

City of Ramsey
Agenda
City Council Special Work Session
Tuesday, March 15, 2022
7:00 pm or Immediately Following Public Works Committee
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. City Board and Commission Interviews
 2. Discuss Polling Place Designations
- 3. Adjournment**

CC Special Work Session

Meeting Date: 03/15/2022

Title:

City Board and Commission Interviews

Purpose/Background:

The City conducts annual board and commission interviews every March for seats that are vacant and for terms that are set to expire on March 31, with new terms beginning on April 1. This recruitment process includes the Economic Development Authority (EDA), Environmental Policy Board (EPB), the Park and Recreation Commission and the Planning Commission. Per policy, the annual recruitment process also provides for the possibility of maintaining a file of candidates in the event of an unexpected vacancy later in the year and the following year's recruitment.

The boards and commissions were advertised in the Ramsey Resident, the City's official newspaper, on the Community Sign, on Facebook, on the City's board and commission website page, as a Spotlight on the City's website homepage and on QCTV.

New Applicants

At this time, there are 5 new applicants for 4 vacant positions. Open seats include:

- Full 6 year term on the EDA
- Partial 4 year term on the EDA
- Partial 3 year term on the EPB
- Partial 3 year term on the Planning Commission

Incumbents

Five current board and commission members are requesting reappointment. All 5 have been recommended for reappointment by the respective Chair.

Policy / Possible Policy Changes

It may be the City Council's desire to update to the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members. The City Council discussed revising the incumbent reappointment policy at the February 8, 2022 work session. However, this revision has not been formally adopted by the City Council at the time of this writing. Additionally, at the March 9, 2022 City Council meeting, it was discussed that additional policy changes may be desired. If the City Council is in agreement, staff will schedule this item on a future work session agenda, including review of the incumbent application process, their reappointment and how the board and commission seats for the EDA, EPB, Park and Recreation Commission and the EPB are advertised. In order to effectively administer filling unexpected vacancies through out the year, staff suggests the policy discussion include advertising for all four board and commissions, regardless of whether a vacancy currently exists or not.

For purposes of tonight's interviews, the City Council will interview the new applicants and consider reappointing incumbent members.

Per Minnesota Statue 469.095 (attached), the Mayor appoints members to the Economic Development Authority with approval from the Council. The City Council will receive a separate packet with specific non-public applicant information at the beginning of the special work session.

Timeframe:

Approximately one and a half hours.

Funding Source:

N/A

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Outcome:

- 1) To select board and commission members, to be appointed at the March 22, 2022 regular City Council meeting, for terms beginning April 1, 2022.
- 2) Schedule a future work session to consider draft policy language for the Policy for Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Attachments

Policy

Statute 469.095

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 03/10/2022

Reviewed By

Kurt Ulrich

Date

03/10/2022 03:28 PM

Started On: 03/07/2022 11:37 AM

POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERVIEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS

Purpose: The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline a process for the recruitment, application, and interview process of appointing City board and commission members.

Scope: This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy does not include the Charter Commission; Charter Commission appointments are not made by the City Council but rather by the Chief Judge of the Tenth Judicial District.

Process: The intent of this policy is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

1. Incumbent reapplication process

Annually, the Human Resources Manager will notify commission members by December 1st reminding them of the upcoming term expiration and inviting them to complete and submit a brief letter of intent indicating their desire to continue serving, along with the option for highlighting additional information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the commission for review by the City Council.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The City Council will meet, discuss, and determine whether or not a recommendation for reappointment will be made. If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified and that individual's seat will be advertised. If it is determined that the incumbent will be reappointed, the incumbent will be notified and the seat will not be advertised.

2. New member application process

Annually, prior to the normal ending date of boards and commissions terms, the Human Resources Manager will prepare a detailed notice of position availability for publication in the City newsletter and in the City's official newspaper, as required by the Charter.

Periodically, when an unexpected vacancy on a board or commission occurs, the staff liaison to the commission will notify the Human Resources Manager who will take one of the following two actions:

- 1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified and willing to serve on the given board or commission, the Human Resources Manager will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
- 2) Prepare a detailed notice of position availability for publication once in the City newsletter and in the City's official newspaper, as required by the Charter.

The application deadline will be no less than two weeks after the date of publication or posting in the City's official newspaper.

3. Interviews

The Human Resources Manager will arrange interview times and notify applicants and the City Council of the arrangements.

If there are more than five applicants for a vacancy, the City Council will evaluate the applications and select five applicants to be interviewed.

Interview questions will be determined before the interview based on qualifications identified as necessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.

All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.

The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable board or commission.

Interviews will not be televised but will be held in an open meeting.

4. Selection

Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.

When vacancies occur on the EDA, the Mayor will make a recommendation for appointment to the City Council.

Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effective on April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.

5. Notification to applicants

After the appointments have been approved, the Human Resources Manager will notify all applicants of the results of the process and take the necessary steps to on-board new members.

6. Terms

Board and Commission members shall serve four-year terms, with the exception of members of the Economic Development Authority serving six-year terms. There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents will be allowed to continue to serve until a successor is appointed.

7. Stipends for members of City boards and commissions

Effective July 1, 1996, members of all City boards and commissions are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by City Council resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

8. Service on more than one City board or commission

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.”

9. Revisions

Adopted by the City Council August 13, 1996

Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11, 1997.

Revised by the City Council December 11, 2001

Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

- Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they do with new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council (the evaluation panel) and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and select five applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed, may bring to the board or commission in the future

Discussion by the City Council April, 2014 to make the following revisions:

- Omit "Incumbents seeking reappointment will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process
- Omit inviting applicants to a short open house prior to interviews.
- Remove the term "evaluation panel" -- replacing it with the term "City Council."
- Remove "Reviewing applications -- After the application deadline has passed, the Human Resources Manager will forward all applications to the City Council for scoring. The Human Manager will total the scores and invite the top five scorers to interview."
- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

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

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

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

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

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

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

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

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

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

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

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

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

History: *1987 c 291 s 96*

CC Special Work Session

Meeting Date: 03/15/2022

Title:

Discuss Polling Place Designations

Purpose/Background:

The purpose of this discussion is to consider a possible revision to the polling place designation for Ward 3 Precinct 2. It was discovered through the redistricting process that the Ward 3 Precinct 2 polling place, Fire Station #1, is 80 feet outside the one mile buffer to the precinct boundary. The County GIS team confirmed this and stated back in 2012, it may have been deemed close enough or it may not have been known that it was just outside the one mile buffer. The city worked closely with the County in 2012 and the updated maps and polling locations were subsequently sent into the County and State for recording.

It is important to note that per M.S. 204B.16 Polling places "shall be located within the boundaries of the precinct or within one mile of one of those boundaries"

Option 1: (No change to the 3-2 polling location)

Ward 1 Precinct 1: Pathways Community Church, 6341 167th Ave NW

Ward 1 Precinct 2: Cross of Hope Church, 5730 179th Ln NW

Ward 2 Precinct 1: Park Center Building at Central Park, 7925 161st Avenue NW

Ward 2 Precinct 2: Independent Baptist Church, 15650 Sunfish Lake Boulevard NW

Ward 3 Precinct 1: Ramsey Municipal Center – Alexander Ramsey Room, 7550 Sunwood Drive NW

Ward 3 Precinct 2: Ramsey Fire Station No. 1, 15050 Armstrong Boulevard NW

Ward 3 Precinct 3: Ramsey Municipal Center – Lake Itasca Room, 7550 Sunwood Drive NW

Ward 4 Precinct 1: Ramsey Fire Station No. 2, 5650 Alpine Drive NW

Ward 4 Precinct 2: Lord of Life Church, 14501 Nowthen Boulevard NW

Option 2: (Swapping the 3-2 and 3-3 Polling Place to be within the 1 mile buffer)

Ward 1 Precinct 1: Pathways Community Church, 6341 167th Ave NW

Ward 1 Precinct 2: Cross of Hope Church, 5730 179th Ln NW

Ward 2 Precinct 1: Park Center Building at Central Park, 7925 161st Avenue NW

Ward 2 Precinct 2: Independent Baptist Church, 15650 Sunfish Lake Boulevard NW

Ward 3 Precinct 1: Ramsey Municipal Center – Alexander Ramsey Room, 7550 Sunwood Drive NW

Ward 3 Precinct 2: Ramsey Municipal Center – Lake Itasca Room, 7550 Sunwood Drive NW

Ward 3 Precinct 3: Ramsey Fire Station No. 1, 15050 Armstrong Boulevard NW

Ward 4 Precinct 1: Ramsey Fire Station No. 2, 5650 Alpine Drive NW

Ward 4 Precinct 2: Lord of Life Church, 14501 Nowthen Boulevard NW

Timeframe:

To be determined.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

For the City Council to decide on an option for the polling place designations to be and adopted on March 22nd; in time for the March 29th deadline.

Attachments

Statute

Map

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	03/11/2022 02:09 PM
Kurt Ulrich	Kurt Ulrich	03/11/2022 02:17 PM
Form Started By: Katie Schmidt		Started On: 03/11/2022 12:37 PM
Final Approval Date: 03/11/2022		

204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. **Authority; location.** (a) By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

(1) pursuant to section 204B.175;

(2) because a polling place has become unavailable;

(3) because a township designates one location for all state and federal elections and one location for all township only elections; and

(4) pursuant to section 204B.14, subdivision 3.

(b) Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

Subd. 1a. **Notice to voters.** If the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor. This subdivision does not apply to a polling place location that is changed on election day under section 204B.175.

Subd. 2. [Repealed, 1994 c 607 s 7]

Subd. 3. **Designation effective until changed.** The designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

Subd. 4. **Prohibited locations.** No polling place shall be designated in any place where intoxicating liquors or nonintoxicating malt beverages are served or in any adjoining room. No polling place shall be designated in any place in which substantial compliance with the requirements of this chapter cannot be attained.

Subd. 5. **Access by elderly and persons with disabilities.** Each polling place shall be accessible to and usable by elderly individuals and individuals with disabilities. A polling place is deemed to be accessible and usable if it complies with the standards in paragraphs (a) to (f).

(a) At least one set of doors must have a minimum width of 32 inches if the doors must be used to enter or leave the polling place.

(b) Any curb adjacent to the main entrance to a polling place must have curb cuts or temporary ramps. Where the main entrance is not the accessible entrance, any curb adjacent to the accessible entrance must also have curb cuts or temporary ramps.

(c) Where the main entrance is not the accessible entrance, a sign shall be posted at the main entrance giving directions to the accessible entrance.

(d) At least one set of stairs must have a temporary handrail and ramp if stairs must be used to enter or leave the polling place.

(e) No barrier in the polling place may impede the path of persons with disabilities to the voting booth.

(f) At least one parking space for persons with disabilities, which may be temporarily so designated by the municipality for the day of the election, must be available near the accessible entrance.

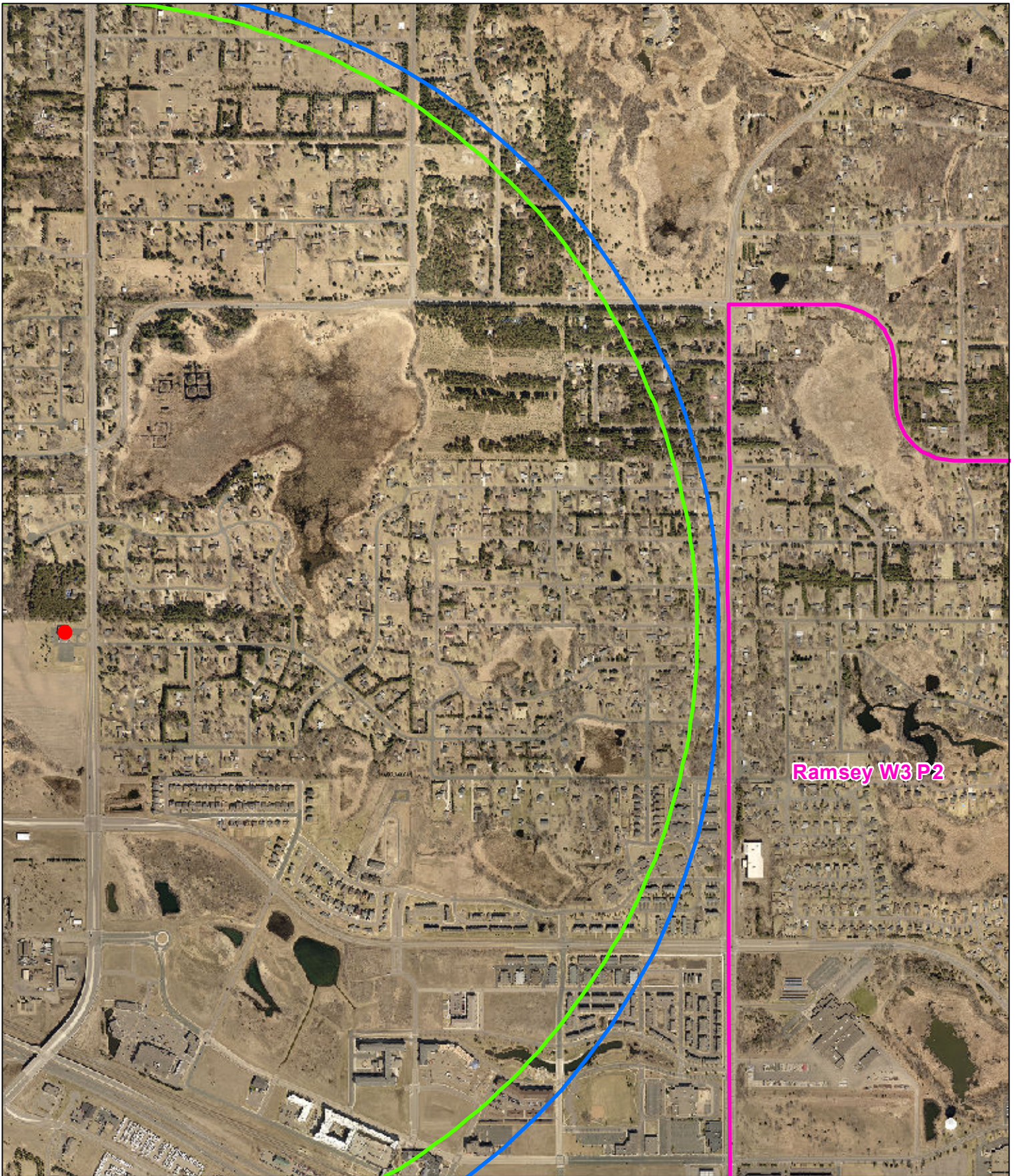
The doorway, handrails, ramps, and disabled parking provided pursuant to this subdivision must conform to the standards specified in the State Building Code for accessibility by persons with disabilities.

A governing body shall designate as polling places only those places which meet the standards prescribed in this subdivision unless no available place within a precinct is accessible or can be made accessible.

Subd. 6. Public facilities. Every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

Subd. 7. Appropriate facilities. The facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.

History: 1981 c 29 art 4 s 16; 1983 c 124 s 4; 1984 c 471 s 5; 1985 c 307 s 1; 1987 c 266 art 1 s 25; 1991 c 227 s 12,13; 1991 c 349 s 36,37; 1992 c 474 s 1; 1993 c 223 s 10; 1997 c 147 s 29,30; 2000 c 467 s 16; 2004 c 293 art 2 s 18; 2005 c 56 s 1; 2005 c 156 art 6 s 35,36; 2008 c 244 art 1 s 11; 2017 c 92 art 1 s 14; art 2 s 8; 1Sp2021 c 12 art 4 s 8



Ramsey W3 P2

- Ramsey Fire Station #1
- Ward 3 Precinct 2 Boundary
- 1 Mile Buffer from Fire Station Property Boundary
- 1 Mile Buffer from Fire Station Building

