

City of Ramsey
Agenda
Special City Council
Tuesday May 29, 2012

6:00 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Council Business**
 1. Discussion Regarding a Personnel Matter - Closed to the Public
 2. Discussion Regarding Strategy for Responding to a Threatened Lawsuit - Closed to the Public
 3. Future Staffing/Organizational Structure of the Public Works Department
- 5. Mayor/Council/Staff Input**
- 6. Adjournment**

CC Special Session

4. 1.

Meeting Date: 05/29/2012

By: Colleen Lasher, Administrative Services

Title:

Discussion Regarding a Personnel Matter - Closed to the Public

Background:

This meeting will be closed to the public pursuant to Minnesota Statute 13D.05 Subd. 2 (a)(2) "Meetings having data classified as not public"

Materials will be provided at the meeting and subsequently collected prior to adjournment.

Recommendation:

Not applicable.

Funding Source:

Not applicable.

Council Action:

Not applicable.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/24/2012 05:33 PM
Started On: 05/24/2012 10:15 AM

Form Started By: Colleen Lasher

Final Approval Date: 05/24/2012

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4. 2.

Meeting Date: 05/29/2012

By: Colleen Lasher, Administrative Services

Title:

Discussion Regarding Strategy for Responding to a Threatened Lawsuit - Closed to the Public

Background:

The City Council will meet with legal council to discuss a strategy for responding to a threatened lawsuit - This is an Attorney-Client Privileged Discussion and will be Closed to the Public as Allowed by Minnesota Statutes, Section 13D.05, Subd. 3(b)”

Recommendation:

Based on discussion

Funding Source:

Not applicable.

Council Action:

Based on discussion.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/24/2012 05:34 PM
Started On: 05/24/2012 10:25 AM

Form Started By: Colleen Lasher

Final Approval Date: 05/24/2012

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4. 3.

Meeting Date: 05/29/2012**By:** Colleen Lasher, Administrative Services**Title:**

Future Staffing/Organizational Structure of the Public Works Department

Background:

At the May 22, 2012 meeting, the City Council motioned to do the following:

- 1) Accept Mr. Brian Olson's resignation as Public Works Director.
- 2) Appoint Fire Chief Kapler to an interim assignment for up to a 3-month period to oversee the Public Works Building Maintenance, Parks, Streets, and Utilities divisions.
- 3) Appoint City Engineer Himmer to an interim assignment for up to a 3-month period to oversee the Engineering Division.

Due to a need for additional information, Councilmembers were not in a position to direct staff to act on the remaining items. Therefore, further discussion related to the organizational structure of the Public Works Department is necessary and the following issues need to be addressed:

- A) Does the Council want to fill, modify, or eliminate the recently vacated Public Works Director position. If the direction is to fill the vacant position, a restructure is not needed and staff should be directed to conduct a recruitment.
- B) If it is not the desire of the Council to fill the Public Works Director position as is, staff recommends splitting the Engineering Division from the operations side of Public Works, thereby creating two separate functional divisions; Engineering and Public Works Operations (Building Maintenance, Parks, Streets, and the Utilities).
- C1) If the split is desired, does Council support appointing City Engineer Himmer to oversee the Engineering Division on an ongoing basis. If so, does the Council support the City Engineer position to be a department head position, including a salary increase.
- C2) If the split is desired, staff suggests a recruitment for a PW Superintendent position to oversee the Public Works Operations Division that includes the functions of Building Maintenance, Parks, Streets, and Utilities; this position is proposed to report to the City Administrator as a division manager / non-department head.
- D) Depending on the outcome of the above considerations, some back-filling or position adjustments may be necessary.

Notification:**Observations:**

Staff will compile a more thorough review of the pros and cons of the different organizational structures for review on Tuesday.

Recommendation:

Based on discussion.

Funding Source:

Based on discussion.

Council Action:

Motion based on discussion.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/24/2012 05:49 PM
Started On: 05/24/2012 11:10 AM

Form Started By: Colleen Lasher

Final Approval Date: 05/24/2012