

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, July 12, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman (attended remotely)
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen
Administrative Services Director Colleen Lasher
Police Captain Brad Bruml
Fire Chief Matt Kohner
City Attorney Fritz Knaak
Finance Director Diana Lund
City Engineer/Interim Public Works Director Westby

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: Discuss a Police Department Staffing Issue- Portions of this Meeting may be closed to the public

Administrative Services Director Lasher stated this case will be closed per Minnesota State Statute 13d. 05 subdiv. 3 to discuss medical data on an employee.

Motion by Councilmember Riley, second by Councilmember Musgrove, to recess to Closed Session.

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

Mayor Kuzma recessed the meeting to Closed Session at 5:32 p.m.

The meeting reconvened to Open Session at 5:55 p.m.

Administrative Services Director Lasher provided a summary for the record stating the Council discussed an employee that is out on a medical leave and gave Staff direction which will be followed through on at the next City Council meeting on July 26, 2022.

Administrative Services Director Lasher stated there is a different officer who is out on leave that is not anticipated to return due to other employment. She stated Staff would like to have permission with the recruitment to seek two officers that in the likely event there will be two vacancies. She stated given the timing of this and how long it takes, by the time they got to the hiring process they would know whether or not the other officer actually does have other employment and could change course if needed.

Councilmember Musgrove asked if Staff is required to give a resignation notice.

Administrative Services Director Lasher replied yes, a two-week notice is required to be considered resigning in good standing. If this isn't done the employee doesn't get their leave approved that would normally be paid out and would not be eligible for rehire.

The consensus of the Council was to approve recruitment for two officers.

2.02: Discussion Regarding Restructuring the Fire Department

Fire Chief Kohner reviewed the Staff report and request to restructure the Fire Department by eliminating the 27-hour per week Fire Tech position and creating a full time Captain of Administration position.

Mayor Kuzma stated there is no doubt that the population has risen and the call volume has gone up substantially so he thought another person would be needed and supported the request.

Councilmember Riley stated this year the cost was listed at \$13,000 and asked what the cost would be next year.

Fire Chief Kohner replied \$61,000.

Councilmember Riley stated this decision will be made for the budget that they will be talking about.

Councilmember Woestehoff asked if the \$61,000 would be in addition to what is being paid this year in adding the position.

Fire Chief Kohner replied it would be in addition, adding that is not just the salary but includes benefits.

Finance Director Diana Lund commented that \$61,000 is the net of the position, less the amount if the Fire Technician was paid.

Councilmember Musgrove asked for clarification about the difference in the titles and the roles.

Fire Chief Kohner replied this Fire Tech's primary job is to manage the incident reporting system which goes to the State and generates numbers that are submitted for payroll. That takes 27 hours. The remaining time would be used for responding and other tasks. The reporting could be done during the course of a 40-hour work week to accommodate taking calls.

Councilmember Musgrove commented she was supportive of this but asked to hear back if it isn't working because there isn't dedicated time to get the reporting done. She asked if Fire Chief Kohner had thought that out.

Fire Chief Kohner replied he had thought it out and AnnMarie gave a month's notice so they have had time to prepare including contacting other cities. He stated Anoka and Andover both use something similar to this.

Councilmember Riley asked if there would be any impact on pay equity.

Administrative Services Director Lasher replied no it would not, it would be a newly created position.

Councilmember Specht commented he was supportive and appreciated the efforts to keep costs down.

The consensus of the Council was to restructure the Fire Department by eliminating the 27-hour per week Fire Tech position and creating a full time Captain of Administration position.

2.03: Discuss the Community Development Director Interview Panels

Administrative Services Director Lasher stated the purpose of the case was to discuss the process for the interview panels. She reviewed the Staff report and the request for who Council would like on the panels.

Councilmember Musgrove commented that the last recruitment in hiring Mr. Larson that it worked well. She stated she appreciated being on the panel and found it helpful. She stated she would like to follow the same process but asked for feedback about having the Planning Commission Chair was on the panel but wasn't sure if other commissioners were. She asked how Council felt about that.

Councilmember Woestehoff concurred and suggested that the Planning Commission Chair and EDA Chair be included on the interview panel.

City Administrator Hagen recommended extending an invitation to EPB as well because Community Development works with the EPB board.

Councilmember Woestehoff asked if Parks and Rec should be included as well.