

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, June 14, 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
Councilmember Matt Woestehoff

Also Present: Interim City Administrator/Community Dev. Director Brian Hagen
Administrative Services Director Colleen Lasher
City Engineer Bruce Westby
Public Works Superintendent Grant Riemer
Finance Director Diana Lund
Parks and Assistant Public Works Superintendent Mark Riverblood
Police Chief Jeff Katers
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: Review 2021 Annual Comprehensive Financial Report, Management Report and Special Purpose Audit Reports

Aaron Nielsen from the auditing firm of MMKR presented a review of the 2021 Annual Comprehensive Financial Report and Management Report that provides auditors comments on the audit process and the Special Purpose Audit Reports on internal controls and legal compliance.

Councilmember Riley referenced the Management Report and the table at the bottom of page 11. He commented that Public Safety shows a steady increase each of the five last years and asked what was driving that.

Finance Director Lund replied there was an increase in things like over time, staffing and personnel. She stated that COVID resulted in an increase in calls. She believed the second half

and other capital requests were factored in for the two different years but the majority has been personnel costs.

Councilmember Riley commented that Public Safety calls have been increasing.

Councilmember Musgrove asked if it had anything to do with the duty shift change.

Finance Director Lund replied about \$200,000 is received in aid for Fire Relief Aid and she used to book it as revenue but that is reflected under Public Safety. She stated it is coming in as revenue but is spent as expenses so they will see it within the budget this year.

Councilmember Riley asked if that was part of what was driving the increase also.

Finance Director Lund replied yes. She stated the increase in personnel costs were related to the number of calls but she couldn't speak to the duty. She repeated that most of it was related to the \$200,000.

Councilmember Riley referenced page 15 of the Management Report and the table of revenues, the franchise fees. He stated they had talked about a \$1.9 million number and asked if that is equivalent and it just came in 5% higher than what was discussed.

Finance Director Lund replied the \$1.9 million was an estimate at the time when the franchise fee was put in place but these are based off actual numbers with new housing growth.

Councilmember Riley referenced page 16 of the Management Report and asked Mr. Nielsen about a comment in there that the Legislature has a plan to update the LGA formula. He asked for more information.

Mr. Nielsen replied he didn't have the report with him on what the changes would be.

Councilmember Riley asked what the source of the comment was.

Mr. Nielsen replied that is included in the information that has been passed by the Legislature in the last couple years but he couldn't speak to the implications for Ramsey specifically.

Finance Director Lund commented the estimate she has seen is about \$36,000.

Councilmember Riley thanked Mr. Nielsen for attending and giving the report and for his work.

Finance Director Lund commented Mr. Nielsen will do a brief presentation during the regular City Council meeting.

2.02: Receive Updates and Provide Direction on Ramsey Gateway Highway 10 Improvements Project

City Engineer Westby stated this will be a brief update with the bulk of the update being given on June 28, 2022. He stated the first question direction that will be sought is will the City of Ramsey be willing to lead the re-construction of Riverdale Drive as a City-led project. He stated the next question was if the City wanted to remove the trees from the Plants and Things property as a part of the Ramsey Gateway project. He stated Staff recommends not removing trees from the property prior to construction. He reported there are two open house events scheduled for June 29, 2022.

Councilmember Woestehoff asked if for the morning session of the open house, could they talk directly to the properties that might be interested in that.

City Engineer Westby replied he didn't know about any direct communication and the mailings about it have just gone out. He stated he was sure there would be communication between Staff and businesses.

Councilmember Musgrove commented that she would like to keep the trees if possible.

2.03: Discuss Immediate Administrative Services and Community Development Staffing Needs

Administrative Services Director Lasher stated there have been changes in both Administrative Services and Community Development. She reviewed the Staff report regarding staffing needs and recommendations. She asked for Council direction starting with the Community Development Director position.

Councilmember Musgrove commented she was in favor of Staff's direction of having the Community Development Director as a separate role.

Mayor Kuzma concurred with Councilmember Musgrove.

Councilmember Specht asked about the duties of the Deputy City Administrator and if was mainly to fill in when the City Administrator isn't available or if there are other duties that would need to be delegated.

Administrative Services Director Lasher replied former Deputy City Administrator Tim Gladhill would assist with strategic planning and step in during the absence of the City Administrator. She stated before there was a Deputy City Administrator, if the City Administrator was going to be absent, duties were assigned to a lead person.

Interim City Administrator/Community Dev. Director Hagen commented if an emergency is happening while away, he recognized that part of the duty of the City Administrator is to take phone calls or return as soon as possible. For a longer vacation such as a week, a department head could be assigned to triage anything that might come up.

Councilmember Specht asked if the position wouldn't need to be backfilled but could be handled on an as needed basis.

Interim City Administrator/Community Dev. Director Hagen replied it could be handled that way for the next year or two and perhaps revisited in the future.

Councilmember Specht commented he supported that.

Councilmember Howell agreed adding that she wasn't supportive of the dual title in the beginning so keeping the position focused on Community Development sounded good.

Administrative Services Director Lasher stated the next position to discuss was the Assistant Finance Director vacancy. Staff is recommending promoting from within and there are two internal candidates. Those two promotions are on the consent agenda for tonight's meeting. That includes Ms. Cindy Nelson, moving from an Accountant III position to Assistant Finance Director and Ms. Tammy Oaks, moving from an Accounting Clerk to Accountant I. She stated these positions are on the consent agenda. She stated the new Accounting Clerk could start the end of August or beginning of September as the recruitment has already begun.

Administrative Services Director Lasher stated the Staff recommendation is to drop events from the Communications and Events Coordinator position and have the new Communications Coordinator provide additional assistance directly to the City Administrator with communications and special projects. The Happy Days event will have to be addressed.

Councilmember Riley expressed concerns about dropping the events portion from the Communications and Events Coordinator position. He asked how Communications Coordinator could be a full-time job when it hasn't seemed to be in the past. He asked for an explanation about what would be done.

Councilmember Heineman echoed that and asked what a 40-hour work week would look for communications.

Administrative Services Director Lasher replied she will bring that back to the next City Council meeting for further discussion.

Councilmember Howell asked if any other cities of similar size outsource either events or communications.

Administrative Services Director Lasher replied she wasn't aware of any city that outsources communications but she did know of cities that outsource their newsletter to a company called Prime Advertising. She added some cities outsource their community festival which is something Staff wants to discuss. She stated she wasn't sure logistically how outsourcing communications would be done but the role could be reduced some if the newsletter and Happy Days were to be outsourced. She stated when it was tracked Happy Days had cost the City over \$100,000 which is something that could be looked at.

Councilmember Howell stated the City of Elk River does a nice job with their online communications keeping it city focused. For example, summarizing City Council meetings on Facebook.

Administrative Services Director Lasher replied Elk River has a really impressive communications program but they have four full-time communications staff.

Councilmember Woestehoff commented that getting the right person in the role could really change how the City is perceived. From resident feedback, communication has been a weakness for the City. He argued the right person at 40 hours a week is a good investment. He commented that the Communications Coordinator could help manage the flow of Happy Days if it were outsourced but he stated he would support outsourcing it.

Councilmember Heineman added during the interview for the Communications Coordinator they could ask about plans for communications and content would help Council understand what could be done in a 40 hour work week. He stated that hearing that Elk River has four full-time communications staff helps him understand the complexities but he would like to see what that looks like.

Administrative Services Director Lasher summarized that the Council direction was that more information is being requested so recruitment will not be posted but delayed by two weeks. She asked if the Streets Maintenance worker has been posted.

Human Resource Generalist Hurd replied it will be posted tomorrow morning.

Administrative Services Director Lasher stated the Building Inspector position was posted today.

Councilmember Specht commented that this time of year potholes come up and asked if there was anything that could be done to speed up the process such as more staff.

Public Works Superintendent Riemer replied the position they are filling is for someone who just resigned this week. They had a full crew up until that time. He stated there is a request for an additional piece of equipment in 2023 which will help. He stated the roads need to be repaired in older developments more than potholes.

Councilmember Riley asked if that will be a case for Public Works next week.

Public Works Superintendent Riemer confirmed this.

Administrative Services Director Lasher asked if there is any interest in bringing in an additional Streets Maintenance Worker if they have a good candidate pool during the Streets Maintenance Worker recruitment.

Councilmember Woestehoff replied the question was if additional personnel would help solve the issue.

Public Works Superintendent Riemer replied their department does a lot and an additional worker would be helpful.

Councilmember Woestehoff commented he would support that.

Councilmember Specht asked about the cost.

Administrative Services Director Lasher replied an educated guess would be about \$35,000.

Councilmember Musgrove commented that she saw on LinkedIn that the cities of Crystal, Plymouth, Golden Valley, New Hope, Minneapolis, and St. Louis Park are all having trouble recruiting workers so if there is a quality candidate they should take advantage of it.

Councilmember Heineman asked what position that was for.

Councilmember Musgrove replied it was staffing issues in Public Works and seasonal workers. She suggested that if the revenue is available and there are quality candidates that it be considered.

Mayor Kuzma asked if there was Council consensus to add a second Streets Maintenance Worker. There was Council consensus.

Administrative Services Director Lasher summarized that the Council direction was rather than recruiting for one Streets Maintenance Worker they will recruit for two. She stated she is always looking for efficiencies in Human Resources to save on Staff resources. She stated she and the City Attorney had discussed process improvements to hiring seasonal and temporary employees. She stated she has noticed other cities just hire them. She stated she has always been told the City Administrator doesn't have authority to hire and fire anyone. She stated that some cities, by resolution, are delegating the authority of hiring seasonal employees without having to bring it to Council. She felt that would be more efficient as they are losing candidates while waiting for a City Council meeting for approval.

Mayor Kuzma asked if this would have a budget impact or if it has already been accounted for in the budget.

Administrative Services Director Lasher confirmed this.

Councilmember Heineman asked if this is giving the City Administrator the authority to make the offer but the position has already been outlined.

Administrative Services Director Lasher replied yes.

Councilmember Heineman replied he agreed with seasonal positions and asked what other positions.

Administrative Services Director Lasher replied temporary interns.

Councilmember Heineman replied that level of hourly employees would make sense but higher levels would still need Council input.

Councilmember Howell asked if it is correct that it would be limited to positions that have already been made, not the creation of new positions.

Administrative Services Director Lasher replied correct, it would be the routine recruitments including seasonal workers, interns, rink attendants and plow drivers.

Councilmember Howell replied that sounded reasonable.

Mayor Kuzma asked if there is consensus.

Councilmember Musgrove commented that as long as it is outlined what positions it is that she agreed it made sense. She wanted to clarify that Administrative Services Director Lasher wasn't suggesting hiring someone that is currently an intern to fill a needed position within the City. She asked if it was correct that Administrative Services Director Lasher was talking about rink attendants, seasonal workers, plow drivers.

Administrative Services Director Lasher replied she was talking about any employee that is a temporary employee that isn't counted in the FTE count. She stated it wouldn't be anyone who would have a regular schedule year-round.

Councilmember Musgrove asked if it would include the fire department.

Administrative Services Director Lasher replied no, Fire Department employees would be brought forward.

Councilmember Musgrove commented she was okay with that.

There was Council consensus for that.

Mayor Kuzma asked if a resolution will be brought to the City Council meeting.

Administrative Services Director Lasher replied it might not make it to the next meeting but yes, they will.

Administrative Services Director Lasher asked about pre-employment drug testing for seasonal employees. She stated the City of Ramsey is one of the very few cities she is aware of that does drug testing. She stated it is a cost and a delay in the hiring process. She stated reasonable suspicion testing can be done in the event there is doubt about an employee being under the influence of something. She suggest dropping the drug testing requirement.

Councilmember Heineman asked if there is a liability they would be taking on for employees operating machinery.

City Attorney Knaak replied if they don't test but observe the employees and they appear to be functioning normally there is no issue. If it looks like someone is impaired they have to react

immediately. Doing the drug testing up front is a protection but discernment could be done during the hiring process.

Councilmember Heineman replied he would be in support of it but his concern is if someone causes an accident while under the influence and it comes out that drug testing wasn't done before hiring them if there would be more liability taken on because of that.

City Attorney Knaak replied no, it doesn't start with an obligation to drug test and then back off of it, that is something that was decided by the City to do voluntarily. He stated most cities that he was aware of for part time workers generally don't do that unless there has been a problem.

Mayor Kuzma suggested drug testing for the snow plow drivers.

Councilmember Howell commented she knew it was inconvenient to require drug testing but she felt it was simple and preferred to keep it in place as a deterrence for people who have significant issues. She felt it was worth the expense.

Councilmember Woestehoff asked when in the hiring process the drug testing is currently required.

Administrative Services Director Lasher replied they are required to have a written job offer and a Department of Labor notice for employment conditions presented to the employee prior to them going for drug testing.

Councilmember Woestehoff asked how many days does that slow the process.

Administrative Services Director Lasher replied there is the opportunity to run a rapid test so they have the results the same day.

Councilmember Woestehoff commented he favored skipping the test because there is a safety net of behavioral testing. He stated in light of it being a tight market anything that can be done to expedite the process he would favor.

Councilmember Heineman commented it wasn't about the fee for him but from an applicant's perspective he felt that any additional requirement is going to be a deterrent to apply. He stated if it eased the hiring process he would be in favor of it.

Councilmember Specht commented he was in favor of it and there are other ways to screen for integrity.

Councilmember Musgrove commented it could be tried for a period of time and then re-evaluated.

Councilmember Riley commented he was fine if it was removed.

Administrative Services Director Lasher summarized Council direction was to remove the drug testing requirement but re-evaluate it after two seasons.

Administrative Services Director Lasher moved to the next item related to the immediate restructure needs in Administrative Services. She reviewed her background when she was asked to become the City Clerk. She asked to have that position removed from her role and for Deputy City Clerk Schmidt to be promoted to City Clerk.

Councilmember Riley asked if Deputy City Clerk Schmidt was qualified and trained for that promotion.

Administrative Services Director Lasher replied yes.

Councilmember Howell asked what happens to the title of Administrative Services Director because it seems like Administrative Services Director Lasher has had a lot of positions under one title. She asked if it would be split off into Human Resources Director and City Clerk or how does that look.

Administrative Services Director Lasher replied Administrative Services Director is her title. She stated she oversees Administrative Services which includes all of the things listed in the attachment. She stated nothing would change with her title. The requested change is to take City Clerk duties from her role because it was never sustainable. She stated if her title were to be changed Human Resources Director would be fitting. She stated the Personnel policy identifies the City Administrator as the department head of Administrative Services. She stated she is not considered a department head. She stated that was modeled after the City of Andover; however, the person doing her role at that city doesn't come to Council meetings or evening meetings. She stated she didn't know a change is needed.

Councilmember Specht thanked Administrative Services Director Lasher for bringing this forward. He asked how her role would change.

Administrative Services Director Lasher replied it would be everything on the attachment except she wouldn't be in charge of being the City Clerk. She requested that the City Clerk would report to the City Administrator.

Councilmember Howell asked about moving the title to HR Director. She asked if City Clerk would be a parallel position.

Administrative Services Director Lasher replied no, City Clerk is a much lower position.

Councilmember Howell replied she would be in favor of switching the title because the important role of City Clerk is removed.

Councilmember Heineman commented he thought this was a great idea and a proactive step with the elections coming up and all the hiring that needs to be done. He asked what Administrative Services Director Lasher wanted her title to be.

Mayor Kuzma agreed and stated he was fine with Administrative Services Director Lasher choosing her title.

Councilmember Musgrove commented that the title plays a role in understanding who answers to who and clarity of work, where it is going to and from. She stated the organizational chart helps with this. She agreed with moving the City Clerk role. She stated she met Community Development Assistant Nicole Laubach who stated she isn't working in her field of study which is HR and commended Administrative Services Director Lasher for using resources. She asked what Administrative Services Director Lasher sees Community Development Assistant Laubach's role being in regards to HR.

Administrative Services Director Lasher referenced the Staff report with a bulleted list. She clarified that initially priority would be her assisting with Happy Days, training her replacement and then transitioning to HR. She stated the bulleted list is what she would like the role to include because they are tasks that are either not being done or not done well.

Councilmember Musgrove commented it is going to take time for the transition. She asked if Administrative Services Director Lasher sees herself helping with the transition as a part of the role and the items on the list regarding communications. She asked if elections would be taken off.

Administrative Services Director Lasher replied everything on the list would stay except elections.

Councilmember Musgrove asked about all of the duties still being a lot and asked if the duties for Human Resources, City Clerk, and Administration split so each one could be done well.

Administrative Services Director Lasher replied no, adding she thought there are some efficiencies that can be found in taking the City Clerk duties from her role and while it's not 40 hours a week she might gain some time. She commented if things slow down and one additional person is added in HR, that it will be enough. She didn't want the role split off further.

Councilmember Musgrove asked if after a period of time that Administrative Services Director Lasher could still come back and ask for the role to be split, especially with the understanding that City Staff is going to be growing. She also asked if Administrative Services Director Lasher would bring it back to Council if she didn't feel it was working well.

Administrative Services Director Lasher replied she would definitely bring it back if she thought it wasn't working well because she doesn't like to do things if she can't do them well.

Councilmember Musgrove commented the list looks labor intensive and thought the role should be split. She appreciated utilizing staff to support Administrative Services Director Lasher and help make the process easier.

Administrative Services Director Lasher replied it will be contingent on what happens with the Communications Coordinator. She referred to the large handout and the error that the City Clerk will report to the herself instead of the City Administrator.

Mayor Kuzma expressed concerns about making City Engineer Westby the Public Works Director because he felt it would be putting too much on him. He suggested making City Engineer Westby the Interim Public Works Director and doing a trial period to see how things go after which point it can be re-evaluated.

Councilmember Riley agreed with making a trial period and suggested six months. He thought it would be a mistake to make the change without knowing fully if it is going to work.

Councilmember Musgrove asked who the supervisors would be under City Engineer Westby in each department and how he feels about the support they would bring to his new role in Public Works.

City Engineer Westby replied he didn't foresee much change and believed the organization chart has been updated.

Councilmember Musgrove stated it looked like the org chart shows the chain of command all goes up to City Engineer Westby with the exception of Parks and Assistant Public Works Superintendent Riverblood as an Assistant Public Works Director. She stated she understood City Engineer Westby knows the Staff but asked if there will be supervisors so the chain of command doesn't all go directly to City Engineer Westby.

City Engineer Westby replied the supervisors would report to him and the staff under them would report to the supervisors. He stated that is the current structure and also the proposed continuation of structure.

Councilmember Musgrove asked even though the organization chart shows the lines for authority go to Westby, there would be supervisors.

City Engineer Westby replied engineering would continue to function that way.

Councilmember Musgrove asked the command chain for Public Works, the Streets, the Building Supervisors, they run up but it would just be the department leads that would report to City Engineer Westby.

City Engineer Westby confirmed this.

Councilmember Musgrove commented she would be supportive of a trial and that being a co-working area with Public Works and Engineering will give a better picture of the work that needs to be done and provide a breath and scope of future work. She thought it could be a benefit and hoped City Engineer Westby would say if it isn't working.

Councilmember Heineman referenced the Communications and Events Coordinator and asked Administrative Services Director Lasher to research what outsourcing events would cost because that may inform the decision about splitting the position to be strictly communications. He asked what the rationale was for the Park Supervisors, Parks Leads and Parks Maintenance Workers reporting to City Engineer Westby instead of Parks and Assistant Public Works Superintendent

Riverblood. He thought it could lighten the work load for City Engineer Westby if they didn't report to him.

Parks and Assistant Public Works Superintendent Riverblood replied the Parks Maintenance workers would continue to report to the division supervisors; the proposal is to eliminate the Superintendent position and it retitles City Engineer Westby and himself for clarity but the structure remains the same. He stated if the Director is absent then he would support the Director relative to be responsible for the engineering staff, aside from that the structure remains the same. He stated the details on daily operations are being worked on and thought it would work well. He stated if it is found not to work well, Council can review it at any time.

City Engineer Westby asked if the proposed changes and promotions are being tabled.

Mayor Kuzma replied he didn't think so but expressed concern that City Engineer Westby was being set up for failure which he didn't want to happen. He stated he was supportive of a trial.

Councilmember Woestehoff commented he agreed with Councilmember Musgrove that there is a good opportunity for Public Works and Engineering to work closely together and operate as one. He gave the example of when a road is being designed they are talking to the same people who are maintaining the roads which isn't a bad thing for the City. He agreed with Councilmember Heineman's suggestion that supervisors go to the Parks Supervisor instead of going to the Public Works/Engineering Director to lighten the load for City Engineer Westby. He suggested in the next six months they may learn that an Engineering Manager is needed to help with management. He stated this case is a great example of how things can be changed and adjusted when it needs to.

Administrative Services Director Lasher explained the way that duties are divided that it may be better to have one boss so putting Parks Maintenance under Parks and Assistant Public Works Superintendent Riverblood makes sense because it pulls from the maintenance employee pool. She stated all it would be taking from City Engineer Westby is the Parks Supervisor but it could create some other challenges. She asked to be corrected if she had misspoke.

Councilmember Heineman asked if it was correct that they should view the position as more of a maintenance position.

Administrative Services Director Lasher confirmed this and added if the Director isn't present then Parks and Assistant Public Works Superintendent Riverblood as the Assistant would cover that role.

Councilmember Howell echoed some of the concerns of the Mayor in putting so much on City Engineer Westby. She gave the example of a city in Wisconsin that tried it and it didn't work resulting in them having to go back. She asked if it ends up being too much that it be addressed quickly.

Administrative Services Director Lasher asked for clarity on the Council direction. She asked if there was consensus that all of the engineering positions that are on the consent agenda stay and be passed.

There was Council consensus that City Engineer Westby would become Interim Public Works Director.

Administrative Services Director Lasher asked for how long and what Assistant Public Works Superintendent Riverblood's title would be, if it would Interim Assistant Public Works Director.

Mayor Kuzma replied yes, adding the trial period could be six months.

Councilmember Musgrove commented she wasn't in favor of the interim period but asked that if it doesn't work to let Council know. She wasn't sure how Staff would react to the term Interim, if it carried the same authority.

Councilmember Woestehoff agreed adding if it doesn't work he asked for honesty from City Engineer Westby and Parks and Assistant Public Works Superintendent Riverblood to let Council know and a solution could be created.

Councilmember Heineman agreed that if it isn't working, it isn't working and adding interim to the title isn't going to make a difference.

Councilmember Specht commented that one benefit of adding Interim is if it doesn't work it is a title change instead of removal of a position. He commented that in looking at the org chart that it is a lot to add to one person and expressed concerns about burnout. He suggested having a date for review.

Councilmember Howell agreed with Councilmember Specht because it is a big change.

Councilmember Riley agreed, adding that City Engineer Westby already has a big position and the solution is to add more. He thought adding Interim to the title would make the City look at it again.

City Engineer Westby commented that the more discussion he has with Parks and Assistant Public Works Superintendent Riverblood and Public Works Superintendent Riemer, the more comfortable he has become. He felt they have a good plan and didn't have any significant concerns. He stated he didn't like to do things if he didn't feel he could do it well but he understood the Council concerns.

Administrative Services Director Lasher asked if it was the case that Parks and Assistant Public Works Superintendent Riverblood's title would change to Interim Parks/Assistant Public Works Director.

Mayor Kuzma replied yes, they will both be interim for six months.

Administrative Services Director Lasher asked about the proposed pay scales and if those are approved.

There was consensus for this.

Administrative Services Director Lasher stated she and Human Resource Generalist Hurd are interviewing the part-time receptionist secretaries on Wednesday and Thursday this week. She stated it appears there is a good applicant pool and asked if there are candidates that are not selected to be the receptionist if it would be okay to bring them on to help with Happy Days.

Councilmember Musgrove asked if the candidates would have the qualifications for the Communications person.

Administrative Services Director Lasher replied it would be very unlikely. She stated if Administrative Assistant Laubach is promoted then her position would need to be filled. These applicants would be more appropriate for the assistant position, not the coordinator.

Mayor Kuzma asked if the second person would be temporary.

Administrative Services Director Lasher replied yes.

Mayor Kuzma replied then that is already answered.

Councilmember Specht asked if Happy Days will be coming back as a case so they can discuss how it is handled.

Interim City Administrator/Community Dev. Director Hagen replied yes, it will come back to the next Work Session to talk about the cost of outsourcing.

Councilmember Musgrove referenced the policy that was just approved through consensus and asked if the position just asked about was the same as hiring a predetermined set of plow drivers.

Administrative Services Director Lasher replied until the resolution is adopted any new hires would be brought forward.

Interim City Administrator/Community Dev. Director Hagen added it would only include budgeted positions, which the one Administrative Services Director Lasher just mentioned wasn't. He thought a similar scenario would be brought for consensus of the Council.

Administrative Services Director Lasher noted she did a salary survey and the current wage scale that Interim City Administrator/Community Dev. Director Hagen held as Deputy City Administrator/Community Dev. Director is within about \$50 of the market for a regular Community Development Director position. She would not propose a wage scale change.

Councilmember Musgrove asked if it was for the one position versus the two.

Administrative Services Director Lasher replied correct. She added she wouldn't recommend making a change or they will not be competitive.

The consensus of the Council was to reduce the position of Deputy City Administrator/Community Dev. Director to only being the Community Development Director and to hire for that with Deputy City Administrator tasks being delegated to department heads on a case-by-case basis; follow Staff recommendations for internal promotions for the Assistant Finance Director and Accountant I; rather than recruiting for one Streets Maintenance Worker recruitment will be for two; giving authority to the City Administrator to hire interns and temporary and seasonal workers; to remove drug testing for seasonal employees and re-evaluate it after two seasons. Parks and Assistant Public Works Superintendent Riverblood's title would change to Interim Parks/Assistant Public Works Director and City Engineer Westby's title would change to Interim Public Works Director.

2.04: Organizational Culture - Roles and Responsibilities

This item has been moved to the June 28, 2022 City Council Work Session.

The meeting was recessed at 6:58 p.m. The meeting was reconvened at 8:48 p.m.

2.05: 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 (c) (3))

Interim City Administrator/Community Dev. Director Hagen explained the purpose of the meeting was to consider the purchase a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota.

Mayor Kuzma recessed the meeting to Closed Session at 8:49 p.m.

The meeting reconvened to Open Session at 9:19 p.m.

Interim City Administrator/Community Dev. Director Hagen summarized the Closed Session for the purpose of considering the purchase offer for a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota. That session was closed pursuant of Minnesota Statute 13D.05 Subd. 3 c (3).

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 9:20 p.m.

Respectfully submitted,

Brian S. Hagen
Interim City Administrator/Community Dev. Director

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, June 14, 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
Councilmember Matt Woestehoff

Also Present: Interim City Administrator/Community Dev. Director Brian Hagen
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the Closed Session of the City Council to order at 8:49 p.m.

2. COUNCIL BUSINESS

2.01: Consider Purchase of a Portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota (Closed to the Public)

Interim City Administrator/Community Dev. Director Brian Hagen explained the purpose of the case was to consider the purchase of a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota.

The Council discussed the purchase of this property and provided direction to staff.

3. ADJOURNMENT

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

Motion carried.

The Closed Session was adjourned at 9:19 p.m.

Respectfully submitted,

Brian S. Hagen
Interim City Administrator/Community Dev. Director Brian Hagen

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.