

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

The Ramsey City Council conducted a City Council Special Work Session on Tuesday, March 15, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich  
Administrative Services Director Colleen Lasher  
Deputy City Administrator/ Community Dev. Director Brian Hagen

**1. CALL TO ORDER**

Mayor Kuzma called the City Council Work Session to order at 7:06 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: City Board and Commission Interviews**

Administrative Services Director Lasher stated she would start the process and then facilitate bringing applicants in out and come back in at the end. She stated this is the annual recruitment for the Boards and Commissions, noting that every March they look at the vacant seats or soon to be vacant seats. Appointment terms run from April 1 to March 31 each the year and include the Economic Development Authority (EDA), Environmental Policy Board (EPB), Planning Commission, and Parks and Recreation Commission. She stated per the policy, which will be looked at, updated and revised, there are provisions that refer to building a file to have the capacity to have applicants in waiting in the event there is an unexpected vacancy. She stated that is one component they would want to touch on later. She stated they currently have the policy revision discussion scheduled for next Tuesday during the Work Session. She stated for this recruitment, Boards and Commissions were advertised in the *Ramsey Resident*, the City's official newspaper, on the community sign, on Facebook, on the City's Boards and Commissions website page, as a spotlight on the City's homepage, and on QCTV. She stated initially going into this week, there were six candidates but that is now down to four candidates for four vacant seats. She explained the four vacant seats. One is for a full six-year term on the EDA, which is the seat Jim Steffen is choosing not to reup on. Two is a four-year term on the EDA, which was Scott Cords seat. Three is a three-year partial term on the EPB and Four is a three-year partial term on the Planning Commission. She stated regarding incumbents, there are five which are listed for the Council and

all five incumbents are seeking reappointment. She stated their materials are included in the packet along with the Chair or Vice-Chair's recommendations for re-appointment. She explained in the past, which has seemed to work best, is that when interviews are completed, the incumbents are looked at first. She stated this will be later this evening. She explained she wouldn't go into detail on the policy revisions but there are definitely policy revisions needed and she has ideas she would like to present next week along with Council suggestions. She stated it is known that the Mayor has the authority to make the Economic Development Authority selection which is by statute, and included in the packet as well as the policy. She continued that is with agreement by the Council. She stated as a result of this evening they would like to select new or incumbent members to start new terms April 1, 2022 and these positions would be appointed by resolution at the next Council meeting on March 22, 2022. She stated it has been done in the past, and now that they are able to gather more in public, suggested resuming the ceremonial oath of office which would take place during the first meeting in April 2022 if there is Council agreement. She noted a Work Session will be needed to talk about the policy, which is scheduled for next week unless more time is wanted. She stated the Councilmembers have interview questions and gave directions.

Councilmember Riley asked Administrative Services Director Lasher why two of the applicants dropped out before being interviewed.

Administrative Services Director Lasher replied that one applicant stated, very late in the day, that she had a family emergency. The other applicant had given it some thought and changed his mind.

Mayor Kuzma asked if there were questions from the Council before they got started.

Councilmember Heineman stated he thought the Commissioner dinner was coming up soon and asked if they would be in their position by then or if Council should invite them ahead of time. He also asked if there was interest to invite them even if they are not sworn in.

Administrative Services Director Lasher replied they would be official appointed and the effective date will be April 1, 2022.

Councilmember Heineman asked if the dinner was after that.

Councilmember Riley replied it is April 5, 2022.

Councilmember Heineman replied, disregard his question then.

Councilmember Specht asked if they are taking turns and reading the questions in order.

City Administrator Ulrich replied there are seven questions and seven Councilmembers so that should work out.

Administrative Services Director Lasher stated she has concluded her comments and began the interview process with the candidates.

After the interviews the Council and Staff had a discussion.

Councilmember Musgrove commented they have a good group of people.

Councilmember Specht asked how this time would be approached.

Mayor Kuzma replied it was actually pretty easy, there are four people and four positions. He stated he would prefer Scott Winyinger for the six-year term on the EDA and Shanna Stewart for the four-year term on the EDA. He suggested Tom Hunt for the Planning Commission and Todd Arts for the EPB.

There was Council agreement with Mayor Kuzma's suggestions.

Mayor Kuzma commented he was happy with everyone.

Councilmember Musgrove asked Administrative Services Director Lasher about process and that some of the people came in and thought there was a Parks and Recreation Commission position or another opening available. She asked if there was a way to advertise the open positions so people don't get discouraged.

Administrative Services Director Lasher agreed with this.

Councilmember Musgrove asked if there was an opening mid-year and Todd Arts would rather serve on Park & Rec if they could offer it to him, especially if the other candidate would be willing to serve on the EPB. She thought his passion for Parks and Rec was listed in his documents but a position isn't available so she would like to offer that.

Mayor Kuzma commented he thought the candidate would be just as strong on the EPB.

Councilmember Specht replied Todd Arts may be strong but there is a difference between that and what he would prefer.

Councilmember Musgrove commented she would hate for Todd Arts to say he would rather be on the Park and Recreation Commission and then say after a while that he didn't want to be on the EPB and not serve.

Mayor Kuzma agreed.

Councilmember Specht commented that is a valid point.

Administrative Services Director Lasher replied she shares conversation with the candidates that there are times that occur when someone signs up for a four-year term and are not able to fulfill that requirement, hence the partial terms that are being filled. She had also explained to the candidates that they listed a particular board as their first choice that the Council is listening to answers to interview questions and may ask if candidates are interested in a different Board. She thought the candidates knew there were options for them and the City is always looking for people to serve.

Councilmember Musgrove asked if a position on the Parks and Recreation Commission if Todd Arts could serve on two boards until one is finished.

Councilmember Specht replied he would be comfortable preapproving Todd Arts for the Parks Board if an opening becomes available.

Administrative Services Director Lasher asked if the pre-approval was for Todd Arts for the Parks and Recreation Commission if an opening becomes available.

Councilmember Specht replied it seems like his passion.

Councilmember Woestehoff clarified that the decision was still to put Todd Arts on the EPB.

Councilmember Musgrove and Councilmember Specht both agreed.

Councilmember Specht commented he wanted Todd Arts to feel like he is being best utilized.

Councilmember Musgrove suggested encouraging Todd Arts to listen to the Parks and Recreation Commission meetings as he can always have input.

Councilmember Woestehoff commented that part of this could also be Council involvement because if a Parks and Recreation Commission position comes up, there is no reason why they couldn't encourage Todd Arts to participate in that too. He liked the idea of acknowledging that he has an interest in Parks. He stated for the sake of the City, he would like to see Todd Arts serve the City now.

Councilmember Musgrove agreed and added a suggestion to let Todd Arts know they appreciated his passion for Parks and that there might be an opportunity.

Councilmember Woestehoff agreed.

Administrative Services Director Lasher summarized her understanding of the appointments. Scott Winyinger would be offered the six-year term on the EDA, Shanna Stewart would be offered the four-year term on the EDA, Todd Arts would be offered the three-year term on the EPB, and Tom Hunt would be offered the three-year term on the Planning Commission. She asked if the Council wanted to discuss the incumbents.

Mayor Kuzma asked if all of the incumbents have been recommended by their Chairs.

Administrative Services Director Lasher confirmed this.

Mayor Kuzma asked if all of the incumbents are looking to re-apply.

Administrative Services Director Lasher confirmed this and added their packets included a letter of interest from all five incumbents stating that they would like to be considered for reappointment and all of the Chairs or Vice-Chairs recommended their reappointment.

Councilmember Heineman asked Administrative Services Director Lasher if these all fall on the every-other-term category.

Administrative Services Director Lasher confirmed this, that these all happen to be even numbered terms.

Councilmember Musgrove stated that policy hasn't been approved yet.

Administrative Services Director Lasher confirmed this.

Councilmember Musgrove asked if it was correct that the policy they are using right now says Council should have reviewed these prior to any advertisements being done so that they could potentially have more positions open.

Administrative Services Director Lasher replied it is correct the policy states that incumbents should be reviewed in a separate process. She stated she is eager to discuss how that can be improved because they can't implement other parts of the policy by not advertising all seats. She stated the policy is very cumbersome. She stated Councilmember Musgrove is correct but improvement needs to be made because if people want to serve again and the Chair supports reappointment, as does the Council, and it isn't advertised, then she doesn't have an applicant pool for the inevitable mid-year vacancies that happen on a regular basis. She continued there are some real challenges in administering the advertising in the *Ramsey Resident*, which is required by the Charter, because of the timing. If they wait to find out four months ahead of time from when someone's term is about to expire, the *Ramsey Resident* has to be contracted in December for a term that ends the end of March. She stated it is hard to time that, it is two completely different processes for advertising in the *Ramsey Resident*, and it doesn't work out well for the way the policy is written. She stated that Councilmember Musgrove was right that it does say two different processes but then she can't administer the rest of the policy.

Councilmember Specht commented the policy will be updated soon.

Administrative Services Director Lasher replied that is correct, next week, a week from today.

Councilmember Musgrove commented that if the policy doesn't work it needs to come before the Council so a policy change could be made. She thought there needed to be a discussion if March 31 is a good time to do it, and asked if it works better with the *Ramsey Resident*, do they want the application process to start at a different time. She thought those were types of policy discussions Council could have that would help make the process easier. She didn't know if there was anything that could be done because the policy hasn't been followed and they have been doing it the way it has always been done but it wasn't based on the policy. She asked if it is correct that is still the Council's prerogative whether to approve these or not and if they don't approve them, then there

would be another application process. She thought that is what the policy is meant to eliminate, doing it twice.

Mayor Kuzma commented that these members have all been on for some time and the Chairs have all made recommendations to reappoint. He stated he knew several of them and felt they have contributed a lot. He recommended that Council move these five incumbents forward and review the policy next week to make the needed changes.

Councilmember Riley commented a benefit is that the number of applicants fits the number of openings so they are not turning anyone away, that it actually works out right now. He stated that makes not following the policy moot and the policy will be fixed next week to make it workable for what the Council wants and for the Staff.

Councilmember Musgrove commented, for the record, that it doesn't make the policy moot, the Council just never had an opportunity to look at it, acknowledge these or not, and then advertise for more or let the community know there were all the opportunities.

Councilmember Riley replied advertising wouldn't have changed.

Councilmember Musgrove asked if they don't advertise for all of the positions.

Councilmember Riley replied they advertised for all of the positions.

Councilmember Musgrove asked if they advertised for all of these.

Administrative Services Director Lasher replied yes, they did.

City Administrator Ulrich commented they don't say the number of positions because that fluctuates, they just say solicitations are taken every year for Boards and Commissions and let Staff know if they are interested.

Councilmember Musgrove asked if there was one for every one of these positions or just 12 openings.

Administrative Services Director Lasher replied she didn't say how many were on each Board, that the *Ramsey Resident* and *The Union* stated "The City of Ramsey is accepting applications for the EPB, the EDA" and so on. All of them were listed because things change at the last minute also. She stated that is why she likes to keep it broad, to be able to offer as much as they possibly can.

Councilmember Musgrove replied she understood that but she was saying that is a policy decision so that is where she thinks it will be important to have the policy discussion.

Administrative Services Director Lasher agreed.

Councilmember Musgrove stated that based on the most recent Council discussions, she would like to have a discussion about the appointment to the EPB. She thought there was a consensus that the vertical appointment to the Charter and another Board or Commission was not as desirable, but to have someone horizontally serve on two Boards was acceptable. She asked if there was interest in a conversation about options or possibilities regarding this.

Mayor Kuzma replied he believed setting the new policy would be addressed at the next meeting. He thought the people that are on the Commission, and there are several that are on multiple Commissions so he didn't see how Council could take them off. He suggested they should be grandfathered in to finish out their terms and the new policy could be implemented as the terms run out.

Councilmember Specht asked if these didn't have terms that were ending and if the question was whether or not to keep them on.

Mayor Kuzma replied these are terms that are up right now that Council filled but the people who are serving on multiple levels right now, and he knew of at least two people who were serving on multiple boards.

Councilmember Specht replied the concern, as Councilmember Woestehoff had brought up, is the horizontal versus vertical move.

Councilmember Woestehoff corrected it was Councilmember Heineman.

Councilmember Specht replied that is the idea of the difference there.

Councilmember Heineman asked if there was a statute or anything that say Council has to approve the incumbents tonight.

Administrative Services Director Lasher replied no.

Councilmember Heineman continued he thought some of the frustration he is picking up from Councilmember Musgrove is that their hands are tied for this City Council meeting even though a change is coming but they are about to make a recommendation for a four-year term a week before revising the policy. He thought the question was whether Council waits to confirm the re-appointment suggestions until after the policy is written, because if the policy changes that would impact the decision. He didn't think it was a good policy to push it through and have it be implemented four years later. He asked Councilmember Musgrove if that was correct.

Councilmember Musgrove replied she agreed because there was a consensus that they didn't like it, this is the policy they have now, and that Council gets a chance to review it. She thought the Mayor wanted to do it as it has been done in the past instead of looking at the policy and that is where her frustration is coming from.

Councilmember Howell commented on Councilmember Heineman's suggestion that the timeframe allows an opportunity to make a policy change and implement it. She asked if it helped

Administrative Services Director Lasher to have applicants on file that she can draw from, if that made her process easier.

Administrative Services Director Lasher replied yes, very much.

Councilmember Howell suggested Administrative Services Director Lasher propose what works for that regarding how many people she wanted on file and for how long to make it less complicated.

Administrative Services Director Lasher replied they state that applications will stay on file for roughly one year. She explained it is very helpful to have a candidate that has been vetted, that they have notes on and, as was said earlier, that a certain candidate would be good for a certain position. She stated opening up full recruitments is really time consuming and resources are very thin in HR, which is something she doesn't see changing. She stated if the policy were streamlined it would be a better use of time and better for the citizens. She stated she has suggestions that Council may like.

Mayor Kuzma commented that the five incumbents being considered have been good contributors on the Commissions and they don't have any other people to consider right now. He didn't understand why these incumbents couldn't be approved because they are needed on the Commissions and there isn't backup for them.

Councilmember Howell replied not approving them tonight doesn't say that Council doesn't want these people, that their service isn't appreciated, or that they won't continue, but it gives Council the opportunity to put the policy first and go through the steps properly instead of having things out of order yet again.

Councilmember Heineman agreed, adding that he doesn't have anything against the candidates and he would probably vote for them next week. He recalled when they did the budget, they couldn't make changes to specific line items because the budget was too close. However the purpose of putting together the budget was to make changes to line items. He thought it was being inferred that they are too close to the process so it shouldn't be changed; however, they are in the perfect position to change it before getting to it. If Council is making decisions on terms and reappointments, he felt the wise thing would be to wait to have the discussion and then make final recommendations. He supported putting the policy in place, have it take immediate effect instead of waiting four years, especially because they are still in the allotted amount of time.

Councilmember Woestehoff replied he didn't have a problem with any of that but suggested asking Laura Moore if she would serve on EPB or Charter because she may say she would resign from the Charter. He stated it is well known that there are other applicants waiting to serve on that Board than there are on EPB. He thought it was worth having a conversation with her and taking her opinion into consideration.

Councilmember Musgrove agreed it is a great idea to see which Board Ms. Moore wants to serve on, as Ms. Moore is very passionate about EPB and participates, which is appreciated.

Councilmember Heineman commented that is assuming it is decided at the next meeting that Council doesn't want people filling vertical roles, Charter to EPB. If Council decides that is fine and appropriate, Ms. Moore wouldn't have to choose. He thought giving Ms. Moore a heads up would be a wise thing to do.

City Administrator Ulrich asked, for process, if it was correct that normally they would have all the Commission seats on the agenda for the March 22, 2022 meeting for approval so they are in place by April 1, 2022. If they are not appointed, there would be a couple vacancies. He stated the policy could be put on the agenda and then have the appointments after that, or they could space them out by a meeting knowing the policy is being addressed next week and the appointments could be on the following week, April 12, 2022. He asked if that would work and suggested that may be the best option. He didn't know that there was anything critical in having a vacant seat for one meeting.

Administrative Services Director Lasher commented that somewhere in the policy for Boards and Commissions, it says that the incumbent will be allowed to serve until the time a successor is appointed.

Councilmember Musgrove added it is under "terms."

Administrative Services Director Lasher agreed. She read number six, "Boards and Commission members shall serve four-year terms with the exception of members of the Economic Development Authority serving six-year terms. There will be no limit to the number of terms. Terms will expire annually on March 31. Incumbents will be allowed to continue to serve until a successor is appointed."

Mayor Kuzma commented then they are fine.

City Administrator Ulrich replied that works.

Councilmember Musgrove commented that there was a discussion in the Future Topics agenda item about the policy changes but she hasn't seen it in writing so she could review it. She asked if it was available to review before next week.

Administrative Services Director Lasher asked if she was referring to the Future Discussions calendar.

Councilmember Musgrove replied, no, the discussion happened during the Future Topics agenda item about the policy changes where there was the five year, the four year, the even year, the odd year and updates regarding that but she hasn't seen it in writing yet.

Administrative Services Director Lasher replied she could email that out prior to the next meeting.

Councilmember Musgrove replied that would be helpful and asked Administrative Services Director Lasher what, from the packet, she wanted back.

Administrative Services Director Lasher replied she wanted all of it back as they reuse the folders and have to keep the notes on file. She stated the applications are considered confidential so she would like it all back.

Councilmember Musgrove asked if she could keep the policy information.

Administrative Services Director Lasher confirmed this.

The consensus of the Council was that Scott Winyinger would be offered the six-year term on the EDA, Shanna Stewart would be offered the four-year term on the EDA. Todd Arts would be offered the three-year term on the EPB, and Tom Hunt would be offered the three-year term on the Planning Commission. The policy would be reviewed on March 22, 2022 and appointment for Boards and Commission would be formalized on April 12, 2022. Per the policy, incumbents would be allowed to serve until a successor is named.

## **2.02: Discuss Polling Place Designations**

Administrative Services Director Lasher stated something came to light regarding one of the polling locations, Fire Station Number One which is Ward Three, Precinct Two had been a polling place but it was discovered to be 80 feet too far away to be a valid polling location for this precinct. She stated they asked Anoka GIS to double check it, they ran it through a couple different people there who also confirmed it was not within the one-mile requirement. She stated she spoke to the City Attorney who suggested making it right, which she is in agreement with. She stated the County has said it is an easy fix because they could flip the two. She stated Ward Three, Precinct Two, rather than going to Fire Station Number One would come to the Municipal Center and the new Ward Three, Precinct Three, would go to Fire Station Number One. This would solve the issue. She stated Anoka County does the notification postcard that would meet the statutory requirement for notifying residents of where they are voting.

Mayor Kuzma replied it is not a big difference one way or the other.

Councilmember Riley commented he liked the suggestion but asked if this would affect the least number of people that could be effected.

Administrative Services Director Lasher replied yes.

Councilmember Riley asked if they had to flip locations or could a different location be chosen so only one group would be affected rather than two.

Councilmember Specht pointed out Precinct Three is new.

Administrative Services Director Lasher confirmed this, Ward Three Precinct Three is new and she didn't have a better solution.

Councilmember Musgrove stated if this makes the City more compliant with the statute, she is okay with that but would like to see the City do more than just rely on the County to send out

postcards as public notification. She suggested the *Ramsey Resident* or big signs so residents don't get frustrated and not vote because of the changes. She stated Ward Three, Precinct Three, and Ward Three, Precinct Two, are both going to have changes. She thought because voting is a basic, fundamental participation in government that the City needed to do their best to make it well known.

Administrative Services Director Lasher replied she couldn't agree more. She stated a redistricting link was established on the elections page and will have a newsflash on the homepage, Facebook posts, and it is on the redistricting page on the website.

Councilmember Musgrove added the big signs.

Administrative Services Director Lasher confirmed the Highway 10 sign.

Councilmember Musgrove asked about the big orange one that is out front for the County office that is movable.

Administrative Services Director Lasher asked if Councilmember Musgrove was suggesting adding every polling place.

Councilmember Musgrove replied she didn't know if that was the best place, but to just have it somewhere that the polling locations have changed.

Administrative Services Director Lasher replied it will be in the *Ramsey Resident* as well.

City Administrator Ulrich asked if the Council was interested in a supplemental mailing, that the City could send out a separate postcard closer to the election that is a bright color stating the polling place has changed.

Administrative Services Director Lasher suggested it be included as a utility billing stuffer.

City Administrator Ulrich replied that is a good option. He stated it is just to the precincts that are having changes so it needs to be more targeted but that could be done.

Mayor Kuzma agreed that would be good.

Councilmember Woestehoff thought this does include the least change, in his opinion, because in looking at Ward Three, Precinct One, and Precinct Three used to be Precinct One, which would have voted at the Fire Station. He corrected himself stating, no, they used to vote at City Hall so half of them are already used to voting at City Hall anyway. He stated, no it would affect the whole Ward and took back everything he was going to say.

Councilmember Specht commented he understood that there was a natural border and the original approval was already done but asked for the 80 feet if it is a crazy idea or it was even possible. He stated in looking at the Ward maps, moving Precinct Two to include just businesses so it doesn't

affect people. He asked because they are talking about 1,586 people having a change of where they are voting and if there isn't a simpler way to make up the 80 feet.

Administrative Services Director Lasher replied the County told her and Deputy City Clerk Schmidt that they are not going to give direction on what to do and the City Attorney stated this is an opportunity to correct it but he also gave the impression that if it hadn't come up, it wouldn't have come up.

Councilmember Musgrove stated it could be left as option one and correct it in ten years.

Councilmember Howell commented she liked Council Member Specht's point and asked why a line couldn't be changed on a map rather than confuse a bunch of voters even if that means having an extra meeting to approve it.

Councilmember Woestehoff commented that in looking at the map, he would agree if it was a zero population change, but the least impacting block would be 38 voters and it would just be like a weird subsegment of a neighborhood off 149<sup>th</sup>. He stated he understood the idea of it but on the same token, thought that it's not that far for Ward Three, Precinct Two, to go. He also thought that it was an opportunity to correct something that will need to be changed anyway regardless of the 80 feet.

Councilmember Specht replied one of the things that was brought up as a concern for confusion was having two voting at City Hall. He asked about having a church or another location as an option.

Administrative Services Director Lasher replied having polling locations at City Hall is actually extremely favorable in Staff's opinion because they have already invested in some equipment and people are used to coming there when they vote early and for the license center. She stated they have talked to building maintenance who has experience with election set up and have a good plan for flow in and out of the building. She thought the parking would be more than adequate given Sunwood and the side of the lot as well as the parking ramp. She stated in terms of having two polling locations at City Hall, Staff sees it as a huge plus. She stated having polling locations at City-owned locations is really beneficial versus having it at a privately-owned location because there isn't a lot of Staff that go out to move equipment so it cuts down on stress.

Councilmember Woestehoff asked if there was a way to have three precincts at City Hall or if that is too much.

Administrative Services Director Lasher replied having three precincts voting there may start to have parking issues, but the requirement that rooms used for voting could be met.

Councilmember Woestehoff replied the reason he was thinking of it was if they could remove the Fire Station from being a voting spot, then people wouldn't mistakenly go there because voting wouldn't be taking place there. He suggested that a sign could be put at the Fire Station directing people to vote at City Hall instead.

Administrative Service Director Lasher stated having all of Ward Three votes at City Hall would eliminate some confusion.

Councilmember Riley asked if the room they were in was currently used.

Administrative Services Director Lasher replied it hasn't been used for voting but the night of the election, everything that needs to be secured is locked up in this room.

Councilmember Woestehoff commented that this room seems tight for a polling place.

Administrative Services Director Lasher disagreed. She explained a plan for rearranging the room and where the election officials could sit. She stated this is actually a really nice space.

Mayor Kuzma asked if she was saying that three could be held at City Hall.

Administrative Services Director Lasher replied as long as parking isn't a problem she thought three could be done there.

Councilmember Woestehoff replied with the ramp he thought it would be an option but didn't know if it was a good option.

Administrative Services Director Lasher replied she thought it would be an easy thing to communicate, that all of Ward Three comes to City Hall.

Councilmember Woestehoff agreed.

City Administrator Ulrich asked if there would be a distance issue with any of the precincts.

Administrative Services Director Lasher replied that is a good point.

Councilmember Woestehoff replied he didn't believe so.

Administrative Service Director Lasher looked it up and replied they would be fine on all of them.

Councilmember Musgrove asked how Ward Three, Precinct Two, is out by 100 feet.

Councilmember Woestehoff replied because they vote at the Fire Station.

Councilmember Musgrove agreed but stated the circle starts in the Ward and Precinct.

Councilmember Woestehoff showed her on the map and noted it is just short.

Councilmember Musgrove expressed concern with having all three at City Hall. She understood the benefit to Staff but thought the number of people would be too much. She questioned if the room they were in is usually used to secure things that come in from the different polling places, where would that be done to keep it in a locked and secure room.

Administrative Services Director Lasher replied she thought it could be done.

Mayor Kuzma commented that signage would help with any confusion and if people came in the wrong door they would just have to walk but not very far.

City Administrator Ulrich commented he agreed with some of the concern with having three precincts, a good job would have to be done with signage and greeting and directing people so people aren't standing in line for the wrong precinct.

Councilmember Specht commented that realistically, people coming after work and not finding a quick parking spot might just go home. He asked how traffic would be directed to accommodate as many voters as possible.

Councilmember Woestehoff asked Administrative Services Director Lasher if it was correct that polling places could be changed every year because they are certified every year.

Administrative Services Director Lasher confirmed this.

Councilmember Woestehoff commented that being it is a non-presidential year, it may be a good year to try having three precincts at the same location.

Councilmember Specht interjected it is an election year for governor.

Councilmember Woestehoff replied he didn't disagree, but this may be a decent chance to try it, see if it works, and get some feedback.

Councilmember Specht replied people may be excited that there are people coming from all over.

Councilmember Howell replied she thought they should try to pick something they are going to stick with instead of trying something for a year and change it again, especially if the goal is to not confuse people.

Councilmember Woestehoff agreed.

Councilmember Musgrove asked if Councilmember Woestehoff if he was saying the section that would change would potentially be 38 votes.

Councilmember Woestehoff replied, potentially yes, if he is reading the blocks right.

Administrative Services Director Lasher replied she wasn't sure if Civil Engineer IV Linton was in for the rest of the week and had already spent a lot of time of this.

Mayor Kuzma stated he didn't support changing the boundaries. He stated he could support keeping the Fire Station and doing a separate mailing out, or doing all three precincts at City Hall. He stated he didn't think it was a bad idea to try.

Councilmember Woestehoff commented regardless having a separate mailing or insert needs to go out.

Councilmember Musgrove asked if it was correct that there was no public place in Ward Three, Precinct Two.

Councilmember Specht suggested the Public Work building, or the Water Treatment Center which has the open area for the cafeteria stuff.

Councilmember Howell replied that is pretty big.

Councilmember Woestehoff commented removing the Fire Station as a destination helps ensure people get to the right place. He stated even having two precincts at City Hall and one at Public Works would solve that problem.

Councilmember Musgrove agreed that is a better idea. She thought having two at City Hall would help Staff but having one at the Public Works building is a great idea, especially since it is new, and it is a good time to make a change if they were to use that one because it hasn't existed in an election before.

Councilmember Specht asked how that would work logistically.

City Administrator Ulrich asked if the proposal on the table is to have two precincts at City Hall and one precinct at Public Works. He thought people would want to go to the new building and check it out.

Councilmember Musgrove asked why not, parking is easy.

City Administrator Ulrich agreed parking is easy.

Councilmember Musgrove stated she thought that was a win-win.

Mayor Kuzma asked if that would work logistically.

Councilmember Specht asked what Administrative Service Director Lasher had to say.

Administrative Services Director Lasher replied she didn't know because it wasn't listed.

Councilmember Woestehoff replied it would be in Ward Three, Precinct Two, so you are just replacing the Fire Station with Public Works.

Administrative Services Director Lasher agreed.

Councilmember Musgrove commented she thought that is a good idea and would be a good use of that space. She thought parking at City Hall is good but three would be more frustrating for people.

Administrative Services Director Lasher asked which precinct is being proposed to go to Public Works.

Councilmember Specht replied Ward Three, Precinct Two.

Councilmember Musgrove noted that Deputy City Administrator/Community Dev. Director Hagen had his 'thumb' up.

Councilmember Musgrove asked Councilmember Riley if he had any thoughts on that.

Councilmember Riley replied whatever is going to be easiest for Staff.

Administrative Services Director Lasher replied she thought that would be fine.

Councilmember Riley continued it needs to meet the laws and as long as it works for staffing.

Administrative Services Director Lasher replied she had suggested early in the planning of the Public Works building that, for a minimal cost, it could be considered as a polling location and while the idea fell off the radar with all of the full plates, she thought it was a good option.

Councilmember Musgrove commented it is a nice new facility, with places for food and an in and out door.

Administrative Services Director Lasher added they have a wonderful kitchen.

Councilmember Musgrove agreed and added she thought it was going to be a nice opportunity for them to engage the public also.

Councilmember Specht asked when people do early voting, what the process is because he has heard rumors.

Administrative Services Director Lasher explained there are two stages for early voting; there is the envelope process and direct balloting. She stated during the envelope process every night gets thoroughly vetted and balanced, then it goes upstairs to the second floor where there is a secure room with a brick wall that only she and City Administrator Ulrich have a key to where things go every night after they are balanced.

Councilmember Specht commented he understood they are rumors he has heard, but asked if it could happen that a ballot could get set aside and certain votes not counted because it is just the receptionist there.

Administrative Services Director Lasher replied they always try to keep two people at the desk. The addition of the new front desk part-time receptionist that is authorized in this years' budget is going to help to ensure multiple people there. She stated she has explained the process as clearly

as she could to people, she has not suggested that people who raise concerns are welcome to come on election day but that option is always available.

Deputy City Administrator/Community Dev. Director Hagen replied another option as an absentee voter is to go online to check the status of their ballot so as Staff starts processing it, they can see that it has been accepted.

Administrative Services Director Lasher agreed, adding there is a barcode on it that they go into the State Voter Registration System to check and see that their ballot has been scanned.

Councilmember Howell commented last year she heard compliments from residents on the enveloping system and the way ballots were handled.

Administrative Services Director Lasher thanked her, adding they worked really hard and it was quite a feat. She asked if Councilmember Howell was referring to the presidential election.

Councilmember Howell confirmed this.

Councilmember Riley brought up an item for future discussion that he would like to see a procedure that City Council doesn't take up a new case after 10:00 p.m. because going until after 1 a.m., the Council and residents aren't served well when it is that late. He stated they could discuss the time frame and emphasized this isn't an effort to limit debate. He stated if there are timelines such as a 60-day time period, those cases go first as well as important cases. He stated he thought it was foreseeable that the meeting last week was going to go as long as it did. He thought Staff could have direction to trim cases and have a policy that Council wouldn't take up cases after a certain time. He didn't think having a hard stop would make sense.

Councilmember Musgrove asked if they were discussing topics for future topics on the agenda.

Mayor Kuzma replied he would like to see that on the next agenda.

Councilmember Riley commented he was suggesting an idea.

Councilmember Musgrove asked if she could suggest an idea, that is why she was asking.

Administrative Services Director Lasher replied Future Topics isn't on the agenda.

Councilmember Specht asked about polling places, stating after the last meeting they talked about some notes of maybe changing how the One and Two boundaries were going to be, restoring Three and Four, and looking at Two and Three. He asked if it was determined those changes were possible. He stated he knew they had taken those three notes down but the changes weren't seen in the final product. He asked if those changes were determined to not be feasible.

Administrative Services Director Lasher replied she knew it was looked at extensively and that Civil Engineer IV Linton had looked at that. She asked if she should try to get him on the phone

as she couldn't comment on his reasoning. She stated it was worked on to the best of their ability and thought they had come up with something that is practicable.

Mayor Kuzma replied he thought they had gotten it figured out at that meeting.

Councilmember Musgrove replied she thought at the meeting Council saw things but they weren't the three things they had given direction on. She stated Wards Three and Four, the closest as possible, shifting that section so there is a balance between Wards One and Two. She stated she didn't remember the third one.

Councilmember Woestehoff commented that happened.

Councilmember Musgrove asked if that was version two or the version three option.

Councilmember Woestehoff replied they voted on version two, which was the closest to the things while staying practicable.

Councilmember Musgrove asked if they did version three or version two.

Councilmember Woestehoff replied he was pretty sure they did version two.

Councilmember Howell asked if there was something that was asked for that they didn't see in maps.

Councilmember Specht replied it was more that he was curious and thought there were things they were going to investigate but he had never heard back. He knew they had talked about if there was a way to restore Wards Three and Four, take it from Ward Two and Four, and then change Ward One. He stated this happens every ten years.

Administrative Services Director Lasher replied she is not the GIS expert and she really relied on Civil Engineer IV Linton. She knew that he and Deputy City Clerk Schmidt and the County had strategized and she felt they got a good product. She stated from a GIS perspective, she wasn't able to give him answers other than that she thought they had landed as close to where they could.

City Administrator Ulrich agreed, adding that Ward Four needed more so the boundary between Ward Three and Ward Four had to be moved to the west. He stated there was no other way to capture that unless the line was moved somewhere else but that line seemed to make the most sense because it was a very densely populated area rather than try to capture it somewhere else.

Councilmember Specht replied he had just wanted to follow up on it.

Councilmember Musgrove asked if the boundary between Ward Three and Ward Four was not the same.

Councilmember Specht confirmed this and added it was because Ward Four needed more people.

City Administrator Ulrich repeated it was moved to the west to all the districts on the far south east.

Councilmember Musgrove asked if that was in version two and version three.

City Administrator Ulrich confirmed this.

The consensus of the Council was to have polling places at City Hall for both Ward Three, Precinct One, and Ward Three, Precinct Three, and to have a polling place at the Public Works building for Ward Three Precinct Two. A supplemental City mailing would be sent to residents in precincts with changes to their polling place in addition to advertising for elections.

### **3. ADJOURNMENT**

The Special Work Session of the City Council was adjourned at 9:12 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

Drafted by Joni Helmeke  
*TimeSaver Off Site Secretarial, Inc.*