

Investigation into City Affairs

1. List the following for each year a recruitment took place as it relates to the Charter Commission Member Recruitment/Appointment process between 2005-2022
 - a. number of open seats
 - b. date(s) application(s) received
 - c. number of applications received
 - d. date application(s) were submitted to the judge
 - e. start/end dates of the 60 day period (Section 410.05 MN Statutes)
 - f. places of publication
 - g. start and end dates of publication
 - h. provide copies of the original applications and the names of the applicants for review
2. Provide detailed documentation of the administrative process for Charter Commission Member Recruitment/Appointment for the following years including any variances, however minor, that occurred in the process between each of these recruitment periods: 2022, 2019, 2017,2016, 2012, 2006
3. Provide all documents that evidence these dates to the attorney for inspection.
4. At any time after 2002 and prior to 2016 in the history of Ramsey as a Charter City, was there a process by which applicants for the Charter Commission were reviewed in any capacity by the city council, the mayor, or the Charter Commission chair? If so, please document that process and any changes that occurred between 2002-2016.
5. At any time after 2002 and prior to 2016 in the history of Ramsey as a Charter City, did city policy and dictate a process for reviewing Charter Commission applications? If so, please provide that written policy and list the years that policy was implemented.
6. Was there ever a period between 2002-2022 during which applications to the Charter Commission were kept on file for a specified period of time? If so, please list the duration they were kept on file and years during which this was the practice.
7. Provide any communications regarding the Charter Commission between any of the following: Kurt Ulrich, Colleen Lasher, Mayor Mark Kuzma, Mayor John LeTourneau, Mayor Sarah Strommen, the deputy city clerk, the Communications and Events Coordinator between 2014-2022.
8. List the types of communication methods used by the city clerk with the 10th district court and provide all communications between the city clerk and the 10th district court between 2012-2022.
9. On February 22, 2022 at the regular city council meeting during discussion of agenda item 7.9, the City Administrator stated, ““When we found out that Councilmember was interested, we did some research.” Who did the research and how was the research done? Who was contacted? Did you seek

any legal advice between 2021-2022 from any lawyer or other adviser regarding this? Please provide all the research that was conducted. Please provide the dates the research was conducted.

10. Did staff contact the current city attorney about item 9 prior to the appointments by the judge?

11. In a recent email exchange, staff stated they were told to discontinue FaceBook Charter Commission posts due to a flood of applicants. This initial FB post was deleted on January 11th, one day after two subsequent Charter Commission applications were received including the application from the councilmember. The clerk has stated that staff was sent an email on January 11 requesting Charter Commission posts advertising the openings be canceled. Explain this decision. Does the city clerk believe canceling ads would have a negative or positive affect on the number of applicants? Explain how canceling posts advertising Charter Commission openings would be a positive benefit to the applicant pool presented to the judge?

12. Where does the city clerk derive her authority to cancel advertisements and/or postings for Charter Commission openings? Provide documentation for that authority.

13. Where does the city clerk derive her authority to reappoint charter commission members? Provide documentation that delegates that authority.

14. During the most recent recruitment process for Charter Commission openings, these openings were only listed on the Charter Commission page of the city website until revised at the request of a councilmember to advertise these openings on the main city page. Please explain.

15. Was the council notified in 2019 that a board and commission member applied to be on the Charter Commission in November of 2019 and the results of the consultation with the City Attorney at the time was that Boards and Commission members and Council Members were able to sit on the Charter Commission? If so, please provide all documents for the dates this occurred. If the council was not informed, please explain.

16. How many hits does the Charter page get per year compared to the front page of the city website?

17. The current Board and Commission Application listed on the Charter website, does not mention the Charter Commission nor provide for the opportunity to apply to the Charter Commission. Please explain.

18. To date, the city clerk has not provided a Charter Commission Member Recruitment/Appointment Process policy document that has guided the process since 2016. Please explain.

19. Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished, or it is clearly in the best interest of the City of Ramsey to make such appointments to multiple Boards or Commission." Please explain how the city's handling of the Charter Commission application process has been in accordance with this policy. Request for clarification from the city attorney as to whether it is his understanding that Resolution 89-11-302 applies to the Charter Commission.

20. Since holding the position of Human Resources Manager or City Clerk, has the city clerk at any time provided a recommendation to a 10th district court judge on appointment?

21. Please explain how staff has done their due diligence to inform each council for discussion since 2016 regarding the policy of recruitment, application and interview process of appointing city boards and commission members. Please explain why the stated policy not been included in case discussion and in relevant work session and city council cases since 2016.

22. Based on the city organizational chart and the repeated desire of multiple city councils for transparency, please explain the city administrator and city clerk removing all oversight of the Charter Commission process from both the Charter Commission and the City Council.

23. Based on discussion at the February 22, 2022 Council Meeting of Agenda Item 7.9, it is our understanding that the typical process of the city clerk would be submitting applications to the judge upon having at least two applicants to fill the two seats for example, regardless of the duration of the period of time over which they had been collected. Please explain how this is an open, transparent and equitable process for the residents of Ramsey.