

City of Ramsey
Agenda
City Council Work Session
Tuesday, December 8, 2015
5:30 pm
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discussion Regarding the Fire Chief's Retirement and Process to Fill the Position
 2. Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority-May be Closed to the Public
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 12/08/2015

Information

Title:

Discussion Regarding the Fire Chief's Retirement and Process to Fill the Position

Purpose/Background:

Retirement

As the City Council is aware, after almost 27 years as a firefighter and over 23 years as Fire Chief, Chief Kapler has submitted a letter of retirement. In the letter, Chief Kapler stated that his last day of employment with the City of Ramsey will be on or near March 1, 2016, contingent upon the completion of the new fire station. Chief Kapler's announcement has a significant impact on the City and staff is committed to filling this position with the best possible candidate, a candidate that demonstrates the qualities necessary to meet the City's mission, core values, and guiding principles as identified in the adopted Strategic Plan.

Recruitment Process: Internal versus External

Staff hopes to get direction from the City Council as to whether or not an internal recruitment should be conducted first, followed by an external recruitment, if necessary. Or, if the City Council would prefer that internal and external candidates be considered in one collective recruitment process. Staff believes there are approximately five qualified candidates that are eligible to be considered within an internal recruitment process. Staff believes there are pros and cons to both processes.

Internal recruitment offers current high performing employees an increased opportunity to grow within the City, improving morale and can help retain institutional knowledge. External recruitment provides the benefit of a larger applicant pool and an opportunity to consider a more diverse set of applicants and the talents others may bring to the table.

Consequently, staff will conduct the upcoming recruitment based on the City Council's direction. An internal recruitment could be commenced immediately, or, if the City Council so directs, an external recruitment process would be conducted and any qualified internal candidates would be encouraged to apply. Regardless of the type of recruitment that is conducted, staff will not be seeking assistance from an external recruitment firm.

Survey

Staff intends to have discussions with, and/or survey, the Fire Department, the management team, and the City Council in order to develop a candidate profile that will best fit the current organization. Staff will be seeking feedback regarding what qualities would be most important in the City's next Fire Chief or similar position.

Interview Panel

Due to the critical nature and high profile of this position, the full Council may choose to participate in the final interview(s). The City Council may wish for staff to seek interview panel members from outside of the City (e.g., a Fire Chief from a neighboring city). Ramsey firefighter participation in the process is also recommended.

Interim Fire Chief / Interim Emergency Management Director / Timelines

Staff will have an interim Fire Chief recommendation secured by Chief Kapler's retirement. In addition, since Chief Kapler is the City's Emergency Management Director, staff will secure a replacement for this role as well. There are three possible recruitment timelines attached to this case for the City Council's consideration.

Wages / Position Qualifications

The current Fire Chief pay scale is approximately three percent below the comparable market. Staff desires the City

Council's direction regarding a possible adjustment to the pay scale. The current position description's minimum and desirable qualifications include:

Minimum Qualifications:

Five years of formal supervisory experience and training, preferably in a municipal Fire Department. Certifications in the following areas: successfully completed state certification requirements fire fighters (Fire Fighter I and II, Hazardous Material Technician, First Responder certification, and Emergency Manager in the State of Minnesota.

Desirable Qualifications:

Post-secondary education and three years of Fire Chief experience.

Staff recommends increasing the minimum job requirements to include an Associate's Degree and a minimum of five years command level supervisory experience; as well as increasing the desired qualifications to include a Bachelor's Degree and five years of command level supervisory experience. Lastly, staff recommends adding a distance requirement for residency, such as no more than 15 miles from the Ramsey border, in order to ensure a prompt response during times of emergency.

Recruitment Considerations/Restructuring Options

Chief Kapler's pending retirement creates an opportunity to look at options for the position and how it could be filled in terms of the position title as well as how the City recruits for its candidates. Most metropolitan cities head their departments with a Fire Chief; however some have Public Safety Directors, which on average, tend to earn about \$15,000 more per year than a Fire Chief. Such a structure combines Police and Fire Departments, with an opportunity to gain better coordination and possible cost savings. Staff will be prepared to discuss the pros and cons of both options during the meeting, but a structural change of this type would require significantly more time for evaluation.

Timeframe:

This case is expected to take 30 minutes

Funding Source:

There is no funding required at this time.

Responsible Party(ies):

Colleen Lasher, Human Resources Manager

Outcome:

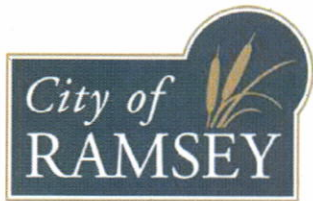
The intended outcome of this work-session is to provide staff, by consensus, direction as to how to proceed with filling the role of the Fire Chief.

Attachments

Recruitment Timelines

Form Review

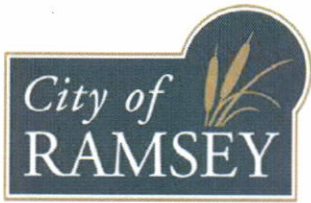
Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	12/03/2015 04:42 PM
Form Started By: Colleen Lasher		Started On: 11/30/2015 04:07 PM
Final Approval Date: 12/03/2015		



DRAFT

**Fire Chief / Department Head
Internal -- Recruitment Timeline**

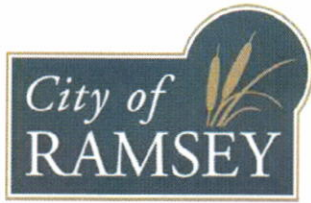
Process	From Date	Through Date
Posting	12-10-15	12-16-15
Scoring	12-17-15	
First Interviews	12-21-15	
Offer to Move Ahead	12-22-15	
Leadership Assessment	01-05-16	
Assessment Feedback	01-08-16	
Second Interview	01-12-16	
Background Check/References	01-13-16	
City Council Interview	01-26-16	
Appoint an Interim Fire Chief	01-26-16	
Contingent Job Offer	01-28-16	
Medical & Drug Screen	02-02-16	
Council Auth. to Hire	02-09-16	
Begin Working	02-24-16	03-09-16



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**Fire Chief / Department Head
External -- Recruitment Timeline**

Process	From Date	Through Date
Posting	12-10-15	01-14-16
Scoring	01-15-16	
First Interviews	01-20-16	01-21-16
Offer to Move Ahead	01-21-16	
Leadership Assessment	01-28-16	
Assessment Feedback	02-04-16	
Second Interview	02-10-16	02-11-16
Background Check/References	02-15-16	02-18-16
City Council Interview	02-23-16	
Appoint an Interim Fire Chief	02-23-16	
Contingent Job Offer	02-25-16	
Medical & Drug Screen	03-02-16	
Council Auth. to Hire	03-08-16	
Begin Working	04-01-16	04-11-16



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**Fire Chief / Department Head
Internal, External if Necessary -- Recruitment Timeline**

Process	From Date	Through Date
Posting	12-10-15	12-16-15
Scoring	12-17-15	
First Interviews	12-21-15	
Posting / External	12-22-15	01-27-16
Scoring	01-28-16	
First Interviews	02-03-16	02-04-16
Offer to Move Ahead	02-04-16	
Leadership Assessment	02-11-16	
Assessment Feedback	02-17-16	
Second Interview	02-24-16	02-25-16
Background Check/References	02-26-16	03-03-16
City Council Interview	03-08-16	
Appoint an Interim Fire Chief	03-08-16	
Contingent Job Offer	03-10-16	
Medical & Drug Screen	03-15-16	
Council Auth. to Hire	03-22-16	
Begin Working	04-06-16	04-25-16

Meeting Date: 12/08/2015

Information

Title:

Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority-May be Closed to the Public

Purpose/Background:

Mr. Kurt Ulrich was hired as the City Administrator on September 17, 2007. As per Mr. Ulrich’s Employment Agreement with the City, a 360 degree performance evaluation was conducted. The evaluation period covered September 18, 2014 through September 17, 2015. The Mayor and Mr. Ulrich met previously and discussed the evaluation.

Mr. Ulrich's performance evaluation includes feedback from the City Council, his direct reports, Mr. Ulrich himself, as well as from the Chairs of the City Boards and Commissions. The results of the evaluation will be provided at the closed meeting where Mr. Ulrich will meet with the full City Council to discuss his performance and receive feedback. At his discretion, Mr. Ulrich may choose to open this meeting to the public.

Minnesota Statute 13D.05, Subd. 3a states that “A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.”

Please note that both the performance evaluation and the City Councils' discussion regarding Mr. Ulrich’s performance are private and may not be discussed outside of the closed session.

Timeframe:

Approximately 45 minutes.

Funding Source:

There is no funding required.

Responsible Party(ies):

Colleen Lasher, Human Resources Manager

Outcome:

To arrive at a consensus regarding approval of the City Administrator’s annual performance review, along with approval of his 2016 Professional Development Plan (a draft is attached), to be formally adopted at the January 12, 2016 City Council meeting.

Attachments

Statute

Draft Prof. Development Plan

Form Review

Inbox

Reviewed By

Date

Kurt Ulrich
Colleen Lasher (Originator)
Kurt Ulrich
Form Started By: Colleen Lasher
Final Approval Date: 12/03/2015

Kurt Ulrich
Colleen Lasher
Kurt Ulrich

12/03/2015 11:08 AM
12/03/2015 11:17 AM
12/03/2015 11:22 AM
Started On: 12/02/2015 11:43 AM

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. **General principles.** (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. **When meeting must be closed.** (a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. **What meetings may be closed.** (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1999 c 227 s 22; 2002 c 379 art 1 s 5; 2004 c 276 s 1; 2004 c 290 s 18; 2007 c 110 s 2; 2007 c 147 art 10 s 15; 2008 c 335 s 1; 2010 c 365 art 1 s 8

City Administrator Draft Professional Development Plan for 2016

Community Involvement

- Attend meetings of Planning Commission, Park and Recreation, Charter, and EPB to give a City update at least twice per year (e.g., citizen survey results, “state of the City”, strategic plan update).
- Schedule joint meetings with the City Council and the above commissions, in order to continue to foster good relations with these boards.
- Initiate three meetings with community stakeholders (i.e., local businesses and civic groups).

Leadership

- Assist Council in developing City “vision”
- Continue regular City Administrator’s Corner in newsletter.
- Develop and present at least three presentations about the “vision” of Ramsey to bring greater awareness, enhance City’s image, and promote economic development.
- Continue to learn, develop, and demonstrate constructive conflict techniques
- Take a leadership role in multi-community efforts (e.g., Highway 47, Highway 10, QCTV)

Mayor and Council Support

- Assist Council in developing City “Vision”
- Promote and encourage Council attendance at local, regional, and state policy meetings (i.e., League of Minnesota Cities, North Metro Mayors, Anoka County Officials)
- Assist staff in the preparation of staff reports, so that each identifies the strategic planning priorities, resources, options, and constraints.

Fiscal Management

- Work to develop the role, mission, and metrics of the EDA in order to align with City strategic priorities.
- Review City’s long-term parks and trails operations and capital needs.

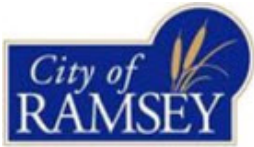
Communication

- Provide regular and timely updates to the City Council (“before it hits the news” standard).
- Create and implement a City Communications Plan, seek feedback from City Council and other stakeholders as to improvements
- Quarterly individual check-in with each Council member.
- Strategic Plan Update, quarterly, as part of Council agenda.
- More effectively communicate the year-end update, strategic plan status report, and balanced score card.

Staff Development

- Develop a training and development plan for employees that can be consistently applied across the organization
- Participate in Labor/Management Committee to address priority work place needs based upon employee survey.
- Create development plans that meet the needs of future City leaders, by:
 - Providing an on-going quarterly training opportunity for the staff *leadership team*.
 - Having each direct-report complete an assessment survey tool for professional growth and development.

Review by City Council December 8, 2015



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Work Session

3.1.

Meeting Date: 12/08/2015

By: Jo Thieling, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Dates will be assigned in the future.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 12/03/2015

Reviewed By

Kurt Ulrich

Date

12/03/2015 10:51 AM

Started On: 11/25/2015 03:14 PM

City Council Future Topics – Work Session
(Draft)

Date	Topic for Discussion – Council Action
Future	Review Hunting Ordinance (<i>Katers</i>)
Future	Towing Contract Discussion (<i>Katers</i>)
Future	Discuss Alcohol in City Parks (<i>Katers/Thieling/Langel</i>)
Date	Topic for Discussion – Regulatory
Future	Commercial Signage Standards and Community Sign Plan(<i>Gladhill</i>)
Future	Discuss Potential Update to Property Maintenance Code (Maintenance of Buildings and Structures) (<i>Gladhill</i>)
Future	Rental Licensing (<i>Gladhill</i>)
Future	Review Comprehensive Plan for Long-Term Water Supply (<i>Westby</i>)
Date	Topic for Discussion – Policy
Future	Public Facilities Naming Policy (<i>Riverblood</i>)
Future	Trail Maintenance Policy (<i>Westby</i>)
Future	Stormwater Pond Maintenance Policy (<i>Westby</i>)
Future	Grading Permit Policy (<i>Westby</i>)
Future	Discuss Amending City Fund Ordinance (<i>Lund</i>)
Future	Policy for City Advertising – sign – website . . . (<i>Ulrich</i>)
Future	Social Media/Facebook Policy (<i>Ulrich/Wenberg</i>)
Future/January	Review Program for Citizen Recognition and Identify Opportunities for Community Volunteer Work (<i>Ulrich</i>)
Future/January	Newsletter Policy Discussion (<i>Brama</i>)
Date	Topic for Discussion – Planning and Budget
January 26, 2016	Review Summary of Compensation Plan for Employees (<i>Lasher</i>)
Future	Review DRAFT Space Needs Analysis for the Future Public Works Campus (<i>Brama</i>)
Date	Topic for Discussion – Information
Future/January	Review Safety Procedures for Council Chambers (<i>Katers/Kapler</i>)
Future	New Squad Camera Review/Demo (<i>Katers</i>)