

**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 13, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma  
Councilmember Chelsee Howell  
Councilmember Debra Musgrove  
Councilmember Michael Olson  
Councilmember Chris Riley  
Councilmember Dan Specht  
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen  
City Engineer/Public Works Director Bruce Westby  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Administrative Services Director Colleen Lasher  
City Attorney Fritz Knaak  
Community Development Director Stephanie Hanson

**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: Discussion on Hiring Additional Community Service Officers in the Police Department**

Police Chief Katers reviewed the Staff report and his request for two additional Community Service Officers (CSO). He shared that he had requested two new CSOs in the 2024 budget with a start date of February 1, 2024. He explained that since mid-2022 the department has been consistently two to three police officers short. He noted that they have changed their interviewing and hiring processes yet are still only seeing a handful of candidates. He stated that they do have a Police Explorer program for 14-21 year olds to look at a career in law enforcement. He shared the request to start the two CSOs in August of 2023 rather than February 2024.

Councilmember Riley asked if this would be similar to an internship program that would hopefully get these CSOs to become full-time officers.

Police Chief Katers stated that is the hope. He mentioned that there would also be a time limit on this and that they would not keep these CSOs on indefinitely in their current position. He added that there is currently one full-time CSO to create some consistency.

Mayor Kuzma asked if there is enough room in the budget for the rest of the year to cover this.

Police Chief Katers stated that last year there was a savings on staffing which quickly got consumed by rising gas costs and liability insurance.

Councilmember Riley noted that there was also a need expressed to replace a few of the licensed officers. He asked if this is the full staffing request for next year.

Police Chief Katers stated that he will not be asking for any additional police officers next year. He added that he did ask for a promotion of an officer to a sergeant in the budget.

Councilmember Musgrove said she is in favor of this. She asked if there were any other ways to help solve the staffing problems. She asked if this salary discussion would fall in the same category with other part-time positions with no benefits that they are looking to hire.

Police Chief Katers stated that they typically do not have interns in the Police Department and have not for over 10 years. He stated that they do not have any part-time workers.

Administrative Services Director Lasher explained the role of a CSO and how they have a scaled back benefits package. She stated that the 2023 starting hourly wage is \$22.38.

Councilmember Musgrove stated that she hopes this attracts candidates.

Councilmember Specht shared his support for this. He noted that this needs to be kept in mind as they dig into next year's budget.

The consensus of the Council was to approve the request for two CSOs.

## **2.02: 2023 Strategic Plan**

City Administrator Hagen reviewed the updates to the 2023 Strategic Plan that have been made since the last Strategic Planning meeting. He noted that the Strategic Plan is on the Consent Agenda for adoption at the City Council meeting later this evening.

There was a consensus of the Council that no other changes are needed prior to the adoption.

## **2.03: Discuss a Possible Memorandum of Understanding with AFSCME (Portions Closed to the Public)**

Administrative Services Director Lasher reviewed the Staff report in regard to a possible memorandum of understanding to the AFSCME union labor agreement.

## **RECESS AND RECONVENE**

Motion by Councilmember Woestehoff, seconded by Councilmember Specht, to recess to Closed Session at 5:50 p.m.

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

The meeting reconvened to Open Session at 6:24 p.m.

### **3. TOPICS FOR FUTURE DISCUSSION**

#### **3.01: Review Future Topics/ Calendar**

Councilmember Musgrove noted that discussion for hiring election judges and other seasonal workers has been removed from the schedule.

City Administrator Hagen stated this could be discussed as part of one of the early budget discussions when they review other personnel requests.

### **4. MAYOR / COUNCIL / STAFF INPUT**

Councilmember Riley asked if they could be getting lawsuit updates regularly.

City Administrator Hagen stated that there will be an email out this week.

### **5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:28 p.m.

Respectfully submitted,

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Brian S. Hagen  
City Administrator

ATTEST:

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Katie M. Schmidt  
City Clerk

Drafted by Ava Rokosz  
*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 13, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma  
Councilmember Chelsee Howell  
Councilmember Debra Musgrove  
Councilmember Michael Olson  
Councilmember Chris Riley  
Councilmember Dan Specht  
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen  
Administrative Services Director Colleen Lasher  
City Attorney Fritz Knaak

**1. CALL TO ORDER**

Mayor Kuzma called the Closed Session of the City Council to order at 5:50 p.m.

**2. COUNCIL BUSINESS**

**2.01: Discuss a Possible Memorandum of Understanding with AFSCME - Closed to the Public**

Administrative Services Director Lasher reviewed the Staff report in regard to a possible memorandum of understanding to the AFSCME union labor agreement.

Staff received direction from the Council

**3. ADJOURNMENT**

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

Motion carried.

The Closed Session was adjourned at 6:24 p.m.

Respectfully submitted,

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Brian S. Hagen  
City Administrator

ATTEST:

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Katie M. Schmidt  
City Clerk

Drafted by Ava Rokosz  
*TimeSaver Off Site Secretarial, Inc.*