

City of Ramsey
Agenda
City Council Work Session
Tuesday, October 24, 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. Review Proposed 2024 Schedule of Rates, Fees, and Charges
2. Discuss Employee Sick and Safe Time
3. Discussion Regarding Upcoming Memorandum of Agreements with the Unions and Revisions to the Personnel Policy.
4. Consider Reduction in Ice Skating Operations and Maintenance

3. Topics for Future Discussion

1. Review Future Topics/Calendar

4. Mayor/Council/Staff Input

5. Adjournment*

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

CC Work Session

Meeting Date: 10/24/2023

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Information

Title:

Review Proposed 2024 Schedule of Rates, Fees, and Charges

Purpose/Background:

Annually, the City adopts a Schedule of Rates, Fees and Charges. This schedule is adopted by ordinance, with adoption occurring in November to have the rates in effect by January 1st of the new year.

The schedule with 2023 adopted and 2024 proposed changes is attached. Staff will review the most notable changes and any others the Council would like to discuss.

Timeframe:

15-20 minutes

Funding Source:

Responsible Party(ies):

City Clerk

Outcome:

Based on discussion.

Attachments

- 2024 Rates and Fees
- 2024 Building Valuation
- 2024 Electrical Fee Schedule

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 10/19/2023

Reviewed By

Brian Hagen

Date

10/19/2023 12:57 PM

Started On: 10/09/2023 09:24 AM

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Administrative Hearings/Citations/Abatements			
Abatement: Administration Fee		25% of cost of abatement or 750.00, whichever is less	
Voluntary/Self-Requested Abatement	\$0 Administrative Fee		Cost of Dumpster
Administrative Citation: Violations of 10 – Animals		25.00	
Administrative Citation: Violations of 26 – Rental Property		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 30 – Public Nuisance	1st offense after failure to abate within 14 days	75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 42 – Dump Garbage/Refuse		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 54 – Prohibited Parking		25.00	
Administrative Citation: Violations of 54 – Recreational Vehicles		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 54 – Time Zone Parking		25.00	
Administrative Citation: Violations of 105 – Construction		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 105 – Exterior Completion		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 105 – No Permit		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 105 – Property Identification		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 113 – Sewage		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 117 – Off Street Parking		25.00	
Administrative Citation: Violations of 117 – Signs		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 117 – Landscaping		75.00	
	2nd offense w/in 12 months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: 1st Violation within 12 Months (Zoning Code Violations)		75.00	
Administrative Citation			
1st citation w/in 12 months of code violation			75.00
2nd citation w/in 12 months of code violation			250.00
3rd citation w/in 12 months of code violation			500.00

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Administrative Hearing: Filing Fee		250.00	
Alcoholic Beverages			
3.2 beer off-sale		100.00	
3.2 beer on Sale		200.00	
Change of Name-Liquor Establishment		50.00	
Liquor license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Liquor off-sale		380.00	
	Tiered Payment System:		
	License Reduced by:		
	\$100-Meet State Statutes Conditions		
	\$100-Purchase/Utility ID Technology		
Liquor on-sale		5,000.00	
Liquor on-sale Sunday		200.00	
Wine license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Wine on-sale		1,000.00	
2 a.m. closing (optional)		300.00	
Amusement & Commercial Recreation			
Temporary Amusement Center (Carnivals, Circus)		250.00	
Lawful gambling investigation fee - New applicant only	Limit \$100.00	100.00	
Lawful gambling investigation fee - Single Events		50.00	
Fire Works Sales-Business selling only fireworks	Ordinance Adopted 6/11/02	350.00	
Fire Works Sales-Retail Sellers		100.00	
Parade Permit		100.00	
Special Events - Ex: Music festival, performing arts, parades, carnivals, 5K Runs	Including Clean Up Fees, Electrical Inspection Fees etc.	50.00 Application fee +License Fee to	
		be determined per event by CC + Staff Time @ 2.30*wage/hour	
All Other Misc. Permit/Licenses		50.00/Admin fee + Staff time @ 2.30/*wage/hr. if needed	
Building Construction			
Administrative Fee-Process Returned Bldg. Permits		25.00	
Basement Finish	Cover 3 trips	158.00	175.00
Building permit		Based on February 2021 ICC building valuation data & 1997 Uniform Building Code Table No 1-A Building Permit Fees (attached at end of schedule)	
Electronic Plan Review-Application Fee	Building Permit only	20.00	
Electronic Plan Review-Application Fee	All Other Permits: Fire, Mechanical, Plumbing, Septic, Zoning	25.00	
Building plan check - Residential		65% of Bldg. Permit Fee	
Plan Review fee for Similar Plans		25% of Bldg. Permit Fee	
Plan Check Fee for Accessory Structures	Garages, Remodels, Additions, etc.	65% of Bldg. Permit Fee	
Plan Check Fee for changes, additions, or revisions to plans		53.00/hr./Minimum 1 hr. (Non-Refundable)	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Plan Check Fee for Commercial, Industrial & Apartments		65% of Bldg. Permit Fee	
Plan Check Fee (Outside Contracted)	All administrative and Overhead Costs	Actual Costs (Non-Refundable)	
Air Conditioner Replacement		50.00	60.00
Air Conditioner & Furnace Replacement (Combination)		50.00	60.00
Deck Permit		105.00	175.00
Demo Permit		200.00	
Driveway Escrow		2,000.00	
Water Heater Replacement		50.00	60.00
Electrical Permit Fee	Per Tokle Contract	Electrical Permit Fee Schedule	Report Attached
Erosion Control Escrow - Home Improvement	Returned when complete	Min \$100/Max \$1,000	
Erosion Control Escrow - New Construction	Returned when complete	1,500.00	
Fence Permit	Over 7 feet in height	City of Ramsey Valuation Fee Schedule	
Fence Permit	Less than 7 feet in height	25.00	
Fireplace Permit	Cover 2 trips	50.00	60.00
Furnace Replacement		50.00	60.00
Inspections-After Hours/Weekend	1.5 times hourly rate	80.00/hr./minimum 2 hr.	
Investigation Fee	Work Started Without a Permit	Equal to Permit Fee	
Gas Line (Residential)		50.00	60.00
Landscape Escrow		5,000.00	
Lawn Irrigation-Residential	Cover 1 trip	50.00	60.00
Lawn Irrigation-Commercial (Multi)		50.00	60.00
Mechanical Permit-Residential	New Construction	150.00	175.00
	Remodel/Addition	100.00	125.00
Mechanical permit-Commercial	New Construction	1% of Job Value/Minimum 250.00	
	Remodel/Addition	1% of Job Value/Minimum 125.00	
Plan Check fee (65% of commercial mechanical permit)		65% of Bldg Permit fee (Non-Refundable)	
Moving Structure Permit		105.00	125.00
Moving Structure Permit Site Inspection		105.00	125.00
Mobile Home Tie Down		75.00	
Mobile Home Water Hookup	1.25 hours	50.00	
Plumbing permit- Residential/Single Family	New Construction	150.00	175.00
	Remodel/Addition	100.00	125.00
Plumbing permit- Commercial	New Construction	1% of Job Value/Minimum 250.00	
	Remodel/Addition	1% of Job Value/Minimum 125.00	
Plan Check Fee - Commercial Plumbing Permits		50% of Commercial Plumbing Permit - 5 or fewer fixtures	
Public Sidewalk Panels-Broken		Min \$1,000/Max \$3,000	
ReInspection Fees		80.00 per trip	
Re-Roofing/Shingling Permit-Residential	Cover 2 trips	105.00	125.00

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Re-Roofing/Shingling Permit-Commercial/Multi-Family		City of Ramsey Valuation Fee Schedule	
Re-Siding Permit	Cover 2 trips	105.00	125.00
Replacement Windows (Residential)	City Required pre-inspection	105.00	125.00
Septic System Permit-Residential		175.00	200.00
Septic System Permit-Commercial		250.00	275.00
Septic - 'Other' System	Gallons Per Day (GPD) greater than 2,500	Fee as Needed for Contracted Services	
Septic System Repair -Residential/Commercial		100.00	125.00
Septic Tank Installation Permit-Residential		175.00	200.00
Septic Tank Pumping Permit		15.00	
Service Availability Charge (SAC)	[current MCES rates]	2,485.00	
Sewer permit (Utility Connection)-Residential		50.00	75.00
Sewer permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
Site Evaluation Fee		80.00	
Solar Panel (Residential)			175.00
State Surcharge	Applies to all permit types	1.00	
	Per State of Minnesota Fee Schedule		
Swimming pool permit		105.00	
Vacuum Breaker Verification for Irrigation System (RPZ)-Residential		50.00	
Vacuum Breaker Verification for Irrigation System (RPZ)-Commercial	1.25 Hours	50.00	
Water Availability Charge (WAC) - per address	based on national/local construction cost index 6/22 3.3%	1,481.00	
Water Softener Permit-Residential		50.00	60.00
Water permit (Utility Connection)-Residential		50.00	75.00
Water permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
Business			
Administrative Fee - Process Returned Business Permits		25.00	
Business Registration Certificate (BRC)	Original Application	30.00	
Contractor License	All Contractors	50.00	
Garbage & refuse hauler		50.00	
License Late Fee		15% of license fee/month	
Massage Establishment		100.00/annual	300.00/initial, 150.00/renewal
Massage Establishment Owner/Manager Background Check Fee		50.00	200.00
Massage Therapist		50.00/annual	100.00/initial, 75.00/renewal
Massage Therapist Background Check Fee		35.00	50.00
Mobile Food Unit (Food Truck) - 90 Day License		80.00	
Mobile Food Unit (Food Truck) - Annual License	Thru December 31 of calendar year	100.00	
Pawn broker/Precious Metals		4,000.00	
APS Automated Pawn Rate/Fee		2879.00	
Pawn broker investigation fee	in-state investigation	500.00	
	out-of-state investigation	1,500.00	
Residential Rental - Multifamily	3-Year License	400.00/building	<i>See Residential Rental License Section</i>
Residential Rental - Single Family/Townhome	3-Year License	25.00/unit	<i>See Residential Rental License Section</i>
Second Hand Dealer		2,000.00	
Second Hand Dealer investigation fee	in-state investigation	500.00	
	out-of-state investigation	1,500.00	
Transient merchant/peddler/solicitor		100 + 35 per person backgrounded	350.00/annual + \$35 per person background check
City Financing			
Interest rate charge - non-bonded programs		US Treas. rate + 2 points	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
[bonded projects will be dependent upon interest rates being paid]		Bond Int rate + 2 points	
Equipment Chargeback			
All Equipment Rental		Per FEMA Schedule + Staffing	
Public Works Maintenance Worker		2.30 x wage/hr.	
Portable Toilet		Actual Cost	
Facility Use			
Antenna Lease - City Owned Property [PCS towers]	Per Individual Agreement	Per Individual Agreement	
Bicycle Locker Rental - Annual Fee	\$100.00 Key Deposit	10.00	20.00
Concession stand/pavilion/shelter- per day/event- residents		See Facility Use & Rental Policy	
Concession stand pavilion/shelter- per day/event - non-res.		See Facility Use & Rental Policy	
Softball/baseball field maintenance - youth teams		40.00/game	
Football field maintenance - youth teams			
Large Fields		75.00/week	
Soccer & Lacrosse field maintenance - youth teams			
Full Size (Large Field)		75.00/week	
1/2 Size (Medium Field)		60.00/week	
Small Field		40.00/week	
Field Layout Field-Soccer, Football, Lacrosse		300.00	
Tennis court - non-residents		20.00	
Lighted ballfield Deposit Fee		100.00/individual	
Lighted ballfield - residents		45.00/Per 3 hours and then 15.00/Each Additional hour	
Lighted ballfield - non-residents		60.00/Per 3 hours minimum and then 20.00/Each Additional hour + 25.00 for lights	
Light - Used By ARAA		Actual Cost	
General Field Use - Residents (football, soccer, softball,baseball)		45.00/Per 3 hours minimum and then 15.00/Each Additional hour	
General Field Use - Non-Residents (football, soccer, softball,baseball)		105.00/Per 3 hours minimum and then 20.00/Each Additional hour	
Athletic Field Marking Paint - ARAA		Actual Cost	
Pact School Field Maintenance @ The Draw	Annual General Maintenance Fee	630.00	675.00
Pact School Field Maintenance @ Central Park	Annual General Maintenance Fee Per Each Field	630.00	675.00
Municipal Center Room Rental - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
Coffee for Meetings		5.00/pot	
Park Facilities - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
Miscellaneous			
Cemetery Plot (Trott Brook Cemetery)		900.00	1,000.00
Cemetery Plot Perpetual Care		400.00	450.00
Comp Plan CD		10.00	
City Information-CD Format		10.00/disc	
Kennel License (Administrative)	4th Dog on Property	200.00	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Non-Traditional Animal License		200.00	
Maps - City (28X 24)		5.00	
Maps - Zoning (28 X 34)		15.00	
Maps - Zoning/Address (34 X 44)		25.00	
Maps-Zoning or Comp Plan (11 X 17)		6.00	
Maps - Plat		10.00	
Maps - Topo aerials per half section		20.00	
Maps- Parks & Trails 11 X 17)		6.00	
Maps - Parks & Trails (36 X 24)		15.00	
Maps-Large Ward/Precinct	With Addresses	25.00	
Notary Fee	State Statute	5.00	
Photo copies - one-sided/duplexed	Up to 100 pages; over 100 pages plus staff time	0.25	
Political office filing fee	State Statute	5.00	
Public hearing publications		At City Cost	
Returned check		35.00	
Reissued Check Fee		15.00	
Special assessment search		30.00	
Planning and Zoning			
Comp Plan Escrow		1,000.00	
Conditional use escrow minimum		1,000.00	
Dock permit		25.00	
Easement Encroachment Agreements		500.00	
Environmental Assessment (EAW, EIS, AUAR) Escrow		3000.00	
Grading Permit		200.00	
Home Occupation Permit		250.00	
Home Occupation Permit Escrow		1000.00	
Industrial Revenue Bond - application		200.00	
Industrial Revenue Bond - escrow		1,000.00	
Interim Use Permit Escrow - Minimum		600.00	
Land Use Application Fee		500.00	
Park Dedication - Cash Contribution: Residential Unit	Including Townhomes & Apartment Units	4,500.00/dwelling unit	
Park Dedication - Cash Contribution: Residential Unit	Exceed 12+ units per acre	7.5% Discount/\$4,163.00	
Park Dedication - Cash Contribution: Residential Unit	Exceed 20+ units per acre	15% Discount/\$3,825.00	
Park Dedication - Cash Contribution: Commercial/Assisted Living Facilities		5,100.00/acre	
Park Dedication - Cash Contribution: Industrial		4,375.00/acre	
Park Dedication - Land Contribution: Residential	0 - 3.0 dwelling units per acre	10% of land	
	3.1 - 5.0 dwelling units per acre	15% of land	
	5.1 + dwelling units per acre	Add .5% for each over 5	
Park Dedication - Land Contribution: Commercial/Industrial/Assisted Living Facilities		5% gross land area	
Park Dedication - Land Contribution: Planned Unit Developments	(public open space/rec. uses-not including wetlands)	10% gross land area	
		2,800.00/dwelling unit	
Trail Development Fee - Cash Contribution: Residential Unit		1,500.00/dwelling unit	
Trail Development Fee - Commercial/Industrial/Assisted Living Facilities		1,300.00/acre	
Approval/Recording of Deeds:			
Abstract Property		County Fee+10.00/staff Time	
Torrens Property		County Fee+10.00/staff Time	
Rezoning escrow		1000.00	
Sign permit - permanent		100.00	
Sign permit - temporary		25.00	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Site plan review escrow		1000.00	
Special Council, HRA or Commission meeting fee		350.00	
Temporary Structure escrow	(not construction trailers, not hoop tents)	2000.00	
TIF/Conduit Debt Application Fee		4,000.00/+legal fee deposit	
Vacation of easement escrow		1000.00	
Variance escrow		500.00	
Zoning Letter		100.00	
Zoning Permit		25.00	
Zoning Verification Signature for State Licensing (dealer's license)		25.00	
Platting or Subdividing			
Address Charge		175.00	
Administrative (interior lot lines) escrow		500.00	
Major Subdivision escrow		2,000.00	
Minor subdivision escrow		2000.00	
Registered land survey escrow		2000.00	
Professional Services			
Administrative Fee (Project Related Activity-Staff admin)	Consultants hired for project: Ex: Hakanson Anderson	contractor bill + 3%	
Attorney - municipal		At City cost	
Attorney - non-municipal		At City cost	
City Staff Services	xd	2.30 x wage/hr.	
Plan Review - Anoka County Highway Improvement Projects		150.00	
Police Officer	\$93/Avg Wage & Gas, Car, Liab	107.00/hr	112.00/hr
Other professional /staff services		2.30 x wage/hr.	
Public Safety			
Alarms: False (3rd offense)	In a Calendar Year	75.00	
Alarms: False (4th offense)	In a Calendar Year	150.00	
Alarms: False (5th offense)	In a Calendar Year	225.00	
Alarms: False (6th offense)	In a Calendar Year	300.00	
ATV/Golf Cart Permit		10.00	
Body Warn Camera Footage		35.00 per half hour/minimum \$35.00	
Car Seat Check -Non-Resident only		25.00	
Clandestine Drug Labs Remediation	Recovery of Public Costs	125% of Recovery Costs (Recovery Cost + 25% admin Fee)	
Copies: Audio/Video CD/DVD		20.00	
Copies: Incident/Investigative Reports	Per statute Ch163 sec 8 adopted 8/1/05	.25/page	
Copies: Statistical Summary Reports		5.00	
Dangerous Dog License		500.00	
Dog Impoundment fee		125.00+board	
Dog Impoundment fee - If Non Licensed		145.00 +board	
Dog Impoundment fee (2nd offense)	w/in 12 months (+50.00 each addtl w/in 12 mo)	175.00 +board	
Fire Prevention:			
Fire Suppression Fees:			
Permit		Valuation based/1997 UBC Fee Table 1-A	
		Minimum of 23.50	
Plan Review		65% of permit fee	
		5.00 Minimum State Surcharge	
Fire Alarm Fees:			
Permit		Valuation based/1997 UBC Fee Table 1-A	
		Minimum of 23.50	
Plan Review		65% of permit fee	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
		5.00 Minimum State Surcharge	
Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)		50.00/per tent	
Aboveground Tank Storage		100.00/per tank	
Underground Tank Storage		100.00/per tank	
Fuel Tank Storage Removal		100.00/per tank	
Daycare Inspection Fee		50.00	
Permit Re-Inspection Fee		50.00	
Fireworks/Pyrotechnic Display Permit		200.00	
Fireworks -Retail Sale Permit - Retailer only selling fireworks		350.00	
Fireworks-Retail Sale Permit-All other retailers		100.00	
Double Permit Fee		2 x normal permit fee	
Lock Box Fee:			
Surface Mount		Per Vendor Pricing	
Recessed Box		Per Vendor Pricing	
All Others		Actual cost + 10% Admin fee	
Fire Code Re-Inspection Fee		140.00	
Gas Line Hit By Contractors	Effective 4-1-10	300.00	
Open Burn Permits:			
Open burn permit application	Residential	25.00	
Open burn permit fire suppression escrow		500.00	
Open burn permit fire suppression services		300.00/hr. - min 300.00	
Illegal Burning	Effective 4-1-10	200.00	
Subsequent Site Evaluations		45.00/visit	
Fire Service Fee:			
Disaster Assistance		300.00/hr. per truck	
Ordinance Violations		300.00/hr.	
Victim Service Fee		300.00/hr. per truck	
Letter of Good Standing		10.00	
Photo CD		20.00/cd	
Photo Electrical Transfers		10.00/transmission	
Photo Reprints		5.00 min chg + 1.00/print	
Vehicle Lockout		20.00	
Vehicle Storage		10.00/day	
Reimbursements			
Mileage/personal vehicle (IRS allowable rate)	Always follow IRS adopted rate	.655/mile	
Residential Rental License/Reinspection Fees/Crime-Free Housing Program Violations			
Residential Rental License - multi family	1-Year License		600.00/building + 15.00/unit
Residential Rental License - single family/Townhome	1-Year License		400.00/unit
Reinspections Fee			150.00 per inspection
Crime-Free Housing Program Penalties for Violations			
1st Violation			
Phase 1 Participant			500.00
Phase 2 Participant			250.00
Phase 3 Participant			75.00
2nd Violation within 12 months			
Phase 1 Participant			750.00
Phase 2 Participant			500.00
Phase 3 Participant			250.00
3rd and subsequent Violation within 12 months			

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Phase 1 Participant			1000.00
Phase 2 Participant			750.00
Phase 3 Participant			500.00
Reinstatement Fee			500.00
Conversion Fee			500.00
Right-of-Way			
Permit Fee - Boring/Open Trench		95.00+15.00/Driveway, 20.00/Road Closing	
		+ \$10,000 Bond per mile	
Boulevard Tree Replacement		900.00/Tree	950.00/Tree
Permit Fee - Overhead		95.00\+.05/linear foot	
Street and Traffic Charges			
Developer contribution:			
street and/or traffic signs (each)	City Installed	245.00	265.00
Bituminous Paving/Patching		38.00/sq yard	
Culverts		Price + Tax	
Road Improvement Assessment	Per Special Assessment Policy	Per Policy	
Sidewalk Panel Removal and Replacement Escrow		2500.00	
Street Sweeping: Equipment Only:	Per FEMA Schedule of Equipment Rates	FEMA Rates	
Traffic Sign Replacement (each)		245.00	256.00
Tobacco			
Cigarette Sales (vending and over-the counter)		250.00	
Cigarette Sales with age verification technology		150.00	
E-Cigarette Sales		250.00	
E-Cigarette Sales with age verification technology		150.00	
UTILITY RATES			
Assessment Charge for Unpaid Items Assessed	Administration fee	35.00/account	
Interest Rate on Unpaid Items Assessed	Based on 1-Year Treasury + 2 Points	6.00%	
Penalty/late payment	Past due on current billing	10%	
Recycling Rates			
Residential Curb-side Program fee/qtr	Per Ace Contract	11.94/qtr	
Sewer Rates			
Residential/Single dwelling usage fee/qtr	Per 2016 Comprehensive Sewer Study	83.48	91.83
Multi-family(apt) & commercial usage fee/qtr		83.48+3.48/1000 gal. in excess of 20,000 gal.	91.83+3.48/1000 gal.
Connection charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	1,349.00	
Connection charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	4,063.00	
Lateral Benefit Charges: Residential	based on national/local construction cost index 6/22 3.3%	5,418.00	
Lateral Benefit Charges: Commercial	based on national/local construction cost index 6/22 3.3%	8,920.00	
Street Lights			
Developer contribution:			
installation of Cobra street light		Per Connexus Energy Fee Schedule	
traditionaire subdivision street light (w/100 ft of wire)		Developer Installed	
New ROW COR Lights		Per Connexus Energy Fee Schedule	
street light O & M 3 year @ \$98/year		294/light	
Residential billing:			
urban subdivision street light rate per lot (>7/92)		9.01/qtr	
rural subdivision street light rate per lot		14.85/qtr	
priority street light rate per residential/apartment/ lot		1.37/qtr	
Storm Water Management Rates			

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Residential		15.95/qtr	16.75/qtr
Commercial		63.80/REU/qtr	66.99/REU/qtr
Trunk charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	534.00	
Trunk charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	5,321.00	
Water Rates			
Minimum usage fee/qtr	Per 2012 & 2017 Comprehensive Water System Study	43.20	52.27
Quarterly Rate Structure	Conservation Rates	\$47.52 Minimum	\$52.27 Minimum
		\$3.26 per 1,000 for 15,001-25,000	\$3.59 per 1,000 for 15,001-25,000
		\$3.36 per 1,000 for 25,001-40,000	\$3.70 per 1,000 for 25,001-40,000
		\$3.60 per 1,000 for 40,001-60,000	\$3.96 per 1,000 for 40,001-60,000
		\$3.85 per 1,000 for 60,001-99,000	\$4.24 per 1,000 for 60,001-99,000
		\$4.26 per 1,000 for 99,001-201,000	\$4.69 per 1,000 for 99,001-201,000
		\$5.09 per 1,000 for 201,001 and above	\$5.60 per 1,000 for 201,001 and above
Odd/Even Sprinkling Violations:	Effective day after Memorial Day thru Day after Labor Day No Sprinkling between 10 am-8:00 pm		
First Violation		Written Warning & Registered Letter	
Second Violation		50.00	
Third Violation		100.00	
Fourth Violation		150.00	
Meter Replacement Admin Fee for Non-Compliance		100.00/qtr	150.00/qtr
Installation of meter w/remote (Res & Commercial)		150.00	
5/8" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	305.00	313.00
1" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	510.00	Cost plus 5%
1 1/2" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	1005.00	Cost plus 5%
1 1/2" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	1090.00	Cost plus 5%
2" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	1250.00	Cost plus 5%
2" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	1310.00	Cost plus 5%
2" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	2670.00	Cost plus 5%
3" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	3500.00	Cost plus 5%
3" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	3750.00	Cost plus 5%
4" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	4700.00	Cost plus 5%
4" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	4900.00	Cost plus 5%
Other than Meters Noted Above		Cost plus 5%	
Water shut off at Curbstop		100.00	
Water shut off at Curbstop	Winter Period of November 1 - April 1	150.00	
Townhouse Irrigation Meter Winterization		150.00	
Broken Hydrant Replacement - Summer		600.00	750.00

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Broken Hydrant Replacement - Winter		850.00	
Connection charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	2,009.00	
Connection charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	7,343.00	
Lateral Benefit Charges: Residential	based on national/local construction cost index 6/22 3.3%	6,954.00	
Lateral Benefit Charges: Commercial	based on national/local construction cost index 6/22 3.3%	7,781.00	

2024 Proposed Valuation Spreadsheet

Square Foot Construction Costs ^{a, b, c, d, e}

Group Code & Description	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	263.06	254.15	247.55	237.53	223.05	216.60	229.90	207.42	199.94
A-1 Assembly, theaters, without stage	241.02	232.11	225.51	215.49	201.01	194.56	207.86	185.38	177.89
A-2 Assembly, nightclubs	205.93	199.80	194.89	186.91	176.19	171.34	180.27	159.46	154.02
A-2 Assembly, restaurants, bars, banquet halls	204.93	198.80	192.89	185.91	174.19	170.34	179.27	157.46	153.02
A-3 Assembly, churches	243.83	234.92	228.32	218.30	204.21	198.79	210.67	188.58	181.10
A-3 Assembly, general, community halls, libraries, museums	204.02	195.11	187.51	178.49	163.01	157.56	170.86	147.38	140.89
A-4 Assembly, arenas	240.02	231.11	223.51	214.49	199.01	193.56	206.86	183.38	176.89
B Business	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
E Educational	222.69	214.99	208.81	199.81	186.17	176.74	192.93	162.78	157.80
F-1 Factory and industrial, moderate hazard	125.58	119.68	112.86	108.68	97.37	92.83	104.02	80.23	75.34
F-2 Factory and industrial, low hazard	124.58	118.68	112.86	107.68	97.37	91.83	103.02	80.23	74.34
H-1 High Hazard, explosives	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	N.P.
H234 High Hazard	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	67.37
H-5 HPM	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
I-1 Institutional, supervised environment	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
I-2 Institutional, hospitals	355.95	348.21	341.39	331.67	314.48	N.P.	324.26	293.82	N.P.
I-2 Institutional, nursing homes	247.27	239.53	232.71	222.99	207.36	N.P.	215.58	186.70	N.P.
I-3 Institutional, restrained	241.59	233.85	227.03	217.31	202.46	194.97	209.90	181.80	173.00
I-4 Institutional, day care facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
M Mercantile	153.55	147.41	141.50	134.53	123.48	119.63	127.88	106.75	102.31
R-1 Residential, hotels	213.59	206.35	200.28	192.29	176.78	171.95	192.54	158.70	154.00
R-2 Residential, multiple family	179.04	171.80	165.73	157.74	143.25	138.43	157.99	125.18	120.47
R-3 Residential, one- and two-family ^d	166.68	162.17	157.99	154.10	149.61	144.19	151.48	138.79	130.58
R-4 Residential, care/assisted living facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
S-1 Storage, moderate hazard	116.37	110.47	103.65	99.47	88.40	83.87	94.81	71.27	66.37
S-2 Storage, low hazard	115.37	109.47	103.65	98.47	88.40	82.87	93.81	71.27	65.37
U Utility, miscellaneous	89.90	84.75	79.27	75.71	67.97	63.50	72.24	53.83	51.28

- A. Private Garages use Utility, miscellaneous
- B. For shell only buildings deduct 20 percent
- C. N.P. = not permitted
- D. Unfinished basements (Group R-3) = \$23.20 per sq. ft.
- E. Building Official may consider Applicant submitted valuation if supported by executed contract with line item quantities and unit costs.

ELECTRICAL PERMIT FEES

HOMEOWNERS AND ELECTRICAL CONTRACTORS: Complete an electrical permit form available from the Building Inspections Division. Add \$1.00 for State surcharge to total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips x \$50.00, whichever is greater.

Residential panel replacement is \$120.00, sub panel \$50.00. New service or power supply is:

Circuits and Feeders

0 to 300 Amp	\$60.00	0-100 Amp	\$10.00
400 Amp	\$76.00	101-200Amp	\$20.00
500 Amp	\$92.00	201-300 Amp	\$26.00
600 Amp	\$108.00	301-400 Amp	\$32.00
800 Amp	\$140.00	401-500 Amp	\$38.00
1000 Amp	\$172.00	501-600 Amp	\$44.00

Add \$16.00 for each additional 100 amps

Add \$6.00 for each additional 100 amps

Minimum Fee:

Minimum permit fee is \$50.00 plus \$1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$100.00 plus \$1.00 State surcharge.

Maximum Fee:

Maximum fee for single family dwelling or townhouse not over 200 amps (No max if service is over 200Amps) is \$200.00 plus \$1.00 State surcharge. Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional \$50.00 each)

Apartment Buildings

Fee per unit of an apartment or condominium complex is \$90.00. This does not cover service, unit feeders or house panels.

Swimming Pools and Hot Tubs Additions, Remodels or Basement Finishes

\$100.00 plus circuits at \$10.00/each. This includes 2 inspections.

\$100.00 this include up to 10 circuits and 2 inspections

Residential Accessory Structures

The Greater of \$60.00 for panel plus \$10.00 per circuit or \$100 for 2 inspections.

Traffic Signals

\$9.00 per each standard

Street and Parking Lot Lights

\$6.00 per each standard

Transformers and Generators

\$5 up to 10kva, \$50 11 to 74kva, \$65 75kva to 299kva, over 299kva is \$182

Retrofit Lighting

\$0.95 cents per fixture

Sign Transformer or Driver

\$10.00 per transformer

Low voltage fire alarm, low voltage heating and air conditioning control wiring

\$0.95 cents per device

Re-Inspection Fee in addition to all other fees

\$50.00

Hourly rate for carnivals

\$100.00

Solar fees: (Solar fees do not include the service fee – Line side Tap)

0kw to 5kw = \$100	5.1kw to 10kw = \$165
10.1kw to 20kw = \$245	20.1kw to 30kw = \$330
30.1kw to 40kw = \$410	40.1kw and larger is \$410 plus \$25 for each additional 10kw

Electronic inspection fee for these items only; furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent is \$40.

Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the cities 20% handling fee.

THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED.

CC Work Session**Meeting Date:** 10/24/2023**Primary Strategic Plan Initiative:** Strive for high organizational morale and employee retention**Information****Title:**

Discuss Employee Sick and Safe Time

Purpose/Background:

The purpose of this discussion is to update the City Council on a new law that will be effective January 1, 2024 called Earned Sick and Safe Time (ESST) and to receive feedback from the City Council regarding whether or not to keep the City's current sick leave policy (more restricted than ESST) as is, or to expand it to the new eligibility as defined under Minnesota's earned sick and safe time law.

Background:

Effective January 1, 2024, sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.

The new law requires employers to provide paid leave to employees who work in the state. An employee is anyone who works at least 80 hours in a year for an employer in Minnesota, but does not include independent contractors. **Temporary** and part-time employees **are** covered under the law.

Currently, the City does not provide paid sick time for temporary employees, paid-on-call firefighters, election judges, or the City Council. Staff is closely watching to receive updates regarding these somewhat unusual roles being included in the law. To-date, new information has not been proposed. Staff is meeting with the League of Minnesota Cities on Monday to receive additional feedback and advice on this issue and the overall ESST administration. Several area cities have shared information on how they plan to administer the new law. Staff will share this information with the City Council during the meeting.

Most importantly:

Staff are not proposing additional sick leave over and above the current policy. Essentially, staff is looking for the City Council's feedback specific to the 48 hours **not** covered by ESST. The administration of having two separate accruals will be labor intensive and will require an agreement with the unions. There are pros and cons to either approach; Finance Director Lund will provide details on this matter.

The new law states employees can use their earned sick and safe time for reasons such as:

(Note: Bold font items are NOT in the City's current policy)

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care; **(dependent on Ramsey's current policy definition of family)**
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member; **(dependent on Ramsey's current policy definition of family)**
- **closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency;** and
- when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease. **(dependent on Ramsey's current policy definition of family)**

Employees may use earned sick and safe time for their following family members:

(Note: Bold font items are NOT in the City's current policy)

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or **child to whom the employee stands or stood in loco parentis (in place of a parent);**
2. their spouse **or registered domestic partner;**
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or **a person who stood in loco parentis (in place of a parent) when the employee was a minor child;**
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;

(Above 1-6: If an employee states their child or sibling or parent or grandchild or grandparent are ill, Ramsey supervisors do not question the specifics unless it is necessary)

7. a child of a sibling of the employee;

8. a sibling of the parents of the employee;

9. a child-in-law or sibling-in-law;

10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner; (dependent on Ramsey's current policy definition of family)

11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and

12. up to one individual annually designated by the employee.

The City's current sick leave policy is contained within the Personnel Policy and all of the union contracts. The full policy is attached. Current eligibility for claiming sick time is as follows:

Sick leave may be authorized when an employee is unable to perform work duties due to illness, disability, the necessity for medical, dental, or chiropractic care, childbirth, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Sick leave may also be authorized when the employee's presence is necessary, due to an illness of or injury to the employee's:

1. child,
2. adult child,
3. spouse,
4. sibling,
5. parent,
6. mother-in-law,
7. father-in-law,
8. grandchild,
9. grandparent, or stepparent

or for any purpose authorized by law, including, but not limited to, Minnesota Statutes, section 181.9413 (as amended). For additional information as to when sick leave may be utilized, employees should contact Human Resources.

Current sick leave accrual is as follows:

Every probationary and regular employee is entitled to earn sick leave with pay at the rate of 1 day (based on an 8-hour day) for each calendar month of full-time service or major fraction thereof. Sick leave may be accrued to 120 days (960 hours); unused sick leave in excess of 120 days (960 hours) at the end of a calendar year (December 31st) shall be converted to vacation at a rate of one hour of vacation for each two hours of sick leave, subject to the maximum amount of accrued vacation leave provided in this policy. All hours in excess of 960, as defined in section 4.8 non-union post-employment healthcare savings plan, will be applied per the applicable agreement. Regular part-time employees are eligible to earn sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Sick leave will count toward total budgeted work

hours for the year.

The new laws states that employers must provide each employee in Minnesota with one hour of ESST for every 30 hours worked, with the ability to accumulate at least 48 hours of ESST each year. An employer's existing leave policy, may already meet Minnesota's ESST requirements. The City of Ramsey's policy meets the accrual requirement, with the exception of the newly expanded group of employees (temps, election judges, firefighters, etc.).

There are several methods to administer the new law including options for Earning hours: **Accrual**, front loading and carryovers: The City of Ramsey recommends the **accrual method**.

1. employees begin accruing ESST from their first day of employment;
2. ESST accrues at a rate of at least one hour for every 30 hours worked;
3. employees are permitted to accrue a minimum of up to 48 hours of ESST in a year (more if the employer agrees to a higher amount); and
4. employees can carry over unused ESST into the next year. However, at no time can an employee's accrued ESST exceed 80 hours (unless the employer agrees to a higher amount).

Important Frequently Asked Questions (see attachment for more detail):

Can an employer put a cap on how many ESST hours an employee can accrue? Yes, employers may set a cap or limit on each employee's ESST accrual. Employers must allow each employee to accrue up to at least 48 hours a year, carried over from year to year, until an 80-hour maximum accrual is reached. These limits of 48 hours each year and a maximum accrual of 80 hours for each employee may be higher if an employer agrees, but not lower.

Do unused ESST hours carry over from year to year? Yes, employers must carry over each employee's accrued and unused ESST hours to the following year unless the employer chooses to front load ESST hours in accordance with the options provided in the ESST law listed below. Total accruals including carryover amounts may be capped at 80 hours of ESST.

Are ESST hours restored if an employee returns to work for a former employer? An employee who returns to work for the same employer within 180 days of separation is entitled to the ESST hours accrued before leaving the employer.

Do sick and safe time hours accrue on overtime hours worked? ESST hours accrue on all hours worked, including overtime hours, unless the employee is exempt from earning overtime compensation under exemptions for professional, administrative and executive employees.

There are several attachments to this case.

Timeframe:

Funding Source:

Not applicable at this time.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director
Diana Lund, Finance Director
Brian Hagen, City Administrator

Outcome:

To direct staff to revise the current sick leave policy, specific to the 48 hours of sick time **not** included in the 96 hours of sick leave accrued per year. Or, to leave the current policy as is.

Attachments

LMC Memo

Dept. of Labor Fact Sheet

Dept. of Labor FAQs
City's Current Sick Leave Policy

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 10/19/2023

Reviewed By

Kathy Schmitz

Date

10/19/2023 03:43 PM

Started On: 10/13/2023 12:04 PM

Focus on New Laws: Earned Sick and Safe Time

July 24, 2023

A new law requires employers to provide all employees with earned sick and safe time beginning Jan. 1, 2024.

A new law passed during the 2023 legislative session, [Chapter 53](#), that will require employers to provide employees with earned sick and safe leave.

All Minnesota cities will want to begin preparing for the new paid leave benefit for their employees beginning Jan. 1, 2024. The new law applies to any employer with one or more employees, so there is no small city exemption, and **all** Minnesota cities will be covered. In addition, this new law covers all employees, including part-time and temporary employees.

Cities that provide earned sick and safe time to employees under a paid time off policy are not required to provide additional earned sick and safe time, as long as the policy meets the same conditions or exceeds the minimum standard of the law.

Thus, cities with an existing sick and safe leave policy or ordinance may find it helpful to use [the League's model personnel policy \(doc\)](#) to make a side-by-side comparison of their existing leave policy with the new earned sick and safe leave language. This can help to more readily discern where enhancements to city policies are required, and where city policies may be richer than Minnesota law.

With 2024 budgeting processes under way in many cities, cities will want to be sure to factor in any additional paid time off accrual for employees. Contact your payroll system vendor to add a pay code for earned sick and safe leave and make necessary adjustments to meet needed wage statement requirements.

Earned sick and safe leave requirements

Under the new law, an employee earns, at a minimum, up to one hour of time off for every 30 hours worked, up to 48 hours each year. Again, this threshold is a “floor” rather than a “ceiling,” so if a city wishes to provide a maximum exceeding 48 hours they may certainly do so. The hourly rate of earned sick and safe time is the same hourly rate an employee earns from employment with the city.

A “year” is a regular and consecutive 12-month period as determined by the city, and some examples could include a calendar year, a fiscal year, or 12 months based on an employee's work anniversary. Cities will need to notify employees in writing, at the start of employment or on Jan. 1, 2024, whichever is later, of their earned sick and safe leave rights. The [Minnesota Department of Labor's website](#) states a sample employee notice is forthcoming. In the employee notification and personnel policies, cities will want to be sure to define:

- How their 12-month period is calculated.

- Employee earned safe and sick leave rights.
- Amount of leave available.
- How employees may use the leave.
- Requirements for reasonable notification procedures.
- List the prohibitions on retaliation.

Employees earnings statements will need to be updated to reflect an employee's earned sick and safe leave hours accrued and used per paycheck. Refer to LMC's Paychecks information memo for updated earning statement requirements.

[View the League's "Paychecks" information memo.](#)

If a copy of the city's written policy is not provided to an employee, a city may not deny the use of earned sick and safe leave to the employee on that basis.

As previously noted, while many cities already offer sick or paid time off leaves to employees, the new law provides these leave benefits to **all** employees, including part-time and temporary employees, who work at least 80 hours for the city. The law allows for eligible employees to begin accruing paid sick and safe leave when they begin employment and requires use of the leave in the smallest increment of time tracked by the city's payroll system, but not more than four hours. Thus, the minimum increment of accrued earned sick and safe leave employees may use will need to be defined in city policy and shared with city employees.

Use of earned sick and safe leave

Employees may use accrued paid sick and safe time in the following circumstances:

- An employee's own:
 - Mental or physical illness, injury, or other health condition.
 - Need for medical diagnosis, care, or treatment of a mental or physical illness.
 - Injury or health condition.
 - Need for preventive care.
 - Closure of place of business due to weather or other public emergency.
 - Inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency. Or, if the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim services organization.
 - Obtain psychological or other counseling.

- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
- Seek legal advice or take legal action, including preparing for, or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- Care of a family member:
 - With mental or physical illness, injury, or other health condition.
 - Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition.
 - Who needs preventive medical or health care.
 - Whose school or place of care has been closed due to weather or other public emergency.
 - When it has been determined by a health authority or a health care professional that the presence of the employee's family member in the community would jeopardize the health of others because of the exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.
 - For an absence due to domestic abuse, sexual assault, or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury, or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim services organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

For earned sick and safe leave purposes, family member is more expansive than most traditional city leave policies. Under the new law, a family member includes an employee's:

- Spouse or registered domestic partner.
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling, or foster sibling.
- Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparent or step grandparent.
- A child of a sibling of the employee.
- A sibling of the parent of the employee.

- A child-in-law or sibling-in-law.
- Any of the above family members of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

During an employee's use of earned sick and safe leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

Notice of leave and documentation

The new law permits employers to require up to seven days' advance notice from employees when using earned sick and safe leave for foreseeable needs of time off. If an employee's need is unforeseeable, state law allows the employee to provide notice as soon as practicable. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, earned sick and safe leave for a qualifying purpose.

A city is prohibited from requiring an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

When an employee uses earned sick and safe leave for more than three consecutive days, a city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records, or related documentation to support safety leave). In accordance with the law, a city cannot require an employee using earned sick and safe leave to find a replacement worker to cover the hours the employee will be absent.

Employers must maintain the confidentiality of earned sick and safe leave records, medical certifications, histories, and documents information pertaining to domestic abuse, sexual assault, or stalking, and any statement from the employee about the need for leave. These records must be kept separate from usual personnel files. Per the statute, employees may request the city to destroy or return records under earned sick and safe leave that are older than three years prior to the current calendar year.

Payout and carryover of earned sick and safe leave

There is no requirement under the law to pay out any accrued sick and safe leave, but there are carry over provisions to establish. Employees can carry over accrued but unused earned sick and safe leave into the following year, but the maximum carry over of earned sick and safe leave for an employee can be limited to 80 hours.

Alternatively, in order to avoid the up to 80 hours of earned sick and safe leave carry over, a city may consider one of these two options:

- 48 hours of "front loaded" earned sick and safe leave for the year, available for the employee's immediate use and then the city will pay out any accrued but unused earned sick

and safe time at the end of the year at the employee's hourly rate of pay, or

- 80 hours of earned sick and safe leave for the year, available for the employee's immediate use, without any pay out to the employee for accrued but unused earned sick and safe leave.

When there is a separation from a city's employment and the employee is rehired within 180 days of separation, previously accrued earned sick and safe leave that had not been used will be reinstated. An employee is entitled to use accrued earned sick and safe time and accrue additional earned sick and safe time at the commencement of re-employment.

Retaliation prohibited

An employee returning from time off using accrued earned sick and safe leave is entitled to return to their employment at the same rate of pay received when the leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during earned sick and safe leave absences will continue to accrue as if the employee has been continually employed.

There are anti-retaliation provisions included within the law. Specifically, an employer may not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting earned sick and safe leave rights, for requesting an earned sick and safe leave absence, or pursuing associated remedies.

Further, employers may not factor in any employee's use of earned sick and safe leave into any attendance point system. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under earned sick and safe leave.

Learn more

The League hosted a webinar on Aug. 3, 2023, that provided an understanding of how cities can prepare for the implications of the new paid family and medical leave law, learn about the role of the state, key dates, and how to begin to communicate with your staff.

[View a recording of the Aug. 3 webinar, "Introduction to Paid Family and Medical Leave Law and Earned Sick and Safe Time: How Cities Can Prepare."](#)

[Read more news articles](#)

Your LMC Resource

Joyce Hottinger

Assistant Human Resources Director

(651) 281-1216 or (800) 925-1122

jhottinger@lmc.org

Alex Hassel

Intergovernmental Relations Representative

(651) 281-1261 or (800) 925-1122

ahassel@lmc.org

Earned sick and safe time as of Jan. 1, 2024

WHAT IS SICK AND SAFE TIME?

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.



WHO IS ELIGIBLE?

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

HOW MUCH LEAVE CAN EMPLOYEES EARN?

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

AT WHAT RATE MUST THE LEAVE BE PAID?

Sick and safe time must be paid at the same hourly rate an employee earns when they are working.

WHAT CAN THE LEAVE BE USED FOR?

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

WHICH FAMILY MEMBERS ARE INCLUDED?

Employees may use earned sick and safe time for their following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Earned sick and safe time as of Jan. 1, 2024

WHAT ADDITIONAL SICK AND SAFE TIME RESPONSIBILITIES DO EMPLOYERS HAVE?

In addition to providing their employees with one hour of paid leave for every 30 hours worked, up to at least 48 hours each year, employers are required to:

- include the total number of earned sick and safe time hours accrued and available for use, as well as the total number of earned sick and safe time hours used, on earnings statements provided to employees at the end of each pay period;
- provide employees with a notice by Jan. 1, 2024 — or at the start of employment, whichever is later — in English and in an employee’s primary language if that is not English, informing them about earned sick and safe time; and
- include a sick and safe time notice in the employee handbook, if the employer has an employee handbook.

The Minnesota Department of Labor and Industry will prepare a uniform employee notice that employers can use and will make it available in the five most common languages spoken in Minnesota.

CURRENT SICK AND SAFE TIME LOCAL ORDINANCES

Earned sick and safe time local ordinances already exist in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota. When Minnesota’s statewide earned sick and safe time law goes into effect Jan. 1, 2024, employers must follow the most protective law that applies to their employees.



Sick time
For physical or
mental health
conditions, illness
or injury



Safe time
To address domestic
abuse, sexual assault
or stalking



Labor Standards • 443 Lafayette Road N. • St. Paul, MN 55155
651-284-5075 • 800-342-5354 • dli.mn.gov • dli.laborstandards@state.mn.us

Notice: This is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding earned sick and safe leave.

FAQS: EARNED SICK AND SAFE TIME (ESST)

Contents

- [Fast facts](#)
- [Basic information](#)
- [General questions](#)
- [Earning hours: Accrual, front-loading and carryover](#)
- Rates of pay (coming soon)
- Recordkeeping and notice to employees (coming soon)
- Using ESST hours (coming soon)
- Complaints and violations (coming soon)

Fast facts

- Minnesota's earned sick and safe time (ESST) law goes into effect Jan. 1, 2024.
- Employers must provide each employee in Minnesota at least one hour of paid sick and safe time for every 30 hours worked, up to at least 48 hours of accrued ESST a year. An employee is anyone who works at least 80 hours in a year for an employer in Minnesota and is not an independent contractor.
- An employer's existing leave policy, such as paid time off (PTO), may already fully or partially meet Minnesota's earned sick and safe time requirements.
- ESST local ordinances are in effect in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota, and may differ from the state's ESST requirements. Employers are responsible for following the ESST requirements most favorable to their employees.
- The Minnesota Department of Labor and Industry is responsible for enforcing ESST requirements. In addition, affected employees may bring a civil lawsuit to address ESST violations.

Basic information

What is Minnesota's earned sick and safe time law?

[Effective Jan. 1, 2024](#), Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. An employee is anyone who

works at least 80 hours in a year for an employer in Minnesota, but does not include independent contractors. Temporary and part-time employees are covered under the law.

Employers must provide each employee in Minnesota with one hour of ESST for every 30 hours worked, with the ability to accumulate at least 48 hours of ESST each year. An employer's existing leave policy, such as PTO, may already meet Minnesota's ESST requirements.

What can earned sick and safe time be used for?

Employees can use their earned sick and safe time for reasons such as:

1. the employee's mental or physical illness, treatment or preventive care;
2. a family member's mental or physical illness, treatment or preventive care;
3. absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
4. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
5. when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

For which family members can an employee use ESST?

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

What ESST responsibilities does an employer have if it already provides leave?

A paid time off (PTO) plan or other type of paid leave (including sick or vacation time) can satisfy the ESST law if the plan meets Minnesota's ESST requirements. Nothing prohibits an employer from providing more generous leave policies than the minimum required by the ESST law.

The name of the employer's paid time off or other paid leave policy does not matter. It does not have to be called "earned sick and safe time" to meet the requirements of the law.

Is the state ESST law the same as the sick time ordinances in several Minnesota cities?

ESST local ordinances are in effect in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota, and may vary from the requirements under state law.

When Minnesota's statewide earned sick and safe time law goes into effect Jan. 1, 2024, employers are responsible for following the ESST requirements most favorable to their employees. In other words, employers must comply with the specific requirements of the state ESST law and the applicable local ESST ordinance that are most favorable to their employees. This may mean following some of the requirements of state ESST law and other requirements of the local ESST law.

General questions

Who is *not* covered by Minnesota's ESST law?

Federal employees and independent contractors are not covered under Minnesota's ESST law. Certain individuals employed by an air carrier as a flight deck or cabin crew member are also not covered. The ESST law does not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

Does the employee have to live in Minnesota to be covered by ESST?

Employees do not have to live in Minnesota to be eligible for ESST accrual but must work at least 80 hours in Minnesota in a year to be eligible; time worked in Minnesota will apply to ESST accrual. If an employer is based in Minnesota but has employees who work in another state, those out-of-state employees are not covered by Minnesota's ESST law.

If an employer contracts with a staffing agency for temporary employees, which entity is responsible under Minnesota's ESST law to meet the sick and safe time obligations for the temporary employees?

Under Minnesota's ESST law, unless there is a contract that states otherwise, the staffing agency is responsible for the ESST obligations.

Earning hours: Accrual, front loading and carryover

When do employees begin to accrue ESST?

Employees begin accruing ESST on their first day of employment.

What is accrual of hours?

Accrual of hours is when each ESST hour is added to a saved total the employee may use. Employers must provide each employee in Minnesota with one hour of ESST for every 30 hours worked, up to at least 48 hours a year.

Sample scenarios

- Manuel works 30 hours a week at Classic Automotive and has worked there for seven months (28 weeks). Manuel has accrued 28 hours of ESST: $30 \text{ hours worked} \times 28 \text{ weeks} = 840 \text{ hours worked}$. $840 \text{ divided by } 30 = 28 \text{ hours of ESST}$.
- Sara works 40 hours a week at Mid-Minnesota Warehousing and has worked there for three weeks. Sara has accrued four hours of ESST: $40 \text{ hours worked} \times 3 \text{ weeks} = 120 \text{ hours worked}$. $120 \text{ divided by } 30 = 4 \text{ hours of ESST}$.

Can an employer put a cap on how many ESST hours an employee can accrue?

Yes, employers may set a cap or limit on each employee's ESST accrual. Employers must allow each employee to accrue up to at least 48 hours a year, carried over from year to year, until an 80-hour maximum accrual is reached. These limits of 48 hours each year and a maximum accrual of 80 hours for each employee may be higher if an employer agrees, but not lower. See options 2 and 3 below for front loading options that do not involve required carryover.

Sample scenario

- Ali Consultants limits its employees' accrual of ESST hours to the minimum standard of 80 hours. Michelle accrued 30 ESST hours by the end of the first year of her employment. These 30 hours carried over into the second year, during which she accrued an additional 48 hours. She did not use any of these

accrued hours. In the third year, Michelle accrues an additional two ESST hours before stopping at a limit of 80 hours (30 + 48 + 2). Because the employer capped the number of ESST hours at 80, she must use some accrued hours in her “bank” of 80 hours before accruing more ESST hours.

Do unused ESST hours carry over from year to year?

Yes, employers must carry over each employee’s accrued and unused ESST hours to the following year unless the employer chooses to front load ESST hours in accordance with the options provided in the ESST law listed below. Total accruals including carryover amounts may be capped at 80 hours of ESST.

Sample scenario without front loading

- Lee accrued 30 ESST hours by the end of the first year of employment. However, Lee did not use any of these ESST hours. Lee’s employer must carry over those 30 hours into the following year. Lee may then accrue additional hours up to at least 48 in the second year.

How does a salaried and exempt employee accrue sick and safe time hours?

Employees who are exempt from overtime because they are professional, administrative, or executive employees are presumed to work 40 hours a week for the purposes of ESST accrual. If there is clear evidence an exempt employee’s regular work week is less than 40 hours, ESST may accrue based on that employee’s actual regular work week.

Do hours accrue when the employee is not working (on vacation or out sick)?

The law does not require ESST hours to accrue when an employee is not working.

How frequently are ESST hours calculated?

Employers may calculate and record earned sick and safe time hours at the same frequency as the employer’s other typical payroll practices (i.e., by pay period, whether that’s weekly, biweekly, monthly, or twice monthly). Amounts accrued and available for use in addition to amounts used each pay period must be listed on the employee’s earnings statement (also known as a paystub).

What is a “year” for purposes of the ESST law?

A “year” means any consecutive 12-month period of time as determined by an employer and clearly communicated to employees. Most employers will find it helpful to use one of the following: calendar year (Jan. 1 through Dec. 31); tax year; fiscal year; or year

based on the employee's anniversary date of employment. While the employer may determine the accrual year, it is important to note that all employees must either 1) start accruing hours on Jan. 1, 2024, or 2) have at least 48 hours front loaded on Jan. 1, 2024.

How does “front loading” versus accrual of hours affect carryover into the next year under Minnesota’s ESST law?

“Front loading” of ESST hours is an alternative method for providing ESST to employees. This option allows employers to record accrual of ESST once a year and avoid carry over of hours from year to year. Some employers may want to use this method to reduce the calculations and recordkeeping required for accrual by pay period (weekly, biweekly, twice monthly or monthly).

Employers may choose whether hours will accrue each pay period or be “front loaded” at the start of each year. Option 1 allows for carryover, but employers can avoid carryover requirements by using either Option 2 or 3.

Option 1. Accrual and carryover:

- employees begin accruing ESST from their first day of employment;
- ESST accrues at a rate of at least one hour for every 30 hours worked;
- employees are permitted to accrue a minimum of up to 48 hours of ESST in a year (more if the employer agrees to a higher amount); and
- employees can carry over unused ESST into the next year. However, at no time can an employee's accrued ESST exceed 80 hours (unless the employer agrees to a higher amount).

Option 2. Front loading with pay out and no carryover:

- A minimum of 48 hours of ESST is provided to an employee and made available for immediate use at the start of each year; and
- unused ESST hours are paid out at the end of the accrual year at the employee's hourly rate.

Option 3. Front loading with no pay out and no carryover:

- A minimum of 80 hours of ESST is provided to an employee and made available for immediate use at the start of each year; and
- the ESST hours the employee did not use are not paid out at the end of the accrual year.

Sample scenario

- Ana is a business owner. She employs Omar and front loads Omar's sick and safe time hours once a year. At the beginning of Omar's first year of employment,

Ana front loads 48 hours into Omar's bank. He has eight hours of remaining sick and safe time at the end of the first year, which Ana pays out. At the beginning of Omar's second year and every year thereafter, Ana front loads 80 hours into Omar's bank; once using option 3 (see above), Ana is not required to pay out unused ESST hours at the end of the year.

May an employer front load yearly ESST hours for part-time employees?

Yes, an employer may front load yearly ESST hours for part-time or full-time employees.

May an employer treat part-time and full-time employees differently? For example, can the employer front load ESST hours for some employees but not others?

Yes, an employer may treat part-time and full-time employees differently for purposes of ESST so long as the employer provides all employees at least what they are entitled to under Minnesota's ESST law and as long as the law is applied in a way that does not discriminate against an employee or group of employees based on a protected class, such as race, sex or national origin.

Does ESST accrue the same way for building and construction industry employees?

The requirements for ESST can be waived through a collective bargaining agreement with a bona fide building and construction trades labor organization. This waiver needs to reference the ESST law specifically.

Must unused ESST hours be paid out when an employee leaves their job?

Employers are not required to pay out any accrued and unused ESST if an employee leaves their job, either voluntarily or involuntarily. However, employers may choose to do so. An employee who transfers positions or work units within a single employer retains their accrued ESST.

Are ESST hours restored if an employee returns to work for a former employer?

An employee who returns to work for the same employer within 180 days of separation is entitled to the ESST hours accrued before leaving the employer.

What happens to ESST hours if the workplace changes owners?

If a workplace changes ownership, retained employees keep their accrued and unused ESST. Employees who are terminated by the original owner as part of the change in

ownership and are rehired by the new owner within 30 days of ownership change are also entitled to their accrued and unused ESST.

Do sick and safe time hours accrue on overtime hours worked?

ESST hours accrue on all hours worked, including overtime hours, unless the employee is exempt from earning overtime compensation under exemptions for professional, administrative and executive employees.

6.2 Sick Leave

Sick leave may be authorized when an employee is unable to perform work duties due to illness, disability, the necessity for medical, dental, or chiropractic care, childbirth, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Sick leave may also be authorized when the employee's presence is necessary, due to an illness of or injury to the employee's:

1. child,
2. adult child,
3. spouse,
4. sibling,
5. parent,
6. mother-in-law,
7. father-in-law,
8. grandchild,
9. grandparent, or stepparent

or for any purpose authorized by law, including, but not limited to, Minnesota Statutes, section 181.9413 (as amended). For additional information as to when sick leave may be utilized, employees should contact Human Resources

To be eligible for sick leave with pay, an employee shall:

- a. Report as soon as possible to the employee's immediate supervisor the need to be absent and identify if the absence is due to the employee's illness or the employee's immediate family, as listed above;
- b. Keep the employee's immediate supervisor informed of such employee's need for continued absence;
- c. For any absence that exceeds three days, upon request by the City Administrator, submit a medical certificate before the employee will be allowed to return to work.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action.

For the purpose of accumulating additional sick leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working. At the discretion of the Department Head, an employee may use accrued sick leave during the probationary period. After the end of the probationary period, an employee is entitled to use sick leave accrued from the start of the probationary period.

Sick Leave Accrual

Every probationary and regular employee is entitled to earn sick leave with pay at the rate of 1 day (based on an 8-hour day) for each calendar month of full-time service or major fraction thereof. Sick leave may be accrued to 120 days (960 hours); unused sick leave in excess of 120 days (960 hours) at the end of a calendar year (December 31st) shall be converted to vacation at a rate of one hour of vacation for each two hours of sick leave, subject to the maximum amount of accrued vacation leave provided in this policy. All hours in excess of 960, as defined in section 4.8 non-union post-employment healthcare savings plan, will be applied per the applicable agreement.

Regular part-time employees are eligible to earn sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Sick leave will count toward total budgeted work hours for the year.

NEW -- Employee Sick and Safe Time -- NEW

WHAT CAN THE LEAVE BE USED FOR?

Employees can use their earned sick and safe time for reasons such as:

Red font = Ramsey has this benefit already, unless the expanded type of family member doesn't match our policy.

- the employee's mental or physical illness, treatment or preventive care;
- a *family member's mental or physical illness, treatment or preventive care; If the type of family member matches our red font below:
- absence due to domestic abuse, sexual assault or stalking of the employee or a *family member; If the type of family member matches our red font below:
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or *family member is at risk of infecting others with a communicable disease. If the type of family member matches our red font below:

WHICH FAMILY MEMBERS ARE INCLUDED?

* Ramsey allowed uses for Sick Leave are shown in red font.

Employees may use earned sick and safe time for their following family members:

1. their **child**, including foster child, **adult child**, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
Ramsey accepts if an employee states their "child" is ill, sick time can be used. We don't question the specifics.
2. their **spouse** or registered domestic partner;
Ramsey does not allow sick time for a domestic partner.
3. their **sibling**, stepsibling or foster sibling;
Ramsey accepts if an employee states their "sibling" is ill, sick time can be used. We don't question the specifics.
4. their **biological (parent)**, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
Ramsey accepts if an employee states their "parent" is ill, sick time can be used. We don't question the specifics.
5. their **grandchild**, foster grandchild or step-grandchild;
Ramsey accepts if an employee states their "grandchild" is ill, sick time can be used. We don't question the specifics.
6. their **grandparent** or **step-grandparent**;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an **employee's spouse** or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Ramsey allowed uses for Sick Leave are shown in red font.

5.8 Severance Pay

Receipt of severance pay terminates all seniority rights and ends all city of Ramsey liability with regard to other benefits, except as otherwise provided by law and any applicable collective bargaining agreement.

After 5	33%
After 15	35%
After 20	37%
After 25	40%

6.12 Funeral Leave

Employees are allowed funeral leave up to 24 hours twice annually per occurrence (a maximum of 48 hours during any calendar year) for a **death in the immediate family**. Funeral leave is not chargeable against any accrued vacation leave, sick leave, or compensatory time off. All funeral leave for a particular occurrence must be taken within five (5) calendar days from start to finish. Additional funeral leave may be taken with prior approval from the employee's supervisor. Such additional leave will be deducted from the employee's sick leave (up to three (3) consecutive days), vacation leave or compensatory time off as the employee may choose and have available.

Immediate family, for the purposes of this section, shall be defined as:

1. spouse,
2. parent,
3. stepparent,
4. children,
5. step-children,
6. brother,
7. sister,
8. grandparents,
9. grandchildren
10. or a like member of employee's spouse's family.

4.8 Non-union Post-employment Healthcare Savings Plan (PEHCSP)

The PEHCSP is an employer-sponsored program that allows employees to invest in a tax-preferred medical savings account while employed by a Minnesota public employer.

All non-union employees hired after January 1, 1984 will participate in the post-employment healthcare savings plan, as follows:

PERA COORDINATED MEMBERS

- **WAGES:** Contribute 2% after 5 years of service (starting with the 6th year of service) and greater to the PEHCSP
- **MAXED OUT SICK LEAVE:** Contribute unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- **VACATION:** Upon separation of employment/contribute unused accrued vacation time, as follows:
 - 50% after 5 years of service through 10 years of service and then
 - 75% with 11 years of service through 15 years of service and then
 - 100% after 16 years of service and greater shall be contributed to the PEHCSP
- **SICK LEAVE:** Upon separation of employment/contribute unused eligible accrued sick time, as follows: 100% of eligible unused accrued sick leave after 5 years of service and greater

PERA POLICE & FIRE MEMBERS

- **WAGES:** Contribute 1% for all employees until 5 years prior to normal retirement age (55), at which time ongoing contributions will be 4% of salary.
- **MAXED OUT SICK LEAVE:** Contribute all unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- **VACATION** Upon separation of employment/contribute unused accrued vacation time, as follows: 100% -- Regardless of years of service
- **SICK LEAVE:** Upon separation of employment/contribute unused eligible sick leave, as follows: 100% of eligible unused accrued sick leave -- regardless of years of service.

Eligible sick leave severance shall be defined as a lump sum payment upon termination of employment, contributed to the PEHCSP, based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. In order to obtain eligible sick leave severance pay, an employee must leave City employment in "good standing," as provided in Policy 3.13.

CC Work Session

Meeting Date: 10/24/2023

Primary Strategic Plan Initiative: Strive for high organizational morale and employee retention

Information

Title:

Discussion Regarding Upcoming Memorandum of Agreements with the Unions and Revisions to the Personnel Policy.

Purpose/Background:

The purpose of this discussion is to provide the City Council with a brief summary of some upcoming Memorandums of Agreements (MOA) that will need to be added to the current 2022-2024 union contracts for AFSCME (American Federation of State, County, and Municipal Employees) and the three LELS (Law Enforcement Labor Services) groups; as well as to the City's Personnel Policy.

The upcoming topics will be added to a future work session, including discussions/MOAs for Earned Sick and Safe Leave (also discussed tonight), Juneteenth, and Personnel Policy items.

Timeframe:

Up to 10 minutes.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/19/2023 07:27 AM
Form Started By: Colleen Lasher		Started On: 10/13/2023 12:45 PM
Final Approval Date: 10/19/2023		

CC Work Session**Meeting Date:** 10/24/2023**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Information****Title:**

Consider Reduction in Ice Skating Operations and Maintenance

Purpose/Background:**Background**

Around 1977, a concrete block warming house and two wooden hockey rinks were constructed by volunteers on the Ramsey Elementary School grounds, at 15000 Nowthen Boulevard. Each late Fall since, Public Works staff creates ice within the hockey rinks and adjoining pleasure rink by flooding with the city's water truck. (This was done using fire hoses in the early years, until the city purchased a used water truck in 1987.) The flooding by truck is generally a round-the-clock process during the work-week, in the weeks before the skating season opening target date of the Friday before the school districts' Winter Break (the third or fourth weekend of December).

In 1986, the city also created two hockey rinks and a pleasure rink at Central Park, and completed a new, modern warming house with restrooms there the following year. For both of these facilities, the school and the park, approximately 8 rink attendants are hired and trained and staff the warming houses 7 days per week during the skating season, which *generally* is between the last week of December through February. After a suitable layer of ice is created at each 6+ sheets of outdoor ice (including the skating trail at Central), staff shifts to the maintenance mode of sweeping and flooding each ice sheet most weekdays during the season, which is an almost full day endeavor for two full-time staff. During periods of snowfall, the amount of labor and equipment time doubles, as the ice needs to be plowed, then each hockey rink needs to be cleared using two different snowblowers—*then* swept and flooded on a subsequent day(s).

Time Frame/Observations/Alternatives:**Observations**

Throughout the 1980's and 1990's skating remained a popular activity for families and children—and the facilities were especially used by hockey coaches for both the Anoka and Elk River high schools for team practices on weekday evenings. In recent years, hockey rink reservations by coaches have declined to almost none, due in part to the indoor ice arena availability in Elk River and Anoka. Additionally, outdoor ice skating has diminished somewhat in popularity, particularly over the last decade.

This past Winter, with the frequent snowfall events and record snowfall, there were many days where staff could not get to clearing the snow from the rinks, due to the priority of snow removal on streets, municipal parking areas and trails and sidewalks. Despite the rink closures, there were no complaints and very few comments by residents on the periods of skating unavailability. This observation led to the question as to whether a single skating facility (Central Park) may be adequate to serve the community. As part of this inquiry, staff totaled the cost of operations and maintenance of the rinks and warming houses annually, and under a full-cost accounting approach finds that the cost exceeds \$100,000 for *each* facility, for the 14 to 16 weeks of active O & M activity. The actual period of suitable skating and which the warming houses are open to the public in year is a maximum of 10 weeks, often as few as 7 weeks, occasionally less. Within these weeks there are also days where the facilities are closed due to inclement weather (too cold, too warm or poor ice conditions).

For three decades, staff has required the rink attendants to count the number of patrons that come and go during their work shift, establishing the number of residents served by the two different rink and warming house sites.

This has documented the aforementioned decline in rink users—despite the opposite growth in the number of residents in the city. These trends are depicted in the second attachment. In addition to the general decline in hockey and pleasure skating in the city, this past year's patronage of the two different facilities would seem to show that residents prefer Central Park over the school, with 2,654 counted at Central, and just 654 at the school—despite a far greater population density nearest the school.

Alternatives/Options

Given the time-cost of O & M to create skating opportunities in the community, staff is proposing 'shuttering' the facilities at Ramsey Elementary for the 2023-24 Winter season. Under this scenario, there would be a prominent sign placed at the school rink, advising anyone arriving at the rink, that the full-service skating facility at Central Park is open and available for their use. (At Central Park's warming house there is a fireplace, adequate heating, drinking water and full-service restrooms—in contrast to the school which only has a single outdoor portable toilet.)

Closure of the skating facility for this coming Winter would be valuable for determining if a single outdoor skating facility is adequate to serve the community, based upon overall resident feedback and actual patronage at Central Park for the 2023-24 skating season. If a single skating facility is adequate (or even more than adequate), the hockey rinks at the school could eventually be removed. Additionally, future upgrades and improvements to the facilities at Central Park could be properly evaluated and planned for within the Capital Improvement Program in the coming years.

Funding Source:

There is no funding required for closure of the school skating facility for this coming Winter as proposed—rather, there would be modest cash savings for vehicle and equipment fuel, municipal water used for flooding, electricity for the rink lights and warming house heaters, as well as wages paid to the rink attendants that would not be needed. There also would be the value of hundreds of hours of maintenance staff time that would be freed to attend to other work.

Recommendation:

The Park & Recreation Commission and Staff recommend closure of the skating facilities for the 2023-24 season, as a trial, and potential long-term cost savings for the community. Anoka Hennepin School District staff are also aware of the potential closing and support the proposal of closing the rink.

Outcome/Action:

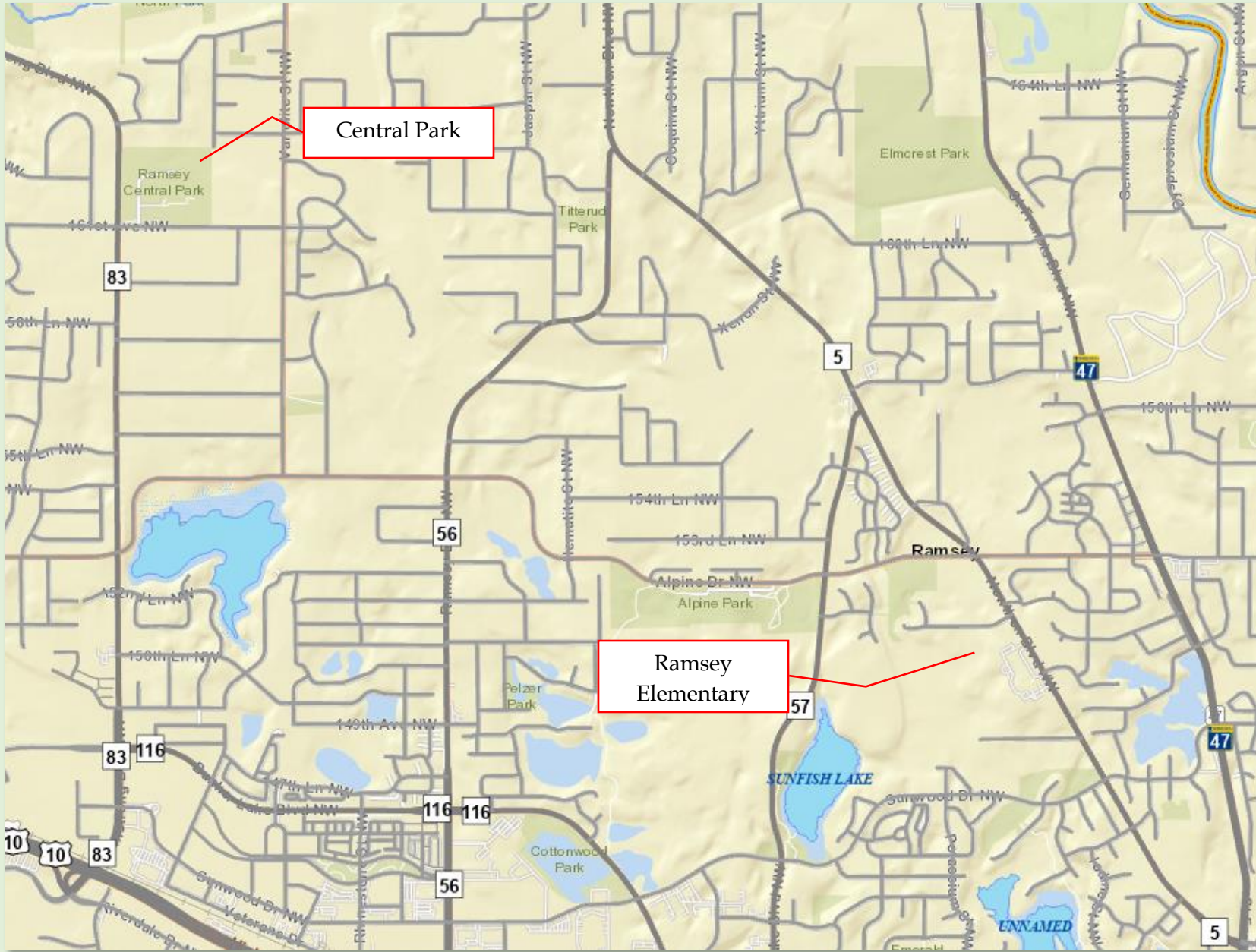
Consensus acknowledgment that the hockey rinks and warming house at Ramsey Elementary will be closed for the 2023-24 skating season.

Attachments

Location map and images
Trend lines
Rink Attendant Manual

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/19/2023 07:35 AM
Form Started By: Mark Riverblood		Started On: 10/13/2023 01:09 PM
Final Approval Date: 10/19/2023		





Warming House

Ramsey
Elementary
Rinks





Ramsey Elementary School Warming House

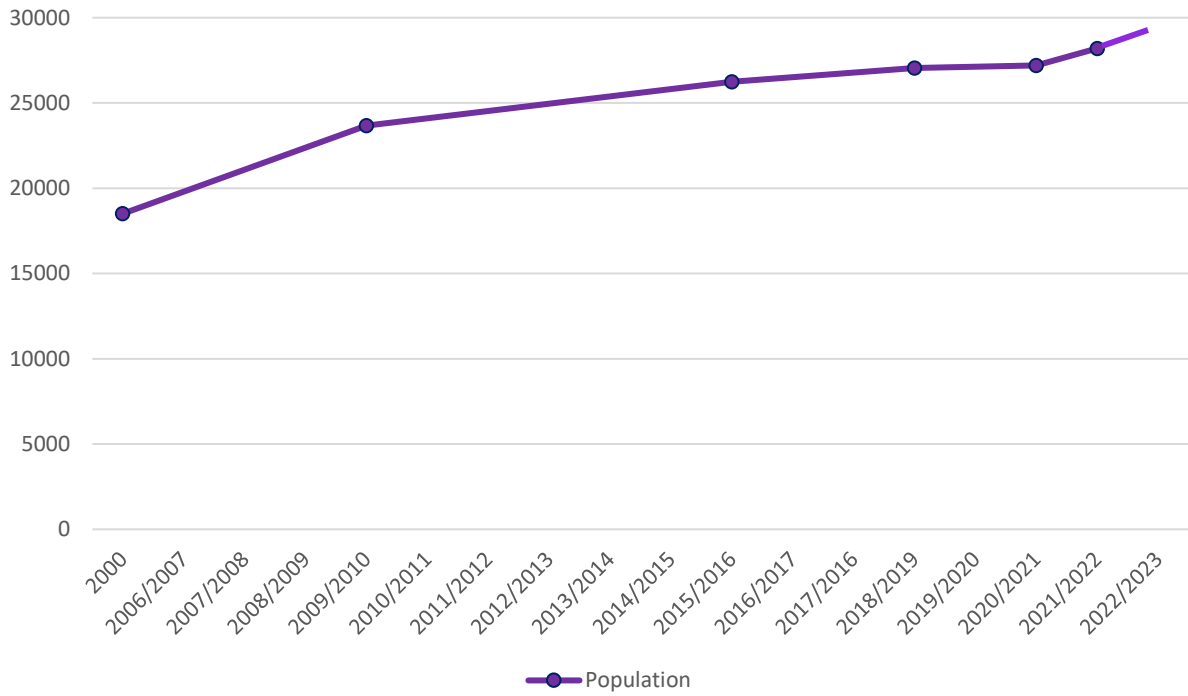


Ramsey Elementary School Warming House

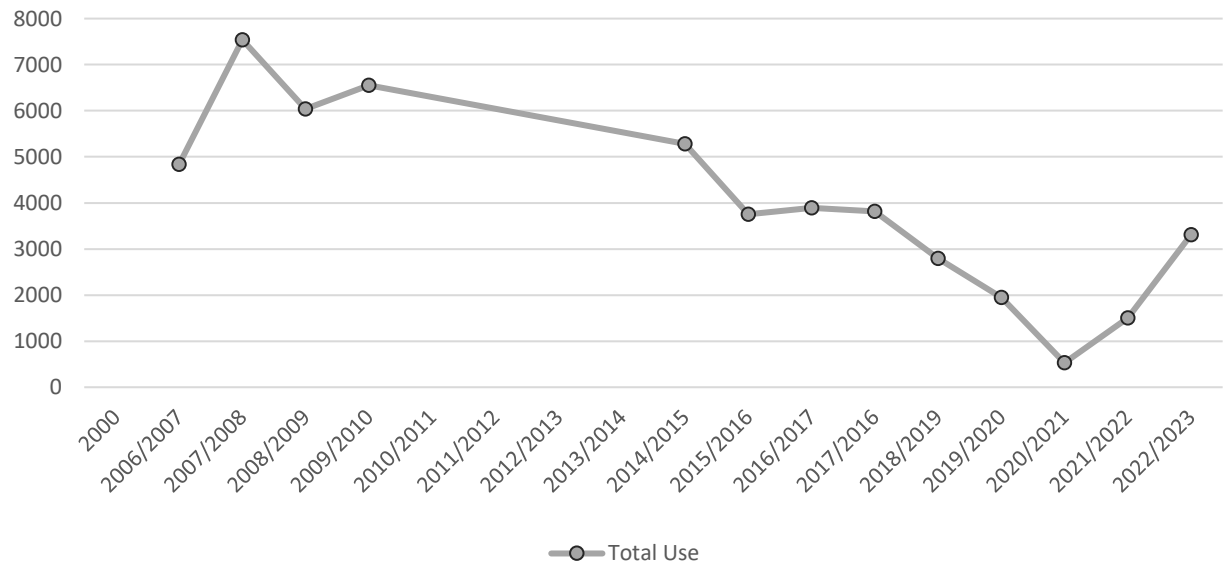


(Central Park Warming House)

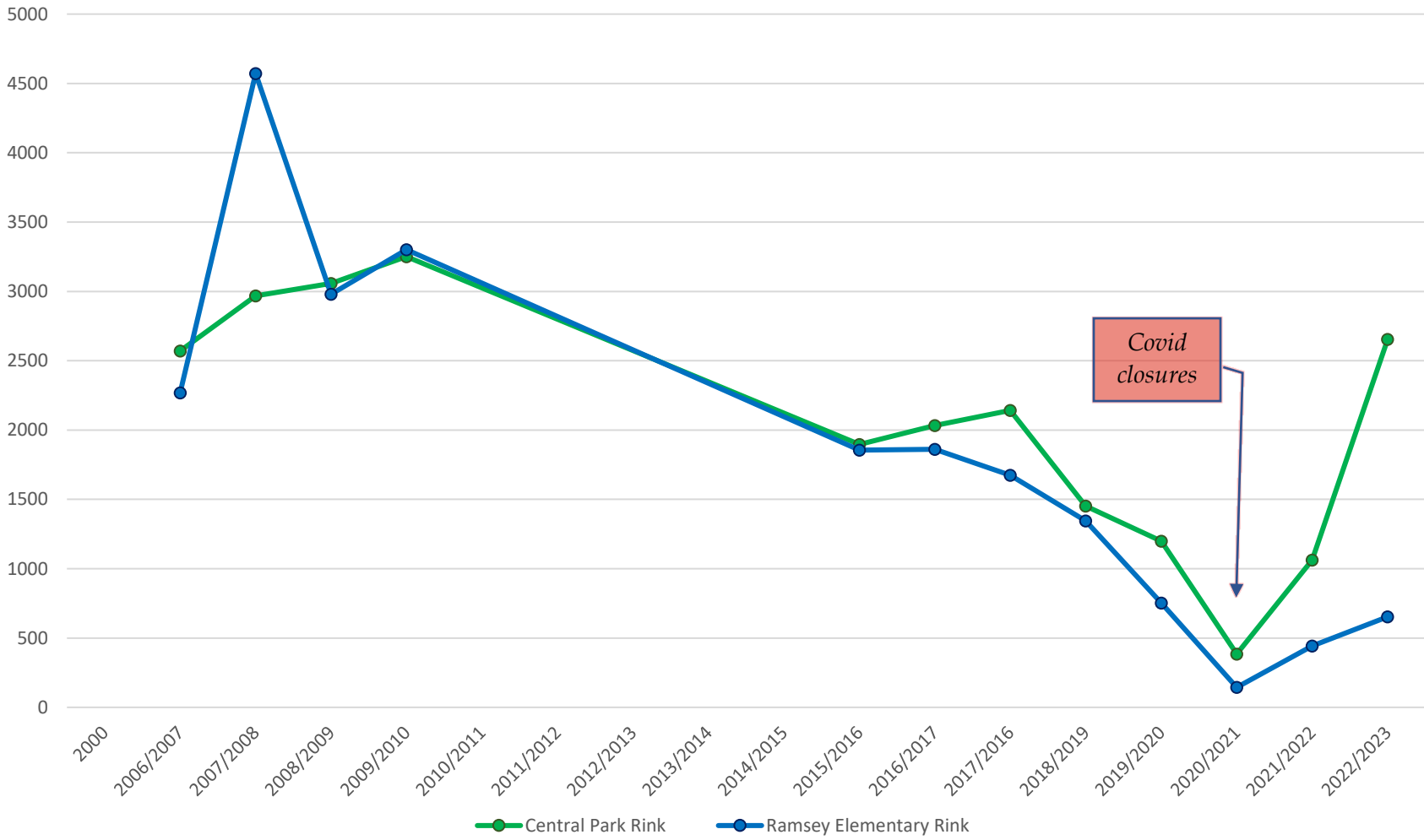
Ramsey Population

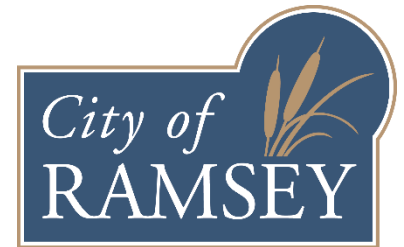


Total Number of Rink Patrons (both facilities)



Number of Rink Patrons, **Central** and **School**





Rink Attendant Manual

2021 – 2022 Season

Welcome to employment with the City of Ramsey! This packet contains information about your responsibilities as a Rink Attendant and procedures to follow. We hope you will take time to read and become familiar with the information contained in this packet.

There may be some things that you will want to know that are mentioned in this packet. Your supervisor may be able to answer these questions, or you can contact Human Resources at 763-433-9867 (Colleen) or 763-433-9816 (Sue).

Please note that Rink Attendant positions are temporary, seasonal positions. As a Rink Attendant your employment dates will be approximately December 17, 2021 through March 11, 2022; however, these dates may change due to weather or other circumstances.

As a City employee, your foremost responsibility is to serve our citizens. Please remember that you are a representative of the City and each person you come into contact with deserves courteous and efficient service.

Hours of Operation

Weekdays: 3:30 PM – 9:00 PM (10:00 PM if needed)
Saturdays: 10:00 AM – 10:00 PM (two shifts)
Sundays: 12:00 PM (noon) – 8:00 PM

Hours of Operation for Winter Break and Other School Holidays

Weekdays: 10:00 AM – 10:00 PM (two shifts)
Saturdays: 10:00 AM – 10:00 PM (two shifts)
Sundays: 12:00 PM (noon) – 8:00 PM
Christmas Eve: 10:00 AM – 3:00 PM
Christmas Day: Closed
New Year's Eve: 10:00 AM – 6:00 PM
New Year's Day: 12:00 PM (noon) – 8:00 PM

City of Ramsey Telephone Numbers:

City Hall: 763-427-1410
Parks Department: 763-427-8254
Police Dispatch: 763-427-1212

Staff Cell Phone Numbers:

Terry D. [REDACTED]
Todd M. [REDACTED]
Andy E. [REDACTED]
Dane J. [REDACTED]
Zach F. [REDACTED]
Dan L. [REDACTED]

911 for Police, Fire or Medical

Rink Attendants:

Home &/or Cell Phone Numbers

Name: Jacob M. [REDACTED] 812-373-5131

Name: Kaitlyn [REDACTED] 708-373-5131

Name: McKenzie B. [REDACTED] 959-455-5000

Name: Kaitlyn [REDACTED] 419-749-0055

Name: Sydney [REDACTED] 812-519-5000

Name: Riley [REDACTED] 708-373-5000

Closing Rinks

The Parks Supervisor (Mike Berge) will determine if the rinks will close. The Parks Supervisor or the Parks Lead will contact you in the event of a closure. If you have not been contacted about a closure you must report for work as usual.

The following are examples of conditions that may warrant closing the rinks.

- Very cold temperatures with excessively cold wind chills. Generally, this would occur in the evening or possibly a weekday night, not in the morning when conditions are likely to improve.
- Mild temperatures that are well above freezing. Generally, this would occur when there is water standing over half of the rink and temperatures are not expected to drop.

Rink Reservations

Rink Attendants will assist with scheduling rink reservations. Calendars will be posted in the warming houses for scheduling. Central Park and Ramsey Elementary School each have two rinks, an east rink and a west rink. Only the west hockey rink may be reserved. The west rink may not be reserved more than three events in advance and there is a two-hour maximum time limit per reservation. In no case will a pleasure rink be reserved.

In the event of a scheduling conflict, Rink Attendants will record parties' names, addresses, and telephone numbers (both home and work). Rink Attendants should forward the information to the Parks Supervisor, who will contact the individuals to resolve the scheduling conflict.

Although scheduling rink reservations are important, please remember your primary job is to ensure the safety of everyone on the premises, in addition to enforcing the rules and policies.

Specific Responsibilities

- Supervise rink, warming house and grounds, with safety being your primary concern
- Enforce rules and policies
- Keep walkways and doorways ice-free
- Report safety hazards and unnatural conditions to the Parks Superintendent or Parks Lead Person immediately
- Monitor all telephone use
- Sweep and mop warming house before leaving shift and pick up all debris
- Push nets off rinks and out of gate openings
- Utilize the Rink Attendant's daily log sheet to communicate all non-emergency or non-confidential information to the Parks Lead Person
- Account for and put away all shovels and equipment before completing your shift
- Turn on the rink lights according to time and weather conditions. (you need only to turn lights on one rink at first until more skaters come and then turn on the lights for the second rink)
- Assist with rink scheduling
- **Safeguard your keys.** You are personally responsible for keys issued to you and must return them at the end of the season. **Allow no one to use your keys**
- Secure premises before leaving
- You may be asked, by maintenance staff, to help shovel snow from the rinks. (Bring hat, gloves and boots in case you are asked)

Flooding and Snow Removal

Each rink is swept and flooded each business day. Rinks will not, however, be flooded during or immediately after a snowfall, during extreme cold weather, during extreme warm weather, or if high winds are present. It is the Rink Attendant's responsibility to ensure that skaters or hockey goals are not on the rink while maintenance staff is working on the rink. After sweeping, the attendant may shovel the margin of snow around the boards so that maintenance staff may flood the rink.

Responsibility for Shifts and Use of Substitutes

You are responsible for the rink and warming house during the hours you are scheduled to work. Substitutes will be used only in case of emergencies. All substitutes must be other actively employed Rink Attendants of the City and must be approved by your supervisor prior to any changes. If an emergency arises and you cannot reach a substitute, please contact your supervisor.

Unapproved absence from a scheduled shift, closing rinks without approval, use of an unapproved substitute Rink Attendant, or asking someone who is not a currently employed Rink Attendant by the City is grounds for disciplinary action up to and including termination of employment.

Emergency Procedures

In case of an emergency, dial 911 and then immediately notify the child's parent or guardian of the accident. If it is a medical emergency and you are qualified, administer first aid and keep the individual resting and warm. If it is a minor injury or scrape, provide the individual with first aid supplies and then notify the parent or guardian.

You must also immediately complete an accident report including the names of witnesses. For major emergencies (an individual has to leave the facility in an ambulance or similar emergency vehicle) contact your supervisor immediately. Other injuries require the accident report to be left with the daily log sheet.

Official City Record

It is important that your employment records are accurate and current. You are required to notify your supervisor immediately of any changes in the following:

- Name
- Address
- Telephone number where you may be reached
- Person to notify in case of an emergency

If there are changes in the following areas, the Human Resources Manager should be notified immediately:

- Marital status
- Number of dependents
- Military status

Payroll

All employees are paid by direct deposit every two weeks. Normal paydays shall be on the Friday for the two week pay period ending the proceeding Friday.

Certain deductions from your earnings, such as federal and state income taxes and Social Security taxes, are required by law. These deductions will be identified on your check stub. In order to be paid, each employee must turn in W-4's and an I-9 form with two appropriate forms of identification. In addition, all timesheets must be turned in on time.

Employment As It Relates To the Union

The American Federation of State, County, and Municipal Employees, Council No. 14, Local No, 2454 (AFSCME) is a bargaining unit which currently represents certain positions within the City of Ramsey. Due to their representation, the City of Ramsey must adhere to the union's definition of a temporary employee and MPELRA law dictating the number of hours a temporary or seasonal employee may be employed by the City. This information will help clarify why your supervisor closely monitors the number of hours and/or days you work in a calendar year.

AFSCME definition of temporary employee: Any non-student employee working up to maximum of 640 hours in a calendar year. This employee is not eligible for vacation time, sick leave, holiday pay, or health and life insurance. Students may work up to 100 days per calendar year and still be considered temporary employees.

MPELRA definition of temporary employee: Any employee whose position is basically temporary or seasonal in character and: 1) is not for more than 67 working days in any calendar year; or 2) is not for more than 100 working days in any calendar year and the employee is under age 22, is a full-time student enrolled in a nonprofit or public educational institution prior to being hired by the employer, and has indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as a student during or after temporary employment

You may work for the City of Ramsey in multiple seasonal positions, however if you are a non-student, you will be limited to either 640 hours or 67 days in a calendar year, whichever comes first. If you are a student, you will be limited to 100 days in a calendar year.

Health and Personal Safety

The City of Ramsey is concerned with the safety and well-being of all employees. As an employee, it is your responsibility to use all safety guards and devices and to obey all safety rules and regulations.

Report any hazards to your supervisor. Unsafe conditions will be investigated and corrected.

The City of Ramsey has banned all tobacco use on all park property, warming houses, municipal buildings, equipment, and vehicles. In addition, absolutely no drugs or alcohol are permitted in City buildings, equipment or vehicles.

Housekeeping

All employees need to assume a share of responsibility in maintaining a high standard of cleanliness and orderliness, and cooperate in maintaining safe, healthful, and sanitary conditions in all work areas. A clean work area will make your work more pleasant and help maintain the high standards of quality necessary to meet the professional requirements of City services.

Work Rules

The purpose of these work rules is to provide a basis for the orderly and disciplined performance of tasks. Their publication will promote knowledge of what is expected of employees generally. In relationships between positions, it should be our individual aim to build continuously mutual respect and confidence, which is essential to local government service.

Job Performance

In carrying out the functions of local government, employees shall direct and coordinate their efforts in such a manner as will tend to establish and maintain the highest standards of efficiency.

Employees shall be punctual in reporting to work. Illness should be reported by the employee to the supervisor prior to the time the employee is due to report to work. Once having reported off as sick, the employee shall keep the supervisor advised as to his/her status if the absence is more than three days duration.

Job descriptions or position analyses shall not be used to limit the scope of work. Rather a willingness to assist other employees and the public shall be the responsibility of every employee (within the limits of ability and expertise).

Each employee shall devote his/her whole time and attention to the services of the City and is expressly prohibited from engaging in other duties while at work.

Employees shall not use narcotics or hallucinogens except as prescribed in treatment by a physician. Employees shall not appear for work or be at work while under the influence of drugs or alcohol.

The proper use of telephone communication is required. Employees shall answer the telephone with a pleasant voice and respond politely to the caller. Personal telephone calls must be brief. Frequent use of the telephone for other than City business is prohibited.

City Property

All employees are responsible for the safekeeping and proper care of all property used by them and belonging to the City. Property shall be used for official purposes and in the capacity for which it is intended.

Employees shall immediately report damaged or lost City property to their supervisor. The supervisor shall also be notified of any defects or hazardous conditions existing in any City property or equipment.

Supervision

Employees shall promptly obey any lawful instruction or order of their supervisor. This will include orders relayed from a supervisor by another employee. Should there be a conflict between instructions, the employee should promptly and respectfully call attention to the conflict and if the supervisor does not change their instruction to resolve the conflict, the last instruction received shall stand.

Violation of Rules

Employees shall not commit any acts or omit any acts, which constitute a violation of any of the rules, regulations, directives, orders, or policies of the City of Ramsey whether stated in this document or elsewhere. Ignorance of the rules shall not be considered as justification for any such violations. Employees shall be responsible for their own actions and they shall not shift the burden of responsibility to others for executing or failing to execute a lawful instruction or order. Violation of any rules, regulations, directives, orders, or policies may be reason for disciplinary action.

Discipline

The City of Ramsey will discipline employees for just cause only. The seriousness and or frequency of misconduct will be factors in determining whether discharge or some other disciplinary action is warranted.

Discipline will be in one or more of the following forms:

- Oral reprimand
- Written reprimand
- Suspension
- Demotion
- Discharge

Resignation

If you should choose to resign from your position with the City of Ramsey, we would appreciate a two-week notice given to your supervisor.

CONDUCT

Code of Conduct

Policy Statement

It is the policy of the City of Ramsey to maintain a respectful work and public service environment free from violence, discrimination, and offensive or degrading remarks or conduct. Preserving a respectful environment in which to work is the shared responsibility of both management and employees. Inappropriate conduct or communication can interfere with an individual's employment or use of public services, or create an intimidating, hostile or offensive work environment. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from employment.

Scope

This policy governs the conduct of all City employees, including; elected officials; union, non-union, supervisory, non-supervisory, managerial, full-time, part-time and temporary employees; and members of City boards and commissions.

Definitions of Prohibited Behaviors

Violent behavior includes the use or threat of physical force, harassment, or intimidation, or abuse of power or authority when the impact is to control others by causing pain, fear or hurt.

Discriminatory behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include, but is not limited to, such work-related actions as rudeness, exclusionary behavior, creating or displaying graphics depicting co-workers or customers inappropriately, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

Policies

1) Expected Conduct of City Employees in General

Employees of the City shall conduct themselves at all times while on duty or on the employer's premises, in such a manner as to reflect most favorably on the City. Conduct unbecoming a City employee shall include any conduct that tends to bring the City into disrepute or reflects discredit on the person as an employee of the City, or that which tends to impair the functioning of an employee, a department, or the City.

Loyalty to the City and to associates is an important fact in staff morale and efficiency. Staff members should maintain a loyalty to the City and its associates as is consistent with law, personal ethics and professional standards.

2) Conduct in Dealing with the Public

While representing the City, employees shall be courteous to all members of the public. They shall be tactful in the performance of their duties, control their tempers and exercise the utmost patience and discretion. They shall not engage in argumentative discussions, even in the face of extreme provocation. They shall not use coarse, violent, profane or insolent language or gestures, and shall not

express any prejudice concerning race, religion, politics, national origin, lifestyle, or other personal characteristics.

In the event a member of the public becomes abusive on the phone or in person, employees should refrain from escalating the situation and if possible, employ tactics to defuse the situation, e.g. lower the voice, ask the person to sit down. If the situation does not improve, the employee can refer the person to a supervisor or request that a police officer be called to the scene. Employees are not required to continue conversations that include profanity or threats. In those situations, the employee should refer the call to a supervisor or inform the caller, as courteously as possible, that the employee is hanging up and will talk with the caller after the caller has calmed down.

3) Conduct Between Employees

Employees shall cooperate with and be courteous to co-workers at all levels. While everyone is entitled to their feelings, they are not entitled to act on their feelings inappropriately in the workplace. Employees shall control their tempers and refrain from behaviors that are hostile, offensive, intimidating, degrading, or exploitative. Inappropriate displays include, but are not limited to slamming doors, pounding tables, kicking furniture, unwanted physical contact of any nature, making threats, berating or belittling others, speaking in raised voices, using coarse, violent or profane language or gestures, refusing to speak or respond when spoken to, and refusing to provide assistance when requested.

Employees shall treat each other with respect. They shall refrain from making remarks about or using nicknames for other employees that are disparaging or based on a personal characteristic; producing cartoons or other graphics displaying other employees in an unfavorable light; communicating threatening or disparaging remarks via any medium (voice, e-mail, notes, etc.); engaging in unwanted horseplay or practical jokes; failing to relay written, verbal or telephone messages; unwanted, unwarranted physical contact of any nature, including "roughhousing" such as punching in the arm, pinching, arm twisting, etc., and other, similar unwanted conduct.

4) Reporting Inappropriate Workplace Behaviors

Any employee who feels he or she is being subjected to intimidating, offensive, or harassing behaviors should take the following steps:

- a) If possible, politely but firmly tell the person who is behaving inappropriately that you are uncomfortable with or offended by the behavior and ask them to stop.
- b) Write a memorandum for personal reference that describes the inappropriate behavior, the date the inappropriate behavior occurred, how it made you feel, what you did, how the offending party responded, and the names and titles of any witnesses.
- c) If confronting the offending party is not practical or possible, or if the person refuses to discontinue the inappropriate behavior, the employee should, adhering to the chain of command, contact someone on the list below verbally or in writing:

1. The employee's immediate supervisor
2. The employee's Department Head
3. The Administrative Services Director
4. The City Administrator
5. The Mayor

d) The complaining party should be prepared to provide the following information:

1. The complainant's name, department and position title.
2. The name, department, and position title of the offending party, if known.
3. The specific facts of the alleged inappropriate behavior, how long it has allegedly gone on, any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) that was supposedly taken against the employee who is filing the complaint.
4. Names of witnesses, if any, to the alleged harassment.
5. Whether the complainant has previously reported the alleged harassment and, if so, to whom.

5) Investigation of Complaints of Inappropriate Conduct

The Human Resources Manager, the City Administrator, or a designee of the City Administrator, shall investigate complaints of inappropriate workplace conduct.

The determination of whether inappropriate workplace conduct has occurred will be made on a case-by-case basis. Disciplinary action will also be determined on a case-by-case basis in accordance with the Personnel Policy, applicable policies of the Police and Fire Departments, and applicable collective bargaining agreements.

Employees who are found to have filed bad faith complaints of inappropriate workplace conduct will be subject to disciplinary action as described in the preceding paragraph.

6) Consequences of Engaging in Inappropriate Workplace Conduct

Employees who are found to engage in inappropriate workplace conduct may be subject to disciplinary action, up to and including immediate termination, subject only to the provisions of the Personnel Policy, applicable policies of the Police and Fire Departments and applicable collective bargaining agreements.

Supervisors are required to deal swiftly and vigorously with employees who treat others disrespectfully. Any supervisor who condones or allows inappropriate workplace conduct, or fails or refuses to respond appropriately to complaints of inappropriate workplace conduct, will be subject to disciplinary action as described in the preceding paragraph, whether or not the supervisor actually engaged in inappropriate workplace conduct.

7) Retaliation for Complaints of Inappropriate Workplace Conduct

All employees are prohibited from retaliating or threatening to retaliate against anyone who complains of inappropriate workplace conduct. Any employee found to engage in retaliatory actions is subject to discipline, up to and including immediate termination, subject only to the provisions of this personnel policy, applicable policies of the Police and Fire Departments, and applicable collective bargaining agreements.

8) Relationship of Code of Conduct to Harassment Policy

This policy supplements and does not replace the City's policies prohibiting discrimination, harassment in the workplace and workplace violence.

Harassment Policy

For the purpose of this policy, the term "harassment" includes (but is not limited to) slurs, jokes, other verbal, graphic or physical conduct relating to an individual's race, color, creed, sex, religion, national origin, handicap, age or sexual orientation, marital status, familial status, status with regard to public assistance, status with regard to disability, or other characteristic protected by state or federal law.

This policy applies to all City employees and volunteers without exception including elected officials, temporary employees, employees working under contract for the City and members of the paid-on-call fire department.

Any form of harassment related to an employee's race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance; sexual orientation, familial status, age, or other characteristic protected by state or federal law is prohibited and may result in disciplinary action, up to and including immediate termination.

Sexual Harassment

Sexual Harassment is a serious offense and will not be tolerated. Likewise, retaliation against an employee who makes a complaint of sexual harassment will not be tolerated.

For the purposes of this policy, the term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical contact or communication of sexual nature when:

1. Submission to such conduct is made implicitly or explicitly as either a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual's employment;
3. Such conduct has the purpose or effect of substantially interfering in an individual's work performance or in creating an intimidating, hostile, or offensive working environment.

Violation of this Policy by an employee may subject that employee to disciplinary action, up to and including discharge.

If an employee believes that he or she is the victim of harassment, or observes harassment in the workplace, the employee should immediately contact one of the following:

1. Immediate supervisor
2. Department Head
3. Administrative Services Director
4. The City Administrator
5. The Mayor
6. City Councilmember(s)

All reports of harassment will be thoroughly investigated and appropriate action will be taken. Complaints of harassment will be taken seriously and will be held confidential to the extent permitted by law.

Employee Responsibility and How to Use This Handbook

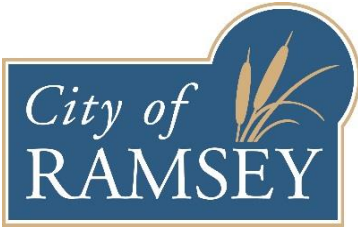
It is each employee's responsibility to know and understand the policies and subject covered in this handbook. Updated material may be added periodically and it is the employee's responsibility to review any new material added.

This handbook is provided for the employee's use as a ready reference and as a summary of the City of Ramsey's personnel policies, work rules, and benefits. It supersedes any previous handbooks, interpretations, policies, or practices and is valid until amended or replaced.

Please understand this handbook only highlights the City's policies, practices, and benefits for your personal education and cannot be construed as a legal document or contract. In addition, circumstances may require that policies, practices, and benefits described herein be changed from time to time. Any local, state or federal laws that impose stricter requirements or regulations shall be used in lieu of policies or procedures outlined in this handbook wherever they apply.

Unless otherwise required by law, in no event shall the hiring or continued employment of any person be considered as creating a contractual relationship between the employee and the City of Ramsey; and unless otherwise provided, such relationship shall be defined as "employment at will" where either party may dissolve the relationship.

The City of Ramsey is an Equal Employment Opportunity Employer



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

Accident Report

Rink Location: Central Park Ramsey Elementary

Name of injured person: _____

Address of injured person: _____

Date and time when injury occurred: _____

Age of injured person: _____

Nature of injury: _____

How accident occurred: _____

What action was taken? _____

Witnesses: Name: _____

Address: _____

Telephone: _____

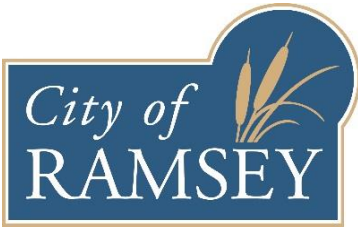
Name: _____

Address: _____

Telephone: _____

This report completed by: _____

**If this is a major emergency, be sure to contact to Terry Byron immediately;
otherwise leave this report with the daily log sheet.**



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com



RINK ATTENDANT SHIFT LOG
For Ramsey Elementary School Rink



Attendant Name: _____

Date: _____

Time In: _____

Time Out: _____

_____ Entry snow and ice free

_____ Grounds and parking lot trash free

_____ Floor swept

_____ Trash emptied, bagged and placed outside

_____ Shovels and equipment put away

_____ Nets off the rinks and away from rink openings

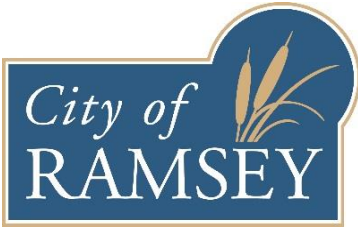
_____ Warming house cleaned and in order

_____ Lights off, door locked and building secure

_____ Estimate number of rink users during shift

Items in need of repair, supplies requested or something to note: _____

City Hall (763) 427-1410
Parks Department (763) 427-8254
Police Dispatch (763) 427-1212
Emergency 911



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RINK ATTENDANT SHIFT LOG
For Central Park Rink



Attendant Name: _____

Date: _____

Time In: _____

Time Out: _____

____ Sidewalk and entry snow and ice free

____ Grounds and parking lot trash free

____ Floor swept and mopped

____ Windows and mirrors cleaned

____ Toilets and sinks clean

____ Trash emptied, bagged and placed outside

____ Shovels and equipment put away

____ Nets off the rinks and away from rink openings

____ Warming house cleaned and in order

____ Lights off, door locked and building secure

____ Estimate number of rink users during shift

Items in need of repair, supplies requested or something to note: _____

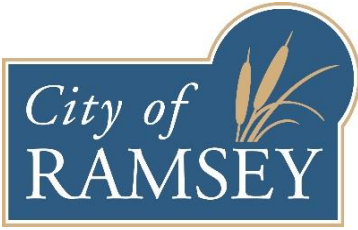
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It is our mission to work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services.



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 ***Rink Reservation Form*** 

All spaces must be filled in please:

Team/Organization: _____

Name and phone #: _____

1st reservation day and time: _____

2nd reservation day and time: _____

3rd reservation day and time: _____

Rink Attendant name: _____ Date: _____

Please note: You may only reserve the west rink and this cannot exceed a two-hour time frame.

Only after third reserved time has passed shall another sheet may be turned in.

Acknowledgement of Receipt of Rink Attendant Handbook

This is to acknowledge that I have received a copy of the City of Ramsey Rink Attendant Handbook and understand that it contains important information on the City's general personnel policies and on my privileges and obligations as an employee. I will familiarize myself with the material in these policies and understand that I am governed by its contents. I further understand that the City may change, rescind, or add to any policies or practices described in the handbook from time to time in its sole and absolute discretion with or without prior notice.

I understand and accept that the City of Ramsey will release my home and/or personal cell phone number to the other Rink Attendants and to Public Works staff members that are responsible for supervising the Rink Attendants.

Employee Signature

Date

CC Work Session

Meeting Date: 10/24/2023

Primary Strategic Plan Initiative: Enhance City’s communication through transparency and accountability.

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussions. 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: 10/19/2023

Reviewed By

Brian Hagen

Date

10/19/2023 07:25 AM

Started On: 10/13/2023 10:34 AM

Row #		<u><i>Tentative City Council Future Work Session Topics</i></u>	
	Proposed Date	Topic	Minutes (Estimate)
	2023		
	TBD	Discuss Recycling Program	45
	TBD	Discuss Solicitor License approval process – Game Fair	15
	TBD	Continue Policy Project Discussion – continue Park Policy discussion – Riverblood	30
	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	Development Interest Info to Council	
	TBD	Decorum of Council Towards Meeting Attendees	