

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 24, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: Administrative Services Director Colleen Lasher
Interim City Administrator/Community Dev. Director Brian Hagen
City Attorney Fritz Knaak
City Engineer Bruce Westby
Parks and Assistant Public Works Superintendent Mark Riverblood
Public Works Superintendent Grant Riemer

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: Finalize Discussions on the Draft Charter Commission Recruitment Policy

Administrative Services Director Lasher stated the draft is close to being finalized if the Council agrees. She referenced the policy and stated the Charter Commission Chair is referred to as “the Chair” and the “Chair person.” She asked which the Council would prefer.

Councilmember Heineman replied the “Chair”.

Councilmember Riley commented to be consistent.

Administrative Services Director Lasher agreed.

Councilmember Musgrove commented she liked “Chair” because then it is just Chair and their last name.

Administrative Services Director Lasher stated there are inconsistencies throughout the policy where it referred to the Mayor and the Council, or The Council. She stated the Mayor is a part of the Council and thought it would be more clear to have it say “The Council” or “The City Council.” She asked if the Mayor should be called out separately.

Mayor Kuzma replied he was okay with “The Council.”

Administrative Services Director Lasher stated some of the headings were title case and some were all caps. She recommended changing it to be consistent as title case, capitalizing the first letter.

Mayor Kuzma replied that is fine.

Administrative Services Director Lasher stated there is a heading that says “Stipend,” one short sentence. She suggested moving that into the terms and requirements section and removing the heading. She asked if Council had concerns about that.

Councilmember Heineman replied no.

Administrative Services Director Lasher referenced the section titled “Process” and stated she didn’t have time to listen to the tape but there had been discussion about how the City materials get to the judge. By statute applicants are allowed to send a letter of interest directly to the judge. She asked for a reminder if Council wanted that sentence removed from this policy or left in.

Councilmember Specht replied it is allowed but he didn’t want it published in the policy because the desire of the Council was that it would go through the City process.

Administrative Services Director Lasher asked if Councilmember Specht wanted the sentence taken out.

Councilmember Specht replied that was his opinion.

Councilmember Heineman agreed, adding if applicants can find it on their own, Council isn’t keeping information from them but didn’t feel the need to advertise an alternate route.

Administrative Services Director Lasher referenced number six and read “incumbent letters of intent will be forwarded to the judge at the same time as new applicants.” She stated earlier in the process they had discussed mailing the incumbent letters right away and was looking for clarification.

Councilmember Specht replied the letter from the judge had said they prefer to receive them all at once so he thought that was a good idea.

Councilmember Musgrove thanked Administrative Services Director Lasher for putting the policy together. She thought it was close. She referenced number three on page one and asked if they wanted to add a date. She read “if the member does not wish to respond or to be reappointed the member will be asked to submit a letter of intention in writing.”

Councilmember Woestehoff suggested “by October 31.”

Councilmember Musgrove agreed.

Interim City Administrator/Community Dev. Director Hagen commented point four says “by October 31 the City Clerk would inform the Mayor and Council of the number of incumbents.” He suggested by October 15 to allow for the last meeting in October.

Councilmember Musgrove referenced number five on page one which says “in the event that all incumbents wish to be reappointed the City Clerk will still conduct the annual recruitment process.” She asked if there would be a reference why that would be done and make a statement referencing the policy for vacancies throughout the year. She thought they had decided it would be done in the event of mid-year vacancies.

Councilmember Specht added “to maintain a strong backlog of people” and asked what Councilmember Musgrove wanted it to say.

Councilmember Musgrove suggested “in the case of vacancies occurring throughout the year.”

Councilmember Woestehoff suggested “for potential future vacancies.”

Councilmember Musgrove agreed.

Administrative Services Director Lasher state she liked what Councilmember Woestehoff had said “for potential future vacancies.”

Councilmember Musgrove referenced number seven on page one, number four on page two, and also on page two, two D that they are all the same but are not worded the same.

Administrative Services Director Lasher replied she will go back and make sure they are. She agreed about that. She stated previously the additional steps used to be much longer and she felt they fit better in the body of each section but she agreed there are some inconsistencies so she will make that align.

Councilmember Musgrove commented she thought four and two D were the same but seven is different. She thought the context is the same but the wording is a little different.

Administrative Services Director Lasher replied she will make that change.

Councilmember Musgrove asked how Council felt about having a template for the letter to the judge in the appendix.

Councilmember Heineman replied it would be easier to pick up and reuse it.

Councilmember Musgrove stated if it is in the appendix it can be changed easier than if it is in the policy.

Councilmember Specht suggested being careful that residents wouldn't think they needed to use that if they are looking at the policy and clarify that it is for Staff use.

Councilmember Woestehoff replied this policy wouldn't be published on the website but seemed more like an internal policy than a linked document of the application.

Councilmember Howell replied it would be nice to have the policy on the website for transparency.

Councilmember Heineman commented they are just talking about the template they send the judge, would be a standard template.

Councilmember Specht replied that would be fine.

Councilmember Heineman continued that way it wouldn't need to be rewritten every time.

Councilmember Musgrove referenced the section "Website" and asked if Council wants to have a frequency for going back to update it, either quarterly or biannually. She thought that would be a point of reference for Staff to know how often to go back and check it. She stated it wouldn't change much but should be checked.

Mayor Kuzma asked if that would occur when a resignation occurs or when the time comes to reappoint.

Councilmember Musgrove agreed.

Mayor Kuzma replied he thought that would be an automatic.

Councilmember Woestehoff suggested "As needed the City Clerk or designee will review..."

Councilmember Musgrove replied it could be kept as it is but was looking for feedback if it would be helpful to have a time requirement because Staff is going to be going back to look at it when those vacancies occur or when applications go out. She stated the thought was to go back in there and make sure people were able to connect to the link, that the link was working, that the information was still available. That is what she thought part of this was for, that is why she is suggesting a time frequency.

Councilmember Specht asked it was going to run continually in the *Ramsey Resident*.

Administrative Services Director Lasher replied yes it is.

Councilmember Specht stated it is read all the time so it wouldn't need to be checked up on.

Mayor Kuzma commented if it is going to be run in the *Ramsey Resident* he didn't know that they needed to have a designated timeline. He suggested it say "The City Clerk will post as needed."

Councilmember Musgrove referenced the section "Terms and Requirements" and asked if "Applicant must be a registered voter in the City of Ramsey" should be added.

Councilmember Woestehoff replied he didn't think applicants needed to be residents of Ramsey.

Councilmember Howell commented there is a percentage that could be outside of Ramsey so that would need to be changed first.

Councilmember Musgrove asked if that was changed in the Charter.

Administrative Services Director Lasher replied no, they did not. She stated the City Charter says that two-thirds of each board will be Ramsey residents. She stated they talked about that in the past and if she recalled correctly, taking it out boxes them from not being able to consider a really good candidate. She gave the example on the EDA there is a member with a lot of business experience that lives in Anoka. When it was discussed before it was determined to leave it at two-thirds to give more discretion to the Council. She stated this is Charter Commission so Council doesn't appoint anyone but leaving it in as two-thirds would not require a Charter amendment and gives Council more discretion.

Administrative Services Director Lasher referenced page two under Partial Terms- New Member Application Process" to fill mid-year vacancies, and stated after the first paragraph, the next sentence starts "The City Clerk or their designee will then take one of the following two actions." She suggested starting that sentence with "Within two weeks," because they wanted to tighten it up to have rules to follow.

Councilmember Musgrove commented she agrees with that.

Administrative Services Director Lasher commented Attorney Knaak just found in the State statute that Charter Commission applicants do need to be a registered voter within the City of Ramsey.

Councilmember Musgrove asked if Council was agreeable to adding that for clarification.

Councilmember Woestehoff replied that could be added for clarification but added number one supersedes this policy.

Councilmember Heineman commented adding that wouldn't hurt anything and it might make it easier on the judge so every application doesn't need to be vetted and to make it easier to read. He suggested adding in point five under "Terms and Requirements" to add City of Ramsey resident.

Councilmember Musgrove referenced page four under the heading "Steps" and commented number two reads "City Clerk or designee will verify all candidates (applicant is a registered voter.)" She suggested adding it there and also the statement of not a member of the judiciary or

City Council. She asked Administrative Services Director Lasher if she would wordsmith that so it isn't three statements repeating the first portion.

Administrative Services Director Lasher replied she could.

Councilmember Musgrove referenced number four, the last sentence which reads "The Clerk will ask the Charter Commission Chair to contact the new appointee welcoming them to the Commission." She stated it has been her experience when she has been appointed to boards that the first meeting they are aware that the appointment has been made and the welcoming is done then. She stated she wasn't sure if that is something that would be done at the first meeting. She suggested taking the last sentence out and asked for Council comment.

Councilmember Woestehoff disagreed, commenting other boards and commissions it makes sense but with how sparse Charter meetings are it doesn't. He stated he hasn't yet been formally introduced to Chair Fields because he hasn't reached out. He thought having something in the policy that new members will be welcomed is a good idea because appointments and meetings are infrequent.

Administrative Services Director Lasher added the Charter Commission agenda normally includes a case welcoming new members.

Mayor Kuzma asked if Council was okay with leaving it in.

Councilmember Heineman commented he was okay with leaving it in, adding the new members would be contacted by either the City or the Chair.

Administrative Services Director Lasher referenced number seven on the last page which starts "The City Clerk or designee will prepare letters" and the last sentence which reads "In case of vacancies or for consideration for future appointment." Right before the words "in case of" she suggested inserting the words "from the date of application deadline." Because that is referring to the 14 months which has been clarified in other places but it was missed there. She felt it should be added there.

Councilmember Musgrove replied that makes sense for consistency.

Administrative Services Director Lasher referenced the heading "Authority" on the front page and read "the City Council of the City of Ramsey has the authority to establish a policy for recommendations to the Charter Commission." She stated in other policies they have restated what the actual policy is. She suggested "The City Council of the City of Ramsey have the authority to establish a policy for the recruitment application and judge appointment process."

Mayor Kuzma asked if they want to see one more draft or if they are ok to vote on it.

Councilmember Specht commented they will see it at a regular meeting.

Administrative Services Director Lasher asked if they do want to see it at another Work Session.

Mayor Kuzma replied no, it is good.

Councilmember Specht thanked Administrative Services Director Lasher for her work on this.

Councilmember Woestehoff handed in his resignation for the Charter Commission.

2.02: Discussion Regarding the Pending Public Works Superintendent Vacancy and the Process to Fill the Role

Administrative Services Director Lasher stated Staff felt it was important to get started on this right away. She stated Staff met and has the proposal identified in the case. She stated she was asked to not re-read the case but assume it has been read. She added information not listed in the case was a reclassification to the Engineering Administration Assistant that would be a minimal cost however by reclassifying the Administration Assistant to an Engineering Assistant that would be less of a secretary but more of a true assistant to help City Engineer Westby and his other engineers to be able to delegate some of those less complex engineering tasks down to Ms. Marsha Weidnar to free up some of their time. She stated that is not included in the case. She stated that is a recommendation in addition to the case. She stated Finance Director Lund ran the reorganization costs for 2022 and 2023. The overall savings for 2022 by doing this reorganization is \$71,027 and in 2023 assuming a 3% COLA and a 5% increase on health insurance, the savings is \$59,144.

Councilmember Heineman referenced statements about the cost being minimal and asked if it was around a couple thousand dollars or more than that.

Councilmember Specht commented that in the past City Engineer Westby took over for Tim Gladhill for a while, which he did well with, and asked if City Engineer Westby felt he could handle both roles and how he envisioned the role.

City Engineer Westby replied he doesn't fully understand everything Public Works Superintendent Riemer does right now or everything that Public Works does, which is something he looks forward to learning if he is allowed to have this position. He stated it is going to be a lengthy transition, especially for the engineering team and having more road projects next year. He stated he would slowly transition more duties to the person slotted for the proposed Assistant City Engineer position. He stated he will split his duties between engineering and public works. He would propose to retain his office at City Hall to be hands on with the engineering staff. He hoped for a smooth transition.

Councilmember Specht asked if City Engineer Westby felt with the reclassification of his position and with the other reclassifications that they could cover the work because they are both so vital.

City Engineer Westby replied he could delegate some of his duties to others in the engineering department which would free up time for him to devote to Public Works. He stated he didn't know if there would be a need for additional clerical or administrative assistance.

Mayor Kuzma asked for an explanation of Parks and Assistant Public Works Superintendent Riverblood's role and how the two of them will work together.

City Engineer Westby replied Parks and Assistant Public Works Superintendent Riverblood will soon be appointed to the Assistant Public Works Director position and would work closely with him on the Public Works side. He stated Parks and Assistant Public Works Superintendent Riverblood is in close contact with the supervisors over there and would be doing the day-to-day operations. He continued that now Parks and Assistant Public Works Superintendent Riverblood is busy with the parks department and has been doing a lot of planning work which would have to be discussed and coordinated.

Administrative Services Director Lasher answered Councilmember Heineman's question about pay scales by stating her educated guess was that it would not exceed \$8,220 for a full year. She stated another question was if the Public Works Director was around \$60 an hour, compared to a Engineering Assistant at \$30 an hour, that makes sense to her. She stated if they are both as efficient they would be paying \$30 instead of \$60 for a task that takes an hour and would be freeing the engineer to use more of this expertise, which was logical to her. She offered to get the exact numbers and email them out.

Councilmember Heineman replied ballpark numbers were fine for him unless they were drastically different.

Councilmember Woestehoff commented he was very supportive of the restructuring. He referenced the future organization chart it shows that the Parks Supervisor and lead Park Maintenance Workers report to the Public Works Director and asked it would make more sense to have them underneath the Parks and Assistant Public Works Director than going to the Public Works Director, he stated that would give Parks and Assistant Public Works Superintendent Riverblood more responsibility.

Parks and Assistant Public Works Superintendent Riverblood replied he thought either way would work. He stated he supported this and thought it would be an effective collaboration. He pointed out that in nine years he and City Engineer Westby have never had a disagreement. He stated Ms. Weidnar supported Public Works when the Public Works Administrative Assistant was out on leave and Ms. Weidnar was very effective so that would be a good move.

Councilmember Riley expressed concerns because in the six months City Engineer Westby took over for Tim Gladhill, engineering fell behind because doing two jobs can't be done effectively. He stated he felt this may be putting City Engineer Westby in the same position. He also expressed concern with understaffing by design when engineering and streets are periodically falling behind now before the restructuring. He asked how that would be addressed.

City Engineer Westby replied he understood the concern and replied the months he covered for Mr. Gladhill were very busy and admitted he fell behind and is just catching up now. He stated the way the engineering reclasses would work out, now the Engineering Tech II who is out in the field and is taking his professional engineer exam next year would be working on plans and specs along with the Assistant City Engineer so there would be two inhouse people doing those duties

instead of one. He stated some of the work they do has been done in the winter as time allows, the Engineering Tech could help with some of those duties as well which would help the Design Engineer during the plan prep season. He stated he isn't concerned and thought they could keep up if the reclassifications were approved.

Councilmember Riley asked about the streets side and asked if people are going to be moved around to cover parts of that role.

City Engineer Westby replied Parks and Assistant Public Works Superintendent Riverblood and Public Works Superintendent Riemer will be meeting tomorrow to discuss more of the items. He stated this has come up quickly and they are trying to work through it. He stated he envisioned there are some things that Public Works Superintendent Riemer does that are things that could be distributed, or additional clerical help may be needed. He stated he may have to put in some extra hours to start with.

Councilmember Specht commented during the last interview process there was a gentleman who was a former Public Works Superintendent that he thought of as a potential candidate if they decided to go that way.

Mayor Kuzma commended the Staff for putting this program together. He thought hiring from within is important to the Staff here. He stated if they approve it and go forward they would know quickly if it was working and if City Engineer Westby was getting overwhelmed he needed to be honest about it and it could be corrected. He stated he would be supportive of it.

Councilmember Musgrove commented she liked the creativity and using Staff that is here. She agreed with Mayor Kuzma and suggested a trial of two months to determine if more staff is needed. She stated communication would be important before heading into another season of road work to be able to fill lower positions or bring people up through the staff to get training and opportunity. She didn't want City Engineer Westby to be overworked or overwhelmed.

Councilmember Howell asked Councilmember Riley if his question got answered or if he had any other solutions.

Councilmember Riley replied those were his concerns and it sounded like they were at the beginning of the plan. He stated he didn't have answers. He stated it sounded like finding out the responsibilities of Public Works Superintendent Riemer and how those tasks could be delegated was an important question to have answered.

Public Works Superintendent Riemer explained his day, stating he meets with supervisors and fields calls from residents. He stated work orders are developed from that and are given to the supervisors. He stated he works mainly hands on with the maintenance side of things.

Councilmember Heineman commented he supported this because it is a plan the Staff developed and thought would work and it saves tax payer money. He stated he trusted the staff saying they could manage the workload.

Administrative Services Director Lasher commented City Engineer Westby mentioned potentially needing administrative help on the Public Works side and it would be a similar situation as on the Engineering side with Ms. Weidnar. She thought it would be cost effective to have additional administrative support.

Councilmember Howell suggested a trial run and if it doesn't work another plan can be created.

Parks and Assistant Public Works Superintendent Riverblood commented he has a lot of respect for the three division supervisors including Parks, Utilities, and Streets. He stated they have a lot of experience in their roles and felt they were up to the task of the additional work load.

Administrative Services Director Lasher stated for the immediate changes she will prepare consent cases on the next agenda to do the promotions and reclassifications and the rest of it will be a part of the next budget and will be dealt with by resolution in 2023.

The consensus of the Council was to approve the reclassifications.

2.03: Discuss Collecting and Compiling Ramsey City Policies

Administrative Services Director Lasher stated she had met with Councilmember Musgrove and Councilmember Howell back in April. She stated it was a good idea but wasn't sure how to tackle it. She stated there are policies that they don't have but should have some additional policies. She stated she didn't have time to coordinate this right now. She stated it is very needed and asked for direction on how broad and deep it goes. She stated there are policies in public safety that wouldn't be put on the internet but as a Staff resources perspective she has a lot of recruiting to do. She asked about a timeline.

Mayor Kuzma stated it would be good for the new City Administrator to review policies and set that on the agenda.

Councilmember Woestehoff asked if the City has any data compliance or structure guideline on how things are stored. He thought whoever is in charge of data may have a good idea of where all the policies are and how to categorize them. He suggested along with the new City Administrator that when the new IT Security person is hired that IT Manager Fredrickson could help them get access and find them efficiently.

Administrative Services Director Lasher commented that IT Manager Fredrickson weighed in when discussions first started and stated that there is a folder on LaserFisch and would be an excellent resource.

Mayor Kuzma commented he thought the City Administrator should take the lead and coordinate it.

Councilmember Specht commented that it is a matter of high importance that policies define day to day operations, how they run as a Council, how the City runs and does things. He suggested a summer intern or temp could look through old minutes to help with this.

Administrative Services Director Lasher replied she had initially suggested a public policy grad student work on this and then that would be a 2023 budget item.

Mayor Kuzma asked if there is any time left on the University contract.

Administrative Services Director Lasher replied not that she was aware of.

Councilmember Specht commented it is important. He stated at PACT they had policies everywhere and spent a school year going through every one, consolidated them, cleaned them up for consistency and updated and published them. He thought it was important, but staffing the elections, and the streets are more important. He was supportive of allocating resources to do it.

Councilmember Howell commented she felt it was important to know where the policies are. She continued if they start with policies that are easy to find, that IT Manager Fredrickson could find, that those be started with to compile and then move to things that are more difficult to find or need to be recreated. She thought the sooner the better to get this going.

Councilmember Musgrove stated there was a question on how often to come back to the Council and suggested monthly. She gave the example of there are ten policies identified and this is where they are. She agreed with Councilmember Howell that finding the current policies and the creating a list of additional policies to tackle as time goes on. She stated if there is a conversation that Council has and there is not a policy on that topic that goes on the list depending on priorities. She thought starting to find and organize policies is a good start.

Administrative Services Director Lasher asked if that could be done by a monthly email versus a Work Session.

Councilmember Musgrove replied she didn't think it had to be elaborate but to provide Council with an update and an email would be fine.

Councilmember Riley summarized the Mayor suggested it be a City Administrator job and asked Administrative Services Director Lasher if she had another suggestion other than herself to do it.

Administrative Services Director Lasher replied she thought the City Administrator could be the coordinator and the delegator and the IT Manager could be the lead worker.

Councilmember Riley suggested finding what they have in the next few months and after that identify old policies in a year and try to have what needs to be written. That way they would identify what they have, what needs revision, and what needs to be created.

Councilmember Heineman commented they may be overthinking it. He asked if there is a fileshare where they could create an un-editable copy, do a quick scan, take out public safety policies, post those for transparency right away. He suggested having a link to them and then work on cleaning things up. He suggested having different buckets for policies over 15 years old that needed to be worked on.

Mayor Kuzma commented he like having the City Administrator oversee it because he will be new and will learn from the process.

Councilmember Heineman agreed that the City Administrator should oversee it but that an un-editable copy could be fileshared and then let them clean it up later as needed.

Councilmember Specht commented as policies are found the minutes could be searched to find out if there is an amended copy unless it is known the most current version is there.

Councilmember Woestehoff commented he thought IT Manager Fredrickson has a unique ability to find and publish these as he is one of two people who spend a lot of time on the website. He thought he would be a good resource go to through this. He agreed with Councilmember Heineman that there are probably 20 to 30 policies easily available that they could publish and then find the rest of them. He thought progress could be shown quickly.

Mayor Kuzma asked Administrative Services Director Lasher if that gave her enough direction.

Administrative Services Director Lasher replied yes.

2.04: Discussion Directing the City Attorney to Enter into Contract Negotiations with the Next City Administrator

City Attorney Knaak stated in the process of hiring a new City Administrator there would be a time when he would begin negotiating with the candidate to come up with a contract.

Interim City Administrator/Community Dev. Director Hagen left the meeting.

City Attorney Knaak stated Council is working toward a decision to hire Mr. Hagen. He stated there are a couple of options. One option is to begin negotiation and when a decision comes up one way or the other, that decision would be made based on a contract where both sides would know the financial expectation of the position. He explained option two was to make the decision contingent upon negotiation of terms. He stated one advantage they have is there is not a vacancy because Mr. Hagen is already performing the duties of the City Administrator and is less expensive while terms are negotiated. He suggested he do the negotiation on behalf of the City and come up with terms that would be mutually agreeable.

Councilmember Specht commented that he asked it to be on the agenda that it would be good to get it settled, especially with the other staff vacancies. He suggested another vote on recommending that the attorney enter into negotiation and go from there. He didn't think there would be an option to bring them both on and didn't want to leave them hanging.

Councilmember Riley agreed with Councilmember Specht and added he thought the City right now was in a precarious spot and thought moving forward with Mr. Hagen would be a settling influence on staffing with the number of resignations they have had just within the last week. He

thought the sooner they moved forward with it, the better. He thought not sending Mr. Hagen out for testing would save money and time.

Councilmember Howell agreed with Councilmember Riley about the testing because she didn't think anyone would change the minds of the three voting for Mr. Hagen but would delay the decision several months. She stated they were debating a package deal which could have brought Mr. Korin in to be an asset. She thought it was unfortunate and she was frustrated. She stated there was no point in delaying the inevitable for another month but she wouldn't be supporting Mr. Hagen for the City Administrator because she thought he needed more training.

Councilmember Heineman commented he understood her point and he stated Mr. Korin was a no for him but agreed Councilmember Howell was right there was discussion about having a package deal. He stated he thought the benefit of having Mr. Hagen go through the second review was to show that he had growth and for his professional growth in having to work a little harder for a job. He thought it shows the residents that Council is vetting candidates to ensure they are the strongest candidate. He understood the point that Mr. Hagen will likely be the top candidate. He summarized there are two strong votes for Mr. Korin, three votes for Mr. Hagen, and a swing vote.

Councilmember Musgrove commented she didn't support Mr. Hagen to go through a second round of professional testing because one to two years is typically needed to show growth and she didn't feel it was worth tax payer money. She agreed that there is a consensus that Mr. Hagen is the top candidate to move forward. She thought it was valuable that the process started with a leader at the top. She stated she will support him because that this the decision of the Council. She stated she wanted Mr. Hagen to know that if he needs help or resources along the way, that will be honored. She stated he is already in a mentoring group and she will support him.

Councilmember Woestehoff thanked Councilmember Specht for bringing the case forward again. He stated he learned from being on the QCTV board that all of them have been City Administrators who will welcome Mr. Hagen. He stated he is confident there are resources that will always be available.

Councilmember Musgrove stated she hoped Mr. Hagen rounds his choices of input out. She asked Administrative Services Director Lasher if there would be a fee for cancelling the testing.

Administrative Services Director Lasher replied she will cancel it immediately and there will not be a fee.

Mayor Kuzma asked if a formal vote.

Administrative Services Director Lasher replied there should be a majority vote and it looked like there were seven people saying cancel it.

Councilmember Specht asked City Attorney Knaak to discuss how he intends to begin negotiations.

City Attorney Knaak replied his intention would be to begin discussions with Mr. Hagen almost immediately. He stated Council members are free to talk to him about it, especially when talking about money. He would anticipate that Council input would be needed which could occur because there is attorney/client privilege. He stated by the time they get to the next meeting, they would have the information in a package to vote on.

Mayor Kuzma asked if they will need to start the process for a new Deputy City Administrator.

Administrative Services Director Lasher replied when they discussed how to fill Tim Gladhill's role, they discussed if it should be filled as just as Community Development Director or a Community Development Director/Deputy City Administrator. She thought they needed to revisit that conversation because the circumstances are different now and there may be an internal candidate. She proposed talking about that on June 14, 2022.

Councilmember Riley replied he thought it was a good idea to discuss it again.

Councilmember Musgrove asked City Attorney Knaak to restate his position on what input he wanted from them regarding negotiations.

City Attorney Knaak replied the first thing he would broadcast to them on an attorney/client privilege basis is the basic structure of the contract and then to give them progress on the negotiations. He stated the most critical part of it is in regards to money and what is realistic and comfortable number.

Councilmember Musgrove asked if that was going to come up on a Work Session.

City Attorney Knaak replied he expected that to come up through email.

Councilmember Woestehoff added because it is a privileged conversation.

Councilmember Musgrove commented she wanted to understand the format and method of communication. She summarized they will be hearing from City Attorney Knaak on email and can reply back to him.

City Attorney Knaak confirmed this adding it should go quickly because there is a framework that contracts follow and the real issue will come down to benefits and dollars.

Councilmember Woestehoff suggested referencing Mr. Hagen's application for his requirements.

City Attorney Knaak agreed.

Councilmember Woestehoff commented if he doesn't reply back it is because he trusts City Attorney Knaak's judgement.

City Attorney Knaak replied if he keeps after Councilmember Woestehoff it's because he wants to hear from him anyway.

Councilmember Musgrove asked if there are rules on reply all.

City Attorney Knaak recommended that they not do that.

Councilmember Riley commented there may be agreement that they want Mr. Hagen to be paid a fair market rate for someone with like experience at this level for a medium sized city. He stated cities have to post their highest wages so it would be fairly easy to ascertain.

City Attorney Knaak replied through the League that information is available. He stated he anticipates having a range and Mr. Hagen's needs may be at the lower end of that range. He stated as their City Attorney he didn't want to be caught running an illegal meeting so he will be cautious.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

Councilmember Heineman stated that he doesn't always agree with Councilmember Woestehoff but there were some residents who mentioned that Councilmember Woestehoff wouldn't honor his word that he would step down from the Charter Commission. He stated he wanted to recognize that Councilmember Woestehoff did step down. He stated although they may disagree about a lot of things, Councilmember Woestehoff did quietly step down and honored his word.

Mayor Kuzma stated he would like to have Council look at their organizational culture. He believed they all shared the same underlying goal of serving the community but the goal is to provide a positive impact on the community. As the City Council they are elected to be leaders of this organization and influence the culture with their communication amongst themselves and with the Staff. He stated as an organization they need to create a positive culture for the residents, business owners, advisor councils, Staff and themselves. A positive culture is influenced by everyone carrying out their roles and responsibilities. He asked for a future topic on the June 14, 2022 Work Session to outline the roles and responsibilities for the public, the City Council, the advisory boards, and the Staff. He asked for an additional communication and team building exercise so they can create a positive culture. He stated maintaining a positive culture should be a high priority for the organization.

Councilmember Musgrove asked if the budget discussion could be moved from July 12, 2022 to June 28, 2022. She thought it was started earlier before. She suggested the first meeting could be on personnel or capital improvements and they could give feedback on that instead of having all different categories to give feedback on which is difficult to accomplish things during that time. She stated she thought the EDA was pretty straightforward.

Mayor Kuzma offered to ask Finance Director Lund about it.

Councilmember Musgrove stated personnel could always be revisited but thought it would help structure the meeting a little better. She suggested moving the trash container ordinance up because it is to be determined but now in the spring and summer is the time anyone could do any work on it and if they waited until the fall or winter people may not be able to anything.

Councilmember Woestehoff replied that one may have to start with the Planning Commission and come to Council with a recommendation.

Councilmember Musgrove agreed.

Councilmember Riley stated he would like it to be a quick discussion to figure out what the ordinance needed to say because the City has other important issues.

Councilmember Woestehoff replied Planning may be an option because development happens earlier in the year. He expressed concern with adding an agenda item because it could take more time and there are budget items that should take priority.

Councilmember Musgrove replied she liked the idea of taking it to Planning.

Councilmember Heineman stated there are a lot of employees leaving and there are lot of things to talk about.

Councilmember Musgrove stated she had a comment on a case on the agenda. She stated under the discussion for the Charter there was an updated application but they didn't get to that discussion. She asked if they wanted the application to come back.

Mayor Kuzma replied it can be addressed at the meeting.

Councilmember Musgrove replied she will email her comments to Administrative Services Director Lasher.

4. MAYOR /COUNCIL /STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:53 p.m.

Respectfully submitted,

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

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.