

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, January 24, 2023**

**5:30 pm**

**Lake Itasca Room, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://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. Consider Crime Free Multi Housing Program and Rental Licensing Requirements
  2. Discussion Regarding the Public Works Department's Interim Titles
  3. Continued Discussions Regarding Municipal Center Rental Fees
  4. Review Draft Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members
  
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.**

**CC Work Session**

**2. 1.**

**Meeting Date:** 01/24/2023

**Submitted For:** Jeff Katers, Police

**By:**

Jeff Katers, Police

**Information**

**Title:**

Consider Crime Free Multi Housing Program and Rental Licensing Requirements

**Purpose/Background:**

In previous city council work sessions, the City Council asked staff to look into the Crime Free Multi-Housing (CFMH) program or similar programs that other MN cities have. Staff conducted research and will provide an update to city council on how similar cities have implemented CFMH and other programs. Staff will also discuss the feedback from other cities and recommend resources needed for a program to be successful. CFMH is a national framework that is sponsored by the MN Crime Prevention Association.

The City could adopt this program as outlined, or adopt its own policy using it as a framework. This item is on the current City Strategic Plan.

This discussion is part one, at the February 14th work session, community development staff will present an option to enhance the rental licensing program to further support CFMH.

**Recommendation:**

No staff recommendation at this time. Looking for council direction on implementing a CFMH or similar program.

**Outcome/Action:**

None at this time.

**Attachments**

Other Cities.pdf  
CFMHBrochure

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Jeff Katers

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 12:21 PM

Started On: 01/17/2023 12:02 PM





## What is CFMH?

Crime Free Multi-Housing (CFMH) is a three-phase program designed to make rental housing safe and desirable places to live. **CFMH is pro-manager, pro-resident, and anti-crime.** Three primary components or phases that make up the program are:

**PHASE I:** Management/Owner Training

**PHASE II:** Crime Prevention through Environmental Design

**PHASE III:** Resident Crime Watch

CFMH Phase 1 Certification is required to obtain a license to rent property in City.

## Who should attend?

Managers and employees responsible for screening and approving residents should attend. Property owners, maintenance workers, and regional managers also find the training valuable. Attendees obtain a better understanding of the program and often make policy changes.

## What will I learn?

You will hear from experts regarding:

- Applicant Screening & Fair Housing
- Understanding Section 8
- Fire Safety and Prevention
- Holding Tenant Meetings
- Rental Agreements & Legal Issues
- The Mediation Alternative
- Crime Prevention Through Environmental Design (CPTED)
- Working with the Police
- Recognizing Illegal Activity

Speakers include: Housing Specialists, Fire Inspector, Drug Task Force Officer, Housing Attorney and Police.

## Why should I attend?

Rental Owner benefits:

- A stable, more satisfied resident base.
- Increased demand for rental units.
- A reputation for active management.
- Lower maintenance and repair costs.
- Increased property values.
- Improved personal safety for tenants, landlords, and managers.
- Peace of mind that comes from spending more time on routine management and less time on crisis control.

Law Enforcement benefits:

- Tried and true crime prevention methods.
- Proven drop in calls for service.
- Statewide collaboration between cities, police and sheriff departments.
- Improved quality of life for the community by teaching property managers and residents how to work with police and neighbors to keep illegal activity out of rental property.
- This is Community Oriented Policing!

Meeting Date: 01/24/2023

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### Information

**Title:**

Discussion Regarding the Public Works Department's Interim Titles

**Purpose/Background:**

The purpose of this case is to discuss removing the interim status from the titles of both the Public Works Director and the Assistant Public Works Director effective January 25, 2023.

On July 11, 2022, City Engineer Bruce Westby was promoted to City Engineer/Interim Public Works Director, and Parks and Assistant Public Works Superintendent Mark Riverblood was promoted to Parks and Assistant Public Works Director, following the retirement of former Public Works Superintendent Grant Riemer. Council requested interim status be applied to both promotions for a period of approximately 6-months to allow staff time to evaluate whether the new management structure at Public Works would work effectively in the long-term, and to determine if additional resources were needed to effectively support the Engineering and Public Works Departments with Mr. Westby's dual role.

To ensure that the new management structure at Public Works would work effectively, staff met with former Public Works Superintendent Riemer on several occasions prior to his retirement to develop a plan to reallocate some of his duties to other staff since City Engineer Westby was not able to effectively absorb all the duties. The plan as implemented, reallocated various duties among numerous Staff within the Public Works and Engineering departments. Some of the reallocated duties were intended to be permanent in nature, while others were intended to be temporary pending removal of the interim status from the Public Works Director and Assistant Public Works Director titles, and pending City Engineer Westby's ability to delegate more of the City Engineer's duties to Assistant City Engineer Joe Feriancek over time.

Regarding whether additional administrative services are required to support the new Public Works management structure, the current Public Works Administrative Assistant spends 80-percent or more of her time assisting the Parks department with scheduling Park reservations, issuing bicycle, canoe and kayak rental cards, and other miscellaneous duties required to support the Parks department. The current Public Works Administrative Assistant is therefore unable to assist the Streets and Utilities departments with many of their administrative needs including processing invoices generated by these departments, preparing and mailing quarterly delinquent utility payment letters, scheduling water meter installations, scheduling required meetings with regulatory agencies, and assisting these departments in responding to requests for service such as rusty water and snow plowing complaints. Staff will continue to explore what additional administrative services are required to effectively support the Streets and Utilities departments, and will update the City Council at a future meeting. Additionally, since the interim status became effective, the City Council issued debt for the purpose of an aggressive pavement management plan. This added funding, compounded with historical staffing needs to complete inspections of infrastructure projects (public and private), will require additional resources to complete required inspection services. Staff will bring forward a recommendation on addressing this need at a future meeting as well.

In summary, Staff feels the new management structure at Public Works has been successful and recommends removing the interim status from the titles of the City Engineer/Interim Public Works Director and the Parks and Interim Assistant Public Works Director. Furthermore, resources from a staffing perspective have been identified, and should Council concur with the removal of the interim status staff would bring forward in detail a recommendation on these needs.

**Timeframe:**

This case is expected to take up to 10 minutes.

**Funding Source:**

Not Applicable

**Responsible Party(ies):**

Brian Hagen, City Administrator

Bruce Westby, City Engineer/Interim Public Works Director

**Outcome:**

The intended outcome of this work-session is for the City Council to provide staff, by consensus, direction to remove Mr. Westby's and Mr. Riverblood's Interim status, effective January 25, 2023. There is a case on the consent agenda this evening for formal approval.

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Bruce Westby

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 01/19/2023

**Reviewed By**

Colleen Lasher

Brian Hagen

**Date**

01/19/2023 08:18 AM

01/19/2023 11:59 AM

Started On: 01/10/2023 03:55 PM

Meeting Date: 01/24/2023

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### Information

**Title:**

Continued Discussions Regarding Municipal Center Rental Fees

**Purpose/Background:**

The purpose of this work session is to continue discussions regarding revised conference room rates at City Hall and to review the revised draft policy.

The attached draft policy includes the following changes to be considered by the City Council.

- Revised rates, including changing from a flat fee structure to charging hourly with a two-hour minimum rental
- A streamlined rate structure as it relates to types of renters
- The addition of the Mississippi River Room
- New language to be discussed related to Conference Rooms not being used for banquet purposes
- New stand-alone City Hall Conference Room Policy (reasoning listed below)

Staff would like final direction on Candidate Forums. It was suggested in an earlier discussion that any Candidate Forum held at City Hall be open to the public if they are receiving the space at no charge. Typically, these forums are held in the Chamber which is not available for rent by the public.

When this policy was discussed in November, Parks and Interim Assistant Public Works Director Mark Riverblood stated the current policy, which combines City Hall rental with Parks rental, is cumbersome.

This matter was discussed with all Staff involved, including Building Maintenance Supervisor Dan Bray, City Administrator Brian Hagen, City Engineer/Interim Public Works Director Bruce Westby, Receptionist Pam Miller, and Public Works Administrative Assistant MaryJo Warner; all agreed that a new stand-alone policy would be an operational improvement for both Staff and the public. Note: The attached draft policy excludes all references to City Park rental.

**Timeframe:**

Up to ten minutes may be needed to provide the background on this topic, and perhaps up to 10 minutes may be needed to respond to questions.

**Funding Source:**

No funding is required for consensus direction on this topic—rather, there will be a modest revenue increase for 2023 for room reservations.

**Responsible Party(ies):**

Administrative Services Director, Colleen Lasher  
Building Maintenance Supervisor, Dan Bray

**Outcome:**

To receive City Council feedback regarding new draft rental rates and draft City Hall Conference Room Rental Policy for possible adoption at the next City Council meeting.

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## Attachments

Draft Policy

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### Form Review

**Inbox**

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 01/20/2023

**Reviewed By**

Brian Hagen

**Date**

01/20/2023 02:21 PM

Started On: 01/20/2023 12:53 PM



CITY OF RAMSEY

**CITY HALL CONFERENCE ROOM RENTAL POLICY/FACILITY USE & RENTAL POLICY**

A. **BACKGROUND:** The Ramsey Municipal Center, located at 7550 Sunwood Drive NW in Ramsey, houses the administrative and police functions of the City of Ramsey. The Municipal Center also serves as a location for various public meetings of the City Council, Committees, Boards and Commissions. Visit the City's website at www.cityoframsey.com or call 763-427-1410 for current meeting schedules.

The Ramsey Municipal Center contains ~~four (4)~~ five (5) conference rooms available for use by the public or outside organizations. Municipal Center rooms are not available for banquet purposes.

B. **PURPOSE:** The purpose of this policy is to establish written rules, regulations, definitions and a fee schedule that shall guide the use and rental of available Municipal Center conference rooms. The City of Ramsey makes its facilities available for public rental to encourage community engagement and establishes rates that reflect prioritization of Ramsey businesses, organizations and residents.

C. **AVAILABLE FACILITIES:** The following facilities may be available for public use in the City of Ramsey:

1) **Ramsey Municipal Center - 7550 Sunwood Drive NW**

Alexander Ramsey Room	Capacity 100
Lake Itasca Room	Capacity 40
<u>Mississippi River room</u>	<u>Capacity 10</u>
Rum River Room	Capacity 10
Trott Brook Room	Capacity 10

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*Please note that capacity for these rooms is listed as available seating.*

D. **HOURS AND DAYS OF USE:**

- 1) Ramsey Municipal Center Hours: The Ramsey Municipal Center is available for use by the public
  - Monday - Thursday: 7:00 a.m. - 9:00 p.m.
  - Friday: 7:00 a.m. - 4:30 p.m.

Conference rooms are not available when the Municipal Center is closed in observance of the following holidays:

New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve and Christmas Day.

An hourly fee will be charged to groups using the facility after hours and weekends or beyond the allotted times listed above. After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor, and must be approved in advance of fourteen (14) days prior to event. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

E. **ELIGIBLE USERS:** Eligible users are broken down into ~~four (4)~~ three (3) groups: 1) non-profit/youth organizations, 2) business networking and groups, homeowners' association groups and 3) the general public.

1) Non-profit organizations/Youth Organization: Recognizes City of Ramsey 501c3 groups or non-profit group that provides significant service to and for the City in the current year. These are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited to): youth organizations, 4-H, Lions Clubs, Rotary Clubs, Beyond the Yellow Ribbon, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Proof of local non-profit 501c3 status is required.

Free community seminars on products or services that a business sells shall not constitute non-profit status for renting rooms in the Ramsey Municipal Center. For example, free insurance educational training from an insurance firm. These types of businesses shall be considered for-profit along with events involving sales such as garage sales, tupperware, craft and sportsman's shows, business marketing events. These type of events fall under the category of Special Events – for profit in the schedule of rates and charges of \$240 along with deposit fees.

2) Business networking/Homeowners' Association groups: These groups hold meetings with the intent of developing and attaining business leads to increase their market presence. The business applying for a room must be a Ramsey business. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

At least half of all participating businesses must be Ramsey businesses. A minimum of four (4) businesses must be present to constitute a business networking meeting.

~~3)~~ Homeowners' Associations located within the City of Ramsey limits are offered a reduced rate from the general public status for City Hall facilities.

~~34)~~ General public: This includes anyone who does not fall under the non-profit/youth organization, homeowners association and business networking groups.

In cases where it is not clear whether a group or organization merits a certain status, the City of Ramsey personnel shall make a determination. Proof of local non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

The general public are also classified by resident and non-resident users.

a.) Resident:

- Valid I.D. such as a driver license or other proof of residency.
- A civic group, organization, business, industry or school with its physical facilities located within the City limits.

- A representative of a youth organization, community school, or church wherein at least fifty (50) percent of the participants are Ramsey residents or which have provided significant benefit and service to and for the City.

b.) Non-Resident: Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

The physical sale or transaction of goods or services is not allowed within the Municipal Center for any user.

F. **PRIORITY OF USE:** The need to conduct City business takes precedence over any reservation. Reservations will be rescheduled, if possible, or refunded if City business replaces the said reservation. All remaining reservations will be accepted on a first come first serve basis upon receiving a completed application and payment.

G. **APPLICATION:** Municipal Center Facility Use Permit applications can be found on the City's website at [www.cityoframsey.com](http://www.cityoframsey.com) and must be filled out and submitted a minimum of fourteen (14) days prior to the proposed date of rental. Municipal Center meetings that occur Monday through Friday within the City's normal business hours of 8:00 am to 4:30 pm require a minimum of seven (7) days lead time prior to the proposed date of rental; meetings that occur outside of normal business hours require a minimum of fourteen (14) days prior to the proposed date of rental. In the event your date is not available, an alternate date or location will be offered. This also applies to any discrepancy in a reservation.

Governmental functions normally are scheduled at a minimum of three (3) days in advance. However, this requirement may be waived if the need is significant or an emergency exists. Governmental functions may supersede any other use with or without reservations if 1) three (3) days' notice is given; or 2) there is no other practical alternative. An attempt should be made, as practicable, to find other alternatives and give three (3) days' notice whenever possible.

The permit to utilize a room within the Municipal Center is valid only for the date, time and person specified in an approved application. **Groups may not occupy a room longer than their reserved time frame.**

H. **FEES AND DEPOSITS:**

1) Rental Fees: In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the below fee schedule has been developed.

Maintenance fees on annual lease agreements must be paid at the beginning of the lease calendar; any unused reservations may be substituted for a rescheduled night and will not be refunded.

The City Administrator reserves the right to waive rental fees for distinct situations at his/her discretion.

**2022 RAMSEY MUNICIPAL CENTER  
CONFERENCE ROOM RENTAL RATES (dollars)**

	Youth Organization/ 501c3 Group	Business Networking Groups	Homeowners Association	General Public	
				Resident	Non- Resident
<b>STANDARD ROOM FEES</b>					
Alexander Ramsey Room	40	30	60	80	120
Lake Itasca Room	40	30	60	80	120
Trott Brook, Rum River	10	20	20	40	80
<b>ADDITIONAL FEES</b>					
After Hours/Weekend Hourly Rate	65	65	65	65	65
Coffee Service (per pot)	5	5	5	5	5
Damage Deposit (every user, every room)	100	100	100	100	100
<i>Additional Fees may apply for Special Events</i>					

**DRAFT 2023 RAMSEY MUNICIPAL CENTER  
CONFERENCE ROOM RENTAL  
HOURLY RATES (dollars)**

All room rentals are subject to a two hour minimum reservation.	Youth Organization/ 501c3 Group	Business Networking and Homeowners Association Groups	General Public	
			Resident	Non-Resident
<b>STANDARD ROOM FEES</b>				
Alexander Ramsey & Lake Itasca Room	15	50	45	65
All Other Rooms	15	50	25	45
<b>ADDITIONAL FEES</b>				
After Hours/Weekend Hourly Rate	100	100	100	100
Coffee Service (per pot)	5	5	5	5
Damage Deposit (every user, every room)	100	100	100	100
<i>Additional Fees may apply for Special Events</i>				

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These rates will be based on a resident versus non-resident basis and dependent upon the capacity of the room. In an effort to encourage community engagement, rates reflect prioritization of local businesses, organizations and residents. Rates will be reviewed and adjusted periodically by Council resolution.

2) Additional Fees:

- a) After-hour/weekend hourly rate: (For Municipal Center rooms only)  
Regular hours are Monday - Thursday: 7:00 a.m. - 9:00 p.m. and Friday: 7:00 a.m. - 4:30 p.m. **If a group's reservation extends past regular hours, they will be charged the after-hour rate accordingly.**
- b) Coffee Service: Coffee service is available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service.

Outside percolators, coffee pots, or similar equipment may not be brought in for use in the meeting rooms. **No storage of equipment is allowed in the meeting rooms or kitchens by outside groups.**

3) Deposit Fees:

- a) **Damage Deposit:** A refundable damage deposit will be charged to all groups using the facilities. Damage deposits, are due at the time of reservation. Full payment for the reservation fee is due two (2) weeks prior to the event. If reservations are made less than two weeks in advance of the event, full payment is due at the time of the reservation. If payment is not received at the time the reservations is made or two weeks prior to the event, whichever is later, the reservation will be cancelled and any damage deposits will be refunded.

**Damage Deposit Policy:**

If an organization has recurring meetings and meets 4 or more times per year in the same or similar room, one damage deposit can be placed and held for all meetings. Deposits may be held for up to five years, after which time a new deposit is required and the prior deposit will be returned. If any organization meets 3 times per year or less, deposits will not be held.

The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

- b) **Damage Deposits:** Deposits are not held. If a deposit is made by check they are deposited and a check from the City is issued at the time of refund. Deposit will be refunded upon satisfactory inspection of the condition of the facility.

To ensure return of the full deposit, please complete the following:

- General clean-up of the facility and wiping down tables is the responsibility of the group. Please be courteous that the facility is in clean condition for the following renter.
- Pick up surrounding area of trash.
- All trash and recycling should be thrown away in the correct bins.
- Remove all banners, tape, balloons and signage used during your reservation.
- Put back chairs and tables as they were when you arrived.
- Ensure that no damage or vandalism occurs at the facilities during your reservation.

When scheduling your reservation, please schedule extra time to allow for your set-up and to check that the facility is in good operating order with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlets may trigger a circuit to break. Games filled with toys or candy that might become messy may not be allowed, please inform staff for approval.

- I. **CANCELATION POLICY:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancellation is made less than five (5) working days prior to the event.

**J. SEVERE WEATHER/EMERGENCY PROCEDURE:**

- 1) Ramsey Municipal Center: In the event of an emergency and/or severe weather, building maintenance staff has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter. The Police Department Locker Rooms shall serve as the Emergency Shelter for the Municipal Center.

- K. CLEAN-UP AFTER USE:** General clean-up of the facility is the responsibility of the applicant. If any item such as confetti or similar is thrown in a conference room; your group is responsible for cleaning up said material. All trash and recycling should be thrown away in the correct bins.

Additionally, if a facility is not cleaned up, the cost the City incurs will be assessed to the applicant from their deposit.

**L. USE OF FURNITURE AND EQUIPMENT:**

- 1) Furniture: Chairs and tables **may not** be moved about within the room in which they are located, with the exception of the tables in the Alexander Ramsey Room. Please do not lock the tables in place. **City staff will not perform room set-up duties for outside users of the facility.** All furniture should be used for its intended purpose. If some furniture is in use prior to and during the event, it may not be used at the event (e.g., a table holding a display or appliance may not be used for some other purpose.)
- 2) Audio Visual Equipment: Two (2) days' notice must be given prior to event for use of City owned audio and visual equipment. All equipment should be used for its intended purpose.

- M. FOOD AND BEVERAGE IN MEETING ROOMS:** Food and beverages may only be served and/or consumed in the Lake Itasca Room and the Alexander Ramsey Room. Food **may not** be consumed in the remaining Municipal Center conference rooms (Rum River Room, Mississippi River Room, or Trott Brook Room) or approval for food may be granted by the Building Maintenance Supervisor @763-433-9815 on a case by case basis.

- N. CHILDREN:** Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Children need to be inside facilities with applicant. ~~In the Municipal Center,~~ noise from within conference rooms should not be heard out in the hallways.

- O. ARTS AND CRAFTS:** No glue, hot glue guns, glitter, permanent markers are allowed in Municipal Center conference rooms.

- P. POSTERS:** Posters may be hung around the Municipal Center the day of the event for directional purposes. This must be coordinated with the Building Maintenance Supervisor and blue painters tape must be used.

- Q. ALCOHOL/SMOKING:** All municipal facilities are alcohol and smoke free. ~~Consuming alcohol or sSmoking~~ is not permitted in any City facility, or on the Municipal Center Campus or Municipal Parking Facility.

- R. **PETS AND ANIMALS:** No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for a health reason.
  
- S. **STORAGE:** The Ramsey Municipal Center are not to be used for storage of equipment or supplies for organized groups of the general public. Items, equipment and supplies must be removed after each meeting.
  
- T. **FIREARMS:** All firearms need to be pre-approved with a permit before they will be allowed on the premises. For more information please contact the Police Department at 763-427-6812.
  
- U. **USE OF CANDLES:** Candles may not be used without the prior approval of the City's Fire Marshal. There is no open flame allowed in any municipal facilities. For more information please contact the Fire Marshal at 763-427-4452
  
- V. **LIABILITY FOR DAMAGE:** The users of the facilities as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. If damage is found, the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in a \$1,000 fine and/or ninety (90) days in jail.

This Facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994, amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010, amended February 26, 2013, amended August 8, 2016, amended November 27, 2018, amended August 5, 2019, amended July 31, 2020, and proposed draft amendment to be reviewed January 24, 2023, with a proposed adoption of February 14, 2023

Meeting Date: 01/24/2023

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### Information

**Title:**

Review Draft Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

**Purpose/Background:**

The purpose of this discussion is to review the attached draft policy with the City Council regarding the Boards and Commission Recruitment, Application, and Interview Process Policy.

Once adopted, the updated policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members will be followed for the upcoming 2023 annual process. in March.

Attached to this case are the following documents:

- The current application
- Three sets of work session minutes
- A marked-up redline copy of the policy
- A clean draft of the policy without mark-up

Key revisions to the draft policy include:

- A change to the title of the document to include "and Chair member term rotations"
- Purpose: Chair member term language
- Scope: Clarify Charter Commission as a separate policy with link as requested
- Many changes to the incumbent reappointment process based on multiple comments within the attached minutes, including language regarding incumbents being considered in one concurrent process with new applicants
- Language related to maintaining a continuous recruitment and processes for receipt of new applications
- Additional changes as noted
- Formatting changes
- Footer to be added upon adoption

Based on City Council direction, the draft policy can be revised as needed.

**Timeframe:**

This discussion is estimated to take 15 minutes.

**Funding Source:**

There is no funding needed.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director

**Outcome:**

To receive City Council approval, by consensus, to bring the attached draft policy forward for adoption at the next regular City Council meeting.

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Application

01-25-22 Minutes

02-08-22 Minutes

04-12-22 Minutes

Draft with Mark-up

Draft Without Markup 2

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### Form Review

**Inbox**

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 02:36 PM

Started On: 01/10/2023 12:09 PM



## Form Center

My Forms

### Board and Commission Application Form

Save Progress

**Economic  
Development  
Authority**

Enter 1-4

**Environmental Policy  
Board**

Enter 1-4

**Park and Recreation  
Commission**

Enter 1-4

**Planning Commission**

Enter 1-4

Please rank your level of interest in the boxes above by placing a number one (1) for your first choice and number two (2) for your second choice, etc.

#### Personal Information

**First Name\***

**Last Name\***

**Address1\***

**City\***

**State\***

**Zip\***

**Home Phone Number**

**Cell Phone 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

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 a City board or commission:

List any special background, strengths, or abilities you would bring to a board or 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 person/professional interests:

Commissioners spend from three to eight hours per month preparing for meetings, meeting with residents, and attending commission meetings. Can you meet this time commitment?

- Yes, I can.  
 No, I can't.

### Board/Commission Schedule

*\*Meetings are typically held once per month as follows:*

Economic Development Authority: Second Thursday of the month at 7:30am.

Environmental Policy Board: Third Monday of the month at 6:30pm.

Park and Recreation Commission: Second Thursday of the month at 6:30pm.

Planning Commission: First Thursday of the month at 7:00pm.

**You may attach a resume if you desire**

No file chosen

**Data Practices Advisory**

Minnesota Statute 13.601 Elected and Appointed Officials. Subdivision 1. Financial disclosure statements. Financial disclosure statements of elected or appointed officials which, by requirement of the political subdivision, are filed with the political subdivision, are public data on individuals. Subd. 2. Correspondence. Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient. Subd. 3. Applicants for appointment. (a) Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body are private data on individuals except that the following are public: name; city of residence, except when the appointment has a residency requirement that required the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to section 15.0597; and veteran status. (b) Once an individual is appointed to a public body, the following items are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; first and last dates of service on a public body; the existence and status of any complaints or charges against an appointee; and upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation. (c) Notwithstanding paragraph (b), any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached. History: 1979 c 328 s 22; 1981 c 311 s 39; 1982 c 545 s 24; 1984 c 436 s 27; 1999 c 227 s 22, 2005 c 163 s 43; 2008 c 315 s 10; 2012 c 290 s 37

You are not legally required to supply the information requested in this application. However, if you do not supply the requested information, the City may be unable to adequately evaluate your suitability for service, which may reduce your chances for appointment to a City board or commission.

**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\***

The selection process will vary according to the number of applicants and vacancies and may not include interview with all candidates. Your application will be kept on file for one year.

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

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Councilmember Heineman commented that he personally has never wanted to coerce someone to wear a mask or not to but believed individuals should have freedom to decide for themselves. He didn't want to see language stating that the Council rejects the science behind wearing a mask. He emphasized individual choice.

Mayor Pro Tem Riley asked if City Attorney Knaak had enough direction and reminded Council any changes could be discussed further.

City Administrator Ulrich stated this will be presented at the next regular meeting on February 8, 2022 as a case for the resolution and an introduction of the ordinance.

### **3. TOPICS FOR FUTURE DISCUSSION**

#### **3.01: Review Future Topics/ Calendar**

City Administrator Ulrich stated Administrative Services Director Lasher had sent an email about the Board and Commission interviews on March 15, 2022 after the Public Works Committee and asked if that worked for everyone.

Councilmember Heineman replied he could attend but would be remote.

Mayor Pro Tem Riley stated Administrative Services Director Lasher had a question about the process the Council wanted to use for reappointing existing members. He stated this could include reinterviewing, introducing them as a new candidate, considering the recommendations of the chair and vice chair of the respective groups and reappoint if deemed appropriate.

Councilmember Heineman replied it should be consistent.

Mayor Pro Tem Riley agreed and added that it is his preference that if someone has been serving and it is suggested that they continue to serve that the process not be started over with reinterviewing. He continued that the Council can still decide and there shouldn't be a presumption for reappointment but if the chair and vice chair recommend reappointment that the Council takes that strongly.

Councilmember Howell commented that last year was different for her because she didn't know everyone. Now she has gotten a chance to get to know everyone so there wouldn't be a need to reinterview everyone.

Councilmember Musgrove replied that she remembered a discussion after the interviews last time where it was decided interviews would be done to give Council and idea of what kind of things are being looked at, strengths, weakness, and concerns that are being identified. She stated that those conversations don't typically happen as a Council one on one. She stated that it could be considered a conversation versus an interview.

Councilmember Heineman commented he agreed with that. He stated that the presumption would be that the individuals would be reappointed but he would like a chance to ask questions different

from what would be asked of the regular members. These questions could include what have they liked most, what do they want to see the board do in the future and engage them in conversation.

Councilmember Woestehoff commented he agreed with the suggestion to trust the chair and vice chair because of their relationship among the teams. He stated that he thought the process should be made as easy for board members who are volunteers or who receive a small stipend. He agreed with the idea about having a conversation with them.

Mayor Pro Tem Riley stated that a main problem is retention, not competition for positions. He felt that interviewing people for a position that they are already in and are willing to continue with seems like an issue. He would like the process to be easy.

Councilmember Howell commented the one concern that she has is blocking others from applying in areas where retention isn't an issue because of an automatic reappointment.

Mayor Pro Tem Riley replied that is not a problem, retention is the problem. He stated it is not the case that people are appointed and stay forever.

Councilmember Musgrove asked if it would be good if retention is the issue to have an exit interview with commissioners to find out what their frustrations are and reason for leaving.

Councilmember Heineman asked if the chair does that.

City Administrator Ulrich replied there isn't a formal process for that.

Mayor Pro Tem Riley commented that isn't a bad idea. He asked who the Council thought would be the best to do that.

Councilmember Woestehoff suggested the Councilmember liaison and continued that would be fair and would give the Council information. He understood the reasoning but didn't want to add responsibilities for Administrative Service Director Lasher. He also suggested that the chair and vice chair be brought in to talk about their committees overall to get their perspective as a part of the process rather than the individuals.

Councilmember Musgrove suggested that a one-page questionnaire be created for an exit interview to get information but not be a burden. She also asked if the commissioners were invited to speak directly to the Council versus being required. She felt that may provide information.

Mayor Pro Tem Riley asked if it would be held against them if they didn't attend.

Councilmember Musgrove replied it would be more of a voluntary invitation.

Councilmember Heineman asked if there was consensus for automatic reappointment.

Councilmember Woestehoff added with feedback from the chair and vice chair. Mayor Pro Tem Riley agreed.

Councilmember Specht commented that he has had several people ask him about applying in the last year and believed there should be an opportunity for people who want to serve. He asked if a term limit could be added. He believed there may be more interest in being a part of government.

Councilmember Heineman suggested a compromise of allowing reappointment once by the chair with reapplication after that for a third term.

Councilmember Woestehoff replied for some that is 12 years. He stated he wasn't opposed to it.

There was Council consensus to allow reappointment by the chair after the first term with reapplication required for a third term.

City Administrator Ulrich stated that interviews would be set up for those that have already served two terms and want to serve three or more.

Mayor Pro Tem Riley added the Council would need to hear from the chair and vice chair that give a recommendation for reappointment.

Mayor Pro Tem Riley asked if there were future topics anyone wanted to bring forward.

City Administrator Ulrich stated there were several topics that Councilmember Musgrove had recommended be noted. Topics included: resuming the discussion on MUSA rezoning, Comp Plan discussion; Review policies and the ordinance regarding rental properties throughout the City; and the report on the recycling program costs and trends. He stated if no one had objections those topics would be added to future topics.

Mayor Pro Tem Riley asked if there was a yearly report from Mr. Anderson.

City Administrator Ulrich confirmed this and added it can be included.

Councilmember Specht asked about the details in the recycling ordinance and if changes were going to be discussed.

City Administrator Ulrich replied that wasn't included.

Mayor Pro Tem Riley stated he has heard discussion that some residents want all bins out of sight.

Councilmember Specht replied he had heard that as well.

Mayor Pro Tem Riley stated that the ordinance needed to be clarified.

Councilmember Specht agreed and added simplified. He stated that it wasn't a high priority topic but should be addressed at some point.

was discussed and it was determined that incumbent candidates that are seeking a second term will submit a letter of interest and if there is recommendation from the Chair of the Board, they will not need be asked to appear before the City Council. She asked would be Council still like her to get Chair recommendation for incumbents seeking a third term.

Mayor Kuzma confirmed this.

Administrative Services Director Lasher stated Staff is asking for incumbents who are seeking a second term and is recommended for reappointment by the Chair that the Council would still like to have discussion, it would not be an automatic reappointment.

Mayor Kuzma replied he thought if the Chair is comfortable with the candidate it would not need Council review unless there were issues.

Councilmember Woestehoff asked if Staff reviews the recommendation from the Chair. Administrative Services Director Lasher confirmed this. Councilmember Woestehoff stated he agreed that if there area any concerns that it would be discussed by Council.

Councilmember Howell asked if the Chair doesn't recommend reappointment if the candidate would have to go through the application process and interview again.

Administrative Services Director Lasher replied this situation happened one time previously and it was awkward to deal with. In that situation the Chair didn't support reappointment, the Council considered the reappointment and declined it.

Mayor Kuzma stated if the Chair doesn't give an endorsement, then it comes back to the Council.

Administrative Services Director Lasher asked for Council direction for someone seeking a fourth or fifth term and if they wanted it to be an odd year term process.

Councilmember Specht replied that his big picture concern is there have been more applicants than positions and wanted to ensure that everyone has a chance. He questioned if term limits were discussed.

Councilmember Heineman replied that he liked the odd term because it gives the Chair the opportunity to reappoint effective candidates but also allows for new candidates.

Councilmember Woestehoff asked if all boards and commissions were four years with the exception of the EDA.

Administrative Services Director Lasher confirmed this, adding if it is a full term. The EDA is six years. She stated if a person serves a partial term, that is still considered their first term if Council agrees.

Mayor Kuzma asked if they were looking at a four year term, if they were reappointed they would go to a second four-year term, and if there was a third term that would be an odd. Administrative Services Director Lasher confirmed this.

Councilmember Howell asked if a half-term would be considered one full term.

Administrative Services Director Lasher replied if Council was agreeable, that would help her. A first partial would still be the first appointment.

Councilmember Musgrove commented that part of the discussion included an exit questionnaire and asked if there were questions on that.

Administrative Services Director Lasher stated that she could do that with the assistance of the City Attorney because exit interview data is considered confidential. If it is presented in a public meeting it has to be presented in such a way that it is considered aggregate data and not identifiable to a certain person. She stated it could be done carefully if it is helpful but is it going to be a bit of a process.

Councilmember Riley asked how known life changes are the reason for declining reappointment and how that could be handled.

Administrative Services Director Lasher replied, from an HR perspective, when they reach out to board and commission members if they are interested in reappointment that is often the reason. She stated if the reason is dissatisfaction, she could do the exit evaluation or suggest they speak to their Councilmember.

Councilmember Musgrove commented that she didn't know that getting feedback is already part of the process. She stated that she wasn't sure how the Council could address issues or concerns unless they are directed to their Councilmember or the Mayor to provide additional feedback and still maintain confidentiality. She stated that she was ok with not having an exit interview and having an additional process for them to reach out to communicate concerns.

Councilmember Howell echoed Councilmember Musgrove's comments but questioned the amount of time that will be required of Staff to be able to present the information to the Council and what value is gained. She stated that directing members to contact the Council if they are unhappy instead of having a set process that will take Staff time.

Administrative Services Director Lasher replied that is the most practical and the best way to learn what is on their mind. She pointed out that when a third, fifth, or seventh term incumbent is reappointed they will be given a different set of interview questions that are more conversational. She asked if she understood that correctly the answers would be sent to Council for feedback. Mayor Kuzma confirmed this.

The consensus of the Council was to accept recommendations from the Chair for incumbents seeking reappointment with an odd year term to allow opportunities for new candidates. An informational interview will be conducted with the results sent to Council for feedback. If the

member has concerns and doesn't seek reappointment as a result, Staff is to direct them to contact their Councilmembers.

## **2.05: Discuss Council Member Compensation**

Administrative Services Director Lasher reviewed the Staff report highlighting that the last time Council compensation was adjusted was in 2005. She also stated that the Ramsey City Council ranks 29 out of 31 in terms of being the lowest paid. She stated that an increase is recommended.

Councilmember Woestehoff asked if math was done in the COLAs between 2005 and now and what that would equate to if Councilmembers were compensated with the same level of COLA increases as Staff.

Administrative Services Director Lasher replied she did not.

Councilmember Woestehoff stated that it would be good to keep up with the times. He stated that the Mayor was paid a certain percentage of the current governor's salary, Council was also set on a percentage. He stated then it wouldn't be a set number. He also agreed with COLA increases as well.

Councilmember Howell stated she will not support an increase. She stated that the Council has to find ways to cut little amounts here and there.

Administrative Services Director Lasher commented that Columbia Heights, Fridley and Stillwater offer their Councilmembers benefits, primarily health insurance benefits, and they offer that at the same contribution rate the employees receive. She also found that Fridley offers a waiving benefit of almost \$5,000 a year, there are three cities that are considering that instead of a monthly wage.

Councilmember Musgrove commented that she thought the consensus was not to increase the Council's salary. She asked if this is a new budget year and if that is why it is coming up. She stated that she is concerned that Staff time was spent on this because the consensus was not to increase it. She stated she will not be supporting this either. She stated that as a public representative and elected official they should not be making a lot of money from it and she was happy with the current salary even though it is low.

City Administrator Ulrich stated that the reason it came up is because there is an election coming up, that Council has an opportunity every two years to consider an increase.

Councilmember Specht agreed, adding that even though it hasn't been adjusted since 2005, they are only \$1,000 below average. He stated he wanted to make sure the resident's money was used for the City.

Councilmember Heineman agreed that he isn't interested in an increase either.

The consensus of the Council was to not increase Councilmember wages.

Councilmember Howell replied in the discussion this morning, as the Council changes and gets new members, there should be an introduction and communication with the Board and Commission members to get acquainted. It would also be a time to collect information.

Mayor Kuzma replied that is a good point and he liked that process.

Councilmember Woestehoff asked on average how many incumbents there are every year:

Administrative Services Director Lasher replied three to six.

Councilmember Woestehoff replied that wouldn't take too much administrative or Council time.

Administrative Services Director Lasher replied correct. She asked for clarity, up to this point the process has been to contact the members to inquire if they want to serve again, they would say yes or no, and if so they would submit a letter of interest. Feedback would be submitted by the Chair. She asked if the Council was still in agreement with that or if they wanted Staff to set up a new version of an application.

Councilmember Woestehoff replied if Council is going to see the incumbent, having them submit a letter seems like extra work. He thought it would be good to get the Chair or Vice Chair's input but any concerns or comments could be brought up during the interview.

Mayor Kuzma commented that four or five years ago the EPB felt the commission didn't feel like they were being heard. A restructuring of what they do happened and having a meeting helped. He thought this would be a very good process.

Councilmember Musgrove agreed with the points that were made. She thought there would be an opportunity for incumbents to ask the Council questions as well. She asked if that could be done on a Work Session night versus on a night for new interviews.

Mayor Kuzma noted there wouldn't be that many of them and do them on interview nights. He thought doing a joint meeting with the commissions to talk about their work plans. He thought it would be awkward having multiple incumbents from different commissions and boards all at the same time.

Councilmember Musgrove corrected she meant not altogether but one at a time to share and introduce themselves, have the same interview type opportunity, but have it during a Work Session. She stated the Council knows the incumbents and they know the Councilmembers but not on a deeper level which may be helpful when approaching them about agenda items and bigger picture policy items.

Councilmember Specht expressed concern with the amount of time during Work Sessions which are typically busy and suggested something more informal on a different day.

Administrative Services Director Lasher commented that there is usually an annual Boards and Commissions interview night on the third Tuesday in March. That has always been a Public Works Committee meeting night but it has worked well for staff.

Councilmember Howell liked that idea for consistency.

Councilmember Heineman commented he thought if the incumbents are going to interview they should stick to the same schedule as everyone else but with different questions.

Administrative Services Director Lasher stated she will draft the new version of what was just discussed and bring it forward at a future meeting for formal adoption to be effective for terms starting in 2023.

Councilmember Musgrove stated scope was discussed during the morning meeting. She stated because the Charter Commission is separate they thought it would be valuable to have that stated and reference to it. She thought the Charter Commission appointments were made by the Chief Justice of the 10<sup>th</sup> Judicial District, if they state the policy, she thought that would be enough because the policy spells that all out.

Administrative Services Director Lasher replied currently it says the Charter Commission has a separate policy, Charter Commission appointments are made by the Chief Justice of the 10<sup>th</sup> Judicial District. She thought it didn't seem to fit in the middle of the paragraph to say the Charter Commission has a separate policy. She offered to play with the language so it flows better.

Councilmember Howell commented that they were to put where it says the Charter Commission has a separate policy, just say for applying to the Charter Commission reference this link to redirect them rather than having an abrupt statement. She also commented that during the morning meeting they discussed ideas around term limits for Commission and Board members. She stated she wasn't a fan of term limits. She stated that Administrative Services Director Lasher had mentioned that getting people to serve was an issue and didn't want to discourage people from serving by having term limits. She proposed having a hybrid which wouldn't put term limits in place but would put term limits on the Chair position to try to bring other people up and not concentrate knowledge in one person. She stated Councilmember Musgrove had pointed out that on the Lower Rum River Watershed Management Organization where someone had tons of experience but when they left no one knew what to do. She stated the idea of allowing two four-year terms as a Chair and then take a break for four years during which time they can provide mentorship and come back after that if they want to. Allowing people to serve on without term limits but promote stepping into leadership as the Chair to spread the wealth of knowledge.

Deputy City Administrator/Community Dev. Director Hagen asked if a Chair could serve as a Vice Chair so if a Chair is absent there would be some to step in to run the meetings.

Councilmember Howell replied yes, the idea is to push someone into leadership and change things around. She stated it wouldn't apply to this round of reappointments. She stated it would only happen once every eight years so it wouldn't take a lot of extra work.

Councilmember Woestehoff replied he thought Councilmember Howell had a good point. He asked what sets the rules, or what is the process, around appointing a Chair.

Administrative Services Director Lasher replied she believed it is just discussion within the Board or Commission to get a nomination of who would be good at it.

Councilmember Woestehoff asked if it was reviewed annually.

Administrative Services Director Lasher replied it is always looked at in April.

Mayor Kuzma replied he liked the idea. He asked if there was consensus on adding that in, then noted there was Council consensus.

Administrative Services Director Lasher thanked Councilmember Howell for bringing that up.

## **2.02: Discuss Developing a Charter Commission Recruitment Policy**

Administrative Services Director Lasher stated this case is to discuss the first Charter Commission Recruitment Policy. She stated a draft of a policy of how to approach Charter Commission openings which occur on a calendar year basis versus April to March is attached to the case. She reviewed the draft policy. She stated it was based on ideas from the city of Northfield. She stated the Charter Commission recruitment is different from other boards and commission in that those are handled by Human Resources and the Charter Commission will be handled by the City Clerk. She asked for feedback from the Council.

Mayor Kuzma commented he thought the section on authority should be kept in.

Administrative Services Director Lasher replied okay.

Councilmember Riley asked if this met her approval in her role as the City Clerk.

Administrative Services Director Lasher replied it is getting there. She stated it was a real rush to do. She thanked Councilmember Musgrove and Councilmember Howell for giving her language for it because prior to this morning, she didn't have language. She thought the discussion was going to start the process but now they have a head start on it and it was good information. She wanted it to be refined because it isn't in good form right now but it is a good start.

Councilmember Musgrove referenced the section labeled "Terms" and the statement that incumbents will be allowed to serve until a successor is appointed. She asked if that is the same for the Charter Commission and the Boards and Commissions.

Administrative Services Director Lasher replied she would need to double check.

City Attorney Knaak replied it is statutory that they remain until a successor is appointed.

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

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

**Scope:** This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy excludes the Charter Commission application process. For information on the Charter Commission please visit: Charter Commission | Ramsey, MN

does not include the Charter Commission; Charter Commission appointments are not made by the City Council but rather by the Chief Judge of the Tenth Judicial District.

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

**4. Incumbent reapplication process for odd number term reappointment requests**

Incumbents seeking reappointment for the third, fifth, seventh, etc. term, the following policy applies: Annually, the Human Resources Manager staff will notify commission members by December 1<sup>st</sup> reminding them of their upcoming term expiration and inviting invite them to attend a voluntary interactive feedback session with the City Council to complete and submit a brief letter of intent indicating their desire to continue serving, along with the option for highlighting additional information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the board or commission, for review by the City Council. This will also be an opportunity for the City Council to ask additional questions of the incumbent.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

**Incumbent reapplication process for even number term reappointment requests**

Incumbents seeking reappointment for the second, fourth, sixth, etc. term, the following policy applies: Annually, staff will notify commission members by December 1<sup>st</sup> reminding them of the upcoming term expiration. If the incumbent wishes to be reappointed, a brief letter of intent January 24, 2023 Draft Policy for Recruitment, Application, and Interview Process of Appointing City Board and Commission Members.

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will not be required; however the chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The general policy for all incumbents will include the following process:

In one collective process, concurrent with new applicants, the City Council will meet, discuss, and determine whether or not a recommendation for reappointment will be made.

If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified, and that individual's seat will be advertised. If it is determined that the incumbent will be reappointed, the incumbent will be notified, and the seat will not be advertised.

Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public. This is important in order to secure as many applicants as possible for unexpected or unforeseen mid-recruitment vacancies.

In the event that a commissioner does not wish to be reappointed, staff will be offer them an opportunity to contact member(s) of the City Council to discuss any concerns that they may have.

## **2. New member application process**

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

The application materials will remain open on the City's website year-round. When an application is received, staff will make contact with the applicant to confirm the receipt of the application and advise the applicant of what to expect going forward based on the current recruiting needs of the City.

### **Unexpected Vacancy Process**

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

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Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified and willing to serve on the given board or commission, the head of human resources ~~Human Resources Manager~~ will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.

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Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.

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

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

### 3. INTERVIEWS

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

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

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

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

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

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

### 4. Selection

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

When vacancies occur on the Economic Development Authority ~~DA~~, the Mayor will make a

recommendation for appointment to the City Council.

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

Chair and vice-chair selections are generally decided by each board or commission in April. The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to the Vice-chair role

5. **NOTIFICATION TO APPLICANTS**

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

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6. **TERMS**

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

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7. **STIPENDS FOR MEMBERS OF CITY BOARDS AND COMMISSIONS**

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

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8. **SERVICE ON MORE THAN ONE CITY BOARD OR COMMISSION**

Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointments to multiple Boards or Commission."

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## 9. Revisions

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Revised by the City Council August, 11, 1997

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

Revised by the City Council June 28, 2011

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

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

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

Revised by the City Council June 28, 2016

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

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

**SCOPE:** This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy excludes the Charter Commission application process. For information on the Charter Commission please visit: [Charter Commission | Ramsey, MN](#)

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

**INCUMBENTS**

**Incumbent reapplication process for odd number term reappointment requests**

Incumbents seeking reappointment for the third, fifth, seventh, etc. term, the following policy applies: Annually, staff will notify commission members by December 1<sup>st</sup> reminding them of their upcoming term expiration and invite them to attend a voluntary interactive feedback session with the City Council to highlight information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the board or commission. This will also be an opportunity for the City Council to ask additional questions of the incumbent.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

**Incumbent reapplication process for even number term reappointment requests**

Incumbents seeking reappointment for the second, fourth, sixth, etc. term, the following policy applies: Annually, staff will notify commission members by December 1<sup>st</sup> reminding them of the upcoming term expiration. If the incumbent wishes to be reappointed, a brief letter of intent will **not** be required; however, the chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The general policy for all incumbents will include the following process:

- Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public. This is important in order to secure as many applicants as possible for unexpected or unforeseen mid-recruitment vacancies.
- In one collective process, concurrent with new applicants, the City Council will meet, discuss, and determine whether or not a reappointment will be made.
- If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified. If it is determined that the incumbent will be reappointed, the incumbent will be notified.
- In the event that a commissioner does not wish to be reappointed, staff will be offer them an opportunity to contact member(s) of the City Council to discuss any concerns that they may have.

## **NON-INCUMBENTS**

### **New member application process**

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

The application materials will remain open on the City's website year-round. When an application is received, staff will make contact with the applicant to confirm the receipt of the application and advise the applicant of what to expect going forward based on the current recruiting needs of the City.

### **Unexpected Vacancy Process**

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

- 1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified and willing to serve on the given board or commission, the head of Human Resources will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
- 2) Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.
- 3) If options 1 and 2 above are not viable, staff will prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the

next annual recruitment process. Interviews

### **INTERVIEWS**

- Staff will arrange interview times and notify applicants and the City Council of the arrangements.
- If there are more than five applicants per the total number of vacancies to be filled, the City Council will evaluate the applications and select five applicants to be interviewed.
- Interview questions will be determined before the interview based on qualifications identified as necessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.
- All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.
- The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable board or commission.
- Interviews will not be televised but will be held in an open meeting.

### **SELECTION**

- Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.
- When vacancies occur on the EDA, the Mayor will make a recommendation for appointment to the City Council.
- Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effective on April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.
- Chair and Vice-chair selections are generally decided by each board or commission in April. The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to the Vice-chair role.

### **NOTIFICATION TO APPLICANTS**

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

### **TERMS**

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

## **STIPENDS FOR MEMBERS OF CITY BOARDS AND COMMISSIONS**

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

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Revised by the City Council June 28, 2016

- Research and complete

Council January, 2023

- TBD based on Council direction

**CC Work Session**

**3.1.**

**Meeting Date:** 01/24/2023

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**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.

**Timeframe:**

**Funding Source:**

**Responsible Party(ies):**

**Outcome:**

For Council review - no formal action necessary.

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**Attachments**

Future Topics List

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 12:17 PM

Started On: 01/17/2023 10:45 AM

Row #	<u><i>Tentative City Council Future Work Session Topics</i></u>		
	Proposed Date	Topic	Minutes (Estimate)
	<b>2023</b>		
	Feb 14	Discuss Operational Cost Savings with the new PW Facility	20
	Feb 14	Rental Property Licensing – Hanson/Swalchick	30
	Feb 14	Discuss Ordinance regarding EDA terms for Councilmembers	20
	Feb 28	Discuss Ferret St Infrastructure Study	15
	Feb 28	Discuss COR Infrastructure Study	45
	June 13	Discuss Amending 2023 Water and Sewer Rates and Charges	15
	June 27	Discuss Polling Locations – Fire Station #2 and Independent Baptist	20
	TBD	Happy Days Committee Discussion/25 <sup>th</sup> Anniversary	20
	TBD	Draft Trail Maintenance Policy – Riverblood	30
	TBD	Draft Stormwater Pond Maintenance Policy – Westby	30
	TBD	Highway 10 Ramsey Contribution Costs - Hagen	TBD
	TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff	20
	TBD	Review Charter Commission Recommendations on Election Chapter 4 - Staff	
	TBD	Discuss Council and B/C Remote Meetings Policy - Staff	15
	TBD	Discuss City Policy Updates - Hagen	20
	TBD 2024 Budget	Discuss Election Judge Pay - Schmidt	20
	TBD 2024 Budget	Discuss applying the COLA to: Firefighter, Seasonal, Intern, Rink Attendant, Plow Driver and other temporary employee pay scales - Lasher	20