

City of Ramsey
Agenda
City Council Work Session
Tuesday, May 10, 2022

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

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Quarterly Communications Update - Q1 2022
 2. Review and Update City's Social Media Policy
 3. Review Time Limits for City Council Meetings
 4. Continue Discussions on Developing a Charter Commission Recruitment Policy
 5. Discuss Collecting and Compiling Ramsey City Policies
 6. Discussion Regarding the New City Administrator's Employment Agreement (May be closed to the public)
- 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: 05/10/2022

Information

Title:

Quarterly Communications Update - Q1 2022

Purpose/Background:

The purpose of this case is to provide a communications update to the City Council based on the City's Communications Plan. This update covers statistics from the first quarter (January, February and March) of 2022. Any changes or improvements discussed will be incorporated into subsequent reports.

Note: Staff is awaiting one or more additional reports. This case will be updated on Monday, May 9, 2022.

Timeframe:

N/A

Funding Source:

N/A

Responsible Party(ies):

Communications and Events Coordinator Megan Thorstad

Outcome:

The intended outcome of this case is for the City Council to review and receive the update.

Attachments

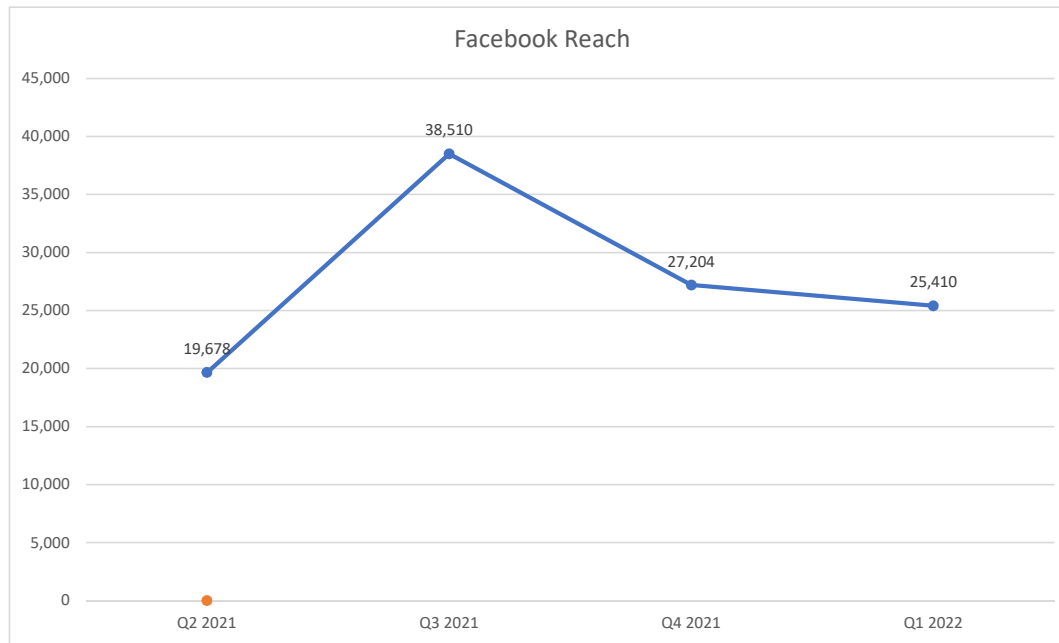
Facebook Reach & Engagement

Web Stats and Notify Me and FB for Q1 2022

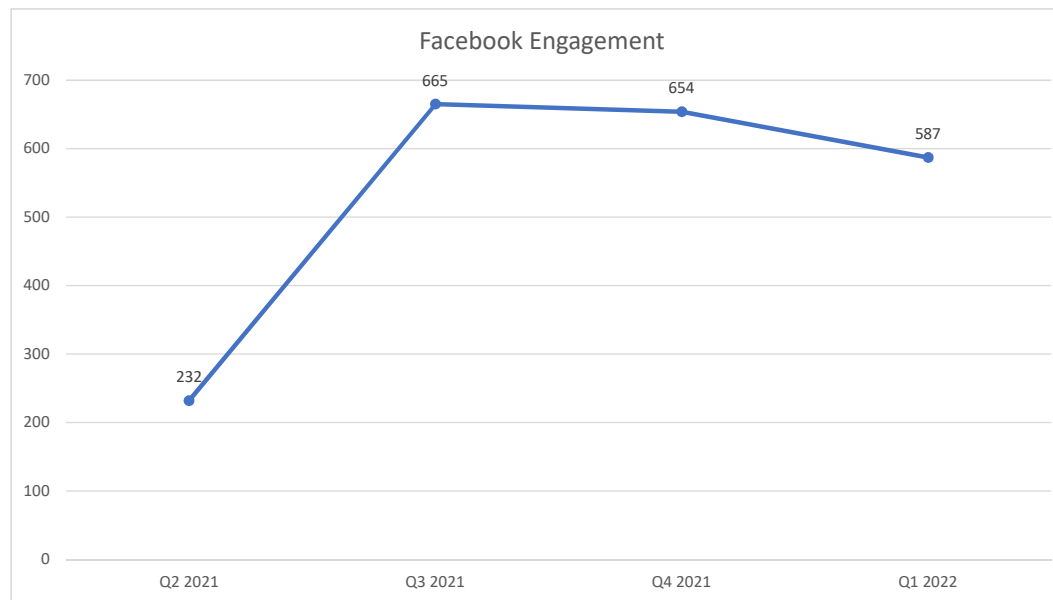
Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/05/2022 08:36 AM
Brian Hagen	Brian Hagen	05/05/2022 09:58 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:37 PM
Form Started By: Megan Thorstad		Started On: 03/25/2022 08:19 AM
Final Approval Date: 05/05/2022		

Q2 2021	19,678
Q3 2021	38,510
Q4 2021	27,204
Q1 2022	25,410



Q2 2021	232
Q3 2021	665
Q4 2021	654
Q1 2022	587



Q1 2022 (Jan. 1, 2022 – March 31, 2022)

Sessions in Q1 2022 – 75,334

Users – 164,794

New Users – 164,121

Average Session Duration – 24 sec.

Most Viewed Pages

1. Home – 12,411 visitors
2. Building Permits & Inspections – 3,387 visitors
3. City Council – 1,826 visitors
4. Agendas – 1,775 visitors
5. Utility Billing – 1,366 visitors

Top Searches

- Jobs
- Building Permit Application
- City Code
- Driver's Licenses
- Zoning Map
- Recycling Schedule
- Yoga
- Zoning
- Economic Development
- City Council

Visitors coming from:

- Search Engines (like Google) – 21,894 sessions
- Facebook – 1,836 sessions

Notify Me Subscribers: 1,455

Meeting Date: 05/10/2022

Information

Title:

Review and Update City's Social Media Policy

Purpose/Background:

The City first created a web-based Social Media Policy in 2010 and revised the policy periodically throughout the years to keep up with developing trends. Most recently, the policy was reviewed in 2018, however, given recent questions and concerns from the City Council, staff thought it beneficial to review and update the existing policy.

The City of Ramsey's Communications and Events Coordinator is the primary manager of the City's social media accounts. Ramsey's current social media platforms are Facebook, Twitter, Instagram and Youtube. The City of Ramsey's social media platforms are subject to the Minnesota Data Practices Act (Chapter 13) and the City's Records Retention schedule (ADM 03050). As no transactions of City business are conducted through social media accounts, the City is only required to retain social media messages until read (per the City of Ramsey's Records Retention Schedule).

Any staff member can request a post be made to social media. This is an informal process, usually made via email request. Social media posts are made at the discretion of the Communications & Events Coordinator under the supervision of the City Clerk and City Administrator. In summary, the City's current social media policy states that:

- 1) Almost all information that is posted to social media also exist on the City's website
- 2) Posts must also comply with the City's Personnel Policy, mission and vision, principles and core values
- 3) Social media posts are subject to the MN Data Practices Act and Records Retention Schedule
- 4) Users and visitors of City of Ramsey sites will be expected to behave respectfully
- 5) The City of Ramsey reserves the right to restrict or remove content
- 6) The City of Ramsey reserves the right to block or delete users
- 7) Various sections address freedoms of employees and elected officials and the use of personal versus professional social media platforms
- 8) Various sections define the role and powers given to the Communications and Events Coordinator
- 9) Section 12 outlines the City's approach to various community partnerships versus advertising

Timeframe:

Q2 2022

Funding Source:

N/A

Responsible Party(ies):

Communications & Events Coordinator Megan Thorstad

Outcome:

It is recommended that the City Council review and update the City's Social Media Policy to suit the City's current needs.

Attachments

Draft Social Media Policy 05-05-22

2018 Social Media Policy (current)

Communications Plan

City of Ramsey 2021 Records Retention Schedule - Section: ADM 03050

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/05/2022 08:34 AM
Brian Hagen	Brian Hagen	05/05/2022 10:07 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:38 PM
Form Started By: Megan Thorstad		Started On: 03/31/2022 04:25 PM
Final Approval Date: 05/05/2022		

City of Ramsey Social Media Policy

Purpose

This policy seeks to ensure proper administration of the City of Ramsey's social media sites by its representatives. Social media will be used to enhance the City of Ramsey's website (www.cityoframsey.com) which is the City's primary and predominant internet presence. Social networking in government serves two primary functions:

- To communicate and deliver messages directly to citizens and;
- To encourage citizen involvement, interaction and feedback

Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's intended audiences.

Control and Use

The City has limited control of social media accounts with third parties (i.e., Facebook, Twitter, etc.). At the same time, there is a general expectation by the public that the City has a social media presence by which to share information about current City projects and business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for transactions of city business. The one exception is in the case of a natural or man-made disaster, if it is determined by the City that the best means of communicating with the public is through the social media account(s). For this reason, based on the City's Records Retention schedule (determined by the Minnesota Data Practices Act) social media posts and messages are only required to be kept until read.

The City of Ramsey wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies and standards including:

- City of Ramsey Personnel Policy
- City of Ramsey Mission and Vision Statements
- City of Ramsey Guiding Principals
- City of Ramsey Core Values

Wherever possible, content posted to City of Ramsey social media sites will also be available on the City's website. Wherever possible, content posted to City of Ramsey's social media platforms should contain links directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City.

Policy

The City of Ramsey will determine, at its discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information sharing strategy. All social media content should follow the City's adopted Strategic Communications Plan.

City of Ramsey social media accounts are considered a City asset and administrator access to these accounts will be securely administered in accordance with the City's Information Technology Policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media websites created and utilized during the course and scope of an employee's job duties will be identified as belonging to the City of Ramsey and include a link to the City's official website. The City of Ramsey does not create or maintain social media accounts for its elected officials.

Scope

This policy applies to all City staff members, elected and appointed officials, volunteers and others who serve as a permanent or temporary representative of the City. This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of Ramsey.

The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to the City Administrator.

Definitions

Social media: Social media platforms are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, Twitter, and Nextdoor
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites and apps such as YouTube, Instagram, SnapChat, and TikTok
- Wikis, or shared encyclopedias, such as Wikipedia
- All past and future web- or application-based platforms generally regarded as social media or having many of the same functions as those listed above

Employees/Agents: As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or councilmembers.

Social Media Manager: "Social media manager" means any city employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

Rules of Use

City social media managers are responsible for managing City social media accounts or websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the Communications and Events Coordinator in order to ensure social media accounts are kept to a sustainable number and policies are followed.

- a. All approved sites must be clearly marked as the City of Ramsey site and will be linked with the official City website (www.cityoframsey.com). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.
- b. The City's social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City's social media page.
- c. Administration of all City social media websites will comply with applicable laws, regulations, and policies as well as proper business etiquette.
- d. City social media accounts covered by this policy will not be used by social media managers for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.
- e. No City social media account may be used by the City or any social media manager to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact Human Resources.
- f. Outside of situations of disaster, no City social media account will be used for transactions of City business. In the event a user initiates a request, application, or question through social media that affects City business or requires another City policy or process to be followed, follow up with that user by phone, email or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.
- g. City of Ramsey's social media managers will not edit any posted comments by another user. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:
 - Comments or hyperlinks to material not related to the item posted
 - Comments in support of or opposition to political campaigns
 - Comments in support of or opposition to religious groups or worship services
 - Profane language
 - Plagiarized material
 - Obscene or pornographic content
 - Direct threats to persons or property
 - Material asserted to violate the intellectual property of another person
 - Private, personal information about a person published without their consent
 - Information that may compromise the safety or security of the public or public systems
 - Statutorily private, confidential, or nonpublic data
 - Commercial promotions or spam
 - Content that encourages illegal activity
 - Content that violates a legal ownership interest of any other party
 - Hyperlinks to material that falls into one of the foregoing categories
 - Any content as deemed unlawful or inappropriate by the City Attorney

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible.

The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law. Any material removed from the social media site must be archived by the individual removing the material, including the time, date, and identity of the poster, when available. If possible, archived data should reflect the context of the situation from which it was removed.

The City of Ramsey reserves the right to block or delete any user who continually and habitually violates any or all of the social media policy points. A list of deleted or blocked users should be archived by the individual removing the user.

The City of Ramsey reserves the right to remove or edit social media posts as information evolves.

Standards for the Administration of Social Media sites:

- a. All new social media tools proposed for the City of Ramsey use will be approved by the City Administrator.
- b. The Communications and Events Coordinator will maintain a list of all City of Ramsey social media tools, including login and password information. Staff will inform the IT manager of any new social media sites or administrative changes to existing sites.
- c. The social media site administrator may designate additional staff members as editors to the page, if desired. (For example, a representative from the Public Works department may be designated as an editor to the City's Facebook, allowing him or her to make regular posts to the page during the snow plowing season.)
- d. Each designated staff member will be responsible for responding in a timely manner to any questions or comments that arise on material that they post. If that staff member is unable to respond in a timely manner, the site administrator will be responsible.
- e. When appropriate, designated staff members will make a good faith effort to provide an educated answer to any questions submitted via social media. In response to a question, designated staff members should always provide the appropriate department or staff member's contact information to learn more.
- f. The designated staff member responding to a question or comment may take the conversation offline if they deem it necessary or appropriate for the situation.
- g. Comments that violate the social media policy must be removed by the social media site administrator.
- h. Any material posted by a designated staff member on behalf of another department must receive approval of the content by that department leader, or their designee.

Data Ownership and Retention

All communications or messages within social media accounts covered by this policy composed, sent, or received on City or personal equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon

request. As no transactions of city business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain social media messages only until read.

Draft: Presented to City Council 05-10-22

DRAFT

SAMPLE PUBLIC NOTICE

The purpose of the City of _____'s social media presence is to provide members of the community with information in more places and more ways than were traditionally available. All content of this site is public and is subject to disclosure pursuant to the Minnesota Government Data Practices Act. Please be aware that anything you post may survive deletion, whether by you or others. Do not post sensitive or personally identifiable information, such as social security numbers.

Following or "friending" persons or organizations is not an endorsement by the City and is only intended as a means of broadening communication. The City is not responsible for content found at links to third parties, nor the views or opinions expressed by third-party comments.

Please be advised that comments falling into the following category or categories may be removed:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without their consent
- Information that endangers the public by compromising a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into at least one of the foregoing categories

Should your comment be removed by the City and you believe it does not fall into one of the above categories, contact _____ in writing to explain how the comment does not fall into one of these categories.

Should you wish to challenge the legality of any portion of this notice or the City's social media policy, you may contact _____ in writing and explain the basis for the challenge in detail.

If you have any other questions about the City of _____'s social media page, contact _____ at _____.

By accessing, using, or posting to this City of _____ social media page, you acknowledge you have been advised of the foregoing.

City of Ramsey Social Media Policy

1. The City of Ramsey's website (www.cityoframsey.com) will remain the City's primary and predominant internet presence.
 - a. The best, most appropriate City of Ramsey uses of social media tools fall generally into two categories:
 - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - As marketing/promotional channels which increase the City's ability to broadcast its messages to the widest possible audience.
 - b. Wherever possible, content posted to City of Ramsey social media sites will also be available on the City's main website.
 - c. Wherever possible, content posted to City of Ramsey's social media sites should contain links directing users back to the City's official websites for in-depth information, forms, documents or online services necessary to conduct business with the City of Ramsey.
2. Wherever possible, all City of Ramsey social media sites shall comply with all appropriate City of Ramsey policies and standards, including but not limited to:
 - City of Ramsey Personnel Policy
 - City of Ramsey mission and vision statements
 - City of Ramsey guiding principals
 - City of Ramsey core values

Any exceptions will be approved by the City Administrator.

3. The City of Ramsey does not share information gathered through its social media sites with third parties for promotional purposes. However, the content maintained on such sites is subject to the MN Government Data Practices Act. The department maintaining the site is responsible for responding completely and accurately to any public records requests for public records on social media. All public records requests must be directed to the City Clerk.

The department maintaining the social media site shall preserve any data required under records retention in an accessible format, for the required retention period, so that it can be produced in response to a request. Wherever possible, the City's social media sites shall clearly indicate that any content maintained on the City's social media sites is subject to the MN Government Data Practices Act and potentially public disclosure. Users shall also be notified that public disclosure requests must be directed to the City Clerk.

4. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City of Ramsey social media site articles and comments containing any of the following forms of content shall not be allowed:
 - Comments or hyperlinks to material not related to the item posted
 - Comments in support of or opposition to political campaigns
 - Comments in support of or opposition to religious groups or worship services

- Profane language
- Plagiarized material
- Personal attacks, insults, or threatening language
- Obscene or racist comments or photos
- Sexual content or links to sexual content
- Commercial promotions or spam
- Content that encourages illegal activity
- Private, personal information published without consent
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users on the social media site or made available by hyperlink.

5. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law. Any material removed from the social media site must be archived by the individual removing the material, including the time, date, and identity of the poster, when available. If possible, archived data should reflect the context of the situation it was removed from.
6. The City of Ramsey reserves the right to block or delete any user who continually and habitually violates any or all of the social media policy points, or at the discretion of the City Administrator, or his/her designee. A list of deleted or blocked users should be archived by the individual removing the user.
7. Material posted by the public to City of Ramsey social media sites may not reflect the opinions and/or position of the City of Ramsey, its government officials, or its staff. This disclaimer must be displayed to users on the social media site or made available by hyperlink.
8. All material posted by the City to its social media sites should be neutral, public information, of broad community interest. The material posted must follow the City's social media policy and align with the interest and goals of the City of Ramsey. Personal information of any City employees shall not be shared through the City's social media sites without consent. The frequency at which posts are made to the social media site is at the discretion of the site administrator.
9. The City of Ramsey does not endorse any product, service, company or organization advertising on its social media sites. The ads that appear on the pages are sold, posted and maintained by the social media host site.
10. The City of Ramsey has the right to reproduce any pictures or videos posted to its social media sites in any of its publications or websites, or any other media outlets.
11. Standards for the administration of City of Ramsey social media sites:

- a. All new social media tools proposed for the City of Ramsey use will be approved by the City Administrator.
- b. The IT manager will maintain a list of all City of Ramsey social media tools which are approved for use by the City Administrator, including login and password information. Staff will inform the IT manager of any new social media sites or administrative changes to existing sites.
- c. As is the case for City of Ramsey's website, each department will be responsible for the content and upkeep of any social media sites their staff may create. One or more designated staff members will be deemed the administrator of that social media site.
- d. The social media site administrator may designate additional staff members as editors to the page, if desired. (For example, a representative from the Public Works department may be designated as an editor to the City's Facebook, allowing him or her to make regular posts to the page during the snow plowing season.)
- e. Each designated staff member will be responsible for responding in a timely manner to any questions or comments that arise on material that they post. If that staff member is unable to respond in a timely manner, the site administrator will be responsible.
 - i. When appropriate, designated staff members will make a good faith effort to provide an educated answer to any questions submitted via social media. In response to a question, designated staff members should always provide the appropriate department or staff member's contact information to learn more.
 - ii. The designated staff member responding to a question or comment may take the conversation offline if they deem it necessary or appropriate for the situation.
- f. Comments that violate the social media policy must be removed by the social media site administrator.
- g. Any material posted by a designated staff member on behalf of another department must receive approval of the content by that department leader, or his/her designee.

12. Community Promotion on the City's social media sites:

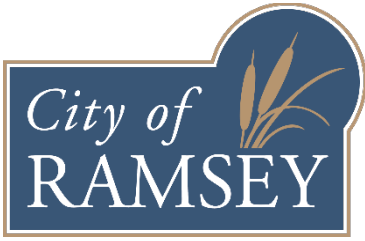
- a. Liking, sharing, or tagging of other organization's social media sites and material is left up to the discretion of the City's social media site administrator, but must represent a non-profit organization or initiative that is aligned with the interests and goals of the City of Ramsey, as well as the City's social media policy. (Examples of appropriate organizations include; Ramsey Heart Safe, Anoka Area Chamber of Commerce, Ramsey Police Department). Private business pages that represent sponsors of the City's events or initiatives may also be included in this list, upon approval of the City Administrator, or his/her designee.

Wherever possible, the City's social media sites shall clearly indicate that liking, sharing, or tagging of other organizations' social media sites and materials may not reflect the opinions and/or position of the City of Ramsey, its government officials, or its staff.

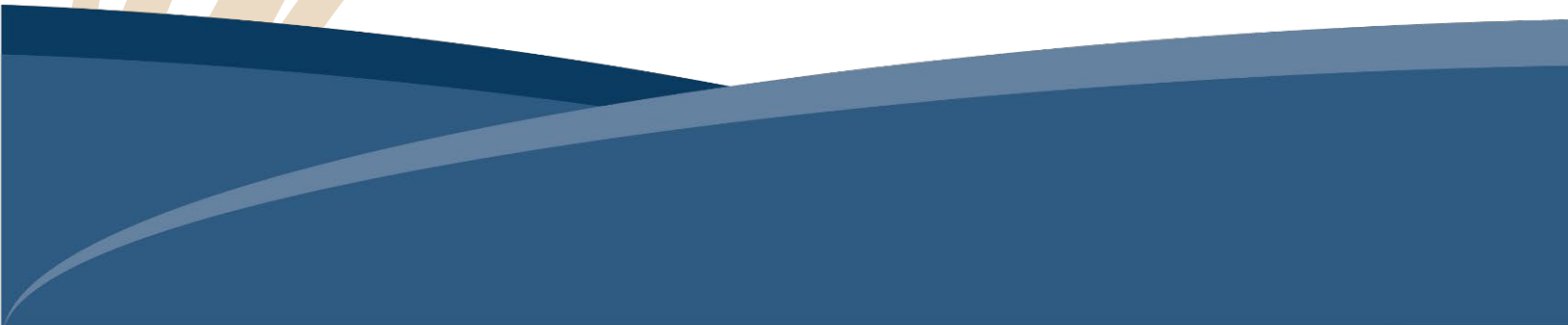
- b. Not-for-profit organizations, are allowed to request the use of the City's social media sites as a resource for promoting their community event, upon properly completing and submitting the City's "Community Event Promotion Application". For-profit organizations

may also request this resource when hosting a non-profit community event, upon approval of the City Administrator, or his/her designee. Private businesses may be allowed to utilize this resource under certain circumstances at the discretion of the City Administrator, or his/her designee. The organization, or the event, must be located within the City of Ramsey to be considered.

- i. The Community Event Promotion application must be submitted a minimum of 5 business days prior to the start date of the promotion message; and, must not be submitted more than six months in advance of the start date of the message.
- ii. The message will consist of an event flyer, provided by the organization in PDF or JPEG format.
- iii. All messages are subject to change by the City of Ramsey and the City of Ramsey is not responsible for errors. Messages must follow the guidelines set by the social media policy. Any messages that violate the social media policy will be denied. Messages must be of broad community interest.
- iv. Messages shall be posted on the City's social media page no more than 14 days in advance of an event. Organizations must provide a preferred start date with their application. The City of Ramsey will make a good faith effort to accommodate the preferred message start date given by the applicant, but cannot guarantee that the message will be posted on that date.
- v. Messages posted to the City's social media pages are displayed in the order that they were received. Therefore, the City cannot guarantee the message visibility as new messages continue to be posted to the page.
- vi. The City reserves the right to prioritize the messages posted to its social media sites. Messages from the City of Ramsey, along with any urgent / emergency notices, will take precedence over community event messages.
- vii. Organizations are limited to a maximum of four messages per year on the City's social media site.



Strategic Communications Plan



Purpose

The City of Ramsey is committed to maintaining effective communication. The City recognizes that quality communication plays an integral role in its ability to responsibly grow the community and provide quality, cost-effective and efficient government services. The Strategic Communications Plan is intended to be a tool to ensure the City meets the communications goals of the City Council. This plan outlines a process by which the City can provide an intentional and consistent voice and message.

Audience

The City of Ramsey's target audiences are:

- 1) Residents – Ramsey has nearly 30,000 residents. This includes homeowners, renters and various family-members.
- 2) Businesses – Ramsey is home to over 500 businesses. This includes owners, executives, managers, employees and prospect businesses.
- 3) Visitors – Millions of people travel to, or through, Ramsey annually. This includes visitors, commuters, shoppers and employees of local businesses.
- 4) Developers – This audience includes developers, brokers, builders, and contractors.

Key Messages

The foundation of the City's messaging will reflect its core values and strategic vision:

Vision Statement

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique urban, rural and natural environments.

Mission Statement

It is our mission to work together to responsibly grow our community and to provide quality, cost-effective and efficient government services.

Objectives

- Financial Stability
- A Balance of Rural Character and Urban Growth
- An Active and Connected Community
- Smart, Citizen Focused Government
- An Effective Organization

The concepts and values below serve as a guide for the preparation of city communications:

- 1) The City recognizes that residents made a decision to reside within Ramsey, and appreciates the investment residents make in the community (e.g. property taxes, neighborhoods, schools, community organizations, civic matters, economy, natural environment, family, etc.)
- 2) The City values and respects the input of all residents, and encourages citizens to be engaged in civic matters and volunteerism.

- 3) The City values the significant investment local businesses make within the community (e.g. property taxes, jobs/careers, products/services, significant capital expenditures, and support of community based organizations).
- 4) The City values and respects the input of its local businesses, and encourages local business officials to be engaged in civic matters.
- 5) Economic development is a priority for the City.
- 6) The City is easy to work with, professional, and organized.
- 7) Ramsey values and respects investments made by developers, and the services/end users they produce.
- 8) The City welcomes visitors, commuters, shoppers, and employees of local businesses.
- 9) The City is committed to improving the quality of life for its residents, businesses, and visitors.

Above all, the City's messaging will be:

- 1) Accurate – The City will strive to produce material that is free of error and correct in all details.
- 2) Timely – Material will be produced promptly and at opportune times.
- 3) Honest – Material will present truthful and sincere information to the best of the author's knowledge at the time of publication.
- 4) Clear – Material will be easily understood; free of unnecessary language and jargon and providing definitions when needed. Examples include CUP, PUD, JPA, TIF and others.
- 5) Consistent – Material produced should reflect the same message (always guided by the Strategic Plan) over time.

Accountability

The Communications & Events Coordinator will provide a regular progress update using graphs, charts and other visuals on a quarterly basis or upon request by the City Council.

The report will include the following statistics:

- 1) Citizen Survey results (when available)
- 2) Ramsey Resident content overview
- 3) Web stats including hits, page searches, Spotlight content and more
- 4) Social Media stats including Public Safety posts as provided by the Police Department
- 5) QCTV Viewership report (if applicable)

Resources

The City's primary vehicles for communicating include, but are not limited to, the following tools:

- 1) Print materials such as the Ramsey Resident (bi-monthly newsletter), brochures, articles, postcards and other mailers.
- 2) Electronic materials such as email, website postings, the Weekly Update electronic newsletter, the New Resident Packet, community signs and social media posts
- 3) Media relations such as requests for interviews, QCTV programming, news releases and media inquiries.
- 4) In person communications and events – such as open houses, city meetings, business networking events, the State of the Cities Address, and Happy Days.
- 5) Media such as newspaper, radio, television, and online providers.
- 6) Community: Faith-based organizations, non-profits, business owners, schools and others.
- 7) City staff, elected and appointed officials communicating messages to the community through regular interactions with the public such as city meetings, open houses, at city events, through QCTV interviews, and mailings.

Roles & Responsibilities

City Administrator

The City Administrator will provide administrative oversight and coordination of all external communications as directed by the City Council.

Emergency Management Director/Public Information Officer (PIO)

The City's Emergency Management Plan outlines who the Public Information Officer (PIO) is in any given emergency. All communications efforts should follow those outlined in the Emergency Management Manual.

Department Heads

All department heads (or designee) will produce external communication materials that reflects the priorities and key messaging outlined in this document.

Communications & Events Coordinator

The *Communications and Events Coordinator* will create non-emergency, external communications material as requested and will work with staff when reviewing or producing material for external communication.

The Communications & Events Coordinator will correspond with the City's media partners to provide positive story ideas and promote projects that work to achieve the goals set forth in the Strategic Plan.

Additionally, it is the Communications & Event Coordinator's role to coordinate and assist in the creation of key messages for elected officials as needed.

Procedure

An effective communications plan must account for a variety of topics, responses and strategies. In order to organize an effective communications response, this Plan divides key communications into five major categories:

- General Communications

- Emergencies
- Critical Issues
- Major Policy Issues
- Legal and Technical Communications

General Communication

Most of the City's external communication falls into this category. External communication efforts are weighed against the key messaging guidelines in order to achieve the goals set forth by the City Council.

Emergencies

Under the direction of the PIO, the Communications and Events Coordinator and Information Technology (IT) staff will facilitate emergency communications, if requested, by informing the public of timely and accurate information. Councilmembers should contact the City Administrator with questions on emergency management and not directly to Public Safety Personnel.

As soon as practicable, the City's Emergency Management Director, City Administrator, or their designee(s) shall authorize dissemination of emergency information.

The City's Emergency Management Director and/or Public Information Officer may choose to harness the partnerships it has with its local media groups in the instance of an emergency. The Communications & Events Coordinator will assist as requested.

Critical Issues

There are many events that do not rise to the category of emergency management, but are still critical issues impacting the community. These issues do not result in traditional public safety response, but are still important topics that require enhanced communication. These are not longer-term policy issues, but may require the City to adapt and refocus its communications efforts. The following incidents may require external communications:

- Public Health Emergency
- Financial/Legal Crisis
- Technological Breakdown

Major Policy Issues

Finally, there are a number of policy issues that aren't in the emergency or critical issues category but still rise to the level of enhanced communications strategies such as:

- Budgeting and Finance
- Transportation
- Infrastructure
- Water Quality

Legal and Technical Communications

There are a number of topics that do not need to follow this overarching process. For example, legal notices and public hearings are handled by individual departments.

COMMUNICATIONS ACTION PLAN (PROJECT BASED/CHANGES TO PROCESS)

In addition to strategic themes and process, the following action items represent project-based communication tactics to continue to improve the effectiveness of our communication strategy. This section is also critical to Staff to help recommend appropriate resources to meet the vision of the City Council.

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Improve Community's Awareness of Key Messages in a timely manner				
1. Improve the preparation of the Ramsey Resident Newsletter	Q2 2021	Existing Resources	<ul style="list-style-type: none"> Develop a Content Calendar and review with City Council on a quarterly basis Use newsletter as anchor for content for website and social media Track emerging issues Re-issue popular articles Implement a Newsletter Editor and Internal Review Committee 	Megan Thorstad
2. Identify ways to better engage with our Community, not just inform	Q4 2021	Additional Resources/Reallocation of Existing Resources Budget Impact = Medium	<ul style="list-style-type: none"> Create a "How Stuff Works" series Leverage Social Media for Project Notifications, Agendas and Meetings Create individual project communications plan and talking points for major projects in advance – part of project approval 	Megan Thorstad
3. Create targeted messaging plan for geographic-based topics (combine with above)	Q1 2022	Budget impact = Medium	Research geo-based software, implement and train staff in its use	Jason Fredrickson
Implement the planned website design refresh				

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
4. Reorganize website structure to better spotlight key topics	Q1 2022	Existing Resources	Work with each department to spotlight key projects	Jason Fredrickson
5. Better market 'Notify Me' option for opt-in email and text notifications	Q2 2021	Existing Resources	<ul style="list-style-type: none"> Expand the use of the text notification system 	Jason Fredrickson
6. Overall improve the Website's User Experience	Q1 2022	Existing Resources	<ul style="list-style-type: none"> Declutter drop down menus/rename pages to improve clarity and other improvements 	Jason Fredrickson
7. Create "RamseyBiz" domain with resources for businesses	Q4	Existing Resources	<ul style="list-style-type: none"> Refer to City of Blaine as template and make adjustments based on what works best for Ramsey 	Jason Fredrickson Tim Gladhill Sean Sullivan
Implement frequent, social media posts that focus more on breadth of outreach and less on depth of content – should be timely and instant				
8. Post all public meeting notifications on social media in addition to community events	Q2 2021	Existing Resources	Weekly Updates = Thursdays Agendas = Thursday, Friday or Monday Community Events = As needed	Megan Thorstad
9. Tailor posts to each platform to match targeted audience	Q2 2021	Additional Resources/ Reallocation of Resources Budget Impact = Low	Image = Instagram Short message = Twitter Longer message & web link = Facebook	Megan Thorstad

**GENERAL RECORDS
RETENTION SCHEDULE
FOR MINNESOTA CITIES**



March 2021

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 02700	COMPLAINTS - GENERAL General city services, maintenance, repair, citizen complaints.	1 after action completed	Public	
ADMINISTRATION	ADM 02800	COPYRIGHTS & PATENTS	Until expired	Public	
ADMINISTRATION	ADM 02900	CORRESPONDENCE - GENERAL	3	Public	
ADMINISTRATION	ADM 03000	CORRESPONDENCE - HISTORICAL Correspondence to/from mayor, city manager, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization, or individual.	Permanent	Public/Private	MS 13.601
ADMINISTRATION	ADM 03050	CORRESPONDENCE - MESSAGES Transitory messages, e-mail, social media, or phone messages of short-term interest which are considered incidental and non-vital correspondence. Note: Messages which relate to transactions of city business should be retained in accordance with applicable retention schedule. Data Practices classification for this is public.	Until read	Public	
ADMINISTRATION	ADM 03070	DATA PRACTICES REQUEST	3	Public/Private	
ADMINISTRATION	ADM 03100	DEPARTMENTAL REPORTS Annual.	Permanent	Public	
ADMINISTRATION	ADM 03200	DEPARTMENTAL REPORTS Monthly/ semi-annual.	1	Public	
ADMINISTRATION	ADM 03300	GRANTS Miscellaneous grant programs and stipulations.	Consult issuing agency. Typically 3 after audit State CFR 24.42, 6 after audit Federal 28USC2415(b)	Public, unless otherwise required by other governmental agency.	MS 13.599
ADMINISTRATION	ADM 03400	INVENTORIES Reports, equipment supplies, etc.	Until Superseded	Public	
ADMINISTRATION	ADM 03650	SURVEY / RESEARCH RAW DATA	While active		

Meeting Date: 05/10/2022

Information

Title:

Review Time Limits for City Council Meetings

Purpose/Background:

The purpose of this discussion is to review possible time limits for City Council meetings. For the sake of discussion, a few examples of what other Minnesota cities have in place are as follows:

Duluth

- No meeting of the council shall continue past 11:00 p.m.
- An uncompleted meeting may be adjourned to the next regularly scheduled meeting

Lake Elmo

- The last item on the agenda will be commenced no later than 12:00 midnight
- If all business has not been completed by 12:00 midnight, the meeting shall be continued to another date and time following notice provisions

Maplewood

- Policy requires a majority vote to go past 11:00 pm.
- If the meeting is not extended past 11:00 pm, the (Monday) meeting is automatically continued to Thursday at 5:00 pm

Victoria

- Meetings have a mandatory adjournment of 11:00 p.m.
- A supermajority vote of the Council can supersede this requirement

The City of Ramsey may wish to consider implementing a policy on this matter. Based on the City Council's feedback, staff will work with the City Attorney to draft language to be reviewed at a future meeting.

Timeframe:

Up to 15 minutes

Funding Source:

Not Applicable

Responsible Party(ies):

Brian Hagen, Interim City Administrator

Outcome:

Based on discussion

Attachments

No file(s) attached.

Inbox

Brian Hagen

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 05/05/2022

Reviewed By

Brian Hagen

Kurt Ulrich

Date

05/05/2022 10:24 AM

05/05/2022 02:56 PM

Started On: 05/03/2022 12:42 PM

Meeting Date: 05/10/2022

Information

Title:

Continue Discussions on Developing a Charter Commission Recruitment Policy

Purpose/Background:

The purpose of this discussion is to continue the discussion from April 12, 2022 to gather feedback from the City Council regarding how to proceed with developing a Charter Commission Recruitment Policy. In addition, based on initial feedback from the April 12, 2022 meeting, the City Council will likely discuss a revised Charter Commission application.

Timeframe:

Up to 30 minutes.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director
Brian Hagen, Interim City Administrator
Fritz Knaack, City Attorney

Outcome:

Based on discussion.

Attachments

- Councilmember Draft Application
- Rough Draft Charter Policy
- Judge Email
- Old Application
- MS Charter Appointments
- Ramsey Charter
- Updated Draft Charter Policy

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
Colleen Lasher	Colleen Lasher	05/05/2022 04:24 PM
Kurt Ulrich	Kurt Ulrich	05/05/2022 04:27 PM
Kurt Ulrich	Kurt Ulrich	05/05/2022 04:28 PM
Form Started By: Katie Schmidt		Started On: 04/01/2022 01:34 PM
Final Approval Date: 05/05/2022		

Charter Commission Application Questions

RESIDENCY INFORMATION

On page 1- **List** property owned, rented or leased in Ramsey (other than residence)

EDUCATION

Add category **“Other education experience, including military service”**

SUPPLEMENTAL QUESTIONS

Replace **“Please list areas of special interest”** with **“Please explain your understanding of the Charter Commission in it’s relation to the City Council.”**

Add **“Please list areas of interest that would benefit the Charter Commission.”**

Remove, **“ Briefly describe the strengths of Ramsey today”**, **“Briefly describe the weaknesses of Ramsey today”** and **“Briefly describe Ramsey as you believe it should be 10 years from now”** and replace with **“Please explain the role/purpose of the Charter Commission.”**

Remove **“List any specific goals and/or objectives you visualize for the City”** with **“As a member of the Charter Commission, what changes, if any, would you propose to the City Charter?”**

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

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

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 by the Chief Judge of the Tenth Judicial District.

PROCESS

The City Clerk or their designee) 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. The timelines/processes below outline the mid-year and annual recruitment and vacancy process.

Incumbent Application

1. By October 10th, the City Clerk will notify Charter Commission members with terms ending on December 31 of the current year, 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.
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

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 official newspaper, as required by the Charter. **List ALL places of additional publication not required by the Charter**

Mid-year Vacancy

When an unexpected vacancy on the Commission occurs, or the member is removed from the Commission the City Clerk will take one of the following two actions:

1) Refer back to the most recent recruitment file to identify a candidate, for consideration for the current vacancy. If a candidate is identified and willing to serve on the Commission, the City Clerk will forward the application materials and a letter to the judge on behalf of the City Council. The letter will recommend 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; 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 **three weeks**) after the estimated delivery date of the Ramsey Resident and the publication in the City's official newspaper.

Procedures

October – The City Clerk will review and update the Charter Commission web pages to ensure up-to-date and accurate information is posted. The web page should contain a description of the Charter Commission's role and responsibilities, links to guiding documents, and membership requirements

November - The City Clerk will publicize vacancies 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. The announcement will provide instructions for candidates who wish to reapply or make an initial application to the Charter Commission.

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

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 Administrative Services Department.

RECOMENDATIONS

- 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.

TERMS & REQUIREMENTS

1. There are no limit to the number of terms that can be served
2. Terms are be staggered, ending on December 31st of the fourth year in the term
3. Incumbents will be allowed to continue to serve until a successor is appointed (Need Clarification)
4. Applicant must be a registered voter, must not currently serve on the judiciary, must not be a current city council member

STIPEND

Members of the Charter Commission are not eligible for a stipend

ADDITIONAL STEPS

1. The City Clerk or designee will send a response (via e-mail when possible) when applications are received notifying the applicant that the application was received, next steps and the proposed timeline if possible.
2. Copies of applications will be e-mailed to the Mayor and City Council within five business days of the closing date. Copies will also be e-mailed to the Charter Commission Chairperson.
3. The City Clerk will verify eligibility (applicant is a registered voter, applicant is not a member of the city council) and notify the Charter Commission Chairperson and Mayor & City Council.
4. The City Clerk will prepare a letter to transmit the applications to the Chief Judge of the Tenth Judicial District. The applications shall be transmitted to the Chief Judge of the Tenth Judicial District **within two weeks of the application deadline.**
5. The City Clerk will notify applicants (via email, when possible) when their applications have been forwarded on to the Chief Judge.
6. The City Clerk shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Members, new appointee and Mayor & City Council.
7. The City Clerk will prepare and administer the acceptance and oath of office to the appointees. The City Clerk will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk will forward the completed acceptance and oath of office to the Charter Commission Members and Mayor & City Council.

8. The City Clerk will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form

9. The City Clerk and City Administrator will work with the Charter Commission Chairperson regarding contacting new members to provide information on the commission meeting schedule, and other orientation materials needed.

10. In consultation with the Mayor and Charter Commission Chairperson, the City Clerk prepares letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for one year, in case of vacancies, or for consideration for appointment to other boards and commissions.

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.

Date: Draft presented 04-12-22 (Missing Pages)

Date: Draft as presented 04-12-22 – full document

From: [Simanek, Justice \(LC-SHiljus\)](#)
To: [Colleen Lasher](#)
Cc: [Katie Schmidt](#)
Subject: RE: [EXTERNAL] Charter Application and Selection Policy
Date: Thursday, April 14, 2022 8:38:53 AM

Hi Colleen,

I've talked to Chief Judge Hiljus about his preferences, and he stated:

My preference as Chief Judge would be for the City to form a Committee consisting of part charter commission members, part city councilmembers, part city staff to review applications and make a recommendation to me as Chief Judge re who to appoint. They know their city and its needs much better than I do. My preference for a process like that may not apply to future Chief Judges and they may wish to consult with their City Attorney about any other considerations that need to go into the process. They are free to create some other process as well to ensure applicants are vetted fairly. Right now as Chief Judge I do not have the time and resources to conduct interviews of applicants so I am relegated to reviewing the applications submitted and doing my best based on what I see from the applicant.

I hope this helps. If you have any other questions please feel free to let me know.

Best,

Justice Simanek (they/them)
Law Clerk to the Honorable Stoney Hiljus
10th Judicial District – Kanabec County District Court
18 N Vine Street Ste. 318
Mora, MN 55051
320-679-6400 ext. 133419

From: Colleen Lasher <CLasher@ci.ramsey.mn.us>
Sent: Monday, April 4, 2022 3:50 PM
To: Simanek, Justice (LC-SHiljus) <Justice.Simanek@courts.state.mn.us>
Cc: Katie Schmidt <Kschmidt@ci.ramsey.mn.us>
Subject: [EXTERNAL] Charter Application and Selection Policy

Hello –

The City of Ramsey is in need of developing a policy for our Charter Commissioner application and recommendation process that leads up to the judge making the appointments. I've asked the City Clerk's group about their policies, but I haven't had any luck.

Do you, by chance, have access to any sample policies? Or, can you offer some guidance regarding the process?

Thank you very much.

Colleen

Colleen Lasher, MCMC |
clasher@cityoframsey.com
Administrative Services Director | City of
Ramsey
P: 763-433-9867 | F: 763-576-4386
7550 Sunwood Drive NW | Ramsey, MN 55303
www.cityoframsey.com

Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

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Form Center

Charter Commission Application Form

Save Progress

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*

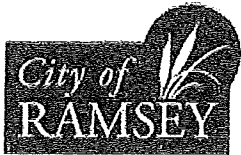
First M. Last

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).

protected by reCAPTCHA
Privacy - Terms

* indicates a required field



Contact Us

7550 Sunwood Drive NW
Ramsey, MN 55303
Phone: 763-427-1410
Fax: 763-427-5543

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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 FOR THE
CITY OF RAMSEY'S CHARTER COMMISSION

Note: This is a very rough draft, submitted for discussion only.

AUTHORITY

The Mayor and City Council of the City of Ramsey have the authority to establish a policy for 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 by the Chief Judge of the Tenth Judicial District.

PROCESS

The City Clerk or their designee will be responsible for the administration of the recruitment, application and judge 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 via the City website or letters of interest may be sent directly to the Chief Judge of the Tenth Judicial District. The timelines/processes below outline the annual and mid-year recruitment and application process.

Calendar Year Terms - Incumbent Application Process

1. By September 15th the City Clerk or designee will notify Charter Commission members with terms ending on December 31 of the current year, reminding them of upcoming term expiration.
2. The City Clerk or designee will then invite Commission members with expiring terms to complete and submit a brief letter of intent indicating their desire to continue serving.
3. Letters of intent will be mailed to the Chief Judge upon receipt by the City Clerk or designee.
4. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing.
5. By October 31st, 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.
6. If all incumbents wish to be reappointed, the City Clerk will / or will not Advertise for new members.

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

Commented [CL2]: Verify this council direction.

Commented [CL3]: Get direction from the Council.

Calendar Year Terms - New Member Application

1. By October 1st, the City Clerk or designee will prepare a detailed notice of position availability for publication in the November/December issue of the City newsletter, as required the Charter.
2. By November 1st the City Clerk or designee will prepare a detailed notice of position availability for publication in the City's official newspaper, as required by the Charter.
3. By November 20th, an additional electronic advertising push will occur, announcing the application deadline as the first business day in December.
4. Completed applications will be kept on file in the Clerk's Office for fourteen months.

Partial Year Terms – New Member Application Process to fill Mid-year Vacancies

When an unexpected vacancy on the Charter Commission occurs, or a member is removed from the Commission the City Clerk or designee will notify the Chair of the Charter Commission and the City Council. The City Clerk or their designee will then take one of the following two actions:

- 1) Refer back to the most recent recruitment file to identify a candidate, for consideration for the current vacancy.
 - a. If a candidate is identified and willing to serve on the Commission, the City Clerk will forward the application materials and a letter to the judge on behalf of the City Council.
 - b. ~~The letter will recommend 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; or~~
- 2) Prepare a detailed notice of position availability for publication.
 - a. Once in the City's official newspaper, as required by the Charter.
 - b. Also, in an abundance of caution and in order to meet the requirements of the City Charter and Minnesota Statute 410.05, a small ongoing advertisement will be included in each issue of the newsletter.
 - c. The application deadline will be no less than three weeks after the estimated delivery date of the Ramsey Resident and the publication in the City's official newspaper.
 - d. City Clerk to arrange for interviews or send a letter to the judge asking to have the applications reviewed?

Commented [CL4]: What if there is more than one vacancy? And there is more than one viable candidate? Do they get ranked?

Commented [CL5]: This may be a challenge

Commented [CL6]: Consider "the first business day of the Newsletter's second month". For example, the January/February edition of the newsletter would list "First business day in February as the application deadline."

Commented [CL7]: Need clarification on this.

Advertising

All vacancies will be advertised as follows: City newsletter, City Website (Charter page, In the News and Spotlight), QCTV, the City's official newspaper, Community Sign and Facebook.

City Website

The City Clerk or designee will review and update the Charter Commission web pages to ensure up-to-date and accurate information is posted. The web page should contain a description of the Charter Commission's role and responsibilities links to guiding documents, and membership requirements

Recommendations

1. The City Council wishes to preserve the distinct and separate nature of the Charter Commission.
2. ~~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.~~
3. ~~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.~~

Commented [CL8]: How does this fit with the revised application questions or possibly adding an interview panel (based on the Judges email)?

New Section:

Interview Panel/Process (per Judge's email) to send a list of recommended candidates.

Possible Interview Panel: As availability allows, up to three members of the City Council, the Chair of the Charter Commission, the Chair of Economic Development Authority, Chair of the Environmental Policy Board and Chair of the Planning Commission. Other _____

Commented [CL9]: Get the Council's direction on this.

TERMS & REQUIREMENTS

1. If state law differs from this policy, state law will prevail.
2. There are no limit to the number of terms that can be served
3. Terms are be staggered, ending on December 31st of the fourth year in the term
4. Incumbents will be allowed to continue to serve until a successor is appointed as per Minnesota Statute 410.05 Subd. 2
5. Applicant must be a registered voter, must not currently serve on the judiciary, must not be a current city council member

STIPEND

Members of the Charter Commission are not eligible for a stipend

ADDITIONAL STEPS

1. The City Clerk or designee will send a response (via e-mail when possible) when applications are received notifying the applicant that the application was received, next steps and the proposed timeline if possible.

Commented [CL10]: If a fitting and professional automated response is an option; it will be programed.

2. Copies of applications will be e-mailed to the Mayor and City Council within five business days of the closing date. Copies will also be e-mailed to the Charter Commission Chairperson.
3. The City Clerk or designee will verify eligibility (applicant is a registered voter, applicant is not a member of the city council) and notify the Charter Commission Chairperson and Mayor & City Council.
4. The City Clerk or designee will prepare a cover letter to transmit the applications to the Chief Judge of the Tenth Judicial District. The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
5. ~~The City Clerk or designee will notify applicants (via email, when possible) when their applications have been forwarded on to the Chief Judge.~~
6. The City Clerk or designee shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Chair, new appointee and Mayor and City Council.
7. The City Clerk or designee will prepare and administer the acceptance and oath of office to the appointees. The City Clerk or designee will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk or designee will forward the completed acceptance and oath of office to the Charter Commission Chair and Mayor & City Council.
8. The City Clerk or designee will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form
9. ~~The City Clerk or designee and City Administrator will work with the Charter Commission Chairperson regarding contacting new members to provide information on the commission meeting schedule, and other orientation materials needed.~~
10. ~~In consultation with the Mayor and Charter Commission Chairperson,~~ The City Clerk or designee will prepare letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for fourteen months, in case of vacancies, or for consideration for appointment to other boards and commissions.
11. If a vacancy occurs during the year, the City Clerk or designee shall consult with the Charter Commission Chairperson and inform the Mayor and 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 and City Council and copied to the City Clerk's office.
12. The process for announcing vacancies will begin as noted above "Partial Year Terms – New Member Application Process to fill Mid-year Vacancies". The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Commented [CL11]: If there is an interview panel, should the panel also receive applications?

Commented [CL12]: This is contingent upon if there is an interview panel or not.

Date: Updated draft for presentation at the 05-10-22 work session

Meeting Date: 05/10/2022

Information

Title:

Discuss Collecting and Compiling Ramsey City Policies

Purpose/Background:

This case is being requested by Councilmembers Musgrove and Howell. Staff supports this project.

At an April 12, 2022 meeting with the City Clerk, City Attorney and Councilmembers Musgrove and Howell, a discussion regarding Charter Commission and Boards & Commissions policies led to a conversation about a lack of knowledge regarding the whereabouts of all City of Ramsey policies and a need was identified. It would be beneficial to compile all Ramsey city policies into one place, preferably the City's website for both transparency and availability to the public. The outcome should be increased efficiency and accuracy.

Timeframe:

Begin immediately.

Funding Source:

Potential funds from City Administrator vacancy.

Responsible Party(ies):

Outcome:

Provide direction to staff for increased hours of an existing employee to assist with the task. Estimated at 5 hours per week until project is complete.

Provide City Council with biweekly email updates/link to all policies.

Gather policies into one location on the City website.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/05/2022 03:45 PM
Kurt Ulrich	Kurt Ulrich	05/05/2022 03:51 PM
Form Started By: Brian Hagen		Started On: 05/05/2022 01:48 PM
Final Approval Date: 05/05/2022		

Meeting Date: 05/10/2022

Information

Title:

Discussion Regarding the New City Administrator's Employment Agreement (May be closed to the public)

Purpose/Background:

The purpose of this discussion is to direct the City Attorney to negotiate the terms of the new City Administrator's employment agreement.

Discussions related to terms, parameters and strategies will occur in a closed meeting, subject to Minnesota Statute 13D.03 and will include providing direction to the negotiator (the City Attorney) . The closed session will be recorded and the recording held for two years.

Note: At the time of this writing, the City Council has not selected the next City Administrator. It is anticipated that the May 24, 2022 City Council meeting will include a resolution to hire the new City Administrator.

Timeframe:

Up to 20 minutes

Funding Source:

N/A

Responsible Party(ies):

Colleen Lasher, Administrative Services Director
Fritz Knaak, City Attorney

Outcome:

Based on discussion.

Attachments

13D.03

2007 Draft

2022 Draft

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 05/05/2022

Reviewed By

Kurt Ulrich

Date

05/05/2022 02:57 PM

Started On: 05/03/2022 03:02 PM

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

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

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

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

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

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

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

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

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

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

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

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: 05/10/2022

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: 05/05/2022

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

05/04/2022 12:33 PM

05/05/2022 02:41 PM

Started On: 04/22/2022 07:49 AM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
2022		
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
May 24	Continue Discussions Regarding the Charter Commission Recruitment Policy - Staff	15
June 14	Discuss the Annual Comprehensive Report – Lund	20
June 14/28	Rental Property Ordinance - Hagen	15
July 12	Begin 2023 Budget Discussions – Lund	30
TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff	20
TBD	Review Charter Commission Recommendations on Election Section - Staff	
TBD	Discuss Council and B/C Remote Meetings Policy - Staff	15
TBD	Review Street maintenance Scheduling and Rating System (Westby/Riemer) -	TBD
TBD	Review Ordinance Requirements for Trash and Recycling Container Screening - TBD	TBD
TBD	Discuss Updating to the Employee Telecommuting Policy- Staff	20