

**City of Ramsey**  
**Agenda**  
**City Council Special Work Session**  
**Thursday, August 26, 2021**  
**4:45 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. **Call to Order**
2. **Topics for Discussion**
  1. Conduct the Interview Process for the Position of Deputy City Administrator/Community Development Director
3. **Adjournment**

## **CC Special Work Session**

**Meeting Date:** 08/26/2021

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### **Title:**

Conduct the Interview Process for the Position of Deputy City Administrator/Community Development Director

### **Purpose/Background:**

The purpose of this special work-session is for the City Council to conduct interviews for the Deputy City Administrator/Community Development Director.

As the City Council will recall, the City's former Deputy City Administrator/Community Development Director submitted a letter of resignation indicating that his last day with the City would be on or near June 22, 2021. The City Council, by consensus, directed staff to conduct an open competitive recruitment.

As a result of the City Council's direction to staff, the following occurred:

Advertising: staff advertised the position with the following sources: American Planning Association (APA) National and Minnesota, International City/County Management Association (ICMA), Economic Development Association National and Minnesota, GovernmentJobs.com, City website, City Facebook pages, City Twitter account, Weekly Updates, Highway 10 Electronic Sign, Anoka County Union, QCTV Cable TV, League of Minnesota Cities, HR Managers Group, and Minnesotaworks.net.

First Interviews: 18 applicants were interviewed by the first interview panel which consisted of the following individuals: Councilmember Heineman, Councilmember Howell, Councilmember Musgrove, Commissioner Cords, Commissioner Bauer, City Administrator Ulrich, Administrative Services Director Lasher, City Engineer Westby and Finance Director Lund. Seven candidates were recommended to advance on to the second interview panel; however, one candidate withdrew, leaving six candidates for a 2nd interview either tonight or tomorrow night.

### Employment Testing:

Staff completed the necessary backgrounds checks and reference checks on all six candidates.

### Second Interviews:

There are two interview panels, one being the City Council and City Administrator, and the second being all department heads and three staff members from Community Development. Interviews will take place Wednesday and Thursday evening.

Depending on the outcome of the second interview process, one to three candidates will participate in an extensive leadership assessment which will be conducted by the City's consulting psychologist firm. After the leadership assessment results are received, if the top candidate from second interviews is also the top candidate on the leadership assessment, that name will be provided to the City Council for authorization to hire. If a different scenario occurs, staff will seek the City Council's direction on how to proceed.

### **Timeframe:**

Entire special work session on 08-25-21 and 08-26-21.

### **Funding Source:**

There is no funding required at this time.

### **Responsible Party(ies):**

Colleen Lasher, Administrative Services Director  
Kurt Ulrich, City Administrator

**Outcome:**

To interview candidates for the Deputy City Administrator/Community Development Director position tonight and tomorrow night.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	08/18/2021 05:17 PM
Form Started By: Katie Schmidt		Started On: 08/18/2021 02:45 PM
Final Approval Date: 08/18/2021		