation from Mr. Matt Kohner, the current Fire Marshal. Mr. Kohner has been with the city of Ramsey for five years, but has accepted a position with the city of Fridley; his last day with the city of Ramsey as the Fire Marshal will be September 20, 2013. Even so, Matt will stay on the Department as a Paid-on-call firefighter and serve as the on-call Assistant Fire Chief.

As a result of the vacancy, staff would like to take the time to thoroughly study the appropriate course of action related to filling the duties of the former Fire Marshal and to evaluate the departments' future needs. Therefore, a follow-up case will be brought forward in the near future.

**Recommendation:**

To make a motion, which upon City Council approval, will authorize staff to accept the Fire Marshal's resignation.

**Funding Source:**

There is no funding required to accept the Fire Marshal's resignation.

**Council Action:**

Motion to approve a resolution confirming the recommendation of the Personnel Committee to accept the Fire Marshal's resignation.

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Dean Kapler	Jo Thieling	09/12/2013 04:32 PM
Colleen Lasher (Originator)	Colleen Lasher	09/12/2013 04:38 PM
Kurt Ulrich	Jo Thieling	09/12/2013 04:40 PM
Form Started By: Colleen Lasher		Started On: 09/11/2013 03:27 PM
	Final Approval Date: 09/12/2013	