

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, June 11, 2024**

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

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

**1. Call to Order**

**2. Topics for Discussion**

1. Detachment/Annexation Request Discussion for 15861 Jarvis St NW
2. Continue Discussions Regarding Proposed Updates to the Personnel Policy
3. Set Date for EPB Candidate Interviews

**3. Topics for Future Discussion**

1. Review Future Topics/Calendar

**4. Mayor/Council/Staff Input**

**5. Adjournment\***

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

**CC Work Session****Meeting Date:** 06/11/2024**Primary Strategic Plan Initiative:** Not Applicable**Information****Title:**

Detachment/Annexation Request Discussion for 15861 Jarvis St NW

**Purpose/Background:**

Northstar Truck & RV Parking LLC (Northstar) owns an approximately 11-acre parcel of land located at 15861 Jarvis St NW, Ramsey, MN. The property straddles the border between Sherburne (City of Elk River) and Anoka Counties (City of Ramsey). Approximately 7.2 acres are in the city of Ramsey and 3.83 acres are in the city of Elk River. Currently, Northstar operates a trucking business on the 3.83 acres in Elk River; however, the zoning in Ramsey (I-1 Light Industrial) does not allow for a trucking business on the 7.2 acres within Ramsey city limits.

Northstar would like to operate its business entirely in the City of Elk River so they can utilize the entire 11-acre parcel. To accomplish that goal, Northstar and their attorneys prepared and signed a petition for the concurrent detachment of the property which is in Ramsey and the annexation of the detached parcel by Elk River, pursuant to the authority on MN Stat 414.061, Subd 5. For the request to move forward, both City Council's (Elk River and Ramsey) are required to pass a joint resolution in support of the request. Attached to this case is the Elk River staff report Request for Action, Proposal For Concurrent Detachment and Annexation, and a draft of the Joint Resolution Requesting the Concurrent Detachment and Annexation. On May 20, 2024, the Elk River City Council made a motion to support the request.

Some points to consider during tonight's discussion include, but is not limited to, the following:

Does the request meet the intent of the Ramsey Comprehensive Plan?

Currently, the land is guided for BP - Business Park. It is reserved for office and industrial development.

Does the request meet the intent of the zoning code?

Currently, the property is zoned I-1, Light Industrial. Park and Open Space (Northfork Golf Course) is located to the east, PUD/residential to the north, railroad and B-2 Community Business to the south, and the city of Elk River to the west with industrial zoning.

City Attorney Knaak will be present at the work session to answer legal questions regarding the detachment/annexation process.

**Timeframe:**

The petition will be heard at the regular scheduled City Council meeting on June 25, 2024. At which time, staff will recommend the City Council make a motion for either denial or approval of the request. The supporting resolution will then be submitted to the Minnesota Office of Administrative Hearings.

**Funding Source:**

Not applicable at this time.

**Responsible Party(ies):**

Stephanie Hanson, Community Development Director

**Outcome:**

Consider a discussion regarding the detachment of Ramsey land and annexation to Elk River. Staff is looking for City Council findings of fact to support or deny the request in preparation for the June 25, 2024 City Council meeting.

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**Attachments**

Property Location and Aerial  
Annexation Documents  
Ramsey Zoning Map

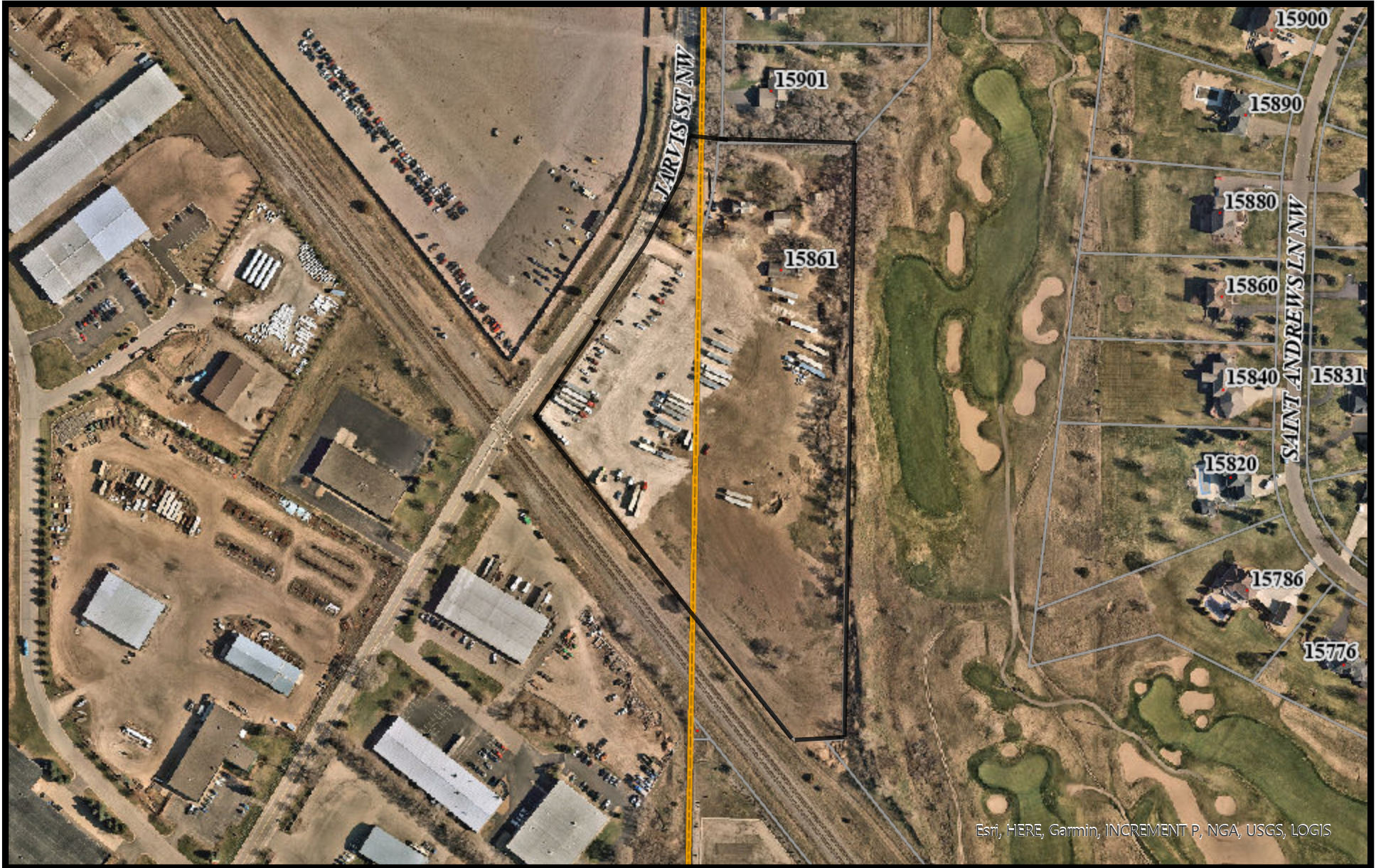
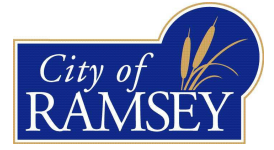
**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	06/05/2024 08:28 AM
Form Started By: Stephanie Hanson		Started On: 06/04/2024 12:32 PM
Final Approval Date: 06/05/2024		

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Esri, HERE, Garmin, INCREMENT P, NGA, USGS, LOGIS

Print Date: June 4, 2024

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# Request for Action

**To**  
City Council

**Item Number**  
8.9

**Meeting Date**  
May 20, 2024

**Prepared By**  
Chris Leeseberg, Senior Planner

**Item Description**  
Resolution: Orderly Annexation

**Reviewed by:**  
Zack Carlton  
Cal Portner  
Tina Allard

## Action Requested

Review the petition for the concurrent detachment of part of a property that is located in the City of Ramsey and the annexation of the detached parcel by the City of Elk River. If the Council accepts the proposal, adopt the joint resolution for orderly annexation as drafted.

## Background/Discussion

As stated in the applicant's narrative, Northstar Trucking would like to operate its business entirely in the City of Elk River. To accomplish that goal, Northstar and their attorneys have prepared and signed a petition for the concurrent detachment of the part of the property which is in the City of Ramsey and the annexation of the detached parcel by the City of Elk River, pursuant to the authority of Minn. Stat. §414.061, Subd. 5. A copy of the signed petition is attached. Northstar has also prepared a proposed Joint Resolution for consideration by the City Councils of Elk River and Ramsey. A copy of the proposed Joint resolution is attached.

Northstar received a CUP to operate a trucking facility on the Elk River side of their property last fall. A condition of their approval required them to initiate this annexation or install a barrier along the Elk River corporate limit. If this resolution is not supported by the City Councils of both Ramsey and Elk River, the applicant will need to move forward with the installation of a barrier.

## Financial Impact

Unkown

## Mission/Policy/Goal

Responsibly grow

## Attachments

- I. Proposal with Exhibits

## The Elk River Vision

*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*



## **PROPOSAL FOR CONCURRENT DETACHMENT AND ANNEXATION**

### **Current Situation**

Northstar Truck & RV Parking LLC (“Northstar”) is a Minnesota company that is the sole owner of an approximately 11- acre parcel of land located at 15861 Jarvis Street NW (the “Property”). Access to the Property is via Jarvis St NW. The Property straddles the border between Sherburne and Anoka counties. Approximately 7.2 acres of the Property are in the city of Ramsey, Anoka County, identified as PIN 18-32-25-33-0002 (see aerial photo attached as **Exhibit A**) and approximately 3.83 acres of the Property are in Elk River, Sherburne County, identified as PIN 75-013-4405 (see aerial photo attached as **Exhibit B**). Northstar operates a truck and RV outdoor storage business upon the Property.

### **Applicant’s Request**

Northstar would like to operate its business entirely in the city of Elk River. In order to accomplish that, Northstar has prepared and signed a Petition for the concurrent detachment of that part of the Property that is in the city of Ramsey and the annexation of the detached parcel by the city of Elk River, pursuant to the authority of Minn. Stat. §414.061, Subd. 5. A copy of the signed Petition is attached as **Exhibit C**. Northstar has also prepared a proposed Joint Resolution for consideration by the City Councils of Elk River and Ramsey. A copy of the proposed Joint Resolution is attached as **Exhibit D**.

## **Questions from Senior Planner Chris Leeseberg**

### **1. Will the County boundary line be changed?**

No, the county boundary line will remain as it is. Northstar's attorney spoke with Star Holman on March 1, 2024. Holman is the MBAU (Minnesota Boundary Adjustment Unit) Administrator in the Office of Administrative Hearings, which is the state agency with regulatory authority regarding detachments and annexations. Holman advised Northstar's attorney that the county boundary line will not be affected. She said it does not matter if, after the detachment of the parcel from Ramsey and annexation of the detached parcel by Elk River, the detached parcel remains in Anoka County. Holman pointed out that this situation is not unique, commenting that part of St. Cloud is in three different counties. Attached as **Exhibit E** is a copy of an email sent March 1 2024 from Northstar's attorney to Senior Planner Chris Leeseberg and to Stephanie Hanson, the Ramsey Community Development Director regarding this issue.

### **2. Will the Metropolitan Council acquire regulatory authority over the city of Elk River as a result of the requested detachment and annexation?**

This question stems from the fact that pursuant to Minnesota Statutes, Chapter 473, the Metropolitan Council was established and granted specified regulatory jurisdiction, including land use planning, over the Metropolitan Area as that term is defined in Minn. Stat. § 473.121, Subd. 2. Anoka County is included in the definition of the Metropolitan Area. Sherburne County is not. Northstar's attorney discussed these issues on April 5 2024 with LisaBeth Barajas, who is the Executive Director/Community Development for the Met Council. Barajas stated that even though the detached/annexed parcel would remain in Anoka County, the Met Council would not have jurisdiction to impose comprehensive planning requirements on the city of Elk River.

**3. Is Ramsey supportive of Northstar's requested detachment?**

Northstar believes Ramsey will support its request, although Northstar has not yet brought the matter before the Ramsey City Council. As noted above, the Ramsey Community Development Director is aware of the request and has been copied in pertinent email communications. Northstar has on occasion also discussed the matter with Todd Larson, the Ramsey Planning Manager and has received no negative feedback. In fact, just recently Northstar discussed with a Ramsey staff person whether Northstar should apply to Ramsey for a permit to move dirt on the Ramsey parcel. The Ramsey staff person informed Northstar that it should wait until the annexation process was complete and then apply to Elk River for any required permit to proceed with bulldozer work on the annexed parcel.

Northstar hereby requests the Elk River City Council to adopt the Joint Resolution and will simultaneously also request the Ramsey City Council to adopt the Joint Resolution.

Northstar Truck & RV Parking LLC

By: Nikolay Babkin  
Nikolay Babkin  
Its: President

# Anoka County Parcel Viewer

EXHIBIT

A

tabbles®



**Parcel Information:**

18-32-25-33-0002  
15861 JARVIS ST NW  
RAMSEY  
MN 55330  
Plat:

Approx. Acres: 7.22233247

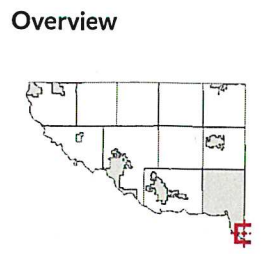
Commissioner: MATT LOOK

**Owner Information:**

NORTHSTAR TRUCK AND RV PARKING LLC  
9961 TROY LN N  
MAPLE GROVE  
MN  
55311



tabbles<sup>®</sup> **EXHIBIT B**



- Legend**
- Public Water Inventory**
- Not Classified
  - General Development
  - Natural Environment
  - Recreational Development
  - Parcels
  - Streams

Parcel ID	75-013-4405	Alternate ID	n/a	Owner Address	9961 TROY LN N
Sec/Twp/Rng	13-32-26	Class	234-Industrial Preferred		MAPLE GROVE MN 55311
Property Address		Acreage	3.83		
District	ELK RIVER CITY				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)



**PROPERTY OWNER PETITION FOR CONCURRENT  
DETACHMENT AND ANNEXATION**

IN THE MATTER OF THE PETITION BY THE SOLE PROPERTY OWNER FOR THE  
DETACHMENT OF CERTAIN LAND FROM THE CITY OF RAMSEY, MINNESOTA AND  
CONCURRENT ANNEXATION TO THE CITY OF ELK RIVER, MINNESOTA PURSUANT  
TO MINNESOTA STATUTES §414.061, SUBD. 5.

To: Office of Administrative Hearings  
Municipal Boundary Adjustment Unit  
PO Box 64620  
St. Paul, MN 55164-0620

The undersigned, being the sole owner of the following described land, hereby requests  
the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings to detach said  
property from the City of Ramsey, and annex it to the City of Elk River, pursuant to Minnesota  
Statutes  
§ 414.061, Subd. 5:

That part of the South 1155 feet of the West 297 feet of the Southwest Quarter of the  
Southwest Quarter of Section 18, Township 32, Range 25, lying North of railroad right -  
of - way, Anoka County, Minnesota.

In bringing forward this Petition, the Petitioner states that:

1. There is one property owner in the area proposed for detachment/annexation.
2. The property is presently within the City of Ramsey, Anoka County ( PID 18-32-25-33-0002, hereafter the "Ramsey Parcel") and abuts the City of Elk River, County of Sherburne.
3. The property proposed for detachment/annexation is approximately 7.22 acres in size.
4. This boundary adjustment is being requested because: Petitioner also owns an adjoining parcel located in the City of Elk River, Sherburne County, Minnesota (PID 75-013-0110). Petitioner intends to start a business on the combined parcels. The only access is via public roads in the City of Elk River. Petitioner desires to have its business located on land that is located entirely in one city.

Date: January 16, 2024

Petitioner/Property Owner:

Northstar Truck & RV Parking LLC

By: Nikolay Babkin

Nikolay Babkin

Its: President



CITY OF ELK RIVER  
RESOLUTION NO. \_\_\_\_\_

CITY OF RAMSEY  
RESOLUTION NO. \_\_\_\_\_

A JOINT RESOLUTION REQUESTING CONCURRENT DETACHMENT FROM RAMSEY  
AND ANNEXATION INTO ELK RIVER OF CERTAIN LANDS PURSUANT TO  
MINNESTOA STATUTES SECTION 414.061.

WHEREAS, the property located at 15861 Jarvis St. NW (PIN 18-32-25-33-0002) is currently within the City of Ramsey and Anoka County and is legally described as:

That part of the South 1155 feet of the West 297 feet of the Southwest Quarter of the Southwest Quarter of Section 18, Township 32, Range 25, lying North of railroad right-of-way, Anoka County, Minnesota (the "Annexation Property"); and

WHEREAS, the Annexation Property is approximately 7.22 acres in size, and is depicted on the Exhibit attached hereto and incorporated herein; and

WHEREAS, the Annexation Property is located on the border of the City of Elk River; and

WHEREAS, a petition by the sole owner of the Annexation Property was received requesting that the Annexation Property be detached from the City of Ramsey and annexed by the City of Elk River; and

WHEREAS, the City of Ramsey and the City of Elk River want the entire Annexation Property to be located within the corporate limits of the City of Elk River; and

WHEREAS, The City of Ramsey and the City of Elk River want to modify their mutual municipal boundary to permit the Annexation Property to be located entirely within the City of Elk River; and

WHEREAS, to modify the boundary, the City of Ramsey desires to detach and the City of Elk River desires to annex the Annexation Property pursuant to Minnesota Statutes § 414.061.

NOW, THEREFORE, BE IT RESOLVED:

1. The Cities of Ramsey and Elk River jointly request that the Minnesota Office of Administrative Hearings, Municipal Boundary Adjustment Unit concurrently detach the Annexation Property from the City of Ramsey and annex the same to the City of Elk River at the earliest possible date.
2. The City Planner for the City of Elk River is authorized to submit this joint resolution along with all appropriate application materials to the Minnesota Office of Administrative Hearings, Municipal Boundary Adjustment Unit for the purpose set forth herein.

Adopted by the City Council of the City of Ramsey on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mark E. Kuzma, Mayor

Attest: \_\_\_\_\_  
Katie Schmidt, City Clerk

Adopted by the City Council of the City of Elk River on \_\_\_\_\_, 2024.

\_\_\_\_\_  
John J. Dietz, Mayor

Attest: \_\_\_\_\_  
Tina Allard, City Clerk

DRAFT

## Exhibit E

**From:** David J. Lenhardt  
**Sent:** Friday, March 1, 2024 11:48 AM  
**To:** Leeseberg, Chris <[CLEeseberg@ElkRiverMN.gov](mailto:CLEeseberg@ElkRiverMN.gov)>; Nikolay Babkin <[northstarparkingmn@gmail.com](mailto:northstarparkingmn@gmail.com)>  
**Cc:** [shanson@cityoframsey.com](mailto:shanson@cityoframsey.com)  
**Subject:** RE: Annexation - Northstar Truck & RV Parking LLC

Hello Chris and Stephanie:

I discussed the issues raised by the Elk River City Attorney with Star Holman, who is the MBAU (Minnesota Boundary Adjustment Unit) Administrator. Star told me that the fact that my client's Ramsey parcel is in Anoka county, while Elk River is in Sherburne county does not matter and that no action is needed by the two County Boards. She added that this happens fairly often, that the county boundaries will not change, and that there is no need to change the county boundaries. She referenced the city of St. Cloud, which is in three different counties. Star also stated to me that once the detachment/annexation is completed, Anoka county will just change how it identifies the parcel (i.e., assign it a different Anoka county PIN than it now has).

My client would like to move forward with the Petition and proposed Joint Resolution, so I reiterate our request that this matter be brought before the two city councils for consideration. Attached is my revised Joint Resolution which incorporates the Elk River City Attorney's edits.

Star Holman said that she is available to discuss this with you or your city attorneys if that would be helpful. Her contact information is:

Star Holman  
MBAU Administrator  
[star.holman@state.mn.us](mailto:star.holman@state.mn.us)  
651-361-7909

I appreciate your attention to this. Please contact me if you require any other information.

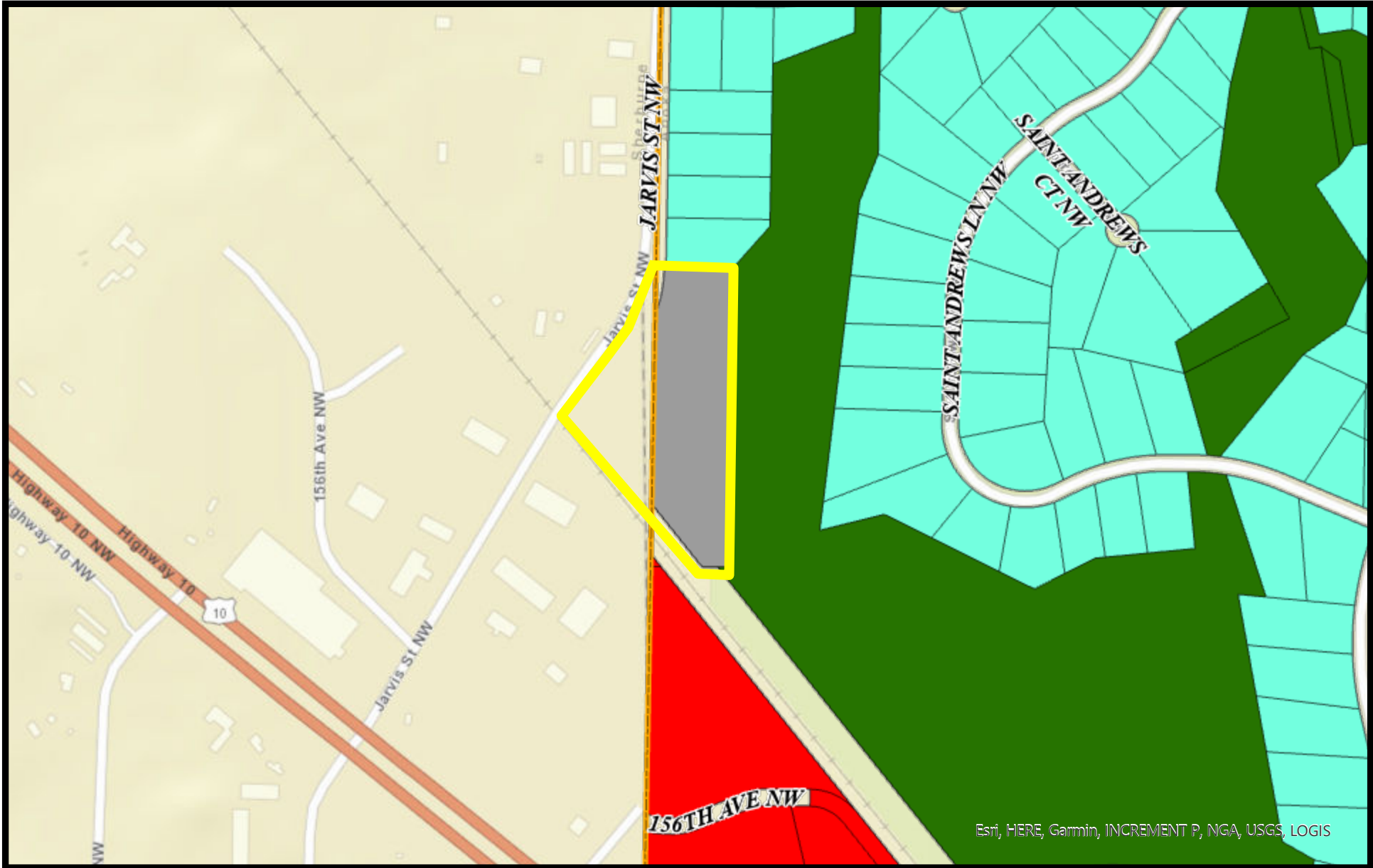
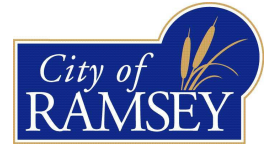
Regards,

**David J. Lenhardt, Esq.**  
Partner  
GRIES LENHARDT ALLEN, P.L.L.P.  
(763) 497-3099 x213

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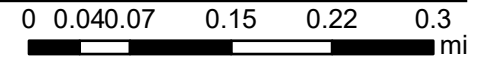
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Print Date: June 4, 2024

Esri, HERE, Garmin, INCREMENT P, NGA, USGS, LOGIS



**CC Work Session**

**Meeting Date:** 06/11/2024

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

**Information**

**Title:**

Continue Discussions Regarding Proposed Updates to the Personnel Policy

**Purpose/Background:**

The purpose of this case is to provide the City Council with continued information on proposed updates to the Personnel Policy and to seek feedback regarding any revisions the City Council would like to see included in the updated policy. The current Personnel Policy was adopted on March 13, 2018. Staff and the City Council have discussed updates to the City's Personnel Policy on November 28, December 12, February 26, April 23 and now June 11. High priority sections of the policy were adopted in December.

So far, staff have discussed and received feedback from the City Council on all sections except section 11 (with some possible exceptions). The hope would be to cover section 11 this evening and to seek feedback and clarification on a few items that have been previously discussed, as well to receive direction regarding the recent changes to Earned Sick and Safe. The City's IT Manager, Jason Fredrickson, will be on hand to cover the IT policy. Prior to this policy being brought forward for adoption, all formatting will be corrected, and the City Attorney will review the entire policy in order to ensure the content is consistent with federal and state law.

**Timeframe:**

**Funding Source:**

Not Applicable.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director  
Jason Fredrickson, IT Manager

**Outcome:**

Based on discussion, to progress toward an updated Personnel Policy.

**Attachments**

Draft of Section 11 Personnel Policy

**Form Review**

**Inbox**

Colleen Lasher (Originator)  
Form Started By: Colleen Lasher  
Final Approval Date: 06/07/2024

**Reviewed By**

Colleen Lasher

**Date**

06/07/2024 01:36 PM  
Started On: 06/07/2024 12:41 PM

## SECTION 11 USE OF CITY PROPERTY

All staff members are responsible for the safekeeping and proper care of all property used by them and belonging to the City. Property shall only be used for official purposes and in the capacity for which it was designed.

City employees shall have no expectation of privacy in any property or equipment of the City, including, but not limited to, offices, cubicles, desks, files, vehicles, filing cabinets, voice mail, text messages on City-paid cellular telephones, PDAs, computers, laptops, ~~tablets, desk phones, mass storage devices,~~ e-mails, electronic media/~~or~~ devices of any kind, or any other type of equipment, property, or space provided by the City. Except when accessed by the Police Department for law enforcement purposes, any such property or equipment may be accessed by the City at any time, for any purpose, with or without notice to the employee, and with or without reasonable suspicion.

### 11.1 Public Information

All staff members shall become familiar with- and must comply with- all applicable laws dealing with public and non-public information. Misuse and improper disclosure of public or non-public information is prohibited and may result in discipline, up to and including ~~immediate~~ termination.

### 11.2 Telephone Use

~~The P~~proper use of telephone communication is required. Always use a answer the telephone with a professional tone of voice pleasant voice and respond politely to the caller. Personal telephone calls must be brief and treat others with a proper level of respect and professionalism. Voicemail messages should be returned as soon as possible or within one business day. In the event that additional response time is needed, a courtesy call should be made to acknowledge the callers message and timeframe for following up. Frequent personal use of the telephone ~~for other than City business~~ is not permitted and may result in discipline, up to and including ~~immediate~~ termination.

### 11.3 Information Technology Policy

#### *Purpose*

The purpose of the city of Ramsey IT Policy is to set standards to protect the City's IT systems from business interruption, unauthorized or inappropriate access, and to maintain appropriate network security. The policy is to be adhered to by all users (~~full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others~~) who have access to or use ~~the city of any~~ Ramsey IT systems both on-premise or remote and off-City property. IT systems include, but are not limited to, computers, e-mail, Internet access, printers, phones, mobile devices and various software, etc. -

#### *Violations*

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include disciplinary action, up to and including ~~immediate~~ termination.

## *Exceptions*

Exceptions to the following policy ~~will must~~ be ~~reviewed-made~~ on a case-by-case basis ~~and only after review~~ by the Department Head ~~and IT Manager followed by~~ ~~and~~ approval ~~d~~ by the City Administrator.

## **Glossary of Terms**

~~**Configuration:** The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or both.~~

~~**Downloads:** To copy data from a main source to a computer or mobile device.~~

**Electronic Mail (e-mail):** A network application that allows users to exchange messages over communications networks with others users.

~~**File Server:** An enhanced computer with network operating software that is used for file storage, application functionality, and managing network resources.~~

~~**Information Technology (IT):** Managing and processing information.~~

**Information Technology (IT) Systems:** Includes, but not limited to; computers, printers, software applications, e- mail, Internet, telephone, ~~voice mail~~, cell phones, wifi, etc.

**Pass phrase:** A longer password that can include all written characters including spaces. Passphrases are usually easier to remember, and, due to their length, are more secure.

~~**Internet:** A global network connecting millions of computers.~~

~~**Intranet:** A website or series of sites accessible only within an organization. An intranet 's Web sites look and act just like any other web site, but firewall security restricts unauthorized access.~~

~~**Local Area Network (LAN)**—A localized computer network.~~

~~**Licensing:** Legal compliancy of assets. **Passphrase:** A longer password that can include all written characters including spaces. Passphrases are usually easier to remember, and, due to their length, are more secure.~~

**Social Networking Sites:** Sites which focus on building online communities of people who share interests and activities and /or exploring the interests and activities of others. Examples of social networking websites include: Facebook, Linked InSnapchat, Twitter, ~~and sites that allow users to post personal blogs~~, etc.

**Software:** Software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e. word processors, spreadsheets, and database management systems).

~~**Portable Equipment:** Hardware that is small and lightweight (i.e. laptop computers, hand-held computers, tablets, smart phones, Blackberrys, projectors, digital cameras, etc).~~

~~**Users:** Full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others who have been granted access to the City's Information Technology Systems. Persons that utilize any IT systems, applications, devices, or other city-managed technologies.~~

## **Information Technology Use**

### *Purpose*

~~To i~~Inform and provide direction to all users regarding appropriate usage and management of the City's IT systems and resources. All users must be authorized to use City IT systems by their Department Head, supervisor, and IT. All users must complete annual security training to maintain access to IT systems. Failure to complete training could result in revoked access for the user until training is complete, and possibly disciplinary action. All users must be authorized to use City IT systems by their Department Head, supervisor, or IT.

### *Auditing*

The city of Ramsey reserves the right to monitor and audit use of its IT systems at any time without the user's consent. An audit may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the City's IT systems, employee discipline, up to and including: ~~immediate~~ termination, and/or criminal charges, depending on the nature of the violation.

### *Reporting*

Users should notify their immediate supervisor, the IT Manager, Human Resources, or the City Administrator upon learning of violations of this policy.

### *Expectation of Privacy*

As discussed above, all City-owned equipment and Information Technology Systems, including e-mail, are City property and subject to inspection by the City at any time, without notice, and for any reason or no reason at all. Users should have no expectation of privacy. In addition, the City is subject to the Minnesota Government Data Practices Act and other laws governing the collection, storage, use, and disclosure of data. All files and documents, including personal messages and internet logs, created, received, collected, or generated by City employees or using the City's Information Technology Systems are subject to those laws and may be disclosed in certain circumstances without the permission of the employee or user.

### *Violation of Policy*

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include revocation of permission to use the City's IT systems, discipline up to and including ~~immediate~~ termination, ~~revocation of permission to use the City's IT systems,~~ and/or criminal charges, depending on the nature of the violation.

## ***Hardware and Software Acquisition***

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the City's IT network with zero exceptions. Users are prohibited from installing, downloading, purchasing, or acquiring both hardware and software, including product demonstrations, without prior approval from the IT Manager. Software applications not required for official City business are strictly prohibited. Attempts by employees to manipulate City hardware, networking systems, security systems or appliances, or licensed software or apps, outside of approved updates, may result in corrective disciplinary action.

## ***Installation ~~and~~, Downloads, ~~and~~ Configuration***

~~No user will be allowed to manipulate hardware and software standard configurations. The IT Manager must be contacted for hardware and software support. No user should change the computer setup or configuration files. Customizing a computer should be limited to items including City owned software such as wallpaper, screen savers, icons, toolbars and colors. Users are prohibited from downloading, or installing any software including personal, through the Internet, e-mail, and/or vendor demonstrations without prior approval from the IT Department. Installation or download of unapproved programs can potentially damage files, a user's PC, or infect systems city-wide, which could cause cessation of daily operations. Users are expected to coordinate with IT when new software is needed; so that said software can be vetted, licensed, and maintained. In order to maintain optimal functioning system security, users are encouraged to accept updates pushed out by IT to currently authorized programs such as Adobe Acrobat, Microsoft Office, and other previously installed software.~~

## ***Licensing***

To ensure license compliancy all software must be purchased by and licensed to the City.

- a. Development: Any software programs (i.e. custom designed Microsoft Access databases, etc.) developed for use by the City becomes the property of the City. Software programs may not be sold or distributed without prior approval.
- b. Home: City-owned software may not be loaded on non-City owned equipment unless there is prior approval of the Department Head and the IT Manager.
- c. Copyright Laws: City users are required to abide by software and documentation copyright laws and licensing agreements. Question about the legality of the software and documentation should be directed to the IT Manager. At no time should any users make copies of City-owned software and documentation. To prove legal ownership of software, the City must have the original media and manuals stored on City property. The IT Manager will periodically check for software that may be in violation of the above policy.

## ***Data Management and Protection***

- a. Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased, or rented by the City is considered to be owned by the City is subject to the Minnesota Data Practices Act, which governs its use and dissemination and data

classification. All data is also subject to review and investigation at the discretion of the City Administrator, Department Heads, IT Manager, and/or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.

- b. Data Ownership: All information developed or introduced to a City technology system by a user in conjunction with employment with the City is the property of the City.
- c. Data Storage: All City data must be saved to a network drive on a City server.
- d. Data Deletion: Users are responsible for deleting outdated files that are no longer needed for compliance with of the City Records Retention Schedule; this includes data files and e- mail messages. The City Clerk should be contacted with questions regarding the City Records Retention Schedule.
- e. Data Back-up: ~~The IT department backs~~ Backups are performed on up all data stored on the file servers. Workstation hard drives or any other devices are not backed up. Data stored on local machines are the responsibility of the user.

### ***Portable Information Systems***

~~Portable personal Laptop~~ computer(s), ~~digital cameras,~~ ~~tablets~~~~projectors,~~ and other City-owned portable equipment ~~can may~~ be used for City business, outside of City facilities. When users check out portable equipment devices, like those mentioned, are in the hands of employees, they are expected to provide appropriate “common sense” protection against theft, accidental breakage, environmental damage and other risks. Desktop computers, desk phones, and other attached devices are not to be removed from City buildings. The user is responsible for the backup of or loss of any data stored on the standalone or portable computer. IT staff is available to assist in the development of procedures for disaster recovery of portable units.

### ***City Issued Cellular Phones***

- ~~a. City issued cellular telephones are intended for the use by City employees in the conduct of their official City work to perform services to Ramsey citizens and businesses. Department Heads are responsible for the cellular telephones assigned to their departments, determining service levels for their employees, and exercising discretion in their use. Department Heads may acquire cell or smart phones for employee use when the expense and use of the cell phones is justifiable in terms of improved service and responsiveness to citizens or other employees. Department Heads are responsible for that justification, both initially and ongoing. Cell phones should be provided only when they are required for the employee to perform required functions of their job. Simple convenience is not an adequate justification. All cell phones used for city business may be subject being placed into a Mobile Device Management system (MDM), to be centrally managed, set up, protected, and erased by IT Staff. Employees will manage their cell phone use so as not to exceed their service level as approved by their supervisor. Occasional overages will be reviewed by the supervisor on a case by case basis. After a review of the monthly billing~~

~~statement, employees may be required to reimburse the City for overages in cell use and/or texts, depending on the nature of the calls/texts made during the month. Employees will make an effort to utilize other methods before utilizing cellular minutes. Nothing in this policy will limit Department Head discretion to allow reasonable and prudent use of such telephones or equipment provided that:~~

~~Its use in no way limits the conduct of work of the employee or other employees  
No personal profit is gained or outside employment is served~~

A Department Head may authorize ~~an employees~~ to voluntarily use their own personal phone for City business at the employees own expense.

~~b. and be reimbursed by the City for those calls. An employee will not be reimbursed for business related calls without prior authorization from his or her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.~~

Use of public resources by City employees for personal gain and/or private use including, but not limited to ~~;~~ outside employment or political campaign purposes, is prohibited. Incidental and occasional personal use may be permitted with the consent of the ~~department director and~~ direct supervisor, but personal calls made and received should be done only when it doesn't interfere in work duties. Personal calls made by employees on a City-provided cellular phone will be made or received only when absolutely necessary and when they do not interfere with working operations and should be completed as quickly as possible. Department Heads may prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

~~c. A concern of the City is the personal safety of employees and the public at large. Therefore, e~~Employees should use proper safety procedures at all times when using a cell phone, but especially while operating equipment, driving on City business, or performing similar duties. City employees should only use a cell phone while operating a motor vehicle as permitted by Minnesota State law. (Pending feedback from Safety Consultant).

~~d. The Administrator, or designee, will have primary responsibility for implementation and coordination of this policy.~~ All Department Heads and supervisors will be responsible for enforcement of this policy within their departments and divisions.

### ***Smart Phones/Mobile Hot Spots/Tablets***

Department Heads ~~The city may at its discretion provide said devices to~~ members of staff as it deems appropriate needed. Department Heads are responsible for justification, both initially and ongoing.

### ***Electronic Mail (e-mail)/SMS (text) Messaging***

a. ~~The City e-mail system and City owned or issued cellular phones are tools to be used for matters directly related to the business activities of the City and as a means to provide~~

~~services that are efficient, accurate, timely and complete.~~ E-mail messages and texts are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether a message is public or non-public/private. ~~E-mail is~~ Both methods are intended as a medium of communication, not for information storage; therefore, ~~e-mail neither~~ should ~~not~~ be used for the permanent storage or maintenance of official City records or other City information. ~~Users may receive inappropriate and unsolicited e-mail messages. Any such messages should be reported immediately to the IT department.~~

Inappropriate non-business use of the City e-mail system and cellular phones includes, but is not limited to; the transmission of non-business audio, graphic or movie files; games; jokes; ~~instant messaging;~~ chain emails; content of an offensive, indecent, or pornographic nature; copyrighted material and large data files not directly related to City business. These items must not be sent or accepted as e-mail attachments. These types of files can ~~adversely affect the network or computer performance~~ decrease performance or even pose a security risk. Users may report any inappropriate or unsolicited e-mail messages to the IT department by taking a screenshot or via phone.

- b. Users must practice the utmost respect while texting and may not use text messaging, e-mails, or other forms of communication provided or authorized by the City to harass another employee, citizen or other individual. Such actions are “Textual harassment” is considered harassment and is subject to investigation and disciplinary action as described in the Anti-harassment Policy.
- c. The City retains the right to use management software to eliminate the delivery of junk e-mail (SPAM), ~~including e-mails that contain profanity.~~, marketing emails, phishing emails and, emails containing profanity, etc., without any notice.

### **Internet** ~~World Wide Web~~

- a. The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the City. Users must honor copyright laws regarding protected commercial software or intellectual property. Users accessing the Internet through the City’s IT systems should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are responsible for adhering to City standards when browsing the Internet. Failure to adhere to City standards puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences, including immediate termination of employment or other disciplinary actions.
- b. The City retains the right to use management software to monitor end user activity. This software may monitor and limit Internet activity.

### **Prohibited Use**

This list includes, but is not limited to illegal activities; profit or commercial activities; outside employment; any other public office or employment which is incompatible with City employment responsibilities, as determined by the City Administrator; wagering, betting, or selling chances; annoying or harassing other individuals; fund-raising, except for City approved activities; any political or religious activities; unethical activities;

pornographic, obscene, or indecent images or content; forwarding of junk e-mail, advertisements, and/or chain email.

### ***Personal Use***

- a. The city of Ramsey offers users the privilege of personal use of its technology. Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours, as follows: Users must obtain approval from their immediate supervisor prior to personal use of IT systems; only City users are to use the computers and computer-related peripherals; users must use their own media (flash drives, CD's) and paper. No personal files or data are to be stored on the City ~~file servers~~network; users must not use IT systems for items listed above in Prohibited Use.
- b. E-mail: E-mail may, on a very limited basis, be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. Using the City Internet e-mail to participate in any kind personal listservs or broadcast mailing list is prohibited.
- ~~c. Inappropriate non-business use of e-mail and the Internet can cause a burden on resources or carry computer viruses. Examples of this includes, but is not limited to: the transmission of non-business audio, graphic or movie files; games; jokes; instant messaging; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to business. These items must not be downloaded from the Internet. These types of files can be large and affect the network or computer performance or carry viruses.~~
- ~~d.c.~~ Desk Telephones: Desk telephones may be used for short, infrequent personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. Employees must pay any costs associated with personal long distance calls within 30 days.
- ~~e.d.~~ Copiers, Fax Machines, Printers: Users will reimburse the city of Ramsey for personal copies, faxes, and print requests, at the rate listed in the City fee schedule. Personal use fees must be reimbursed within 24 hours from the date the expense was incurred.

### ***Personal Social Networking on City-owned equipment***

Individuals must not use City-owned or operated equipment to post to personal sites, including social networking sites, except during break times or before/after work.

### ***Personal Social Networking while off duty and the City's Responsibility:***

they

The city of Ramsey has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines: individuals should exercise caution and good judgment when ~~social networking on social networking~~ sites/apps; individuals shall not represent that they are speaking or acting on behalf of the

city of Ramsey or presenting any interests of the city of Ramsey; individuals are not permitted to display the city of Ramsey logo on any part of their online profiles; individuals never have the right to post non-public and confidential information such as information related to coworkers without first obtaining the individuals' express written consent, personnel data, medical information, or claims or lawsuits against the City; individuals who use personal social media accounts are not immune from the law.

In general, all users of social networking should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials. Individuals need to be aware that they have no reasonable expectation of privacy when social networking and use of personal social media accounts are subject to all pertinent city of Ramsey policies, as well as local, state and federal laws. Content that violates existing City policies that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content will not be tolerated. Individuals are prohibited from using social networking sites to harass or attack others, including those who work for the city of Ramsey.

### ***City Facebook page or other City social networking sites:***

- a. Authorized city staff responsible for updating social media sites must use the greatest care to portray the City in the possible best light.
- b. If the author of a given post is quoting another individual's comments, the comments must be called out as a quote with quotation marks.
- c. In general, all posts should be reviewed by a supervisor and communications staff, if there is any doubt regarding the look, feel or interpretation of said post, staff shall have the post reviewed by the City Administrator before proceeding.
- d. All posts to the City's social media sites and other official City publications must comply with these policies.

### **Information Technology Security**

#### ***Purpose***

Ensure secure, protect, and allow only appropriate access to city of Ramsey IT systems and resources.

#### ***Logins and Passwords***

All users must use and maintain unique IT-issued login IDs/login credentials for computer and network-related access. Login IDs/These are credentials are not to be shared with others, and corresponding passwords must remain confidential. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. User passwords/login credentials must adhere to the following requirements set forth by the Logis Member Security Policy. Password requirements are shown at computer login screens. Longer passphrases can be used to increase the change interval.:

○ Have a minimum of at least six alphanumeric characters in length. Passphrases of 20 characters or more are exempt from some complexity requirements, and can be renewed once every 365 days.

○ Must be changed every 90 days

- ~~Have at least one numeric digit as well as letters, for example: 1FishTwoFish~~
- ~~Have not been previously used in the last five password rotations~~
- ~~Automatic screen lock is initiated after 15 minutes of inactivity.~~

Appropriate network access shall be assigned by the IT department to each user ~~login ID, and, users may only log into computers and equipment with their assigned login ID.~~ Passwords Login credentials are not to be shared with anyone, ~~and will be forced to change periodically.~~ New passwords should not be easily guessed items, such as: birthdays, family names, pet names, etc. ~~It is in an employee's best interest that Any employee who if they~~ forgets their password or suspects that their password's security has been compromised, ~~they~~ should contact the IT department immediately.

### ***Physical Security***

- a. City users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in accessible places, removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.
- b. All IT equipment is City property and ~~must remain on current premises.~~ Users may not move IT equipment outside of its assigned area without prior approval from the IT department. ~~Designated p~~Portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from City buildings only for City business by employees only. ~~Portable equipment must be reserved and checked out only to City users.~~ Users are expected to provide appropriate “common sense” protection against theft, breakage, environmental damage, and other risks.
- c. Users are required to log off computer workstations when absent for an extended time, such as end of day. Users may, however, “lock” their workstation instead when absent for a short period of time, such as during a meeting or over lunch. All computers will lock after 15 minutes of inactivity.

### ***Virus Protection***

All computer workstations, laptops, and servers must be protected from viruses using up-to-date antivirus software. Users may not alter their system's configuration or take other steps to defeat ~~virus protection devices~~security applications, appliances, or systems. All files on removable media must be scanned for viruses prior to installation onto or access from City computer equipment. It is an employees' responsibility to report Any files suspected or known to contain files, malicious actors, phishing emails, or viruses must be immediately reported to the IT department for proper handling.

### ***Wireless Access***

Unauthorized wireless access into the City's computer network is strictly prohibited. Wireless access is defined as, but not limited to, 802.11 (Wi-Fi), Bluetooth, ~~WiMax,~~ and cellular technologies. Users may not attempt to scan, connect to, or install any wireless computing device on City equipment or property. Wireless access must be

authorized and configured by the City's IT department. Any authorized wireless access must utilize standards-based encryption, and conform to adopted security practices as governed by LOGIS and/or state and federal government guidelines.

### Artificial Intelligence

Approved use of Artificial Intelligence (AI) tools within the City of Ramsey will be approved by the IT Manager and City Administrator. Upon approval, employees may use low-risk data with AI technology tools to perform work-related tasks. Low-risk data is defined by Minnesota Statutes Chapter 13 as "Public" and is intended to be available to the public. Employees are to assume that developers of AI tools will retain all data entered into the tool. Sharing of medium or high-risk data, could be considered a data breach, and may be subject to disciplinary action. Employees who ~~If you~~ are unsure whether the data you enter into AI applications is classified as public data, consult the City Clerk or IT Manager. All data created with the use of AI is to be retained in accordance with the City's records retention schedule.

## **11.4 Vehicle Use Policy**

This policy applies to all employees who drive a vehicle on city business, whether driving a city-owned vehicle or their own personal vehicle. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor, who will then notify Human Resources, on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.

~~Staff members shall operate City vehicles in a careful and prudent manner and shall obey all laws of the state and all City orders pertaining to such operation. Staff members shall set a proper example for others when operating City vehicles. Any City employee who drives a City vehicle regularly or occasionally in order to conduct City business, must promptly report loss or suspension of a driver's license to their Department Head.~~

The intent of this policy is to ensure appropriate use of City vehicles by municipal employees and to ensure a clear understanding thereof.

- a. Work related cConferences, schools, seminars and meetings: For purposes of this policy it is intended that Ttraining opportunities during the regular work shift within a 40-mile distance of the work location is considered an acceptable work-related activity in as much as the vehicle will be returned to the work site either during or shortly after the completion of the shift.

- b. Out-of-town and overnight conferences and schools: For travel which has a duration of more than one work day in length, ~~or for travel beyond the 40-mile radius noted above,~~ the employee is to utilize a non-fleet vehicle, the use for which will be compensated at the approved rate. Alternatively, upon prior approval of the City Administrator, the employee can receive the use of a vehicle previously determined as an excess vehicle by the City Council.
- c. Lunch hours and authorized breaks: For purposes of this policy when an employee is scheduled to work at a site other than their normal reporting location, ~~and for Police Officers on duty,~~ use of a City vehicle for travel within ~~one-five~~ miles of ~~the City limits said work location,~~ ~~for the purpose of lunch and other authorized breaks~~ shall not be considered personal use.
- d. Overnight use: It is the intent of this policy that all municipal vehicles will have returned to their designated work location by the end of the work shift unless prior written authorization has been received from the City Administrator.
- e.. Personal use: Personal use of City vehicles by City employees or elected officials is prohibited without the express written consent of the City Administrator or ~~his/her~~ the City Administrator's designee.

## 11.5 ***Telecommuting / Remote Work Policy***

### **Definition**

Telecommuting is a work arrangement where ~~the employees~~ works from home or another remote work site away from the primary traditional work place.

### **Purpose Consideration**

Consideration for telecommuting arrangements may be made on a case-by-case basis and only in situations where the employee can demonstrate a benefit to the City. Telecommuting is not appropriate for all employees, it is not a City wide benefit or entitlement, in no way changes the terms and conditions of employment with the City and is not a substitute for dependent care.

### **Participation**

Full-time ~~and part-time~~ employees, ~~except those under collective bargaining agreements,~~ may apply to participate. To be considered, employees must have successfully completed probation, received a satisfactory rating on their last performance evaluation and not had ~~any~~ disciplinary action taken against them during the past year. Seniority will not be a basis for selecting employees to participate in this program. The City Administrator and Department Head must agree to all telecommuting arrangements and the arrangement may be revoked at any time for any reason.

Part-time employees must have a regular schedule in which they would otherwise work five days per week in the office for at least 28 hours per week. If approved, part-time employees may not work more than one day per week remotely.

## General Eligibility

- Eligible Employees: Employees working in the office at least 28 hours per week, five days per week as their primary role.
- Ineligible Employees: Employees working in the office less than 28 hours per week, or those working in the field as their primary role.
- All requests meeting the eligibility requirements of this policy will be considered based on individual circumstances; there shall be no guarantee of approval based on job class.

## **Application Process**

The telecommuting application must be completed indicating how the telecommuting will benefit the City. All applications must be signed by the Department Head and then forwarded to Human Resources. The Department Head, Human Resources and the City Administrator will evaluate the application to determine whether or not the application will be approved or denied, at the sole discretion of the City Administrator. The Department Head will then meet with the employee regarding the determination. The Department Head is responsible for ensuring adequate coverage in the office.

## **Telecommuting Program**

It is recommended that employees who telecommute do so for a maximum of two days per week, or on a short-term project basis. The telecommuter and the Department Head should agree upon a regular schedule of work hours and work location. Following the regular work schedule is necessary to ensure maximum accessibility. However, if needed, the employee must be willing and able to return to the primary work place at the request of the Department Head for any reason with minimal notice, but not greater than 48 hours' notice.

An employee's salary, benefits and job responsibilities will not be affected by participating in telecommuting. Overtime must have prior approval. A remote work site is considered a City work space and the employee, therefore, continues to be governed by applicable City policies, procedures, or practices.

~~The employee is to be available for telephone, computer and/or fax communication with the City at the times as agreed by the signers on the application. The employee will respond to telephone calls at the telecommuting work location, and will respond to telephone messages left for the employee at the employee's City work location.~~

The Department Head and telecommuter must establish an agreed upon schedule where the telecommuter contacts the office to report progress.

The telecommuting program and/or projects must have measurable objectives. For example, writing a section of a manual, working on a special project, processing regular business, or preparing spreadsheets and financial analysis where being out of the "office environment" could lead to its accomplishment in a ~~more timely~~timelier manner.

Telecommuters may be assigned a different workstation space at the office if it is determined that coverage is better suited by an office rearrangement as a result of the telecommuting agreement.

Employees must adhere to the following requirements and conditions

- Maintain in office days as full days as per employee's normal schedule; not split between in office and the remote location.
- Be available for virtual meetings with a webcam at the times, as well as impromptu meetings that may arise.
- Be available for telephone, email or other communication at all times
- Respond to telephone calls and messages from the telecommuting work location as if in the office.
- Promptly respond to phone messages and emails from the employee's supervisor or the supervisor's designee immediately or within fifteen minutes, unless the employee is on break.
- Connect computer to the City network for the entirety of the work day.
- Maintain updated Outlook calendars at all times.
- If unavoidable, any changes to an employees work schedule shall be communicated to the employee's direct supervisor and direct reports in a timely manner
- Agree to all costs such as internet access and 'ancillary equipment' such as printers, at the employee's cost.
- Telecommuters will take all precautions necessary to secure confidential and/or proprietary information and prevent unauthorized access into any City system.

### **Equipment**

If an employee is approved for telecommuting and the project requires the use of a computer, the City shall provide the telecommuter a City-issued computer with Virtual Private Network (VPN) as well as soft phone software that allows the telecommuter to make and receive phone calls from their City assigned office phone number. The telecommuter must have access to any required technology to complete their task such as virtual meeting software and hardware, financial software, agenda software, etc. If the telecommuter desires a printer or other computer equipment, the cost of the equipment, maintenance repair of the equipment, equipment insurance, electricity, and/or phone lines are the employee's responsibility unless otherwise approved by the City Administrator. The cost of installing and licensing software will be at the City's expense as long as a software license already exists for that particular user.

~~In the case where an employee owns a personal computer, the employee must provide a copy of the appropriate documents to verify that the software being used is legally licensed and receive is utilizing virus detection, training from This will need to be verified for the IT Division. The City assumes no liability for loss, damage or wear of employee-owned equipment. Due to security concerns, the telecommuter shall not use a personal computer for purposes of telecommuting. The City assumes no liability for loss, damage or wear of employee-owned equipment. If the IT Division determines that the telecommuter is using a computer with software installed that is not properly licensed and/or does not receive virus protection, the telecommuting agreement may be terminated and disciplinary action may be followed as per the Personnel Policy and union contracts.~~

~~Telecommuters will take all precautions necessary to secure confidential and/or proprietary information and prevent unauthorized access into any City system.~~

City supplied Software/Hardware shall include the following: Computer (desktop or laptop), Virtual Private Network (VPN), Softphone or Cell Phone software to 'twin' with office phone and customary software on the desktop

### **Insurance**

The employee will be covered by Worker's Compensation while working at the telecommuting work address during the hours of work as indicated on the Telecommuting Application. The city of Ramsey's liability is limited to injuries resulting directly from the work and only if the injury occurs in the designated work area. Any claims will be handled according to regular Workers Compensation procedures. If injured while telecommuting, the employee ~~should~~ shall follow the appropriate procedures for reporting the injury. Other family members or visitors to the telecommuting work address are not covered by the City's Worker's Compensation program. The city of Ramsey is not liable for any injuries to family members, visitors, or others in the employee's home. ~~Employees should consider carrying insurance to cover these instances.~~

Telecommuters working at home will have a designated space maintained by the employee. With advance notice, the employer may visit the work site to ensure that safe work conditions exist. For projects involving extensive computer use, staff may request a ergonomics evaluation of the work area: to be conducted virtually by one of the City's trained ergonomics assessors.

### **Expenses**

The City will not reimburse the employee for any expenses the employee incurs to participate in telecommuting. This includes equipment, utilities, supplies and furniture. The City will provide a small and reasonable number of office supplies (such as pens, paper, post-it notes, and paper clips) for use by the telecommuter.

Travel time from the home to the workplace is not compensatory, even if the employee reports to the regular workplace on a day scheduled for telecommuting.

**CC Work Session**

**Meeting Date:** 06/11/2024

**Primary Strategic Plan Initiative:** Not Applicable

**Information**

**Title:**

Set Date for EPB Candidate Interviews

**Purpose/Background:**

Establish date to hold a special work session to interview two EPB candidates. The special work session would be approximately one hour in length.

**Timeframe:**

5 minutes

**Funding Source:**

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director

**Outcome:**

Set a special meeting date in June to interview candidates for formal appointment in July.

**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 06/06/2024

**Reviewed By**

Brian Hagen

**Date**

06/06/2024 11:41 AM

Started On: 06/06/2024 11:38 AM

**CC Work Session**

**Meeting Date:** 06/11/2024

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

**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

Attached is the current list of future topics for work session discussions. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

**Timeframe:**

**Funding Source:**

**Responsible Party(ies):**

**Outcome:**

For Council review - no formal action necessary.

**Attachments**

Future Topics List

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 06/05/2024

**Reviewed By**

Brian Hagen

**Date**

06/05/2024 08:29 AM

Started On: 06/04/2024 11:28 AM

Row #		<u><i>Tentative City Council Future Work Session Topics</i></u>	
	Proposed Date	Topic	Minutes (Estimate)
	<b>2024</b>		
	June 25	Building Official Recruitment	15
	June 25	Review Citizen Survey	30
	June 25	Audit Report (Begin at 6:30pm)	30
	June 25	Discuss Agenda layout	15
	June 25	City Administrator Review	15
	July	Budget Season Begins	
	July 9	Continue Review of Personnel Policy	45
	July 23	Union Negotiations Update (closed session)	30
	TBD	Waterfront Park Ballot Question	
	TBD	Subdivision Code	
	TBD	City Facility Safety Improvements	
	TBD	Discuss Precinct/Polling Location sizes	15
	TBD	Continue Policy Project Discussion – continue Park Policy discussion – Riverblood	30
	TBD	Draft Trail Maintenance Policy – Riverblood	30
	TBD	Draft Stormwater Pond Maintenance Policy – Westby	30
	TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff	20
	TBD	Discuss Council and B/C Remote Meetings Policy - Staff	15
	TBD	Decorum of Council Towards Meeting Attendees	