

**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, March 22, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman (attended remotely)
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Kurtis Ulrich
Deputy City Administrator/Community Dev. Director Brian Hagen
City Attorney Fritz Knaak
Human Resources Generalist Sue Hurd

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Consider Purchase of a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota (this portion of the meeting may be closed to the public per MS 13D.05 Subd. 3 (3))

City Administrator Ulrich stated the negotiating team of Councilmember Heineman, City Attorney Knaak, Deputy City Administrator/Community Dev. Director Hagen, and City Administrator Ulrich have been meeting with the property owner and his attorney several times over the last couple of months and have a proposal for Council consideration. He asked for a motion to close the meeting to discuss the proposal.

RECESS AND RECONVENE

Motion by Councilmember Riley, second by Councilmember Musgrove to recess to a Closed Session at 5:45 p.m.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Riley, Musgrove, Heineman, Howell, Specht, and Woestehoff. Voting No: None.

The meeting reconvened at 6:25 p.m.

City Administrator Ulrich reported that during the closed session they talked about a property negotiation in regard to Outlot B, Elmcrest Sanctuary. Council gave direction for continued negotiation with the property owner. He stated Staff will take that to the negotiation committee and continue the negotiations.

2.02: Discuss Future Meetings for MUSA Boundary and COR Design Framework

Deputy City Administrator/Community Dev. Director Hagen stated this case is to give Staff direction on the special meetings regarding the MUSA Boundary and The COR Design Framework.

Councilmember Specht asked if this was what was going to happen with the Planning Commission but PACT got in the way.

Deputy City Administrator/Community Dev. Director Hagen replied yes, adding late last year it was discussed but it was budget season and it was decided to wait until next year. Now it is closer to spring. He stated the other thing timing wise, was the planning manager, dependent on tonight's vote, may be starting mid-April so these discussions would fall in line with that start time.

Mayor Kuzma commented he thought the two topics would merit two separate meetings.

Councilmember Musgrove agreed adding, as a Council, they haven't had a chance to have a lot of discussion on that. She felt the last attempt got too broad, too big, for that big of a group to have a valuable discussion. She would like to discuss both areas as a Council and then bring in the partners with regard to the Planning Commission and EDA to see what their thoughts are. She wondered if Public Works Staff had any desire to have input.

Councilmember Specht commented it was a great idea. He thought it would be good to have it more limited. He stated although he could see the benefit of having them both together he was concerned they might run out of time again with so many people. He thought it was important for the vision of the City.

Mayor Kuzma asked Deputy City Administrator/Community Dev. Director Hagen to set some times and dates.

Deputy City Administrator/Community Dev. Director Hagen asked Councilmember Musgrove if she indicated having Council look at it first. He then asked what the Council thought about that, if it should be brought to a Work Session first and then do a joint meeting.

Councilmember Musgrove commented the Council hasn't had a discussion about where they would like to go. She thought it would be valuable to see what the group thought before bringing in the Planning Commission.

Mayor Kuzma replied there is a plan that Council has been following, so it boils down to if the Council wants to change the direction being taken.

Councilmember Musgrove agreed but thought it would be valuable to have a conversation about the specifics and the direction they would go.

Councilmember Riley commented Council hasn't talked about it but he would be concerned if City Council had a meeting first that a consensus may be reached before getting the input of the Planning Commission. He thought a Council conversation could happen afterward to see what direction they want to take.

Councilmember Specht suggested not doing it before a Planning Commission meeting.

Councilmember Howell agreed with Councilmember Musgrove that there may be specific items they want to come away with in that meeting. She didn't want to have all the decisions made before the joint meeting but to have an idea of what they want to accomplish because if that hasn't been decided as a Council, the conversation could wander.

Councilmember Riley replied Council could suggest an agenda or as individuals they could highlight what they think the questions are. He continued Staff may have a good idea of what the questions are and Council could adjust. He agreed a good agenda is important to guide the discussion.

Mayor Kuzma asked Deputy City Administrator/Community Dev. Director Hagen if that is something he could come back to Council with, follow-up questions to get the discussion started.

Councilmember Musgrove commented she was okay having the other meeting first but she would like to have the order or agenda, the direction, coming from Council and not the Planning Commission. She stated Council didn't have to have all the ideas but if Council could have it structured in such a way as to have input, which is where a good agenda is important, as with strategy meetings, which are inclusive but have a set structure with goals and outcomes.

City Administrator Ulrich thought it would be valuable to have a meeting with just the Council to set the agenda, to frame the discussion, ask the pertinent questions, and lay those out in detail. That could be shared with the Planning Commission in advance, schedule the meeting with no time limitations, and have an open discussion with that framework. He suggested scheduling the meeting around the time the planning manager starts.

Councilmember Woestehoff agreed that the goal of tonight is to say there are two issues, the MUSA boundary, and also the COR framework. He thought if there was a good agenda, the two topics could be done in one meeting, if time wasn't limited by another meeting directly following. He stated if they were doing just the MUSA boundary he would be comfortable doing that ahead of the Planning Commission because he thought talking about MUSA wouldn't go more than 90 minutes to get feedback and direction. He liked the idea of treating it more like a strategy session.

Mayor Kuzma asked if the consensus was that they wanted to set for both at separate times or do they want to try to set the agenda for one meeting and then go to the Commission. Or if they want to do separate meetings for both the MUSA and The COR.

Councilmember Musgrove commented if it was done like a strategic planning meeting to get people's ideas or concerns, then she thought they could be looked at and potentially need another meeting or have a resolution.

Mayor Kuzma stated they will have a pre-meeting to try to tackle both and if a second meeting is needed they can schedule that. Then they will need to figure out an agenda and schedule the Planning Commission.

Councilmember Woestehoff thought it would be worthwhile to have the Council and EDA talking about the Highway 10 area and if they want to introduce new design standards post Highway 10 construction. He thought that may be an appropriate time to start talking about that to give businesses that are there to have guidelines as to what the future of Highway 10 is as it is being built.

Mayor Kuzma replied he liked the direction but felt it would be too much to add to these two things and they should be separate.

Councilmember Woestehoff agreed, adding that would be a third thing.

Mayor Kuzma commented there is still time for that.

Councilmember Woestehoff agreed.

The consensus of the Council was to direct Staff schedule a pre-meeting to set an agenda for a joint meeting with the Planning Commission.

2.03: Review Model Contract for the City Administrator and Update Regarding the City Administrator Recruitment

City Administrator Ulrich reviewed the model contract for the City Administrator which he stated is the basics of the contract. He stated his contract is included along with some additional provisions that are optional. He stated the candidate may have some specific requests as well that may be negotiated into the contract. He asked if there was anything Council didn't want to offer the next candidate that should be excluded from any potential negotiations. He stated once a candidate is selected the City would offer them a contract, which is not mandatory but is something that most cities provide and most candidates require. He stated a salary schedule is included that could be negotiated with line items being pretty standard but are at the discretion of the Council. He stated the City Attorney would be negotiating the contract for the City at the Council's direction.

Mayor Kuzma asked about severance and commented that he liked four months versus six months. He asked what is typically a period of time, after a year of service.

City Administrator Ulrich replied he has seen two years but six months is pretty standard. He stated it is negotiable between the candidate and Council but offering severance provides a sense of security for a new candidate. He stated in the City Manager's code of ethics there is usually a two-year minimum that the candidate would give before looking for another job.

Councilmember Howell commented that if there is a way to get it down to four months instead of six months, she would support that. She also commented on the resignation notification requirements and suggested setting that at 60 days instead of 45 days. She referenced #14 professional development, and #15 dues and subscriptions, and asked City Administrator Ulrich if he has seen caps on the amounts for these that is allowed by cities.

City Administrator Ulrich replied a cap could be put on them, a dollar amount that is reasonable and gives the discretion to the manager of the organization he or she wants to join.

Mayor Kuzma asked if Councilmember Howell had a dollar amount in mind.

Councilmember Howell replied maybe City Administrator Ulrich does.

Councilmember Riley commented maybe a dollar amount would be reasonable but he didn't know what that would be and would look to Staff to provide.

City Administrator Ulrich replied he would have to look to see what would be reasonable.

Councilmember Specht asked if the automobile benefit is new or if it is standard now.

City Administrator Ulrich replied it is relatively standard now but optional.

Councilmember Specht asked if he knew what the reason was behind it, if it was because they would be driving around town to look at things.

City Administrator Ulrich replied back when they used to drive to a lot of meetings, it was to pay for car mileage and gas, in state only. He stated it was an additional perk. He stated they could offer a lower salary and offer some of these benefits which are some motivations. He stated he wasn't suggesting that but that the Council could decide on that.

Councilmember Musgrove commented if they are paid less but offered more perks, that it may take more Staff time in reporting, monitoring, and reimbursement so she wondered if it was worth it.

City Administrator Ulrich replied that is a good point, that every benefit has something. For example, he received a dollar amount for health insurance which causes some paperwork. He stated he gets a car allowance but it is taxable as income, so it may as well be income. He stated she is correct that every benefit has some paperwork requirement that is different from other City employees.

Mayor Kuzma asked if there is anything in City Administrator Ulrich's contract that anyone would like to take out.

Councilmember Howell replied she is comfortable with City Administrator Ulrich's contract but not offering all the benefits, as they did with the union negotiations, to see what they have to give up.

Councilmember Musgrove commented it would benefit the City to have the same health, dental, life, and disability insurance versus a separate package. She suggested it be part of the City package so they would still get it but it would not be an additional, separate thing that has to be tracked separately but would be under the organizational benefits. She asked if the pension was authorized by State law and if that was not one they could negotiate.

City Administrator Ulrich replied usually there is an allowance that allows the manager to join a separate 401k pension plan if they desire so they can waive PERA. He stated yes, the City would still be responsible for the employer's portion of that so that number doesn't change. He stated there is a deferred comp benefit in his contract which is optional. He stated there is a matching contribution to a deferred compensation, which is maxed out at \$2,000 contribution by the City, which is negotiable.

Mayor Kuzma suggested starting with the League's contract because it is pretty basic. He thought there would be some negotiations so that is where they could add or subtract but it gives them a starting point.

City Administrator Ulrich replied that is a good suggestion as it is a bare bones contract which doesn't have a lot and that is where severance could be set at four months and the candidate could counter propose. The 60-day notice could be started with and the candidate can give feedback and there could be a cap on the member benefits.

Mayor Kuzma commented they will be looking for an experienced person so they may have already been through this process before and have a good idea of what it is going to take but this is a good starting point.

Councilmember Howell commented the one thing with City Administrator Ulrich's contract is that there has more meat to it and has been specifically created for a City Administrator here so it made more sense to her to use that to shape, instead of using something that is so basic like the League contract that doesn't have any starting points.

City Administrator Ulrich replied a hybrid could be done, pull content from the contract they have now, populate a League model contract, show Council what that looks like, and highlight in red the optional pieces they might want to pull out.

City Attorney Knaak commented it depends on how this is viewed. With a basic contract, because Ramsey is a significant city, they are going to be dealing with a sophisticated applicant, not someone fresh out of college who may not know what they want. He stated the applicant may come in with ideas of what they would like, for insurance for example. He stated that is the kind

of conversation that could happen with feedback and by adding on other benefits, it is effective if it is an additional attraction. He stated in a negotiation, starting with more on the table and having the candidate ask for more. With the League contract, it is a simple contract and allows additions to be made, based on what the current administrator is getting, and having a conversation. He thought starting with the League's contract would be an invitation to negotiation. He thought the location, being Ramsey, that salary would be the main issue and the extras are extra. He asked if that seemed correct.

City Administrator Ulrich replied that is absolutely right. He stated if there was anything in the current contract Council really wanted to keep, that should be identified and include it. He stated there are things like moving expenses that will be necessary for some candidates and not for others. He thought a hybrid contract, taking the League's contract and filling in language where it is appropriate and not offering benefits the candidate doesn't want that are an expense to the City.

Councilmember Woestehoff agreed that the generic language is acceptable as every situation is going to be different. He felt that health insurance is going to be the biggest alternative bargaining chip as far as the City's offer which would require more thought behind it. He argued that although health insurance is different, there is no more administrative burden.

City Administrator Ulrich commented the consensus was for Staff to use the model contract and put in information from the current City Administrator's contract to show Council how that would look and get Council feedback.

Councilmember Riley asked if there were still eight candidates.

Councilmember Musgrove answered yes. She referenced the timeline and asked about the selection at a Special Work Session, and the agreement negotiated. She stated she wasn't sure if negotiating the agreement meant the discussion they just had but it isn't in the updated timeline.

City Administrator Ulrich replied those can be added. He stated there was discussion at the last meeting about having a subcommittee of the Council be more actively involved in the negotiation and there was a question if that would be done as a group or subbed out to a committee. He stated either way would be fine.

Councilmember Riley replied the whole group.

City Administrator Ulrich replied he will add those to the calendar. He asked when the timeline she referred to was from.

Councilmember Musgrove replied March 1, 2022.

Councilmember Howell referenced number 5 where it says the second interviews have to end by 4:40 p.m. She asked if there is a way to make sure there is enough time on the front end, not knowing how many second interview candidates they are going to have, to make sure they don't get cut short. That is one concern she had, not knowing how many candidates they will have and ensuring they have enough time.

City Administrator Ulrich asked if there were three members on first round interviews.

Mayor Kuzma replied yes, for the first round and the second round would be for everyone.

City Administrator Ulrich replied they would probably have it during the afternoon and asked if that was acceptable.

Councilmember Woestehoff asked if the second interview was going to be the full Council.

City Administrator Ulrich replied yes, the full Council on April 19, 2022.

Councilmember Woestehoff replied he will be out of country and not able to attend. He stated he will trust the Council.

City Administrator Ullrich asked what Council wanted to do with that.

Councilmember Woestehoff asked if there was a way for him to participate in the first-round interviews.

Councilmember Howell replied she would like to stay on the first round of interviews. She suggested moving the date of the second round. She asked what Councilmember Woestehoff's availability would be around April 19, 2022.

Councilmember Woestehoff replied he is gone April 14 through April 22, 2022. He stated he could do something April 22, 2022.

Councilmember Howell asked City Administrator Ulrich if it would work to move interviews to April 22 or April 23, 2022.

City Administrator Ulrich replied it would work for Staff and it would be a matter of Council availability.

Councilmember Woestehoff replied it is an important job and he didn't want to hold it up. He asked if he could sit with Administrative Services Director Lasher and review the applicants, give written feedback, and trust the Council to make the decision he would be comfortable with.

Councilmember Howell asked City Administrator Ulrich if it was correct that any of the Councilmembers could look at the applications on their own.

City Administrator Ulrich replied that is his understanding.

Councilmember Woestehoff replied he could come in ahead of time to give his feedback and keep the interviews on April 19, 2022.

City Administrator Ulrich replied they will keep the interviews on April 19, 2022.

The consensus of the Council was for Staff to use the model contract and put in information from the current City Administrator's contract to show Council how that would look and get Council feedback. The Council also agreed to keep the second round of interviews on April 19, 2022. Councilmember Woestehoff will be absent but will review applicants ahead of time and leave his feedback.

Discussion of Remaining Agenda Items

Councilmember Specht asked if Council wanted to reconvene after the regular meeting to finish the last two cases.

Mayor Kuzma commented there is a full agenda and he didn't want to reconvene and have the meeting go until 1:00 a.m.

Councilmember Woestehoff asked if the next case could be discussed as it may be an easy one.

2.04: Discuss Reassigning the City Administrator's Appointment on Various Committees

City Administrator Ulrich commented QCTV is one he put up as a potential Councilmember filling that one. With North Metro Mayor's, he thought the Deputy City Administrator or Interim City Administrator if there is one. Highway 10 Committee, is somewhat inactive but he thought some discussion could be had as to what that committee's goal is. He stated right now there is an idea to make sure there is good coordination between the business community and City work that is being done because there is a lot of interest from the business community about how traffic is being routed and signage. He stated the committee could transition into more of a liaison to make sure they are tracking right and maintaining communications and business relationships along Highway 10. He stated he would take the recommendation that Councilmember Specht be on the QCTV Commission and will bring that back to the consent agenda to formalize it.

Discussion of Remaining Agenda Items

Mayor Kuzma commented there are two more cases yet and asked if there was interest to reconvene after the regular meeting.

City Administrator Ulrich replied Administrative Services Director Lasher was out sick today and suggested tabling the last two cases to a future meeting.

Mayor Kuzma replied okay.

Councilmember Musgrove suggested that each of those topics would require a minimum 30 minute discussion versus the ten minutes that was allotted today.

Councilmember Specht asked if a Special Session would be needed.

Councilmember Musgrove suggested having these items come back when Administrative Services Director Lasher was present.

Councilmember Riley agreed those topics wouldn't be done in ten minutes.

Mayor Kuzma stated Council consensus is to table the last two cases.

City Administrator Ulrich commented that would probably delay the official appointments of the Commission members unless they put it on the same night as the policy is addressed. He asked if that was acceptable because time was running short.

Councilmember Howell asked if it was correct that members are on until they are replaced so there aren't any issues there.

City Administrator Ulrich replied that is true.

Councilmember Woestehoff commented the new members could be appointed and then table the decision on reappointment. He asked if that was what Councilmember Howell was saying.

Councilmember Howell replied no, she was saying the policy can be discussed because they are still in their chair so they are not losing their chair.

2.05: Discuss Updating the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Tabled until a future session.

2.06: Discuss Developing a Charter Commission Recruitment Policy

Tabled until a future session.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

Noted.

4. MAYOR /COUNCIL /STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

**CITY COUNCIL CLOSED SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a Closed Session on Tuesday, March 22, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman (attended remotely)
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Kurtis Ulrich
Parks and Assistant Public Works Superintendent Mark Riverblood
City Engineer Bruce Westby
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the Closed Session of the City Council to order at 5:45 p.m.

2. COUNCIL BUSINESS

2.01: Consider Purchase of a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota

City Administrator Ulrich stated the purpose of the case was to discuss a proposal relating to the purchase of a portion of Outlot B, Elmcrest Sanctuary.

The City Council discussed the negotiating strategies and provided staff with direction.

3. ADJOURNMENT

Motion by Councilmember Musgrove, seconded by Councilmember Specht, to adjourn the Closed Session

Motion carried.

The Closed Session was adjourned at 6:25 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.