

Questions and responses regarding Charter Commission recruitment and application process

1. What has been the practice of submitting applications to the judge?

Response: They are received by the City and submitted to the judge directly.

2. Are they submitted at one time?

Response: Yes.

3. After the deadline?

Response: Yes.

4. If so, was that done here?

Response: Yes.

5. Was there even a deadline?

Response: Yes.

6. Did the city adhere to it?

Response: Yes. The letter was sent to the judge on January 24th (Monday after the deadline).

7. Who was responsible for creating the deadline?

Response: City Clerk based on the need to follow #8 below, with the concurrence of the City Administrator.

8. Was the deadline an internal decision by staff?

Response: There is a 60-day appointment process governed by statute 410.05.

9. Was the deadline legally required? If so, please provide the statute or other documentation that it was a legally required date.

Response: Yes. [Sec. 410.05 MN Statutes](#)

10. The city clerk stated that she failed to meet the deadline to publish the advertisement for Charter Commission vacancies in the Nov./Dec. Ramsey Resident. What was that deadline and when was she aware of having missed it?

Response: The Nov/Dec Ramsey Resident deadline was October 1, 2021. The City Clerk was made aware of the impending resignation of two Charter commission members on October 26, 2021, when notifications were sent for an upcoming November 17, 2021 Charter Commission Meeting.

11. What was the deadline for publication in the Jan/Feb Ramsey Resident?

Response: December 1, 2021

12. What was the initial date of vacancy and the subsequent 60-day mark?

Response: Resignations were formally recognized at the November 17, 2021 Charter Commission meeting, and publicized in our official newspaper on November 19, 2021. Excerpt from Sec. 410.05 "Upon the expiration of each term, the chief judge shall appoint new or reappoint existing commission members within 60 days." The 60-day rule started on January 1, 2022. Since we were made aware of a vacancy for the next term, the recruitment was started in November 2021. The application link on the Charter Commission page was live from November 8, 2021 to January 24, 2022. We received one application on November 25, 2021, our second application came in on Saturday, January 8, 2022, the following Monday, January 10th was the first business day that we had reached enough applicants to fill the two current vacancies. We received two additional applications the morning of January 10th. That afternoon it was discussed when we should close the recruitment due to reaching sufficient applicants, we discussed adding a deadline since it was recently advertised in the Jan/Feb Ramsey Resident. As a courtesy, an end date of January 21, 2022 was listed to allow anyone who had previously seen the listing to still apply. The alternative would be pulling the application and submitting applications to the judge upon having at least two applicants to fill the two seats. We received two additional applications between January 11 and January 21, 2022. On January 11, 2022 an email was sent to the Communications and Events Coordinator to cancel the upcoming Facebook posts for the Charter Commission. There was not a request to pull or delete the current Facebook post on 1/10/22. Both the City Clerk and Deputy City Clerk were unaware that the January 10th post was mistakenly deleted, neither have access to make or edit posts on the city's Facebook page.

13. When did staff begin discussions with a councilmember regarding the possibility of applying for the Charter Commission?

Response: The City Administrator, Clerk and Deputy City Clerk were unaware of any discussion, the first notice was receiving the online application on January 10, 2022.

14. Did staff seek legal advice from anyone regarding this and if so, approximately what date(s)? If so, who did they reach out to for legal counsel?

Response: Yes, this scenario was investigated when a board and commission member applied to be on the Charter Commission in November of 2019, at that point it was determined with consultation of the City Attorney at the time, that Boards and Commission members and Council Members were able to sit on the Charter Commission. Prior to the most recent appointments, two current Boards and Commission members sat on the Charter Commission. Staff reviewed the City Charter and Statute to confirm there were no restrictions. The current City Attorney concurs with this determination.

15. Please list all dates and locations of publication for the vacancies.

Response: Charter Commission Page/Online Application live 11/8/2021-1/24/2022 at 9am
Published in the Anoka Herald Union Herald on 11/19/2021

QCTV Ad 12/29-1/21/22

Posted on the Ramsey Community Sign 12/29-1/21/22

Published in Jan/Feb RR in homes 1/4/22

Posted on Facebook 1/10/2022 & 1/20/2022

Spotlight/Newsflash Article on Website 1/18/2022-1/24/2022 @ 11:59pm

Website hits breakdown:

Website hits 11/8 to 12/31: 41 views

Website hits 1/1/22 to 1/24/22: 56 views

*No website hits on Charter Commission page from 1/22/22 to 1/24/22 (app still up and live)

Total views 11/8/21 to 1/24/22: 97 views

16. What was the initial date that the openings were listing as available opportunities along with the application on the Charter Commission page of the city website?

Response: November 8, 2021 listed until January 24, 2022 (78 days)

17. Did staff discuss bringing the state statute allowing Councilmembers to apply and the Charter's silence on the matter to the attention of the council, or charter commission? If so, when? What was the outcome of that discussion?

Response: No.

18. Were all six applications provided to the judge?"

Response: Yes

19. When did staff become aware of openings on charter commission?

Response: Staff became aware of openings upon calling Charter Committee members to arrange a Charter Commission meeting; October 26, 2021.

20. Were there any reappointed members?

Response: Yes, there were two, plus 6 new applicants.

21. Is Facebook an official posting location?

Response: The official posting location is the City website; Facebook is used as a source for advertising.

22. What did staff do to be sure there was adequate advertisement?

Response: Staff advertised beginning November 8, as follows:

Charter Commission page

Newspaper Ad 11/19/21

RR in homes 1/4/22

QCTV Ad

Community Sign

Facebook post

Spotlight/Newsflash on website 1/18/22 to 1/24/22

Total Web hits 11/8/2021 to 1/24/2022: 97

23. Please give a history of number of applications received for charter commission.

Response: 2012: 1 Applicant – Published in Nov/Dec 2012 RR

2013: 2 Applicants – Published in Sept/Oct 2013 RR

2014: No recruitment

2015: No recruitment

2016: 1 Applicant – Published in March/April 2016 RR

2017: 2 Applicants – Published in Jan/Feb 2017 RR

2018: No recruitment

2019: 4 Applicants – Published in Nov/Dec 2019 RR

2020: No recruitment

2022: 6 Applicants – Published in Jan/Feb 2022 RR

24. Did staff purposely take actions with intent to reduce the number of applications?

Response: No.