

City of Ramsey
Agenda
City Council Work Session
Tuesday, February 8, 2022

5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings. To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discuss the Planning Manager Interview Panel
 2. Update Regarding the Zoning Code Enforcement Officer Position
 3. Discuss Intern Wages
 4. Discuss Board and Commission Interview Process
 5. Discuss Council Member Compensation
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment***

***Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

Meeting Date: 02/08/2022

Information

Title:

Discuss the Planning Manager Interview Panel

Purpose/Background:

The purpose of this discussion is to consider the make-up of an effective and efficient interview panel for the vacant Planning Manager position. As the City Council is aware, Planning Manager Chloe McGuire Brigl's last day with the City was February 4, 2022. Among many other key roles, this position serves as the staff liaison to the Planning Commission. As such, the City Council may want to consider including non-employee panel member(s) to the interview panel.

Staff suggests that two rounds of interviews take place during regular daytime business hours with the following panel members:

First Interview Panel Members Second Interview PanelMembers

- Brian Hagen, D.C.A./C.D. Director
- Colleen Lasher, Administrative Service Director
- Chris Anderson, Senior Planner
- Bruce Westby, City Engineer
- Matt Kohner, Fire Chief
- Jeff Katers, Police Chief
- Planning Commission Chair
- City Council Member

First Interviews are planned for Tuesday, March 1, 2022, and if needed, Wednesday, March 2, 2022. Second Interviews are planned for Wednesday, March 9, 2022. Staff suggests following our normal selection process of scoring applications, determining a logical cut point (if needed), and interviewing applicants within that range. Staff hopes to have approximately up to ten first interviews and approximately up to five second interviews; but this is an estimate based on the qualifications of the candidate pool.

Recruitment Process/ Hiring Timeline:

Staff is currently conducting an external, open competitive recruitment; the application period is January 21 through February 21, 2022. and the position has been advertised locally and nationally. Staff will conduct the normal pre-employment background checks and testing, including a work style assessment conducted by the City's consulting psychologists. If all goes as planned, a case to hire the new Planning Manager will appear on the March 22, 2022 agenda and the new Planning Manager will begin working on or near Monday, April 11 - Monday, April 25, 2022.

Temporary Impact to Other Staff

In the interim, Senior Planner Chris Anderson will be taking on addition responsibilities, including project management and additional meetings. Staff is seeking City Council feedback on granting an additional 5% increase in Mr. Anderson's pay to recognize his temporary expanded role.

Timeframe:

This case is expected to take 10 minutes.

Funding Source:

Not Applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

The intended outcome of this work-session is for the City Council to provide staff, by consensus, feedback as to if the City Council agrees with the stated course of action to fill the position of the Planning Manager.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/03/2022

Reviewed By

Brian Hagen

Kurt Ulrich

Date

02/03/2022 11:00 AM

02/03/2022 02:46 PM

Started On: 02/03/2022 08:19 AM

Meeting Date: 02/08/2022

Information

Title:

Update Regarding the Zoning Code Enforcement Officer Position

Purpose/Background:

The purpose of this case is to provide the City Council with an update regarding the Zoning Code Enforcement Officer position.

As the Council is aware, staff recently proposed a restructure in the Community Development Department. However, a portion of the proposed restructure (the proposal to promote the Zoning Code Enforcement Officer to a City Planner) did not come to fruition due to a resignation.

With this turn of events, staff re-evaluated this portion of the proposed restructure and recommends refilling the Zoning Code Enforcement Officer. The initial reasoning and need for the Zoning Code Enforcement Officer still applies. However, staff continues to be aware of structuring positions for long-term success and retention.

Therefore, staff recommends filling the vacant Zoning Code Enforcement Officer with more emphasis on the daily duties of the position and less emphasis on attendance at night meetings. Staff is hopeful that this change will increase the amount of time for daily work and be a better match for the long term career goals of the employee.

Position Background: As a result of feedback from the public, the City Council included funds in the 2021 and 2022 budget for a Zoning Code Enforcement Officer. Throughout the past several years, the City began to respond to an increasing number of complaints about slow resolution to complaints. Based on this feedback, this position was added in 2021.

The primary objective of this new position is to provide support duties to the Community Development department in the area of code enforcement. This position performs code enforcement inspections and follow-up on zoning and public nuisance related activities, but more importantly improves case management and conflict dispute resolution. Primary service goals include providing cost-effective means of enforcing city code as it relates to violations of the City's nuisance and zoning ordinances.

Timeframe:

Up to 10 minutes.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

The intended outcome of this work-session is for the City Council to provide staff, by consensus, feedback as to if the City Council agrees with the stated course of action to fill the position of the Zoning Code Enforcement Officer.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	02/03/2022 10:55 AM
Kurt Ulrich	Kurt Ulrich	02/03/2022 02:46 PM
Form Started By: Colleen Lasher		Started On: 02/01/2022 02:04 PM
Final Approval Date: 02/03/2022		

Meeting Date: 02/08/2022

Information

Title:

Discuss Intern Wages

Purpose/Background:

The purpose of this case is to discuss intern wages.

The 2022 budget includes funding for two Engineering Interns in the amount of \$36,308 (\$18,154 each). The amount is based on \$15.00 per hour, 1040 hours and includes workers compensation, FICA, PERA, and Medicare costs. At times, for various reasons, Engineering Interns do not work through the full use of the planned time, leaving a savings in the budget.

Staff would like to be granted the discretion to offer a wage range of \$15.00 to \$18.00 per hour, depending on qualifications. If approved (by consensus this evening) staff will post the recruitment with this pay range. Staff will ensure that the number of hours worked does not exceed the available funding. If approved, when the recruitment is finished, staff will bring both hiring requests forward at a regular City Council meeting, including the hiring wage.

Timeframe:

Up to 10 minutes.

Funding Source:

Staff is not requesting additional funding.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/03/2022 02:46 PM
Form Started By: Colleen Lasher		Started On: 02/01/2022 11:24 AM
Final Approval Date: 02/03/2022		

Meeting Date: 02/08/2022

Information

Title:

Discuss Board and Commission Interview Process

Purpose/Background:

The purpose of this case is to confirm the City Council's direction to change the appointment process for incumbent board and commission applicants seeking a third term.

Currently, incumbent board and commission members, if recommended by the applicable board or commission Chair, are discussed with the City Council and considered for reappointment without appearing in person for an interview.

The draft work session minutes from January 25th provide information that the City Council's direction is for staff to continue the current process for members seeking a second term, but to require members seeking a third term to attend an interview with the City Council.

Staff would like clarification on the following points: 1) for incumbents seeking a third term (that appear for an interview), should the process of obtaining Chair recommendations continue or not; 2) staff would also like clarification as to if an incumbent seeking a second term is recommended by the Chair for reappointment, if that member would be considered automatically reappointed, or would the City Council still discuss the incumbent and confirm reappointment (by consensus) during the evening of interviews; and 3) what is the Council's direction for a member seeking a 4th or 5th term?

It is staff's understanding that incumbents seeking a third term (and possibly additional terms as well) would be asked a different set of interview questions and that their time with the City Council would be more conversational, to gather information as to what they have liked the most about their time on the board, what they want to see the board do in the future, or what they would like to see changed. After this is confirmed, staff will prepare draft questions and provide them to the City Council prior to interviews.

Lastly, it is staff's understanding that members not seeking reappointment should be offered an exit interview, administered by the applicable staff liaison, and subsequently shared with the City Council. Staff will seek the opinion of the City Attorney on this point. In the past, staff has been advised that exit interview data, per the data practices act, should only be shared in aggregate form.

Timeframe:

Up to 20 minutes.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/03/2022

Reviewed By

Kurt Ulrich

Date

02/03/2022 02:46 PM

Started On: 02/01/2022 11:25 AM

Meeting Date: 02/08/2022

Information

Title:

Discuss Council Member Compensation

Purpose/Background:

The purpose of this discussion is to seek feedback from the City Council to see if there is an interest in making an adjustment to Council salaries.

Salaries have not been increased since 2005 and prior to that, the last increase was in 1989. A recent survey of similarly sized cities shows that the City of Ramsey's Council compensation is ranked 29 out of 31 cities.

State statute requires that Council salaries are to be established prior to an election and increases do not become effective until after the election. Consequently, with an election planned for 2022, if there is an interest in increasing the Mayor and Councilmember salaries, the time for such an action is prior to the next municipal election, and increases would be effective after the election, in January.

Charter Language: Section 2.7 Salaries. The mayor and councilmembers shall receive such compensation as is fixed by the council in accordance with state statutes. Any increases in such compensation shall not become effective until after the next municipal election. Other officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

Staff found that in comparable cities, the average annual pay for Mayors is \$10,338 (Ramsey’s is \$8000) and the average annual pay for Councilmembers is \$7975 (Ramsey’s is \$6000). A few cities also provide paid health insurance and other employee benefits. Staff will be prepared to answer questions at the meeting.

Timeframe:

10 Minutes

Funding Source:

If needed, funding will be included in the 2023 budget.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

Ord. 04-33 (1989)

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Reviewed By

Kurt Ulrich

Date

02/03/2022 02:46 PM

Started On: 02/02/2022 09:24 AM

ORDINANCE NO. 04-33

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

AN ORDINANCE AUTHORIZING A SALARY INCREASE FOR THE MAYOR AND CITY COUNCIL

This ordinance amends Section 2.01.09 of the City Code entitled "Salaries" by increasing the salaries of the Mayor and Council Members.

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the Home Rule Charter of the City of Ramsey, Section 2.7 and Minnesota Statutes 415.11.

SECTION 2. PURPOSE

It is the purpose of this Ordinance to authorize a salary increase for the mayor and city council members. The last such salary increase occurred in 1989.

SECTION 3. AMENDMENT

Section 2.01.09 of the City Code is amended to provide as follows:

Subdivision 1. **Mayor.** The salary of the Mayor of the City of Ramsey shall be \$667 per month (\$8,000 per year) effective January 1, 2005.

Subd 2. **City Council.** The salary of each Council member of the City of Ramsey shall be \$500 per month (\$6,000 per year) effective January 1, 2005.

SECTION 4. EFFECTIVE DATE

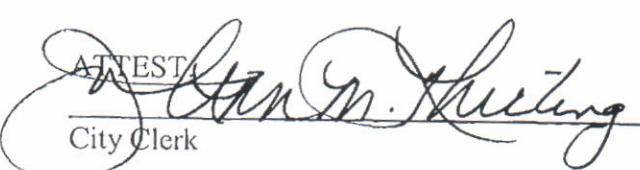
This Ordinance becomes effective upon its passage and thirty (30) days after its publication according to law.

PASSED by the City Council of the City of Ramsey, Minnesota, the 24th day of August, 2004.



Mayor

ATTEST



City Clerk

Introduction Date: August 10, 2004
Posting Dates: August 10 - 25, 2004
Adoption Date: August 24, 2004
Publication Date: September 3, 2004
Effective Date: October 4, 2004

CC Work Session

3. 1.

Meeting Date: 02/08/2022

By: Katie Schmidt, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

Recommendation:

N/A

Outcome/Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 02/03/2022

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

02/03/2022 10:46 AM

02/03/2022 02:08 PM

Started On: 01/28/2022 08:51 AM

	<u>Tentative City Council Future Work Session Topics</u>	
Proposed Date	Topic	Minutes (Estimate)
2022		
Feb. 22	Discuss Redistricting with Anoka County Elections Manager - Lasher	30
Feb. 22	Consider Veterans' Housing Project – Ulrich	20
Feb. 22	Discuss Anoka Ice Arena – Ulrich	20
Feb. 22	Review Process to Redesign Website / Communications Update - Fredrickson & Thorstad	30
Feb. 22	Discuss Excess Revenue Deficit Policy – Lund	20
March 10	Discuss Allocation of the ARPA Funds – Lund	20
March. 2022	Review Draft Stormwater Pond Maintenance Policy – Westby/Riemer	30
March. 2022	Review Charter Commission Recommendations on Election Section - Lasher	
March 2022	Discuss Remote Meetings Policy - Lasher	15
March 15	Special Work Session following the PWC for B and C Interviews	90
April 2022	Rental Property Ordinance	15
May 2022	Recycling Report (trends, costs, programs)	10
May 2022	Draft Trail Maintenance Policy – Westby/Riemer	30
March 22	Land Use and Zoning of Future MUSA Area, Policies on Rental Properties, Review of Recycling Program (COR-Comp plan rural zoning discussion)	30
TBD	Review Street maintenance Scheduling and Rating System (Bruce/Grant) -	TBD
TBD	Review Ordinance Requirements for Trash and Recycling Container Screening - TBD	TBD
TBD	LIADC Park Flag Project Review (Kurt)	TBD
TBD	Conclude Discussions Regarding Updating the Employee Telecommuting Policy Lasher	20
TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich	20
TBD	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions - TBD.	20
TBD	Discuss Historic Town Hall – Ulrich	30
TBD	City Branding Presentation - Ulrich	40
TBD	Park System Plan – Riemer/Riverblood	60