

TO: Mayor Robinson and City Council

FROM: Jeffrey L. McCormick, Chief of Police

SUBJECT: Resignation of Mike Ayres / Internal Promotion of Josh Colvard

DATE: September 9, 2013

BACKGROUND

On September 6, Mike Ayres verbally advised me he had accepted the position offer from the Goodhue County Sheriff's Office. I received his formal letter of resignation today. His last day will be September 23, 2013.

Josh Colvard is our part-time officer I would ask the City Council to promote to full time effective September 30, 2013. Josh would be at Grade 10/Step 1, which is the same as his current wage. Prior to becoming one of our part-time officers, Josh was an intern with our department then joined our Reserves. Josh has been an excellent addition to our Department and I believe that having him as a full-time member of the Department will benefit both the Department and our Community.

I would also request that the City Council authorize hiring a replacement part-time officer. I have begun planning a timeline and once authorization is received, I will work with the Police Commission on the process to select a candidate to fill that position.

STAFF RECOMMENDATION

I recommend that the City Council accept the resignation of, and approve the internal promotion to full-time of Officer Josh Colvard effective September 30, 2013, and authorize the hiring of a replacement part-time officer.

REQUESTED COUNCIL ACTION

Motion and approval to:

- Accept the resignation of Officer Mike Ayres effective September 23, 2013.
- Approve the internal promotion to full-time of Officer Josh Colvard effective September 30, 2013.
- Authorize hiring a replacement part-time officer.

Jeffrey McCormick
Chief of Police
Cannon Falls Police Department
918 River Road
Cannon Falls, MN 55009

Chief McCormick,

I am writing to formally notify you that I am resigning from my position as Police Officer with the City of Cannon Falls. My last day of employment will be September 23rd, 2013, as per the responsibilities under the terms of my employment contract.

I appreciate the opportunities and responsibilities I have been given with the Cannon Falls Police Department, along with your professional guidance and support.

Yours sincerely,

Michael Ayres