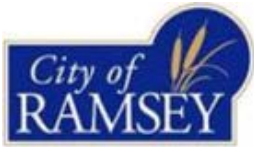


**City of Ramsey**  
**Agenda**  
**Charter Commission**  
**Monday, December 17, 2018**  
**6:30 pm**  
**Council Chamber, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve the Following Meeting Minutes:
    - 1) Regular Charter Commission Meeting - November 21, 2017
- 5. Commission Business**
  1. Review Charter Commission Member Terms
  2. Approve Year End Activity Letter to Chief Judge for Year 2017
  3. Receive Information related to Chapter 4 of the City Charter: Nominations and Elections and Schedule a Meeting for January / February 2019
- 6. Commission/Staff Input**
- 7. Adjournment**



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**Charter Commission**

**4.1.**

**Meeting Date:** 12/17/2018

**Submitted For:** Jo Thieling, Administrative Services

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve the Following Meeting Minutes:

1) Regular Charter Commission Meeting - November 21, 2017

**Purpose/Background:**

Purpose: To review minutes from past meeting and approve.

Background: The last regular meeting held by the Charter Commission was November 21, 2017. That set of minutes is attached for Commission review and approval.

**Recommendation:**

Staff recommends reviewing the attached set of minutes and approving with or without amendments.

**Action:**

Motion to approve the following meetings minutes:

1) Regular Charter Commission Meeting - November 21, 2017

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**Attachments**

Charter Minutes

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**Form Review**

Form Started By: Jo Thieling  
Final Approval Date: 12/06/2018

Started On: 12/06/2018 03:40 PM

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

The Charter Commission conducted a regular meeting on Tuesday, November 21, 2017, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Joseph Field  
  Commissioner Susan E. Anderson  
  Commissioner Mark Barrows  
  Commissioner Ben Deemer  
  Commissioner Joshua Fuhreck

Members Absent:                   Commissioner Jim Bendtsen  
  Commissioner Jennifer Leistico  
  Commissioner John Niederhaus  
  Commissioner Chad Sivertson

Also Present:                       City Administrator Kurtis G. Ulrich  
  City Clerk Jo Thieling  
  Mayor Sarah Strommen

**CALL TO ORDER**

Chairperson Field called the regular meeting of the Charter Commission to order at 6:50 p.m.

**CITIZEN INPUT**

None.

**APPROVE AGENDA**

Motion by Commissioner Barrows seconded by Commissioner Anderson to approve the agenda as presented.

Motion carried. Voting Yes: Chairperson Field, Commissioners Barrows, Anderson, Deemer, and Fuhreck. Voting No: None. Absent: Commissioners Bendtsen, Leistico, Niederhaus, and Sivertson.

**APPROVE MINUTES**

Motion by Commissioner Deemer, seconded by Commissioner Barrows, to approve the following meeting minutes as presented:

- 1) Regular Charter Commission Meeting dated October 19, 2016

Motion carried. Voting Yes: Chairperson Field, Commissioners Deemer, Barrows, Anderson, and Fuhreck. Voting No: None. Absent: Commissioners: Bendtsen, Leistico, Niederhaus, and Sivertson.

## **COMMISSION BUSINESS**

### **5.1 Introduce New Charter Commission Members**

City Clerk Thieling stated that two new members have been appointed to the Commission, Joshua Fuhreck and Jennifer Leistico. She welcomed Commissioner Fuhreck and noted that Commissioner Leistico was unable to attend this evening's meeting.

### **5.2 Elect Chair and Vice Chair for 2018-2019**

Chairperson Field stated that it is time to appoint the Chair and Vice-Chair for the 2018-2019 term. He noted that he is currently the Chair and Commissioner Deemer is the current Vice-Chair and opened the floor for the elections.

Motion by Commissioner Deemer, seconded by Commissioner Anderson, to elect Commissioner Field to serve as Chair for the Charter Commission for years 2018-2019.

Motion carried. Voting Yes: Chairperson Field, Commissioners Deemer, Anderson, Barrows, and Fuhreck. Voting No: None. Absent: Commissioners Bendtsen, Leistico, Niederhaus, and Sivertson.

Motion by Commissioner Barrows, seconded by Commissioner Anderson to elect Commissioner Deemer to serve as Vice-Chair for the Charter Commission for years 2018-2019.

Motion carried. Voting Yes: Chairperson Field, Commissioners Barrows, Anderson, Deemer, and Fuhreck. Voting No: None. Absent: Commissioners Bendtsen, Leistico, Niederhaus, and Sivertson.

### **5.3 Receive Presentation of an Update Regarding the City's Strategic Plan**

City Administrator Ulrich referenced the balanced scorecard which is used to measure the success in attempting to reach the desired goals which lead to the specific goals and tactics in the strategic action plan. He reviewed the four focused goals of which the scorecard is used to measure action towards. He reviewed the different methods the City uses to measure and survey satisfaction levels. He provided highlights from the area of continued financial responsibility including maintaining the current AA+ bond rating, maintaining a stable tax base, and continued economic development efforts. He highlighted the elements of customer satisfaction and stated that the City will continue to conduct resident surveys every two years, noting that the responses from 2016 continue to improve from the answers received in 2014. He noted that the response rates for police and fire were reviewed and the response time decreased in 2016 from the response rates of 2015. He stated that the reliability and locations for the water system has been

improved, which increases the fire rating of the City. He provided information on infrastructure and road improvement.

Chairperson Field asked for additional information on the road rating.

City Administrator Ulrich noted that the City hires a third party to rate the road conditions, using a set of criteria, to provide an objective opinion.

Commissioner Deemer asked the number of miles of unpaved road remaining in the City.

City Administrator Ulrich estimated about four miles of unpaved road remain in the City. He noted that Public Works continues to discuss the topic.

Commissioner Anderson stated that she had heard comments that the thickness of road was not adequate in some areas and asked if that issue had been resolved.

City Administrator Ulrich stated that is a constant issue that the City is attempting to fix. He stated that the City has invested in new technology which allows the City to know the pavement thickness before beginning road projects and better plan for costs. He stated that the only thing the City can do at this time is better plan for projects to ensure that the desired standard is being met. He reviewed the metric of providing 70 percent business satisfaction in regard to economic development and police satisfaction. He stated that staff averages 12 to 15 business visits per year which helps to obtain input and assists in retaining and expanding local businesses. He reviewed the metric in regard to plan review timelines and noted that because of the heavy development load this year there were times when that timeline was not able to be met. He stated that the City will be adding a Senior Planner, which will assist in response time, along with the ability to use the new e-permit review and submission.

Chairperson Field asked the growth rate for new construction in the past year as compared to the previous years, and whether this is anticipated as a bubble or expected to continue.

City Administrator Ulrich stated that he does not have the figures in front of him. He stated that the revenue as of last month was already at 126 percent of the projected figure. He noted that he could follow up to provide additional details.

Commissioner Deemer stated that in the past when there was a stable growth rate, a moratorium was then put in place which slowed the rate. He noted that he has not seen a moratorium in the past 15 years.

City Administrator Ulrich confirmed that there are no moratoriums planned. He stated that if the City plans development well and follows a process up-front, there can be continual and steady growth rather than unplanned or disrupting growth. He reviewed internal metrics of measuring customer satisfaction including an employee survey.

Commissioner Barrows referenced the fire response time and asked if the fire department is mainly composed of volunteers.

City Administrator Ulrich confirmed that there are two full-time positions and the remaining members of the department are paid on-call/volunteer. He stated that there are some members of police and public works that are firefighters and can respond during the day. He noted that members of local business are also firefighters and could respond during the day, along with the mutual aid the City receives from other communities.

Mayor Strommen stated that City Administrator Ulrich has presented the outcomes and successes. She noted that the strategic plan helps to provide focus. She stated that the focus of the City Council has been to maintain a stable tax rate, noting the challenges in doing that with a growing community. She stated that the increased tax base helps the City to invest further in the community. She stated that the Council has lengthened the timeline that the budget is reviewed, not only working on an annual budget but also projecting five years into the future and ten years into the future for the capital improvements. She stated that this allows the City to not only maintain a stable tax rate for the year but into the future. She stated that under the connected community item, Highway 10 has continued to be a focus. She reported that the City of Anoka was awarded \$20,000,000 for the Thurston and Fairoak interchanges, which will also help Ramsey as the Ramsey residents traveling on Highway 10 have to pass through Anoka. She stated that public safety is a focus of the smart citizen goal, along with citizen participation. She provided information on the citizen police academy which began the previous year. She stated that she continues to be proud of the police department, especially in the climate of the past year. She referenced effective organization and stated that one of the strong elements of that item is ensuring that the City is staffed appropriately. She stated that because staff cannot simply be added everywhere, the Council and staff have aimed to add staff in strategic value-added positions. She stated that the strategic plan is used by staff every day and by the Council when they continue to make decisions. She thanked the Commission for allowing her time to speak tonight.

Chairperson Field thanked staff and Mayor Strommen for providing this update tonight. He stated that he continues to focus on Highway 10, noting that the Armstrong interchange has been a success, but it would be nice to see continued improvements. He stated that one of Ramsey's strengths is its trail system and its ability to be close to the metro area but still feel like it's further away.

#### **5.4 Approve Year End Activity Letter to Chief Judge for Years 2016 and 2017**

City Clerk Thieling reviewed the staff report, noting that an annual report reflecting the activities of the Charter Commission must be submitted to the Chief Judge of the Tenth Judicial District. She stated that a draft summary letter was attached to the case for years 2016 and 2017 for the Commission to review, provide comments on, and approve. She stated that the 2017 activity report will be amended to include the actions taken tonight with regard to the Commission terms.

Motion by Commissioner Deemer, seconded by Commissioner Barrows, to approve the year-end annual report letter for 2016 and submit the report to the Honorable Douglas B. Meslow, Chief Judge of the Tenth Judicial District.

Further discussion: Chairperson Field noted that this only applies to the letter reflective of 2016. He stated that perhaps the 2017 letter should not be sent in until after the end of the year.

Motion carried. Voting Yes: Chairperson Field, Commissioners Deemer, Barrows, Anderson, and Fuhreck. Voting No: None. Absent: Commissioners Bendtsen, Leistico, Niederhaus, and Sivertson.

Chairperson Field stated that he prefers the letter format over sending minutes.

## **5.5 Review Charter Commission Member Terms**

City Clerk Thieling reviewed the staff report and noted that the following Commission members have terms that expire in December 2017: Susan Anderson, Ben Deemer, John Niederhaus, and Chad Sivertson. She asked for input from the members with expired terms as to whether they would like to continue to serve. She noted that she will follow-up with the members of the Commission that are not present tonight.

Commissioner Deemer stated that he will request reappointment.

## **6. COMMISSION / STAFF INPUT**

### **6.1 Other**

City Administrator Ulrich stated that he has talked with City Clerk Thieling about the election process. He noted the recent City Council resignation and the special election process that must be followed, which is lengthy and costly. He stated that the State statute would allow for appointment to a vacant position with less than two-year left in a term while the current Charter states one year or less. He stated that he would like the Commission to review that statute in 2018 and make a recommendation on whether the Charter should be amended to address that statute.

Commissioner Anderson noted that there is a currently seated Councilmember that is running for the vacant position in the special election; if he is elected to that seat then the City would have to have another election to fill his currently held position.

City Administrator Ulrich noted that the City would not have to hold a special election and would be able to align that with the general election in the fall. He confirmed that there would remain a vacant position on the Council for that period of time.

Chairperson Field stated that he is understanding that the Charter is currently more restrictive than State law and therefore the recommendation would be to review the statute and determine if the Charter should be amended to match the statute. He agreed that this item should be placed on a future agenda.

Chairperson Field expressed condolences to Commissioner Anderson on the loss of her daughter.

**7. ADJOURNMENT**

Motion by Commissioner Deemer, seconded by Commissioner Barrows, to adjourn the meeting.

Motion carried. All present voted in favor.

The regular meeting of the Charter Commission adjourned at 7:56 p.m.

Respectfully submitted,

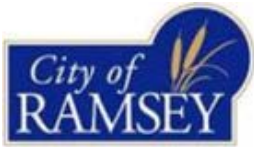
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Jo Ann M. Thieling  
City Clerk

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Joseph J. Langel  
City Attorney

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**Charter Commission**

**5. 1.**

**Meeting Date:** 12/17/2018

**Submitted For:** Jo Thieling, Administrative Services

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Review Charter Commission Member Terms

**Purpose/Background:**

Purpose: The purpose of this case is to notice sitting Charter Commission Members whose terms are set to expire this year - December 31, 2018.

Background: The Commission currently has one member whose term is expiring December 31, 2018 and that is Mark Barrows. Mr. Barrows has indicated an interest in being reappointed to the Commission and staff has sent the letter to the Chief Judge of the Tenth District requesting such reappointment to a term ending December 31, 2022.

For informational purposes: There are no term limits; therefore, if a current Commission member desires to continue to serve, they may request reappointment in a letter to the Chief Judge of the Tenth District Court. The Chief Judge has asked that the request for appointment and reappointment be submitted to the City Clerk's office and she will send them on to the judge with a letter indicating how many vacancies need to be filled. If the current member decides not to ask for reappointment, the City will advertise vacancies.

**Recommendation:**

NA

**Action:**

No formal action is necessary. This case is for informational purposes.

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**Attachments**

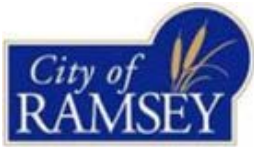
*No file(s) attached.*

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**Form Review**

Form Started By: Jo Thieling  
Final Approval Date: 12/06/2018

Started On: 12/06/2018 03:48 PM



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**Charter Commission**

**5.2.**

**Meeting Date:** 12/17/2018

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve Year End Activity Letter to Chief Judge for Year 2017

**Purpose/Background:**

Purpose: To fulfill the requirement of submitting an annual report to the Chief Judge of the Tenth Judicial District.

Background: In accordance with Minnesota Statutes 410.05, an annual report reflecting the activities of the Charter Commission must be submitted to the Chief Judge of the Tenth Judicial District. Attached to this case is the summary letter for year 2017 for the Commission's review, comment and approval. Please note that an activity report for year 2018 is not included and will instead be brought forward to a subsequent meeting in 2019 for Commission review and comment.

**Recommendation:**

Approve the year-end annual report letter for 2017 and direct staff to submit such letter to the Chief Judge, as per State Statutes requirements.

**Action:**

Motion to approve the year-end annual report letter for 2017 and direct staff to submit such report to The Honorable Douglas B. Meslow, Chief Judge of the Tenth Judicial District.

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**Attachments**

Year End Summary 2017

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 12/11/2018

**Reviewed By**

Kurt Ulrich

**Date**

12/11/2018 03:13 PM

Started On: 12/06/2018 03:56 PM

December 4, 2018

The Honorable Douglas B. Meslow  
Chief Judge Tenth Judicial District  
Anoka County Court House  
3325 E. Main Street  
Anoka, MN 55303-2489

**Re: City of Ramsey, Anoka County, Minnesota, Charter Commission Annual Report**

Dear Judge Meslow:

In accordance with Minnesota Statutes 410.05, the following is an annual report reflecting the activities of the City of Ramsey Charter Commission during the year 2017.

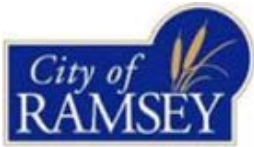
Members of the Charter Commission for year 2017 were as follows: Susan E. Anderson, Mark Barrows, Jim Bendtsen, Benjamin Deemer (Vice-Chair), Joseph Field (Chair), Joshua Fuhreck, Jennifer Leistico, John Niederhaus, and Chad Sivertson.

The Charter Commission had no issues or concerns that would constitute meeting; therefore, the Commission fulfilled their requirement of meeting at least once during each calendar year by calling a meeting to order on Tuesday evening, November 21, 2017. The Commission elected a Chair and Vice Chair for years 2018 and 2019, received an update from the City's Mayor and Administrator on the Strategic Action Plan, reviewed the year-end activity letter/annual report for activities 2016 and reviewed Commission terms. Due to a vacancy on the City's Council, there was a brief discussion related to the special election process as outlined in the City's Charter and the length of time it takes and the cost of a special election to get someone seated when a vacancy occurs when there is more than 365 days left in a term. Also discussed was the uniform election dates for special elections set by the State, which the Charter cannot deviate from. Therefore, the portion of Chapter 4 of the City's Charter that calls out the number of days that an election has to be held following a resignation has become obsolete. The Charter Commission will be reviewing Chapter 4 in its entirety.

Very truly yours,

On behalf of the Ramsey City Charter Commission

Jo Ann M. Thieling, CMC  
City Clerk



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**Charter Commission**

**5.3.**

**Meeting Date:** 12/17/2018

**Submitted For:** Jo Thieling, Administrative Services

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Receive Information related to Chapter 4 of the City Charter: Nominations and Elections and Schedule a Meeting for January / February 2019

**Purpose/Background:**

Purpose: The purpose of this case is to give the Charter Commission some information relating to some amendments that must be made to the City's Charter, as per State Statutes, and some sections the Charter Commission may wish to discuss and possibly amend.

Background: As the Charter Commission is aware, Chapter 4 of the City Charter is titled Nominations and Elections. There are several sections of Chapter 4 that conflict with State Statute.

For example, 4.1 talks about noticing the elections. The Charter states that the Clerk will post a notice in at least one public place in each precinct and by publishing a notice at least once in the official newspaper - this does not align with State Statute 205.16 NOTICE.

Section 4.2 Filing for Office states that a person shall file an affidavit not more than ten weeks nor less than eight weeks before the primary election - this does not align with Statute 205.13 CANDIDATES, FILING.

The Charter says the ballots shall be preserved and the city clerk shall be the final custodian of such ballots. This is in conflict with the Administrative Policy - Anoka County retains the ballots.

Section 4.5 references that when a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, there shall be a special election held within 90 days after the vacancy occurs to elect a successor to serve for the remainder of the unexpired term of the office vacated. This language is superseded by 205.10, subd. 3a Uniform Election Dates. Due to these Uniform Election Dates, the timing is such that it may take up to 9 months to elect an officer fill a vacancy, especially since the City's Charter states that the City will have a Primary Election.

There are several other places within Chapter 4 where the City's Charter is in conflict with State Statute. Staff will ask the Charter Commission to schedule a Charter Commission meeting early in 2019 to discuss the changes that need to be made as well as invite discussion for suggested other changes. For that next Charter Commission agenda, staff will submit a review of Chapter 4 with the areas highlighted that need to be revised as well as areas that may need to be evaluated for possible amendments.

**Recommendation:**

There are no staff recommendations on Charter amendments at this point. This case is to update the Commission that a thorough review of Chapter 4 of the City Charter is necessary. Staff does recommend scheduling a meeting for early 2019 for continued discussion.

**Action:**

Motion to receive the information presented and schedule a Charter Commission meeting for January or February 2019 to further discuss Chapter 4 of the City's Charter.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	12/11/2018 03:14 PM
Form Started By: Jo Thieling		Started On: 12/11/2018 08:53 AM
Final Approval Date: 12/11/2018		