

City of Ramsey
Agenda
City Council Work Session
Tuesday, April 12, 2022

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. Discuss Updating the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members
 2. Discuss Developing a Charter Commission Recruitment Policy
 3. Discuss Future Meetings For MUSA Boundary and COR Design Framework
 4. Review Draft City Administrator Contract

- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar

- 4. Mayor/Council/Staff Input**

- 5. Adjournment***

***Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

Meeting Date: 04/12/2022

Information

Title:

Discuss Updating the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Purpose/Background:

The purpose of this discussion is to seek feedback from the City Council regarding improvements to the Boards and Commission Recruitment, Application, and Interview Process of Appointing City Board and Commission Members.

The City Council may choose to remove, add, or revise policy language. There are three draft policies attached to this case. Two of them attempt to streamline the incumbent process with the new applicant process. One of the drafts completely removes the incumbent process and combines that process with new applicants.

Summary of attached Drafts:

A1: Cleans up language, adds more details regarding the advertising process to include exactly when the application period would be open and closed, and states that incumbents would be considered in one collective process, concurrent with new applicants, plus other refinements.

B1: Cleans up language, adds more details regarding the advertising process to include exactly when the application period would be open and closed, and states that incumbents would be considered in one collective process, concurrent with new applicants, plus other refinements. This version also provides for the opportunity to expand the recruitment to a continuous process which would be in addition to the regular annual recruitment in an effort to increase the applicant pool. As background, the annual Board and Commission interview process was held Tuesday, March 15th. There were four interviews for four openings. All four boards were advertised (EDA, EPB, Park and Rec. and Planning) in the City newsletter, the Anoka County Union, on QCTV, the city website, Facebook and the community sign. A better turn out of applicants would be beneficial.

C1: Removes the incumbent reappointment process and combines it with annual recruitment for new members, plus other refinements.

Based on City Council direction each draft policy can be revised, added to, or reduced. However, from an administrative perspective, staff would be more effective if incumbents are considered in one concurrent process.

For ease of discussion, the following considerations were not included in the draft policies, but can be added with City Council direction. 1) draft policies that include language with regard to earlier discussions of revising the incumbent reappointment policy (even/odd terms discussion); and 2) language that considers incumbent applicants separately from new applicants. With that said, staff will be happy to draft an updated policy for adoption based on the City Council's direction.

Timeframe:

This discussion is estimated to take 30 minutes.

Funding Source:

There is no funding needed.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

To develop an updated and detailed, recruitment, application, and interview process of appointing City Board and Commission Members.

Attachments

[April 2014 Policy](#)

[June 2016 Policy](#)

[2016 Resolution](#)

[Draft Policy A1](#)

[Draft Policy A2](#)

[Draft Policy B1](#)

[Draft Policy C1](#)

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 04/07/2022

Reviewed By

Kathy Schmitz

Kurt Ulrich

Date

04/07/2022 02:29 PM

04/07/2022 03:10 PM

Started On: 04/01/2022 01:25 PM

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 2-155 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, Planning Commission, and to the Charter Commission with the exceptions noted in item number 8.

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, or
- 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 (with the exception of the Charter Commission) 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. Exceptions pertaining to Charter Commission

Appointments to the City of Ramsey Home Rule Charter Commission are made by the Chief Judge of the Tenth Judicial District in accordance with Minnesota Statute 410.05, when a commission member's term expires or a vacancy occurs, the chief judge has 30 days to make an appointment. If the judge fails to make an appointment, the governing body of the city may appoint the new members unless the chief judge indicates in writing to the governing body, within the 30 day period, of his or her intention to make the appointments. In this case, the judge has an additional 60 days to make the appointment.

Terms of office for members of the City of Ramsey Home Rule Charter Commission are established by Minnesota Statutes 410.05 subd.2. Terms of the Charter Commission are based on a calendar year rather than April 1st through March 31st.

9. 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."

10. 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

Revised by the City Council April, 2014.

- 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.

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.

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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.”

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- Term limits are abolished.
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- 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

Councilmember Shryock introduced the following resolution and moved for its adoption:

RESOLUTION #16-06-122

RESOLUTION TO ADOPT THE UPDATED POLICY FOR THE RECRUITMENT, APPLICATION AND INTERVIEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS

WHEREAS, the City Council would like its practices and written policies for appointing board and commission members to be efficient, effective and aligned with the City's strategic plan; and

WHEREAS, the City Council would like simplify the incumbent reapplication process; and

WHEREAS, the City Council would like simplify the process to fill unexpected vacancies due to unforeseen resignations; and

WHEREAS, the City Council would like remove unnecessary Charter Commission language from the updated policy.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) Motion to approve resolution # 16-06-122 to Adopt the Updated Policy for the Recruitment, Application and Interview Process of Appointing City Board and Commission members as presented.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Riley, and upon vote being taken thereon, the following voted in favor thereof:

Mayor Strommen
Councilmember Shryock
Councilmember Riley
Councilmember Johns
Councilmember Kuzma
Councilmember Williams

and the following voted against the same:

None

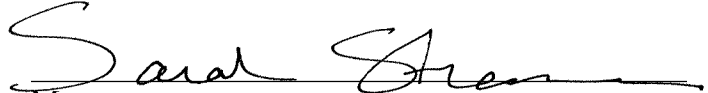
and the following abstained:

None

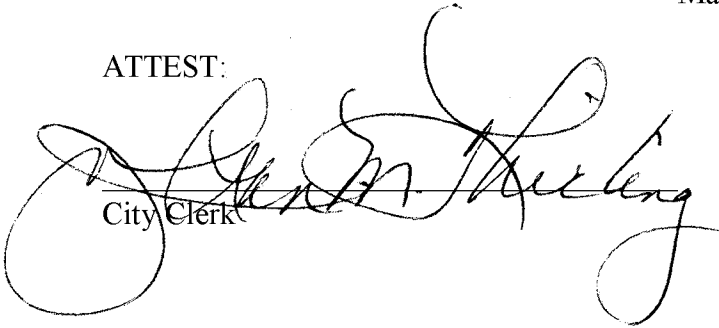
and the following were absent:

Councilmember LeTourneau

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of June, 2016.


Mayor

ATTEST:


City Clerk

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

This is a draft policy that allows for incumbents to be evaluated at the same time as new applicants and DOES NOT include the recent discussion regarding even/odd term incumbents.

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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, staff will notify commission members by December 1st reminding them of the upcoming term expiration and invite 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.

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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. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

In one collective process, concurrent with new applicants, 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. If it is determined that the incumbent will be reappointed, the incumbent will be notified.

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Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public.

2. New member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will

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prepare a detailed notice for publication in the City's January/February newsletter and in the City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, the Environmental Policy Board, the Park and Recreation Commission and the Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

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3. Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following three actions:

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- 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 head of human resources, 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 with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the next annual recruitment process.

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4. Interviews

Staff, will arrange interview times and notify applicants and the City Council of the arrangements.

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

If there are more than five applicants per the total number of vacancies to be filled, the City Council will evaluate the applications and select five applicants to be interviewed.

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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.

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- 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

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

This is a draft policy that allows for incumbents to be evaluated at the same time as new applicants and DOES NOT include the recent discussion regarding even/odd term incumbents.

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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. The Charter Commission has a separate policy. 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 staff~~ will notify commission members by December 1st reminding them of the upcoming term expiration and ~~inviting~~ invite 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. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

In one collective process, concurrent with new applicants, ~~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.

Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public.

2. New member application process

Draft Policy Presented 04-12-22 Modified version of A1. This draft is # A2.

Path: G:\Admin\HR\Boards and Commissions: Policy for ApptBoardandCommMbrs:A2

Effective date: Applicable to terms beginning 04-01-2023

- 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 head of human resources 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 with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the next annual recruitment process.

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

3.4. Interviews

~~Staff 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 per the total number of vacancies to be filled 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.

4.5. 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. EDA appointments are subject to Minnesota Statute 469.095

Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new

5.6. Notification to applicants

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

6.7. 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.

7.8. 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.

8.9. 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."

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

This is a draft policy the allows for a continuous, year round option of recruitment.

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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, staff will notify commission members by December 1st reminding them of the upcoming term expiration and invite 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.

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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. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

In one collective process, concurrent with new applicants, 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. If it is determined that the incumbent will be reappointed, the incumbent will be notified.

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Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public.

2. New member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will prepare a detailed notice for publication in the City's January/February newsletter and in the

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City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, the Environmental Policy Board, the Park and Recreation Commission and the Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

3. Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following three 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 head of human resources, 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) Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.

4. 3 If options 1 and 2 above are not viable, prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the next annual recruitment process. Interviews

Staff, will arrange interview times and notify applicants and the City Council of the arrangements.

If there are more than five applicants per the total number of vacancies to be filled, 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.

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

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5. 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.

6. Notification to applicants

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

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7. 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.

8. 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.

9. 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.”

10. 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

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

This draft policy removes the incumbent process but includes other changes as noted in version A and B.

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. New and Incumbent member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will prepare a detailed notice for publication in the City's January/February newsletter and in the City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, the Environmental Policy Board, the Park and Recreation Commission and the Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

2. Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following 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 head of human resources, 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 with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of

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4. Selection

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

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- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

Meeting Date: 04/12/2022

Information

Title:

Discuss Developing a Charter Commission Recruitment Policy

Purpose/Background:

The purpose of this discussion is to begin gathering feedback from the City Council regarding how to proceed with developing a Charter Commission Recruitment Policy.

Timeframe:

Up to 30 minutes.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director
Kurt Ulrich, City Administrator
Fritz Knaack, City Attorney

Outcome:

Based on discussion.

Attachments

[MS Charter Appointments](#)

[Ramsey Charter](#)

[Draft Charter Commission Policy](#)

[Draft Charter Commission Application](#)

Form Review

| Inbox | Reviewed By | Date |
|---------------------------------|--------------------|---------------------------------|
| Colleen Lasher | Colleen Lasher | 04/04/2022 02:36 PM |
| Kurt Ulrich | Kurt Ulrich | 04/07/2022 01:49 PM |
| Form Started By: Katie Schmidt | | Started On: 04/01/2022 01:34 PM |
| Final Approval Date: 04/07/2022 | | |

410.05 CHARTER COMMISSION.

Subdivision 1. **Appointment.** When the district court of the judicial district in which a city is situated, deems it for the best interest of the city so to do, the court, acting through its chief judge, may appoint a charter commission to frame and amend a charter. Upon presentation of a petition requesting such action, signed by at least ten percent of the number of voters of the city, as shown by the returns of the last regular city election, or upon resolution of the governing body of the city requesting such action, the court shall appoint a charter commission. The commission shall be composed of not less than seven nor more than 15 members, each of whom shall be a qualified voter of the city. The size of the commission shall be determined within the above limits by the court, except that where the commission is appointed pursuant to a petition of the voters or resolution of the governing body of the city, the size of the commission shall be as specified in such petition or resolution. Any city may by charter provision fix the size of the charter commission at a figure which shall not be less than seven nor more than 15 members, and such charter provision shall prevail over any inconsistent provisions of this subdivision. Except as otherwise provided in the charter, no person shall be disqualified from serving on a charter commission by reason of holding any other elective or appointive office other than judicial. The charter may provide that members of the governing body of the city cannot serve on the charter commission.

Subd. 2. **Commission members; terms, vacancies.** Charter commission members shall hold office for the term of four years, and until their successors are appointed and qualify, except that of members initially appointed after July 1, 1967, eight shall be appointed for two-year terms and seven for four-year terms. Vacancies in the commission shall be filled by appointment of the chief judge for the unexpired terms. Upon the expiration of each term, the chief judge shall appoint new or reappoint existing commission members within 60 days. Appointments shall be made by order filed with the court administrator of the district court. An appointee who neglects to file with the court administrator within 30 days a written acceptance and oath of office shall be deemed to have declined the appointment and the place shall be filled as though the appointee had resigned. The charter commission, within 30 days after the initial appointment of the commission, shall make rules, including quorum requirements, with reference to its operations and procedures. The commission shall submit to the chief judge of the district court, on or before December 31 of each year, an annual report outlining its activities and accomplishments for the preceding calendar year. The commission shall forward a copy of the report to the clerk of the city. Any member may be removed at any time from office, by written order of the district court, the reason for such removal being stated in the order. When any member has failed to perform the duties of office and has failed to attend four consecutive meetings without being excused by the commission, the secretary of the charter commission shall file a certificate with the court setting forth those facts and the district court shall thereupon make its order of removal and the chief judge shall fill the vacancy created thereby.

Subd. 3. **Commission appointments; nominees.** A city council, a charter commission, or the petitioners requesting the appointment of a charter commission may submit to the court the names of eligible nominees which the district court may consider in making appointments to the charter commission.

Subd. 4. **Commission meetings.** The charter commission shall meet at least once during each calendar year, and upon presentation of a petition signed by at least ten percent of the number of voters of the municipality, as shown by the returns of the last annual municipal election, or upon resolution approved by a majority of the governing body of the city requesting the commission to convene, the commission shall meet to consider the proposals set forth in such petition or resolution.

Subd. 5. **Discharge.** (a) A charter commission in a statutory city may be discharged as follows:

(1) if the charter commission of a statutory city determines that a charter is not necessary or desirable, the commission may be discharged by a vote of three-fourths of its members; or

(2) if a petition signed by registered voters equal in number to at least five percent of the registered voters in the city requesting a referendum to discharge the charter commission is filed with the city clerk, an election must be held on the issue at a general election or a special election pursuant to section 205.10. If a majority of the votes cast support the referendum, the charter commission shall be discharged.

(b) Another commission may not be formed sooner than one year from the date of discharge.

History: (1269) RL s 749; 1909 c 423; 1913 c 535 s 1; 1949 c 210 s 1; 1959 c 305 s 5; 1961 c 608 s 1; Ex1967 c 33 s 1; 1971 c 208 s 1-3; 1973 c 123 art 5 s 7; 1976 c 44 s 20; 1979 c 330 s 3; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1987 c 51 s 1; 2004 c 197 s 1,2; 2008 c 331 s 6; 2020 c 87 s 1

RAMSEY CITY CHARTER

**Updated
November 2014**

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City Charter Originally Adopted on May 22, 1984

**CHAPTER 1
NAME, BOUNDARIES, POWERS
AND GENERAL PROVISIONS**

Section 1.1 Name and Boundaries. The City of Ramsey, Anoka County, Minnesota, shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The city clerk shall keep in his/her office at least two copies of this charter with amendments, and shall maintain in each copy an accurate and up-to-date description of the boundaries. The copies of the charter, amendments and boundary descriptions shall be available for public inspection anytime during regular office hours.

Section 1.2 Powers of the City. The city shall have all powers which it may now or hereafter be possible for a municipal corporation in this state to exercise in harmony with this charter and with the constitutions of this state and of the United States and with the statutes of this State. It is the intention of this charter to confer upon the city every power which it would have if it were specifically mentioned, unless otherwise provided in this charter. The charter shall be construed liberally in favor of the city, and the specific mention of particular municipal powers in other Sections of this charter does not limit the powers of the city to those thus mentioned. Unless granted to some other officer or body, all powers are vested in the council.

Section 1.3 Charter a Public Act. This charter shall be a public act and need not be pleaded or proved in any case.

- Section 1.1 amended by Ordinance #00-12 – effective January 24, 2001

CHAPTER 2
FORM OF GOVERNMENT

Section 2.1 Form of Government. The form of government established by this charter is the “Mayor-Council Plan” as defined by current Minnesota State Statutes. Except as otherwise provided by state statutes or this charter, all powers of the city are vested in the city council.

Section 2.2 Boards and Commissions. There shall be no separate administrative board of health, library board, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state statutes. The council may, however, establish or abolish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, or to perform quasi-judicial functions. Notice of initial formation and all vacancies shall be published in the city newsletter and in the legal newspaper. Membership of various boards and commissions shall not exceed nine members, at least two-thirds of which shall be residents of the City of Ramsey.

Section 2.3 Council Composition and Election.

2.3.1 Mayor and Council. The council shall be composed of the mayor, elected at-large, two councilmembers elected at-large, and four councilmembers, each of whom shall be elected from a separate Ward as established or amended pursuant to this charter. The mayor and councilmembers shall be qualified electors. Each councilmember elected from a ward shall be a resident of the Ward, but a change in Ward boundaries does not disqualify a councilmember from serving the remainder of a term. Except as hereinafter provided, councilmembers shall serve for a term of four years and until a successor is elected and qualifies. The mayor shall serve for a term of four years and until a successor is elected and qualifies. The elections for the mayor and councilmembers shall be held as provided in Subsection 2.3.3.

2.3.2 Wards. The city shall be divided into four separate Wards. The boundaries of such Wards shall be determined by ordinance based upon population as determined by the most recent federal decennial census and shall be as equal in population as practicable and each Ward shall be composed of compact, contiguous territory. An ordinance designating the boundaries of the City’s election Wards shall be enacted within sixty days after the state legislature has been redistricted or by May 10 in the year ending in two, whichever comes first. The Wards shall be designated as ward numbers 1, 2, 3 and 4.

2.3.3 Transition Schedule.

2.3.3.1 For the 2002 Citywide election only:

- (1) Councilmembers elected in the year 2000 shall be assigned to the Ward in which he/she resides.
- (2) Councilmembers from Ward Numbers 1 and 3 shall be elected.
- (3) Two at-large councilmembers shall be elected, with the candidate receiving the highest number of votes serving a four-year term and the

candidate receiving the second highest number of votes serving a two-year term.

2.3.3.2 For the 2004 Citywide election only:

- (1) Councilmembers from Ward Numbers 2 and 4 shall be elected.
- (2) One at-large councilmember shall be elected to serve a four-year term.
- (3) A mayor shall be elected.

2.3.3.3 Thereafter and commencing with the City wide election in 2006, there shall be biennial City wide elections with councilmembers from Ward Numbers 1 and 3 and an at-large councilmember elected, and at the next City wide election councilmembers from Ward Numbers 2 and 4, an at-large councilmember and a mayor shall be elected.

Section 2.4 Incompatible Offices. No member of the council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

Section 2.5 Vacancies. A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall publicly declare by resolution, the vacancy to exist within fifteen (15) days of its occurrence and such vacancy shall be filled according to the provisions of Section 4.5.

Section 2.6 The Mayor's Powers and Duties.

2.6.1 The mayor shall preside at meetings of the council and shall have a vote as a member. The mayor shall be recognized as the head of the city government for all ceremonial purposes, by the courts for serving civil process, and by the governor for purposes of martial law, but shall have no administrative duties.

2.6.2 Consistent with the responsibility to accept considerable leadership over the general conduct of city affairs, the mayor shall study the operations of the city government and recommend desirable changes and improvements to the council. The mayor shall also deliver messages to the council and the public, including a comprehensive message on the state of the city, as soon as practicable after the beginning of each year of his/her term of office.

2.6.3 At the first meeting of each year the council shall choose an acting mayor from the councilmembers. He/she shall perform the duties of mayor during the disability or absence of the mayor, or, in the case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

Section 2.7 Salaries. The mayor and councilmembers shall receive such compensation as is fixed by the council in accordance with state statutes. Any increases in such compensation shall not become effective until after the next municipal election. Other officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

Section 2.8 Investigation of City Affairs. The council may make investigations into the affairs of the city and the conduct of any city department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The council shall provide for an audit of the city's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time, the council may provide for an examination or audit of the city accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

- **Section 2.3 amended by General Election, November 5, 1996 – effective December 5, 1996**
- **Section 2.3 amended by Special Election, November 6, 2001 – effective December 6, 2001**
- **Section 2.5 amended by Ordinance #00-12 – effective January 24, 2001**
- **Section 2.1 amended and Section 2.1.1 added by Ordinance #06-35 – ordinance effective April 26, 2007 – but amendment effective January 1, 2011**
- **Section 2.5 amended by Ordinance #09-18 – effective March 18, 2010**
- **Section 2.1 amended and Section 2.1.1 deleted by Ordinance #10-03 – and adopted by voters in November 2, 2010 General Election – Effective November 3, 2010**

CHAPTER 3 COUNCIL PROCEDURES

Section 3.1 Council Meetings. The council shall meet regularly at least once each month at such times and places as the council may designate by ordinance. The mayor or any three members of the council may call special meetings of the council upon at least twenty-four hours notice to each member, and such reasonable public notices as may be prescribed by council rule in compliance with state statutes. The twenty-four hours notice shall not be required in an emergency. A state of emergency shall be deemed to exist when the public peace, health, morals, safety or welfare are in immediate jeopardy. To the extent provided by state statutes, all meetings of the council and its committees shall be public, and any citizen shall have access to the minutes and records of the council at all reasonable times. During any of its public meetings, the council shall not prohibit, but may place reasonable restrictions upon citizens' comments and questions and citizen input shall be provided for at the beginning of each council meeting.

Section 3.2 deleted (effective December 5, 2002, relating to Liaison Function)

3.2.1 deleted (effective December 5, 2002, relating to Precinct Liaison)

3.2.2 Precinct Boundaries. The precinct boundaries shall correspond to those adopted and revised periodically by council, by resolution.

3.2.3 deleted (effective September 8, 1993 relating to Precinct Liaison Meetings)

Section 3.3 Rules of Procedure and Quorum. Except as otherwise provided in this charter, the council shall determine its own rules and order of business. A majority of all members shall constitute a quorum to do business, but a smaller number may adjourn from time to time. The council may by rule provide means by which a minority may compel the attendance of absent members in accordance with state statutes.

Section 3.4 Ordinances, Resolutions and Motions.

3.4.1 Except as otherwise provided in this charter or state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this charter, all legislation shall be by ordinance. The vote on all ordinances shall be by a roll call vote.

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

Section 3.5 Procedures on Ordinances. Every proposed ordinance shall be presented in writing. No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains". No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.

Section 3.6 Emergency Ordinances. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare, and in such ordinance the emergency is defined and declared in a preamble thereto. An emergency ordinance must be approved by a majority of available members of the city council. An emergency ordinance must be in writing but may be enacted without previous filing or voting, and may be adopted finally at the meeting at which it is first introduced and voted upon by the council. An emergency ordinance shall remain in effect for the duration of the emergency. No prosecution shall be based upon the provisions of an emergency ordinance until twenty-four hours after the ordinance has been adopted, filed with the city clerk, and either has been posted in three conspicuous places in the city or published as provided for in this charter, or the person charged with violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution.

Section 3.7 Signing and Publication of Ordinances. The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to the meeting at which it is to be adopted. The ordinance shall then be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

Section 3.8 Procedure on Resolutions. Every resolution shall be presented in writing and shall be filed and preserved by the city clerk.

Section 3.9 When Ordinances and Resolutions Passed by City Council Take Effect. Every resolution and emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every other ordinance shall take effect thirty days after its publication or at such later date as it specifies.

Section 3.10 Amendment and Repeal of Ordinances and Resolutions.

3.10.1 An ordinance or resolution which repeals all or part of a previous ordinance or resolution, respectively, shall give the number, if any, in the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution shall be amended by reference to the title alone, but an ordinance or resolution which amends such ordinance or resolution, respectively, shall set forth in full each Section to be amended and shall indicate by appropriate type or symbols, matter to be omitted or added. Amendment or repeal of an ordinance or resolution shall require a majority vote of all members of the council, unless otherwise provided in this charter or by state statutes.

3.10.2 Repeal of Initiative Ordinances. An ordinance passed under the initiative power shall not be repealed or amended by the council except by submission to the voters of the question by the council at a regular municipal or special election.

Section 3.11 Review and Revision of Ordinances and Indexing of Resolutions. The city shall review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the council at least once every two years. The ordinance code and the resolution index may be published in a book, pamphlet or loose-leaf form and copies shall be made available by the council at the office of the city clerk for general distribution to the public for a reasonable charge. Incorporation in such a code shall be a sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two successive weeks that copies of the codification are available at the office of the city clerk.

- **Section 3.2.2 amended by Ordinance #99-15 - effective January 28, 2000**
- **Section 3.2.3 deleted by Ordinance #93.09 – effective September 8, 1993**
- **Section 3.5 amended by Ordinance #85-9 – effective September 28, 1985**
- **Section 3.6 & 3.7 amended by Ordinance #00-12– effective January 24, 2001**
- **Section 3.8 amended by Ordinance #85-9 – effective September 28, 1985 and amended by Ordinance #00-12 - effective January 24, 2001**
- **Section 3.11 amended by Ordinance #00-12 – effective January 24, 2001**
- **Section 3.2 deleted by General Election November 5, 2002 – effective December 5, 2002**
- **Subsection 3.2.1 deleted by General Election November 5, 2002 – effective December 5, 2002**
- **Section 3.1 amended by Ordinance #04-47 – effective March 3, 2005**
- **Section 3.4.1 amended by Ordinance #04-47 – effective March 3, 2005**

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CHAPTER 4 NOMINATIONS AND ELECTIONS

Section 4.1 The Regular Municipal Election. A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year, commencing in 1984, at such places as the city council shall designate. At least fifteen days prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this charter shall assume the duties of office to which they were elected on the first business day in January following such election.

4.1.1 Primary Elections. Primary elections shall be held on the same date as prescribed by the Minnesota Statute, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election, unless two nominees or fewer file for each elective office.

Section 4.2 Filing for Office. All persons who shall desire to be elected to any elected office shall file an affidavit not more than ten weeks or less than eight weeks before the primary election with the city clerk, paying a filing fee to the city clerk in an amount as set by ordinance.

The city clerk shall prepare and have printed at the expense of the city the necessary ballots or other required material for such election.

The ballots or other material shall contain no political party designation of any candidate and the names of the candidates for each office may be arranged on the ballot alphabetically according to the surname of each candidate.

The ballots or the results shall be counted and preserved and the city clerk shall be the final custodian of such ballots or returns for the city.

A sample ballot or a facsimile representation of the ballot shall be posted at the place of election at least one week before such election by the city clerk, whose duty it is to preserve such sample ballots.

4.2.1 Repealed (effective November 14, 1994)

Section 4.3 Procedure at Elections. Consistent with the provisions of this charter and applicable state statutes, the council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this charter and supplementary ordinances, general state statutes on elections shall apply to municipal elections.

Section 4.4 Special and Advisory Elections Except for Elected Office. The council may by resolution order any special or advisory election deemed appropriate by the council, for any reason, and provide all means for holding it. At least fifteen days prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and

by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election.

Section 4.5 Vacancy of Municipal Elected Office.

4.5.1 When a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, there shall be a special election held within ninety days after the vacancy occurs to elect a successor to serve for the remainder of the unexpired term of the office vacated.

4.5.2 The city clerk shall give at least sixty days published prior notice of such special election, except as set forth under 4.5.5 of this Section.

4.5.3 The procedure at such election and assumption of duties of elected officers following such election shall conform as nearly as practicable to that prescribed for other municipal elections under this charter.

4.5.4 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council shall, by a majority vote, appoint a successor to serve for the remainder of said term. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

4.5.5 Office Vacancy when less than eight weeks prior to primary election.

4.5.5.1 Special Election. When a vacancy in an elected office of the city occurs when there is less than eight weeks prior to a primary election there shall be no primary election, except as provided in Section 4.5.5.3 below. The special election to fill the vacancy shall coincide with the Regular Municipal Election and the notice of such vacancy shall be published as soon as is practicable.

4.5.5.2 Vacancy in offices to be voted on in the Regular Municipal Election. If a vacancy occurs less than eight weeks prior to the primary election, in the office of the mayor or the councilmembers whose seats are to be voted on in the Regular Municipal Election, said vacancy shall be considered not to exist for the purpose of the Regular Municipal Election. The person elected to fill the vacancy in the Regular Municipal Election, if approved by unanimous vote of the sitting Council, may assume the duties of the office to which elected on the first business day following the City Clerk's issuance of a certificate of election to said person.

4.5.5.3 Vacancy in an office not to be voted on in the Regular Municipal Election. If a vacancy occurs in the office of the mayor or a councilmember not standing for election in the Regular Municipal Election, a special primary election and a special election shall be held in January of the subsequent year following the vacancy to fill said vacancy. The election procedures for the special primary election and the special election shall be those election procedures for municipal office candidates as prescribed in Minnesota Statutes and this Charter. Notwithstanding Section 2.3.1 of this Charter, which provides for a four-year term

for the mayor and councilmembers, the term of the mayor and/or a councilmember elected pursuant to this subsection will be for the remainder of the vacant term.

4.5.6 If there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the city council shall fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the council, the mayor shall make said appointment from the candidates under consideration.

- **Section 4.2 amended by Ordinance #88-9– effective October 13, 1988**
- **Section 4.1 & 4.2 amended by Ordinance #00-12 – effective January 24, 2001**
- **Section 4.1.1 added by Special Election, November 6, 2001 – effective December 6, 2001**
- **Section 4.2 amended by Special Election, November 6, 2001 – effective December 6, 2001**
- **Section 4.2.1 Repealed by Ordinance #94-07 - effective November 14, 1994**
- **Section 4.4 & 4.5.2 amended by Ordinance #00-12 – effective January 24, 2001**
- **Section 4.5 amended by Ordinance #04-47 – effective March 3, 2005**
- Section 4.5.5 amended by Ordinance #09-18 – effective March 18, 2010**
- **Section 4.5.5.1 added by Ordinance #09-18 – effective March 18, 2010**
- **Section 4.5.5.2 added by Ordinance #09-18 – effective March 18, 2010**
- **Section 4.5.5.3 added by Ordinance #09-18 – effective March 18, 2010**
- **Section 4.1.1 amended by Ordinance #10-08 – effective August 5, 2010**

CHAPTER 5 INITIATIVE, REFERENDUM AND RECALL

Section 5.1 Powers Reserved by the People. The people of the City of Ramsey reserve to themselves the powers in accordance with the provisions of this charter to initiate and adopt ordinances, to require ordinances passed by the council to be referred to the electorate for approval or disapproval, and to recall elected public officials. These powers shall be called the initiative, the referendum, and the recall, respectively.

Section 5.2 General Provisions for Petitions.

5.2.1 Petition for Initiative and Referendum. A petition for initiative and referendum provided for under this chapter shall be sponsored by a committee of five registered voters of the city whose names and addresses shall appear on the petition. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in Sections 5.5 or 5.7 which apply, respectively, to initiative and referendum. Each signer shall be a registered voter of the city and shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a resident of the city and registered to vote. Any person who's name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

5.2.2 Petition for Recall of a Ward Councilmember. A petition for recall of a councilmember elected from a separate ward shall be sponsored by a committee of five registered voters whose name and addresses shall appear on the petition and who reside within the ward represented by the councilmember. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.8 which applies to recall. Each signer shall be a registered voter of the ward represented by the councilmember subject to the recall and each signer shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a registered voter of the ward represented by the councilmember subject to the recall. Any person who's name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

Section 5.3 Determination of Sufficiency. The committee shall file the completed petition in the office of the city clerk. The required number of signatures for initiative and referendum shall

be at least twenty percent of the total number of registered voters at the time of the last citywide election. The required number of signatures for recall of the mayor or a councilmember elected at large shall be at least twenty percent of the total number of registered voters in the city at the time of the last citywide election. The required number of signatures for recall of a councilmember elected from a ward shall be at least twenty percent of the total number of registered voters in the ward represented by the councilmember subject to the recall at the time of the last citywide election. Immediately upon receipt of the petition, the city clerk shall examine the petition as to its sufficiency and report to the council within ten days. Upon receiving the report, the council shall determine by resolution the sufficiency of the petition.

Section 5.4 Disposition of Insufficient or Irregular Petition. If the council determines that the petition is insufficient or irregular, as defined in Sections 5.3 and 5.2 respectively, the city clerk shall deliver a copy of the petition, together with a written statement of its defects, to the sponsoring committee. The committee shall have thirty days in which to file additional signature papers and/or to correct the petition in all other particulars, except that, in the case of a petition for recall, the committee may not change the statement of the grounds on which the recall is sought. Within five days of receipt of the corrected petition, the city clerk shall again report to the council. If the council finds that the petition is still insufficient or irregular, the city clerk shall file the petition in his/her office and notify the sponsoring committee. The final finding that the petition is insufficient or irregular shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the subject matter of the petition to the voters at the next regular or special election.

Section 5.5 Initiative. Any ordinance may be proposed by a petition, which shall state at the head of each page or attached thereto the exact text of the proposed ordinance. If the council passes the proposed ordinance with amendments, and a majority of the sponsoring committee do not disapprove the amended form by a statement filed with the city clerk within ten days of its passage by the council, the ordinance need not be submitted to the voters. If the council fails to enact the ordinance in a form acceptable to the majority of the sponsoring committee within sixty days after the final determination of sufficiency of the petition, the ordinance as originally proposed shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election on the ordinance to be held within such period.

Section 5.6 Initiative to Amend the Charter. Nothing in this charter shall be construed in any way as affecting the right of the electors to propose amendments to this charter.

Section 5.7 Referendum. Prior to the date an ordinance takes effect, it may be subjected to referendum by a petition, which shall state at the head of each page, or attached thereto, the exact text of the ordinance to be considered by the voters. If the petition is found to be sufficient under the provisions of Section 5.3 of this chapter, the said ordinance shall thereby be prevented from going into operation, and the subject matter of the petition shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election to be held within such period, providing the petition has been found to be sufficient. If a majority of the voters voting thereon vote for the ordinance contained in the petition, it shall take effect immediately upon certification of the election results by the council.

Section 5.8 Recall. Consideration by the electorate of the recall of any elected officer of the city may be initiated by petition. The petition shall state at the head of each page, or attached thereto, a certificate stating the name of the officer whose removal is sought, the grounds for recall, which shall be malfeasance, misfeasance or nonfeasance in office, is not more than 250 words, and the intention of the sponsoring committee to bring about the officer's recall. Such petition shall be filed in the city clerk's office prior to circulation. If the petition or amended petition is found sufficient under the provisions of Section 5.3 of this chapter, the city clerk shall transmit it to the council without delay, and shall also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. The council shall, at its next meeting, by resolution, provide for the holding of a special recall election within ninety days after such meeting, the council may, in its discretion, provide for the holding of the recall vote at that time. If the special recall election involves a councilmember elected from a separate ward, the special recall election shall be conducted only within the ward of such councilmember. If the special recall election involves the mayor, a councilmember who is elected at large, the election shall be a citywide election. The city clerk shall include with the published notice of the election the statement of the grounds for the recall and, also, in not more than 500 words, the answer of the officer concerned in justification of his/her course of office. If a vacancy occurs due to recall election, Section 4.5 herein shall apply to fill such vacancy.

- Sections 5.2, 5.3, 5.4, 5.5, 5.8 amended by Ordinance #00-12– effective January 24, 2001
- Section 5.3 amended by Special Election, November 6, 2001 – effective December 6, 2001
- Section 5.2.1, 5.2.2, 5.3 & 5.8 amended by Ordinance #04-47 – effective March 5, 2005

**CHAPTER 6
ADMINISTRATION OF CITY AFFAIRS**

Section 6.1 Administrative Responsibility. The council, as a body, shall be responsible for the administration of the city. The council shall appoint an administrative officer to assist in the administration of city affairs. For purposes of reference in this charter, this administrative officer shall be referred to as the city administrator.

Section 6.2 Administrative Organization.

6.2.1 The council may by ordinance establish city departments, offices and agencies and prescribe their functions. No power or duty conferred by this charter upon a particular office or agency shall be transferred to any other.

6.2.2 The city council shall by resolution hire or remove heads of departments, and such other future officers and personnel as may be required to operate the city efficiently. The council shall determine the qualifications thereof and prescribe the duties to be performed by each, except as otherwise prescribed in this charter.

6.2.3 The heads of departments and other officers designated by the council shall report in person to the council and to the public at least once each quarter at a regularly scheduled council meeting.

Section 6.3 Duties of the City Administrator. The city administrator shall be the chief administrative officer for the council. The council shall establish by resolution, the powers, duties and reporting requirements of the city administrator.

Section 6.4 Purchases and Contracts. All purchases shall be made and all contracts let by the council. Contracts shall be made in compliance with the uniform contracting law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder. All contracts, bonds and instruments of any kind to which the city is a party shall be signed by the mayor and the city administrator on behalf of the city and shall be executed in the name of the city. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

Section 6.5 Subordinate Officers. There shall be a city clerk and such other officers subordinate to the city administrator as the city council may create by ordinance. The city clerk, subject to the direction of the city administrator, shall keep the public records, and shall have other duties as the city administrator shall prescribe. In addition, the city clerk shall have other powers and duties imposed by state law, this charter, city ordinance and city resolution. The Council may by ordinance abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.

- Sections 6.1, 6.3, 6.4 & 6.5 amended by Ordinance #00-12 – effective January 24, 2001

CHAPTER 7 TAXATION AND FINANCES

Section 7.1 Council to Control Finances. The council shall have full authority over the financial affairs of the city except as limited or prohibited by the state constitution, state laws, or this charter. It shall provide for the collection of all revenues and other assets, and the auditing and settlement of accounts. It shall further provide for the safekeeping and disbursement of public moneys.

Section 7.2 Fiscal Year. The fiscal year of the city shall be the calendar year.

Section 7.3 System of Taxation. Subject to the state constitution, and except as forbidden by it, or by state statutes, the council shall have full power to provide by ordinance for a system of local taxation. This authority includes the power by ordinance to assess, levy, and collect taxes on all subjects or objects of taxation except as limited or prohibited by the state constitution, by this charter or by state statutes imposing restriction upon the city, irrespective of charter provisions.

Section 7.4 Submission of Budget.

7.4.1 Annually, the city administrator shall submit to the council the budget recommendations in accordance with a budget calendar to be established by resolution. The budget shall provide a complete financial plan for all city funds and activities for the ensuing fiscal year and, except as required by state statutes or this charter, shall be in such form as the council may require. It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In addition to showing proposed expenditures for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure. The total proposed operating budget to be provided from the property tax shall not exceed the amounts authorized by state statutes and this charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by ordinance and by state statutes. The Annual Financial Statement shall be in such form as state statutes, this charter or the council may prescribe.

7.4.2 For each utility operated by the city, its budget shall show anticipated net surplus or deficit and the proposed method of its disposition; and subsidiary budgets for each utility giving income and expenditure information shall be included or attached as appendices.

Section 7.5 Long-term Financial Plan.

7.5.1 The city council shall have prepared a long-term financial plan of at least five years. This information shall be revised and extended each year. The city council shall hold an annual public hearing on the long-term financial plan and adopt it by resolution with or without amendment. The financial plan, at minimum, shall consist of three elements as specified in Sections 7.5.2 through 7.5.4 which follow.

7.5.2 The Public Service Program. The program shall be a continuing five-year plan for all public services, estimating future needs for the public health, safety and welfare of the city. It shall measure the objectives and needs for each city department, the standard of services desired, and the impact of each such service on the annual operating budget.

7.5.3 The Capital Improvement Program. This program shall consist of projects and facilities that are or will be needed by the city in carrying out the anticipated program of public services. It shall include a list of all capital improvements proposed to be undertaken during the next five fiscal years, with appropriate supporting information as to the necessity for such improvements; the priority of each anticipated improvement; cost estimate, method of financing and recommended time schedule for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process.

7.5.4 Five Year Financial Forecast. This forecast shall detail the estimated revenue and expenditures necessary to carry out the Public Service and Capital Improvement Programs as described in Sections 7.5.2 and 7.5.3. In addition, the forecast will identify financing sources and uses, cash flow projections, and financial policies that impact and exercise control over revenues and expenditures.

7.5.5 A summary of the long-term financial plan shall be published in the city newsletter annually.

Section 7.6 Council Action on Budget.

7.6.1 The budget public hearing dates, procedures to be followed during the hearing, and publications, are established by state statute. However, the actual adoption of the proposed annual budget and the municipal levy shall take place at the next regularly, scheduled council meeting following the mandated public hearing(s) to ensure that comments received during the public hearing(s) are given due consideration before the final budget and municipal tax levy are adopted. The council may revise the proposed budget but no amendment to the budget shall increase the authorized expenditures to an amount greater than the estimated funds available. The council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department function or program, with such segregation as to objects and purpose of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying the amount of taxes provided in the budget, and the city administrator shall certify the tax resolution to the county auditor in accordance with state law. Adoption of the budget resolution shall constitute appropriations at the beginning of the fiscal year of the sums fixed in the resolution of the several purposes named.

7.6.2 At least two weeks before the proposed budget is adopted, for the ensuing fiscal year, a summary of the proposed budget and municipal levy increases and decreases shall be given in the city newsletter. Such summary shall be set forth in language designed to be readily understood by the layperson, and shall provide appropriate supporting information as to the necessity for any increases. Failure to provide the specified

summary will not invalidate the budget. A summary of the adopted final budget shall be printed in the city newsletter as soon as is practical after the adoption.

Section 7.7 Enforcement of the Budget.

7.7.1 The city council shall enforce the provisions of the budget. It shall approve and authorize payments of bills, at each regularly scheduled council meeting, that have been presented for payment, supported by an itemized bill, payroll time sheet, or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness. Bills that are of an ongoing operating nature, have been appropriated in the budget, and been approved by the responsible city officer, may be paid prior to regular council meetings to avoid late penalties or to take advantage of available discounts. Other payments may occur in the event it is unreasonable or untimely to obtain council approval for funding an emergency or unforeseen expenditure which is necessary for the routine operation of the city as directed by council in a purchasing policy which shall be adopted by ordinance.

7.7.2 Any obligation incurred by any person in the employ of the city for any purpose not authorized in the budget resolution, or for any amount in excess of the amount authorized, shall be a personal obligation upon the person incurring the obligation and such person will be subject to appropriate disciplinary or criminal action. No check shall be issued or transfer made to any account other than one owned by the city until the claim to which it relates has been supported by an itemized bill, payroll, time sheet or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness.

Section 7.8 Alterations to the Budget. After the budget resolution has been adopted, the council shall not increase the amounts fixed in the resolution beyond the estimated funds available except to the extent that actual receipts exceed the estimated funds available. At anytime, the council may, by resolution approved by a 4/5 vote of its members, reduce the sums appropriated for any purpose by the budget resolution, or authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes.

Section 7.9 Funds. There shall be maintained in the city treasury a general fund and such other funds as may be required by state statutes, resolution or ordinance. The council shall, by resolution or ordinance, create and abolish funds and shall define which funds are eligible for interfund loans as it may deem necessary and appropriate.

Section 7.10 City Indebtedness.

7.10.1 Except as provided in Sections 7.11 and 7.12, no obligation shall be issued to pay current expenses, but the council may issue and sell obligations for any other municipal purpose in accordance with state statutes and within the limitations prescribed by law. Except in the case of obligations for which an election is not required by this charter or state statutes, no such obligation shall be issued and sold without the approval of the majority of the voters voting on the question at a general or special election.

7.10.2 A description of each such proposed issue shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the issue. However, corrections shall be published at the earliest practical time.

Section 7.11 Tax Anticipation Certificates. At anytime after January 1, the council may issue tax anticipation certificates in anticipation of state and federal aids and the collection of taxes levied the previous year for any fund and not yet collected. The total amount of certificates issued against any fund for any year together with interest thereon until maturity shall not exceed 90 percent of the total state and federal aids and current taxes due to the fund and uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the council may determine, but they shall become due no later than April 1 of the year following their issuance. The proceeds of the tax levied and such state or federal aids as the governing body may have allocated for the fund against which tax anticipation certificates are issued, and the full faith and credit of the city shall be irrevocably pledged for the redemption of the certificates.

Section 7.12 Emergency Debt Certificates.

7.12.1 If in any year, the receipt from taxes or other sources should, for some unforeseen cause, become insufficient for the ordinary expenses of the city, or if any calamity or other public emergency necessitates the making of extraordinary expenditures, the council may by ordinance issue on such terms and in such manner as the council determines, emergency debt certificates to run not in excess of three years. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing the issue of the emergency debt certificates shall state the nature of the emergency and be approved by at least four members of the council. It may be passed by emergency ordinance as defined in Section 3.6 except that the ordinance shall be enacted by a 4/5 vote of the council.

7.12.2 A description of each such proposed certificate shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the certificate. However, corrections shall be published at the earliest practical time.

- Sections 7.1 through 7.12 amended by Ordinance #94-03 - effective March 25, 1994
- Sections 7.4.1 & 7.6.1 amended by Ordinance #00-12— effective January 24, 2001

CHAPTER 8
PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Section 8.1 Power to Make Improvements and Levy Assessments. The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

Section 8.2 Application of Charter. All local improvement projects shall be carried out exclusively under the provisions of this charter. The term “local improvement” as used in this Section shall mean a public improvement financed partly or wholly from special assessments.

Section 8.3 Assessments for Services. The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

Section 8.4 Local Improvement Procedure. When the city undertakes any local improvement to which the state local improvement code Minn. Stat. Chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefore.

8.4.1 Sixty Day Waiting Period. A period of sixty (60) days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the “Public Hearing”) before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 Percentage of Owners Required. When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 Petition Against the Local Improvement. A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within thirty (30) days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the foregoing sentence, “owners of real property” shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned

residential greater than 10 acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 Counter Petition in Favor of the Improvement. If within thirty (30) days of the filing with the city administrator of a petition against the local improvement as described in Section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 Petition Against Council Initiated Improvement. If the local improvement was initiated by council resolution without an initiating petition and, within sixty (60) days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, “owners of real property” shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than 10 acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 Withdrawal of Name from Petition. Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 Filing of Petition with City Council. All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council’s next regularly scheduled meeting.

8.4.8 One Year Before Any Further Action. When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing Sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

Section 8.5 Computation of Time. Where the performance or doing of any act or matter is required by this charter, and the period of time is prescribed and fixed by this charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

Section 8.6 Sewer and Water Projects. This Section applies to any Local Improvement Project completed after January 1, 1996, which includes extending Urban Services (Sewer and/or Water) to an existing home or neighborhood.

8.6.1 Connection Policy. The City may not compel any property owner with a functional private sewer and water system to connect to City Sewer and/or Water.

8.6.2 Assessment Policy. The City may not levy an assessment for any component of any project which includes Sewer and/or Water improvements against a property whose owner elects to remain on a functional private Sewer and/or Water system.

8.6.3 Request for Urban Services. Property owners who remain on private Sewer and Water systems after Urban Services become available may request connection to Urban Services at any time. Upon connection to Urban Services an assessment may be levied provided it is consistent with the original assessment.

- Section 8.1 through 8.5 amended by Ordinance #92-12 - effective January 25, 1993
- Section 8.6 added by Special Election, May 20, 1996 – effective June 20, 1996
- Section 8.4.2, 8.4.3 and 8.4.4 amended by Ordinance #06-22 – effective October 16, 2006
- Section 8.4, 8.4.2 (added) 8.4.2 made 8.4.3 – and so on, amended by Ordinance #12-08 - effective October 1, 2012
- Section 8.4.5 amended by Ordinance #14-07 – effective November 2014

CHAPTER 9
EMINENT DOMAIN

Section 9.1 Acquisition of Property. The city may acquire by purchase, gift, condemnation, or otherwise, any property, either within or without its boundaries, that may be needed by the city for any public purpose. In acquiring property by exercising the power of eminent domain, the city shall proceed according to Minnesota Statutes, Chapter 117, or other applicable laws.

CHAPTER 10 FRANCHISES

Section 10.1 Except as otherwise provided by state statutes, no person, firm or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon or under any street or public place for the purpose of operating a public utility, or for any other purpose, without a franchise therefore from the city. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. No exclusive franchise shall be granted unless the proposed ordinance is submitted to the voters of the city following a public hearing and approved by at least a majority of those voting thereon. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the city clerk to guarantee publication before the ordinance is passed.

Section 10.2 Term. No perpetual franchise or privilege shall be created, nor shall any exclusive franchise or privilege be granted for a period of more than twenty-five years.

Section 10.3 Public Hearing. Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by the council, the council shall hold a public hearing on the matter. Notice of such hearing shall be published at least once in the city newsletter and in the official newspaper not less than ten days prior to the date of the hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, correction(s) must be published at the earliest practical time.

Section 10.4 Power of Regulation Reserved. Subject to any applicable state statutes, the council may by ordinance reasonably regulate and control the exercise of any franchise, including the maximum rates, fares, or prices to be charged by the grantee. No franchise value shall be included in the valuation of the grantee's property in regulating utility rates, fares, or prices under any applicable state or municipal law, or regulation, or in proceedings for municipal acquisition of the grantee's property by purchase or eminent domain.

Section 10.5 Renewals or Extensions. Every extension, renewal, or modification of any existing franchise, or of any franchise granted thereafter, shall be subject to the same limitations and shall be granted in the same manner as a new franchise.

- Section 10.1 amended by Ordinance #00-12 – effective January 24, 2001

CHAPTER 11
PUBLIC OWNERSHIP AND OPERATION OF UTILITIES

Section 11.1 Acquisition and Operation of Utilities. The city may own and operate any gas, water, heat, power, light, telephone or other public utility for supplying its own needs for utility service, or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose, and may acquire any existing utility properties so needed; but such action shall only be taken by ordinance, which shall not be an emergency ordinance. The operation of all public utilities owned by the city shall be under the supervision of the city council.

Section 11.2 Rates and Finances. The council may, by ordinance, fix rates, fares and prices for municipal utilities, but such rates, fares and prices shall be just and reasonable. The council shall make each municipal utility financially self-sustaining. Before any rates, fares or prices for municipal utilities shall be fixed by the council, the council shall hold a public hearing on the matter in accordance with Section 11.6 of this chapter. The council shall prescribe the time and the manner in which payments for all such utility services shall be made, and may make such other regulations as may be necessary, and prescribe penalties for violations of such regulations.

Section 11.3 Purchase in Bulk. The council may, in lieu of providing for the local production of gas, electricity, water and other utilities, purchase the same in bulk and resell them to local consumers at such rates as it may fix. Before such rates are fixed by the council, the council shall hold a public hearing on the matter in accordance with Section 11.6 of this chapter.

Section 11.4 Lease of Plant. The council may, if the public interest will be served thereby, contract with any responsible person, co-partnership or corporation for the operation of any utility owned by the city upon such rentals and conditions as it may deem necessary; but such contract shall not be an emergency ordinance. In no case shall such contract be for a longer term than ten years.

Section 11.5 Public Utility. How Sold. No public utility owned by the city shall be sold or otherwise disposed of by the city unless the full terms of the proposition of said sale or other disposition thereof, together with the price to be paid therefore, shall be embodied in an ordinance approved by a majority of the registered voters voting thereon at a general or special election. Before such ordinance is submitted to a vote, the council shall hold a public hearing on the matter in accordance with Section 11.6 of this chapter.

Section 11.6 Notice of Public Hearing. Notice of public hearing required by this chapter shall be published at least once in the official newspaper and in the city newsletter at least ten days prior to the date of the hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, the correction(s) must be published at the earliest practical time.

CHAPTER 12 MISCELLANEOUS AND TRANSITORY PROVISIONS

Section 12.1 Official Publication. The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by state statutes and this charter to be so published, as well as such other matters as the council may deem it in the public interest to have published in this manner.

Section 12.2 Oath of Office. Every officer of the city shall, before entering upon the duties of his/her office, take and subscribe an oath of office in substantially the following form: “I do solemnly swear (or affirm:) to support the constitution of the United States and of this state and to discharge faithfully the duties devolving upon me as (mayor, councilmember, city administrator, etc.) of the City of Ramsey to the best of my judgment and ability”.

Section 12.3 City Officers Not to be Interested in Contracts. Except as otherwise permitted by state statutes, no officer of the city, who is authorized to take part in any manner in any contract with the city, shall voluntarily have a personal financial interest in such contract or personally benefit financially therefrom.

Section 12.4 Official Bonds. The city administrator and other such officers or employees of the city as may be provided for by ordinance shall each, before entering upon the duties of his/her respective office or employment, give a corporate surety bond to the city in such form and such amount as may be fixed by the council as security for the faithful performance of his/her official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the council. They shall be approved by the council, and approved as to form by the city attorney, and filed with the city administrator. The premiums on the bonds shall be paid by the city.

Section 12.5 Sales of Real Property. No real property of the city, with the exception of cemetery plots, shall be disposed of except by ordinance. The proceeds of any sale of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the city in the purchase, construction, or improvement of this or other property used for the same public purpose. If there is no such outstanding indebtedness, the council may by resolution designate some other public use for the proceeds.

Section 12.6 Vacation of Streets. The council may by ordinance vacate any street or alley or other public grounds or part thereof within the city. Such vacation may be made only after published notice in the official newspaper and an opportunity for affected property owner and public to be heard, and upon such further terms and by such procedure as the council by ordinance may prescribe. A notice of completion of such procedure shall be filed in accordance with state statutes.

Section 12.7 Statutes Not Affected by Charter. All general laws and statutes of the state applicable to all cities operating under home rule charters, or applicable to cities of the same class as the City of Ramsey operating under home rule charters, and not inconsistent with the provisions of this charter, or the ordinances of this city, shall apply to the City of Ramsey, and shall be construed as supplementary to the provision of this charter.

Section 12.8 City to Succeed to Rights and Obligations of Former City. The city shall succeed to all property, rights, and privileges, and shall be subject to all legal obligations of the former city.

Section 12.9 Existing Ordinances and Resolutions Continued. All ordinances, resolutions and regulations of the municipality in force when this charter takes effect, and not inconsistent with the provisions thereof, are hereby continued in full force and effect until amended or repealed.

Section 12.10 Officers to Continue for Present Terms. All elective and appointive officers of the city holding office on the effective date of this charter shall continue in office for the terms to which they were elected or appointed, and until their successors shall have been elected or appointed and have qualified.

Section 12.11 Pending Condemnations and Assessments. Any condemnation or assessment proceeding in progress when this charter takes affect shall be continued and completed under the state statutes under which such proceeding was begun. All assessments made by the municipality prior to the time when this charter takes effect shall be collected, and the lien thereof enforced in the same manner as if this charter had not been adopted.

Section 12.12 Ordinances to Make Charter Effective. The council shall by ordinance, resolution, or other appropriate action make such regulations as may be necessary to carry out and make effective the provisions of this charter.

Section 12.13 A Newsletter. A newsletter shall be published by the city at regular intervals at least six times each year. The postal role for the city shall be used for the distribution.

Section 12.14 This charter becomes effective thirty days after adoption.

- Section 12.2 & 12.4 amended by Ordinance #00-12 – effective January 24, 2001

Ramsey City Charter Adopted by Special Election – May 22, 1984

CHAPTER 13 POLICE DEPARTMENT

Section 13.1 Department Created. The existing police department for the city shall forthwith be established as permanent and shall consist of a chief of police, and such other officers and members as may be provided for by the council.

Section 13.2 Appointments. The chief of police shall be appointed by the council. All other appointments to or promotions within the department shall be made as provided by law.

Section 13.3 Rank. The chief of police shall be the head of the department and have supervision over all officers and members thereof.

Section 13.4 Duties of Chief. The chief of police shall keep such records and make such reports concerning the activities of his/her department as may be required by statute or by the city council. The chief shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.

Section 13.5 Duties. It shall be the duty of the officers of the police department to see to the enforcement of all of the ordinances of the city and all statutes applicable therein, and to preserve order and prevent infractions of the law and arrest violators thereof.

Section 13.6 Conduct of Members. It shall be the duty of every member and officer of the police department to conduct himself or herself in a proper and law-abiding manner at all times. Each member and officer of the department shall obey the orders and directions of his/her superior.

Section 13.7 Rules and Regulations. The chief of the police department may make or prescribe such rules and regulations as he/she shall deem advisable, such rules, when approved by the council, shall be binding on such officers and members. Such rules and regulations may cover, besides the conduct of the officers and members, uniforms and equipment to be worn or carried, hours of service, vacation, and all other similar matters necessary or desirable for the efficiency of the department.

Section 13.8 Equal Opportunity. In making appointments to the police department, no person shall be deprived of an opportunity to serve on the police department because of race, religion, skin color, national origin or sex. No arbitrary rules on height, weight, or achievement of strength unrelated to job needs shall be imposed. No handicapped person shall be denied, merely by virtue of being handicapped, appointment to a position on the police department which the handicapped person is competent to fill.

- Chapter 13 added by Ordinance #88-21 - effective December 13, 1988

CHAPTER 14
METROPOLITAN URBAN SERVICE AREA

- **Chapter 14 added by Special Election, August 15, 1995 – effective September 15, 1995**
- **Section 14.2 added by Special Election, September 22, 1997 – effective October 22, 1997**
- **Chapter 14 deleted by General Election, November 5, 2002 – effective December 5, 2002**

CHAPTER 15
ADOPTION OF COMPREHENSIVE MUNICIPAL PLAN

Section 15.1 Comprehensive Plan. Minnesota Statutes, Chapter 462 requires that the City prepare and adopt a comprehensive municipal plan which plan is defined as a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the municipality and its environs. The comprehensive plan represents the City's planning agency's recommendations for the future development of the City.

15.1.1 Adoption of Comprehensive Plan. The City Council may by resolution by a majority vote of all its members adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance.

- Chapter 15 added by Special Election, November 6, 2001 – effective December 6, 2001

POLICY FOR THE RECRUITMENT, APPLICATION AND
JUDGE APPOINTMENT PROCESS ADMINISTRATIVE PROCESS FOR THE
CHARTER COMMISSION APPLICATION, RECRUITMENT AND APPOINTMENT

Note: This is a very rough draft, submitted for discussion only. Many refinements are needed.

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AUTHORITY

The Mayor and City Council of the City of Ramsey have the authority to establish a policy for the recommendations to the Charter Commission as established in the City Code.

PURPOSE

To provide for an orderly and fair appointment process, clearly outlining the process for the application, recruitment and appointment of City Charter Commission members to by the Chief Judge of the Tenth Judicial District.

PROCESS (Northfield dates the entire process in detail. We should do the same)

The City Clerk or ~~their his/her designated designee~~ representative (DR) will be responsible for the administration of the appointment process in consultation with the City Council. The City of Ramsey will accept Charter Commission applications at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 or letters of interest may be sent directly to the Chief Judge of the Tenth Judicial District at..... The timelines/processes below outline the mid-year and annual recruitment and vacancy process. ~~The City Council will be notified~~

Incumbent Application

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1. By October 10th, tThe City Clerk will notify ~~staff liaison and~~ Charter Commission members with terms ending on December 31 of the current year, by date... reminding them of upcoming term expiration.
2. The City Clerk will then invite Commission members with expiring terms to complete and submit a brief letter of intent indicating their desire to continue serving.
3. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing.

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Commented [CL1]: Clarify letter or application (due to new questions being considered for the Judge's consideration.)

1.4. The City Clerk will inform the Mayor and & City Council on a work session agenda item, of the number of incumbents willing to continue to serve and number of open seats, outlining the process for posting openings and time frames for advertising.

New Terms - New Member Application

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Prior to the normal ending date of boards and commissions terms, the City Clerk will prepare a detailed notice of position availability for publication in the City newsletter and in the City's

requirements (i.e. meeting dates, residency requirements, number of members attendance, etc.).

~~November – The City Clerk prepares a draft letter for the review by the Mayor and Charter Commission Chairperson to be sent to those with expiring terms. The letter will notify them of the application process for members wishing to be considered for reappointment. The City Clerk will prepare a draft thank you letter for review by the Mayor and Charter Commission Chairperson to be sent to those that have reached term limits.~~

~~November - The City Clerk will publicize vacancies beginning in the November/December issue of the Ramsey Resident, the City's official newspaper, the Community Sign, the City's website (homepage, In the News, and on the Charter Commission page), QCTV and social media on November 1 by sending out notification of vacancies to KYMN Radio, the Northfield News, Northfield.org, posting on the City website and social media. Charter Commission recruitment will be included with other boards/commissions. The announcement will provide instructions for candidates who wish to reapply or make an initial application to a board of commission. the Charter Commission. Applicants will be directed to the City website for online applications and additional information on each board/commission. Applications may also be obtained in the Administration Office at City Hall or at the Northfield Public Library. The application deadline is the first business day of December of each year for applicants wishing to be considered for January appointment.~~

~~Mid November – The City Clerk will send out a reminder via the City's website notifications software, social media, QCTV, (etc. – tbd) and a press release.~~

~~December - The deadline for applicants wishing to be considered for January appointment shall be the first business day of December. Completed applications will be kept on file in the Administration Administrative Services Department Office.~~

RECOMMENDATIONS

- ~~The City Council wishes to preserve the distinct and separate nature of the Charter Commission.~~
- ~~The City Council does not intend to recommend specific candidates, but instead, requests that a letter be provided to the judge on behalf of the City Council recommending deference be given to candidates indicating an avid interest in history, government, philosophy, law, literature or political science.~~
- ~~Furthermore, understanding that wisdom and knowledge are not solely possessed by those who have acquired degrees, the city council requests each applicant be evaluated on their own merits and quality of application rather than necessitating the possession of a degree in the aforementioned fields.~~

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TERMS & REQUIREMENTS

1. ~~There will be no limit to the number of terms that can be served~~

11. If a vacancy occurs during the year, the City Clerk shall consult with the Charter Commission Chairperson and inform the Mayor & City Council. The City Clerk will then prepare a letter to notify the Chief Judge of the Tenth Judicial District regarding the vacancy. Resignation letters shall be sent to the Charter Commission Chairperson, Mayor & City Council and copied to the City Clerk.

12. The process for announcing vacancies will begin as noted above. The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

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

Draft Updated Application



Form Center

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Charter Commission Application Form

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Charter Commission Application Form

Personal Information

First Name*

Last Name*

Address1

City*

State*

Zip*

Primary Number*

Alternate Number

Email Address

Employment

Present Employer

Work Phone

Position Title

Residency Information

How long have you been a resident of Ramsey?*

Property owned, rented or leased in Ramsey (other than residence):

Education

High School

College

Help

Trade or Business School

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?*

Yes

No

If yes, please indicate which board or commission you are serving on and the organization's name.

Have you served on a Board, Commission, or Committee before?*

Yes

No

If yes, please indicate which board or commission you served on and the organization's name.

Supplemental Questions

Please list any government, service organization, or professional activities which you have been or are currently involved in.

Please list areas of special interest.

Please briefly state why you want to serve on the Charter Commission.

List any special background, strengths, or abilities you would bring the Charter Commission.

Briefly describe the strengths of Ramsey today.

Briefly describe the weaknesses of Ramsey today.

Briefly describe Ramsey as you believe it should be 10 years from now.

List any specific goals and/or objectives you visualize for the City.

List any issues that may cause, or potentially be perceived to cause, a conflict of interest between civic responsibility and your personal or professional interests.

The Charter Commission meets on an as needed basis with a minimum of one meeting per year. Can you meet this time commitment?

Yes, I can.

No, I can't.

Are there any evenings you would not be available for meetings? Please describe below.

You may attach a resume if you desire.

No file chosen

Data Practices Advisory

Minnesota Statutes 13.601 Elected and Appointed Officials

You are not legally required to supply the information requested in this application. However, if you do not supply the requested information, it may be difficult to adequately evaluate your suitability for service.

Electronic Signature Agreement *

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Agree

Electronic Signature*

First M. Last

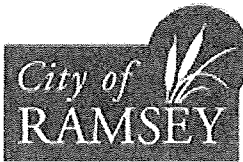
Appointments to the Charter Commission are made by the Chief Judge of the Tenth Judicial District. Charter Commission seats are open until filled. Your application will be kept on file for one year.

If, due to a disability, you need assistance completing an application or if you anticipate that you will need assistance in the selection process, please notify the Human Resources Department at 763-433-9867 (763-427-8591 TDD).

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* indicates a required field



Contact Us

7550 Sunwood Drive NW
Ramsey, MN 55303
Phone: [763-427-1410](tel:763-427-1410)
Fax: 763-427-5543
[Contact Us](#)

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Meeting Date: 04/12/2022

Information

Title:

Discuss Future Meetings For MUSA Boundary and COR Design Framework

Purpose/Background:

At the March 22, 2022 Council Work Session there was support to move forward with joint meetings to review two topics. Council further desired to establish a strategy and goal for these discussions to ensure a productive meeting. Staff is further seeking input on what supporting material would be beneficial to include in the future packets for review during these meetings.

One topic would include a review of the COR Design Framework. This topic would include the City Council, Planning Commission and Economic Development Authority. The second topic would review of the MUSA Boundary. This could include a brief overview of the the City's requirement to maintain a density minimum, the current projected density and the current actual density. The MUSA Boundary discussion would include the City Council and Planning Commission.

Timeframe:

Establish strategy to complete these discussions. It was briefly discussed at the March 22, 2022 Council Work Session to hold these either on open evenings (with more time allowed) or prior to Planning Commission meetings (required to adjourn prior to the 7:00pm meeting).

Should the strategy be to separate these discussions?

Which topic should be the priority?

Funding Source:

Staff is handling this as part of normal duties.

Responsible Party(ies):

Outcome:

- Establish strategy to complete review/discussions.
- Establish City Council goal(s) or direction for the review/discussions.
- Should other boards be included in the review/discussions?

Attachments

No file(s) attached.

Form Review

| Inbox | Reviewed By | Date |
|---------------------------------|-------------|---------------------------------|
| Kurt Ulrich | Kurt Ulrich | 04/07/2022 02:07 PM |
| Form Started By: Brian Hagen | | Started On: 04/05/2022 08:08 AM |
| Final Approval Date: 04/07/2022 | | |

Meeting Date: 04/12/2022

Information

Title:

Review Draft City Administrator Contract

Purpose/Background:

These sections of the current contract were discussed at the previous work session meeting:

Termination and Severance Pay. The CITY at any time may terminate this agreement with or without cause. In the event EMPLOYEE is terminated by the COUNCIL during such time that EMPLOYEE is willing and able to perform his duties under this agreement, then in that event the CITY agrees to pay EMPLOYEE his then current salary and benefits for a period of three (**Note: four months and six months are also common - Six months is the most allowed by Minnesota law**). At the time of the EMPLOYEE'S one year performance review, pending satisfactory performance, the COUNCIL may consider an adjustment to EMPLOYEE'S severance pay.

Resignation. In the event EMPLOYEE voluntarily resigns his position with the CITY, then EMPLOYEE shall give the CITY a 45-day (**Note: 30-day and 60-day notice periods are also common**) prior written notice.

Dues, Subscriptions and Professional Development. The current City Administrator contract specifies organizational membership as well as types of professional development. A reasonable option is to allocate a fixed amount and leave those specific activities to the discretion of the City Administrator. If this option is chosen, an amount of \$5,000 would be an initial allocation to be included in the contract. Note, inflation will erode this number over time and the candidate may have specific development needs that they would like to negotiate.

Other issues such as **salary, vacation, sick leave, car allowance, health/dental insurance and deferred compensation** are all negotiable items that can be considered as part of the compensation package.

Timeframe:

Up to 10 minutes

Funding Source:

Not applicable.

Responsible Party(ies):

The City Attorney will note Council preferences and draft an employment contract to present to the selected candidate.

Outcome:

Based on discussion.

Attachments

Original Draft 2007 CA Contract

Draft Administrator Contract

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 04/07/2022

Reviewed By

Kurt Ulrich

Date

04/07/2022 03:46 PM

Started On: 04/05/2022 04:03 PM

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this day of September 17, 2007, by and between the CITY OF RAMSEY, State of Minnesota, a municipal corporation, hereinafter called "the CITY," as party of the first part, and Kurtis Ulrich, hereinafter called "EMPLOYEE" as party of the second part, both of whom understand the following:

WITNESSETH:

WHEREAS, the City desires to employ the services of said EMPLOYEE as city administrator of the CITY OF RAMSEY, as provided by Chapter Six of the City Charter; and

WHEREAS, it is the desire of the CITY'S governing body, hereinafter called "COUNCIL," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said EMPLOYEE; and

WHEREAS, EMPLOYEE desires to accept employment with the CITY; and

WHEREAS, the parties acknowledge that EMPLOYEE is a member of the International City/County Management Association (ICMA) and that EMPLOYEE is subject to the ICMA Code of Ethics;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

- 1. Position.** The CITY agrees to employ EMPLOYEE as its city administrator. EMPLOYEE agrees to serve as city administrator in accordance with state statutes, city ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations and to perform such other legally permissible and proper duties and functions as the Council shall from time to time assign.
- 2. Duration.** EMPLOYEE agrees to commence employment with the CITY on September 17, 2007. The term of this agreement shall continue until EMPLOYEE resigns his position or is terminated as provided herein.

Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the CITY to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in Section 19 of this agreement

Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the EMPLOYEE to resign at any time from his position with CITY, subject only to the provisions set forth in Section 17 of this agreement.

3. **Duties.** CITY hereby agrees to employ Kurtis Ulrich as its city administrator to perform the functions and duties specified in Chapter Six of the CITY OF RAMSEY charter and the CITY OF RAMSEY code of ordinances and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.
4. **Hours of Work.** It is recognized that EMPLOYEE must devote a great deal of time outside the normal office hours to the business of the CITY, and to that end EMPLOYEE will be allowed to flex his schedule as he shall deem appropriate during said normal office hours.
5. **Outside Activities.** EMPLOYEE shall spend no more than 10 hours per week in teaching, consulting or on other non-CITY-connected business during normal CITY business hours without the prior approval of the COUNCIL. Any such activities shall not be commenced without prior notification of COUNCIL.
6. **Performance Evaluation.** EMPLOYER and EMPLOYEE agree that a performance review will be conducted on EMPLOYEE six (6) months after hire, one (1) year after hire, and annually thereafter. Said review shall be in accordance with specific criteria developed jointly by CITY and EMPLOYEE. Said criteria may be added to or deleted from as the COUNCIL may from time to time determine, in consultation with the EMPLOYEE. Further, the CITY'S Mayor shall provide the EMPLOYEE with a summary written statement of the findings of the COUNCIL and provide an adequate opportunity for the EMPLOYEE to discuss his evaluation with the COUNCIL.

Annually, the COUNCIL and EMPLOYEE shall define such goals and performance objectives that they determine necessary for the proper operation of the CITY and for the attainment of the COUNCIL'S policy objectives and shall further establish a relative priority among those various goals and objectives to be reduced to writing. The goals and objectives shall generally be attainable within the time limitations specified and within the annual operating and capital budgets and appropriations provided.

In effecting the provisions of this Section, the COUNCIL and EMPLOYEE mutually agree to abide by the provisions of applicable law.

7. **Salary.** EMPLOYER shall pay EMPLOYEE a salary of \$110,400 per year starting September 17, 2007. The annual salary shall be prorated based on the CITY'S payroll schedule.

The COUNCIL shall conduct an annual 360 degree performance review of EMPLOYEE. Upon said performance review, the City Council may, in its sole discretion, review the terms of this agreement and increase EMPLOYEE'S salary and/or benefits.

- 8. Vacation.** Effective upon EMPLOYEE 's first day of employment, EMPLOYEE shall be credited with 10 days of accrued vacation leave. In addition, EMPLOYEE shall accrue vacation days at a rate of 4.62 hours per pay period (or 15 days annually). At the time of the EMPLOYEE'S one year performance review, pending satisfactory performance, the COUNCIL may consider an adjustment to EMPLOYEE'S vacation accruals. EMPLOYEE shall be allowed to accrue up to two times the EMPLOYEE'S annual vacation accrual.
- 9. Sick Leave.** Effective upon EMPLOYEE 's first day of employment, EMPLOYEE shall be credited with 12 days of accrued sick leave. In addition, EMPLOYEE shall accrue sick leave in accordance with the city's personnel policies.
- 10. Health, Dental, Life and Disability Insurance.** For 2007, EMPLOYER shall provide the EMPLOYEE with a monthly contribution toward group health insurance totaling \$879.00. In future years, the EMPLOYEE will receive the same percentage increase to the EMPLOYER's monthly contribution as received by other non-union employees and approved by the city council. EMPLOYER shall provide EMPLOYEE the same dental, life and disability insurance benefits as provided to all other non-union employees.
- 11. Pension Plans.** The CITY shall contribute to PERA or an alternate pension plan, if selected by the EMPLOYEE, as required and authorized by State law.
- 12. Supplemental Deferred Compensation.** As per MN Statute 356.24, subd.1 (5), EMPLOYER will match the EMPLOYEE'S deferred compensation contribution up to \$2,000. Contributions will be directed to the Minnesota State Deferred Compensation plan.
- 13. Expenses.** EMPLOYEE shall be eligible for reimbursement of actual expenses incurred while conducting business on behalf of the CITY on the same basis as other EMPLOYEES of the CITY. In addition, EMPLOYEE shall be paid \$500 per month for use of his personal automobile for EMPLOYER BUSINESS WITHIN THE State of Minnesota. If EMPLOYEE uses his own automobile for EMPLOYER business outside the State, then EMPLOYER shall reimburse EMPLOYEE for business use of his personal automobile on a per mile basis and at a rate equal to what EMPLOYER reimburses all other employees for business use of a personal automobile.
- 14. Dues and Subscriptions.** EMPLOYER shall budget and pay the professional dues and subscriptions for EMPLOYEE which are deemed reasonable and necessary for EMPLOYEE's continued participation in national, regional, state and local associations necessary and desirable for EMPLOYEE's continued professional participation, growth and advancement. Dues and subscriptions include, but are not limited to, the International City/County Management Association (ICMA), the Minnesota City/County Management Association (MCMA) and the Ramsey Rotary Club.

- 15. Professional Development.** The EMPLOYER shall budget and pay necessary and reasonable registration, travel and subsistence expenses of EMPLOYEE for professional and official travel, meetings and occasions adequate to continue the professional development of EMPLOYEE and to adequately pursue necessary official and other committees thereof which EMPLOYEE serves as a member.

Professional Development includes, but is not limited to, annual attendance at the ICMA national conference, the State MCMA conference, and the League of Minnesota Cities annual conference. The EMPLOYEE may engage in other professional development training activities as per the city's personnel policy and contingent upon the availability of resources. Coursework covered by the city's Tuition Reimbursement policy must be approved by the city council prior to course registration. EMPLOYEE shall use good judgment in his outside activities so he will not neglect his primary duties to the EMPLOYER.

- 16. Indemnification.** The CITY shall defend and indemnify EMPLOYEE pursuant to Minnesota Statutes 466.07 and 465.76. In addition, the CITY shall defend, hold harmless, and indemnify EMPLOYEE from all alleged violations of torts; statutes, laws, rules, and ordinances, provided the EMPLOYEE was acting in the performance of the duties of the position.
- 17. Resignation.** In the event EMPLOYEE voluntarily resigns his position with the CITY, then EMPLOYEE shall give the CITY a 45-day prior written notice.
- 18. Suspension.** The CITY may suspend the EMPLOYEE with full pay and benefits at any time while this agreement is in effect, but only if
- (1) a majority of the COUNCIL and the EMPLOYEE agree, or
 - (2) after a public hearing, a majority of the COUNCIL votes to suspend

EMPLOYEE for just cause provided, however, that EMPLOYEE shall have been given written notice setting forth the charges at least 10 days prior to the public hearing.

- 19. Termination and Severance Pay.** The CITY at any time may terminate this agreement with or without cause. In the event EMPLOYEE is terminated by the COUNCIL during such time that EMPLOYEE is willing and able to perform his duties under this agreement, then in that event the CITY agrees to pay EMPLOYEE his then current salary and benefits for a period of three months. At the time of the EMPLOYEE'S one year performance review, pending satisfactory performance, the COUNCIL may consider an adjustment to EMPLOYEE'S severance pay. In the event the CITY must pay three months of

severance, the EMPLOYEE will not be entitled to accrue additional vacation, sick leave or holidays during the period that severance is paid.

In the event EMPLOYEE is terminated because of malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to EMPLOYEE, then EMPLOYER shall have no obligation to pay the severance benefits.

Upon the effective date of the EMPLOYEE's termination, under all circumstances the EMPLOYEE shall also be compensated for all earned sick leave and vacation and any other accrued benefits per the city's Personnel Policy.

In the event the CITY at any time during the term of this agreement reduces the salary or other financial benefits of EMPLOYEE by a greater percentage than an applicable across-the-board reduction for all employees of the CITY, or in the event the CITY refuses, following written notice, to comply with any other provision benefiting EMPLOYEE herein, or the EMPLOYEE resigns following a suggestion by a majority of the COUNCIL that he resign, then, in that event EMPLOYEE may, at his option, be deemed to be "terminated" at the date of such reduction or such refusal to comply within the meaning and context of the herein severance pay provision.

- 20. Other Terms and Conditions of Employment.** The COUNCIL, in consultation with the EMPLOYEE shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of EMPLOYEE, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the CITY OF RAMSEY charter or any other applicable law.

In addition to the benefits enumerated specifically herein for the benefit of EMPLOYEE, all provisions of the CITY OF RAMSEY charter and code, and regulations and rules of the CITY relating to vacation and sick leave, retirement and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to EMPLOYEE as they would to other employees of CITY, in addition to said benefits enumerated specifically for the benefit of EMPLOYEE except as herein provided.

- 21. General Provisions.** The text herein shall constitute the entire agreement between the parties. This agreement shall become effective commencing September 17, 2007, and shall continue until EMPLOYEE resigns his position or is terminated as provided herein.

If any provisions, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the CITY OF RAMSEY has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Attorney, and the EMPLOYEE has signed and executed this agreement, both in duplicate, the day and year first above written.

Thomas G. Gamec, Mayor
CITY OF RAMSEY

State of Minnesota

ATTEST:

William K. Goodrich, City Attorney

(Seal)

Kurtis Ulrich, EMPLOYEE

City of Ramsey, Minnesota City Administrator Employment Agreement

This Agreement is made this ____ day of _____, 2022, by and between the City of Ramsey, Minnesota, a Minnesota Charter City (“Employer”) and _____, (“Employee”)

The parties agree as follows:

1. **POSITION**. Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with federal and state statutes, the Employer’s Charter, and ordinances and the Code of Ethics of the International and Minnesota City Management Associations, and to perform such other legal permissible and proper duties and functions as the City Council shall from time-to-time assign.

2. **MOVING AND RELOCATION ALLOWANCE**. Employer shall reimburse Employee an amount not to exceed \$_____ for moving Employee’s household good and an amount not to exceed \$_____ for house hunting expense such as travel expenses, temporary lodging, and meals. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and deemed reasonable.

3. **PENSION PLAN**. Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by the Employee, authorized by State law.

4. **SALARY**. Employer shall pay Employee a salary of \$_____ per year starting on _____, 2022. Employer and Employee agree that an initial performance review will be conducted on Employee after _____ months and annually thereafter. The Employer agrees to increase the compensation to the Employee dependent upon the results of the performance evaluation.

5. **BENEFITS AND SICK LEAVE**. Employee shall be credited ____ days of sick leave, _____ days personal time off at the beginning of employment with the City. Additional such benefits shall accrue annually thereafter in accordance with the Employer’s personnel policies.

6. **VACATIONS**. Employee shall initially be credited with _____ days of accrued vacation. In addition, Employee shall accrue additional vacation leave in accordance with the Employer’s personnel policies.

7. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

8. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

9. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel, and subsistence expenses of Employee for professional an official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in Employee's choice of outside activities so as to not neglect his primary duty to the Employer.

10. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer, and at Employer's expense.

11. **AUTOMOBILE EXPENSE.** Employer shall reimburse Employee for the reasonable use of a vehicle for job-related travel at the mileage rate authorized in any given year by the Internal Revenue Service.

12. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided with appropriate documentation.

13. **HOURS OF WORK.** It is understood the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time off shall not be allowed for such additional expenditures of time, which are to be considered part of the Employee's normal job duties as City Administrator.

14. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee at the time of

receipt of Employee's last paycheck a lump sum cash payment in the amount equal to ___ months aggregate salary and to continue to provide and pay for the benefits in paragraph 7 for a period of _____, following termination. If, however, the termination because of malfeasance in office, gross misconduct, conviction of a felony, or conviction for an illegal involving personal gain to Employee, then Employer shall have no obligation to pay the aforementioned termination benefits.

If the Employee voluntarily resigns the City Administrator position, Employee agrees to give the Employer thirty (30) days advance notice. If the Employee voluntarily resigns as City Administrator, there shall be no termination pay due to Employee.

15. **GENERAL CONDITIONS OF EMPLOYMENT**. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time as City Administrator, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, the Employer has caused the Agreement to be signed and executed on its behalf by its Mayor, Mark E. Kuzma, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER, CITY OF RAMSEY, MINNESOTA :

EMPLOYEE:

BY: Mark E. Kuzma, It's Mayor

CC Work Session

3.1.

Meeting Date: 04/12/2022

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: 04/07/2022

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

04/07/2022 11:47 AM

04/07/2022 01:49 PM

Started On: 03/31/2022 02:10 PM

| | <u><i>Tentative City Council Future Work Session Topics</i></u> | |
|---------------|--|--------------------|
| Proposed Date | Topic | Minutes (Estimate) |
| 2022 | | |
| April 26 | Review Draft Strategic Plan - Ulrich | |
| April 26 | Review Highway 10 Design Elements - Westby | 60 |
| April 26 | Assign an Interim City Administrator - Lasher | 10 |
| May 10 | Review Time Limits to City Council Meetings and Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich | 30 |
| May 10 | Review Current City Social Media Policy and | 30-45 |
| May 10 | Q1 Communications Update & Website Redesign Update Thorstad/Fredrickson | 20 |
| May 10 | | |
| May 24 | Draft Trail Maintenance Policy – Westby/Riemer | 30 |
| May 24 | Recycling Report (trends, costs, programs) | 10 |
| May 24 | Review Draft Stormwater Pond Maintenance Policy – Westby/Riemer | 30 |
| June | Rental Property Ordinance - Hagen | 15 |
| June 28 | Discuss the Annual Comprehensive Report – Lund | 20 |
| July | Begin 2023 Budget Discussions – Lund | 30 |
| TBD | Review Charter Commission Recommendations on Election Section - Lasher | |
| TBD | Discuss Council and B/C Remote Meetings Policy - Lasher | 15 |
| | | |
| TBD | Review Street maintenance Scheduling and Rating System (Bruce/Grant) - | TBD |
| TBD | Review Ordinance Requirements for Trash and Recycling Container Screening - TBD | TBD |
| TBD | Conclude Discussions Regarding Updating the Employee Telecommuting Policy Lasher | 20 |
| TBD | Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich | 20 |
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