

City of Ramsey
Agenda
Charter Commission
Wednesday, July 19, 2023

6:00 pm

Council Chambers, 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. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
 1. Approve the Following Meeting Minutes:
 - 1) Regular Charter Commission Meeting - February 2, 2023
5. **Commission Business**
 1. Approve Year End Activity Letter to Chief Judge for Year 2022
 2. Review Council Supported Options Regarding Chapter 4 of the Charter - Nominations and Elections
6. **Commission/Staff Input**
7. **Adjournment**

Charter Commission

Meeting Date: 07/19/2023

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

Information

Title:

Approve the Following Meeting Minutes:
1) Regular Charter Commission Meeting - February 2, 2023

Purpose/Background:

Purpose: To review minutes from past meeting and approve.

Background: The last regular meeting held by the Charter Commission was February 2, 2023. That set of minutes is attached for Commission review and approval.

Recommendation:

Staff recommends reviewing the attached set of minutes and approving with or without amendments.

Outcome/Action:

Motion to approve the following meeting minutes:
1) Regular Charter Commission Meeting - February 2, 2023.

Attachments

Minutes 2-2-2023

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 07/12/2023

Reviewed By

Brian Hagen

Date

07/12/2023 04:08 PM

Started On: 06/12/2023 01:02 PM

**CHARTER COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Charter Commission conducted a regular meeting on Wednesday, February 2, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Joseph Field
 Commissioner Jim Bendtsen
 Commissioner Ben Deemer
 Commissioner Victor Jumah
 Commissioner Jennifer Leistico
 Commissioner David May
 Commissioner Laura Moore
 Commissioner Amy Rusert

Members Absent: Commissioner Joshua Fuhreck

Also Present: City Clerk Katie Schmidt
 City Administrator Brian Hagen
 City Attorney Fritz Knaak

CALL TO ORDER

Chairperson Field called the regular meeting of the Charter Commission to order at 6:00 p.m.

CITIZEN INPUT

None.

APPROVE AGENDA

Motion by Commissioner Deemer, seconded by Commissioner May, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Deemer, May, Bendtsen, Jumah, Leistico, Moore and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

APPROVE MINUTES

Commissioner Leistico noted on page two, her vote should be reflected as a nay.

Commissioner Deemer commented that going forward there should not be discussion after a motion to adjourn.

Motion by Commissioner Deemer, seconded by Commissioner Leistico, to approve the following meeting minutes as amended:

- 1) Regular Charter Commission Meeting dated October 26, 2022

Motion Carried. Voting Yes: Chairperson Field, Commissioners Deemer, Leistico, Bendtsen, Jumah, May, Moore and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

COMMISSION BUSINESS

5.1 Introduce New Charter Commission Members

Chairperson Field recognized member Susan Anderson, who was a long-time member of the Commission and recently passed away.

Chairperson Field welcomed new Commissioner Jumah.

Commissioner Jumah introduced himself to the Commission.

5.2 Review Ordinance #22-26 Amending City Charter Prohibiting Membership on City Boards and Commissions of Non-City Residents

City Administrator Hagen provided an overview of the request to review the ordinance which would amend the City Charter to prohibit membership on City Boards and Commissions of non-city residents.

Chairperson Field stated that typically with amendments, something is amended from existing Charter language, showing strike throughs or additions. He noted that he would prefer that redline version for review.

City Administrator Hagen noted that the difference between the two versions would be the last sentence. He confirmed that the City Council has already passed the ordinance for review by the Charter Commission.

Chairperson Field stated that it seems that it would be a shorter process if the Charter Commission were to propose the amendment to the City Council.

Commissioner Rusert referenced the language regarding future boards or commissions that may be added and asked if the Council could arbitrarily add a group.

City Administrator Hagen commented that the City Charter allows the City Council to create advisory boards and commissions, noting that the Council also appoints members to those boards and commissions. He noted that this amendment would ensure that only Ramsey residents are allowed to serve on boards and commissions.

Commissioner Bendtsen commented that if outside expertise is needed, that could be solicited and did not see the need for a non-Ramsey resident to sit on a board or commission.

Commissioner Leistico agreed noting that the point of the advisory groups is to have residents providing input to the Council.

Commissioner Bendtsen stated that if everyone agrees on the language, it would save time and effort to have the amendment come from the Charter Commission, as the Council could simply adopt the ordinance unanimously to enact the change.

Motion by Commissioner Bendtsen, seconded by Commissioner Deemer, to approve the language amendment for section 2.2 as proposed.

Further discussion: City Attorney Knaak provided more details on the path the Commission could choose with its recommendation that would either require the amendment to be placed on the ballot for the voters or allow the Council to adopt the change with a unanimous vote. Commissioner Moore stated that if everyone agrees with the amended language, she would prefer to choose the option that saves time and money, as that would be most cost-effective. Commissioner Leistico agreed that this change should originate in the Charter and because it is non-controversial she agrees with that path forward.

Commissioner Bendtsen withdrew the motion.

City Administrator Hagen stated that the Commission needs to take action on this tonight and provided clarification on the different paths that could be taken.

City Attorney Knaak stated that under the process, the Council has initiated an ordinance for review by the Commission. He provided additional clarification on the actions the Commission could take.

City Administrator Hagen commented that it seems there is consensus on the amended language.

Motion by Commissioner Bendtsen, seconded by Commissioner Deemer, to table consideration of ordinance #22-26.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Leistico, Jumah, May, Moore and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

Motion by Commissioner Leistico, seconded by Commissioner Moore, to recommend amendment of the City Charter, Section 2.2, to prohibit membership on city boards and commissions of non-city residents.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Leistico, Moore, Bendtsen, Deemer, Jumah, May, and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

5.3 Review Proposed Amendments to Section 4.1 and 4.2 of Chapter 4 of the Charter – Nominations and Elections

City Clerk Schmidt provided an overview of the proposed amendments to Section 4.1 and 4.2 related to nominations and elections. She noted that once the entire review of Chapter 4 is completed, staff would bring that forward to the City Council.

Motion by Commissioner Deemer, seconded by Commissioner May, to recommend approval the changes proposed for Section 4.1 and 4.2 as presented.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Deemer, May, Bendtsen, Jumah, Leistico, Moore and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

5.4 Continue Review of Amendments to Chapter 4 of the Charter – Nominations and Elections

Chairperson Field provided brief background information on the previous considerations to Chapter 4 that the Commission has provided input on thus far. He stated that tonight the focus is on Section 4.5 and noted that staff has provided two options for consideration. He reviewed the options before the Commission and different considerations noted within the staff report.

Commissioner Bendtsen commended the City Clerk for the excellent job in preparation of the staff report and presentation of the information within.

City Clerk Schmidt noted that Section 4.5.5 could be added to any of the options.

Commissioner Moore commented that she prefers option two and believes that 4.5.5 is fine as written.

Commissioner Leistico stated that she also supports option two as it seems to be the most straightforward. She stated that she also supports 4.5.5 as it stands.

Motion by Commissioner Moore, seconded by Commissioner Leistico, to recommend amendment to Chapter 4 of the Charter, selecting Option 2 with the addition of 4.5.5.

Further discussion: Chairperson Field commented that this would seem to shorten the time period and save funds, which are both benefits.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Moore, Leistico, Bendtsen, Deemer, Jumah, May, and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

It was clarified that the motion would delete the language shown highlighted in yellow.

City Clerk Schmidt noted that there is still additional review related to part two and 4.5.6.

Chairperson Field noted that it is proposed to remove part two.

City Clerk Schmidt reviewed the possible amendment to 4.5.6.

Motion by Commissioner Moore, seconded by Commissioner Field, to recommend amendment of the City Charter to remove part two of Section 4.5 as presented.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Moore, Bendtsen, Deemer, Jumah, Leistico, May, and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

The Commission reviewed the proposed changes for Section 4.5.6.

Motion by Commissioner Leistico, seconded by Commissioner Moore, to recommend amendment of the City Charter Chapter 4, Section 4.5.6 as proposed.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Leistico, Moore, Bendtsen, Deemer, Jumah, May, and Rusert. Voting No: None. Absent: Commissioner Fuhreck.

5.5 Review Proposed Charter Amendment Brought Forward by Commissioner Bendtsen

Chairperson Field noted that at the last meeting, Commissioner Bendtsen brought forward a request related to franchise fees and suggested an amendment. He reviewed the motion that was made at the last meeting.

Commissioner Bendtsen stated that his intent was to prevent franchise fees from being used for road maintenance.

Commissioner Moore asked how many members would be needed one way or the other for this to move forward.

Chairperson Field commented that a majority of the members would be needed. He recognized that there was controversy over the previous use of franchise fees but noted that could become a shell game of how the funds are ultimately used.

Commissioner Rusert stated that perhaps using the language “the City cannot use a franchise fee” to prevent that situation from occurring, as that would still allow other entities to charge a franchise fee if needed.

Chairperson Field referenced the handbook provided by the League of Minnesota Cities and recommended that the other commissioners read the handbook as well. He noted that in the past when this had been discussed, they had requested a study to be completed.

Commissioner May stated that a franchise fee would provide a city with the opportunity to raise revenue.

Commissioner Leistico commented that she believes that the franchise fee is a tool within the toolbox and did not see the need to limit that. She stated that if someone does not like how their

Councilmember votes related to franchise fees, they can act on that. She noted that the City had a study completed by the University of Minnesota, which provided a lot of information. She recognized that the study requested by the Charter Commission was shorter because of the limited budget available, but also provided information. She commented that it would seem that some people did not like the results of those studies and therefore keep coming back to request more. She asked where this is coming from as she has not been contacted by anyone about franchise fees. She stated that she does not want to keep rehashing this if it is the agenda of just one or two members.

Commissioner Rusert recapped that the franchise fee was enacted and then taken away. She asked if the funds had been misappropriated.

Commissioner Bendtsen commented that the Council used the franchise fee to raise funds because they wanted to spend the property tax funds in other ways.

Chairperson Field stated that the Council has supported and then not supported the use of franchise fees because membership of the Council changed. He stated that franchise fees could be seen as an unregulated income source.

Commissioner Deemer commented that there is a lack of knowledge related to how other communities use their franchise fees.

Commissioner Moore commented that she would not want to take options away from the City Council that could potentially be used. She stated that if people do not support the actions of the Councilmember representing their ward, they can vote as such in the next election.

Commissioner Rusert stated that the franchise fee would seem to be another source of revenue, noting that the City already has sources of revenue and if additional funds are needed perhaps the City should review its spending.

Chairperson Field recognized that the Charter Commission was limited in the amount of funding available for the study completed. He noted that some of his questions were not answered in the study.

Commissioner Deemer commented that the intent of the franchise fee was to complete road projects without assessment, noting that the Council seems to have found a way to do that without the franchise fee. He stated that it would seem pointless because the City has found a way to fund the roads without the franchise fee.

Chairperson Field stated that it has come and gone and could come back again. He believed that there should be some type of regulation on the use of franchise fees but did not believe the Commission had enough information to take action on that.

Commissioner Bendtsen withdrew his previous motion.

Commissioner Moore suggested that the previous studies be provided to the members of the Commission, as she was not a member when this had previously been discussed.

6. COMMISSION / STAFF INPUT

No comments.

7. ADJOURNMENT

Motion by Commissioner Deemer, seconded by Commissioner Rusert, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Deemer, Rusert, Bendtsen, Jumah, Leistico, May, and Moore. Voting No: None. Absent: Commissioner Fuhreck.

The regular meeting of the Charter Commission adjourned at 8:05 p.m.

Respectfully submitted,

Katie Schmidt
City Clerk

Fritz Knaak
City Attorney

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Charter Commission**Meeting Date:** 07/19/2023**Primary Strategic Plan Initiative:** Enhance City's communication through transparency and accountability.**Information****Title:**

Approve Year End Activity Letter to Chief Judge for Year 2022

Purpose/Background:

Purpose: To fulfill the requirement of submitting an annual report to the Chief Judge of the Tenth Judicial District.

Background: In accordance with Minnesota Statutes 410.05, an annual report reflecting the activities of the Charter Commission must be submitted to the Chief Judge of the Tenth Judicial District. Attached to this case is the summary letter for the year 2022 for the Commission's review, comment and approval. Once approved by the Commission, staff will forward the letter to the Chief Judge.

Recommendation:

Approve the year-end annual report letter for 2022 and direct staff to submit such letter to the Chief Judge, as per State Statutes requirements.

Outcome/Action:

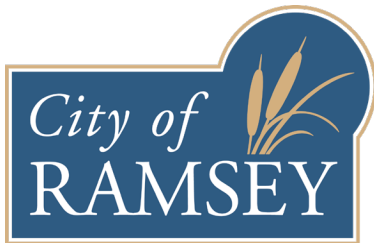
Motion to approve the year-end annual report letter for 2022 and direct staff to submit such report to The Honorable Stoney L. Hiljus, Chief Judge of the Tenth Judicial District.

Attachments

Draft 2022 Annual Report

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	07/12/2023 04:08 PM
Form Started By: Katie Schmidt		Started On: 06/12/2023 01:05 PM
Final Approval Date: 07/12/2023		



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www.cityoframsey.com

July 20, 2023

The Honorable Stoney L. Hiljus
Chief Judge Tenth Judicial District
Kanabec County Courthouse
18 North Vine Street, Suite 318
Mora, MN 55051

Re: City of Ramsey, Anoka County, Minnesota, Charter Commission Annual Report

Dear Judge Hiljus:

In accordance with Minnesota Statutes 410.05, the following is an annual report reflecting the activities of the City of Ramsey Charter Commission during the year 2022.

Members of the Charter Commission for year 2022 were as follows: Susan E. Anderson, Jim Bendtsen, Benjamin Deemer, Joseph Field (Chair), Joshua Fuhreck (Vice-Chair), Jennifer Leistico, David May, Laura Moore and Amy Rusert.

The Commission fulfilled their requirement of meeting at least once during the year by calling a meeting to order on Wednesday evening, October 26, 2022. The Commission conducted the following business:

1. Introduced New Charter Commission Members
2. Elect Chair and Vice-Chair for 2022-2023
3. Continue Review of Amendments to Chapter 4 of the Charter - Nominations and Elections
4. Review Ordinance #22-17 Amending City Charter Prohibiting Membership on the Charter Commission of City Council Members
5. Review Ordinance #22-26 Amending City Charter Prohibiting Membership on City Boards and Commissions of Non-City Residents

The minutes from the October 26, 2022 meeting are attached.

Very truly yours,

On behalf of the Ramsey City Charter Commission

Katie Schmidt, MCMC
City Clerk

Attachment: Meeting Minutes

**CHARTER COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Charter Commission conducted a regular meeting on Wednesday, October 26, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Joseph Field
 Commissioner Jim Bendtsen
 Commissioner Ben Deemer
 Commissioner Joshua Fuhreck
 Commissioner Jennifer Leistico
 Commissioner David May
 Commissioner Laura Moore
 Commissioner Amy Rusert

Members Absent: Commissioner Susan Anderson

Also Present: City Clerk Katie Schmidt
 City Administrator Brian Hagen
 City Attorney Fritz Knaak

CALL TO ORDER

Chairperson Field called the regular meeting of the Charter Commission to order at 6:30 p.m.

CITIZEN INPUT

None.

APPROVE AGENDA

Commissioner Bendtsen requested to add an item to the agenda titled New Business to be considered prior to Commission Business, noting that he would like to propose language to be considered to be added to the Charter.

Motion by Commissioner Bendtsen, seconded by Commissioner Deemer, to amend the agenda to add a section titled New Business to be considered prior to Commission Business.

Further discussion: Commissioner Leistico asked if that would be a proposition to add a category or whether he would be making a motion. Chairperson Field commented that the request is to add the category and the details will follow when that item is reached.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

Motion by Commissioner Deemer, seconded by Commissioner Bendtsen, to approve the agenda as amended.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

APPROVE MINUTES

Motion by Commissioner Deemer, seconded by Commissioner Moore, to approve the following meeting minutes as presented:

- 1) Regular Charter Commission Meeting dated November 17, 2021

Motion Carried. Voting Yes: Chairperson Field, Commissioners Moore, Bendtsen, Deemer, Fuhreck, Leistico, May and Rusert. Voting No: None. Absent: Commissioner Anderson.

COMMISSION BUSINESS

5.1 Introduce New Charter Members

City Clerk Schmidt introduced the newly appointment Members of the Commission, Amy Rusert and David May. She noted that Laura Moore was also reappointed for another four-year term.

Chairperson Field welcomed the new members to the Commission.

Commissioners May and Rusert introduced themselves.

5.2 Elect Chair and Vice Chair for 2022-2023

Chairperson Field noted that the positions run for two-year terms, therefore these nominations will run for 2022 and 2023.

Chairperson Field opened the floor for nominations for the position of Chair.

Motion by Commissioner May, seconded by Commissioner Bendtsen, to nominate Commissioner Joseph Field to serve as Chair for the Charter Commission for years 2022 – 2023.

Motion by Commissioner Leistico nominated Commissioner Joshua Fuhreck to serve as Chair for the Charter Commission for years 2022 – 2023. The nomination failed for lack of second.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, May, Moore and Rusert. Voting No: Commissioner Fuhreck and Leistico. Absent: Commissioner Anderson.

Chairperson Field opened the floor for nominations for the position of Vice Chair.

Motion by Commissioner Leistico, seconded by Commissioner Moore, to elect Commissioner Joshua Fuhreck to serve as Vice Chair for the Charter Commission for years 2022 - 2023.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Moore, Rusert, Deemer, Fuhreck, Leistico, and May. Voting No: Commissioner Bendtsen. Absent: Commissioner Anderson.

5.3 Approve Year End Activity Letter to Chief Judge for Year 2021

Chairperson Field noted that included in the case was the draft summary letter for the year 2021 for the Commission's review, comment, and approval. Once approved by the Commission, staff will forward the letter to the Chief Judge.

Motion by Commissioner Deemer, seconded by Commissioner Fuhreck, to approve the year-end annual report letter for 2021 and direct staff to submit such report to The Honorable Stoney L. Hiljus, Chief Judge of the Tenth Judicial District.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

5.4 Continue Review of Amendments to Chapter 4 of the Charter – Nominations and Elections

Chairperson Field commented that he believed that the Commission had already made a decision on 4.1 and 4.2.

Commissioner Bendtsen referenced the communication from the City Attorney in the past few months related to precedent of the Charter over State Statute. He asked if the City Charter takes precedent.

City Attorney Knaak commented that his opinion letter was included in the list of materials for this item. He commented that the Charter Commission agreed on a decision for 4.1 and 4.2 but the Council had some concerns as he relayed in his letter. He noted that prior Council did a very thorough job in putting language in front of the Commission that would have conformed with State law, but the Commission can decide whether or not that conformity with State law is a good thing or not. He stated that the State Statute is clear when it comes to primary elections and general elections that the Charter would overrule the State law, whereas typically State law trumps provisions of a Charter. He stated that while the changes may be a good idea, the Commission is not compelled to make the changes under State law. He stated that doing nothing would be an option. He confirmed that this provision only applies to City elections and would also apply to referendums.

Chairperson Field noted that 4.1 and 4.2 were already approved by the Commission and it was confirmed that no action would be needed on 4.3 He noted that there are four options to consider for 4.4 and read through the different options. He noted that the Council did have a discussion about this after the Commission made its recommendation on 4.1 and 4.2 and the minutes from

that discussion were included in the materials for this meeting. He noted that it seemed the Council was not comfortable eliminating primaries whereas the Commission supported elimination of primaries because of the cost and burden on staff.

Commissioner May provided input on a previous primary election experience which triggered a second primary election and additional expense for the City. The Commission discussed the difference between a referendum and an advisory election question. The Commission discussed narrowing the discussion by removing the two options that include advisory elections.

Commissioner Fuhreck commented that he would not be opposed to leaving the option for an advisory election in conjunction with a regular election. He used the example of franchise fees and noted that perhaps the Council wanted to use that tool to gauge public opinion on that topic.

Commissioner May noted the poor turnout that typically occurs for a special election and stated that it would perhaps be better to use alternate means to gauge resident opinion. The Commission noted other means that have been used to poll the community on topics. A suggestion was made to allow advisory election questions, but only during a regular municipal election.

Chairperson Field stated that it seems there is momentum towards option one for 4.4.

Motion by Commissioner Deemer, seconded by Commissioner Moore, to approve option one for 4.4.

Further discussion: Commissioner Rusert stated that she does not see how an advisory election would be helpful as there would not be sufficient background information and the question can be worded to provide the desired outcome. A Commissioner asked what would be a special election outside of the Council. City Attorney Knaak provided additional details on the types of items that could be considered in special election. The Commission discussed the different methods in which the Charter can be amended.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Moore, Bendtsen, Deemer, Fuhreck, Leistico, and May. Voting No: Commissioner Rusert. Absent: Commissioner Anderson.

Chairperson Field moved to 4.5 noting that there are many different options to consider and provided an overview.

A member of the Commission suggested identifying the goal and objective and then finding the option that would best fit with that. The consensus of the Commission in regard to the objectives was that a Council position should not be allowed to remain vacant for a long period of time. The Commission discussed whether to allow appointment to a vacant position.

City Attorney Knaak noted that sometimes the vacancy is in the position of Mayor and/or City Council. He noted that if the vacancy is in the position of Mayor there may be multiple members of the Council interested but there may also be interest from an outside party. He stated that the

outside party can then be specified that they are not allowed to run for the position after the appointment expires.

The Commission continued to discuss the differences between the options as well as alternate options that could be selected. A suggestion was made to use the language that someone could be appointed until a special election could be held, rather than making it an either/or scenario. It was noted that the language “within 90 days of the vacancy” had been stricken from the options in order to comply with State law but could actually stay in if desired with the knowledge that the City Charter trumps State law in relation to City elections. The Commission agreed that 90 days would be very quick for campaigning, balloting, and an election to be held and 180 days would be more appropriate. It was noted that the City should balance the cost of the special election and burden on City staff with the value provided by a special election. The Commission discussed whether to have primaries for special elections.

A suggestion was made to table this item with direction for staff to bring back additional options based on the discussion tonight. It was stated that it would be helpful to have scenarios to review and input from other charter cities.

Chairperson Field noted that he would plan to hold the next meeting after the first of the year.

Motion by Commissioner Deemer, seconded by Commissioner Bendtsen, to table the remaining balance of Chapter 4.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, Moore, May, and Rusert. Voting No: None. Absent: Commissioner Anderson.

5.5 Review Ordinance #22-17 Amending City Charter Prohibiting Membership on the Charter Commission of City Council Members

Chairperson Field reviewed the ordinance which was adopted that prevents a member from the City Council to serve on the Charter Commission or other Boards and Commissions. He stated that the City Council has adopted this ordinance and now it is before the Commission for consideration.

City Administrator Hagen noted that there was some discussion on the topic, but the vote was passed unanimously by the Council.

The Commission agreed that this would make sense as there are checks and balances between the City Council and Charter Commission.

Chairperson Field commented that this body acts with integrity and treats the Charter as its constitution. He believed that this change would solidify that and would not politicize it by adding a Councilmember to the Charter Commission.

Commissioner Deemer commented that the intention of the Commission is to be a separate body working for the City, appointed by a Judge.

Motion by Commissioner Bendtsen, seconded by Commissioner Leistico, to approve Ordinance #22-17 as presented.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Leistico, Bendtsen, Deemer, Fuhreck, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

City Attorney Knaak commented that the Commission has completed one of the formal processes. He noted that this approval will be sent back to the City Council. He stated that the Commission could separately propose this ordinance for the consideration of the Council, which will keep open the option for the Council to unanimously approve the ordinance rather than going through referendum. He was unsure whether the Council would unanimously recommend this as there was one member that seemed to prefer a referendum.

Motion by Commissioner Bendtsen, seconded by Commissioner Deemer, to recommend an ordinance that would amend Section 2.4 of the Charter to add that no member of the Council may serve on the Charter Commission or other Board or Commission.

Further discussion: Commissioner Leistico asked and received confirmation that this process would provide the Council with the option to unanimously approve this language for incorporation into the Charter without having to go to referendum.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

5.6 Review Ordinance #22-26 Amending City Charter Prohibiting Membership on City Boards and Commissions of Non-City Residents

Commissioner Leistico commented that she already thought this was a requirement and therefore finds it reasonable.

The Commission asked if this action would have any negative or unintended consequences. It was noted that a resident would tend to have more input from their neighbors on topics of interest which would be beneficial, whereas if expert input is desired that can be solicited from outside parties.

City Administrator Hagen provided details on the ordinance that was introduced by the Council, which called out specific boards and commissions as there are some boards on which staff members serve upon. He stated that the ordinance included in the packet was the ordinance adopted by the Council, noting that the additional language listing the specific boards and commissions did not make it into the adopted version. He stated that the Charter Commission could approve the language that was adopted by the Council or could choose to adopt the alternate language which lists the specific boards and commissions.

The Commission suggested that this go back to the Council to clean up the language and come back to the Commission in January to consider.

City Attorney Knaak stated that the Commission could adopt the language that was intended and that could go back to the Council.

Commissioner Fuhreck stated that they would prefer that the Commission send their preferred language to the Council and let the Council make the decision. They did not want to get into the habit of having the Council send things to the Commission versus the Commission sending things to the Council.

Chairperson Field stated that he would prefer to send this back to the Council to modify as they intended.

Motion by Commissioner May, seconded by Commissioner Deemer, to send back Ordinance #22-26 to the City Council to clarify the ordinance which will come back to the Charter Commission in January.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

6. NEW BUSINESS

Motion by Commissioner Bendtsen, seconded by Chair Field, to add the following language to Section 10.4, under power of regulation reserve: "No franchise fee may be implemented or mandated by ordinance for the purposes of road or street improvement, construction, or reconstruction."

Further discussion: Chair Field stated that this is a big topic, and he would like to table this to the January meeting in order to provide the necessary time to discuss and review.

Motion by Chair Field, seconded by Commissioner May, to table this item to the January meeting.

Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

7. COMMISSION / STAFF INPUT

7.1 Other

No comments.

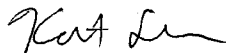
8. ADJOURNMENT

Motion by Commissioner Deemer, seconded by Commissioner May, to adjourn the meeting.

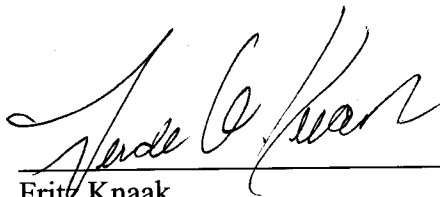
Motion Carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Deemer, Fuhreck, Leistico, May, Moore and Rusert. Voting No: None. Absent: Commissioner Anderson.

The regular meeting of the Charter Commission adjourned at 9:33 p.m.

Respectfully submitted,



Katie Schmidt
City Clerk



Fritz Knaak
City Attorney

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Charter Commission**Meeting Date:** 07/19/2023**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Information****Title:**

Review Council Supported Options Regarding Chapter 4 of the Charter - Nominations and Elections

Purpose/Background:Purpose

The purpose of this case is to review Chapter 4 of the Charter - sections 4.5.4 and 4.5.6.

Background

On April 25, 2023, Council unanimously approved adoption of Ordinance #23-05 which included Charter recommended changes to Chapter 4 - sections 4.1, 4.2, 4.4 and parts of section 4.5 of the Charter. Council did not approve Ordinance #23-07, which included changes to section 4.5.4 and 4.5.6.

Council recently met on May 9, 2023 to provide feedback on supported language related to the Charter Commission's recommended changes to Chapter 4 - Nominations and Elections section 4.5.4 and 4.5.6. There was a consensus that Council would support an appointment only if it received unanimous support from all current council members. The first attachment shows how section 4.5 will read as of July 28, 2023, once the approved changes from Ordinance #23-05 take effect, as well as Council supported options for section 4.5.4 and 4.5.6.

Additional Attachments:

- Ordinance #23-05 Adopted 4-25-23
- Ordinance #23-07 Failed Adoption 4-25-23
- Minutes from the Council Meeting on 4-25-23
- Minutes from the Work Session on 5-9-23

Notification:

N/A

Time Frame/Observations/Alternatives:

NA

Funding Source:

N/A

Recommendation:

Staff does not have a recommendation.

Outcome/Action:

Based on discussion, the Charter Commission could recommend the options supported by the Council or not recommend any changes and leave those two sections as is.

Attachments

Charter 4.5 - Council Supported Changes

#23-05 Adopted

Ordinance #23-07 Failed

5-9-23 Council WS Minutes

4-25-23 Council Mtg

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 07/12/2023

Reviewed By

Brian Hagen

Date

07/12/2023 04:11 PM

Started On: 06/12/2023 01:15 PM

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

Sec. 4.5 – Vacancy of municipal elected office.

- 4.5.1 In the event that a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, a special election shall occur on the date established by the City Council per Minn Stat. §205.10, as the same may be revised, amended or recodified, to elect a successor to serve for the remainder of the unexpired term of the office vacated.
- 4.5.2 A person elected at a special election held pursuant to this section to fill the balance of the unexpired term shall take office immediately after being qualified.
- 4.5.3 The procedure at such election shall conform as nearly as practicable to that prescribed for other municipal elections under this Charter.
- 4.5.4 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council shall, by a majority vote, appoint a successor to serve for the remainder of said term. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.
- 4.5.5 If two or fewer candidates file an affidavit of candidacy, the special primary election shall be canceled and the special general election may be moved up to the primary date with Council approval. If this option is utilized, it must be noted on the resolution calling for a special election.
- 4.5.6 If there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the city council shall fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the council, the mayor shall make said appointment from the candidates under consideration.

Council supported changes to Sections 4.5.4 and 4.5.6 of the Charter:

- 4.5.4 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs the council may, by unanimous vote of all current members of the city council, appoint a successor to serve until a successor elected at a special election held pursuant to this section is qualified. If a subsequent attempt to hold a special election would occur in the fourth year of the vacant term, no special election would be held. The council may appoint a successor according to Sec. 4.5.6 of this chapter.
- 4.5.6 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council may, by unanimous vote of all current members of the city council, appoint a successor to serve for the remainder of said term.

Comment: Appointment is only possible with a unanimous vote from all current council members.

ORDINANCE #23-05
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF
RAMSEY, MINNESOTA CHAPTER 4 – ELECTIONS AND NOMINATIONS**

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 7.

SECTION 2.

The Section 4 of the City of Ramsey Charter is amended to read as follows (additions indicated by underline, deletions indicated by strikethrough):

“Sec. 4.1 – The regular municipal election.

A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year, ~~commencing in 1984~~, at such places as the city council shall designate. At least 15 days prior notice shall be given by the city clerk by posting a notice thereof in the city clerk’s office, on the city website ~~at least one public place in each election precinct~~, and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this Charter shall assume the duties of office to which they were elected on the first ~~business day~~ Monday in January following such election.

4.1.1 *Primary elections.* ~~The regular p~~Primary elections shall be held on the same date as prescribed by ~~the~~ Minnesota Election Law Statute, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election, ~~unless two nominees or fewer file for each elective office. If two candidates or fewer file for any elective office, that office shall not appear on the primary ballot and the candidates shall appear on the municipal general election ballot as the nominees for that office.~~

“Sec. 4.2 – Filing for office.

All persons who shall desire to be elected to any elected office shall file an affidavit not more than ~~ten weeks~~ 84 days nor less than ~~eight weeks~~ 70 days before the primary election with the city clerk, paying a filing fee to the city clerk in an amount as set by ordinance or filing a nominating petition. The clerk shall also accept an application for candidacy as authorized by state law.

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

The ballots or other material shall contain no political party designation of any candidate and the names of the candidates for each office shall be rotated in the manner provided by state law may be arranged on the ballot alphabetically according to the surname of each candidate. Consistent with state law, ~~the~~ ballots or the results shall be counted and preserved and the city clerk shall be the final custodian of such ballots or returns for the city.

A sample ballot or a facsimile representation of the ballot shall be posted at the place of election in the city clerk's office and published in the official newspaper of the city at least ~~one~~ two weeks before such election by the city clerk, whose duty it is to preserve such sample ballots.

“Sec. 4.4 – Special and advisory elections except for elected office.

The council may, by resolution, order any special or advisory election deemed appropriate by the council, for any reason, and provide all means for holding it, except that any election so ordered shall only be held on the same date as a regular municipal election. At least 15 days' prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election. This section does not apply to special elections to fill vacancies in municipal offices.

“Sec. 4.5 – Vacancy of municipal elected office.

- 4.5.1 In the event that ~~When~~ a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, there shall be a special election shall occur on the date established by the City Council per Minn Stat. §205.10, as the same may be revised, amended or recodified, held within 90 days after the vacancy occurs to elect a successor to serve for the remainder of the unexpired term of the office vacated.
- 4.5.2 A person elected at a special election held pursuant to this section to fill the balance of the unexpired term shall take office immediately after being qualified. The city clerk shall give at least 60 days published prior notice of such special election, except as set forth under 4.5.5 of this section.
- 4.5.3 The procedure at such election and assumption of duties of elected officers following such election shall conform as nearly as practicable to that prescribed for other municipal elections under this Charter.
- 4.5.4 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council shall, by a majority vote, appoint a successor to serve for the remainder of said term. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.
- 4.5.5 If two or fewer candidates file an affidavit of candidacy, the special primary election shall be canceled and the special general election may be moved up to the primary date with Council approval. If this option is utilized, it must be noted on the resolution calling for a special election.

~~4.5.5 — Office vacancy when less than eight weeks prior to primary election.~~

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

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

~~4.5.5.3 — Vacancy in an office not to be voted on in the regular Municipal Election. If a vacancy occurs in the office of the mayor or a councilmember not standing for election in the regular Municipal Election, a special primary election and a special election shall be held in January of the subsequent year following the vacancy to fill said vacancy. The election procedures for the special primary election and the special election shall be those election procedures for municipal office candidates as prescribed in Minnesota Statutes and this Charter. Notwithstanding section 2.3.1 of this Charter, which provides for a four year term for the mayor and council members, the term of the mayor and/or a councilmember elected pursuant to this subsection will be for the remainder of the vacant term.~~

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

SECTION 3. SUMMARY

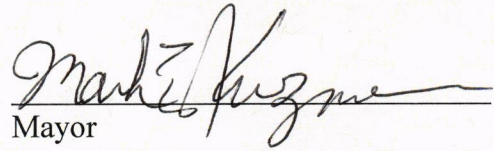
The following official summary of Ordinance #23-05 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #23-05 amends Chapter 4 – Elections and Nominations of the Ramsey City Charter.

SECTION 4. EFFECTIVE DATE

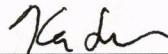
This ordinance becomes effective 90 days after its passage and publication as provided by Minnesota Statutes Section 410.12, Subdivision 7, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

PASSED by the City Council of the City of Ramsey, Minnesota, the 25th day of April, 2023.



Mayor

ATTEST:



City Clerk

Introduction date: April 11, 2023
Posting dates: April 11 – April 26, 2023
Adoption date: April 25, 2023
Publication date: April 28, 2023
Effective date: July 28, 2023

ORDINANCE #23-07
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF
RAMSEY, MINNESOTA CHAPTER 4 – ELECTIONS AND NOMINATIONS**

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 7.

SECTION 2.

The Section 4 of the City of Ramsey Charter is amended to read as follows (additions indicated by underline, deletions indicated by strikethrough):

“Sec. 4.5 – Vacancy of municipal elected office.

4.5.4 In the event case of a vacancy ~~where there remains less than 365 days in the unexpired term~~ in an elected office of the city, the council shall, by a majority vote, appoint a successor to serve the balance of for the ~~unexpired remainder of said~~ term or until a successor elected at a special election held pursuant to this section is qualified. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

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

SECTION 3. SUMMARY

The following official summary of Ordinance #23-07 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #23-07 amends Chapter 4 – Elections and Nominations of the Ramsey City Charter.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 90 days after its passage and publication as provided by Minnesota Statutes Section 410.12, Subdivision 7, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

PASSED by the City Council of the City of Ramsey, Minnesota, the ____ day of April, 2023.

Mayor

ATTEST:

City Clerk

**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 9, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen
City Clerk Katie Schmidt
Community Development Director Stephanie Hanson
City Planner Brian McCann
Administrative Services Director Colleen Lasher
Planning Manager Todd Larson
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

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

City Clerk Schmidt reviewed the Staff report and the recommendations from the Charter Commission regarding Chapter 4 of the Charter that was recently updated. She reviewed the four options for updating section 4.5.4 and 4.5.6 of the Charter.

Councilmember Musgrove asked for more information regarding the thought process behind option #3 of switching 4.5.4 and 4.5.6.

City Administrator Hagen explained that option #3 moves things around to make it flow better.

Councilmember Musgrove asked if these were switched around why 4.5.6 would be needed.

City Administrator Hagen stated that 4.5.6 establishes what happens when a vacancy happens with less than a year left in the term.

Councilmember Musgrove added that they had previously talked about the timeframe of this and if it was less than a year and could still be many months before the next election.

City Clerk Schmidt stated that if they move up the special election it could shorten the timeframe.

Councilmember Musgrove shared that she liked option #3 without the second part.

Councilmember Woestehoff stated that in option #2 where there is no timeframe around the appointment process, this does not particularly state if someone gets appointed if there would still be a special election after this. He asked if someone is appointed to a term that has three years left if there would still be a special election as soon as the dates align.

City Administrator Hagen said that was correct.

Councilmember Woestehoff asked if the longest timeframe for this could be a few months.

City Clerk Schmidt said yes.

Councilmember Specht stated that option #3 is likely to be the closest to what they are looking for but would not want 4.5.6 in the Charter.

City Administrator Hagen stated that the Charter is silent if a vacancy occurs with less than a year left in the term.

Councilmember Musgrove asked if this speaks to this in option 4.5.4.

City Administrator Hagen said no and explained that 4.5.4 is just a carry on from what has already been approved with what was recently adopted in 4.5.1, stating that in the event of a vacancy of an elected office occurs with less than 365 days remaining in the term it will go to a special election. He stated that 4.5.2 refers to when the elected official will start immediately and 4.5.3 refers to the procedure to hold the election. He explained that 4.5.4 is a carry on of these prior sections and discusses what happens when they attempt to hold a special election and no one signs up and rather than restarting a seven to nine month process, it gives Council the opportunity to appoint until a successful special election can be held. He stated that 4.5.4 discusses what would happen if they have attempted to hold three special elections.

Councilmember Specht noted that if it is less than a year they can leave the vacancy open until the next general election.

Councilmember Woestehoff asked if this has to be a majority vote or if they could ask the Charter Commission to make it a unanimous vote.

City Attorney Knaak stated that they could do this; however, it would add difficulty.

Councilmember Woestehoff shared that this would be a good middle ground for this.

Councilmember Specht stated that he understands the need for this in extreme cases. He mentioned that this would give the appointed individual an advantage in future elections if they are already serving in the seat.

Councilmember Musgrove asked which section the change to make this unanimous would go.

Councilmember Woestehoff said it could go anywhere. He stated that the timing does not bother him because at most it would be nine months, whether it is a three year term that is remaining or a one year term. He added that he is indifferent to whether this deals with terms with more than 365 days or less than 365 days.

Councilmember Musgrove stated that she is okay with it open and allowing it to go to the vote.

Mayor Kuzma stated that if they cannot all agree then this will just remain open.

Councilmember Musgrove asked for clarification that they are looking at option #3 and changing this to unanimous.

Councilmember Woestehoff stated that 4.5.6 would still be needed.

City Administrator Hagen added that they would also want to build in a unanimous vote by Council in both 4.5.4 and 4.5.6.

Councilmember Howell asked if this would eliminate the option for the Mayor to appoint someone.

City Administrator Hagen said yes and that there would be no tie breaker vote at that point. He asked if the unanimous vote would be from all current Councilmembers or just those present at the meeting.

Councilmember Howell stated that she would like for it to be all current members.

Councilmember Musgrove asked if this would include a member that had stepped down.

City Administrator Hagen said no.

There was a consensus of the Council.

2.02: Discuss Filling a Vacancy on the Environmental Policy Board

Administrative Services Director Lasher reviewed the Staff report in regard to deciding which of the three remaining candidates from the last recruitment should be appointed to the partial term on the Environmental Policy Board.

Mayor Kuzma asked who was the liaison on the EPB.

Councilmember Howell stated that she was. She noted that the candidate that stood out to her during the interviews was Michael as he showed lots of initiative.

Councilmember Woestehoff stated that all three of the candidates were good. He commented that Megan put EPB as a second choice and shared the importance of her having a desire to serve on that particular Board.

Councilmember Howell noted that when Megan interviewed she did not know what any of the Boards were.

Councilmember Musgrove shared support for appointing Michael.

Councilmember Olson stated that he also supported Michael.

The consensus of the Council was to appoint Michael Heifner.

2.03: Review the Findings of the 2023 All-staff Employee Survey

Administrative Services Director Lasher reviewed the Staff report concerning the all-Staff survey. She noted that the Labor Management Committee will meet at the end of the month to formulate a work plan. She reviewed the results of the survey.

Councilmember Howell asked if the questions about employee benefits were broken down at all into smaller categories, such as life insurance or health insurance.

Administrative Services Director Lasher stated that this is addressed. She said that people are mostly commenting on the health insurance. She explained that the City does not fund higher than single level plans in full, which makes the plans expensive. She added that there are also high deductibles. She stated that other comments made in regard to benefits were about offering short term disability, paid family leave, and others.

Councilmember Musgrove asked if this was the first year under the new insurance, as she remembered that they had recently switched.

Administrative Services Director Lasher noted that they are under rate caps right now with Health Partners that go through 2024. She explained that the plan design has not changed as they have always been on a high deductible plan.

Councilmember Musgrove discussed question #11 concerning the strategic plan. She added that this question may not be as valuable to Staff as the strategic plan mainly deals with managers and them passing work down to employees. She also discussed uniforms and the budget for this.

Administrative Services Director Lasher commented that this is a negotiated item through a contract and is a competitive and rich benefit.

Councilmember Musgrove noted the question on training and how some answered that they feel as though they did not have enough training.

Councilmember Riley acknowledged that the survey is anonymous' however, he asked if they are able to see which answers come from the same individual.

Administrative Services Director Lasher said yes. She noted that the information provided to the Council is all Staff responses pooled together. She stated that the report can be run by groups as well.

Mayor Kuzma stated that the survey has been good overall.

Administrative Services Director Lasher stated that the average of strongly agree and agree answers was 70.66%.

Councilmember Woestehoff shared that he looked at all results that were in the strongly agree and agree categories and there were only eight questions that fall below the 70% threshold. He stated that it is important to talk about those items. He noted that there were three questions that had low results dealing with Council. He stated that these results are disappointing and wants to solve some of these issues.

Councilmember Specht stated that it seems like there is a downward trend for whether or not employees would recommend a job at the City to someone they know, which is down from 96% in 2016. He asked if this was something to be concerned about.

City Administrator Hagen agreed that this is a sizable decrease from one survey to the next. He stated that this survey was done in house and they can do more targeted survey questions to drill down and get more information on some of the lower scoring areas.

Councilmember Musgrove asked if there could be more feedback on items such as training, which scored low on the survey. She added that when she was first elected to the Council she was directed to not get involved with employees. She stated that now it seems as though there is a different trend and a push to get to know the Staff. She added that there are opportunities for Staff and Council engagement.

Councilmember Woestehoff stated that he assumes that all teams are aware of all training opportunities, but based on some of the feedback he asked if they do not have the capacity and time for these training opportunities.

Administrative Services Director Lasher said this was possible. She added that they can drill down on this. She explained that the City's personnel policy states that the Council will set a training budget and stated that they can get more information on this. She acknowledged that time may be a big factor in this as well.

Councilmember Riley asked what the next step was in this process.

Administrative Services Director Lasher stated that she has a list of ideas of things to work on and will be grouping these things based on different categories. She added that she will also meet with the Labor Management Committee and come up with a work plan. She noted that she also wanted to hear recommendations from the Council on what to work on.

City Administrator Hagen stated that he looks at this from a budget perspective and explained that if the Council starts noticing training budgets increase then it will be as a direct result of the feedback that was received from Staff.

Mayor Kuzma said that there are contracts set for health insurance for the next two years. He asked how this could affect things.

Administrative Services Director Lasher explained that the labor contracts go through December 31, 2024 so there is not anything that can be done with these very easily. She noted that the City's contribution is also set; however, if the Labor Management Committee or the Council decide that they need to take a harder look at different plan options they can do this.

Councilmember Musgrove asked if there will be negotiations starting next year.

Administrative Services Director Lasher stated that they will start negotiations early 2024.

Councilmember Howell asked when they look at training and all of the information is anonymous, how is the training pinpointed so that the efforts go to where they actually need to be.

Administrative Services Director Lasher explained that this is where employee communication with their supervisor or department head will come into play.

Councilmember Woestehoff asked if there has been a compensation study done recently.

Administrative Services Director Lasher said no. She stated that a compensation study could cost around \$100,000. She noted that the Police Department has been very stressed with being understaffed and there are some cities in the area doing hiring bonuses. She added that the Police Department pay is competitive for similar sized cities; however, a lot of the compensation comments came from non-management police and fire.

Councilmember Woestehoff suggested that some research can be done this year even though the union contracts are through 2024.

Councilmember Musgrove added that she thinks that the employees would rather have the money go to their salary rather than spending \$100,000 on a compensation study. She suggested finding this data another way to aid with next year's discussions. She pointed out that under the water and utility category, the uniform budget is at 125%, whereas the training is at 9.64%. She stated that this may need to be looked at to reallocate training funds.

Administrative Services Director Lasher said that they can look into this.

City Administrator Hagen stated that a better gauge for this would be looking at past year budgets.

There was a consensus of the Council

2.04: Temporary Increase of Hours to Planning Administrative Assistant

City Administrator Hagen reviewed the Staff report and shared that City Planner McCann has turned in his resignation. He shared the request for the Council to temporarily authorize the increase of the Planning Administrative Assistant hours to 29 hours per week. He added that they plan to have the City Planner position posted by the end of the week.

Councilmember Musgrove wished City Planner McCann well. She shared her support for this plan.

There was a consensus of the Council.

2.05: Discuss Home Occupation Permits

City Planner McCann reviewed the Staff report concerning Home Occupation Permits and potential code revisions.

Mayor Kuzma asked if there was a team that will be working on this and coming up with recommendations.

City Planner McCann stated that they are looking for Council direction.

Councilmember Musgrove shared that for having businesses in townhomes, most covenants do not allow them.

Councilmember Riley asked if they were suggesting that the City should deny these permits based on the fact that there is potentially a covenant.

Councilmember Musgrove stated that even if the City gives the permit, the covenant board can still penalize the individual. She said this would be a waste of time for the City. She suggested that the applicant first check their covenant documents to determine if it would even be allowed.

City Administrator Hagen added that Staff does make these suggestions and the applicants do not even realize that they need to look into these things. He stated that the direction from Council that they are looking for is whether or not they would want to allow these things if there were not covenants or HOAs that restricted them.

Councilmember Howell stated that the City should allow for opportunities for everyone and the applicant would then have to work things out with their HOA. She stated that she would hate to see a low impact business in an accessory building go away.

Mayor Kuzma stated that in the scenario where there is manufacturing and trucks coming and going it can become more disruptive and would be considered a commercial operation.

Councilmember Woestehoff asked about commercial building codes and if there are triggers that force commercial rather than a building permit.

Planning Manager Larson stated that it is the way that plans are labeled and when they are labeled with rooms such as offices and conference rooms, those are not residential uses.

Councilmember Howell stated the size of the property should be taken into consideration rather than just pigeonholing and not allowing certain things. She said she likes the idea of being more flexible and working with people.

Councilmember Specht agreed that he would like this to be more flexible, especially for low impact practices. He asked if, based on these new standards, an individual wanted to open a gun shop.

City Planner McCann explained that this would depend on how it was formatted in the revisions.

Councilmember Specht asked if all Home Occupation Permits come to Council.

City Planner McCann said yes. He stated that there used to be an administrator permit and if there was an interest to bring this back, these permits would not go to Council.

Councilmember Howell stated that level 1 is low impact and would like to see it stay that way. She noted that in the zoning code draft, it contained firearm sales and repair as not allowed uses.

Planning Manager Larson said that they can take the sales and manufacturing portion out of the current draft and just leave the ammunition manufacturing.

Councilmember Woestehoff asked about the not allowed uses in other cities. He stated that Ramsey is rather liberal with what is allowed. He added that this is worth reviewing.

Councilmember Specht said that it would depend on how the scope of the work is defined. He stated that he is in favor of allowing firearm sales and repair.

Councilmember Howell asked what is allowed currently on residential properties as far as body shops and machine shops.

Planning Manager Larson stated that this is currently not allowed as it is related to an internal combustion engine. He noted that there are some State regulations that go along with auto repair shops.

City Administrator Hagen shared that they focused on the fact that home occupations are supposed to be low impact to the neighborhood. He asked if there was an appetite to limit the square footage that an applicant can operate out of.

Councilmember Woestehoff said he likes this perspective. He asked how the square footage of a home occupation such as a bed and breakfast would be calculated.

City Administrator Hagen clarified that this would focus on using an accessory building for the home occupation.

Councilmember Howell asked what it is to the City how someone uses their property if the use is compatible with not disrupting people and remains safe.

Mayor Kuzma added that this is why things would come back to Council to discuss.

Councilmember Woestehoff noted that if it is not a restricted use then there is potentially no recourse to say no. He emphasized the importance of outlining what is or is not allowed.

Planning Manager Larson stated that other cities treat these as interim uses where there is a timeframe for these permits, with the intent of getting the business up and running from your home and then moving it to a commercial or industrial space.

Councilmember Musgrove asked if the building code guides an accessory building.

City Administrator Hagen stated that building code only addresses the mention of construction.

Councilmember Specht agreed that the size does not matter as much as the activity.

City Administrator Hagen stated that they will work on these updates to be brought back to Council.

There was a consensus of the Council.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,

Brian S. Hagen

City Administrator

ATTEST:

Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

TABLE OF CONTENTS

1. CALL TO ORDER 2

2. PRESENTATION..... 2

3. CITIZEN INPUT 2

4. APPROVE AGENDA 2

5. CONSENT AGENDA 3

6. PUBLIC HEARING 4

7. COUNCIL BUSINESS..... 4

 7.01: Adopt Ordinance #23-05 to Amend Chapter 4 of the Charter - Nominations and Elections..... 4

 7.02: Adopt Ordinance #23-07 to Amend Chapter 4 of the Charter - Nominations and Elections..... 4

 7.03: Adopt Resolution #23-081 Accepting Bids and Awarding Contract for 161st Avenue Reconstruction, Improvement Project #23-01 5

 7.04: Adopt Resolution #23-084 Accepting Bids and Awarding Contract for 2023 Neighborhood Pavement Overlay Improvements, Improvement Project #23-07 6

 7.05: Adopt Resolution #23-089 Approving Plans and Authorizing Bids for Improvement Project #23-14, 2023 Critical Mill and Overlay Improvements 7

 7.06: Adopt Resolution #23-078 Accepting Bids and Awarding Contract for Improvement Project #23-12, HY-10 Ramsey Improvements 9

8. MAYOR, COUNCIL AND STAFF INPUT 10

9. ADJOURNMENT 10

**CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a regular meeting on Tuesday, April 25, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: None

Also Present: City Administrator Brian Hagen
City Clerk Katie Schmidt
City Engineer/Public Works Director Bruce Westby
City Attorney Fritz Knaak
Assistant City Engineer Joe Feriancek
Streets Supervisor Shane Turner

1. CALL TO ORDER

Mayor Kuzma called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor Kuzma.

2. PRESENTATION

None.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to approve the agenda as presented.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Howell, Musgrove, Olson, Riley, and Specht. Voting No: None.

City Council /April 25, 2023

Page 2 of 10

5. CONSENT AGENDA

Motion by Councilmember Woestehoff, seconded by Councilmember Olson, to approve the following items on the Consent Agenda:

- 5.01: Approve the Following Meeting Minutes:
 - 1) City Council Work Session dated 4/11/2023
 - 2) City Council Regular Session dated 4/11/2023
- 5.02: Approve Business Licenses
- 5.03: Approve Rental Licenses
- 5.04: Initiate Playground Development for Neighborhood Park in the Riverstone South Subdivision
- 5.05: Adopt Resolution #23-092 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 6, 2023 through April 19, 2023.
- 5.06: Adopt Resolution #23-069 Approving Final Plat and Development Agreement for Cedarview Estates (formerly Cedar Acres) [Project 22-136]
- 5.07: Adopt Resolution #23-073 Approving Testing Services Proposal for Improvement Project #21-09, Centralized Water Treatment Plant.
- 5.08: Adopt Resolution #23-079 Approving Lease Agreement of 6745 Hwy 10 NW with RM Golf Carts
- 5.09: Adopt Resolution #23-080 Approving Lease Agreement with RM Golf Carts for 7039 Highway 10
- 5.10: Adopt Resolution #23-082 Approving Plans and Specifications and Authorizing Advertisement for Bid for Improvement Project #23-05, Barthel's Rum River Acres 2nd Street Reconstructions
- 5.11: Adopt Resolution #23-083 Amending Scope of Improvement Project #23-06, 2023 MSA Pavement Overlay Improvements
- 5.12: Adopt Resolution #23-085 Authorizing Request for Quotation for 2023 MSA Pavement Marking Improvements, Improvement Project #23-13
- 5.13: Adopt Resolution #23-086, Suspending Grass Height Enforcement of Section 30.3 of City Code in Support of No-Mow-May
- 5.14: Adopt Resolution #23-087 Approving 2023 Construction Materials Testing Services Proposal
- 5.15: Adopt Resolution #23-088 Approving Purchase of Vector Trailer
- 5.16: Adopt Resolution #23-091 Approving Change Order #3 for Improvement Project #23-03, Armstrong Boulevard and Alpine Drive Roundabout Improvements
- 5.17: Adopt Resolution #23-093 Installing Boulevard Trees for the Barren Side of Sunwood Drive in The COR
- 5.18: Adopt Resolution #23-094 Approving Plans and Specifications and Authorizing Bids for Improvement Project #23-11, Trott Brook Crossing Sanitary Sewer Lift Station

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Olson, Howell, Musgrove, Riley, and Specht. Voting No: None.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Ordinance #23-05 to Amend Chapter 4 of the Charter - Nominations and Elections

City Clerk Schmidt reviewed the Staff report concerning the recommended Charter updates to clean up language to coincide with State law in regards to nominations and elections. She stated that if the Charter amendments are accepted they will go into effect 90 days after publication.

Motion by Councilmember Woestehoff, seconded by Councilmember Olson, to waive the City Charter requirement that the ordinance be read aloud and adopt Ordinance #23-05 amending Chapter 4 of the City Charter - Nominations and Elections.

Further discussion:

Councilmember Specht thanked the Charter Commission and Staff for their work on this and updating the Charter with State law.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Olson, Howell, Musgrove, Riley, and Specht. Voting No: None.

7.02: Adopt Ordinance #23-07 to Amend Chapter 4 of the Charter - Nominations and Elections

City Clerk Schmidt reviewed the Staff report concerning the recommended Charter updates in regard to Council appointments when vacancies occur. She stated that if the Charter amendments are accepted they will go into effect 90 days after publication.

Councilmember Musgrove asked for clarification on Section 4.5.6, which stated that the appointed individual would serve the remainder of the term or until a special election where a new successor is elected. She asked if this would be considered a special election if it was coming up to a regular election.

City Clerk Schmidt stated that it would be considered a special election if the term was not set to be expired.

Councilmember Musgrove asked if there was no one who wanted to run in the special election, if it would still be considered a special election at the time of the next regular election.

City Clerk Schmidt said that was correct.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to waive the City Charter requirement that the ordinance be read aloud and adopt Ordinance #23-07 amending Chapter 4 of the City Charter - Nominations and Elections.

Further discussion:

Councilmember Specht stated that he is personally against this as he does not believe that the Council should be appointing replacements when vacancies occur and they should be voted on by the residents.

Councilmember Howell asked if the Council currently appoints individuals when vacancies occur, but only when there is less than 365 days left in the term.

City Clerk Schmidt stated that if an individual resigns within their last 365 days then the City is to appoint an individual.

Councilmember Howell asked if this consists of longer appointments with the proposed changes.

City Clerk Schmidt explained that it would possibly prolong the appointment until the special election would take place.

Councilmember Woestehoff asked what happens if this motion fails.

City Administrator Hagen stated that this would not go into effect and the Charter could choose to get input from Council to redraft the language.

Motion failed. Voting Yes: Councilmembers Riley, and Woestehoff. Voting No: Mayor Kuzma, Councilmembers Howell, Musgrove, Olson, and Specht.

7.03: Adopt Resolution #23-081 Accepting Bids and Awarding Contract for 161st Avenue Reconstruction, Improvement Project #23-01

Assistant City Engineer Feriancek reviewed the Staff report and recommendation to award the contract for the 161st Avenue reconstruction project to North Lines Contracting Inc.

Mayor Kuzma shared that in years past there have been some issues with contractors not doing a full four inches of bituminous on the pavement. He asked if there will be core samples after the roads are done to ensure that the full four inches are being done.

Assistant City Engineer Feriancek explained that there will be inspectors on site that will be spot checking as the pavement is being done to verify depth. He added that they will also compare the tonnage to correlate how many tons will be put down. He stated that with all State aid projects there is a requirement to take cores of the road and there are incentives and decentives if the contract does not meet the requirements.

Councilmember Woestehoff thanked Staff for their work and dedication to this project. He stated that he liked the addition of the off-road trail as this will help neighbors get to Central Park. He added that Staff has done a great job working with residents in regard to the infiltration pond. He shared his appreciation for the concrete curb as it should discourage people from parking in the park. He also thanked Staff for the addition of the south parking lot to the project as it is well needed.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to adopt Resolution #23-081 accepting bids and awarding contracts for 161st Avenue reconstruction, Improvement Project #23-01

Further discussion:

Councilmember Musgrove thanked Staff for their work on this and stated that she is glad to see this come in under bid.

Councilmember Riley added that this is the first of many projects that will come forward in the near future that attempt to get a handle on the roads within the City.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Musgrove, Howell, Olson, Riley, and Specht. Voting No: None.

7.04: Adopt Resolution #23-084 Accepting Bids and Awarding Contract for 2023 Neighborhood Pavement Overlay Improvements, Improvement Project #23-07

Assistant City Engineer Feriancek reviewed the Staff report and recommendation to award the contract for the 2023 neighborhood pavement overlay improvements to North Valley Inc.

Councilmember Riley asked if the overlay would be going the entire distance on Alpine Drive.

Assistant City Engineer Feriancek shared the intent to start and stop within the pot areas on the drive aisles only in order to keep the ride quality of the road up to par.

Councilmember Olson asked why they would not add the full two inches when the overlay is done in this project.

Assistant City Engineer Feriancek explained that when it is raised two inches the aggregate becomes exposed on the edge of the bituminous, which has a tendency to weather and not hold up.

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to adopt Resolution #23-084 accepting bids and awarding contracts for 2023 neighborhood pavement overlay improvements, Improvement Project #23-07.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Howell, Musgrove, Olson, Riley, and Specht. Voting No: None.

7.05: Adopt Resolution #23-089 Approving Plans and Authorizing Bids for Improvement Project #23-14, 2023 Critical Mill and Overlay Improvements

City Engineer/Public Works Director Westby reviewed the Staff report and recommendation to approve plans and authorizing bids for the critical mill and overlay improvements, concerning pothole complaints. He explained that these are areas that the Council had previously approved spray patching for; however, with this winter they now require more attention. He stated that 14 times the amount of cold patch was used this winter as compared to other winters.

Councilmember Riley thanked City Engineer/Public Works Director Westby for his work on this and shared that this has been talked about in detail lately and the roads are an ‘emergency’ that needs to be addressed. He stated that this cannot wait and that stopping work after the budget of \$750,000 has been met is not a possibility. He added that hiring contractors seems to be necessary as City Staff will not be able to get this all done on their own and this matter cannot wait. He suggested starting the work on these roads immediately where possible, that would fall in line with bidding laws. He noted that he would like to approve going out with other plans at the next meeting. He mentioned discussing the possibility of overtime or additional seasonal Staff at the next meeting.

Councilmember Specht agreed with Councilmember Riley and shared that he hears from residents, almost daily, about their concerns with the roads and potholes. He encouraged residents to continue to reach out with their concerns. He shared his appreciation for Staff and their hard work.

Councilmember Musgrove asked City Engineer/Public Works Director Westby to explain the State Statute of not having to go out for bids under \$175,000.

City Engineer/Public Works Director Westby explained that State Statute allows for solicitation of quotes for projects with costs not in excess of \$175,000 which the City typically tries to obtain two or three quotes for and they have the legal right to do this.

Councilmember Musgrove asked if a motion is needed for this.

City Engineer/Public Works Director Westby stated that he would appreciate a motion as to the scope of the project and dollar amount that they would be looking for to maximize a quote.

Councilmember Musgrove stated that she struggled to make a motion with a total that is over the State Statute bid mark. She agreed that these projects need to get moving as quickly as possible.

Mayor Kuzma suggested moving forward with a two part phase, first spending up to the \$175,000 and in addition to that, they would be looking for additional quotes for the balance of the project.

City Engineer/Public Works Director Westby stated that when they receive the quotes back, if they are in excess of \$175,000 they cannot accept those quotes.

City Attorney Knaak said that is correct.

City Engineer/Public Works Director Westby recommended getting quotes for spray patching that would not exceed \$175,000.

Councilmember Woestehoff asked if project areas A, B, C, and D on the site map were considered one project if that would likely fall under \$175,000.

City Engineer/Public Works Director Westby explained that a lot of calls are taken from residents concerning roads and when work is prioritized in one area and not others, this will yield more calls and pushback from residents. He stated he did not know how a portion of the work could be pulled out and prioritized over others.

Councilmember Woestehoff shared his perspective that all of these project areas are priorities and these areas would just be the first that are gotten too. He asked if there is a set of project areas that they would like to get done first while the City goes through the bid process with the rest. He stated that he does not see this as favoritism as every project is part of the goal and starting some of these projects during the bid process will help get things moving and not delay the process for all streets.

City Engineer/Public Works Director Westby asked if the intent that Councilmember Woestehoff is alluding to is to get some work done in each of the three different project types. He stated that the different project types should not be mixed as there will be many contract companies working on this.

Councilmember Woestehoff stated that his point is not specific around the mill and overlay projects, rather focusing on areas in town that should be a priority that can successfully be done under the budget of \$175,000.

Councilmember Riley suggested getting a quote for deep pothole patching that is a certain dollar amount per ton and they are limited to \$175,000. He stated that pothole patching should be a higher priority than water mains.

City Engineer/Public Works Director Westby shared that most companies quote based off of time and materials. He shared he was not sure if they would be able to request a quote for the amount of work that could be done under \$175,000.

City Attorney Knaak explained that something like this cannot be done just to evade the bidding requirements. He shared that what makes this unique is that there is an overall bidding project that has to be done, but in the short term there is availability on the part of contractor crews over and beyond what the City has available. He added that as much of this should be done up front and looked at as a different project. He suggested looking for a quote around \$150,000.

Councilmember Howell asked if an option for this would be to pick a smaller section that would not come close to the dollar amount to try out the contractor and see if the City likes their work before moving on to a bigger project.

City Attorney Knaak stated that when this is done during the bid process it appears that they would be avoiding the bid.

Councilmember Woestehoff asked if bituminous is the right solution to the lead up of intersections that have heavy tree cover with stones. He asked if these areas would be better served by concrete.

City Engineer/Public Works Director Westby stated that the biggest problem in these areas is water standing on the roads. He stated that he would not recommend concrete in these areas.

Councilmember Olson asked for clarification on the spray patching, as he thought he heard that this performed poorly.

City Engineer/Public Works Director Westby explained that spray patching performs well for a short period of time as it does seal the pavement and keeps water from penetrating the pavement for a few years. He stated that it is very thin and moves with heat. He said this is a temporary patch for one to three years.

Motion by Councilmember Riley, seconded by Councilmember Specht, to adopt Resolution #23-089 approving plans and authorizing bids for Improvement Project #23-14, 2023 critical mill and overlay improvements, and authorizing Staff, due to the unique nature of the situation with labor availability of contractors, to solicit quotes of up to \$150,000 for special projects that Public Works sees fit, and direct Staff to come back at the May 9, 2023 meeting to bring plans and bid specs for spray patching and pothole filling, for all streets.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Riley, Specht, Howell, Musgrove, Olson, and Woestehoff. Voting No: None.

Further discussion:

Mayor Kuzma asked if authorized are they going out for the maximum bids for the rest of the reconstruction.

City Engineer/Public Works Director Westby said yes and that the plans will come back to the next meeting.

7.06: Adopt Resolution #23-078 Accepting Bids and Awarding Contract for Improvement Project #23-12, HY-10 Ramsey Improvements

City Engineer/Public Works Director Westby reviewed the Staff report and recommendation to award contract for the Highway 10 Ramsey improvements to Douglas Kerr.

Councilmember Musgrove shared that she is glad that the property owner has agreed to allow the road to be extended up to Bunker Lake Boulevard.

Motion by Councilmember Musgrove, seconded by Councilmember Olson, to adopt Resolution #23-078 accepting bids and awarding contract for Improvement Project #23-12, HY-10 Ramsey Improvements.

Further discussion:

Councilmember Woestehoff pointed out that between this case and the previous case, the costs came in over \$400,000 below the estimates.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Olson, Howell, Riley, Specht, and Woestehoff. Voting No: None.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Hagen announced upcoming meetings and events, including the EDA Business Expo at Adrenaline Sports and Kite and Bites at Elmcrest Park. He stated that registration for the City Wide Garage Sale has closed and the sales will be held on May 5 and 6, 2023.

9. ADJOURNMENT

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to adjourn the meeting.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Howell, Olson, Riley, Specht, and Woestehoff. Voting No: None.

The regular meeting of the City Council adjourned at 8:11 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

A recording of this meeting is available for viewing online at www.qctv.org <<http://www.qctv.org>>. Recordings are available for 36 months after the date of the meeting.