

**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, April 19, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht

Member Absent: Councilmember Matt Woestehoff

Also Present: Finance Director Diana Lund
Fire Chief Matt Kohner
Public Works Superintendent Grant Riemer
Administrative Services Director Colleen Lasher
City Engineer Bruce Westby
Police Chief Jeff Katers

1. CALL TO ORDER

Mayor Kuzma called the Special City Council Work Session to order at 8:50 a.m.

2. TOPICS FOR DISCUSSION

2.01: Conduct the Interviews for the Position of City Administrator

Mayor Kuzma stated today's forum is to conduct interviews for the new City Administrator. He stated it is an important day and he appreciated everyone's comments and attention to detail. He hoped by the end of the day they would have a candidate they all agreed on. He asked if Administrative Services Director Lasher would be asking the questions.

Administrative Services Director Lasher replied she will be asking the interview questions. She stated there are five candidates to interview. She stated there is a longer amount of time to interview than previously but they also have more questions. She stated the Council has the questions and she wouldn't take time to go over all of the advertising because it is included in the case report. She stated she will ask the interview questions, then the Council will have an opportunity to ask follow-up questions, and the candidate will be able to ask questions. She stated she will let the candidates know how many questions there are and how much time they have. Councilmember Specht asked if they ask a question of a candidate, if they would be legally required to ask the same question of all the candidates.

Administrative Services Director Lasher replied if a question, it should be a follow-up question for clarity. She stated if Council or Staff comes up with a new question they want to ask then, yes, that should be asked of all the candidates. She added if Council or Staff want to ask a question about the candidate's past employment that is allowed. She stated there may be questions about why the candidate isn't employed right now and things of that nature.

Councilmember Musgrove referenced some of the references that were received yesterday, noting there were no answers on some of them and there was no statement saying there was no comment on that. She asked why some of those questions weren't answered by the reference.

Administrative Services Director Lasher replied there are a few questions that did not get answered and they have followed-up with the candidates both over the phone and in writing to ask them to provide that information. She stated unfortunately there are several sets of reference questions that references are asked and they are based on the level of the position. She stated this is a high level position and she didn't realize, until they were typed up, that the questions initially asked by another staff member were not City Administrator level reference questions. She stated there is overlap but there are a couple of specific questions that didn't get asked because it wasn't for a senior level position. She stated they are awaiting those responses.

Councilmember Musgrove asked if the Council would have them for the deliberation.

Administrative Services Director Lasher replied she hoped so and they are going to follow up again. She stated there are some references that didn't call back at all, even so, that is reflected on the application where a reference is listed and there are no comments. She stated they are actively trying to get answers to those questions.

Councilmember Musgrove asked if the questions they received were questions that were asked at the administrative level or if it was a mix.

Administrative Services Director Lasher replied it depended on when the person responded. She stated they caught this mistake late Thursday. On Friday, phone calls were made to all of the references apologizing and explaining there were a couple of additional questions that they needed to ask and requested a call back. She stated some references called back; those that didn't received an email and responses are still being waited for.

Councilmember Musgrove commented it was a holiday weekend so some may have not been in the office on Friday.

Administrative Services Director Lasher replied some gave work emails, some also gave personal email addresses. She apologized, stated it was an unfortunate oversight, and Staff would do their best to get those responses.

Administrative Services Director Lasher began the interviews at 8:58 a.m.
The meeting was recessed at 12:30 p.m. and reconvened at 1:30 p.m.

The leadership team and City Council discussed each of the five candidates in turn and gave recommendations on whether or not to advance the candidate to the Leadership Assessment.

Administrative Services Director Lasher identified the ranking of the candidates based on these recommendations.

Discussion took place and the City Council ranked their candidates.

Mayor Kuzma asked for a consensus regarding the candidates that would be advanced on to the leadership assessment.

The consensus of the Council was to advance Brian Hagen and Mark Korin.

3. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 5:40 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.