

City of Ramsey
Agenda
Special City Council
Tuesday January 4, 2011
5:30 p.m.
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Council Business**
 1. **Swearing In Ceremony for Councilmember Randy Backous, Councilmember David Elvig and Councilmember Jason Tossey**
 2. **Recognition of Outgoing Councilmembers**
 3. **2011 Council Organization**
 4. **Approve Funding for Annual Holiday Party**
5. **Mayor/Council/Staff Input**
6. **Adjournment**

CC Special Session

Item #: 4. 1.

Date: 01/04/2011

By: Jo Thieling
Administrative Services

Information

Title:

Swearing In Ceremony for Councilmember Randy Backous, Councilmember David Elvig and Councilmember Jason Tossey

Background:

In the November 2010 Election, Randy Backous was elected to the At-Large Council Seat, David Elvig to the Ward 1 Council Seat and Jason Tossey to the Ward 3 Council Seat. A formal swearing in ceremony will be conducted this evening.

Funding Source:

None required.

Council Action:

No action required.

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 12/27/2010

Reviewed By

Jo Thieling

Date

12/27/2010 04:27 PM

Started On: 12/27/2010 04:04 PM

CC Special Session

Item #: 4.2.

Date: 01/04/2011

By: Jo Thieling
Administrative Services

Information

Title:

Recognition of Outgoing Councilmembers

Background:

Council and staff would like to take this opportunity to thank and recognize outgoing Councilmembers Dehen and Look. Resolutions recognizing their service are attached for Council adoption.

Funding Source:

None required.

Council Action:

Motion to adopt Resolution #11-01-XXX Recognizing Councilmember John Dehen for His Service to the City of Ramsey.

- and -

Motion to adopt Resolution #11-01-XXX Recognizing Councilmember Matt Look for His Service to the City of Ramsey.

Attachments

Dehen Resolution

Look Resolution

Form Review

Inbox

Heidi Nelson

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 12/29/2010

Reviewed By

Heidi Nelson

Jo Thieling

Date

12/29/2010 01:32 PM

12/29/2010 01:46 PM

Started On: 12/29/2010 12:13 PM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #11-01-XXX

RESOLUTION RECOGNIZING COUNCILMEMBER JOHN DEHEN FOR HIS SERVICE TO THE CITY OF RAMSEY

WHEREAS, John Dehen was elected to the Ramsey City Council Ward 3 seat in November 2006; and

WHEREAS, Mr. Dehen officially took office in January 2007 and served the City through December 2010; and

WHEREAS, Mr. Dehen chose not to run for Council re-election in 2010 but instead ran for and was elected to the seat of Judge of District Court for the Tenth Judicial District; and

WHEREAS, the City of Ramsey extends congratulations and best wishes to Mr. Dehen on his new endeavor as well as thanks him for his dedicated service to the City of Ramsey; and

WHEREAS, this resolution is presented to John Dehen in recognition for his service as Councilmember in Ward 3 in the City of Ramsey.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City Council hereby commends and thanks John Dehen for his service as Councilmember in Ward 3 in the City of Ramsey.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2011.

Mayor

ATTEST:

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #11-01-XXX

RESOLUTION RECOGNIZING COUNCILMEMBER MATT LOOK FOR HIS SERVICE TO THE CITY OF RAMSEY

WHEREAS, Matt Look was elected to the Ramsey City Council At Large seat in November 2006; and

WHEREAS, Mr. Look officially took office in January 2007 and served the City through December 2010; and

WHEREAS, Mr. Look chose not to run for Council re-election in 2010 but instead ran for and was elected to the seat Anoka County Commissioner – District 1, where he will continue to represent the City of Ramsey; and

WHEREAS, the City of Ramsey extends congratulations and best wishes to Mr. Look on his new endeavor as well as thanks him for his dedicated service to the City of Ramsey; and

WHEREAS, this resolution is presented to Matt Look in recognition for his service as Councilmember At Large in the City of Ramsey.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City Council hereby commends and thanks Matt Look for his service as Councilmember At Large in the City of Ramsey.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2011.

Mayor

ATTEST:

City Clerk

Date: 01/04/2011

By: Jo Thieling
Administrative Services

Information

Title:

2011 Council Organization

Background:

Enclosed for your information are the following:

- a) Letter from Anoka County Union requesting they be designated as the City's official newspaper for the year 2011
- b) Proposed Resolution for 2011 Council organization
- c) Proposed Resolution designating financial institutions as official depositories of City funds for 2011
- d) Proposed Resolution designating Village Bank as official financial institution for the City of Ramsey banking services for the year of 2011
- e) Proposed Resolution authorizing signatures for financial transactions

Notification:

No notification is required for this action.

Recommendation:

Staff recommends that Council adopt the Resolutions presented for 2011 business.

Funding Source:

No funding required.

Council Action:

Motion to adopt Resolution #11-01-___ for 2011 Council organization.

- and -

Motion to adopt Resolution #11-01-___ designating financial institutions as official depositories of City funds for 2011.

- and -

Motion to adopt Resolution #11-01-___ designating Village Bank as official financial institution for the City of Ramsey banking services for the year 2011.

- and -

- Motion to adopt Resolution #11-01-___ authorizing signatures for financial transactions.

Attachments

Organization Resolution

Financial Institutions Res

Village Bank Official Res

Authorized Signatures Res

Appointment Authority Memo

City Code Section - All Boards

City Code Section re EDA

EDA Statute

Form Review

Inbox

Heidi Nelson

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 12/29/2010

Reviewed By

Heidi Nelson

Jo Thieling

Date

12/29/2010 11:39 AM

12/29/2010 11:53 AM

Started On: 12/29/2010 09:15 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #11-01-XXX

RESOLUTION FOR 2011 COUNCIL ORGANIZATION

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City of Ramsey's official newspaper is as follows:
 - a) Anoka County Union - official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published.
- 2) That the Acting Mayor, Council standing committees, Public Safety Board, Economic Development Authority, Health Authority, recording secretary and legal services designations are as follows:

		<u>2010 Appt.</u>	<u>2011 Appt.</u>
a)	Acting Mayor	Matt Look	Jeff Wise
b)	Personnel Committee Vice Chair (new 08)	Chair John Dehen David Jeffrey Colin McGlone Bob Ramsey (Alt)	David Jeffrey Colin McGlone Jason Tossey Bob Ramsey (Alt)
c)	Finance Committee Vice Chair	Chair Matt Look David Elvig Jeff Wise Bob Ramsey (Alt)	David Elvig Jeff Wise Randy Backous Bob Ramsey (Alt)
d)	Public Works Committee Vice Chair (new 08)	Chair David Elvig John Dehen Colin McGlone Bob Ramsey (Alt)	David Elvig Colin McGlone Jason Tossey Bob Ramsey (Alt)
e)	Ramsey/Nowthen Joint Powers Board <i>(Previously known as Fire Board)</i>	David Jeffrey Colin McGlone Bob Ramsey (Alt)	David Jeffrey Jason Tossey Bob Ramsey (Alt)

	<u>2010 Appt.</u>	<u>2011 Appt.</u>
g) Ramsey Housing & Redev Auth	Bob Ramsey John Dehen David Elvig David Jeffrey Matt Look Colin McGlone Jeff Wise	Bob Ramsey Randy Backous David Elvig David Jeffrey Colin McGlone Jason Tossey Jeff Wise
h) Economic Development Auth	Matt Look David Elvig David Jeffrey (Alt)	Colin McGlone Jeff Wise (Alt)
i) Northstar Corridor Dev Auth	David Elvig Bob Ramsey (Alt)	Bob Ramsey David Elvig (Alt)
j) County Housing and Redevelopment Auth Liaison		
k) Health Authority	Dr. James Long	Dr. James Long
l) Legal Services:		
General Legal and Prosecution	Randall, Goodrich	Randall, Goodrich
Bond Counsel/TIF	Kennedy & Graven Briggs & Morgan	Kennedy & Graven Briggs & Morgan
Personnel	Kennedy & Graven Barna, Guzy & Steffen	Kennedy & Graven Barna, Guzy & Steffen
Intergovernmental Relations	Kennedy & Graven Flaherty & Hood	Kennedy & Graven Flaherty & Hood
m) Recording Secretarial Services: TimeSaver Off Site Recording Secretary Service		TimeSaver
3) That delegate appointments are as follows:	<u>2010 Appt.</u>	<u>2011 Appt.</u>
a) Joint Law Enforcement Council	David Jeffrey James Way Bob Ramsey (Alt)	David Jeffrey Jason Tossey Bob Ramsey(Alt)
b) Anoka County Solid Waste Abatement Task Force	Chris Anderson	Chris Anderson
c) Anoka County Regional Railroad Authority	Brian Olson	Brian Olson

	<u>2010 Appt.</u>	<u>2011 Appt.</u>
d) Lower Rum River Water Management Organization (LRRWMO)	Steve Jankowski Matt Look Bob Ramsey (Alt)	Bob Ramsey Randy Backous (Alt)
e) North Metro Mayors Association: Operating Committee Management Committee	Kurt Ulrich Bob Ramsey	Kurt Ulrich Bob Ramsey
f) Quad Cities Cable Communications Commission	Bob Ramsey Heidi A. Nelson	Bob Ramsey Heidi A. Nelson
g) Environmental Policy Board	Jeff Wise	Randy Backous
h) Happy Days Committee		Jeff Wise David Elvig Colin McGlone

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 4th day of January, 2011.

Mayor

ATTEST:

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #11-01-XXX

RESOLUTION DESIGNATING FINANCIAL INSTITUTIONS AS OFFICIAL DEPOSITORIES OF CITY FUNDS FOR 2011

WHEREAS, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

1. That the City of Ramsey hereby appoints the following financial institutions as depositories of City funds for 2011:

Banking Institutions:

Landmark Community Bank
Ramsey, Minnesota

The Bank of the West
Ramsey, Minnesota
Walnut Creek, California

Minnesota Municipal Money Market Fund
Minneapolis, Minnesota

Village Bank
Ramsey, Minnesota

Brokerage Houses:

Financial Northeastern Securities, Inc.
Fairfield, New Jersey

Northland Securities
Minneapolis, Minnesota

Institutional Cd's, Inc.
Scottsdale, AZ

UBS Financial Services, Inc.
Minneapolis, Minnesota

Comerica Securities, Inc
Detroit, Michigan

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 4th day of January, 2011.

Mayor

ATTEST:

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #11-01-XXX

RESOLUTION DESIGNATING VILLAGE BANK AS OFFICIAL FINANCIAL INSTITUTION FOR THE CITY OF RAMSEY BANKING SERVICES FOR THE YEAR OF 2011

WHEREAS, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

WHEREAS, the City of Ramsey has selected Village Bank for its banking services for the year of 2011;

WHEREAS, banking services will consist of such items as daily deposits of cash receipts, wire transfers of funds, and automated payroll for direct deposit;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City of Ramsey hereby appoints Village Bank as the financial institution that will provide the City its banking services for the year 2011.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 4th day of January, 2011.

Mayor

ATTEST:

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #11-01-XXX

RESOLUTION AUTHORIZING SIGNATURES FOR FINANCIAL TRANSACTIONS

WHEREAS, in order to conduct the business affairs of the City, the Council authorizes two of its members, the City Administrator and certain members of staff to sign financial documents on behalf of the City; and

WHEREAS, except for transfers within the City's accounts, this authorization provides for financial control by requiring two signatures on all such financial documents; and

WHEREAS, the Council hereby authorizes Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Denelle McAlpine, Senior Accountant, to sign checks and other withdrawal documents from the City's checking and money market accounts; and

WHEREAS, for the purpose of confirming the authenticity of the documents already signed by one of the individuals named above, and consistent with the City's past financial practice which two signatures are required on all such documents, the Council designates Robert P. Ramsey, Mayor, or _____, Acting Mayor as counter-signatures for all such financial documents; and

WHEREAS, fund transfers (this also includes electronic fund transfers for payroll, sales tax, and all other taxes that are required to be deposited electronically) between the City's checking and money market accounts are generally verbal instructions and Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Denelle McAlpine, Senior Accountant, are authorized to make such transactions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the Ramsey City Council hereby approves the City's authorized signatures for financial transactions as Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Denelle McAlpine, Senior Accountant and further designates Robert P. Ramsey, Mayor, and _____, Acting Mayor, as the required counter-signatures.
- 2) That the Ramsey City Council hereby authorizes Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Denelle McAlpine, Senior Accountant, to make fund transfers between the City's checking and money market accounts.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 4th day of January, 2011.

Mayor

ATTEST:

City Clerk

Memo

To: Jo Thieling
From: Colleen Lasher
CC: Heidi Nelson
Date: December 29, 2010
Re: Appointing Authority for Councilmember Representation
on City Boards and Commissions / Mayoral vs. City Council

The appointing authority for councilmember representation on the city's boards and commissions is as follows:

Ex- officio members for all boards shall be appointed by a majority vote by the City Council.

Members of the Environmental Policy Board, Planning Commission/Board of Adjustment, and Park and Recreation Committee shall be appointed by a majority vote of the City Council for staggered four-year terms.

Members of the Economic Development Authority shall be appointed by the Mayor with the approval of the City Council for six-year terms while serving as a councilmember (councilmembers not re-elected are no longer members).

The information that I was able to find during my research did not address the appointing authority as it relates to councilmember representation on the Personnel Committee, the Public Works Committee or any of the joint powers organizations.

I have enclosed three documents related to the city's boards and commissions, excluding the Charter Commission that provides additional information.

- 1) Code of Ordinances, part 2, Chapter 2 Administration, Article 5, - Boards, commissions, and Authorities, Div. 1 - Generally
- 2) Ordinance 08-03 Amendment to Chapter 2, regarding the E.D.A.
- 3) State statute 469.095 Commissioners, Appointment, Terms, Vacancies, Pay, Removal regarding the E.D.A.

DIVISION 1. - GENERALLY

Sec. 2-155. - Established; purposes.

Sec. 2-156. - Appointment of members, terms of office and removal.

Sec. 2-157. - Organization, meetings, etc.

Sec. 2-158. - Chairperson and vice-chairperson.

Sec. 2-159. - Duties, responsibilities and objectives.

Sec. 2-160. - Rules and procedures.

Secs. 2-161—2-188. - Reserved.

Sec. 2-155. - Established; purposes.

(a)
Established. The city establishes the following boards, commissions and authorities:

- (1)
* Planning commission.
- (2)
* Park and recreation commission.
- (3)
* Board of adjustment.
- (4)
* Board of appeals and adjustments/official maps.
- (5)
* Environmental policy board.
- (6)
* Economic development authority.
- (7)
* Housing and redevelopment authority.

(b)
Purpose. All boards and commissions created by this section shall be for the purpose of advising the city council with respect to any municipal function or activity or to perform quasi-judicial functions as designated herein and/or as designated from time to time by ordinance.

(Code 1978, § 2.03.01; Ord. No. 92-04, 6-12-1992; Ord. No. 04-30, 8-23-2004; Ord. No. 04-48, 1-31-2005; Ord. No. 06-14, § 1, 4-25-2006)

Sec. 2-156. - Appointment of members, terms of office and removal.

(a)
Voting members and residence requirement. At least two-thirds of the members of each board or commission shall be residents of the city. Members shall represent a broad range of interest in functions of the city.

(b)
Ex officio members. The city council may appoint, by majority vote, a councilmembers or city staff persons as ex officio members of any board or commission privileged to speak on any matter without a vote, and the ex officio members shall provide a liaison between the board or commission and city council.

(c)

Appointment and oath. Members of a board or commission shall be appointed by a majority vote of the city council for staggered four-year terms, in addition to any partial term a person may be appointed to complete on behalf of a predecessor who is unable to complete said term. Each appointed member shall, before entering upon the discharge of duties, take an oath agreeing to faithfully discharge the duties of office.

(d)

Serve without compensation. All members of a board or commission shall serve without compensation. Board or commission members may receive a stipend for expenses as established by resolution of the city council.

(e)

Attendance policy. The absence of a board or commission member from three or more regularly scheduled meetings of his board or commission within any six-month period shall be cause for removal of that member from his seat on the board or commission. The city council shall have the authority to remove board or commission members for violation of this policy.

(f)

Terms. Board and commission members shall serve four-year terms. There will be no limit to the number of terms that can be served.

(g)

Code of conduct. It is the policy of the city to maintain a respectful public service environment free from violence, discrimination and unlawful activities relating specifically to the boards of commission members role with the city, and other offensive or degrading remarks or conduct.

(1)

Expected conduct of board and commission members. Board and commission members shall conduct themselves at all times in such a manner as to reflect most favorably on the city. Conduct unbecoming a board or commission member shall include any conduct that tends to bring the city into disrepute or reflects discredit on the person as a board or commission member of the city, or that which tends to impair the functioning of a board or commission member.

(2)

Consequences of engaging in inappropriate conduct as a board or commission member. Board or commission members who are found to engage in inappropriate conduct while acting in their official capacity as a board or commission member are subject to disciplinary action. Discipline may include, but is not limited to, a verbal or written reprimand or suspension from his position on the board or commission.

(h)

Removal of members.

(1)

Board and commission members may be removed from their position at any time, with or without cause, by a majority vote of the city council.

(2)

This subsection (h) does not apply to members of the Charter commission or members of the economic development authority as said bodies are organized under the authority of state statutes and; consequently, the removal of members of said bodies is regulated by state statutes.

(Code 1978, § 2.03.02; Ord. No. 92-04, 6-12-1992; Ord. No. 97-10, 8-11-1997; Ord. No. 03-03, 3-17-2003; Ord. No. 03-42, 11-17-2003; Ord. No. 06-12, § 1, 4-11-2006; Ord. No. 09-07, § 2(2.03.02), 5-12-2009)

Sec. 2-157. - Organization, meetings, etc.

(a)

Regular and special meetings. Regular meetings of boards and commissions shall be held with a date and time determined by the board or commission. Special board and commission meetings may be called by the chairperson, vice-chairperson or any two members of the board or commission as deemed

necessary.

(b)

Open meetings, meeting minutes and expenditures. The board or commission shall follow Robert's Rules of Order, Newly Revised, for the transaction of business. On or before January 1 of each year, the board or commission shall submit to the city council a report of its work during the preceding year.

(c)

Amendment of order of business. The order of business may be varied by the presiding officer or upon board or commission motion, but all public hearings shall be held at the time specified in the notice of hearing.

(d)

Agendas. An agenda of business for each regular meeting shall be prepared by the clerk or the clerk's designated representative and filed in the office of the clerk. The agenda shall be prepared in accordance with the order of business and copies thereof shall be delivered to each board or commission member as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting, but the commission or board may, in its discretion, consider matters not appearing.

(Code 1978, § 2.03.03; Ord. No. 92-04, 6-12-1992)

Sec. 2-158. - Chairperson and vice-chairperson.

(a)

Election. The board or commission may create and fill offices as it may determine and create subcommittees as it deems necessary to accomplish its purpose.

(b)

Chairperson duties. A chairperson shall be selected annually by a majority vote of the board or commission from its appointed members and may be removed by a majority vote of the board or commission. The chairperson shall have the following responsibilities in addition to those otherwise described in this section:

(1)

Preside over all meetings of the board or commission.

(2)

Appear or appoint a representative to appear, as necessary, before the city council to present the board or commission's viewpoint on matters as it relates to business under consideration by said board, commission, or city council.

(3)

Review all city council and other advisory board or commission minutes and inform the board or commission of matters relevant to its function.

(4)

Provide liaison with other governmental and volunteer units on matters relating to the board's or commission's function.

(5)

Ensure preparation of agendas for each board or commission meeting.

(c)

Vice-chairperson duties. The vice-chairperson shall act in the absence of the chairperson and shall perform the duties of the chairperson whenever the chairperson is unable to attend a meeting, has resigned or is incapacitated and until a new chairperson is elected.

(Code 1978, § 2.03.04; Ord. No. 92-04, 6-12-1992)

Sec. 2-159. - Duties, responsibilities and objectives.

(a)

Planning commission. The primary objective of the planning commission is to advise the city council on land use concerns and other duties conferred upon it by this chapter or the city council. In addition, the planning commission shall serve as the planning agency and shall have the powers and duties given such agencies by Minn. Stats. §§ 462.351 to 462.364.

(b)

Park and recreation commission. The primary objective of the park and recreation commission is to monitor and reflect the attitudes and concerns of the citizens of the city relative to the park system and recreation programs, and to advise the city council of citizen attitudes and policy matters relevant to the park and recreation function in the city. The commission shall:

(1)

Develop, recommend, and upon adoption by the city council, monitor the execution of a comprehensive plan for the recreation and natural resources function of the city. Report to the city council regarding achievements toward fulfillment of the comprehensive plan and recommend amendments to the plan as necessary.

(2)

Continually review and evaluate the park system development and recreation programming. Develop and recommend methods to stimulate positive public interest in the recreation and natural resources functions.

(3)

Monitor and reflect attitudes and consensus of citizens relative to the park system and recreation programs and serve as a forum for the citizens to voice their opinions regarding the recreation and natural resources function.

(4)

Promote coordination with the school districts serving the city, encouraging the interchangeable use of city and school district facilities and programs to the best interests of the citizens. Encourage coordination with other communities to the extent appropriate in matters pertinent to the recreation and natural resources function.

(5)

Encourage dissemination of information to, and coordinate with, city organizations interested in the recreation and natural resources function, such as athletic groups, youth groups, civic organizations, etc.

(6)

Develop and recommend feasible programs relative to the conservation of our environment.

(c)

Board of adjustment. The primary objective of the board of adjustments to review and approve/deny variances from the provisions of chapter 117 where there is strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration. **The planning commission shall serve as the board of adjustment.**

(d)

Board of appeals and adjustments/official maps.

(1)

Objective. The primary objective of the board of appeals and adjustments/official maps is to consider appeals by owners of land who have been denied a land use permit, zoning permit, approval for a building on land or any other city action taken pursuant to section 117-4 which may affect the landowner's land. The appeal procedures shall be pursuant to Minn. Stats. § 462.359 and section 117-4.

(2)

Membership and term of office. Notwithstanding section 2-156(c), there shall be five members of the board of appeals and adjustments/official maps who shall be appointed by the city's mayor for staggered four-year terms. At least one of the members shall be a current member of the planning commission. All other terms of this division shall be applicable to the board of appeals and adjustments/official maps.

(e)

— see page 2 (top)

Environmental policy board. The primary objective of the city environmental policy board shall be to review, consider, initiate and recommend to the city council such policies, plans or projects which will enhance and preserve the natural environment of the city. The committee's scope shall include, but not necessarily be limited to matters of the preservation of the community forest, water quality, wetland preservation, groundwater protection, ecological preservation, control of soil erosion and air, noise and light pollution. The committee shall also review, upon request, environmental documents referred to from time to time by the planning commission or city council. The board shall:

(1)

Become familiar with state statutes, federal regulations, agency rules, and city ordinances on the subject of an environmental nature.

(2)

Receive information regarding the role of the Watershed Management Organization, municipalities, department of natural resources, and Army Corps of Engineers and other regulatory agencies on environmental issues and review related data.

(3)

Review environmentally related city policies and ordinances and recommend appropriate revisions and/or additions to the city council.

(4)

Promote public outreach and education regarding environmental issues facing the city.

(5)

Develop an annual work plan that is subject to the approval of the city council.

(Code 1978, § 2.03.06; Ord. No. 92-04, 6-12-1992; Ord. No. 98-15, 1-11-1999; Ord. No. 04-30, 8-23-2004; Ord. No. 06-14, § 1, 4-25-2006; Ord. No. 09-01, § 1, 2-24-2009)

Sec. 2-160. - Rules and procedures.

The board or commission shall adopt such rules and procedures not inconsistent with these provisions as may be necessary for the proper execution and conduct of business.

(Code 1978, § 2.03.07; Ord. No. 92-04, 6-12-1992)

Secs. 2-161—2-188. - Reserved.

EDA

ORDINANCE #08-03

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

AMENDMENT TO CHAPTER 2 WHICH IS KNOWN AS COUNCIL, BOARDS AND COMMISSIONS.

AN ORDINANCE AMENDING CHAPTER 2, SECTION 2.02 ENTITLED "ECONOMIC DEVELOPMENT AUTHORITY" OF THE CITY CODE OF RAMSEY, MINNESOTA

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENT

Section 2.02 of the City Code is deleted in its entirety and new language is added to read as follows:

2.02 Economic Development Authority

2.02.01 Establishment.

Subd. 1. Establishment. The City of Ramsey is authorized by Minnesota Statutes, Chapter 469 (the Act) and specifically Section 469.091, to establish an Economic Development Authority (EDA). The EDA is a public body corporate and politic and a political subdivision of the State of Minnesota. The EDA shall consist of a governing body of seven commissioners. Two of the commissioners shall be members of the City Council. **All commissioners shall be appointed by the Mayor with the approval of the City Council.** Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter, all commissioners shall be appointed for six-year terms. A vacancy is created in the membership of the commission when a City Councilmember of the Authority ends Council membership.

Subd. 2. Purpose. The primary purpose of the EDA is to coordinate and administer economic development and redevelopment plans and programs of the City of Ramsey. The EDA is vital to the orderly development and financing of the City and in the best interests of the health, safety, prosperity and general welfare of the citizens of the City.

2.02.02 Powers. The EDA shall have all powers, duties and responsibilities set forth in Section 469.090 to 469.108 of the Act and as said Act may be amended from time to time, and all other applicable laws, except as limited by Section 2.02.03 Limits of Powers.

2.02.03 Limits of Powers. The following shall apply to the Economic Development Authority of the City of Ramsey and its operation:

- a. The sale of all bonds or other obligations issued by the EDA shall be first approved by the City Council.
- b. The EDA shall follow the budget process for City Departments as may be provided by the City and in accordance with City policies.
- c. Development and redevelopment plans of the EDA shall be consistent with the City Comprehensive Plan and official controls implementing the Comprehensive Plan.
- d. The EDA shall obtain approval of its proposed plans for development redevelopment from the City Council.

SECTION 3. SUMMARY

The following is the official summary of Ordinance #08-03 which has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

The ordinance repeals the existing City Code Section 2.02 and replaces it with a new Section 2.02. This section establishes an Economic Development Authority, summarizes its purpose, its powers and limits of power.

SECTION 4. EFFECTIVE DATE

The effective date of this Ordinance is thirty (30) days after its passage and publication, subject to City Charter Section 5.07.

Adopted by the Ramsey City Council the 22nd day of January, 2008.



Mayor

ATTEST:


City Clerk

Introduction Date:	January 8, 2008
Posting Dates:	January 8 – 23, 2008
Adoption Date:	January 22, 2008
Publication Date:	February 1, 2008
Effective Date:	March 3, 2008

AFFIDAVIT OF PUBLICATION

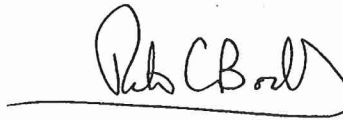
STATE OF MINNESOTA)
COUNTY OF ANOKA) SS

Peter G. Bodley, being duly sworn on oath says that he is the managing editor of the newspaper known as the Anoka County Union, and has full knowledge of the facts which are stated below:

(A) The newspaper has complied with all of the requirements constituting qualifications as a qualified newspaper, as provided by Minnesota Statute 331A.02, 331A.07 and other applicable laws, as amended.

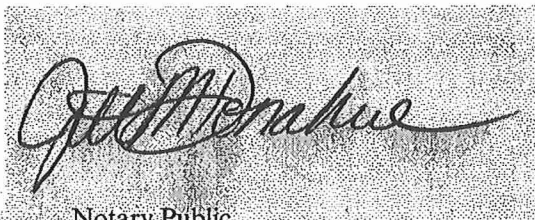
(B) The printed ORDINANCE #08-03, which is attached was cut from the columns of said newspaper and was printed and published once a week for one week; it was first published on Friday, the 1st day of February, 2008, and was therefore printed and published on every Friday to and including Friday, the 1st day of February, 2008, and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice

abcdefghijklmnopqrstuvwxy
zabcdefghijklmnopqrstuvwxy

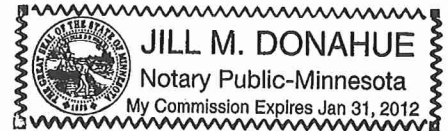


Managing Editor

Subscribed and sworn to before me on this 1st day of February, 2008



Notary Public



RATE INFORMATION

(1) Lowest classified rate paid by commercial users for comparable space	\$ 15.00 <hr/> (line, word or inch rate)
(2) Maximum rate allowed by law for the above matter	\$ 15.00 <hr/> (line, word or inch rate)
(3) Rate actually charged for the above matter	\$ 10.25 <hr/> (line, word or inch rate)

ORDINANCE #08-03

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AMENDMENT TO CHAPTER 2 WHICH IS KNOWN AS COUNCIL, BOARDS AND COMMISSIONS.

AN ORDINANCE AMENDING CHAPTER 2, SECTION 2.02 ENTITLED "ECONOMIC DEVELOPMENT AUTHORITY" OF THE CITY CODE OF RAMSEY, MINNESOTA.

The City of Ramsey ordains:

SECTION 1. AUTHORITY.
This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. SUMMARY.
The following is the official summary of Ordinance #08-03 which has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.
The ordinance repeals the existing City Code Section 2.02 and replaces it with a new Section 2.02. This section establishes an Economic Development Authority, summarizes its purpose, its powers and limits of power.

SECTION 3. EFFECTIVE DATE.
The effective date of this Ordinance is thirty (30) days after its passage and publication, subject to City Charter Section 5.07.

Adopted by the Ramsey City Council the 22nd day of January, 2008.
Thomas G. Gamec
Mayor

ATTEST:
Jo Ann M. Thieling
City Clerk

abcdefghijklmnopqrstuvwxy
zabcdefghijklmnopqrstuvwxy

Published in Anoka County Union
Feb. 1, 2008

469.095 COMMISSIONERS; APPOINTMENT, TERMS, VACANCIES, PAY, REMOVAL.

Subdivision 1. **Commissioners.** Except as provided in subdivision 2, paragraph (d), an economic development authority shall consist of either three, five, or seven commissioners who shall be appointed after the enabling resolution provided for in section 469.093 becomes effective. The resolution must indicate the number of commissioners constituting the authority.

Subd. 2. **Appointment, terms; vacancies.** (a) Three-member authority: the commissioners constituting a three-member authority, one of whom must be a member of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of two, four, and six years, respectively. Thereafter all commissioners shall be appointed for six-year terms.

(b) Five-member authority: the commissioners constituting a five-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

(c) Seven-member authority: the commissioners constituting a seven-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of one, two, three, four, and five years respectively and two members for six years. Thereafter all commissioners shall be appointed for six-year terms.

(d) The enabling resolution may provide that the members of the city council shall serve as the commissioners.

(e) The enabling resolution may provide for the appointment of members of the city council in excess of the number required in paragraphs (a), (b), and (c).

(f) A vacancy is created in the membership of an authority when a city council member of the authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The city council may set the term of the commissioners who are members of the city council to coincide with their term of office as members of the city council.

Subd. 3. **Increase in commission members.** An authority may be increased from three to five or seven members, or from five to seven members by a resolution adopted by the city council following the procedure provided for modifying the enabling resolution in section 469.093.

Subd. 4. **Compensation and reimbursement.** A commissioner, including the president, shall be paid for attending each regular or special meeting of the authority in an amount to be determined by the city council. In addition to receiving pay for meetings, the commissioners may be reimbursed for actual expenses incurred in doing official business of the authority. All money paid for compensation or reimbursement must be paid out of the authority's budget.

Subd. 5. **Removal for cause.** A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least ten days before the hearing. The commissioner must be given an opportunity to be heard in person or by counsel at the hearing. When written charges have been submitted against a commissioner, the city council may temporarily suspend the commissioner. If the city council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated. If a commissioner is

removed, a record of the proceedings, together with the charges and findings, shall be filed in the office of the city clerk.

History: *1987 c 291 s 96*

Date: 01/04/2011

By: Jo Thieling
Administrative Services

Information

Title:

Approve Funding for Annual Holiday Party

Background:

For the last couple of years, the employee holiday party has been combined with the Commission Appreciation dinner. Staff is once again planning for that type of event and is requesting Council to approve/allocate the funding. Last year the party was held at The Links at Northfork with dinner catered by Famous Dave's and entertainment (casino tables) provided by Ewald Entertainment. The cost for the event was as follows: Room rental - \$500; Catering - \$2,906.57; Entertainment - \$800. Casino dollars won were used to bid on prizes that were purchased with money from the employee's coffee fund (about \$200). The total cost for the 2009 holiday party was about \$4,400.

Staff has tentatively booked the Wells Event Center for Friday night, January 21, at a cost of \$100 for room rental. That agreement, when signed, states a food and beverage minimum of \$2,000. Staff has also tentatively scheduled Ewald Entertainment for January 21, at a cost of \$800. By combining the two events (employee holiday party and the Commission appreciation dinner), it is expected there may be up to 200 people attending. Rounding catering to about \$20 per person, that would be \$4,000 for food. The room rental is less expensive this year and the entertainment remains the same. Staff is once again suggesting \$200 be used from the employee's coffee fund to purchase prizes.

Recommendation:

Staff recommends that Council approve a not-to-exceed amount of \$5,000 for the 2010 Employee Holiday Party/Commission Appreciation Dinner.

Funding Source:

Staff is requesting up to \$5,000 from the 2011 Council Contingency fund to pay for the Employee Holiday Party/Commission Appreciation Dinner. This is the fund that has been utilized for the past events.

Council Action:

Motion to approve a not-to-exceed amount of \$5,000 from the 2011 Council Contingency Fund for the 2010 Employee Holiday Party/Commission Appreciation Dinner.

Fiscal Impact

Budgeted Y/N: N
Budgeted Year: 2011
Fund: Contingenc

Funding:

Form Review

Inbox

Reviewed By

Date

Heidi Nelson

Heidi Nelson

12/30/2010 01:25 PM

Kurt Ulrich

Jo Thieling

12/30/2010 01:27 PM

Form Started By: Jo Thieling

Started On: 12/30/2010 09:33 AM

Final Approval Date: 12/30/2010