

City of Ramsey
Agenda
City Council Work Session
Tuesday, May 9, 2023

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. Discuss Recommendation to the Charter Commission regarding Chapter 4 - Nominations and Elections section 4.5.4 and 4.5.6
2. Discuss Filling a Vacancy on the Environmental Policy Board
3. Review the Findings of the 2023 All-staff Employee Survey
4. Temporary Increase of Hours to Planning Administrative Assistant
5. Discuss Home Occupation Permits

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: 05/09/2023

Information

Title:

Discuss Recommendation to the Charter Commission regarding Chapter 4 - Nominations and Elections section 4.5.4 and 4.5.6

Purpose/Background:

Council recently approved changes to Chapter 4 of the Charter - Nominations and Elections. The second Ordinance #23-07 failed regarding changes to section 4.5.4 and 4.5.6. The purpose of this case is to discuss what the Council would have supported in order for this feedback to be given to the Charter Commission. We plan to hold a Charter Commission meeting early this summer to go over possible recommendations for those two sections. Based on the last discussion regarding Chapter 4, staff put together a few options to discuss as well as any new ideas from the Council.

Timeframe:

Approximately 15 minutes

Funding Source:

N/A

Responsible Party(ies):

City Clerk

Outcome:

To receive feedback on supported language related to the Charter Commission's recommended changes regarding Chapter 4 - Nominations and Elections section 4.5.4 and 4.5.6.

Attachments

Section 4.5.4 & 4.5.6 Options

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 05/04/2023

Reviewed By

Brian Hagen

Date

05/04/2023 02:47 PM

Started On: 05/03/2023 03:16 PM

Current Chapter 4 – Nominations and Elections Section 4.5 after Ordinance #23-05 was passed, highlighted sections remain unchanged after the recent update

Sec. 4.5 – Vacancy of municipal elected office.

- 4.5.1 In the event that a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, a special election shall occur on the date established by the City Council per Minn Stat. §205.10, as the same may be revised, amended or recodified, to elect a successor to serve for the remainder of the unexpired term of the office vacated.
- 4.5.2 A person elected at a special election held pursuant to this section to fill the balance of the unexpired term shall take office immediately after being qualified.
- 4.5.3 The procedure at 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 If two or fewer candidates file an affidavit of candidacy, the special primary election shall be canceled and the special general election may be moved up to the primary date with Council approval. If this option is utilized, it must be noted on the resolution calling for a special election.
- 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.

Possible Changes to recommend to the Charter Commission:

Sec. 4.5 – Vacancy of municipal elected office

Option # 1 Option to appoint if there is a vacancy with less than 365 days in the term

Redline:

4.5.4 In the ~~event ease~~ of a vacancy where there remains less than 365 days in the unexpired term; ~~in an elected office of the city~~, the council ~~may shall~~, by a majority vote, appoint a successor to serve ~~the balance of for~~ the ~~unexpired remainder of said~~ term ~~or until a successor elected at a special election held pursuant to this section is qualified~~. 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.

4.5.6 ~~If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs, and an appointment has been made there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the individual appointed city council to fill said vacancy under this section shall serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. 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. In the event that such a cancellation occurs, a special election to fill the balance of the unexpired term shall be held on the same date as the next regular municipal election, unless the next regular municipal election would be in the fourth year of the term.”~~

Changes Accepted:

4.5.4 In the event of a vacancy where there remains less than 365 days in the unexpired term in an elected office of the city, the council may, by a majority vote, appoint a successor to serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. 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.

4.5.6 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs, and an appointment has been made, the individual appointed to fill said vacancy under this section shall serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. In the event that such a cancellation occurs, a special election to fill the balance of the unexpired term shall be held on the same date as the next regular municipal election, unless the next regular municipal election would be in the fourth year of the term.

Option #2 - Option to appoint with a majority vote if there is a vacancy on Council no matter the amount left in the unexpired term

Redline:

- 4.5.4 In the ~~event~~ ~~case~~ of a vacancy ~~where there remains less than 365 days in the unexpired term in an elected office of the city~~, the council ~~may~~ shall, by a majority vote, appoint a successor to serve ~~the balance of for the unexpired remainder of said term or until a successor elected at a special election held pursuant to this section is qualified~~. 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.
- 4.5.6 ~~If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs, and an individual has been appointed there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the individual appointed city council to fill said vacancy under this section shall serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. 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. In the event that such a cancellation occurs, a special election to fill the balance of the unexpired term shall be held on the same date as the next regular municipal election, unless the next regular municipal election would be in the fourth year of the term.~~”

Changes Accepted:

- 4.5.4 In the event of a vacancy in an elected office of the city, the council may, by a majority vote, appoint a successor to serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. 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.
- 4.5.6 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs, and an individual has been appointed, the individual appointed to fill said vacancy under this section shall serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. In the event that such a cancellation occurs, a special election to fill the balance of the unexpired term shall be held on the same date as the next regular municipal election, unless the next regular municipal election would be in the fourth year of the term.

Option #3 – Switches 4.5.6 & 4.5.4

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.~~

If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs the council may, by a majority vote, appoint a successor to serve the until a successor elected at a special election held pursuant to this section is qualified. 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. If a subsequent attempt to hold a special election would occur in the fourth year of the vacant term, no special election would be held. The council may appoint a successor according to Sec. 4.5.6 of this chapter.

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.”~~

In the case of a vacancy where there remains less than 365 days in the unexpired term, the council may, 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.

Changes Accepted:

4.5.4 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs the council may, by a majority vote, appoint a successor to serve until a successor elected at a special election held pursuant to this section is qualified. 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. If a subsequent attempt to hold a special election would occur in the fourth year of the vacant term, no special election would be held. The council may appoint a successor according to Sec. 4.5.6 of this chapter.

4.5.6 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council may, 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.

Option # 4 – No Changes to Sections 4.5.4 or 4.5.6

- 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.
- 4.5.6 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.

Meeting Date: 05/09/2023

Information

Title:

Discuss Filling a Vacancy on the Environmental Policy Board

Purpose/Background:

The purpose of this discussion is for the City Council to provide direction, by consensus, as to which of the three candidates from the remaining applicant pool should be appointed to fill the vacant partial term on the Environmental Policy Board. The current vacant term is set to expire March 31, 2024.

Timeframe:

Up to 10 minutes.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

For the City Council to provide direction, by consensus, as to which candidate from the remaining applicant pool should be appointed to fill the vacant partial term on the Environmental Policy Board. The name of the selected candidate will be formally adopted at the May 23, 2023 regular meeting.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 05/04/2023

Reviewed By

Brian Hagen

Date

05/04/2023 11:42 AM

Started On: 05/01/2023 03:42 PM

Meeting Date: 05/09/2023

Information

Title:

Review the Findings of the 2023 All-staff Employee Survey

Purpose/Background:

Purpose: The purpose of this discussion is to review the findings of the 2023 all-staff employee survey.

Background: The City's Labor Management Committee considers, on an as needed basis, the need or desire to conduct an all-staff employee survey. Previously, all-staff surveys were conducted in 2007, 2011, 2014, 2016 and 2019. In 2022, the Committee met and suggested waiting until 2023 for the next survey.

Approximately 70% of full-time and part-time employees completed the survey this year; this number does not include paid-on-call firefighters, seasonal employees or volunteers. The survey includes the following broad categories of focus: Analysis and Knowledge Management, Workforce Focus, Operations Focus, Communications, Results and General Questions.

Results of the survey are reviewed by the Labor Management Committee and the Committee develops a work plan to address areas of concern or focus. Once approved, Human Resources acts on behalf of the Committee to put the work plan into motion. This year, the Committee will begin discussions for the 2023 survey on May 24, 2023. Summary survey results will be shared with employees and posted to the Employee Intranet Site.

One question that is asked survey after survey is "Would you recommend the organization to others who are seeking employment?" This question seems to be a good gauge of employee satisfaction. Historically, the "yes" responses are as follows:

- 2007 - 96%
- 2011 - 48%
- 2014 - 77%
- 2016 - 94%
- 2019 - 81%
- 2023 - 75%

A new question added this year was to rate employee morale. The overall weighted average on the 5 point scale was 3.84. Additionally, there were several new questions regarding the City's benefit package; results varied, but the information gathered will be valuable for future planning.

In general, data within the survey may be useful for strategic planning, staff planning, budgeting, benefit planning, total compensation, etc. Staff will be seeking feedback or direction from the City Council regarding the survey.

Timeframe:

Up to 20 minutes

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

Charts

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 05/04/2023

Reviewed By

Brian Hagen

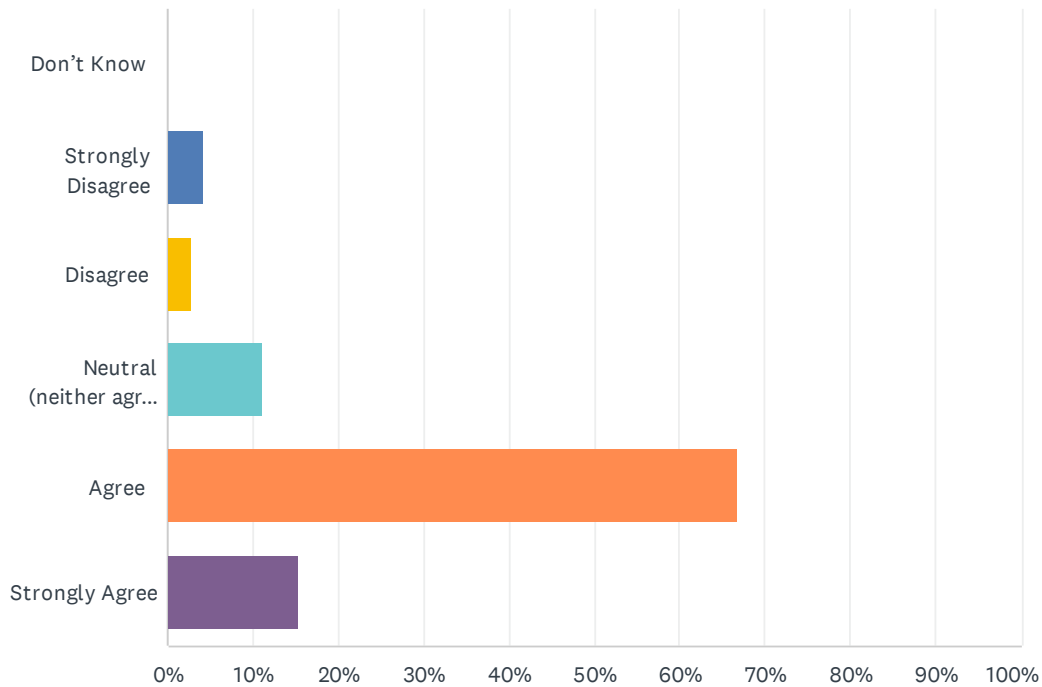
Date

05/04/2023 02:42 PM

Started On: 05/01/2023 03:44 PM

Q2 Staff's leadership are effective in promoting the organization's mission.

Answered: 72 Skipped: 1

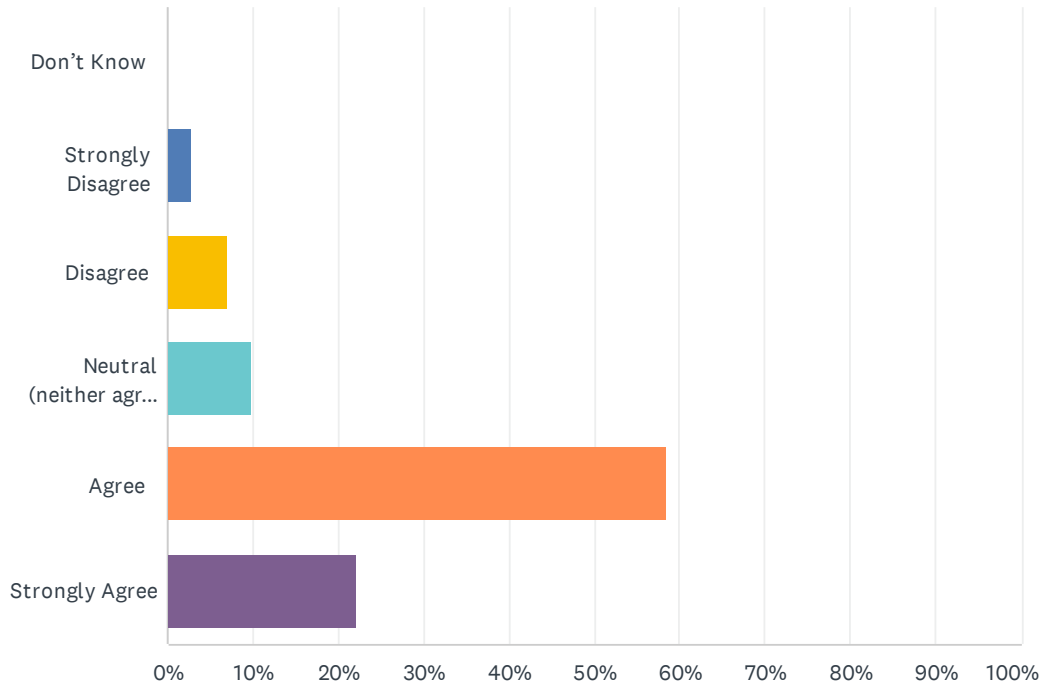


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	4.17%	3
Disagree	2.78%	2
Neutral (neither agree nor disagree)	11.11%	8
Agree	66.67%	48
Strongly Agree	15.28%	11
TOTAL		72

Q3 Core Values Ethics and Integrity Fiscal Responsibility Cooperation and Teamwork Open and Honest Communications Excellence and Quality in the Delivery of Services Treating People with Respect and Fairness Adaptability and Continuous Learning Staff's leadership are effective in promoting the organization's core values.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

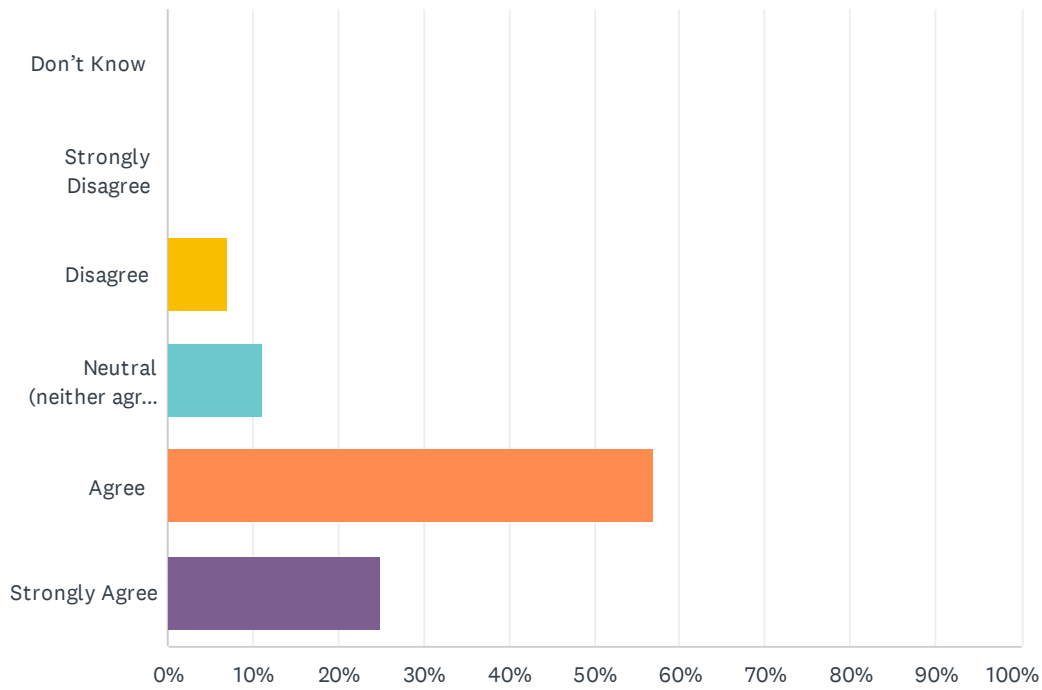


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	2.78%	2
Disagree	6.94%	5
Neutral (neither agree nor disagree)	9.72%	7
Agree	58.33%	42
Strongly Agree	22.22%	16
TOTAL		72

Q4 The staff's leadership creates a work environment that helps me do my job.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

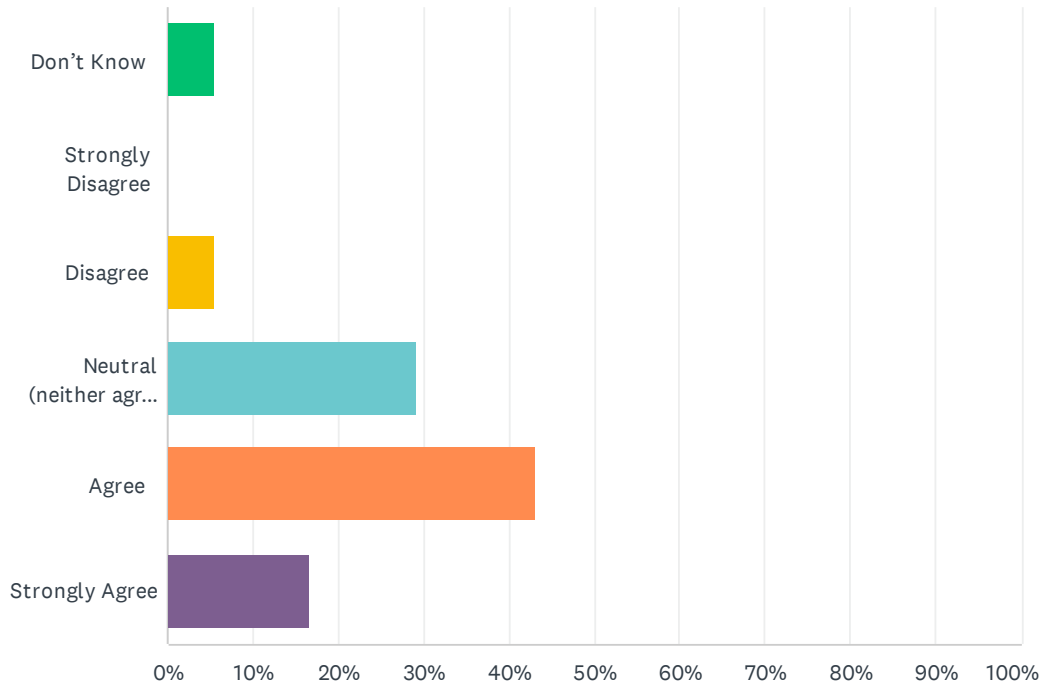


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	6.94%	5
Neutral (neither agree nor disagree)	11.11%	8
Agree	56.94%	41
Strongly Agree	25.00%	18
TOTAL		72

Q5 The City Administrator shares relevant information about the organization.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

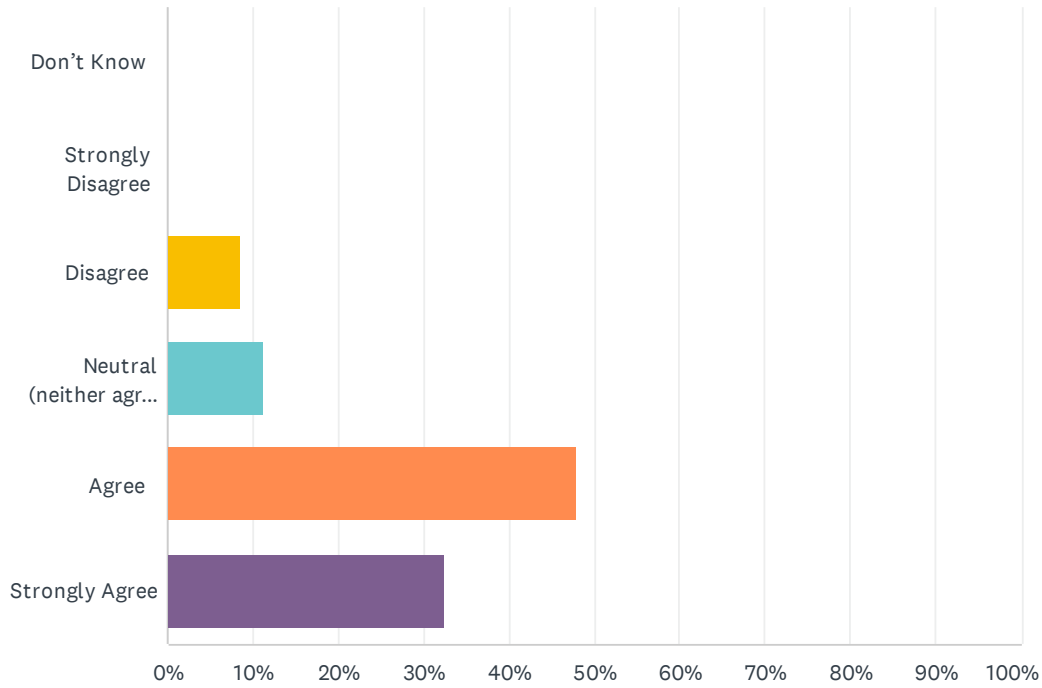


ANSWER CHOICES	RESPONSES	
Don't Know	5.56%	4
Strongly Disagree	0.00%	0
Disagree	5.56%	4
Neutral (neither agree nor disagree)	29.17%	21
Agree	43.06%	31
Strongly Agree	16.67%	12
TOTAL		72

Q6 My Department Head shares relevant information about my department.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

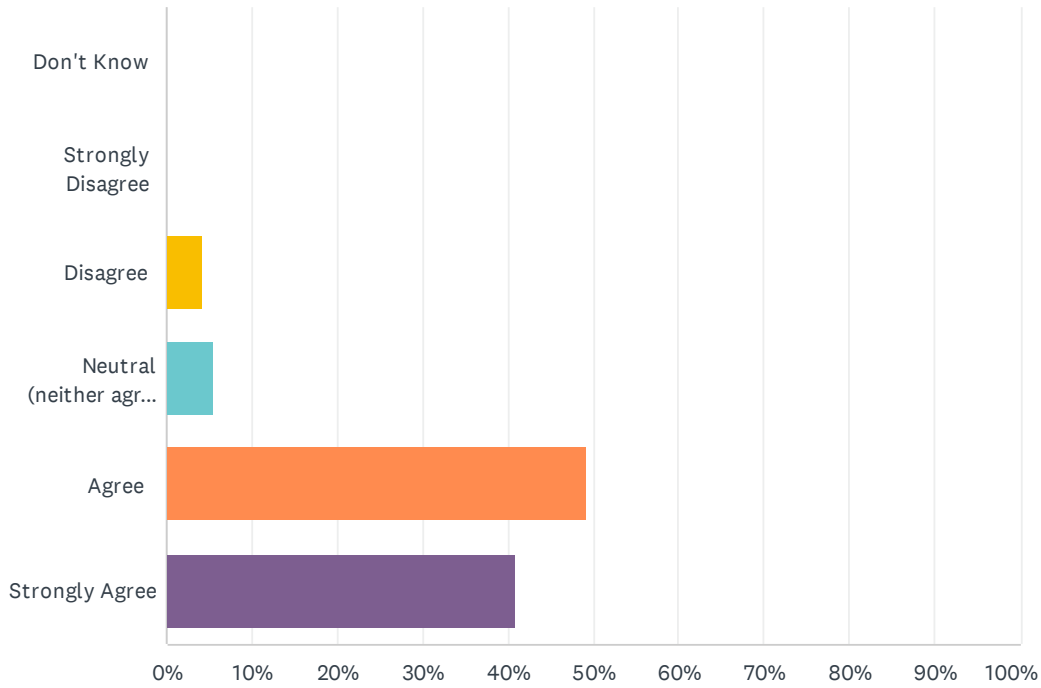


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	8.45%	6
Neutral (neither agree nor disagree)	11.27%	8
Agree	47.89%	34
Strongly Agree	32.39%	23
TOTAL		71

Q7 My Supervisor/Manager shares relevant information about my department.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

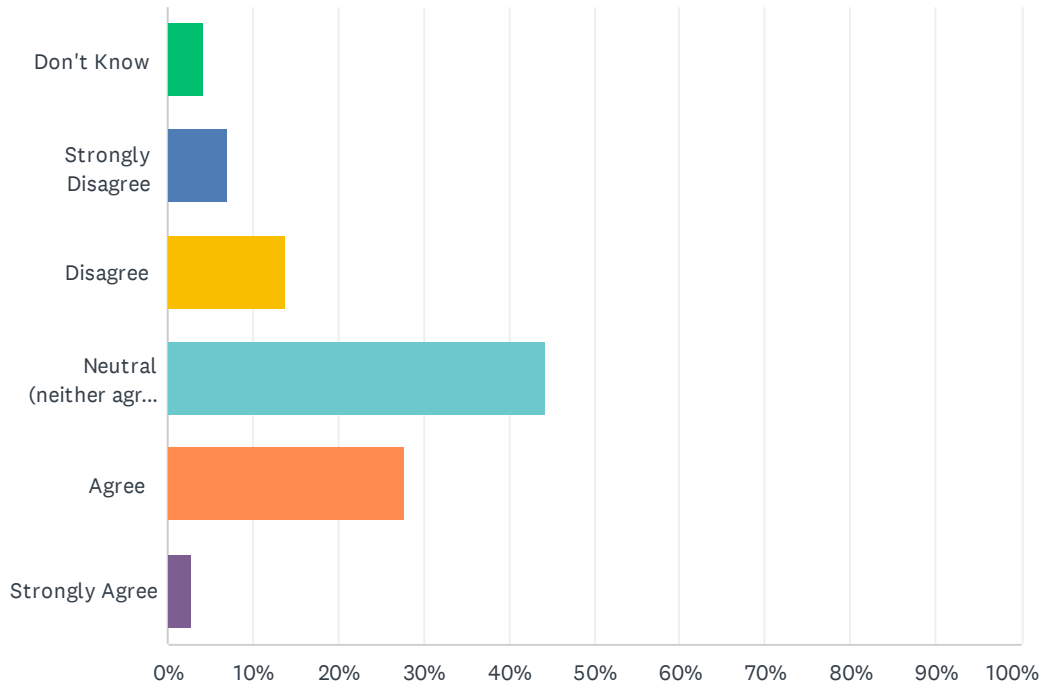


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	4.23%	3
Neutral (neither agree nor disagree)	5.63%	4
Agree	49.30%	35
Strongly Agree	40.85%	29
TOTAL		71

Q8 The City Council sets policies and provides resources that allow me to succeed at my job.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

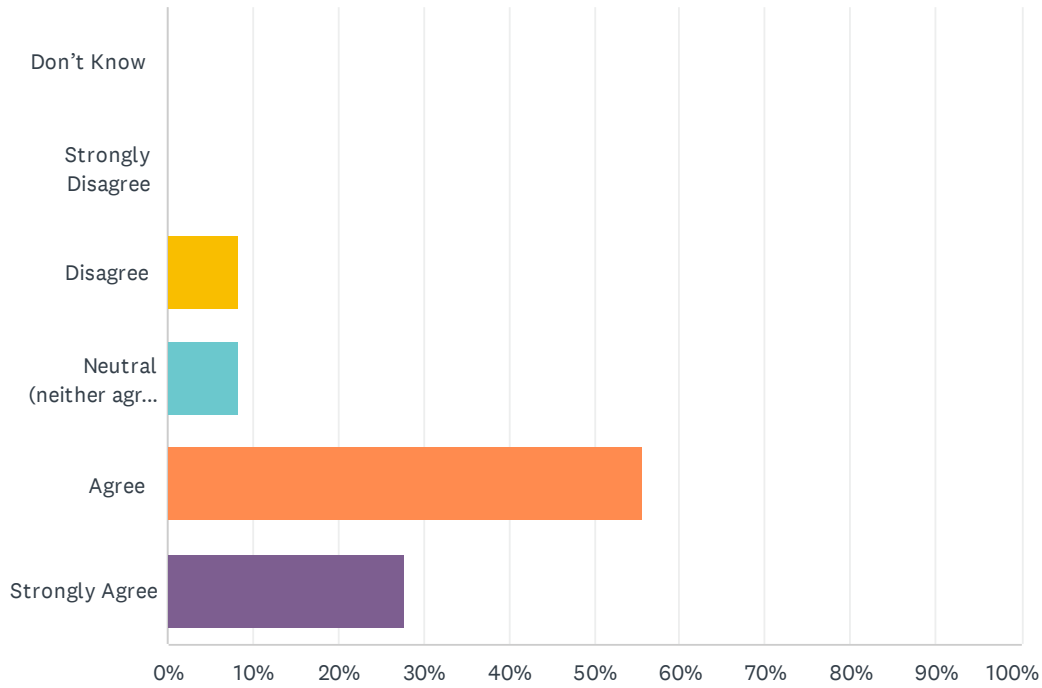


ANSWER CHOICES	RESPONSES	
Don't Know	4.17%	3
Strongly Disagree	6.94%	5
Disagree	13.89%	10
Neutral (neither agree nor disagree)	44.44%	32
Agree	27.78%	20
Strongly Agree	2.78%	2
TOTAL		72

Q9 My Supervisor/Manager gives me feedback on the quality and effectiveness of my work.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

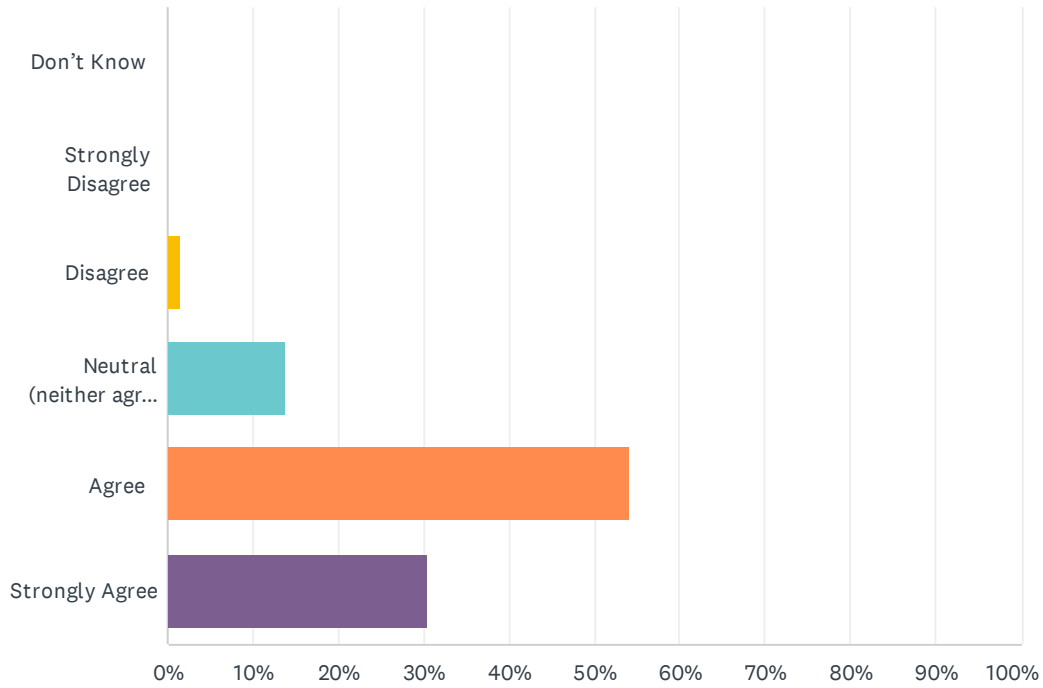


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	8.33%	6
Neutral (neither agree nor disagree)	8.33%	6
Agree	55.56%	40
Strongly Agree	27.78%	20
TOTAL		72

Q10 I am given the latitude to use information to make changes that will improve my work.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

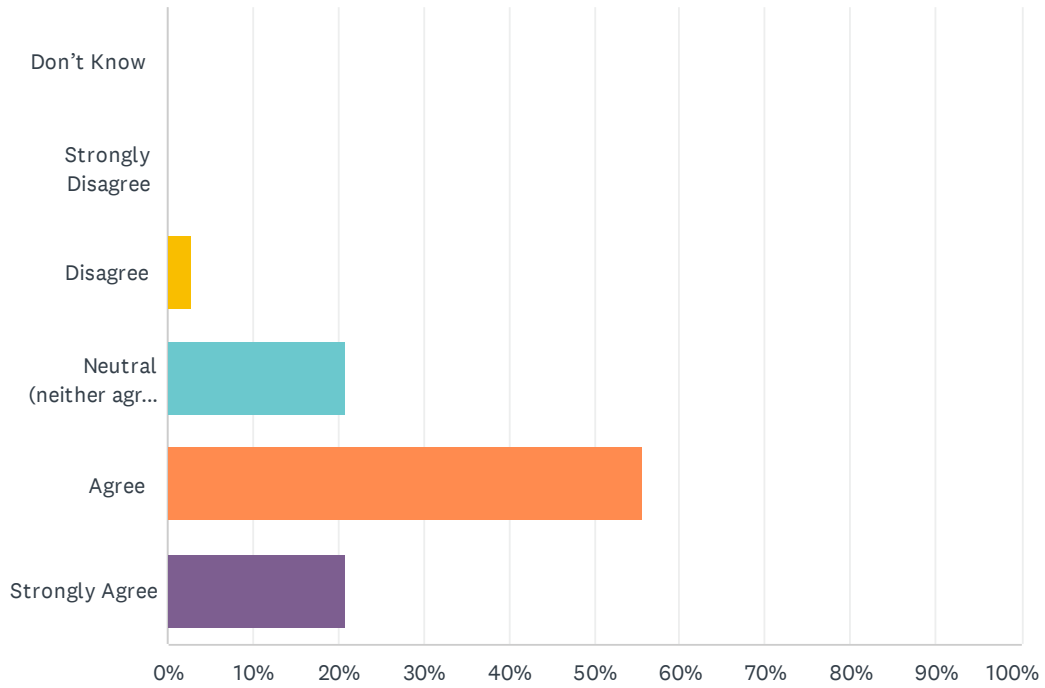


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	1.39%	1
Neutral (neither agree nor disagree)	13.89%	10
Agree	54.17%	39
Strongly Agree	30.56%	22
TOTAL		72

Q11 I understand how my work fits with the City's strategic goals.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

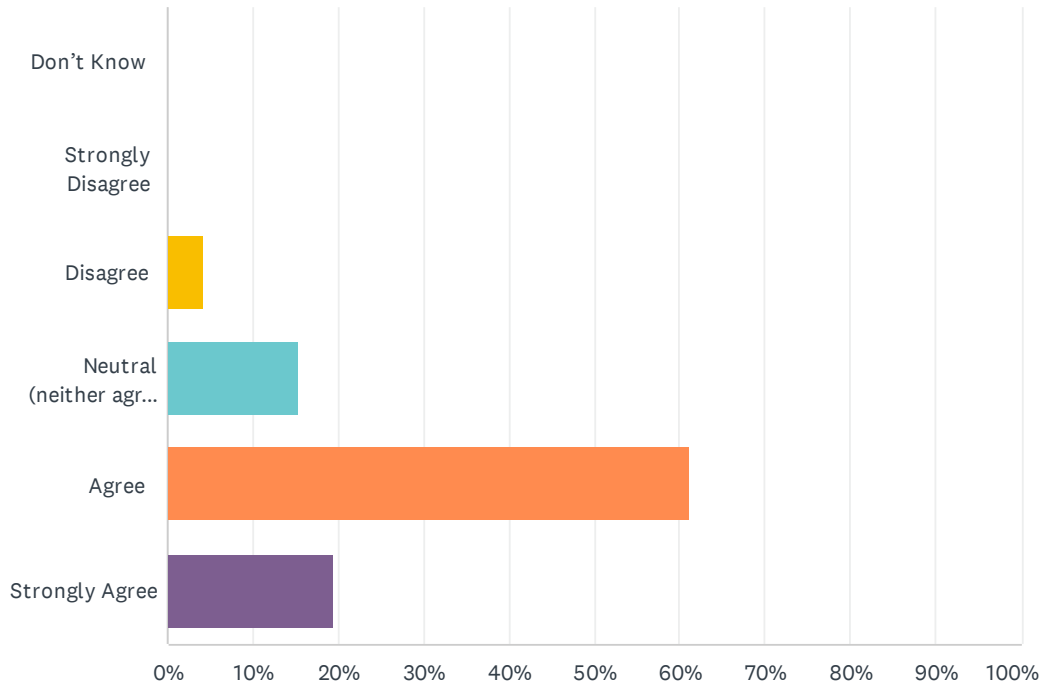


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	2.78%	2
Neutral (neither agree nor disagree)	20.83%	15
Agree	55.56%	40
Strongly Agree	20.83%	15
TOTAL		72

Q12 I have the information I need to do my work effectively.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

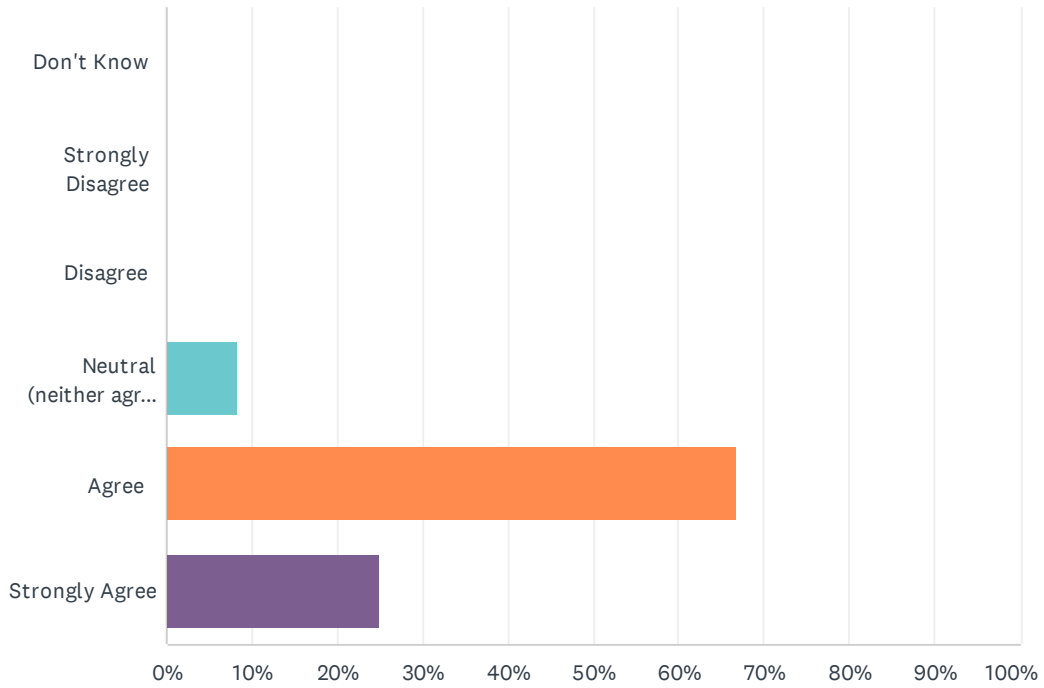


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	4.17%	3
Neutral (neither agree nor disagree)	15.28%	11
Agree	61.11%	44
Strongly Agree	19.44%	14
TOTAL		72

Q13 I have been equipped with the knowledge of how to prioritize my job duties.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

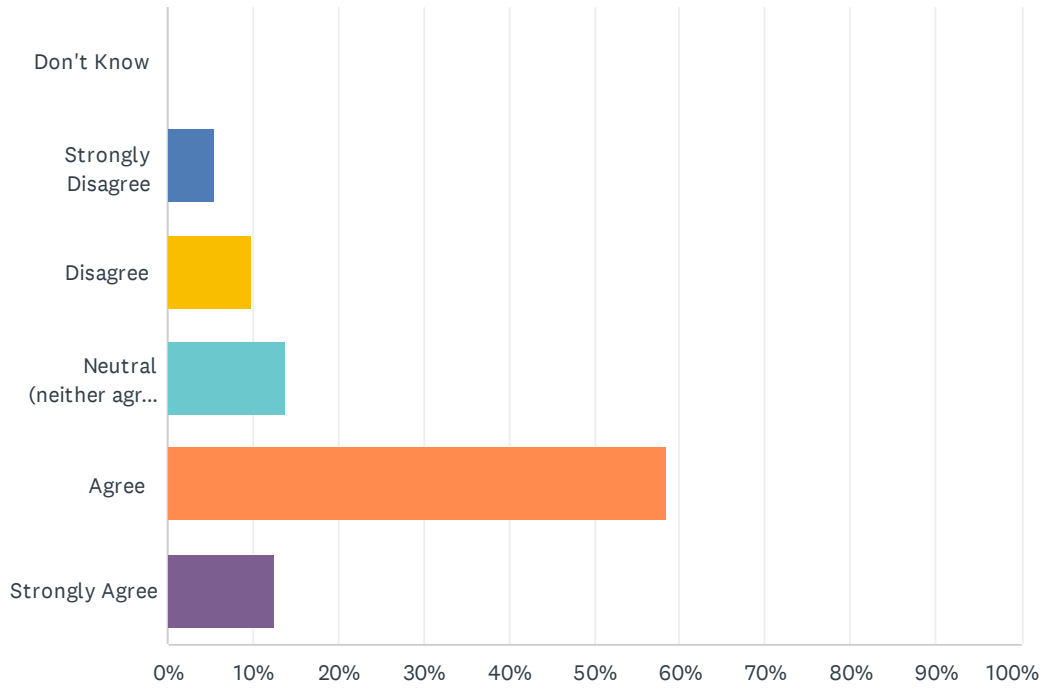


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Neutral (neither agree nor disagree)	8.33%	6
Agree	66.67%	48
Strongly Agree	25.00%	18
TOTAL		72

Q14 I have the resources to meet my customers needs.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey



ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	5.56%	4
Disagree	9.72%	7
Neutral (neither agree nor disagree)	13.89%	10
Agree	58.33%	42
Strongly Agree	12.50%	9
TOTAL		72

Q15 I feel the organization is doing well at...

Answered: 37 Skipped: 36

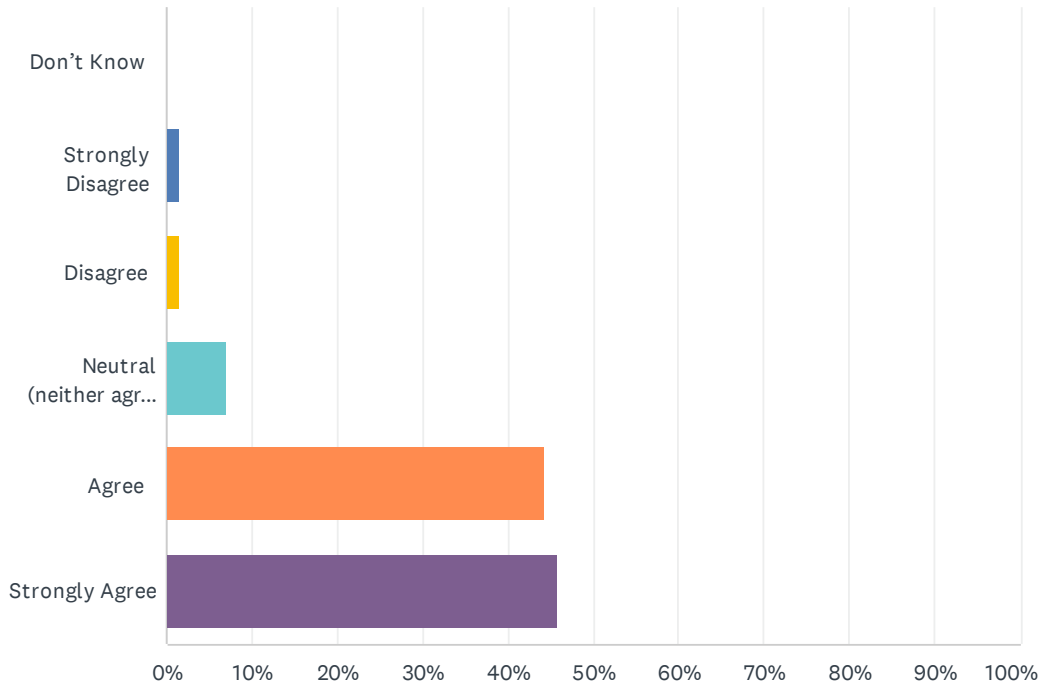
Q16 I feel the organization could do an even better job if it...

Answered: 39 Skipped: 34

Q17 The employees I work with cooperate and work as a team.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

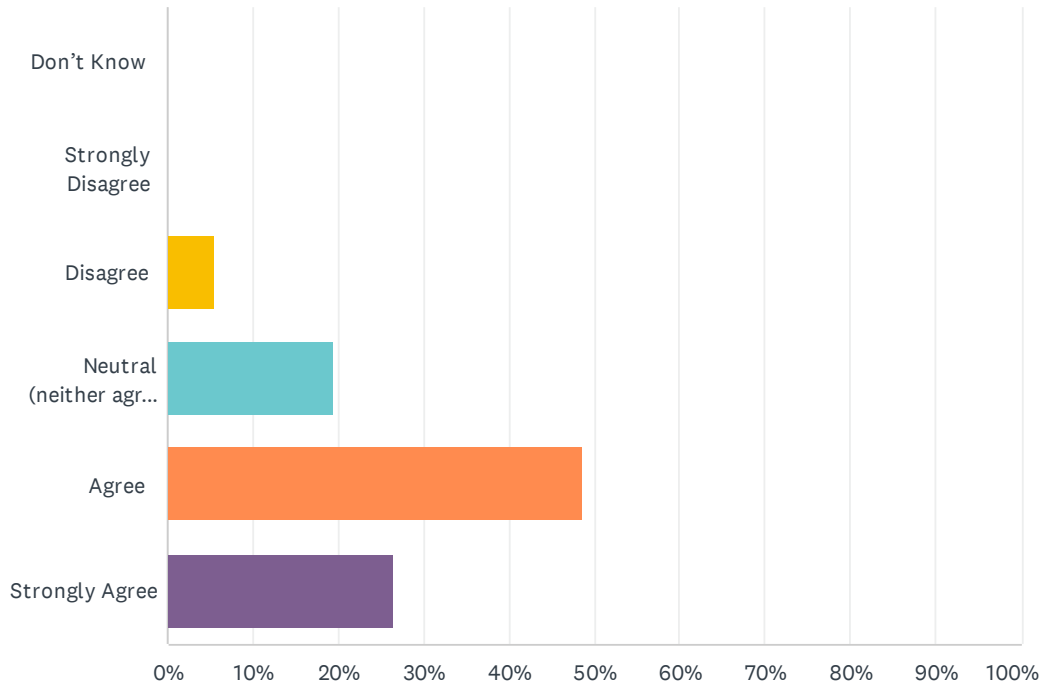


ANSWER CHOICES	RESPONSES
Don't Know	0.00% 0
Strongly Disagree	1.39% 1
Disagree	1.39% 1
Neutral (neither agree nor disagree)	6.94% 5
Agree	44.44% 32
Strongly Agree	45.83% 33
TOTAL	72

Q18 My Supervisor/Manager encourages me to develop my job skills so I can advance in my career.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

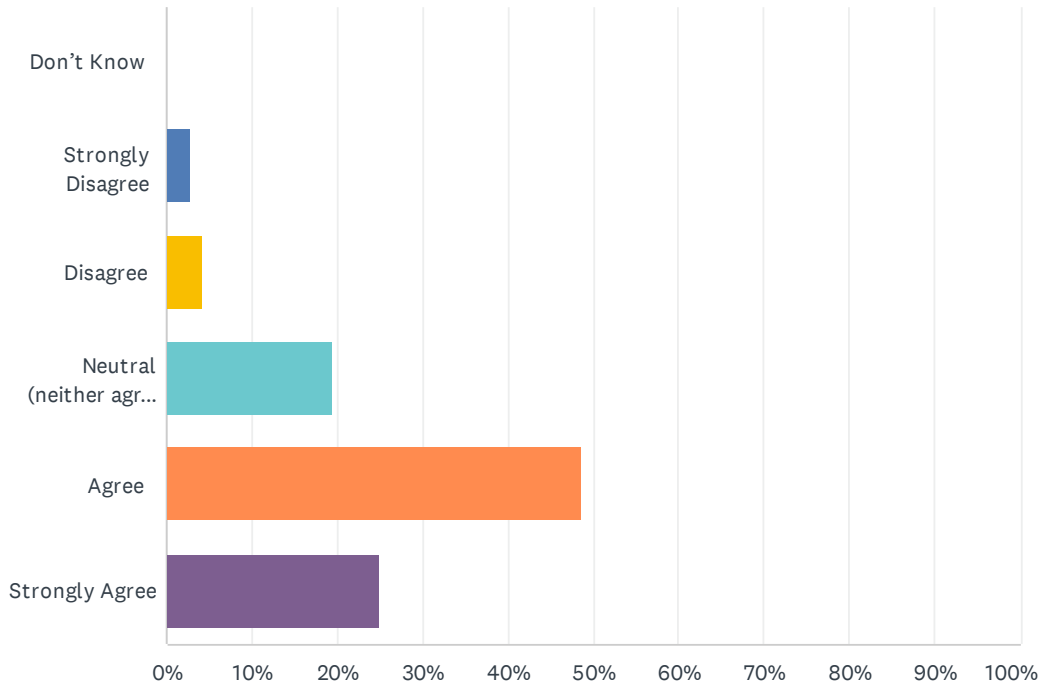


ANSWER CHOICES	RESPONSES
Don't Know	0.00% 0
Strongly Disagree	0.00% 0
Disagree	5.56% 4
Neutral (neither agree nor disagree)	19.44% 14
Agree	48.61% 35
Strongly Agree	26.39% 19
TOTAL	72

Q19 I am recognized for my work.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

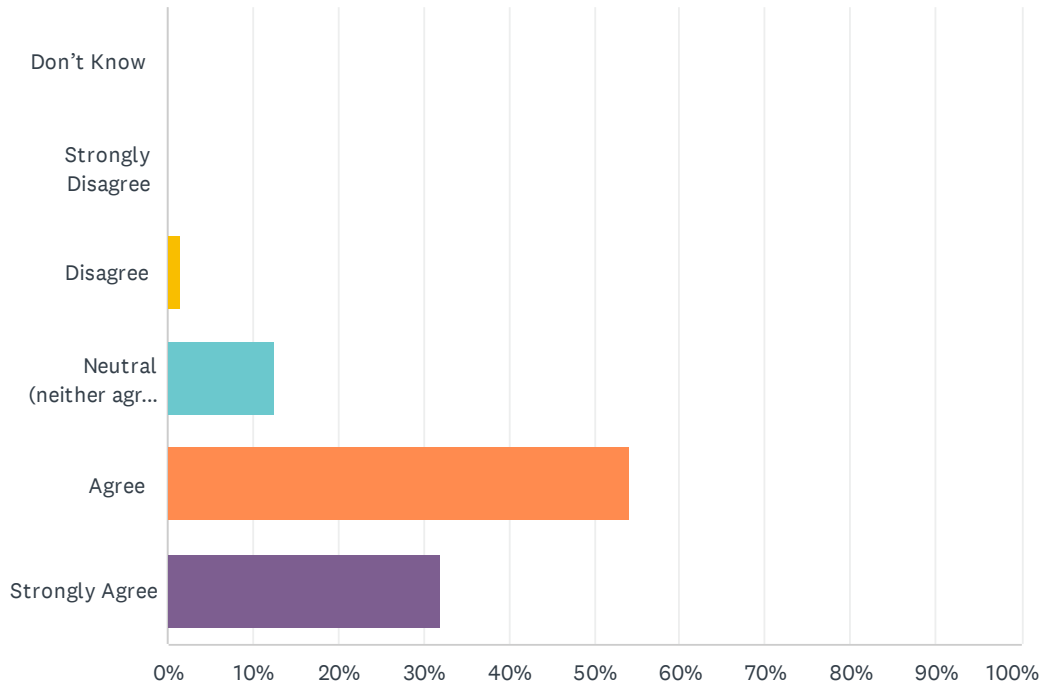


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	2.78%	2
Disagree	4.17%	3
Neutral (neither agree nor disagree)	19.44%	14
Agree	48.61%	35
Strongly Agree	25.00%	18
TOTAL		72

Q20 I have a physically safe workplace for the job that I do.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

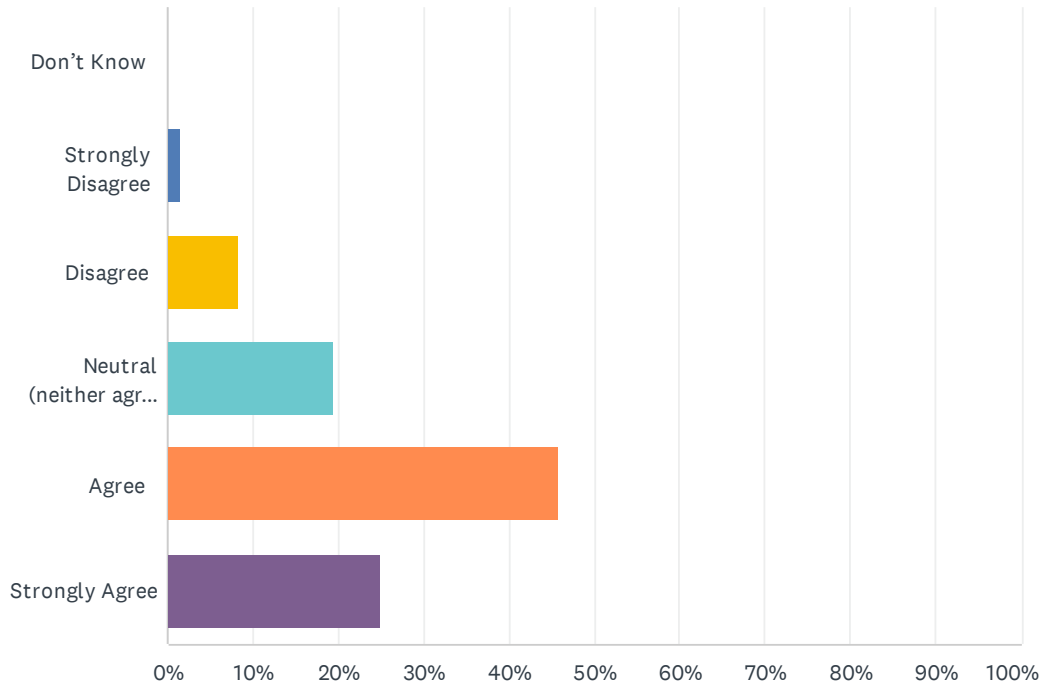


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	1.39%	1
Neutral (neither agree nor disagree)	12.50%	9
Agree	54.17%	39
Strongly Agree	31.94%	23
TOTAL		72

Q21 I have an ergonomically correct workspace for the job that I do.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

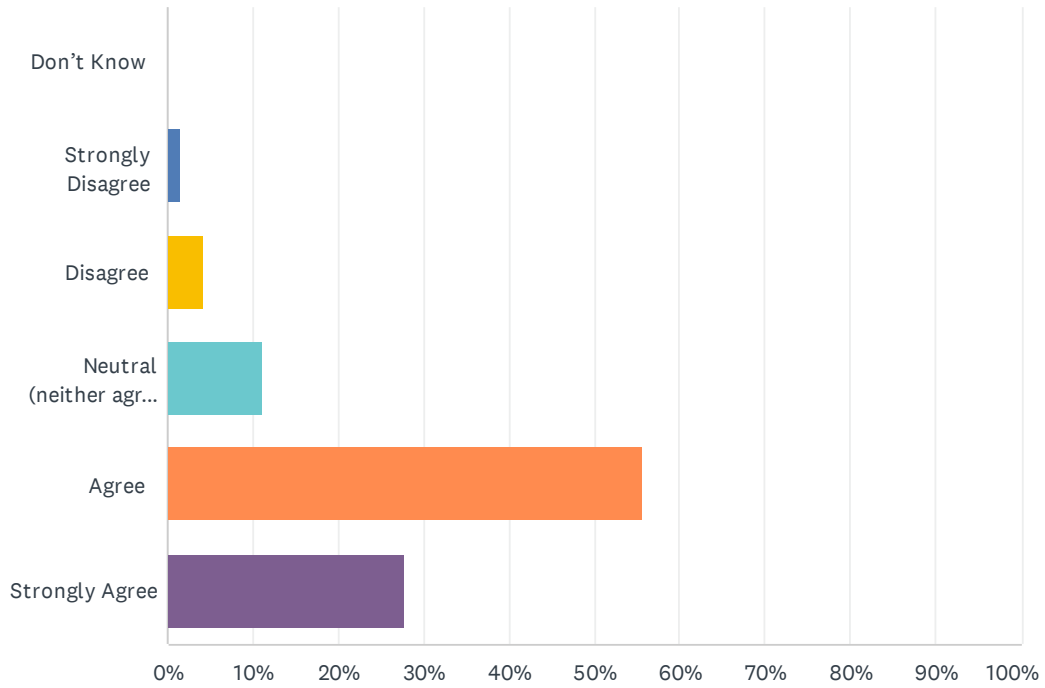


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	1.39%	1
Disagree	8.33%	6
Neutral (neither agree nor disagree)	19.44%	14
Agree	45.83%	33
Strongly Agree	25.00%	18
TOTAL		72

Q22 I have an emotionally safe workplace, as would be expected based on my line of work.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

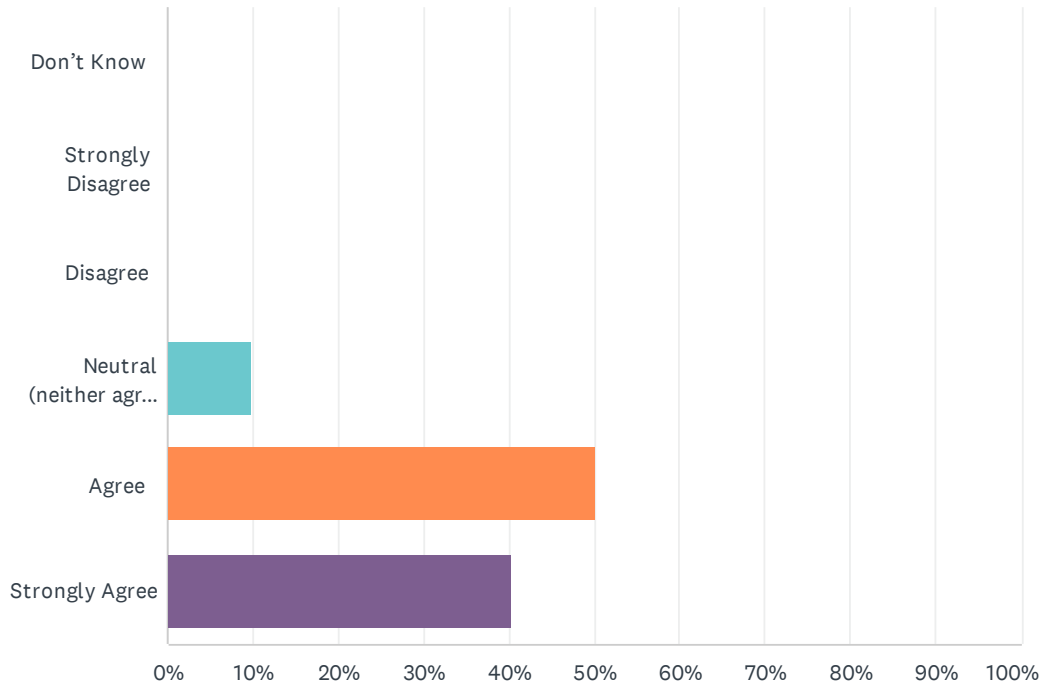


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	1.39%	1
Disagree	4.17%	3
Neutral (neither agree nor disagree)	11.11%	8
Agree	55.56%	40
Strongly Agree	27.78%	20
TOTAL		72

Q23 My Supervisor / Manager cares about my wellbeing.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

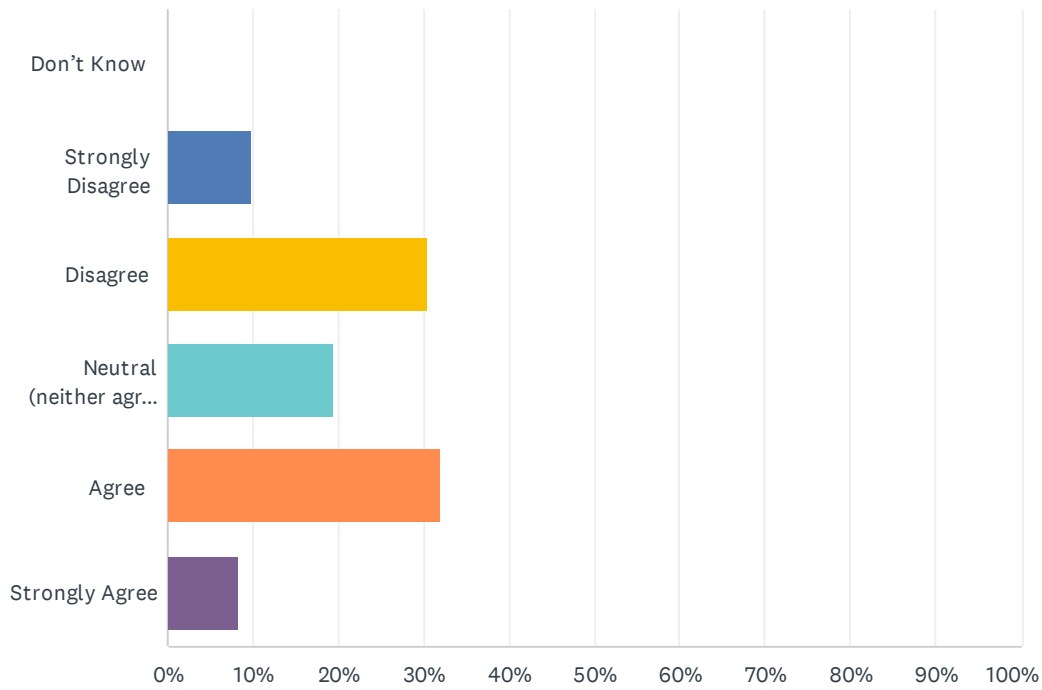


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Neutral (neither agree nor disagree)	9.72%	7
Agree	50.00%	36
Strongly Agree	40.28%	29
TOTAL		72

Q24 I am compensated appropriately for my work.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

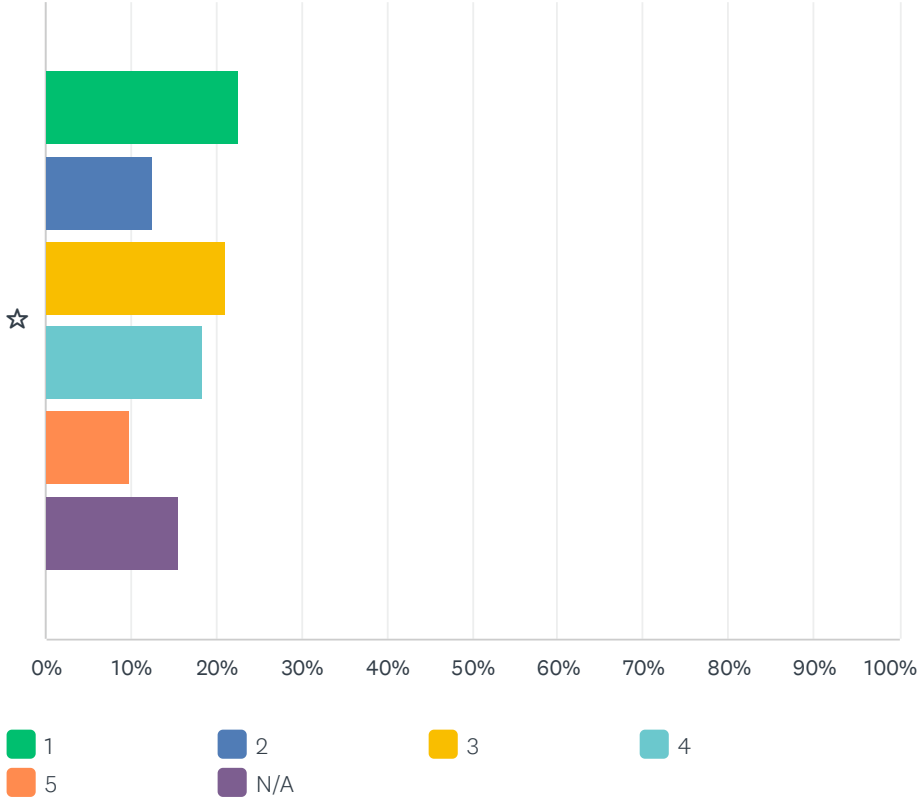


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	9.72%	7
Disagree	30.56%	22
Neutral (neither agree nor disagree)	19.44%	14
Agree	31.94%	23
Strongly Agree	8.33%	6
TOTAL		72

Q25 Rate the quality of our health insurance, with five being the highest score and one being the lowest score.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

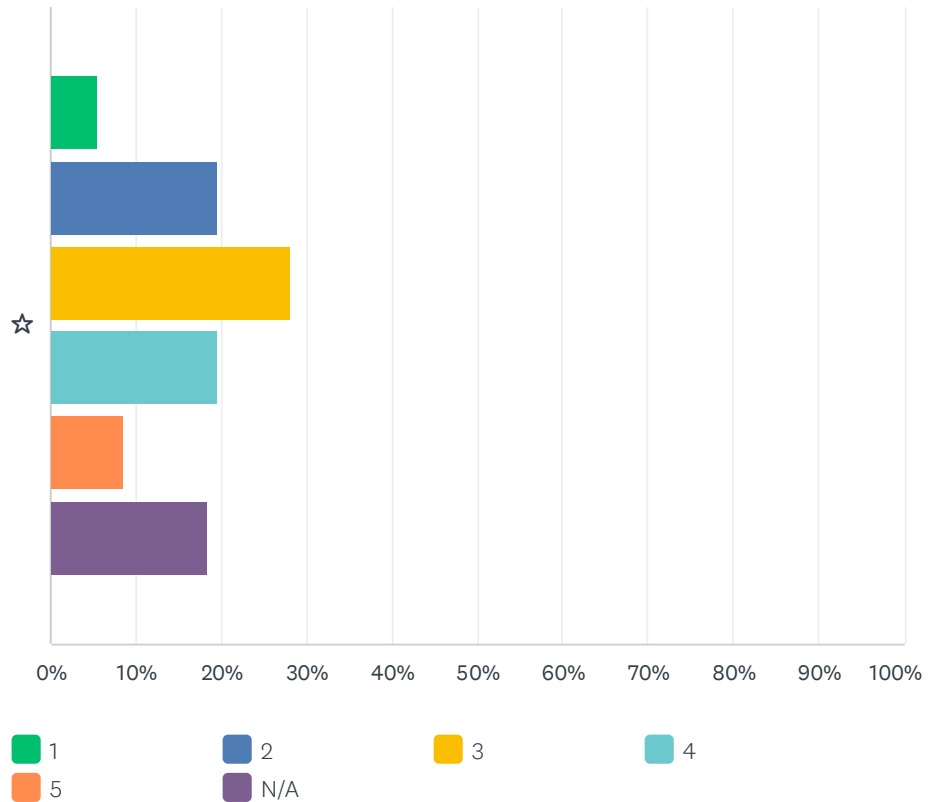


	1	2	3	4	5	N/A	TOTAL	WEIGHTED AVERAGE
☆	22.54%	12.68%	21.13%	18.31%	9.86%	15.49%	71	2.77
	16	9	15	13	7	11		

Q26 Rate the quality of our dental insurance, with five being the highest score and one being the lowest score.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

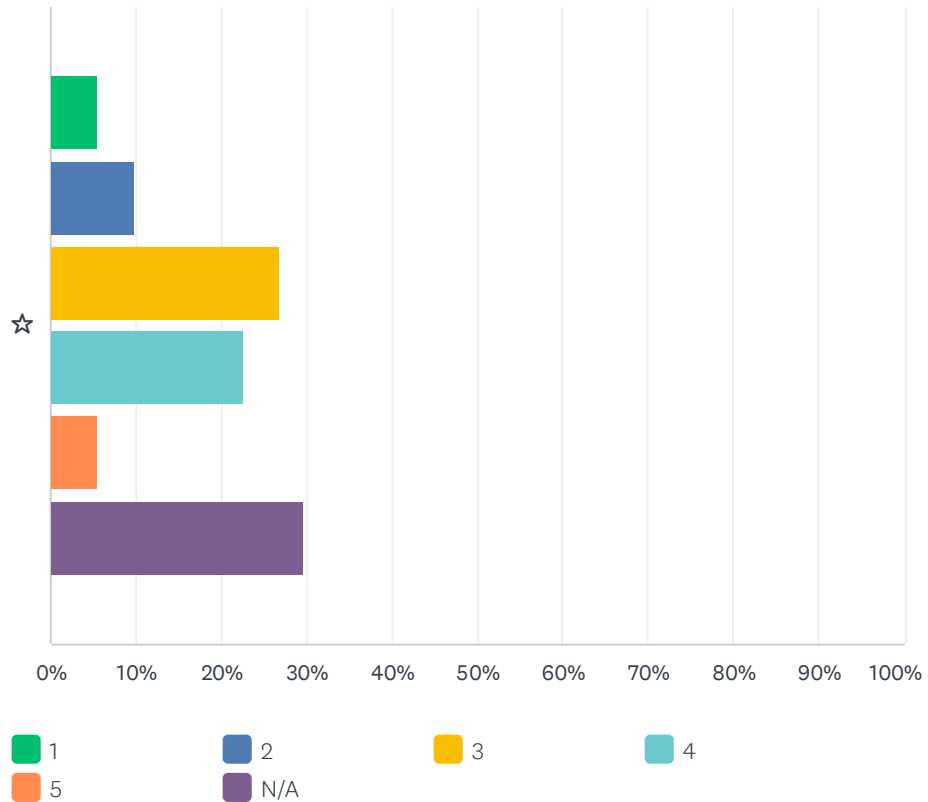


	1	2	3	4	5	N/A	TOTAL	WEIGHTED AVERAGE
☆	5.63%	19.72%	28.17%	19.72%	8.45%	18.31%	71	3.07
	4	14	20	14	6	13		

Q27 Rate the quality of our life insurance, with five being the highest score and one being the lowest score.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

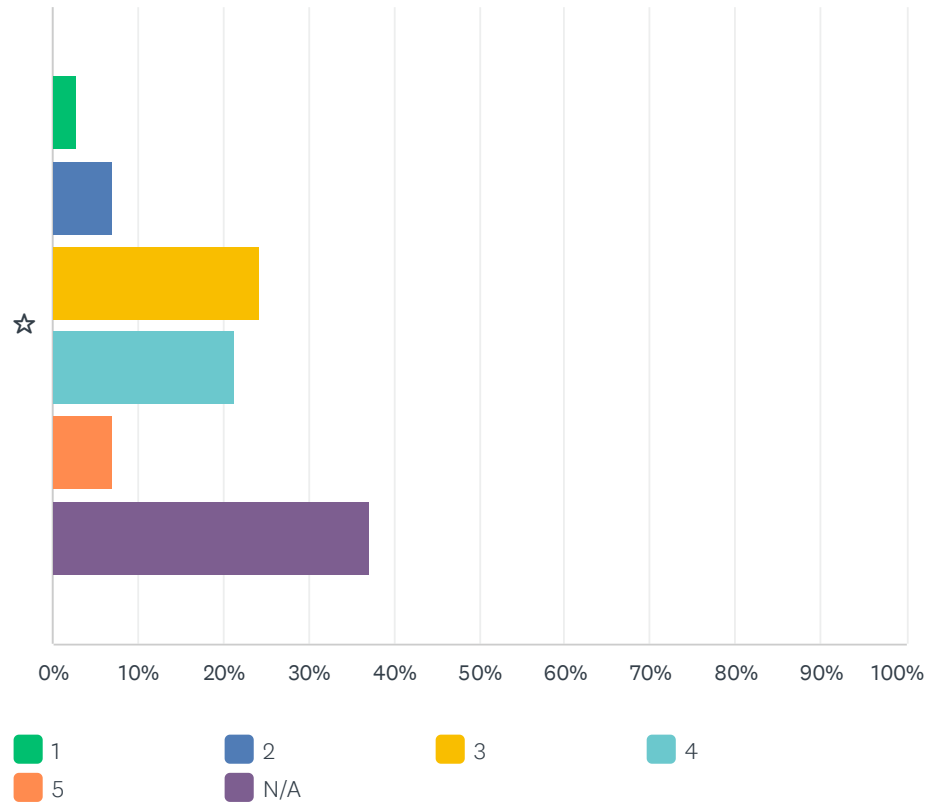


	1	2	3	4	5	N/A	TOTAL	WEIGHTED AVERAGE
☆	5.63%	9.86%	26.76%	22.54%	5.63%	29.58%	71	3.18
	4	7	19	16	4	21		

Q28 Rate the quality of our long term disability insurance, with five being the highest score and one being the lowest score.

Answered: 70 Skipped: 3

City of Ramsey -- 2023 Employee Survey

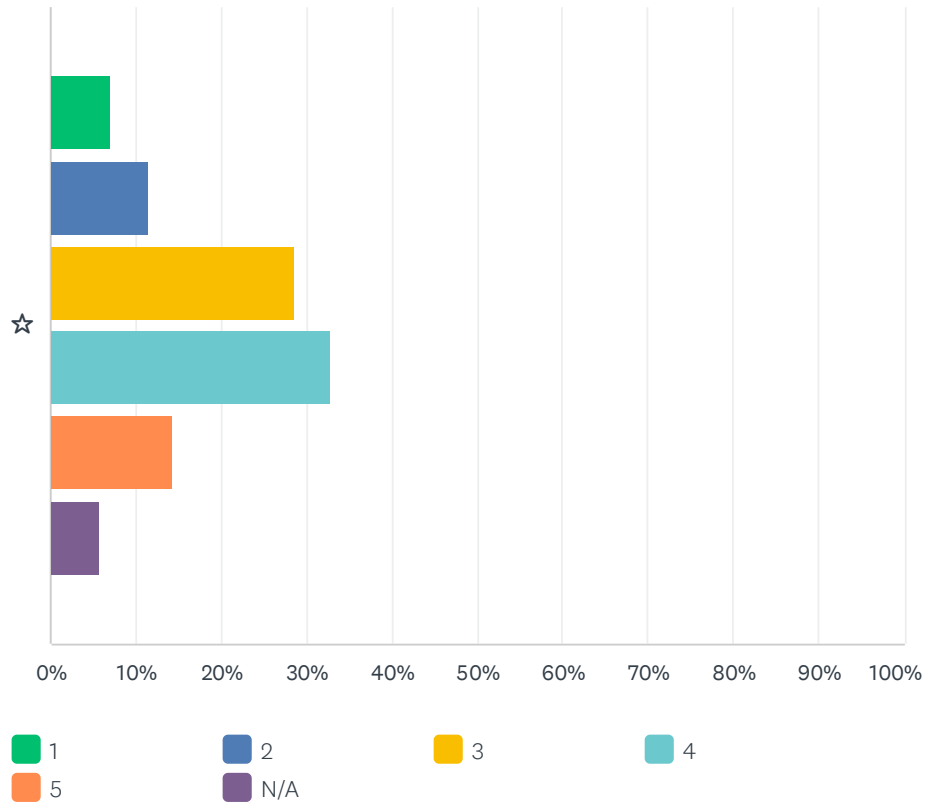


	1	2	3	4	5	N/A	TOTAL	WEIGHTED AVERAGE
☆	2.86%	7.14%	24.29%	21.43%	7.14%	37.14%	70	3.36
	2	5	17	15	5	26		

Q29 Rate the quality of our vacation leave benefit, with five being the highest score and one being the lowest score.

Answered: 70 Skipped: 3

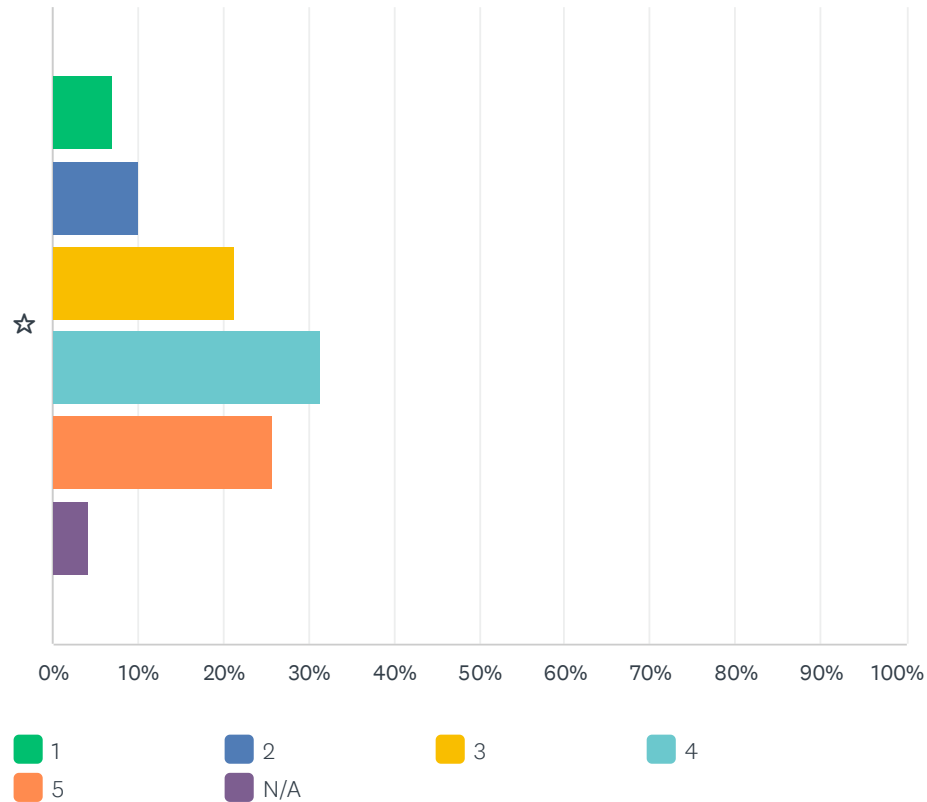
City of Ramsey -- 2023 Employee Survey



	1	2	3	4	5	N/A	TOTAL	WEIGHTED AVERAGE
☆	7.14%	11.43%	28.57%	32.86%	14.29%	5.71%	70	3.38
	5	8	20	23	10	4		

Q30 Rate the quality of our sick leave benefit, with five being the highest score and one being the lowest score.

Answered: 70 Skipped: 3



	1	2	3	4	5	N/A	TOTAL	WEIGHTED AVERAGE
☆	7.14% 5	10.00% 7	21.43% 15	31.43% 22	25.71% 18	4.29% 3	70	3.61

Q31 What organization benefit(s) would you like to see added?

Answered: 35 Skipped: 38

Q32 What is the best thing about working for the City of Ramsey?

Answered: 48 Skipped: 25

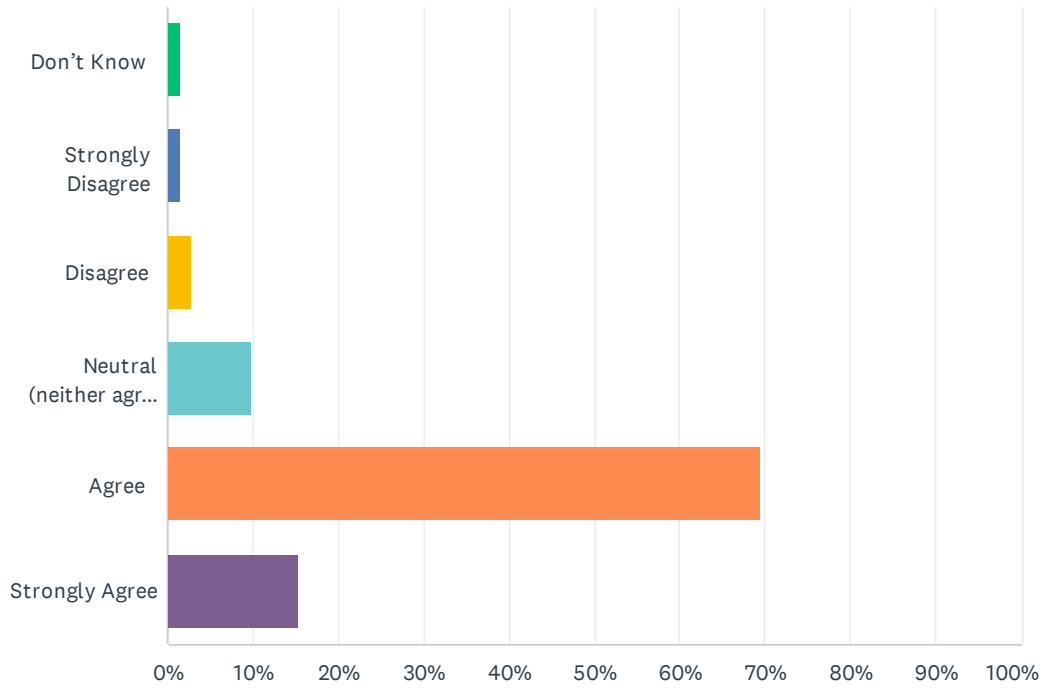
Q33 What do you like least about working for the City of Ramsey?

Answered: 45 Skipped: 28

Q34 I have the resources (tools, equipment and training) that I need to do my work.

Answered: 72 Skipped: 1

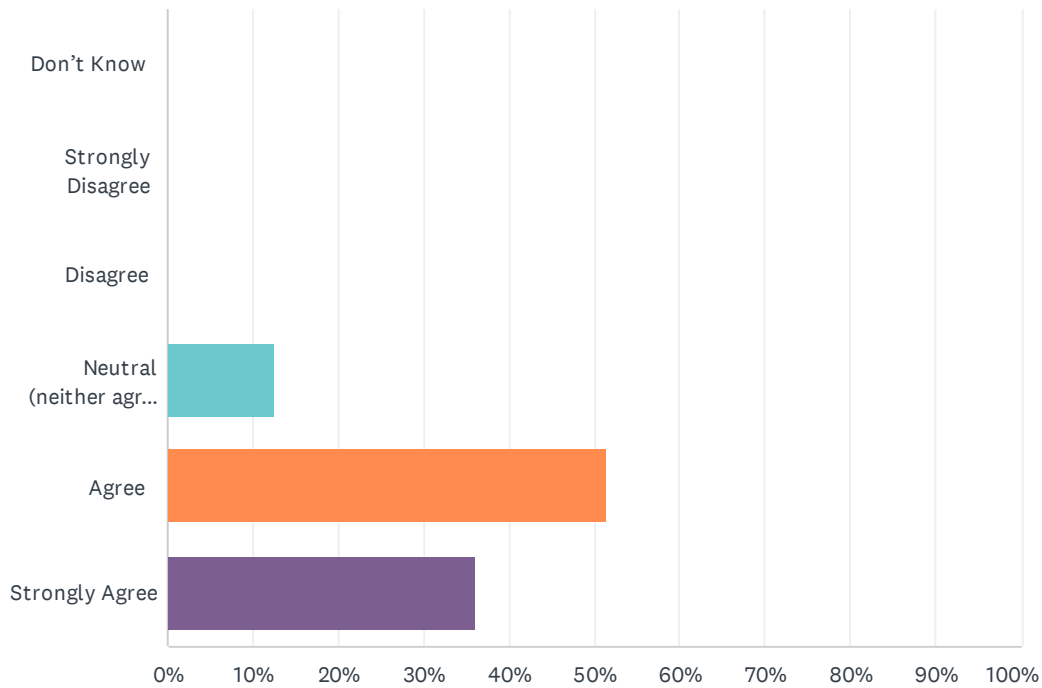
City of Ramsey -- 2023 Employee Survey



ANSWER CHOICES	RESPONSES	
Don't Know	1.39%	1
Strongly Disagree	1.39%	1
Disagree	2.78%	2
Neutral (neither agree nor disagree)	9.72%	7
Agree	69.44%	50
Strongly Agree	15.28%	11
TOTAL		72

Q35 My Supervisor / Manager is not a micro-manager and trusts that I will do my best work.

Answered: 72 Skipped: 1

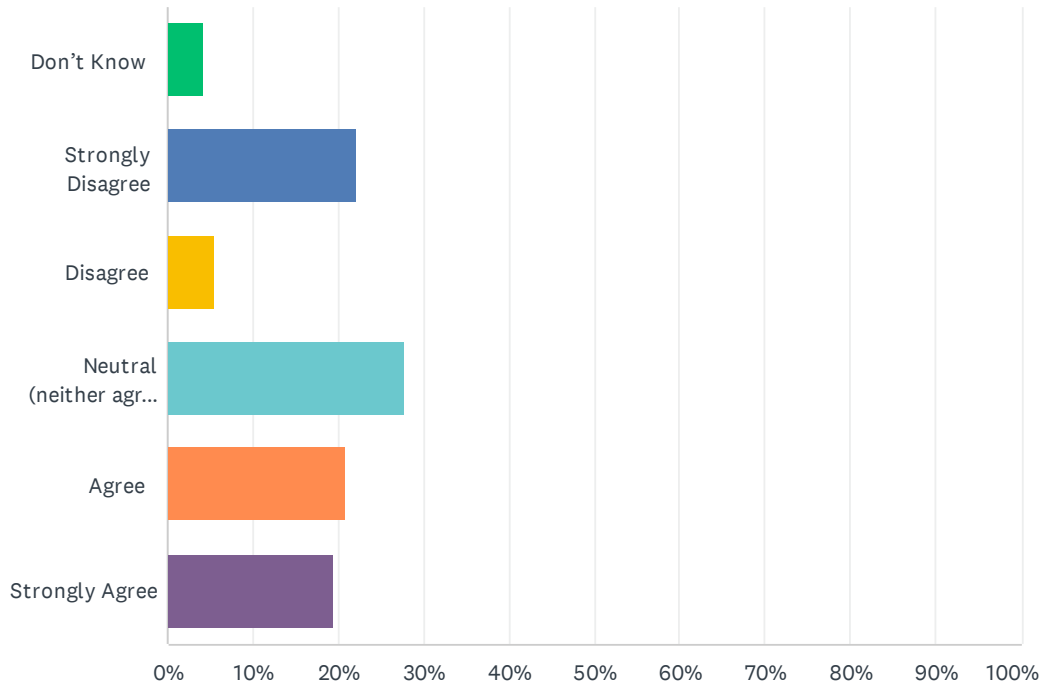


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Neutral (neither agree nor disagree)	12.50%	9
Agree	51.39%	37
Strongly Agree	36.11%	26
TOTAL		72

Q36 For the organization or other office employees: It is important to me to have the option to participate in the city's remote work policy. For reference, the remote work policy is currently being updated, but generally allows employees the opportunity to work off-site for 1-2 days per week, within certain parameters, with approval.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

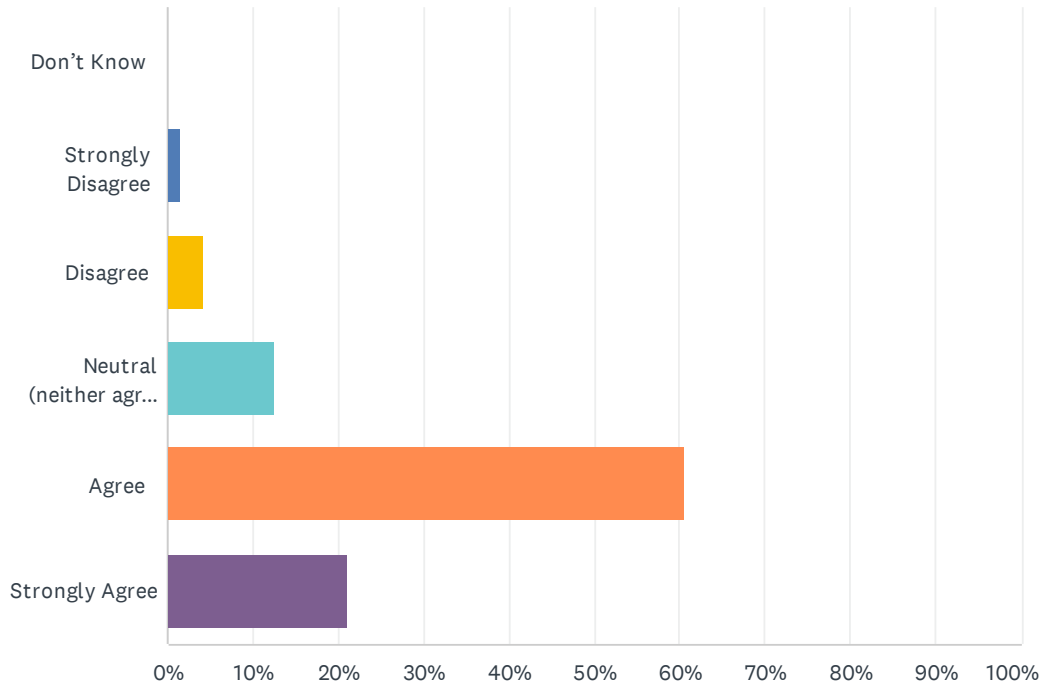


ANSWER CHOICES	RESPONSES	
Don't Know	4.17%	3
Strongly Disagree	22.22%	16
Disagree	5.56%	4
Neutral (neither agree nor disagree)	27.78%	20
Agree	20.83%	15
Strongly Agree	19.44%	14
TOTAL		72

Q37 I am prepared, or know how to obtain the resources, to handle emergencies that may occur in my department.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

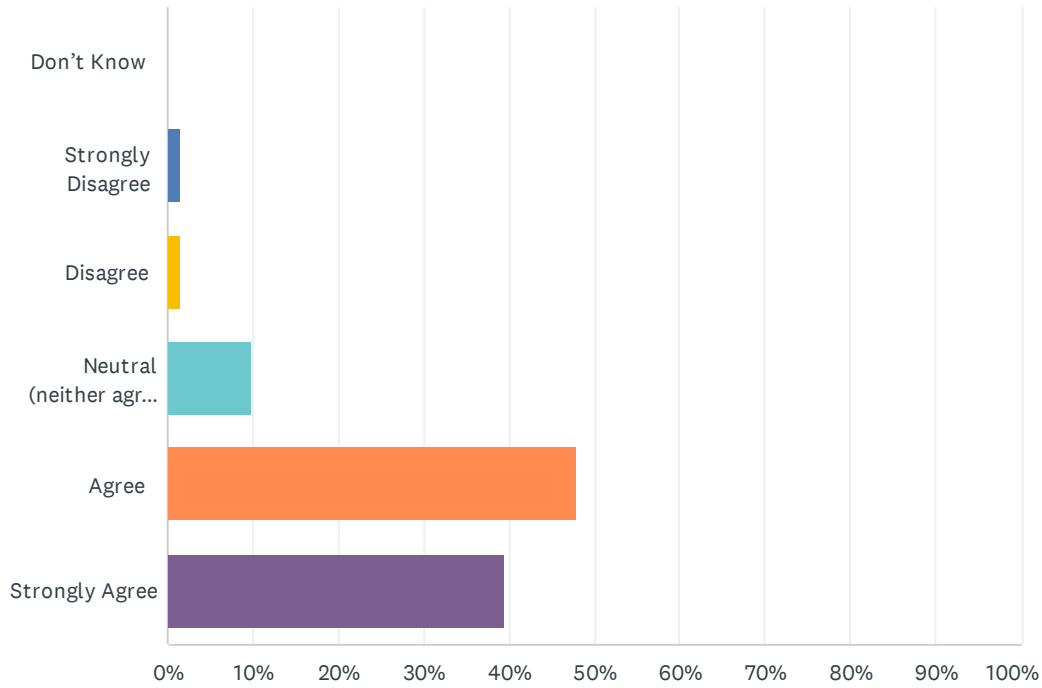


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	1.41%	1
Disagree	4.23%	3
Neutral (neither agree nor disagree)	12.68%	9
Agree	60.56%	43
Strongly Agree	21.13%	15
TOTAL		71

Q38 My Supervisor / Manager is a good listener and responds constructively.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

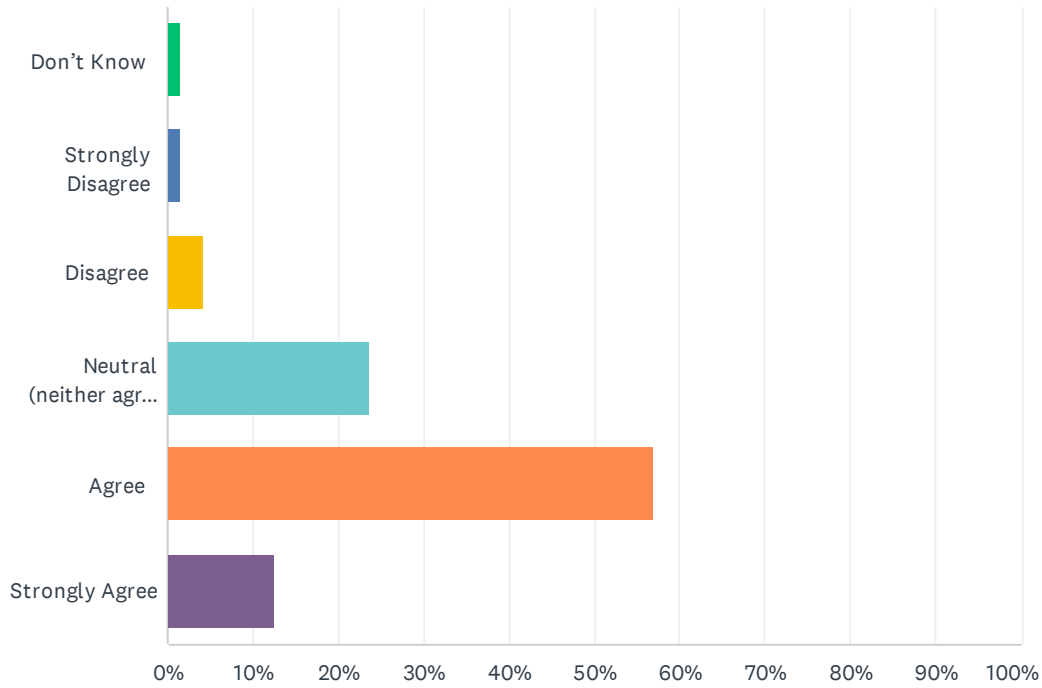


ANSWER CHOICES	RESPONSES
Don't Know	0.00% 0
Strongly Disagree	1.41% 1
Disagree	1.41% 1
Neutral (neither agree nor disagree)	9.86% 7
Agree	47.89% 34
Strongly Agree	39.44% 28
TOTAL	71

Q39 The meetings that I attend are productive.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

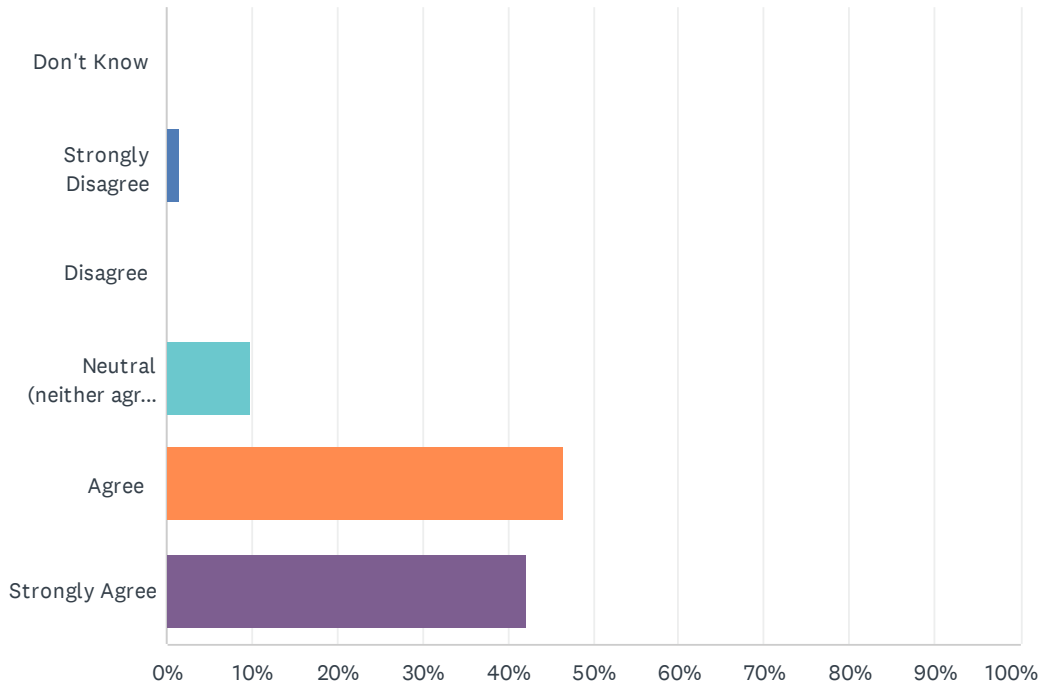


ANSWER CHOICES	RESPONSES
Don't Know	1.39% 1
Strongly Disagree	1.39% 1
Disagree	4.17% 3
Neutral (neither agree nor disagree)	23.61% 17
Agree	56.94% 41
Strongly Agree	12.50% 9
TOTAL	72

Q40 I feel comfortable asking for additional information or clarification.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

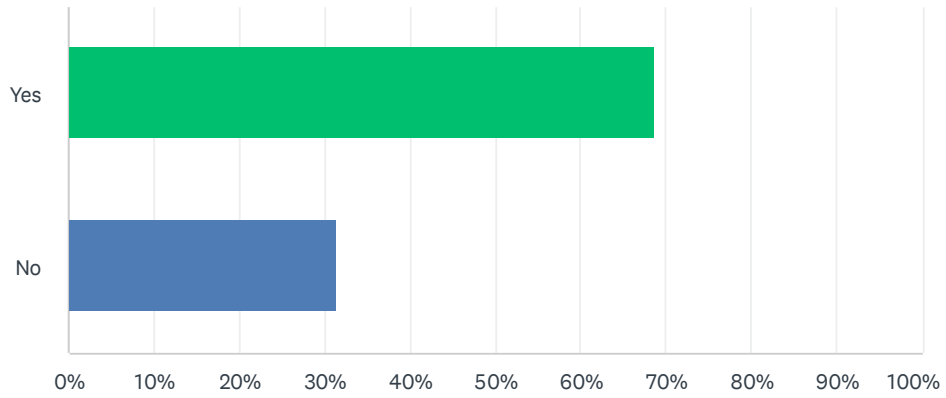


ANSWER CHOICES	RESPONSES
Don't Know	0.00% 0
Strongly Disagree	1.41% 1
Disagree	0.00% 0
Neutral (neither agree nor disagree)	9.86% 7
Agree	46.48% 33
Strongly Agree	42.25% 30
TOTAL	71

Q41 I would like the Weekly Update to continue.

Answered: 64 Skipped: 9

City of Ramsey -- 2023 Employee Survey



ANSWER CHOICES	RESPONSES	
Yes	68.75%	44
No	31.25%	20
TOTAL		64

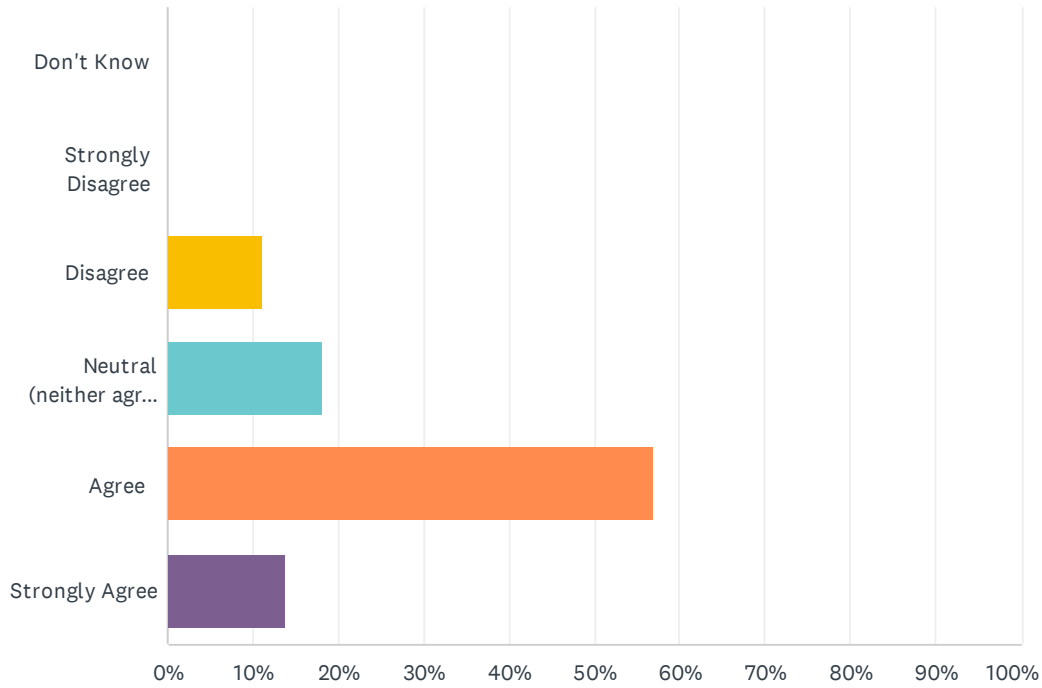
Q42 What is your preferred method of communication (face-to-face, email, other)?

Answered: 57 Skipped: 16

Q43 I have time to successfully complete my assigned job duties.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

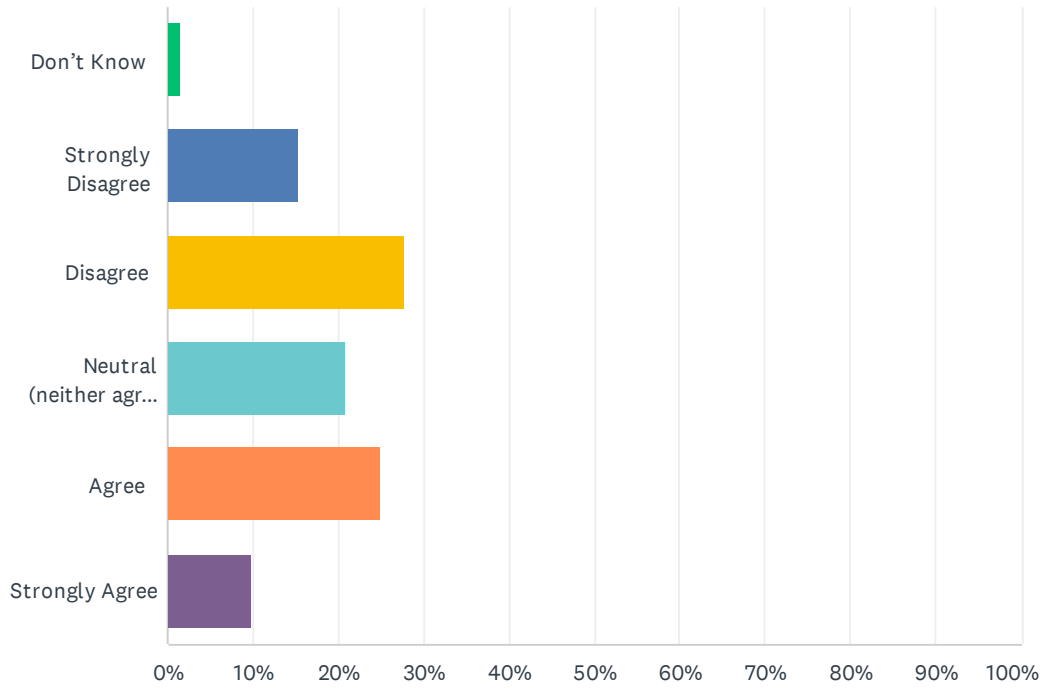


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	11.11%	8
Neutral (neither agree nor disagree)	18.06%	13
Agree	56.94%	41
Strongly Agree	13.89%	10
TOTAL		72

Q44 My division or department has the staff capacity (number of employees) to do its work today.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

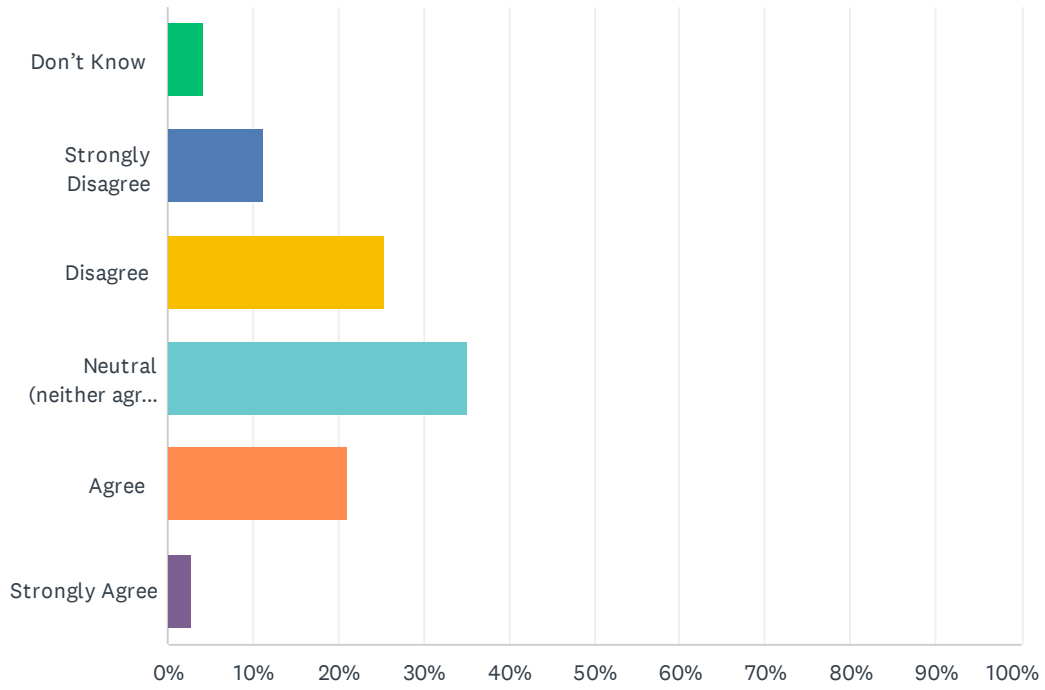


ANSWER CHOICES	RESPONSES	
Don't Know	1.39%	1
Strongly Disagree	15.28%	11
Disagree	27.78%	20
Neutral (neither agree nor disagree)	20.83%	15
Agree	25.00%	18
Strongly Agree	9.72%	7
TOTAL		72

Q45 The organization as a whole has the staff capacity (number of employees) to do its work today.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

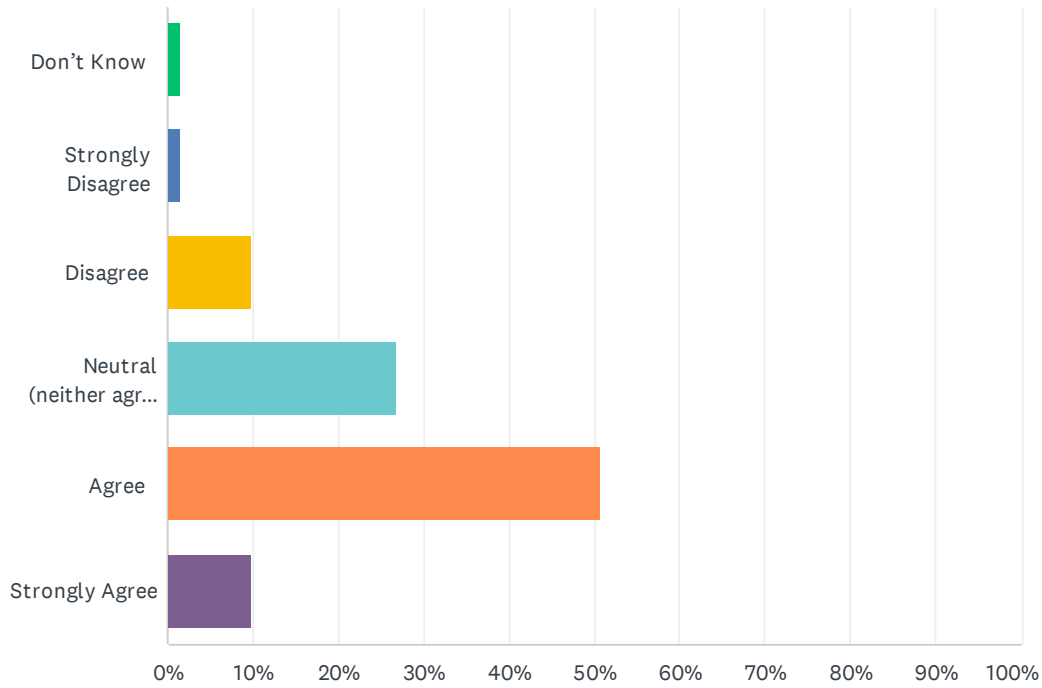


ANSWER CHOICES	RESPONSES	
Don't Know	4.23%	3
Strongly Disagree	11.27%	8
Disagree	25.35%	18
Neutral (neither agree nor disagree)	35.21%	25
Agree	21.13%	15
Strongly Agree	2.82%	2
TOTAL		71

Q46 The organization has the right people and skills to do its work.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey



ANSWER CHOICES	RESPONSES	
Don't Know	1.41%	1
Strongly Disagree	1.41%	1
Disagree	9.86%	7
Neutral (neither agree nor disagree)	26.76%	19
Agree	50.70%	36
Strongly Agree	9.86%	7
TOTAL		71

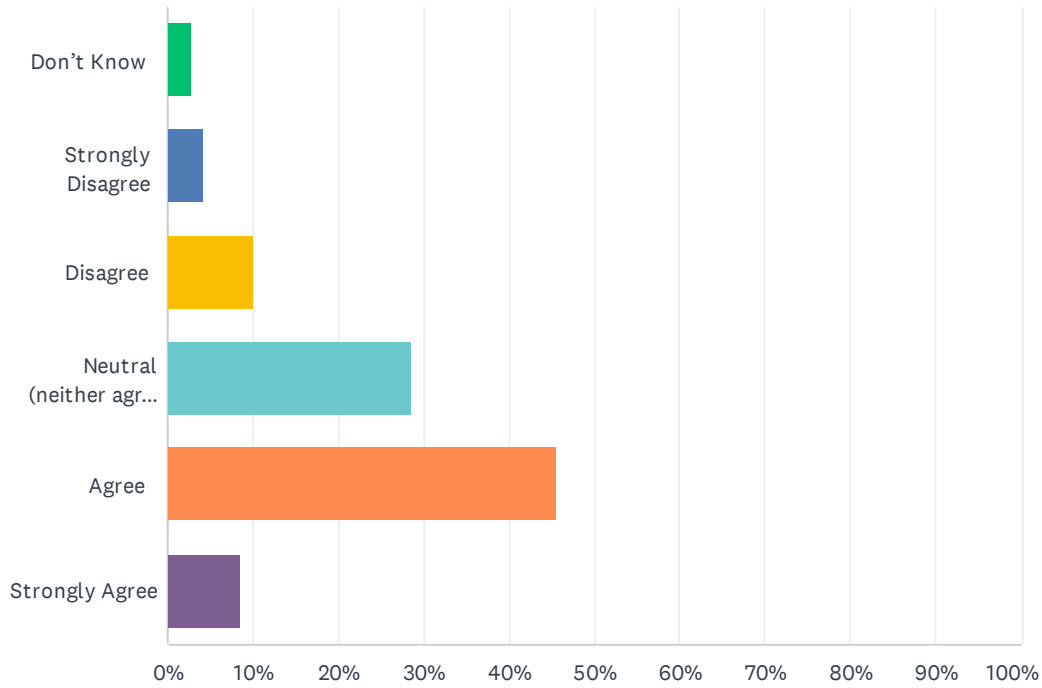
Q47 To achieve better results, I would improve...

Answered: 34 Skipped: 39

Q48 Staff's leadership removes barriers that get in the way of progress.

Answered: 70 Skipped: 3

City of Ramsey -- 2023 Employee Survey

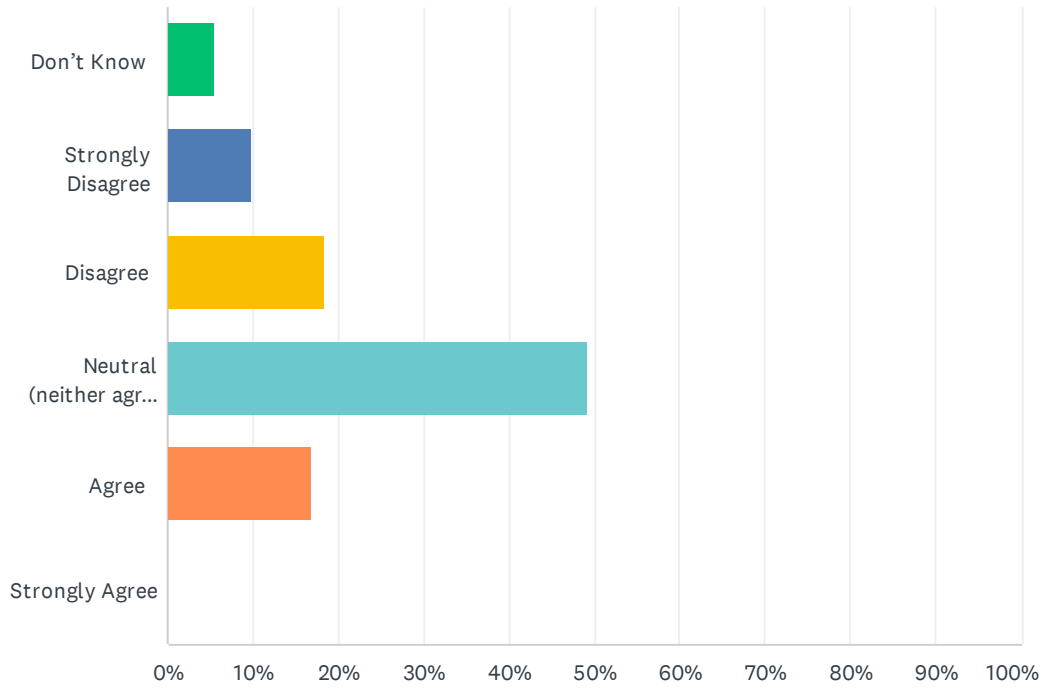


ANSWER CHOICES	RESPONSES	
Don't Know	2.86%	2
Strongly Disagree	4.29%	3
Disagree	10.00%	7
Neutral (neither agree nor disagree)	28.57%	20
Agree	45.71%	32
Strongly Agree	8.57%	6
TOTAL		70

Q49 The City Council removes barriers that get in the way of progress.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

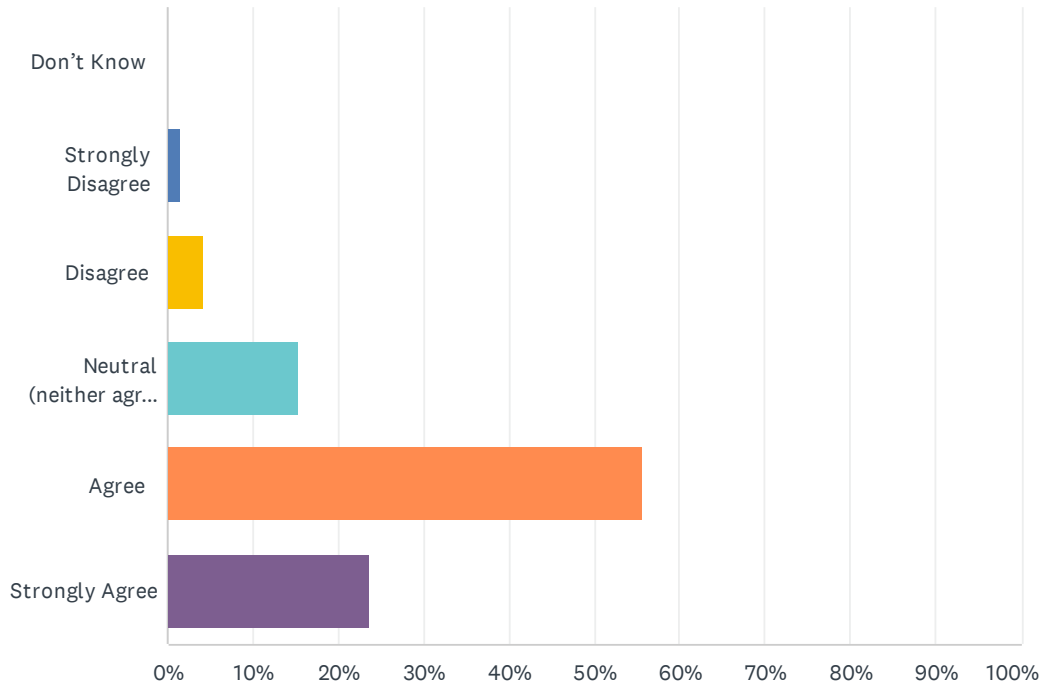


ANSWER CHOICES	RESPONSES	
Don't Know	5.63%	4
Strongly Disagree	9.86%	7
Disagree	18.31%	13
Neutral (neither agree nor disagree)	49.30%	35
Agree	16.90%	12
Strongly Agree	0.00%	0
TOTAL		71

Q50 Staff leadership practice high standards and ethics.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

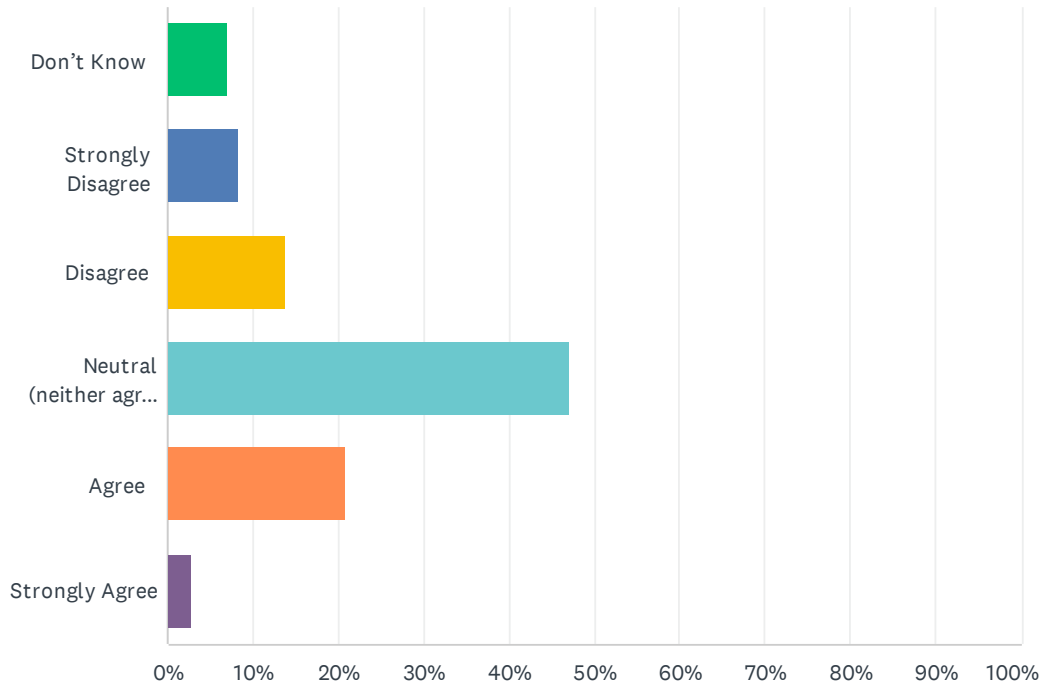


ANSWER CHOICES	RESPONSES
Don't Know	0.00% 0
Strongly Disagree	1.39% 1
Disagree	4.17% 3
Neutral (neither agree nor disagree)	15.28% 11
Agree	55.56% 40
Strongly Agree	23.61% 17
TOTAL	72

Q51 The City Council practices high standards and ethics.

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey

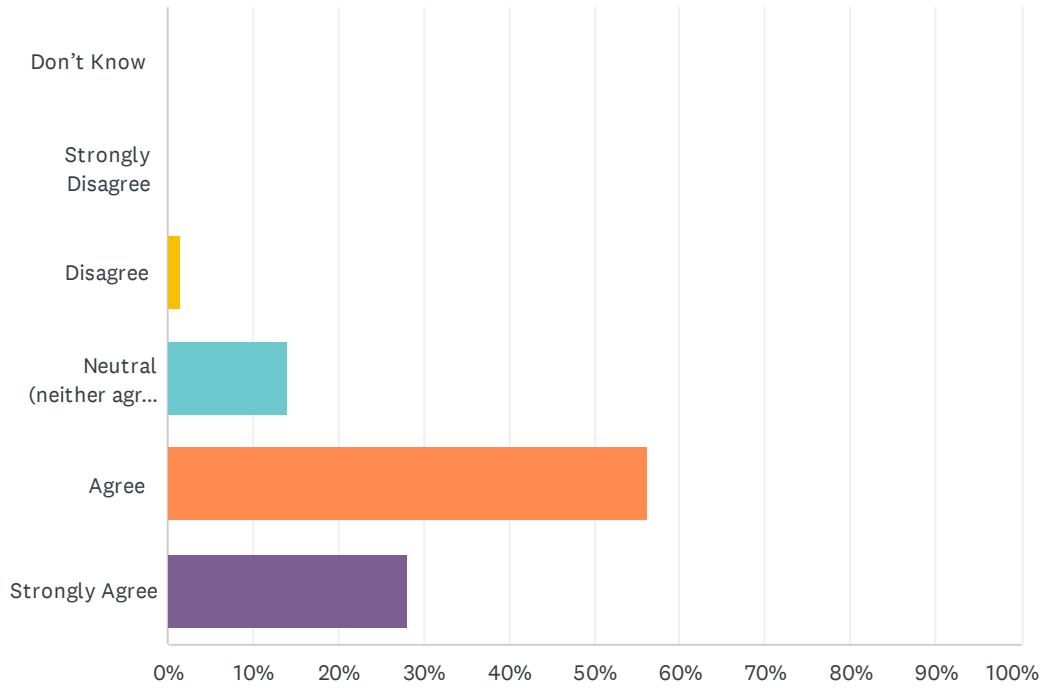


ANSWER CHOICES	RESPONSES	
Don't Know	6.94%	5
Strongly Disagree	8.33%	6
Disagree	13.89%	10
Neutral (neither agree nor disagree)	47.22%	34
Agree	20.83%	15
Strongly Agree	2.78%	2
TOTAL		72

Q52 The organization is a good place to work.

Answered: 71 Skipped: 2

City of Ramsey -- 2023 Employee Survey

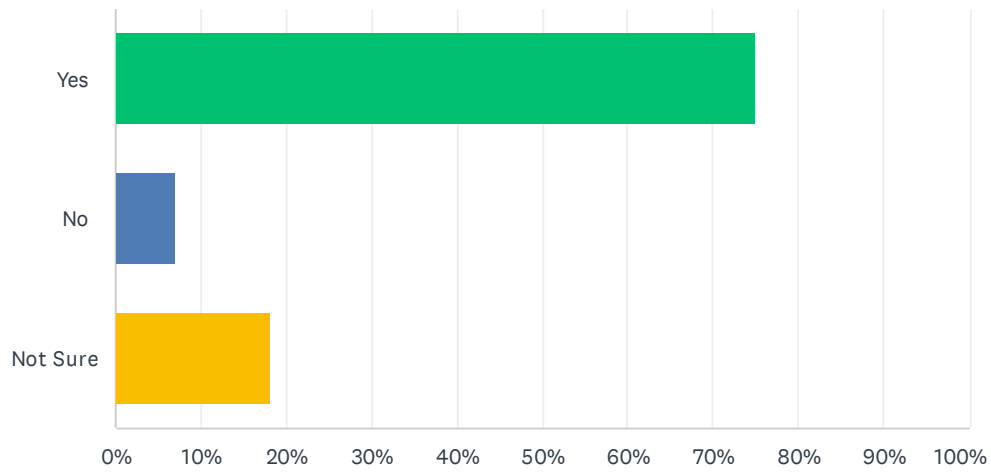


ANSWER CHOICES	RESPONSES	
Don't Know	0.00%	0
Strongly Disagree	0.00%	0
Disagree	1.41%	1
Neutral (neither agree nor disagree)	14.08%	10
Agree	56.34%	40
Strongly Agree	28.17%	20
TOTAL		71

Q53 Would you recommend the organization to others who are seeking employment?

Answered: 72 Skipped: 1

City of Ramsey -- 2023 Employee Survey



ANSWER CHOICES	RESPONSES	
Yes	75.00%	54
No	6.94%	5
Not Sure	18.06%	13
TOTAL		72

Meeting Date: 05/09/2023

Information

Title:

Temporary Increase of Hours to Planning Administrative Assistant

Purpose/Background:

The City has received a resignation notice of the City Planner, with his last day being May 19, 2023. The City Planner, along with other staff in the Planning Division provide customer service via phone calls, emails and walk-in visitors. Based on workload due to land use applications and the construction season underway, the Planning Division remains busy. In an effort to maintain acceptable levels of service, staff proposes to temporarily increase the hours of the Planning Administrative Assistant from 20 hours a week up to 29 hours per week. The increase in hours would be temporary until the City Planner position is filled. Staff anticipates a minimum of a two and a half month time period this would occur based on recruitment timeline. Additional costs due to the increased hours would be more than offset by costs savings of the vacant City Planner position. The Planning Administrative Assistant has expressed a willingness and ability to provide the extra hours of support.

Timeframe:

5 minutes

Funding Source:

Costs would be assumed within the adopted Community Development department's budget.

Responsible Party(ies):

Brian Hagen, City Administrator

Outcome:

Consensus to temporarily increase the Planning Administrative assistant up to 29 hours per week.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/04/2023 03:02 PM
Brian Hagen	Brian Hagen	05/04/2023 03:13 PM
Brian Hagen	Brian Hagen	05/04/2023 03:13 PM
Form Started By: Brian Hagen		Started On: 05/04/2023 01:56 PM
Final Approval Date: 05/04/2023		

Meeting Date: 05/09/2023

Information

Title:

Discuss Home Occupation Permits

Purpose/Background:

Current Code

The City's Community Development Department has had recent difficulties processing the current iteration of the home occupation ordinance. Home occupations are intended for the "peace, quiet, and domestic tranquility in all residential neighborhoods" and shall be "temporary in nature." The City Council may recall some recent cases that have sparked particular public interest that are allowed with a Level-II permit such as contracting, manufacturing, or similar uses that deter from the intention of a residential setting. The list below are some current code provisions that may prove problematic for future applications:

- Incompatible uses include operations relating to internal combustion engines, ammunition manufacturing, or motor vehicle sales.
 - There are several of other uses that could be detrimental to a residential setting. By specifically listing incompatible uses, it limits interpretations to only these types of businesses as incompatible when many other businesses could be problematic.
- Vehicle trips, type, and number
 - According to the City's Zoning Code Enforcement Officer, there is not an appropriate way to monitor vehicle trips unless a City official would be observing the property at all times.
 - The current code also allows an undefined amount of vehicle types and number if they have a Level II permit. An applicant could have multiple commercial vehicles with a larger weight class that could damage City roads that do not have the appropriate bituminous weight surfacing.
- Accessory Buildings and Garage Space
 - Nearly all surrounding cities do not allow home occupations in accessory buildings, and require at least two stalls (400 square feet) of garage space devoted to personal use instead of business use.
 - Accessory buildings are a permanent improvement, and do not qualify as "temporary in nature" when used for business purposes.
 - Certificates of Occupancy (COs) are required for commercial buildings that are intended to be occupied by people. The City's Building Official cannot issue a CO until all required Building Code requirements are met and cannot issue one at all on an accessory structure.

Some uses have also come forward that would not be allowed administratively based on the City's current Home Occupation Permit (HOP) ordinance, but have a less intense use, such as a beautician or a dog treat sales business:

- Any customers onsite, unless an arts occupation
 - Staff have received inquiries from residents requesting home-based businesses for beauty shops or dog treat sales, that have opted not to pursue their business dreams because of the Level II requirements.
- Level II permits allowed in R-1 District only
 - There are other residential districts in the City that could benefit from having the opportunity to obtain an HOP such as R-2, R-3, the COR, PUD, and MU-PUD.

County Assessor's Office and Homeowner's Insurance

The City has had discussions with Anoka County's Assessor's Office regarding home occupations and the potential for altering class taxifications based on home-based businesses. The County has said that if they were to discover any properties with home-based businesses, those properties could be taxed at a commercial property rate for the area dedicated to a home occupation. This would lead to tax hikes for our property owners that have obtained HOPs to avoid paying fees for commercial spaces, thus making their investment void and altering the

property's tax class for future property owners. The same concept applies to homeowner's insurance. Property owner's insurance rates may increase if their property could qualify as commercial property.

Commercial Accessory Buildings and Property Owner Investments

A few applications have come in for accessory structures requiring building permits that are dedicated to home-based businesses. Some of these buildings have proposed reception areas, conference rooms, and individual offices for employees. While their proposals may fall within the Level I HOP requirements (no permit required), the type of structures and occupancies they're proposing have caused difficulties for our Building Division to process these permits. These would qualify as commercial buildings which would require various improvements, such as a fire suppression system, accessibility (bathrooms, ramps, parking stalls, etc.), exit signs, etc. The building will have to be equivalent to a commercial setting to provide proper safety for the public. These requirements can bear a heavy cost on property owners that wish to retain a home-based business, and might be more suitable in one of the City's already established commercial buildings.

Surrounding Cities' Requirements

Based on research conducted by staff, surrounding cities have more restrictive standards for home occupations to protect adjacent homeowners in their residential districts. Many cities propose a Level II permit on an interim status with an Interim Use Permit to only allow a home occupation as an incubator, with the intention of moving into a commercially-zoned space within a few years. There is also an option for an administrative permit for less intense uses that are more typical of a residential setting, such as home offices, or other uses similar in character with a low impact on surrounding properties. A list of surrounding cities' home occupation requirements is attached to this case, as well as a one-page summary table for the City Council's review.

Potential Code Revisions

- Eliminate allowing accessory buildings for HOPs;
- Limit the size of the HOP to a certain percentage or square footage of the home;
- Setbacks for all business-related operations (vehicles, the principal structure, etc.) from neighboring properties;
- Address outdoor storage;
- Specify a list of allowed and incompatible business uses;
- Specify the types and number of vehicles allowed related to the home occupation;
- Record the HOP with Anoka County; and
- Require an IUP for Level II HOPs

Timeframe:

30 minutes

Funding Source:

This case is part of staff's regular duties.

Responsible Party(ies):

- Brian McCann, City Planner
- Craig Swalchick, Zoning Code Enforcement Officer
- Todd Larson, Planning Manager
- Jesse Szykulski, Building Official
- Stephanie Hanson, Community Development Director

Outcome:

Provide direction on how to process Home Occupation Permits, and if staff should pursue an amendment to the current home occupation ordinance.

Attachments

HOP Research
Research Summary Table

Form Review

Inbox

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 05/02/2023

Reviewed By

Brian Hagen

Date

05/02/2023 01:38 PM

Started On: 03/17/2023 08:56 AM

The purpose of this research is analysis of peer community codes regarding standards for home occupation permits (HOPs). The current section of Ramsey City Code neglects other residential districts such as the COR for Level II standards, and seems to allow businesses beyond the intent of a home occupation which is typically considered a small office-type operation that can typically be conducted within a single room of a home.

Andover (Title 12, Chapter 9)

- *Definition*: Any gainful occupation or profession clearly secondary to the main use of the dwelling as a residence that is conducted entirely within the dwelling or as allowed by Conditional Use Permit and which meets the requirements of Chapter 9 of this title.
- Standards:
 - o Alterations not customarily found in dwellings are not allowed
 - o No retail sales, uses that increase utility usage, or outdoor storage or display
 - o Only employees are family members plus one additional employee
 - o Occupation cannot exceed 20% of dwelling floor space
 - o IUP required for occupations in accessory structures – additional restrictions apply
 - 3 acres or larger, setbacks, storage locations, etc.
 - o Examples of allowed uses:
 - Artists, crafts, dressmakers, work at home activities, repair services (not vehicle or machinery), teaching, home office, mail order, telephone answering, food preparation, gunsmithing with federal license – no sales, or other uses that comply with the standards.
 - o Examples of prohibited uses:
 - Retail shops, restaurants or food sales, medical offices, auto or mechanical repair, dance studios, dispatch centers, palm reading / fortune telling, sales or storage yards for contractors and tradesmen, tattoo businesses, tanning salons, trash haulers, or other uses that do not comply with standards.

Anoka (Division 2, Sec. 78-237 (d))

- *Definition*: Any occupation or profession carried on by a member of the family residing on the premises, provided that the use is clearly incidental and secondary to the use of the dwelling for dwelling purposes, does not change the character of the dwelling, and does not utilize more than 25 percent of the building's gross floor area.
- Standards:
 - o Alterations not customarily found in dwellings are not allowed
 - o No retail sales, on-street parking, increase in noise/dust/smoke/etc. or utility usage, outdoor storage or display.
 - o No signage unless approved with an IUP.
 - o No more than one client or customer at a time, and no customer waiting area.
 - o The space devoted to the occupation shall have an inside entrance into the dwelling area.

- All occupation activities conducted entirely in the dwelling; cannot exceed 25% of the gross floor area of the dwelling.
- Examples of allowed uses:
 - Artists, crafts, dressmakers, beauticians / barber shops, home office, teaching or tutoring, mail order, telephone answering, work at home activities, food preparation under the cottage food exemption, gunsmithing with federal license – no sales, or other uses that comply with the standards.
- Examples of allowed uses with an IUP:
 - Uses that involve one outside employee or outside parking of one commercial vehicle that does not exceed one-ton capacity that is used for personal and business transportation.
 - Ceramic classes
 - Domestic animal grooming
 - Other uses that substantially comply with the standards
 - Other uses similar in character to allowed uses
- Examples of prohibited uses:
 - Retail shops, photo studios, restaurants or food sales, medical offices, animal hospitals or kennels, auto or mechanical repair, dance studios, dispatch centers, furniture repair, palm reading / fortune telling, raising animals for sale, sales or storage yards for contractors and tradesmen, sign painting, boardinghouses, tattoo businesses, tanning salons, any occupation requiring a federal firearms license, trash haulers, or other uses that do not comply with standards.

Blaine (33-10)

- *Definition*: Any business, occupation, profession, or commercial activity that is conducted or petitioned to be conducted from property that is zoned for residential use. General farming and gardening activities are not considered home occupations and are not regulated by this ordinance.
- Standards:
 - Occupations must be conducted inside the principal dwelling, and no more than one room can be used
 - One wall sign allowed not to exceed 2.5 feet
 - Storage of materials, and vehicles must be inside.
 - Area for the occupation cannot exceed 20% of the home floor area
 - No outside employees
 - Use of mechanical other than domestic or hobby purposes is prohibited
 - Wholesale or retail allowed, if conducted by mail or occasional home visits
 - No occupations that produce noise, gas, vibrations, glares, fire hazards, etc.
 - Trucks cannot be used for the operation
 - Less than 4 daily customers
 - Serviced by delivery trucks no larger than 20,000 gross vehicle weight
 - CUPs allowed for uses that do not comply with the above standards, and can be revoked with opposition from at least three neighbors.
 - Garage sales permitted under separate regulations.

Brooklyn Park (mainly 152.262 (B))

- *Definition*: Any occupation carried out by the occupant of a residential dwelling unit that occurs within the principal or accessory building on the property and does not change the nature of the primary use of the property.
- Standards:
 - One non-illuminated sign allowed with a maximum of two square feet.
 - Home occupations cannot contribute to greywater
 - Repair services are limited to appliances or goods small enough for one person to carry, and automotive repairs are not allowed unless emergency services or minor maintenance.
 - Deliveries are limited to those typical of a residential setting
 - Maximum of one non-resident employee
 - No retail sale of merchandise produced off-site, except products not marketed or sold in wholesale or retail outlets
 - Parking must comply with applicable sections, and limited to five vehicles at one time. Storage or overnight parking is prohibited.
 - Administrative permit required
 - Must not create nuisances related to dust, vibration, odor, glare, etc.
 - Must adhere to city, county, state, and federal regulations.
 - Hazardous materials handling permits must be reported to City Manager

Champlin (mainly 126-195 (b))

- *Definition*: any gainful occupation, profession or commercial activity conducted within a dwelling unit or accessory building that clearly is secondary to the residential use of the property. In-home day cares are not considered home occupations.
- Standards:
 - Home occupations are not allowed in accessory buildings
 - Not more than 25% of the floor area of one floor of a dwelling.
 - Conducted entirely within a fully enclosed building.
 - No exterior or interior alterations of the building or land, or other visible evidence of the conduct of the home occupation shall be permitted which are not customarily found in a dwelling
 - No employees other than members of the family residing on the premises
 - No exterior storage of equipment or materials
 - No use of utilities or community facilities beyond that normal to the use of property for residential purposes
 - No more than two customers or clients at one time
 - House of operation between 8:00 a.m. and 8:00 p.m.
 - Shall not create in excess of the normal amount for a residential district. No truck shall be parked unattached to a trailer. No more than three parking spaces. Adequate off-street parking facilities required, but cannot be established within any required front or side yard, except upon an established driveway.
 - Must not create nuisances related to dust, vibration, odor, glare, etc.
 - No retail business other than that conducted by mail shall be permitted, except for those products that are not marketed or sold in a wholesale or retail outlet

- Permitted occupations include architects, artists, manufacturer's representatives, writers, clergymen, lawyers, teachers, insurance agents, dressmakers, and millinery and similar domestic crafts
- The city reserves the right to inspect the property.
- Additional standards for in-home daycares.

Coon Rapids (11-304.2)

- *Definition:* A gainful occupation engaged in on residential property by a resident of that property. Home Based Retail Sales is not considered a home occupation. Neither are the activities of a foster parent, a live-in child care provider, a live-in domestic worker or attendant, or similar caregiver be considered a home occupation.
- Standards:
 - Permit is valid for two (2) years - interim
 - Must not create nuisances related to dust, vibration, odor, glare, etc.
 - Generate only minimal vehicular traffic and will not create traffic congestion, unsafe access, or parking needs for adjoining properties
 - A home occupation cannot be discernable to neighboring properties, except for a sign as permitted by Section 11-1203, a garden, or one motor vehicle whose nature or signage indicates it is used in the business. There is no outdoor storage or display of equipment, merchandise or materials used in the home occupation.
 - No external alterations are made that are not customarily found in dwellings and accessory buildings.
 - If the home occupation is carried on in the garage, the minimum amount of required garage space is maintained as garage space.
 - All vehicles are parked in the existing driveway, and improvements are not allowed to create additional spaces.
 - No more than one non-resident employee.
 - No dispatch centers.
 - Serviced by delivery trucks no larger than 26,000 gross vehicle weight
 - Prohibited uses include sales, except items made on the premises, repair of internal combustion engines of more than 12 horsepower, body shops, machine shops, welding, ammunition manufacturing, flea markets, motor vehicle repair/maintenance/service/sale, firearm sales, tattoo parlors, or other objectionable uses as determined by the City Council.
 - Machine shops are defined as places where raw metal is fabricated, using machines that operate on more than 110 volts of current.
 - Hours of operation between 9:00am and 8:00pm, not to exceed 30 hours per week.
 - No more than 400 square feet or 25 percent of the above grade finished floor area of the principal structure, whichever is smaller.
 - Storage of hazardous or flammable materials in excess of consumer quantities which are packaged for consumption by individual or household use is prohibited.
 - HOP can be revoked based on criteria in 11-307.5
 - Decision by Planning Commission, can be appealed to City Council

Dayton (1001.13)

- Definition:

- Home Occupation: Any use conducted entirely within a dwelling and carried on by members of a family residing therein, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof.
- Home Extended Business: An occupation or profession engaged in, at or from the homestead and/or attached and/or detached accessory building of the business owner-operator.

- Standards:

- Administrative Home Occupations
 - Requires an administrative permit
 - Maximum 25% of the dwelling, except for in-home daycares service 12 or fewer persons.
 - Up to two non-resident employees
 - No retail
 - One vehicle associated with the business is allowed if under 12,000 lbs
 - Cannot include outdoor storage, accessory buildings, or storage areas.
 - Cannot require internal or external alterations
 - Cannot use equipment outside of a customary residential dwelling
 - Cannot be visible outside the dwelling, including signage except for one directional sign not to exceed two square feet
 - Must comply with city nuisance ordinances
 - All parking on-site and on the driveway
 - Cannot cause septic waste to flow beyond the system capacity
 - Traffic cannot exceed eight (8) trips a day
 - Cannot produce light, glare, noise, odor, vibration, etc.
 - No equipment that can cause an electrical interference to neighbors
 - Meet fire and building codes
 - Hours between 7am and 10pm including idling vehicles – except telecommuting operations
- Home Extended Businesses - Requires an Interim Use Permit
 - Business owner must live in the dwelling
 - No more than 30% of the dwelling floor area (excluding attached garage area)
 - Business must be setback at least 100 feet from other dwellings
 - Accessory buildings can be used, if another garage is available for personal use
 - Maximum of two non-resident employees
 - One vehicle associated with the business is allowed if under 12,000 lbs. An additional vehicle exceeding 18,000 lbs is allowed if stored indoors or significantly screened.
 - Business-related storage and activities must be entirely indoors on properties less than 2.5 acres, outdoor storage allowed on properties 2.5 acres or larger but must be significantly screened from adjacent properties and right-of-way.

- No retail sales of goods not produced onsite.
- Dust control may be required, or other conditions by the City Council
- Home occupations in excess of these standards can be approved with additional requirements if they do not adversely impact neighbors.

Eagan (Sec. 11.70, Subd. 23)

- *Definition*: any occupation or profession engaged in by the occupant of a residential dwelling unit which is clearly incidental and secondary to the residential use of the premises, does not change the character of said premises and satisfies the requirements of this Code.
- Standards
 - No more than three persons shall be engaged in the home occupation, one of whom resides outside of the dwelling.
 - No home occupation activity shall be allowed within a detached or attached accessory building or garage.
 - Evidence of the home occupation shall not be visible from the street.
 - No signs shall be present other than those permitted in R zoning districts.
 - No home occupation shall involve over-the-counter sales.
 - Entrance to the home occupation shall be gained from within the principal structure.
 - The home occupation shall not utilize more than three off-street parking spaces for the occupant and visitors.

Elk River (Chapter 30, Sec. 30-801)

- *Definition*:
 - *Conditional*: any gainful occupation or profession, not meeting the criteria of subsection 30-801(c), customarily conducted entirely within a dwelling principally by members of a family residing therein, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. Conditional home occupations require a public hearing pursuant to the procedures and standards for a conditional use permit.
 - *Permitted*: any gainful occupation or profession, meeting the criteria of subsection 30-801(c), customarily conducted entirely within a dwelling principally by members of a family residing therein, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. Permitted home occupations are processed administratively following the set of criteria in subsection 30-801(c).
- Standards:
 - Occupation conducted by property owner or resident using it as a primary address
 - Entirely within the dwelling unit
 - No exterior evidence including storage or heavy equipment
 - No light, odor, dust, glare, vibration, etc. can be produced by the business
 - Cannot require internal or external construction features not typically found in single-family residential dwellings
 - Occupations involving teaching cannot exceed two (2) pupils at a time

- One (1) full-time non-resident employee is allowed
- Four (4) total square feet of wall-mounted signage is allowed
- Cannot be serviced by vehicles with a gross weight exceeding 26,000 lbs
- Hours with employees and customers limited to 7am-9pm
- Cannot exceed parking established by the existing driveway
- Retail business must be conducted entirely by courier, email, or mail and does not involve sale, shipment, or delivery of merchandise
- Any use exceeding these standards, but do not involve prohibited activities, require a conditional home occupation permit.
- Prohibited uses include:
 - Uses that constitute a fire hazard, affect property values, or constitute a nuisance with noise, odor, dust, etc.
 - Adversely affect governmental facilities such as roads, sewers, water, storm drainage, garbage service, police service, or fire service.
 - Adversely affect sensitive environmental features such as lakes, surface or underground water, wetlands, floodplains, soils, etc.
 - Use of hazardous materials or activities
 - Repair of internal combustion engines or use of equipment which is not normally found in a home, except equipment typically used in an office.
 - Body shops, machine shops, ammunition manufacturing, flea markets, motor vehicle repairs or sales, escort businesses, sexually oriented land uses, gun repair and/or sales, or other objectionable uses as determined by the city council.

Fridley

- *Definition:* Any gainful occupation or profession engaged in by the owner or occupant of a dwelling unit and occurring within the dwelling unit that meets all the requirements set forth in the applicable provisions of the Zoning Code. Any home occupation must meet all requirements as specified in the corresponding Zoning Code. Any home occupation shall be clearly incidental and secondary to the principal use of the premises and shall have no adverse impact to building aesthetics, traffic volume, hours of operation, noise, odor, dust, smoke, heat, vibration, or any other activity that adversely affects the health, safety, and general welfare or is detrimental to the residential nature of the surrounding neighborhood.
- Standards vary depending on zoning district
 - R-1 One Family Residential ([205.07.01](#)), R-2 Two Family Residential ([205.08.01](#)), R-4 Manufactured Home Park Residential ([205.10.01](#)), S-1 Hyde Park Neighborhood ([205.23.04](#)):
 - Entirely within the dwelling and must be accessed through the dwelling entrance; not allowed in detached structures
 - One non-relative employee allowed
 - No internal or external alterations not typically found in a dwelling, including mechanical equipment
 - No exterior storage of equipment or materials
 - Parking of commercial vehicles must comply with city code
 - No additional signage or exterior indication of a business

- No more than two off-street parking spaces dedicated for the business
- Teaching home occupations are limited to four pupils; licensed day care is permitted
- No retail sales except for items incidental to a permitted commercial service or items sent by mail; ex. Shampoo from a beautician/barber shop
- No more than three garage sales of no more than three consecutive days per year
- Prohibited uses include motor vehicle sales or repair, massage therapy, commercial food requiring a state license or inspection, activities that generate excessive traffic over ten (10) trips per day, activities that generate significant truck traffic to the premises in excess of three deliveries per week – deliveries and pickups by semi-truck/trailer are also prohibited.
- O-6 Overlay District ([205.31.04](#)):
 - No additional requirements listed

Ham Lake (9-350)

- *Definition*: An occupant-owned enterprise carried on in a residential dwelling, that may be issued by the City Council after review and recommendation by the Planning Commission, and subject to any conditions imposed by the City Council. A Home Occupation permit may be revoked by the City Council, after affording due process of law to the applicant, if the conditions of issuance or any other ordinance feature are violated.
- Additional uses and standards for the R-1 and R-2 districts:
 - R-1 Single Family (9-210.1 a))
 - Additional permitted uses include beauty shops and dog grooming.
 - R-2 Multiple Family Residential (9-210.9 a))
 - Does not involve the use of employees who are not residents of the dwelling, does not involve the storage of inventory on the site, does not involve deliveries of goods used in the business to the site or shipped from the site, does not involve customers coming to the site, and does not involve the presence of machinery or equipment other than a personal computer, copy machine, fax machine and/or small personal printer.
- General standards
 - Subject to annual review by City Staff, and may be automatically renewed unless complaints are received which then the permit will need to be resubmitted for review by the Planning Commission and approval by the City Council
 - Home Occupation Permits ([9-350](#)):
 - All activities must be indoors
 - Does not generate on-street parking, and no more than four (4) passenger motor vehicles at one time. All parking must be on paved surfacing. The activity may not increase traffic typical of a residential setting.
 - No more than one non-resident employee.
 - The use shall not generate any nuisance, and the owner must be compliant with city codes and regulations of other jurisdictions.

- Special Home Occupation Permits ([9-350.3](#))
 - Public hearing required for any proposed occupation in a garage or accessory building with notification up to 750 feet.
 - Subject to the same provisions of a standard Home Occupation Permit
 - No noise, odor, vibration, outdoor storage visible to others.
 - One commercial pickup/delivery by outside service van (such as UPS or FedEx) is allowed per day. Scope and delivery of goods produced on site may be limited depending on approval, including commercial logos on delivery vehicles.

Nowthen (Chapter 11, Sec. 11-152)

- *Definition:* A business carried on in a dwelling unit which is clearly incidental and secondary to the use of the residential use of the property and which does not change the character thereof. A home occupation does not include agricultural uses carried on a farm. A home occupation is not to be conducted in an attached garage or an accessory structure.
- Home Occupation Standards:
 - The occupation is limited to one or more persons residing in the dwelling, and cannot lease to another person.
 - Conducted entirely within the principal structure
 - No retail sales, or increase in noise/dust/smoke/etc
 - Cannot create additional traffic volume
 - One sign is allowed without lights or illumination, and cannot exceed six (6) square feet in size.
 - Uses not meeting these standards must be reviewed with an IUP
- Extended Home Occupation (detached structure) Standards:
 - One full-time or two part-time, off-site, non-familial employees allowed. Doubled if property is accessed by a bituminous road.
 - Lease allowed with an IUP for rental space to other persons or firms.
 - IUP required with review when the period ends
 - One sign is allowed without lights or illumination, and cannot exceed six (6) square feet in size.
 - Retail sales allowed for minor products such as home beauty, or small engine replacement parts
 - No increase in noise/dust/smoke/etc
 - Additional access requirements
 - Outdoor storage allowed if setbacks, size, and location requirements for accessory structures are met.

Otsego (11-28)

- *Definitions:*
 - Home Occupation: Any occupation or profession engaged in by the occupant of a residential dwelling unit which is clearly incidental and secondary to the residential use of the premises and does not change the character of said premises.
 - Home Office: A home occupation consisting of a room or group of rooms used for conducting affairs of a recognized business, profession, or service that does

not involve the on-site sale of products or client/patron site visitations operated solely by the occupant of the dwelling and not more than one (1) person that does not reside within the dwelling.

- Standards:

- An administrative permit is required and subject to inspections, revocation, renewals, etc.
- Cannot produce light, glare, noise, odor or vibration
- No equipment shall be used in the home occupation shall create electrical interference to surrounding properties.
- No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
- Shall be conducted entirely within the principal dwelling and may not be conducted in any portion of an attached private garage or within detached accessory buildings.
- No exterior storage of equipment or materials used in the home occupation, except personal automobiles used in the home occupation.
- Shall meet all applicable Fire and Building Codes.
- One sign not to exceed four (4) square feet in area.
- Comply with nuisance code
- Hours from 7:00 A.M. to 10:00 P.M.
- No more than one (1) person other than those who reside on the premises
- Home occupations shall not create a parking demand in excess of that which can be accommodated in an existing driveway or guest parking area for multiple-family dwellings, where no vehicle is parked so as to obstruct a public street, sidewalk or trail or private driveway.
- Permitted uses include hair or nail salon, instructional classes with no more than one (1) pupil at a time – additional pupils subject to IUP, massage therapy, photo studio, small appliance repair, and tailoring/sewing/alterations.
- Prohibited uses include repair/service/manufacturing which requires equipment not found in a dwelling, services consisting of more than one (1) pupil/client/customer at a time, over the counter retail sale of merchandise purchased off premises, and outdoor storage of materials or equipment.

St. Francis (10-68-10)

- *Definition*: Any occupation or profession engaged in by the occupant of a residential dwelling unit, which is clearly incidental and secondary to the residential use of the premises and does not change the character of said premises.
- Standards:
 - General requirements
 - No home occupation shall produce light, glare, noise, odor or vibration that will in any way have an objectionable effect upon adjacent or nearby property.
 - No equipment shall be used in the home occupation which will create electrical interference to surrounding properties.

- No internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
- No exterior storage of equipment or materials, except personal automobiles provided the parking is in conformance with all outdoor storage and parking requirements.
- Meet all applicable building and fire codes.
- Hours of 7:00 a.m and 10:00 p.m. and. in a manner where business activity is not detectable outside of the residence.
- Comply with City Code standards including noise, outdoor storage, parking.
- Permitted HOPs
 - No exterior display or signs which are visible from outside the building.
 - No non-resident employees allowed.
 - The home occupation shall be conducted entirely within the principal dwelling. Max 25% of the gross floor area of the dwelling for the occupation.
 - The operation of any wholesale or retail business shall not be permitted unless:
 - It is conducted entirely by telephone, mail or electronic medium;
 - The merchandise is stored elsewhere than on premises;
 - The business operation does not include the sale of equipment or delivery of merchandise to the premises;
 - Customers do not come to the home for any part of the transaction.
 - No on-street parking. All parking off-street and on proper surfacing.
 - Cannot create a parking demand of more than two (2) vehicles at one time.
 - Cannot create an additional driveway access to the property.
- Interim HOPs
 - All general requirements are met.
 - One (1) non-resident employee.
 - Teaching or instruction activities of no more than two (2) non-resident pupils at a time.
 - Exterior changes are sufficiently screened, properly designed, or separated by distance so as to be consistent with the existing adjacent residential uses and compatible with the residential occupancy.
 - Interior changes shall comply with all building, electrical, mechanical and fire codes governing the use of the use in a residential occupancy.
 - Traffic generated by the occupation shall involve passenger vehicles only.
 - Max 25% of the gross floor area of the dwelling for the occupation.
 - An attached accessory structure may be used for the home occupation provided the use does not occupy required parking. In all cases there shall be space sufficient for the parking of a minimum of two vehicles in the attached accessory structure.
 - Any wholesale or retail sales must be incidental to the home occupation or low volume sales restricted by appointment.

- Signage. The following signs for home occupations with an IUP are permitted:
 - For home occupations in the A-1, A-2, UR, and RR districts,: One (1) freestanding sign not to exceed 10 square feet in sign area and six (6) feet in height, or one (1) wall sign not to exceed 10 square feet in sign area.
 - For home occupations in the R-1, R-2, and R-3 districts: one (1) freestanding sign not to exceed four (4) square feet in sign area and six (6) feet in height, or one (1) wall sign not to exceed four (4) square feet in sign area.
- Prohibited uses include repair services which produce light, glare, noise, vibration such as auto repair, appliance repair, and small engine repair; teaching or instruction which customarily consists of more than two (2) pupils outside the home at a time; and manufacturing.

St. Michael (155.065)

- Definitions:

- Home Occupation: Any occupation or profession engaged in by the occupants of the residential dwelling, or accessory building, which is clearly incidental and secondary to the residential use of the premises and does not change the character of the premises; and when conducted within the dwelling or accessory building, or when conducted upon a parcel of land containing the dwelling unit, provided that the evidence of the occupation is not visible from the street.
- Home Occupation, Special: A home occupation which does not meet the requirements of a permitted home occupation and requires approval of a special home occupation permit.
- Home Extended Business: A home occupation which is conducted in the A-1 zoning district and whose purpose is to prevent competition with the business districts through a means of establishing specific standards and procedures.

- Standards:

- General provisions for all:
 - No light, noise, glare, odor, vibration, etc.
 - No equipment that could create electrical interference for others.
 - No interior or exterior alterations not typically found for dwellings.
 - No exterior storage or equipment, except personal automobiles.
 - Meet applicable building and fire codes
 - Exterior signage allowed if meeting section 155.496
 - Comply with nuisance ordinance
 - Hours from 7:00 am to 10:00 pm
 - Customers onsite arranged by appointment only.
- Permitted HOP
 - Administrative permit required.
 - Resident employees only
 - Entirely within dwelling, no accessory structure use
 - Cannot create additional parking demand

- Examples of uses include art studios, dressmaking, secretarial services, professional offices, teaching with musical/dancing/other instructions which consist of no more than one pupil at a time, and daycare facility not serving more than 12 children as licensed by state statutes.
- Special HOP
 - One year permit from City Council, renewals required if desired
 - Permit can lapse if not used for 30 consecutive days
 - Must prove necessity for non-resident employee assistance
 - Entirely within dwelling, no accessory structure use
 - Examples of uses include barber and beauty services, photography studios, group lessons, saw sharpening, small appliance, small engine repair, and the like.
 - Occupation may involve stock-in-trade incidental to repair or manufacturing which requires equipment other than customarily found in a home, or teaching with music/dance/other instruction of more than one pupil at a time.
 - City Council can authorize a maximum of on-street parking allowed.
- Home Extended Businesses ([155.066](#))
 - Objective is to prevent competition with business districts
 - CUP required.
 - Must be owner occupied
 - No more than three (3) employees in addition to the owner
 - No outdoor storage of supplies or equipment. All operations indoors.
 - Two parking spaces per employee.
 - No more than 30% lot coverage
 - Excessive noise prohibited
 - City Council, and MNPCA, must determine appropriate area for effluents
 - Contract required between owner and refuse hauler
 - Working hours set by City Council
 - Dust control measures agreement with the city
 - Posted road limits must be obeyed
 - 200 foot setback from residences
 - Outside of platted areas
 - Accessory structure limited to 2,000 square feet.
 - Four verified complaints result in a reconsideration of the conditional use
 - Conform to principal buildings and neighborhood.

	<i>Regulation (N/A = not addressed in City Code)</i>									
<i>City</i>	<i>Alterations allowed</i>	<i>Retail sales allowed</i>	<i>Employee number</i>	<i>Allowed in accessory structures</i>	<i>Size limit?</i>	<i>Administrative permit</i>	<i>IUP or CUP for extra standards?</i>	<i>Outdoor storage allowed?</i>	<i>Vehicles (number and type)</i>	<i>Addresses specific uses</i>
Andover	No	No	Residents + 1	Yes, with IUP	20% of dwelling livable space	No	IUP - 3+ acres, 800 sf max, setbacks, storage	IUP only	No limit listed, but definition for commercial: exceeds 12,000 lbs, over 9 ft tall, or load exceeds operating height.	Yes - all uses
Anoka	No	No	Residents only	No	25% of dwelling's gross floor area	No	IUP - uses with one non-resident employee or commercial vehicle, or specific uses	No	IUP - One commercial vehicle (1 ton max)	Yes - all uses
Blaine	N/A	Yes - by mail or limited in-person	Residents only	No, 1 room max for dwelling	20% of home floor area	No	CUP - uses that do not comply with standards, can be revoked with 3+ neighbor opposition	No	No limit or type listed, only that vehicles must be stored indoors.	Yes - some uses
Brooklyn Park	N/A	Yes	Residents + 1	N/A	N/A	Yes	No	N/A	One commercial vehicle (less than 15,000 lbs) per dwelling	Yes - some uses
Champlin	No	Yes - by mail	No	No	25% of one floor of dwelling's gross floor area	N/A	No	No	No trucks or similar vehicles allowed	Yes - all uses
Coon Rapids	No	No - by definition	Residents + 1	N/A	400 sf, or 25% of above-grade dwelling floor area	No, IUP only	IUP - 2 years, must meet all regulations	No	One motor vehicle with business logos	Yes - all uses
Dayton	No	No	Residents + 2	Yes, with IUP	25% of dwelling, 30% for IUP	Yes	IUP - 100 foot setback, one vehicle allowed	Yes - if 2.5+ acres	Administrative - one vehicle under 12,000 lbs. IUP - one additional vehicle over 18,000 lbs if indoors or screened.	Yes - some uses
Eagan	N/A	No	Residents + 1	No	N/A	No	No	No	N/A	No
Elk River	N/A	Yes - by mail or email, and does not ship merchandise	Residents + 1	No	N/A	N/A	CUP - exceeding general standards	No	N/A	Yes - all uses
Fridley	No	Yes - if incidental to use, or sent in mail	Residents + 1	No	N/A	N/A	N/A	No	One commercial vehicle (over 12,000 lbs) per dwelling	Yes - all uses
Ham Lake	N/A	N/A	R-2 - residents only. R-1 allows residents + 1	No - by definition	N/A	Yes - annual review	CUP - "special home occupation permit" allowing one commercial delivery	No	Four passenger vehicles	Yes - some uses
Nowthen	N/A	Yes - under IUP for incidental products	IUP allows one full-time, or two part-time. Double if bituminous access to property.	No - by definition	N/A	N/A	IUP - employees, rental lease, accessory structure, and retail uses.	Yes - must meet setbacks, size, and location restrictions for accessory structures.	N/A	Yes - some uses
Otsego	No	No	Residents plus one non-resident	No	N/A	Yes	IUP - additional pupils for teaching uses	No	N/A	Yes - all uses
Ramsey	Yes	Yes - if arts, or else Level II HOP	One allowed, or three maximum with HOP	Yes	N/A	No	Level II HOP similar to CUP - no "Level I" permit, no limit on vehicles, traffic, retail sales, only allowed in R-1 District	Yes	No limit on type or number if approved with Level II permit	Yes - some uses
St. Francis	Yes - IUP only	Yes - permitted by mail or electronic medium, stored off-premises, no delivery, no in-person transactions. Allowed with IUP if incidental to use.	No non-resident employees under administrative permit. One non-resident under IUP.	Yes, attached structure allowed with IUP	25% of dwelling's gross floor area	N/A	IUP - teaching up to 2 pupils, exterior or interior modifications, traffic from passenger vehicles, attached accessory structure allowed,	Yes - vehicles only	Vehicle volumes and types typically associated with a single-family residence	Yes - all uses
St. Michael	No	N/A	IUP must prove necessity. Three non-resident with CUP.	Yes - with CUP	30% lot coverage, and accessory structure limited to 2,000 square feet	Yes	IUP or CUP may be required depending on increasing standards.	No	N/A	Yes - all uses

CC Work Session

3.1.

Meeting Date: 05/09/2023

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.

Attachments

Future Topics List

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 05/04/2023

Reviewed By

Brian Hagen

Date

05/04/2023 11:51 AM

Started On: 05/03/2023 03:13 PM

Row #	<u><i>Tentative City Council Future Work Session Topics</i></u>		
	Proposed Date	Topic	Minutes (Estimate)
	2023		
	May 23	Discuss Policy Project and Begin Policy Review	75
	May 23	Discuss Amending 2023 Water and Sewer Rates and Charges	15
	May TBD	Parcel 46 Apartment Discussion	30
	June 13	City Administrator's Annual Performance Evaluation - Lasher	30
	June 13	Continue Policy Project Discussion	30
	June 13	Discuss applying the COLA to: Firefighter, Seasonal, Intern, Rink Attendant, Plow Driver and other temporary employee pay scales - Lasher	20
	June 27	Annual Comprehensive Financial Report	30
	June 27	Continue Policy Project Discussion	30
	July 11	Preliminary Budget	90
	July 25	Preliminary Budget	75
	July 25	Quarterly Communications Updates (Q1 & Q2)	15
	August 8	Preliminary Budget	90
	August 22	Preliminary Budget	90
	Sept 12	Preliminary Budget	90
	TBD	Happy Days Program Update/25th Anniversary	20
	TBD	Draft Trail Maintenance Policy – Riverblood	30
	TBD	Draft Stormwater Pond Maintenance Policy – Westby	30
	TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff	20
	TBD	Discuss Council and B/C Remote Meetings Policy - Staff	15
	TBD 2024 Budget	Discuss Election Judge Pay - Schmidt	20