

City of Ramsey
Agenda
City Council Special Work Session
Tuesday, April 19, 2022
8:45 am - 5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Conduct the Interview Process for the Position of City Administrator
- 3. Adjournment**

CC Special Work Session

Meeting Date: 04/19/2022

Title:

Conduct the Interview Process for the Position of City Administrator

Purpose/Background:

The purpose of this Special Work Session is for the City Council to conduct interviews for the City Administrator position.

As the City Council is aware, City Administrator Kurt Ulrich submitted his letter of retirement indicating his last day with the City would be May 6, 2022. The City Council, by consensus, directed staff to conduct an open competitive recruitment.

As a result of the City Council's direction to staff, the following occurred:

Advertising: staff advertised the position with the following sources: NeoGov, American Planning Association (APA) National and State, International City/County Management Association (ICMA), Economic Development Association National and State, GovernmentJobs.com, City of Ramsey website, City of Ramsey Facebook pages, Weekly Updates, Highway 10 Electronic Sign, Anoka County Union, the Shopper, Star and Tribune, QCTV, League of Minnesota Cities, HR Managers Group and Minnesotaworks.net.

First Interviews: 10 applicants were interviewed by the first interview panel which consisted of the following individuals: Councilmember Howell, Councilmember Musgrove, Commissioner Bauer, Administrative Services Director Lasher, City Engineer Westby, Public Works Superintendent Riemer and Finance Director Lund. Five candidates were recommended to advance on to the second interview panel.

Second Interviews:

The interview panel will consist of the full City Council (with the exception of Councilmember Woestehoff) the Department Head team (with the exception of Deputy City Administrator/Community Development Director Brian Hagen); Mr. Hagen is one of the five candidates for consideration.

Depending on the outcome of the second interview process, one to two candidates will participate in an extensive leadership assessment which will be conducted by the City's consulting psychologist firm. After the leadership assessment results are received, the City Council will make a selection and the candidate will be formally hired at a future City Council meeting.

Timeframe:

8:45 a.m. to approximately 5:30 p.m.

Funding Source:

There is no funding required at this time.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

To interview candidates for the City Administrator position.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 04/14/2022

Reviewed By

Kathy Schmitz

Date

04/14/2022 04:30 PM

Started On: 04/14/2022 03:57 PM