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

The Ramsey City Council conducted a regular meeting on Tuesday, June 14, 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

Members Absent: None

Also Present: Interim City Administrator/Community Dev. Director Brian Hagen  
Finance Director Diana Lund  
Planning Manager Todd Larson  
City Planner Brian McCann  
City Attorney Fritz Knaak  
Administrative Services Director Colleen Lasher

**1. CALL TO ORDER**

Mayor Kuzma called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor Kuzma.

**2. PRESENTATION**

**2.01: Presentation of the 2021 Annual Comprehensive Financial Report by the City's Auditing Firm of Malloy, Montague, Karnowski, Radosevich & Company (MMKR) - Aaron Nielsen, Principal with the firm, will be presenting.**

Aaron Nielsen with MMKR shared with the public that they have issued reports ending December 31, 2021, the City has issued the Annual Comprehensive Financial Report which will be submitted to the GFOA for the certificate for excellence in financial reporting. He stated they have also issued the Special Purpose Reports which meet government auditing standards as well as the office of the State Auditor's Compliance Manual. They have issued a Management Report which is required communications with the Council. He noted the General Fund has continued to meet the operating requirements for the fund balance for the City and had favorable operating results with revenues coming in better than expected and expenditures held within the appropriation approved by Council.

### **3. CITIZEN INPUT**

None.

### **4. APPROVE AGENDA**

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to approve the agenda as presented.

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

### **5. CONSENT AGENDA**

Interim City Administrator/Community Dev. Director Hagen noted there was discussion at the Work Session prior to the City Council meeting relating to Item 5.10: Authorization to Restructure Engineering and Public Works Operations and the Associated Promotions, and consensus was reached to identify the Public Works Director position and Assistant Public Works Director as Interim, so that should be noted in that agenda item.

Motion by Councilmember Musgrove, seconded by Councilmember Heineman, to approve the following items on the Consent Agenda with the notation on item 5.10:

- 5.01: Receive 2021 Annual Comprehensive Financial Report.
- 5.02: Receive April Financial Reports - General Fund and Enterprise Funds
- 5.03: Receive Cash and Investments for Period Ending May 31, 2022
- 5.04: Note the Following Boards, Commissions, and Committee Meeting Minutes:
  - Economic Development Authority Dated April 14, 2022
  - Environmental Policy Board Meeting Minutes Dated April 18, 2022
  - Park and Recreation Commission Dated April 14, 2022
  - Planning Commission Meeting Minutes Dated April 28, 2022
  - Public Works Committee Dated April 19, 2022
- 5.05: Initiate Strategic Plan Action Item #3—Review and Analyze Turf Maintenance of City Properties
- 5.06: Approve the Following Meeting Minutes
  - 1) City Council Regular Session dated 05/24/2022
  - 2) City Council Work Session dated 05/24/2022
- 5.07: Approve Business Licenses
- 5.08: Approve Liquor License Renewals
- 5.09: Approve Rental Licenses
- 5.10: Authorization to Restructure Engineering and Public Works Operations and the Associated Promotions (Council consensus was to add Interim to both the Public Works Director position title and the Assistant Public Works Director position title.)
- 5.11: Authorization Approving a Reorganization of the Finance Department
- 5.12: Authorization to Hire Seasonal Public Works Maintenance Worker

- 5.13: Adopt Resolution #22-140 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 19, 2022 through June 8, 2022
- 5.14: Adopt Resolution #22-113 Approving Shawn Acres Park Cartway Easement Agreement to Thorn Lake Property (PID #04-32-25-31-0001); Case of Thomas Kurak
- 5.15: Adopt Resolution #22-127 to Enter into Clean Water Fund Grant Agreement with the Metropolitan Council to Accept Water Efficiency Grant Funds
- 5.16: Adopt Resolution #22-128 Approving Lease With iDigital Outdoor, LLC for Dynamic Display Billboard
- 5.17: Adopt Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings
- 5.18: Adopt Resolution #22-130 Accepting Survey Proposals for 167<sup>th</sup> Avenue Reconstruction, Improvement Project #23-04
- 5.19: Adopt Resolution #22-131 Accepting Deed for Outlot A Lynwood Addition
- 5.20: Adopt Resolution #22-132 Approving an Updated Final Plat of Riverside West Rearrangement and Authorization of Sale of Lot 4, Block 1, Riverside West Rearrangement
- 5.21: Adopt Resolution #22-138 Approving Easement Agreement with Pearson Trustees for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #22-05

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

## **6. PUBLIC HEARING**

### **6.01: Public Hearing: Consider Issuance of Charter School Lease Revenue Bonds (PACT Charter School)**

#### **Presentation**

Finance Director Lund reviewed the staff report. She stressed this is strictly preliminary approval so they can get the application sent for deed of conduit debt and keeps the process moving but is not approving anything with the school tonight.

#### **Public Hearing**

Mayor Kuzma called the public hearing to order at 7:08 p.m.

Councilmember Heineman asked if any PACT representatives would like to come forward to give context before there are questions.

Justin Fincher, with JV Vang, the owner's representative for PACT Charter schools. He gave an update on the progress on the project. He stated site plan review and plat review is a separate process that is still in motion with the Planning Commission and Staff. He stated public hearings regarding this will happen in the near future. He requested Council support for the preliminary resolution.

Councilmember Woestehoff asked for confirmation that this is an arrangement that costs the City and tax payers nothing and the City is privy to a half percent fee to cover all administrative costs so the City generates a small amount of revenue directly.

Finance Director Lund replied that is correct. The conduit debt is a pass through that the City is not liable for any of the payments and they will pay a half percent fee. In addition, if the City desires to issue debt anytime in the future for this year until December 31, 2022 if \$10 million or under is issued, they will stay bank qualified. PACT will be required to pay the difference in being considered nonbank qualified. She stated that has been written into the agreements.

Councilmember Musgrove asked how long the duration of the payment difference that would be required to be made, it is just within this year for any loans that are done this year or subsequent years.

Finance Director Lund replied it has to be respective to this year. She explained if the City where to issue debt of \$10 million or under in 2022 they would be required to pay the difference of the lifespan of the bond. She gave the example of a 20-year bond was taken out, whatever the interest is that charges the City to get a higher amount based off the 20-year issuance, PACT would have to front the difference of the cost.

Councilmember Musgrove stated any debt the City takes on this year for the term of that debt.

Finance Director Lund replied yes as long as it is under \$10 million to be considered bank qualified and not incur a higher interest rate.

### **Citizen Input**

There was none.

Motion by Councilmember Specht, seconded by Councilmember Heineman, to close the public hearing.

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

The public hearing was closed at 7:13 p.m.

### **Council Business**

Motion by Councilmember Heineman, seconded by Councilmember Specht, to adopt Resolution #22-141 Authorizing Preliminary Approval of the Issuance and Sale of Charter School Lease School Revenue Refunding Bonds Conduit Debt, PACT Charter School project.

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

## **7. COUNCIL BUSINESS**

### **7.01: Consider Grading and Excavating IUP at Ramsey Elementary School - 15000 Nowthen Blvd. NW**

Planning Manager Larson reviewed the Staff report and recommendation to approve the resolution for the Interim Use Permit.

Motion by Councilmember Howell, seconded by Councilmember Specht, to adopt Resolution #22-123 Approving an Interim Use Permit for Grading and Excavating at 15000 Nowthen Boulevard NW and Declaring Terms of Same.

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

### **7.02: Reconsider Denial of an Easement Encroachment Agreement for 16306 Lithium St NW (Project 22-122); Case of Igor Zhelavskiy**

City Planner McCann reviewed the staff report and the request by the applicant to request reconsideration due to a technical difficulty at the last meeting when the denial was made. He noted a motion to reconsider the denial before discussion could be made.

Motion by Councilmember Specht, seconded by Councilmember Howell, to reconsider the request for an easement encroachment agreement.

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

Alex Cosovan, friend of Igor Zhelavskiy, stated he was asked to help (by translating for him). He asked what the question was.

Mayor Kuzma replied the initial request was denied.

Mr. Cosovan stated Mr. Zhelavskiy built his shed after he noticed the zoning code. He stated there are no complaints from the neighbors. He stated the main reason why Mr. Zhelavskiy doesn't want to move the shed is because it would need to be moved ten feet and a retaining wall would need to be built because of a slope.

Councilmember Heineman asked if there was an issue with the sprinkler heads.

Mr. Cosovan replied there are sprinklers around.

Councilmember Heineman asked if the reason given before was because the sprinkler head was going to be covered.

Mr. Cosovan replied the sprinkler was in the way but was pretty sure it could be moved or replaced. He stated the reason is because of the slope and a retaining wall would be needed to make it level.

Councilmember Musgrove asked if it is granted and the shed is in the easement and later Council asks that it be moved, would he then be willing to move it and do the grading.

Mr. Cosovan replied he will move it if he needed to.

Councilmember Musgrove asked if Mr. Zhelavskiy were given time to do the grading and move the shed maybe by next year if he would consider that.

Mr. Cosovan translated for Mr. Zhelavskiy to answer. The answer was that Mr. Zhelavskiy would like to keep it in the same place because a retaining wall would be needed. If he were asked by the City to move the shed he may destroy it instead of trying to save it. He stated there isn't a concrete slab but on a post.

Councilmember Musgrove commented from the pictures the shed is already on uneven ground and has stabilizing anchors it is sitting on.

Councilmember Riley asked if a permit was required to put this in.

City Planner McCann replied that is correct, a permit was required and the applicant applied for it. As part of the Staff review it was determined that the easement encroachment was needed first.

Councilmember Riley asked if it was correct that the permit was applied for now and not before the shed was put in.

City Planner McCann replied correct.

Councilmember Riley stated it was put in without City approval and the applicant is now asking if it is okay.

City Planner McCann replied yes that is correct.

Mayor Kuzma commented there are permits and ordinances for a reason. If this were to be approved it would make it difficult for other residents that are outside the perimeters of the easements. He stated he was not in favor of changing the denial request.

Councilmember Heineman commented it is a big task and he was in favor of continuing to deny it with some of the language Councilmember Musgrove suggested by August 1, 2023.

Councilmember Howell asked if there is a problem if the process is delayed to give the landowner time to figure out what works with his property.

City Planner McCann replied he didn't have concerns with giving more time.

Councilmember Woestehoff commented that looking at the elevations so it is outside of the easement that the grade is equivalent to the land it is currently on.

Councilmember Howell agreed with Councilmember Heineman's suggestion.

Mayor Kuzma commented he wanted to ensure the shed was moved out of the easement but agreed with giving time.

Councilmember Heineman asked what the wording of the motion should be.

Interim City Administrator/Community Dev. Director Hagen replied he had spoken with City Attorney Knaak about what the motion should be. He stated if Council direction is to have the shed moved, the motion would be to deny the request. However it would then become a code enforcement case and Council could provide direction on waiving enforcement for a set time or date.

City Attorney Knaak recommended denying the request so the statement has been made and then as a part of the denial instruction for City Staff to waive any enforcement of any violation for a determined time and the Staff would be instructed to take no enforcement action during that time. He suggested adding findings such as a misunderstanding that the City understands but must enforce the code.

Motion by Councilmember Heineman, second by Councilmember Musgrove, to adopt Resolution #22-114A Denying the Easement Encroachment Agreement for 16306 Lithium Street NW with direction to City Staff that there shall be no code enforcement action taken on this location until August 1, 2023 due to misunderstandings and possible miscommunication.

Further discussion:

Councilmember Woestehoff offered a friendly amendment that no code enforcement related to the shed is a part of the motion.

Amended motion by Councilmember Heineman, second by Councilmember Musgrove, to adopt Resolution #22-114A Denying the Easement Encroachment Agreement for 16306 Lithium St NW with direction to City Staff that there shall be no code enforcement action related to the shed be taken on this location until August 1, 2023 due to misunderstandings and possible miscommunication.

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

**7.03: Introduce Ordinance #22-18 to Rezone 15861 Jarvis St NW from R-1 (Rural Developing) to E-3 Employment (Project No. 22-120); Case of Big C Development LLC**

City Planner McCann reviewed the staff report and recommendation to introduce Ordinance #22-18 approving a zoning amendment to rezone the property from R-1 Rural Developing to E-3 Employment.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to Introduce Ordinance #22-18 to Rezone 15861 Jarvis St NW from R-1 to E-3.

Further discussion:

Councilmember Musgrove asked if Staff have received any feedback on this. City Planner McCann replied he has not received anything on this application.

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

**7.04: Consider Extension for a Request for a Home Occupation Permit at 6131 Green Valley Rd NW (Project No. 22-118); Case of J. Hill Container Company**

City Planner McCann reviewed the staff report and request for an extension to a future meeting due to the applicant working with his architect.

Deb Kemp, 6003 178<sup>th</sup> Lane NW, stated she wanted to clarify that the City of Elk River requires HOP or CUPs for businesses so it was stated that he didn't have any infractions but they weren't required. She stated she googled the Elk River address with the street view and there is no room for large trucks or equipment at that location which she thought meant that what the applicant is doing at the two locations are different and they should be evaluated as such. She stated the applicant is still operating the business in Ramsey despite pending approval. She asked why that is allowed. She stated she lives on the other end of the development and can hear the truck noise from around the block. She felt that residents were being forced to attend City Council meetings to speak when Council should be taking action on issues of non-compliance.

Kelly Schmidt, 6000 177<sup>th</sup> Lane NW, stated she is adjacent to the property and has sent photos of the property showing that the business has continued to operate since the last Council meeting showing trucks coming and going. She stated the neighbor across from the applicant is a PUD property but had been denied because of semi traffic causing a traffic stop on Green Valley Road. She stated that is still happening. She asked if OSHA has been out or will be involved. She also asked if the applicant is paying taxes for friends of his children, other than cash. She stated this is commercial business and expressed concerns about the fire risk.

Councilmember Musgrove asked if it is usual that if an applicant of a business isn't compliant but they are working with City Staff towards compliance, is that part of the reason why the applicant may still be operating his business.

City Planner McCann replied the first notice of violation that was sent to the applicant stated that as long as he applied and was working with the City to go through the process, enforcement would be withheld because there is an expense to bring an application forward and any additional

expenses such as citations were deemed not necessary until the application has gone through the proper reviews.

Councilmember Musgrove asked if the applicant has been cooperating with Staff.

City Planner McCann replied yes.

Councilmember Musgrove asked if the owner would want to address the truck noise.

Jeff Hillman, 6131 Green Valley Road, stated he is the owner of J. Hill and the property. He stated the truck does have a beeper on it but if it is that, it isn't very loud. He stated the neighbor that came forward are in an adjacent neighborhood. He stated truck noise is during daytime working hours. He stated there is farm equipment on the property but that will be dissipating in the near future. He thought the loud beeping could be from a skid loader, not a truck. He stated they are working with the City to get the fire compliance. He stated they are not operating the business out of the property. He stated he has never had a problem with OSHA. He stated there has been a lot of pushback from the neighborhood to the north.

Councilmember Heineman asked what kind of trucks come in for delivery.

Mr. Hillman replied most are their trucks but there have been dock trucks coming back and forth for the storage building, which was preapproved for the warehouse. He stated they are trying to get the manufacturing part in the same building so things don't have to be transported back and forth. He stated the main concern has been compliance with fire issues and a few other issues, which they are taking the steps to come into compliance.

Motion by Councilmember Heineman, seconded by Councilmember Specht, to grant the applicant's request for an extension for a future meeting to accommodate submittal of an architectural code analysis related to the request.

Further discussion:

Councilmember Howell suggested a friendly amendment to add July 12, 2022 or later. Councilmember Woestehoff asked if that would conflict with the 120-day rule or if because it is from the applicant, it is a non-issue. City Planner McCann replied the 120-day rule goes to July 22, 2022 so it doesn't conflict with that if it goes to the July 12, 2022 meeting. He added if the applicant would like to waive the 120-day timeline rule that is a possibility.

Amended motion by Councilmember Heineman, seconded by Councilmember Specht, to grant the applicant's request for an extension to the July 12, 2022 City Council meeting to accommodate submittal of an architectural code analysis related to the request.

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

## **7.05: Introduce Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs**

Interim City Administrator/Community Dev. Director Hagen reviewed the staff report and recommendation to introduce Ordinance #22-19 amending sign code to allow off-premise digital billboard signs. He stated that the Planning Commission has recommended that the City Council deny this ordinance.

Councilmember Woestehoff asked if Interim City Administrator/Community Dev. Director Hagen had mentioned that it would not be residential. He stated the golf course is considered PUD and asked if that would be included in what would be considered as residential. He asked if the golf course would be an example of an opportunity for one of those billboards. He asked for clarification for the future ordinance. He asked if there was interest by Council to reduce the number from three to two. He stated he is opposed to it regardless but would rather there be fewer of them.

Councilmember Heineman noted that the Planning Commission recommended denying this and asked Councilmember Woestehoff to comment on that as the liaison. He asked if this was part of the same case that the EDA pushed forward and asked Councilmember Howell or Councilmember Riley to speak on that for context.

Councilmember Woestehoff stated that Commissioner Walker indicated he didn't like the idea of changing the rules to allow the City to benefit from something and be a benefactor of the digital sign. He stated overall it seemed the consensus was along the lines that it doesn't necessarily fit with the idea of rural Ramsey or the vision for Highway 10 and that it may be wise to delay it until it is known what Highway 10 is going to look like.

Councilmember Riley commented on behalf of the EDA that this idea came from the EDA not as a source of revenue for the City, that came out of it later, but as an opportunity to help businesses that can't afford to do advertising on their own or have sightlines to Highway 10. He stated the public nature of the billboard and being allocated toward local use would be a benefit to local businesses. He stated through discussion it was determined that not only would it not cost the City but that it would be a source of revenue and one that was self-sustaining making it an easy decision. He stated he wasn't sure the zoning was discussed but that the idea came from the EDA.

Mayor Kuzma commented when he was on the EDA when this came up and he was in favor of this because smaller businesses would get a break on costs to highlight their business and be a benefit to them which he supported.

Randy Bauer, 14942 Quintana Street NW, Chair of the Planning Commission, stated it was a four to three vote. He stated the four who were against it were primarily because they don't like billboards in general. He stated they seemed to be surprised when they learned how many billboards the City already has because they were grandfathered in when Ramsey was incorporated. He stated there wasn't objections specifically because it was digital. He stated the three supportive votes thought it was great idea.

Councilmember Heineman asked with Highway 10 being redone and County buying a lot of land to make it fit, were a lot of billboards that were grandfathered in going to be taken down as a part of the process.

Interim City Administrator/Community Dev. Director Hagen replied he didn't have the exact figure of what would be permanent takings or construction limits that those existing billboards may be impacted. He guessed most of the parcel acquisitions were around the interchanges and he thought for the most part it is buildings or structures and not billboards that would be impacted.

Councilmember Musgrove commented she appreciated the City Staff and Planning Commission having the open house. She stated she got to see the vertical digital sign and that there is a trend toward digital signs. She stated if businesses can benefit from it, she has changed her mind and thinks it is a win-win. She stated it is in an area where businesses can be promoted and can benefit from it. She stated the Ordinance allows the Council to have a say in how many signs and the location of them. She stated she will be supporting this tonight.

Councilmember Specht agreed with Councilmember Musgrove that the sign will benefit businesses and be a marker for Ramsey.

Motion by Councilmember Specht, seconded by Councilmember Riley, to introduce Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs.

Further discussion:

Councilmember Howell stated that she is a fan of the vertical digital billboard. She saw one in Fargo and thought it looks great and is excited to have one in Ramsey. Councilmember Heineman commented to address the concerns of the Planning Commission, he didn't think changing the rules to benefit Ramsey is a bad thing. He stated as the City Council they represent the residents and thought a lot of residents would prefer revenue is generated instead of spent. He also thought it was going to be a win for the City and the businesses. He challenged the concern that it doesn't fit rural Ramsey by stating it is going to go along Highway 10 where they are looking at a lot of businesses. He stated for those reasons he is going support this. Councilmember Specht commented to clarify that seven seconds is what the lease is written and asked if there is any benefit to changing it to six seconds. He added seven seconds is the desired time.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Specht, Riley, Heineman, Howell and Musgrove. Voting No: Councilmember Woestehoff.

#### **7.06: Adopt Resolution #22-134 to Approve a Policy for the Recruitment, Application and Judge Appointment Process for the Charter Commission**

Administrative Services Director Lasher reviewed the staff report and recommendation to adopt Resolution #22-134 Approving the Policy for the Recruitment, Application, and Judge Appointment Process for the Charter Commission.

Councilmember Musgrove referenced the policy under the heading "Additional Steps" number one and number five and asked if it can be specified how the communication will be done. She

stated there may be other spots but noticed these two. She read in number one “via automated email when possible” and asked that it specify that communication will be done via email to reinforce the policy that email be used.

Administrative Services Director Lasher asked if automated email is not Councilmember Musgrove’s preference but she would like a handcrafted individual email.

Councilmember Musgrove replied no, she thought that was fine but noticed in number five it wasn’t stated and suggested that the method of communication would be email.

Administrative Services Director Lasher read number five “The City Clerk or designee will administer the acceptance and oath of office.”

Councilmember Musgrove stated she may have the wrong number. She stated it is the second and third sentences on the last page under the heading “Additional Steps.”

Administrative Services Director Lasher read “The City Clerk or designee will forward the completed acceptance and oath of office to the Commission Chair and City Council” and asked if she wanted “via email.”

Councilmember Musgrove replied it could read “via mail or email” as long as the method of communication is stated.

Councilmember Howell thanked Administrative Services Director Lasher and the other Councilmembers who worked on this policy because it is important to have in place. She commented that it is beautifully written. She thought a take-away from both of the meetings when this was discussed is that the Council consensus was for the Council to be hands off and let the judge make the decision as to what applicants were best suited to the Charter. She thanked the Council for wanting to remain neutral in the process.

Councilmember Musgrove referred to attachments for sample cover letters and she didn’t see that included.

Administrative Services Director Lasher replied it was discussed that the City Clerk or designee will prepare a cover letter to the judge pointing out the recommendation and designed qualifications. She stated she did not pre-draft that cover letter or include it with this. She stated she could bring it forward at the next Council meeting if it needs approval.

Councilmember Heineman commented he thought the guidance was fine under the heading “Recommended and Desired Qualification” and if that is captured he was okay with Administrative Services Director Lasher doing that. He agreed with Councilmember Howell to put the decision back on the judge because Council is a bilateral relationship with the Charter Commission. He stated they included recommended and desired qualifications not to instruct the judge but to give an idea of what Council is looking for, something the judge asked for.

Councilmember Riley agreed with the comment that robust discussion occurred and he thought the result was a good policy.

Councilmember Howell pointed out that Council wanted to be neutral and take a hands-off approach. She pointed out that Councilmember Woestehoff recently resigned from the Charter Commission as he said he would if a policy was put in place. She thanked him for doing that and following through on his word. She expressed concerns about a letter that was sent to the judge by Councilmember Woestehoff. She read “Honorable Chief Judge Hiljus, the policies adopted by the City of Ramsey that will soon state that no member of the Ramsey City Council shall be appointed to the Charter Commission. Therefore, I hereby resign my position on the City of Ramey’s Charter Commission. Although believe I am duly qualified, I appreciate this separation of authority between the two bodies and support that the City Council sees fit to write it as such in policy. However, as an individual resident of Ramsey I do hope that continued prudence may be taken with future appointments. We have a long-time commissioner who believe the election of 2020 was a fraud, and that the global pandemic has been, and I quote a ‘dempanic.’ They shout at meetings, residents and Councilmembers yet our Staff and Council have very limited recourse to correct or prevent these behaviors. Divisive agendas and aggressive demeanors - in person or online - such as this make will continue to make all residents question the future of Ramsey. After all, the commissioner’s duty is to improve our government and not dismantle it. To grow and enable engagement of our citizenry, not create, spread or support unfounded conspiracy theories in public. I thank you for your service, your dedication to democracy, and know I truly trust your leadership. If there are any questions you have or if I can provide any future insight, please reach out as I am happy to discuss it further. Sincerely, Matt Woestehoff.” Councilmember Howell stated it was her understanding that Council was going to take a step back and as a private resident, Councilmember Woestehoff is within his right to write what he wishes to the judge. She stated it is difficult when things happen as they did at the May 24, 2022 meeting. She stated she didn’t find the statements accurate and that the Commissioner wasn’t able to defend himself to the judge. She asked Councilmember Woestehoff to work with Council and get along.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to adopt Resolution #22-134 Approving a Policy for the Recruitment, Application and Judge Appointment Process for the Charter Commission.

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

**7.07: Motion to Direct Staff on the Process to Advertise for Applications for the Current Charter Commission Vacancy**

Administrative Services Director Lasher stated this policy that was just adopted didn’t exist when they received a resignation and asked for direction on how to proceed to ensure things are handled exactly as the Council would like. She stated there is currently one vacancy on the Charter Commission. She noted that it must be advertised in the *Ramsey Resident*, which for the first time the July/August has the small continuous ad for the Charter Commission. That meets the requirement of the City Charter to advertise for vacancies. She stated another thing that must happen is advertising the City’s official newspaper with a legal ad, which will happen. She

outlined options listed in the case with filling this vacancy. She suggested running a short recruitment with an application deadline of July 10, 2022 in the paper. The Ramsey Resident has already been printed so it will not include a deadline. She stated the other option is to attempt a full advertisement but it would be short recruitment in order to meet the timelines. She stated there are four applications on file from the last recruitment and an additional application that has already come in. Additional applications are expected as a result of the newspaper and newsletter ad. She asked for direction on whether the Council was satisfied with the number of applicants or if they wanted to do more advertising, which would require overtime pay for Staff to accomplish given the Staff shortages. She also asked for direction regarding the applications that are already on file and if Council wanted Staff to reach out to those applicants to answer the questions that have been added to the new application for consistency.

Councilmember Howell commented in the spirit of wanting to reach as many people in the community as possible so they can participate even though it is extra work, she would support that.

Councilmember Musgrove asked about the precedence prior to the policy that was just instituted and if applications were kept and send them back up because the judge may have already received them.

Administrative Services Director Lasher replied they are kept.

Councilmember Musgrove asked if there was a vacancy would they be sent up or not.

Administrative Services Director Lasher asked if she was asking about prior years under the other City Clerk.

Councilmember Musgrove replied yes.

Administrative Services Director Lasher replied she didn't know the answer.

Councilmember Musgrove stated her thought is to reach out to the applicants to see if they are still interested and to get the new questions so everyone has the same questions. She asked if the recent applicant had the new application with the new questions.

Administrative Services Director Lasher replied the new questions are currently posted on the website so the applicant that applied a few days ago answered different questions and there are several that are different.

Councilmember Musgrove suggested Administrative Services Director Lasher reach out to the applicants so they are answering the same questions.

Administrative Services Director Lasher noted on the supplemental questions that are on the agenda, questions number two, three, six, and seven are either different or completely new. She summarized that Council direction was to reach out to the four previous applicants to verify that they are still interested and ask them to send an email answering the four different questions.

Councilmember Musgrove asked if completing the new application would be easier.

Administrative Services Director Lasher asked for Council direction.

Councilmember Heineman suggested Administrative Services Director Lasher reach out to the applicants to let them know there are new, more robust questions and that it would be advantageous for them to resubmit the packet but it is optional because it will go to the judge either way. He stated he would be in favor of option two of approving overtime because this is important. He stated whatever could be reused such as social media posts and signage that could be reused could save time.

Motion by Councilmember Howell, seconded by Councilmember Woestehoff, to direct Staff, based on discussion, to conduct option number two to advertise for applications for the for the Charter Commission vacancy.

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

**7.08: Adopt Resolution #22-135 to Approve Hiring a New City Administrator and the Associated Contract**

City Attorney Knaak reviewed the staff report in hiring Mr. Brian Hagen as the New City Administrator and the associated contract.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to Adopt Resolution #22-135 Hiring Mr. Brian Hagen as the City Administrator effective June 17, 2022 subject to the Terms of the Attached Employment Agreement.

Further discussion:

Councilmember Musgrove asked for clarification on the contract with the set amount for some items. She stated there was discussion about the membership and professional development, seven, eight and nine, and having a dollar amount included. She asked, based on the comments she got back, what the thought process was about not including that, if there was some limiting factor. City Attorney Knaak replied it was Council approval. Councilmember Musgrove asked if it is the case that every time Mr. Hagen wants something he would bring it forward to the Council. City Attorney Knaak replied the number would be something Council would approve. Interim City Administrator/Community Dev. Director Hagen asked if he should bring up trainings or things during budgeting. Administrative Services Director Lasher replied previously the City Administrator would determine what he needed to do for training and it would be included in the annual budget as part of the normal budget process. City Attorney Knaak added the point is that Council would review it. Councilmember Musgrove commented Mr. Hagen would have to put that forward soon for the budget discussions.

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

## 8. MAYOR, COUNCIL AND STAFF INPUT

Interim City Administrator/Community Dev. Director Hagen noted the upcoming Ramsey Gateway Open House on June 29, 2022. The business open house is in the morning and the general public one will be in the evening. He stated there will be some Facebook posts and the general signage to get the word out to the public.

Councilmember Woestehoff stated the Draw Concert Series starts this Thursday.

Councilmember Howell welcomed Mr. Hagen in his new role as City Administrator adding they are happy to have him.

Councilmember Musgrove agreed with that. She announced there will be a first annual Mississippi River boat parade event this Saturday, June 18, 2022, at 11:00 a.m. Participating boaters can meet at the Peninsula Point Two Rivers Park area and they have to have a pirate theme boat to participate. Spectators can watch by shore, drone or another boat on the river.

## 9. ADJOURNMENT

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to adjourn the meeting.

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

The regular meeting of the City Council adjourned at 8:32 p.m.

Respectfully submitted,

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

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

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

A recording of this meeting is available for viewing online at [www.qctv.org](http://www.qctv.org). Recordings are available for 36 months after the date of the meeting.