

City of Ramsey
Agenda
City Council Work Session
Tuesday, August 10, 2021

5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings. To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Review U.S. Highway 10 Funding
 2. Review Draft Ordinance #21-11 Amending Chapter 10 of City Code - Animal Regulations
 3. Discuss a Date for a Joint Work Session with the Planning Commission and the Economic Development Authority.
 4. Discuss Interview Date and Process for Civil Legal Services
 5. Continued Discussion on 2022 Budget/Levies
 6. Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Portions of this Discussion Closed to the Public)
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 08/10/2021

Information

Title:

Review U.S. Highway 10 Funding

Purpose/Background:

The purpose of this case is to review the current status of US Highway 10 Funding with the City's legislative liaison El Tinklenberg and to consider future action. Anoka County engineering staff has recently indicated full-funding for the Ramsey Gateway project and has asked the City to consider modifying/withdrawing the City's federal grant request for this project, so as not to compete with other County priorities. Staff will review currently verified funding for the Ramsey Gateway project at the meeting.

Timeframe:

15 minutes

Funding Source:

NA

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

Based upon discussion.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich (Originator)

Form Started By: Kurt Ulrich

Final Approval Date: 08/05/2021

Reviewed By

Kurt Ulrich

Date

08/05/2021 03:36 PM

Started On: 08/05/2021 03:21 PM

Meeting Date: 08/10/2021

Information

Title:

Review Draft Ordinance #21-11 Amending Chapter 10 of City Code - Animal Regulations

Purpose/Background:

Purpose:

The purpose of this case is to present a revised version of Ordinance #21-11 amending Chapter 10 of City Code regarding Animal regulations based on City Council input and public testimony received on July 27, 2021, to receive additional City Council comments prior to introducing Ordinance #21-11 during the Public Hearing.

Background:

In summary, various sections of Chapter 10 are proposed to be amended to address recent issues and requests related to several animal species including;

- Bees – Allowed by zoning permit instead of by license
- Bison – Added with Cow
- Cat – Added under Article III, Dogs, and restricted the number allowed
- Duck – Added with Chicken
- Emu – Added with Llama and Alpaca
- Miniature Cow – Added with Llama and Alpaca
- Rabbit – Added with Turkey and Goose
- Rooster/Crowing Hen – Added with regulations similar to horses
- Burrow, Donkey and Mule – Removed from Chapter 10 except Article II, Horses

The acreage requirements for agricultural animals is also proposed to be shifted to allow more animals on smaller properties.

During their regular meeting on July 27, 2021, the City Council discussed the proposed amendments to Ordinance #21-11 and provided numerous comments, after which Staff was directed to add a case to the August 10, 2021 Council work session, and to continue the Public Hearing during the August 10, 2021 regular City Council session. Below is a summary of the direction received from the City Council.

- Add ducks and miniature cows
- Include City of Nowthen animal regulations in Staff's research notes
- Clarify and expand the total number of cats and dogs allowed

Draft ordinance and research of other cities' requirements are attached to the case, including the City of Nowthen's regulations as requested by City Council on July 27, 2021.

More background can be found in case #6.1 on the regular City Council agenda.

Timeframe:

Staff anticipates up to 25 minutes will be needed to present this case and respond to questions.

Funding Source:

This case is being handled as part of Staff's regular duties.

Responsible Party(ies):

The City Engineer/Interim Community Development Director will introduce the case. The Senior Planner and Planning Technician will be available for comment.

Outcome:

Receive Council comment in advance of introducing Ordinance #21-11 during the Public Hearing.

Attachments

Draft Ordinance 21-11

Form Review

Inbox

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 08/05/2021

Reviewed By

Kurt Ulrich

Date

08/05/2021 03:53 PM

Started On: 08/03/2021 04:31 PM

ORDINANCE #21-11

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

AN AMENDMENT TO CHAPTER 10 WHICH IS KNOWN AS THE ANIMALS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SECTION 10-1 (KEEPING OF CERTAIN ANIMALS, LIVESTOCK, AND POULTRY), AND ARTICLE III. – DOGS, OF CHAPTER 10 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. AMENDMENTS

Sec. 10-1 shall be amended to read as follows (additions indicated by underline, deletions indicated by ~~strikethrough~~):

(a) Animals on less than ~~three~~ 2.5 acres. None of the following animals shall be maintained on any parcel of land in the city that is not at least ~~three (3)~~ 2.5 acres in size: llamas, cows, mini-cows, bison, emu, rabbit, mules, donkeys, burros, goats, pigs, sheep, lambs, turkey, roosters, crowing hens, and geese ~~and ducks~~. EXCEPTION: Chickens and ducks (hens only, no roosters or crowing hens) may be maintained on parcels less than ~~three~~ 2.5 acres. The following chart prescribes the number of chickens and ducks that can be maintained on lots of record to which the animal owner has fee title and desires to maintain chickens:

Lot Size	Number of Chickens <u>and Ducks</u> Permitted
0.00 to 0.24 Acres	6
0.25 to 0.49 Acres	8
0.50 to 0.74 Acres	12
0.75 to 0.99 Acres	16
1.00 to 1.24 Acres	20
1.25 to 1.49 Acres	24
1.50 to 1.74 Acres	28
1.75 to 1.99 Acres	32
2.00 to 2.24 Acres	36
2.25 to 2.49 Acres	40

2.50 to 2.74 Acres	44
2.75 to 2.99 Acres	48

Any animal not listed shall not be maintained in the City except as otherwise provided in this chapter.

(b) ~~Reserved~~. Roosters or crowing hens may be kept and maintained only on parcels zoned R-1 Residential (Rural Developing) of at least two and a half (2.5) acres in size after filing a sketch drawing with the City, and a zoning permit application. Said properties are allowed a total of two (2) roosters or crowing hens.

1. Sketch Drawing Required.

(1) Prior to maintaining and owning a rooster or crowing hen on any rural residential parcel of land 2.5 acres or more in size, the landowner shall provide a sketch drawing to the city.

(2) Required sketch drawing information shall include:

- a. Name and address of the fee owner of the subject property where the rooster(s) or crowing hen(s) are to be maintained and the name and address of occupant of subject property (if different).
- b. Legal description of subject property.
- c. Number of roosters or crowing hens to be maintained on subject property.
- d. Acreage and zoning of subject property.
- e. Location and size of enclosure and exercise area, compliant with subsection (g) *Miscellaneous Maintenance Standards*.
 - i. Setbacks for rooster or crowing hen enclosure and exercise area shall be fifty (50) feet from any neighboring place of human habitation and seventy-five (75) feet from neighboring property lines.

(3) Upon approval of the sketch drawing, the City shall issue an administrative zoning permit.

(4) Rooster(s) or crowing hen(s) shall be in compliance with all applicable code standards, including Section 30-5 (b) outlining allowable sound levels.

(c) Animal unit. Animal unit is defined as a measure used to compare differences in production of animal wastes. The following chart establishes the number of animal units assigned to certain livestock and poultry:

Animal <u>family</u>	Number of Units
Cow, <u>bison</u>	1.5
Llama, alpaca, <u>emu, mini-cow</u>	1.0
Goat, pig, sheep, lamb	0.5
Turkey, goose, <u>rabbit</u>	0.1
Chicken, duck	0.04

The animal unit number of any animal not listed is determined by the City.

(d) Permitted animals.

(1) Subject to subsection 10-1, The the following chart prescribes the number of animal units that can be maintained on lots of record to which the animal owner has fee title and desires to maintain a mix of livestock, poultry, or fowl (refer to [section 10-24](#) for regulations for maintaining horses):

Parcel Size	Number of Animal Units Allowed
3 <u>2.5</u> acres	2
5 acres (217,800 square feet)	3
10 acres (435,600 square feet)	5
15 acres (653,400 square feet)	7
20+ acres	No limitation

(f) Beekeeping. Bee hives may be maintained on a parcel with the issuance of a beekeeping license zoning permit.

(10) Beekeeping license-zoning permit process.

a. *Application.* The application for a license zoning permit shall contain the following information; name, address, and telephone number of applicant; the address of the location, and a sketch plan of the premises where the bee hives will be maintained include how the owner will demonstrate compliance with the standards of this section.

b. *Processing application.* The application must be filed with the zoning administrator together with the permit fee, ~~30 days prior to a city council meeting. Following an inspection of the premises proposed to be licensed, the zoning administrator shall make a recommendation to the city council to approve or deny the application. The city council shall hold a public hearing and make the final decision on the application.~~

c. *Term and transfer.* The license zoning permit shall be valid without renewal provided that the applicant complies with the terms of the license zoning permit. License Zoning permits under this chapter may not be transferred from person to person or from place to place.

d. *Revocation.* The council may revoke any license issued under this article upon adequate notice and a hearing before the council, if requested, on the following grounds: any violation of this Code; material misstatement or misrepresentation in application for license permit or renewal thereof; failure to keep the licensee's permittee's premises in an orderly, aesthetically pleasing manner as prescribed by the council and/or its designated representative; failure to comply with the terms of the license permit.

(g) Miscellaneous maintenance standards.

(1) Chickens and ducks must be contained in an enclosure and said enclosure must be designed in accordance with City Code chapter 117, article II (Zoning) and MN State Building Code. The enclosure shall be counted as an accessory building when calculating total number of permitted accessory buildings on a property. The enclosure and surrounding grounds shall be maintained in a clean and sanitary condition and in good repair. Flies, rodents, and noxious odors shall be controlled.

Article III (Dogs) shall be amended to include the following:

ARTICLE III.- DOGS AND CATS

Sec. 10-52. Definitions

Cat means a mammal that is wholly or in part of the species Felis domesticus.

Sec. 10-56. - Number of dogs or cats permitted.

(a) On a parcel or series of contiguous parcels under the same ownership or occupancy as the dog owner, no more than three dogs are permitted. A private kennel license is required for four or more dogs. A combination of dogs and cats is allowed if the total number does not exceed seven, with a maximum of three dogs.

Sec. 10-59. – Rabies vaccination.

(a) Every owner or keeper of a dog and/or cat shall cause the same to be vaccinated by a licensed veterinary with anti-rabies vaccine at least once every three years and prior to the time such dog and/or cat shall reach the age of six months.

(b) No dog and/or cat need be vaccinated when a licensed veterinarian has examined the animal and certified that, at such time, vaccination would

endanger its health because of its age, infirmity, debility, illness, or other medical consideration; and such exception certificate is presented to the animal control officer within five days of such examination. The animal shall be vaccinated against rabies as soon as its health and age permit. Unvaccinated animals must be confined to the owner's property or a veterinary facility.

DIVISION 2. - IMPOUNDMENT

Sec. 10-95. - Procedure; reclaiming.

- (a) Impoundment. All dogs or cats picked up by the animal control officer or any of their duly authorized assistants shall be immediately transported to the designated pound. If the owner is known, they shall be immediately notified by telephone or personal contact and by written notice to their last known address. If the owner is unknown, written notice containing a description of the animal shall be posted at the pound and the city hall. The notice shall advise the owner that they have five regular business days to claim the dog or cat. The term "regular business day" means any day during which the pound is open to the public not less than four consecutive hours between the hours of 8:00 a.m. and 7:00 p.m.
- (b) Reclaiming. An owner may reclaim an impounded dog:
 - (1) If the dog or cat has a current license: by paying to the pound master an impounding fee plus a boarding fee in an amount determined by agreement between the city and the designated pound, for each day the animal was confined. There shall also be an added impounding fee for any dog or cat impounded twice within 12 months. Such fees shall be set by ordinance.
- (c) Unclaimed animals. Any animal not claimed within the allotted time shall be disposed of in accordance with the provisions of Minn. Stats. § 35.71, subd. 3.

SECTION 3. SUMMARY

The following official summary of Ordinance #21-11 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.

Ordinance #21-11 amends Section 10-1 to clarify requirements for maintaining certain animals in the City of Ramsey, including allowing roosters and crowing hens via an administrative permit on properties that are at least two and a half (2.5) acres in size and located in the R-1 Residential (Rural Developing District), and updates the animal table to allow for emus, rabbits, mini-cows and bison on certain properties. Ducks will also be allowed with similar requirements as chickens, and beekeeping will require a zoning permit in replacement of a land use application. The ordinance also amends Article III to include cats under the same provisions as dogs.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of _____, 2021.

Mayor

ATTEST:

City Administrator

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

CC Work Session

2. 3.

Meeting Date: 08/10/2021

Information

Title:

Discuss a Date for a Joint Work Session with the Planning Commission and the Economic Development Authority.

Purpose/Background:

The purpose of this discussion is to select a date when the City Council, the Planning Commission and the Economic Development Authority can hold a joint work session to discuss topics of mutual concern. Note, this case was scheduled for the July 27, 2021 work session; however, due to time constraints, it has been rescheduled for this evening.

At this time, the proposed dates are either Thursday, September 23 or Thursday, September 30, 2021. The date for the joint session was originally planned to Tuesday, October 12, 2021; however that date is no longer an option due to scheduling conflicts. Please note, holding a special meeting in August is less than desirable due to time commitments already made for City legal services interviews and the Deputy City Administrator/Community Development Director position interviews, plus possible vacation conflicts of participants.

Timeframe:

Up to 5 minutes.

Funding Source:

Not applicable at this time.

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 08/05/2021

Reviewed By

Kurt Ulrich

Date

08/05/2021 02:35 PM

Started On: 07/27/2021 10:08 AM

Meeting Date: 08/10/2021

Information

Title:

Discuss Interview Date and Process for Civil Legal Services

Purpose/Background:

As Council is aware, staff published a notice for Requests for Proposals for Legal Services. The deadline for submittal was July 9, 2021. Proposals were received from five different firms, including Eckberg Lammers Attorneys at Law, Hoff Barry Attorneys, Holstad & Knaak, PLC, Kennedy & Graven Chartered, and Ratwik, Roszak, & Maloney, P.A.

Note, this case was scheduled for the July 27, 2021 work session; however, due to time constraints, it has been rescheduled for this evening.

An evaluation committee consisting of staff members will review the five proposals. Given that there are only five firms applying and that all firms appear to meet qualifications, staff is recommending that all five firms be interviewed by the full Council and such interviews will be scheduled so as to be completed on or about August 17, 2021. August 17th was removed as a potential meeting date because of the EDA sponsored Business appreciation golf event. Based on this schedule, a contract for legal services with the selected firm would come to the Council for consideration on the September 14, 2021 agenda.

Staff is asking for Council to select a date for interviews and to discuss the process for interviewing the firms. Possible dates to consider include: Wednesday, August 18, Thursday August 19, or Monday, August 23. Interviews would last approximately 4 hours total. Once a date(s) is established we will confirm availability with the candidates.

Timeframe:

Up to 10 minutes.

Funding Source:

Not applicable at this time.

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

Select date(s) based on discussion.

Attachments

RFP (Clean)

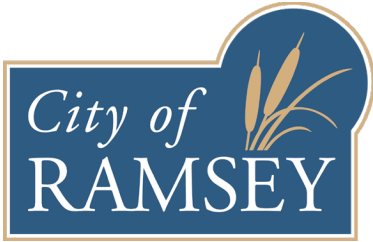
Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	08/05/2021 03:16 PM
Kurt Ulrich	Kathy Schmitz	08/06/2021 10:45 AM
Colleen Lasher (Originator)	Kathy Schmitz	08/06/2021 10:45 AM

Kurt Ulrich
Kurt Ulrich
Form Started By: Colleen Lasher
Final Approval Date: 08/06/2021

Kurt Ulrich
Kurt Ulrich

08/06/2021 10:50 AM
08/06/2021 11:03 AM
Started On: 08/03/2021 04:51 PM



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

May 26, 2021

Subject: City of Ramsey Legal Services Request for Proposals

Dear Recipient:

The Ramsey City Council is seeking proposals for civil Legal Services. Enclosed is a Request for Proposal (RFP) packet.

I encourage you to submit a proposal per the enclosed guidelines should you be interested in serving the City of Ramsey in the areas of general civil and legal services. If you have any questions regarding the RFP process or the RFP itself, please contact City Administrator Kurtis Ulrich, 763-433-9845 or kulrich@cityoframsey.com.

Thank you in advance for your consideration of the City's Legal Services RFP.

Sincerely,

Colleen Lasher, CMC
Administration Services Director

CITY OF RAMSEY
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR LEGAL SERVICES
MAY 2021

7550 SUNWOOD DRIVE NW
RAMSEY, MN 55303

SCHEDULE

REQUEST FOR QUALIFICATIONS AND PROPOSALS

LEGAL SERVICES

Distribute/Advertise RFP's	May 26, 2021
RFP Submittals	Due: July 9, 2021
Staff Committee Evaluation	Completed by: August 6, 2021
City Council Interviews	Completed by: August 17, 2021
City Council Approval	By September 14, 2021

CITY OF RAMSEY
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR LEGAL SERVICES
MAY 2021

Introduction

The City of Ramsey is inviting interested law firms with experience representing cities that have a similar complexity in municipal civil matters to submit written proposals to provide City Attorney services. Municipal experience is defined as representing and/or advising cities on issues that are regularly encountered in the course of municipal activities. ***Proposals are requested for Civil Legal Services.*** The City Attorney will be selected by the City Council and will also work closely with the Council, City Administrator and other City Staff.

Background

The City of Ramsey is a Charter City, located in Anoka County, with an estimated present population of 27,000. Ramsey operates under the Council/Administrator form of government and is governed by a City Council comprised of a Mayor and six Council members. The Mayor and two members of Council are elected at-large. Four members of Council are elected to represent Wards. All members are elected to four year terms.

Ramsey provides an extensive array of services including public works, police, fire, parks, planning and zoning, economic development, finance and internal management support functions. The City has 85 full-time employees and 12 part-time employees, and 38 paid-on-call firefighters. The City belongs to a property, liability, and workers' comprehensive insurance pool comprised of numerous cities, which is operated by the League of Minnesota Cities Insurance Trust. The City's Economic Development Authority is appointed by the City Council and operates as an advisory board to the City Council.

This contract for Legal Services is scheduled to start on or about October 1, 2021.

General Instructions

- A. Responses must provide complete information as described in this request. Nine (9) copies shall be submitted by 4:30 p.m. on Friday, July 9, 2021. The proposals shall be marked: City of Ramsey, Legal Services RFP and sent to: City of Ramsey
Attn: Colleen Lasher, Administrative Services Director
7550 Sunwood Drive NW
Ramsey, MN 55303
- B. To ensure fairness and uniformity, firms submitting responses are requested to not contact City Staff or the City Council: Questions about this RFP may be made to **Kurt Ulrich, City Administrator** at kulrich@cityoframsey.com or 763-433-9845, prior to submission deadline.
- C. The City will not reimburse any expenses incurred by the firm submitting responses including, but not limited to, expenses associated with the preparation and submission of the response and attendance at interview(s).

- D. The City reserves the right to reject any and all proposals, to request additional information from any or all Proposers, and to suggest modifications to the terms and conditions or a retainer agreement from that offered by a Proposer.

BASIC SERVICES REQUESTED

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of “general counsel” work, and shall include, but not necessarily be limited to, the following:

- Routine legal advice, telephone and personal consultations with the City Council, City department heads or authorized representatives.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the City.
- Attendance at regular City Council meetings and special meetings as requested. Regular meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. Include alternate per meeting charge if attendance at regular meetings is not required.
- Attendance at other board, commission and committee meetings, upon request.
- Three (3) business day response time on council and staff inquiries; five (5) business day turnaround on standard document review (contracts, council cases, legal documents).
- Office hours of 1:00 to 4:00 on the first and third Wednesdays of the month and attendance at staff meetings during those hours for Civil Attorney.
- Meetings with City staff, upon request.
- Legal advice and opinions concerning legal matters that affect the City.
- Legal advice and opinions regarding the Minnesota Government Data Practices Act.
- Legal advice and opinions regarding Minnesota election law and matters.
- Legal work pertaining to initial proceedings and defense of the City in certain litigation.
- Legal work pertaining to the water, wastewater, streets, parks, and planning & zoning departments.
- Guidance on City personnel matters and policies, including employee disciplinary and grievance issues, Veterans preference, FLSA, etc.
- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way vacations, annexations, platting, land development, TIF financing & reporting and tax abatement issues.
- Legal work pertaining to the Economic Development Authority
- Legal work pertaining to the City Charter Commission
- Enforcement of City codes, zoning regulations, and building standards through administrative and judicial actions.
- Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- Notification of League of Minnesota Cities in legal matters where the League may or will defend the City.

- Coordination of outside legal counsel, as needed and as directed by the City Council.

REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the applicant. **Proposals are requested for Civil Legal Services.**

BACKGROUND

Describe the nature of your practice or your law firm's practice and your qualifications for providing City Attorney services. Include a professional chronology for the individual who will be designated to serve as City Attorney, as well as for others whom you anticipate being involved with providing legal services to the City.

Provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners, and associates of the law firm, including the length of employment for each person and his/her area of specialization.

Provide the following for each person whom you propose to designate as City Attorney and for each person you propose to designate as a deputy or back-up:

- Legal training and number of years of practice, including date of admission to the Minnesota Bar Association, number of years of municipal or other local public section law practice as a full-time local government attorney and/or in a private law office specializing in local government.
- Professional affiliations.
- Knowledge of, and experience with, Minnesota Municipal Law or other public sector experience, and redevelopment law.
- Litigation experience and demonstration of good court track record. Cite examples.
- Knowledge and practice of law relating to land use and planning, environmental law, risk management, redevelopment, general plans, real estate and other related law.
- Experience in the area of contracts and franchises.
- Experience in the area of personnel, disability law rights and obligations, workers' compensation, employee relations and negotiations and employee discrimination claims.
- Experience in the preparation and review of ordinances and resolutions.
- Types of clientele represented and years representing each.
- Office location and accessibility to the City.

If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the

nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

CITY/CITY ATTORNEY RELATIONSHIP

Describe how you would structure the working relationship between the City Attorney and the City Council and Staff.

Describe how you would meet the response time described in the RFP for Council/Staff inquiries and document review.

Describe the systems or mechanisms that would be established for monthly reporting on the status of projects, requests and litigation.

Describe the computer resources currently utilized in your office. The City will require compatibility with Microsoft Word for Windows, as well as the maintenance of Internet service, such that email and files that can be transmitted between City staff and City Attorney. City Attorney will be required to access and utilize the City's LaserFiche document system for research of city archive documents.

CLIENTS/CONFLICT OF INTEREST

List all public clients for whom you or your firm currently provide services under a fee for services basis or on a retainer basis. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts. Identify the process you or your firm utilizes to identify and resolve conflict of interest.

For the person to be designated as City Attorney, list all public clients that person presently represents as city attorney or general counsel, along with the meeting dates and times for each governing body. *(If appointed, the City Attorney shall not accept any client or project, which would knowingly place it in conflict of interest with the services to be provided to the City. If a conflict of interest should develop, the Attorney shall be responsible for taking the necessary steps to comport its representation of the City with the Lawyers Code of Professional Responsibility. The Attorney may be responsible for any additional costs incurred by the City in obtaining legal representation if such representation becomes necessary due to a conflict of interest.)*

COMPENSATION

Provide the pricing schedule you will use to charge the City for providing services as outlined in this Request for Proposal. Describe how the individual or firm intends to provide legal services, either on an hourly rate, or on a monthly retainer, indicate what services are to be provided. It is not the intent of the City to select a firm purely on the basis of compensation, but to negotiate a method of compensation with the successful

firm that best satisfies mutual needs of the City and the firm. In addition, provide the following:

- Define what type(s) of work you would consider to be extra or specialized work that would be billed in addition to basic services.
- State the hourly rates for specialized service.
- State the rate for meeting attendance, if any, whether hourly or otherwise.
- Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference.
- Define the type and unit rates for reimbursement of expenses such as mileage, reproduction of documents, faxed documents and word processing charges.

PROFESSIONAL REFERENCES

Provide five (5) professional references for the individual designated as City Attorney, including addresses and work telephone numbers. References should be currently employed public agency officials or agents.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the candidates will be interviewed by the City Council. Qualifications will be verified and references will be checked. In reviewing proposals, the City will carefully weigh the following:

- Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in municipal government operations.
- Capability to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and to operate in an effective and efficient manner.
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
- Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law field.
- Communication skills.
- Cost of services.
- Location of the firm's office.
- Other qualifications/criteria, as deemed appropriate by the City Council.

The contract will require that the individuals or law firm selected as City Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

The City requires compliance with Equal Opportunity regulations and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state or local regulation and shall certify to such in their proposal.

The City anticipates the original contract will be two (2) years in length.

The City will not provide reimbursement to anyone for any expense incurred that is associated with the preparation and submission of the proposal and attendance at interviews.

SUBMITTAL REQUIREMENTS

Proposal must be received by 4:30 p.m. on Friday, July 9, 2021.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

Meeting Date: 08/10/2021

Information

Title:

Continued Discussion on 2022 Budget/Levies

Purpose/Background:

At the July 13, 2021 budget worksession the council was presented with the 2022 General Fund budget and its effect on the tax levy. This was the first look at the budget which included all department requests. At this worksession it was requested that Council member Heineman's Ramsey Road Proposal (attached) be brought forward for discussion to the next budget worksession.

At the July 27, 2021 worksession, the worksession was to review this road proposal and review the 2022 personnel requests, but time was limited and discussion was limited to a few minutes in regards to new personnel requests.

Staff would like the August 10 worksession to review the road proposal, personnel requests and capital requests.

Timeframe:

30 minutes

Funding Source:

Responsible Party(ies):

Finance Director

Outcome:

Review of Council member Heineman's Road Funding Proposal, 2022 Personnel requests, 2022 Capital Requests and provide further direction to staff.

Attachments

Council member Heineman Proposal

2022 Personnel Requests

2022 Capital Equipment Requests

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 08/05/2021

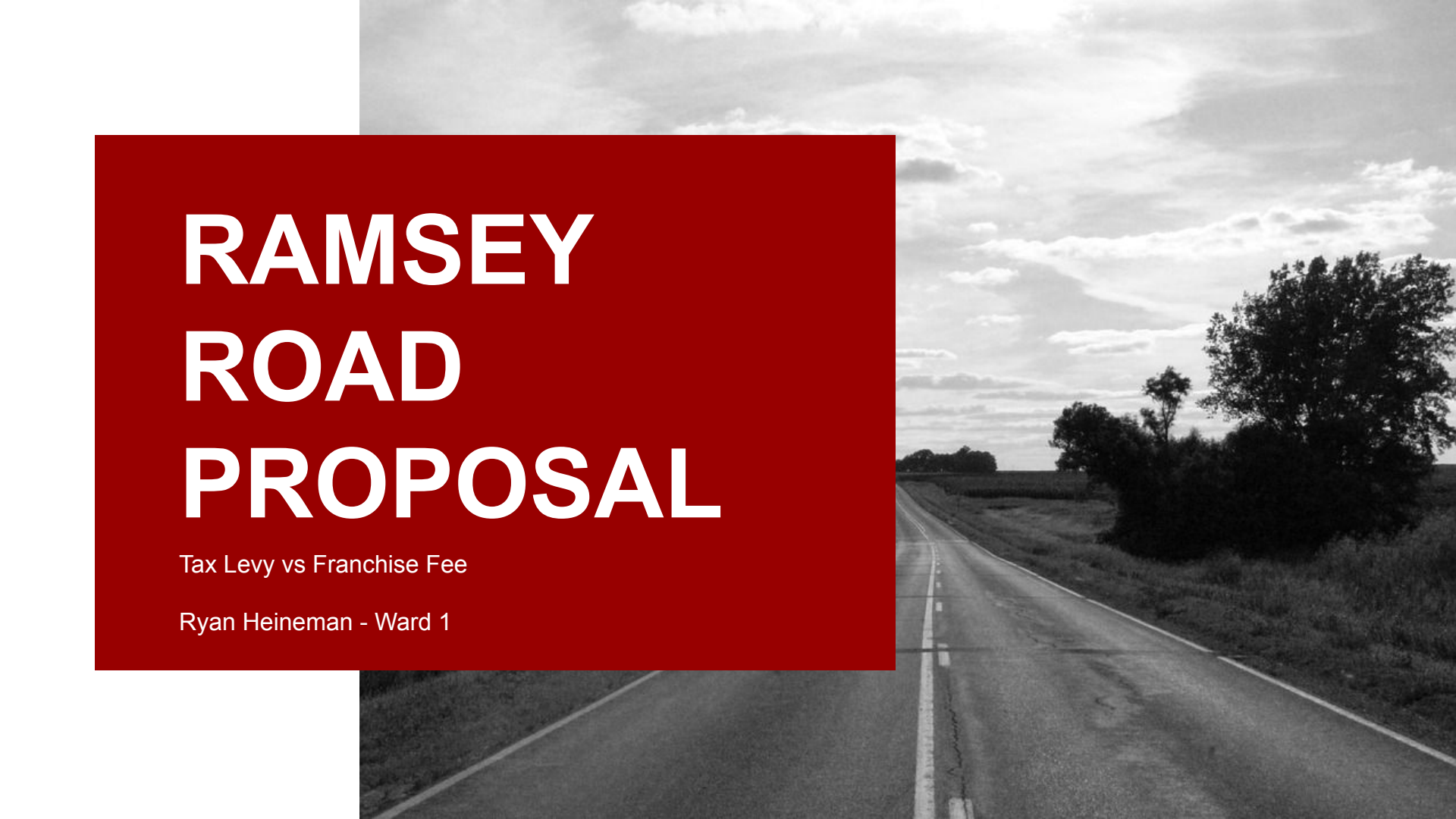
Reviewed By

Kurt Ulrich

Date

08/05/2021 03:01 PM

Started On: 08/02/2021 02:21 PM



RAMSEY ROAD PROPOSAL

Tax Levy vs Franchise Fee

Ryan Heineman - Ward 1



Ramsey Road Info

1. Ramsey has 178 miles of city operated roadways
2. 8% of roads have been rated poor with 22% rated fair and 70% rated good.
3. Reconstruction of our roads are estimated at \$1 million per mile with 14 miles in immediate need of road repair
4. Pavement Preservation is the most cost effective method for maintaining our roads and lessening the tax burden of our residents
5. The City Council evaluated three types of funding in 2019-2020 to include a Special Assessment + Tax Levy model, a Franchise Fee model and a 100% Tax Levy model

01

Fair Solution

The Franchise Fee is a Regressive Tax.
The lowest earners pay more proportionately

02

Current Issues

The Franchise Fee hurts businesses, will sun set and may need to increase

03

Future Spending/Solution

Paying off bonds will take time and roads will continue to deteriorate

04

Current Tax Liability

The average resident pays more under the Franchise Fee

05

Future Proof Solution

Tax Levy Scales as the City Scales in size and value

Three Types of Taxes

Regressive Tax:

A regressive tax is a tax applied uniformly, taking a larger percentage of income from low-income earners than from high-income earners. It is in opposition to a progressive tax, which takes a larger percentage from high-income earners.

Progressive Tax:

A progressive tax is based on the taxpayer's ability to pay. It imposes a lower tax rate on low-income earners than on those with a higher income.

Proportional Tax:

A proportional is a tax strategy in which the taxing authority charges the same rate of tax from each taxpayer, regardless of how much money the taxpayer makes. This means that lower-income, middle-income, or upper-income people pay the same tax percentage. Since the tax is charged at a flat rate for everyone, a proportional tax is often referred to as a flat tax.

**THE FRANCHISE FEE IS A
REGRESSIVE TAX, THIS
TAXES THE LOWEST
EARNERS IN RAMSEY
MORE OF THEIR
PROPORTIONATE INCOME
THAN HIGHER EARNERS.**

https://study.com/academy/lesson/proportional-tax-definition-examples.html?src=ppc_adwords_nonbrand&rentxt=aws&cr=519972749261&kwd=&kwid=dsa-1253079156202&aqid=125582019081&mt=b&device=c&network=s&campaign=SeoPPC&gclid=FA1a1QobChMlw7y_m8svP8QIV4GxvBB3-VQfXFAAYAiAAEgluofD_BwE

BUSINESSES LOSE

- Businesses can not write off their Franchise Fee, they can write off their property taxes
- The hidden fee fluctuates by energy consumption and creates unpredictable charges

NONPROFITS LOSE

- Nonprofits lose tax exempt status and provided by current tax laws
- The City Circumvents individuals State approved tax exemptions i.e. members of the elderly population, people on state aid, veterans with service related exemptions

LACK OF TRANSPARENCY

- New residents don't see the tax until they buy
- Many "out of the know" residents did not know or may still not know of the fee
- Many business owners were unaware
- Fee collect on utilities

SUNSETS WITHOUT A PLAN

- After five years the plan sunsets without an alternative
- Council can increase the FF at anytime
- Claims that it can not be utilized else wear are false, it can be, the council only agrees to limit its use

Totals by Funding Type

Fund/Need	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Need	\$1,947,029.00	\$1,996,029.00	\$1,987,029.00	\$1,795,129.00	\$2,109,869.00	\$1,942,464.00	\$2,279,533.00	\$1,981,813.00	\$1,773,400.00	\$17,812,295.00
FF	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$17,100,000.00
Tax Levy	\$1,749,801.00	\$1,837,291.05	\$1,929,155.55	\$2,025,613.20	\$2,126,893.80	\$2,233,238.40	\$2,344,900.20	\$2,462,144.25	\$2,585,251.35	\$19,294,288.80

Above

The City of Ramsey Pavement Management Fund-9435 outlines the future project cost for the Pavement Management Improvements plus rebates. These projects are listed from 2021-2030. Outlined above are the listed total of those projects and rebates for the years 2022-2030.

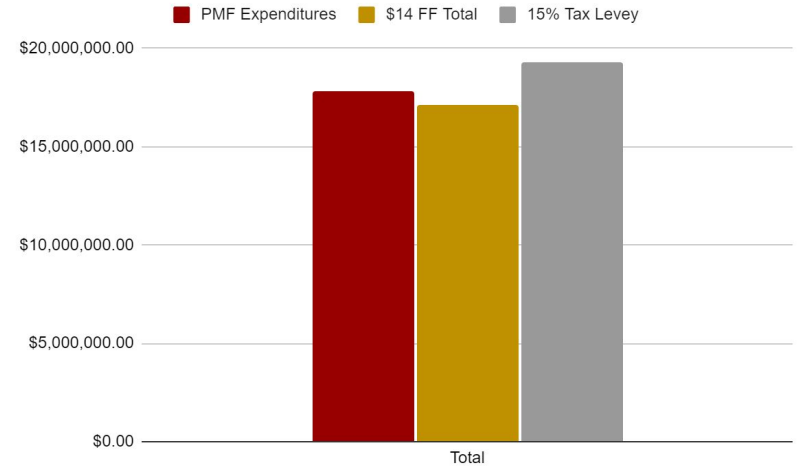
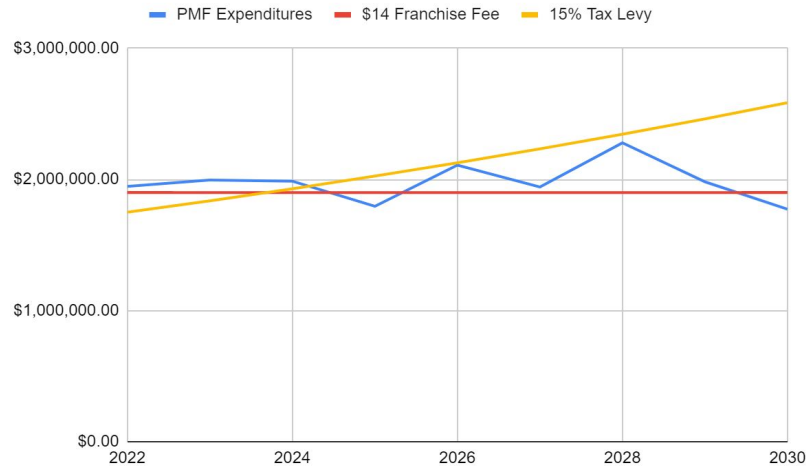
You will also see listed the total revenues gained via the Franchise Fee and the Tax Levy which will be illustrated below.

Below

The City of Ramsey has on average increase the General Tax Levy by 7.5% from 2014 to 2021. If the city sticks to a 5% average increase from 2022-2030 we will still generate enough excess revenue with the addition of the 15% increase to pay for the CIP projects with a surplus.

In addition, although 2022 and 2023 will run short of the \$1.9 Million the difference will be covered by the fund balance resulting in a stronger 2030 fund balance total than the Franchise Fee.

	7.5% Average Increase								5% Average Increase								
Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Tax Capacity	\$7,272,007.00	\$7,961,871.00	\$8,261,529.00	\$8,685,635.00	\$9,361,993.00	\$9,902,044.00	\$10,625,932.00	\$11,109,848.00	\$11,665,340.00	\$12,248,607.00	\$12,861,037.00	\$13,504,088.00	\$14,179,292.00	\$14,888,256.00	\$15,632,668.00	\$16,414,295.00	\$17,235,009.00
If 15% increase	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Total Generated	\$1,090,801.05	\$1,194,280.65	\$1,239,229.35	\$1,302,845.25	\$1,404,298.95	\$1,485,306.60	\$1,593,889.80	\$1,666,477.20	1749801	1837291.05	1929155.55	2025613.2	2126893.8	2233238.4	2344900.2	2462144.25	2585251.35
									2022	2023	2024	2025	2026	2027	2028	2029	2030
									\$1,947,029.00	\$1,996,029.00	\$1,987,029.00	\$1,795,129.00	\$2,109,869.00	\$1,942,464.00	\$2,279,533.00	\$1,981,813.00	\$1,773,400.00



Totals by Funding Type

Fund Balance Usage FF

Fund Balance Tax Levy

Total Needed for projects 2022-2030:
\$17,812,995

Total Generate by Franchise Fee 2022-2030:
\$17,100,000

Deficit Cause by Franchise Fee: (not including fund balance)
\$712,995

Total Generated by 15% Tax Levy:
19,294,288.80

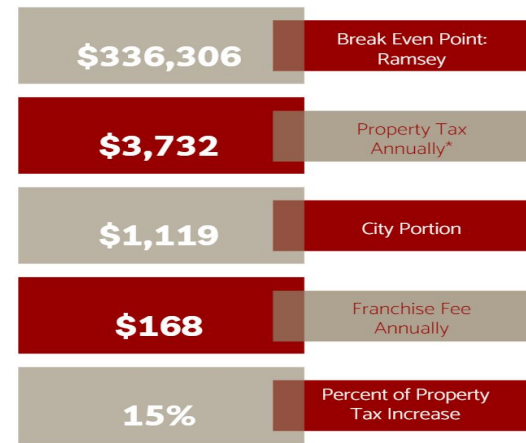
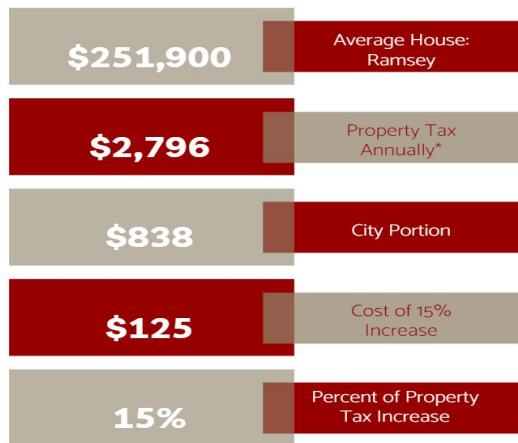
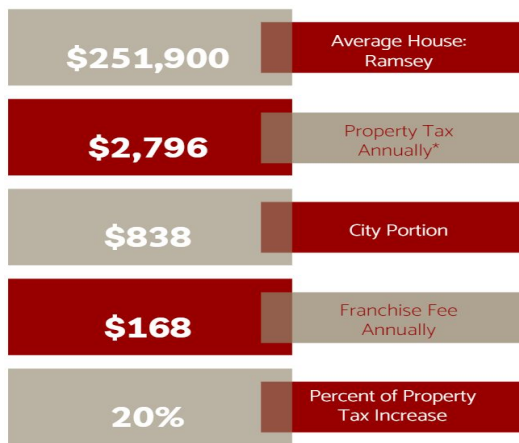
Surplus Generated by Tax Levy: (not including fund balance)
\$1,481,993.80

2022-2029 we will run deficits with the exception of 2025. 2030 will also produce a surplus however the multiple years of fund balance deficits will reduce the surplus of \$425,805 available going into 2022 to -\$276,469 in 2030.

Going into 2022 we will have a projected fund balance of \$425,805. 2022 we will have a deficit of \$197,228. In 2023 we will have a deficit of \$173,738. The total of \$370,966 both year will be covered by the fund balance of \$425,805. After 2024 the fund balance will grow every year, never going below zero.

LESS EXPENSIVE FOR MORE PEOPLE

A 15% increase to the tax levy would pay for roads and be cheaper than a \$14 Franchise Fee for 7,465 out of 9,169 properties listed via the city provided Billing Conversion Code. That equates to a savings for approximately 81% of Ramsey residents. The regressive nature of the Franchise fee is especially apparent for residents with an average home value and even more so for those with home values lower than average.



Average Ramsey Property Pays 20% Under FF

Average Ramsey Property Pay 15% Under TL

Break Even Point is \$336,306 Home Value

Key Objectives



Pay Off Bonding Debt

Spend our excess revenue on paying off debt from bonding



5% Cap on Yearly Increase

Normalize General Levy increases creating a predictable environment for residents and business owners



Proportional Tax System

Get rid of the regressive tax system for a proportional tax system that follows the intent of the tax code



Leverage our own Capital

Borrow from ourselves for future projects instead of bonding for projects



Lower the 15% as Needed

Lower the 15% increase as projects are completed and the city catches up



Encumbered Tax Levy

Protect the 15% Tax Levy increase so all excess revenue stays in the fund and is used to increase project capacity

2022 PERSONNEL REQUESTS		RECLASS	RECLASS	RECLASS	RECLASS	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
2022 Cost Center	Budget	Community Development 191	Engineering 301	Public Works 311	Public Works 311	Building Maintenance 194	Police 211	Building 240
		Senior Planner to Planning Manager	Engineering Tech IV to Sr. Engineering Tech	Street Lead Person to Streets Department Supervisor	Maintenance Worker to Street Lead Person	Building Maintenance Worker	Police Tech	Permit Tech
6102	Full-Time Regular	4,847	738	3,205	3,177	16,810	19,878	5,620
6104	Part-Time Regular	-	-	-	-	-	-	-
6121	Pera	364	55	240	238	1,261	1,491	422
6122	FICA/Medicare	372	57	245	243	1,286	1,522	429
6131	Group Insurance	-	-	-	-	12,502	4,854	-
6151	Workers Comp	41	5	350	347	1,370	171	48
6105	Current Rec & Summer Interns)							
	Total Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
	Additional Expense: Uniform & phone							
	Add'l Net Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
	Offset Funding: Storm Water Utility Admin Intern:			(606)	(601)			
	Net Funding Required	5,624	855	3,434	3,404	33,229	27,916	6,519
STATUS OF REQUEST		Position Reclass (Step 5) 2080 hours	Position Reclass (Step 6) 2080 hours (Implement 7-1-22)	Position Reclass (Step 2) 2080 hours	Position Reclass (Step 2) 2080 hours	INCREASE IN HOURS (step 2/3) 2080 Hours (25 hours to 40 hours week)	INCREASE IN HOURS (Step 2) 2080 Hours (25 hours to 40 hours week)	INCREASE IN HOURS (Step 6) 2080 Hours (32.5 to 36 hours week)
		\$48.684/hr	\$41.894/hr	\$36.426/hr	\$30.699/hr	\$21.284/\$22.298	\$25.485/hr	\$30.88/hr
	Full-Time Equivalent	1	1	1	1	1	1	1

2022 PERSONNEL REQUESTS			RECLASS	RECLASS	RECLASS	RECLASS	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
2022	Cost Center		Community Development 191	Engineering 301	Public Works 311	Public Works 311	Building Maintenance 194	Police 211	Building 240
Budget			Senior Planner to Planning Manager	Engineering Tech IV to Sr. Engineering Tech	Street Lead Person to Streets Department Supervisor	Maintenance Worker to Street Lead Person	Building Maintenance Worker	Police Tech	Permit Tech
PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours			Aside from Pay Equity, a change in title would provide better organizational equity in terms of title. A Senior Planner title is often associated more with years of service as opposed to leadership/management responsibilities. When compared to similar roles, it is uncommon for a Senior Planner to be supervising this many staff and different activities (development review, zoning administration and code enforcement). The Senior Planner's current role is more closely related to a Planning Manager classification.	Current Engineering Tech IV has directed the day-to-day work activities of the Engineering Tech II and the Engineering Interns for approximately the past two years. Engineering Tech IV is interested in being reclassified to Sr. Engineering Technician to allow him to directly supervise the Engineering Tech II and the Engineering Interns, but was informed this reclass could not be processed until successfully completed the Lead Academy Supervisory training course, which consists of 12 classes. The Engineering Tech IV successfully completed 6 classes before the training was paused due to the pandemic. After the Engr Tech IV completes the remaining 6 classes he will be eligible to be reclassified to Senior Engineering Technician.	The current street lead person has been handling most of the day-to-day duties of the Streets Supervisor for approximately 1-1/2 years. This includes snow removal operations, equipment training for PW employees, is involved in the hiring process for new employees for the department, as well as giving input on performance reviews and employee disciplinary action when needed.	With the potential of current street lead person being reclassified to Street Supervisor from Street Lead, the Street Lead position will need to be backfilled. This position helps the street supervisor organize the daily work load and works alongside the crews to make sure the work is performed as assigned. The Street Lead is also expected to cover for the Street Supervisor in his absence.	Building Maintenance worker is currently working 25 hours as a part-time building maintenance worker. The request is to make him a full-time employee instead of hiring an additional part-time building maintenance worker as requested in 2021. With the addition of the new Public Works Campus and the proposed water treatment plant the workload will be increased significantly for the department. Staff is currently gathering proposals from private vendors to compare costs to see which direction would be more economical, contracting out or performing maintenance in house.	This position is the primary contact for customer service requests of the the police department office. The Police Records Technician processes and provides police reports to other criminal justice partners, insurance companies, and the public while complying with the MGDPA and other regulatory restrictions. The position compiles police statistical information/analysis and the duplication/dissemination of police squad videos. The Police Department currently has 2 ft and 2 pt employees in this area and 1 ft manager of office operations. 2022 request is to add 15 hours per week to make one of the part-time employees to a ft employee to provide additional coverage, ensuring continuity of operations and service.	Increase hours of Permit Technician from 32.5 hours to 36 hours due to ever-increasing demand in building permit issuance.

2022 PERSONNEL REQUESTS		INCREASE IN HOURS	NEW POSITION	NEW POSITION	NEW
2022	Cost Center	Park & Rec 452	Administration 130 Part-time	Data Processing 192 Full-Time	Parks 452 Full-Time
Budget		Recreation Specialist	Receptionist/Secretary	Systems & Security Administrator	Parks Maintenance Worker
PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours		<p>The availability of parks and trails, as well as recreation opportunities and programming continues to be valued, and a priority for residents, as reported in the Citizens Survey. Prior to the departure of the previous Rec Specialist managing the existing level of programming was difficult at 20 hours per week. An increase to 29 hours per week better aligns with the workload, ability to respond to the public in a timely manner, and will better serve an ever-increasing number of residents that appreciate the programs offered. Staff anticipates the need and request for this position to increase to 40 hours per week on or near June 1, 2023.</p>	<p>The front desk is currently staffed by one full-time employee. Prior to 2011, two employees covered the desk. When the front desk employee is away, there can be gaps in customer service. It is inefficient for other Administrative Services staff (upstairs) to cover the downstairs desk (for lunches, vacations, etc.). Eliminating the Intern removes one annual recruitment and onboarding process. Adding year round afternoon support at the front desk will increase 2nd floor staff efficiency (5 hours per week for lunches alone) and will eliminate all or nearly all afternoon gaps in customer service to better serve our residents.</p>	<p>Technology continues to be added, and related demands continue to increase in supporting more critical systems and hardware. In order to provide proactive support, replacement, planning and training, will need to add another IT staff member. This person would start developing staff knowledge surrounding security areas where more could be done (LASO training, PCI compliance, network penetration testing, antivirus forensics). The position would become the first line of contact for networking changes. Right now, this is primarily handled by LOGIS.</p>	<p>In both the citizen survey and the council strategic planning session, park maintenance was a topic of concern, especially existing parks and trails. This position would be used to increase maintenance in those areas to help lessen those issues. This position would also become part of PW on-call team and snow removal activities.</p>

ITEM #	COST CNTR	DESCRIPTION	ESTIMATED PURCHASE PRICE	USEFUL LIFE	2022 CAPITAL OF PURCH PRC	NOTES	OTHER FUND AVAILABLE	OTHER FUND SOURCE	Net 2022 FUNDING REQUIRED
2022 CAPITAL OUTLAY									
Data Processing #192									
6585	192	Replace Universal Power Supply	30,000.00	15	30,000.00	Included in CIP since 2017			30,000.00
6580	192	Replace Building Dept Copier	10,000.00	10	10,000.00	7 years old			10,000.00
6580	192	Replace First Floor Workroom Copier	10,000.00	10	10,000.00	7 years old			10,000.00
6580	192	Replace Second Floor Workroom Copier	10,000.00	10	10,000.00	7 years old			10,000.00
6580	192	NEW Admin Dept Copier	10,000.00	10	10,000.00	Located in Admin Dept			10,000.00
Total Data Processing #192			70,000.00		70,000.00	0.00	0.00		70,000.00
Government Buildings #194									
6580	194	Replace Floor Scrubber	15,000.00		15,000.00				15,000.00
6580	194	Replace Maintenance Utility Tractor	55,000.00	40	55,000.00	Replace #409 - 2000 Holder Side	10,000.00	TRADE IN	45,000.00
Total Government Buildings #194			70,000.00		70,000.00		10,000.00		60,000.00
POLICE PROTECTION #211									
6550	211	Replace 2016 Chevy Tahoe	40,000.00	4	40,000.00	Replace 2016 #361 Chevy Tahoe			40,000.00
6550	211	NEW AWD Dodge Charger (State Contract)	30,000.00	4	30,000.00				30,000.00
Total Police Protection #211			70,000.00		70,000.00		0.00		70,000.00
FIRE #220									
6560	220	Replace Fire Training Room Tables/Chairs	30,000.00	20	30,000.00	Current Chairs are from 2001			30,000.00
6550	220	Refurbish Tanker II	25,000.00	25	25,000.00	Refurbish the tank not replace the truck			25,000.00
6580	220	Replace Extrication Tools R-11	50,000.00	15	50,000.00	Replace 2009 tools			50,000.00
6580	220	Replace Epoxy Flooring Fire Station 1 Apparatus Bay	20,000.00	15	20,000.00	Original flooring from 2001 (In current CIP)		Capital Maint Fund	20,000.00
6580	220	Replace Paint Apparatus Bay	15,000.00	15	15,000.00	From original Construction in 2001 (In Current CIP)		Capital Maint Fund	15,000.00
Total Fire #220			140,000.00		140,000.00		0.00		140,000.00
CIVIL DEFENSE #250									
6580	250	Replace 2 emergency sirens	30,000.00	15	30,000.00	Currently 17 sirens installed between 2003 and 2008			30,000.00
Total Civil Defense #250			30,000.00		30,000.00		0.00		30,000.00
PUBLIC WORKS #311									
6540	311	Replace Tandem Axle Plow Truck	280,800.00	15	280,800.00	Replace #662-2007 Sterling	15,000.00	TRADE IN	265,800.00
Total Public Works #311			280,800.00		280,800.00		15,000.00		265,800.00
PARK & RECREATION #452									
6580	452	Replace Line Striper	19,000.00	12	19,000.00	Replace 2008 Toro Line Striper			19,000.00
Total Park & Recreation #452			19,000.00		19,000.00		0.00		19,000.00
TOTAL GENERAL FUND - 2022			679,800.00		679,800.00		25,000.00		654,800.00

Funding Sources:							
Fleet Vehicle Fund			23,800.00				
Capital Maintenance Funded			35,000.00				
Landfill Fund			63,000.00				
Equipment Fund			533,000.00				
Total			<u>654,800.00</u>				
ENTERPRISE FUNDED							
6540	9605	NEW Bobcat Mini Excavator	112,321.00	15	112,321.00	Used for Stormwater Maintenance	112,321.00
6580	9605	New Dura Base Composite Mats	13,206.00	15	13,206.00	Used on Mini Excavator	13,206.00
TOTAL ENTERPRISE FUNDS - 2022			125,527.00		125,527.00	0.00	125,527.00

Meeting Date: 08/10/2021

Information

Title:

Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Portions of this Discussion Closed to the Public)

Purpose/Background:

The purpose of this discussion is to provide the City Council with an update on the status of negotiations and to receive feedback from the City Council in order to continue negotiations with each group.

Per Minnesota Statutes 13D.03, which states: "The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#)" staff is requesting that the City Council go into closed session to discuss the City's labor negotiations strategy for its four union contracts. All four contracts are set to expire on December 31, 2021.

At the time of the work session, City staff will have met with all four unions several times and will provide the City Council with detailed information regarding the unions current proposals.

Timeframe:

Up to 30 minutes.

Funding Source:

Not applicable at this time.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

For the City Council to provide staff with direction regarding how to proceed with the next contract negotiations.

Attachments

Statute 13D.03

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	08/05/2021 03:16 PM
Form Started By: Colleen Lasher		Started On: 08/04/2021 08:39 AM
Final Approval Date: 08/05/2021		

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. **Procedure.** (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. **If violation claimed.** (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

CC Work Session

3.1.

Meeting Date: 08/10/2021

By: Katie Schmidt, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

Recommendation:

N/A

Outcome/Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 08/05/2021

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

08/05/2021 12:10 PM

08/05/2021 02:41 PM

Started On: 07/29/2021 03:07 PM

	<u>Tentative City Council Future Work Session Topics</u>	
Proposed Date	Topic	Minutes (Estimate)
08/24/21	Regular City Council Work Session	
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Union Negotiations (closed to the public) Lasher	20
	Fund Balance Quarterly Update – Diana Lund	10
	Discuss Code Enforcement Process – Westby	20
	City Communications Quarterly Update (moved from July) - Staff	10
09/14/21	Regular City Council Work Session	
	Discussion Regarding Resolution #21-216 Abatement of 7009 Highway 10 NW – McCann	10
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Yellow Flashing Arrows/Traffic Signals – Westby	10
	Discuss Union Negotiations (closed to the public) Lasher	20
	CCWS/Conclude Discussions Regarding Updating the Employee Telecommuting Policy Colleen Lasher	10
09/28/21	Regular City Council Work Session	
	Discuss Union Negotiations (closed to the public) Lasher	20
10/12/21	Regular City Council Work Session	
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Joint Work Session w/Planning Commission and EDA (The COR Master Plan and Highway 10 Land Use Plan) TBD	
10/26/21	Regular City Council Work Session	
	Fund Balance Quarterly Update – Diana Lund	15
	Finalize Telecommuting Policy - Lasher	15
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Discuss the Data Practices Act & Policy /Lasher	20
11/09/21	Regular City Council Work Session	
	Annual Review of the Franchise Fee – Staff	30
	Discuss the 2022 Budget	30
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Draft Stormwater Pond Maintenance Policy – Westby/Riemer	TBD
	Draft Trail Maintenance Policy – Westby/Riemer	30
11/23/21	Regular City Council Work Session	
	Bi-Annual Communications Update	20

	Discuss the 2022 Budget	20
	Discuss Union Negotiations (closed to the public) - Lasher	30
12/14/21	Regular City Council Work Session	
	Discuss 2022 Council Appointments	30
Dates TBD:		
2021	Discussion Regarding Ward Redistricting - Lasher	10
2021	Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich	20
2021	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions TBD.	20
2021	Discuss Historic Town Hall – Ulrich	30
2021	City Branding Presentation - Ulrich	40
2021	CR-5 Corridor Study Review - Westby	45
2021	Park System Plan – Riemer/Riverblood	60
2021	Accounting of City Engineering Staff Time for City Projects - Westby	30
2021	Consider Updates to Property Maintenance Code	30