

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, January 28, 2025**

**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. Receive Recommendation from the Charter Commission to Amend Chapters 2, 3 and 12 of the Charter.
2. Traprock Park Mono-Pole Cell Tower Lease
3. Continued review of the draft Rental Housing Licensing Inspections Policy

**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:** 01/28/2025**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Information****Title:**

Receive Recommendation from the Charter Commission to Amend Chapters 2, 3 and 12 of the Charter.

**Purpose/Background:**

**Purpose:** The purpose of this case is to receive the recommendation from the Charter to amend Chapters 2, 3 and 12 of the Charter.

**Background:** The proposed amendments to the City Charter are mainly some housekeeping items, efficiency items that mirror general practices by the City Council and to consider a cost-savings measure related to the newsletter. The proposed ordinance with the recommendation from the Charter Commission, and a full version of the charter with redlined edits are attached to this case for reference. Below is a brief rationale behind each proposed change.

Vacancies to a city council seat currently do not establish a vacancy when a member moves outside their ward but remains in the City of Ramsey. Staff proposes to recognize that a councilmember elected to a ward seat is expected to represent residents who live within their ward. By moving to a new house within Ramsey but in a different ward would not allow this direct representation as a ward resident.

The process to consider ordinances by council is generally a two-month process. Furthermore, there are some unique steps required through the charter that may be outdated as technology has advanced and been implemented into our operations. The Charter Commission is proposing to eliminate the requirement for a roll call vote on ordinances. The rationale being, a roll call vote may be requested at any time. We have a regular practice of video recording our meetings, which can be viewed by the public on local TV or the internet, and if there is confusion on a voice vote, we can clarify the vote to ensure accurate records reflect the vote. A further recommendation is to allow for an ordinance to be placed on the consent agenda for final consideration so long as it was unanimously introduced by the City Council. The rationale behind this is only if the roll call vote requirement is supported, and this allows for more efficient meetings by eliminating redundancy. If council chooses, any consent agenda item may be removed and considered as a separate agenda item. Ordinances are still proposed to go to two city council meetings, with the introduction of the ordinance as a standalone agenda item with a brief presentation by staff outlining the parameters of the ordinance. The last proposal is to eliminate the requirement that the ordinance be read aloud before adoption. The City Council has historically utilized the charter provision to waive that requirement. With technology allowing full agenda packets to be posted to the internet typically six days before the meeting, there is ample opportunity for residents to review the ordinance ahead of time. Furthermore, from the first posting of an agenda with the introduction of an ordinance to final consideration, an ordinance is posted to the internet for approximately three weeks. Lastly, ordinances currently require a 30-day publication period before they become effective. This requirement is also fairly unique, and state statute simply requires publication prior to it becoming effective. The Charter Commission recommendation is to eliminate the 30-day waiting period. An added benefit to the near immediate effective date is that staff can provide direction to residents on the changes without having to delay the enforcement of the changes.

The last area the Charter Commission is proposing a change is related to the city newsletter. The charter requires six newsletters a year at regular intervals. The City publishes bi-monthly newsletters, with the first being issued in January. The newsletter is mailed to each parcel within the city limits, with extras available at City Hall. The

annual budget is approximately \$63,000 for the six newsletters. In addition to the newsletter, staff also prepares two recycling-related newsletters throughout the year that are mailed to every property. Staff considered recommending only electronic versions of the newsletter be produced. However, we recognize that many residents prefer a physical copy. The Charter Commission recommendation was to reduce the number of newsletters to four per year. The newsletters would generally follow the seasons of the year and still allow for important budget information to be published prior to final budget and levy adoption.

**Time Frame/Observations/Alternatives:**

With an amendment proposed by the Charter Commission, the City Council may amend the charter by ordinance. Within one month of receiving a recommendation to amend, the City must publish notice of a public hearing of the proposal. Within one month of the public hearing, the City Council must vote on the proposed charter amendment. If approved unanimously, the ordinance goes into effect 90 days after passage subject to no petition being submitted by voters forcing a referendum.

**Funding Source:**

N/A

**Recommendation:**

Staff recommends introducing the ordinance at the next regular meeting on February 11, 2025, with the Public Hearing and final vote to take place on February 25, 2025.

**Outcome/Action:**

No action required.

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**Attachments**

Full Charter with Proposed Changes  
Proposed Ordinance #25-02

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 01/23/2025

**Reviewed By**

Brian Hagen

**Date**

01/23/2025 01:06 PM

Started On: 01/21/2025 02:37 PM

## PART I CHARTER<sup>1</sup>

### CHAPTER 1. NAME, BOUNDARIES, POWERS AND GENERAL PROVISIONS

#### Sec. 1.1. Name and boundaries.

The City of Ramsey, Anoka County, Minnesota, shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The city clerk shall keep in his/her office at least two copies of this Charter with amendments, and shall maintain in each copy an accurate and up-to-date description of the boundaries. The copies of the Charter, amendments and boundary descriptions shall be available for public inspection anytime during regular office hours.

(Ord. of 1-24-2001)

#### Sec. 1.2. Powers of the city.

The city shall have all powers which it may now or hereafter be possible for a municipal corporation in this state to exercise in harmony with this Charter and with the constitutions of this state and of the United States and with the statutes of this state. It is the intention of this Charter to confer upon the city every power which it would have if it were specifically mentioned, unless otherwise provided in this Charter. The Charter shall be construed liberally in favor of the city, and the specific mention of particular municipal powers in other sections of this Charter does not limit the powers of the city to those thus mentioned. Unless granted to some other officer or body, all powers are vested in the council.

#### Sec. 1.3. Charter a public act.

This Charter shall be a public act and need not be pleaded or proved in any case.

### CHAPTER 2. FORM OF GOVERNMENT

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<sup>1</sup>Editor's note(s)—Printed in this part is the city Charter, which Charter was originally adopted on May 22, 1984.

Amendments are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original. Obvious misspellings have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same scheme for expression of numbers in text as appears in the Code has been used. A consistent scheme of capitalization has also been used. Additions for clarity are indicated by brackets.

State law reference(s)—City Charters generally, Minn. Stats. ch. 410.

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## Sec. 2.1. Form of government.

The form of government established by this Charter is the "Mayor-Council Plan" as defined by current Minnesota state statutes. Except as otherwise provided by state statutes or this Charter, all powers of the city are vested in the city council.

## Sec. 2.2. Boards and commissions.

There shall be no separate administrative board of health, library board, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state statutes. The council may, however, establish or abolish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, or to perform quasi-judicial functions. Notice of initial formation and all vacancies shall be published in the city newsletter and in the legal newspaper. Membership of the economic development authority, environmental policy board, parks and recreation commission, planning commission and any future boards and commissions the city council deems necessary shall not exceed nine members, all members of which shall be residents of the City of Ramsey.

(Ord. No. 23-04, § 2, 3-28-2023)

## Sec. 2.3. Council composition and election.

2.3.1 *Mayor and council.* The council shall be composed of the mayor, elected at large, two councilmembers elected at-large, and four councilmembers, each of whom shall be elected from a separate ward as established or amended pursuant to this Charter. The mayor and councilmembers shall be qualified electors. Each councilmember elected from a ward shall be a resident of the ward, but a change in ward boundaries does not disqualify a councilmember from serving the remainder of a term. Except as hereinafter provided, councilmembers shall serve for a term of four years and until a successor is elected and qualifies. The mayor shall serve for a term of four years and until a successor is elected and qualifies. The elections for the mayor and councilmembers shall be held as provided in subsection 2.3.3.

2.3.2 *Wards.* The city shall be divided into four separate wards. The boundaries of such wards shall be determined by ordinance based upon population as determined by the most recent federal decennial census and shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory. An ordinance designating the boundaries of the city's election wards shall be enacted within 60 days after the state legislature has been redistricted or by May 10 in the year ending in two, whichever comes first. The wards shall be designated as ward numbers 1, 2, 3 and 4.

### 2.3.3 *Transition schedule.*

2.3.3.1 For the 2002 city wide election only:

- (1) Councilmembers elected in the year 2000 shall be assigned to the ward in which he/she resides.
- (2) Councilmembers from ward numbers 1 and 3 shall be elected.
- (3) Two at-large councilmembers shall be elected, with the candidate receiving the highest number of votes serving a four year term and the candidate receiving the second highest number of votes serving a two-year term.

2.3.3.2 For the 2004 city wide election only:

- (1) Councilmembers from ward numbers 2 and 4 shall be elected.

(2) One at-large councilmember shall be elected to serve a four-year term.

(3) A mayor shall be elected.

2.3.3.3 Thereafter and commencing with the city wide election in 2006, there shall be biennial city wide elections with councilmembers from ward numbers 1 and 3 and an at-large councilmember elected, and at the next city wide election councilmembers from ward numbers 2 and 4, an at-large councilmember and a mayor shall be elected.

(Ref. of 11-5-1996; Ref. of 11-6-2001)

#### Sec. 2.4. Incompatible offices.

No member of the council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

No member of the council may serve as a member of the City of Ramsey Charter Commission while serving on the council. No member of the Council may serve as a voting member of any other commission or board of the City of Ramsey while he/she remains in office unless such membership is otherwise required by law.

(Ord. No. 22-29, § 2, 1-24-2023, eff. 5-11-2023)

#### Sec. 2.5. Vacancies.

A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city or respective ward, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall publicly declare by resolution, the vacancy to exist within 15 days of its occurrence and such vacancy shall be filled according to the provisions of section 4.5.

(Ord. No. 09-18, § 2, 12-8-2009)

#### Sec. 2.6. The mayor's powers and duties.

2.6.1 The mayor shall preside at meetings of the council and shall have a vote as a member. The mayor shall be recognized as the head of the city government for all ceremonial purposes, by the courts for serving civil process, and by the governor for purposes of martial law, but shall have no administrative duties.

2.6.2 Consistent with the responsibility to accept considerable leadership over the general conduct of city affairs, the mayor shall study the operations of the city government and recommend desirable changes and improvements to the council. The mayor shall also deliver messages to the council and the public, including a comprehensive message on the state of the city, as soon as practicable after the beginning of each year of his/her term of office.

2.6.3 At the first meeting of each year the council shall choose an acting mayor from the councilmembers. He/she shall perform the duties of mayor during the disability or absence of the mayor, or, in the case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

(Ord. of 12-6-2001)

**Commented [BH1]:** Is this accurate that if someone moves out of the ward this must forfeit their seat?

**Commented [FK2R1]:** Yes, I read it that way.

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**Sec. 2.7. Salaries.**

The mayor and councilmembers shall receive such compensation as is fixed by the council in accordance with state statutes. Any increases in such compensation shall not become effective until after the next municipal election. Other officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

**Sec. 2.8. Investigation of city affairs.**

The council may make investigations into the affairs of the city and the conduct of any city department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The council shall provide for an audit of the city's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time, the council may provide for an examination or audit of the city accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

**CHAPTER 3. COUNCIL PROCEDURES**

**Sec. 3.1. Council meetings.**

The council shall meet regularly at least once each month at such times and places as the council may designate by ordinance. The mayor or any three members of the council may call special meetings of the council upon at least 24 hours notice to each member, and such reasonable public notices as may be prescribed by council rule in compliance with state statutes. The 24 hours notice shall not be required in an emergency. A state of emergency shall be deemed to exist when the public peace, health, morals, safety or welfare are in immediate jeopardy. To the extent provided by state statutes, all meetings of the council and its committees shall be public, and any citizen shall have access to the minutes and records of the council at all reasonable times. During any of its public meetings, the council shall not prohibit, but may place reasonable restrictions upon citizens' comments and questions and citizen input shall be provided for at the beginning of each council meeting.

(Ord. No. 04-47, § 1(Subd. 1), 11-23-2004)

**Sec. 3.2. [Precincts].**

3.2.1 [Repealed].

3.2.2 Precinct boundaries. The precinct boundaries shall correspond to those adopted and revised periodically by council, by resolution.

3.2.3 [Repealed]

(Ord. of 9-8-1993; Ord. of 1-28-2000; Ref. of 11-5-2002; Ord. of 9-8-2003)

**Sec. 3.3. Rules of procedure and quorum.**

Except as otherwise provided in this Charter, the council shall determine its own rules and order of business. A majority of all members shall constitute a quorum to do business, but a smaller number may adjourn from time

to time. The council may by rule provide means by which a minority may compel the attendance of absent members in accordance with state statutes.

### Sec. 3.4. Ordinances, resolutions and motions.

3.4.1 Except as otherwise provided in this Charter ~~of or~~ state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this Charter, all legislation shall be by ordinance. ~~The vote on all ordinances shall be by a roll call vote.~~

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

(Ord. No. 04-47, § 1(Subd. 2), 11-23-2004)

**Commented [BH3]:** Is roll call vote necessary?

**Commented [FK4R3]:** No, not outside of the City's own requirement or where a member is participating remotely.

### Sec. 3.5. Procedures on ordinances.

Every proposed ordinance shall be presented in writing. ~~The introduction of an ordinance shall be voted on its own, separate from any other agenda item. An ordinance which receives a unanimous vote on the introduction, may have final consideration made on the consent agenda at a subsequent meeting.~~ No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains." No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.

(Ord. No. 85-09, 9-28-1985)

### Sec. 3.6. Emergency ordinances.

An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare, and in such ordinance the emergency is defined and declared in a preamble thereto. An emergency ordinance must be approved by a majority of available members of the city council. An emergency ordinance must be in writing but may be enacted without previous filing or voting, and may be adopted finally at the meeting at which it is first introduced and voted upon by the council. An emergency ordinance shall remain in effect for the duration of the emergency. No prosecution shall be based upon the provisions of an emergency ordinance until 24 hours after the ordinance has been adopted, filed with the city clerk, and either has been posted in three conspicuous places in the city or published as provided for in this Charter, or the person charged with violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution.

(Ord. of 1-24-2001)

### Sec. 3.7. Signing and publication of ordinances.

~~The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to the meeting at which it is to be adopted.~~ The ordinance shall ~~then~~ be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner

**Commented [BH5]:** The City Council routinely exercises the waiver option. Furthermore, posting agenda packets five days in advance of meetings on the internet allows residents ample opportunity to review the ordinance. This, in conjunction with an introduction of an ordinance provides nearly three weeks of postings.

**Commented [FK6R5]:** Multiple reading is pretty "old school." Not a bad practice, by any means, but not required by any state law.

provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

(Ord. of 1-24-2001)

### Sec. 3.8. Procedure on resolutions.

Every resolution shall be presented in writing and shall be filed and preserved by the city clerk.

(Ord. No. 85-09, 9-28-1985; Ord. of 1-24-2001)

### Sec. 3.9. When ordinances and resolutions passed by city council take effect.

Every resolution and emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every other ordinance shall take effect 30 days after its upon publication or at such later date as it specifies.

**Commented [BH7]:** What is the purpose of a 30 day waiting period?

### Sec. 3.10. Amendment and repeal of ordinances and resolutions.

3.10.1 An ordinance or resolution which repeals all or part of a previous ordinance or resolution, respectively, shall give the number, if any, in the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution shall be amended by reference to the title alone, but an ordinance or resolution which amends such ordinance or resolution, respectively, shall set forth in full each section to be amended and shall indicate by appropriate type or symbols, matter to be omitted or added. Amendment or repeal of an ordinance or resolution shall require a majority vote of all members of the council, unless otherwise provided in this Charter or by state statutes.

**Commented [FK8R7]:** Ample notification of anyone who might be interested or will judicially challenge the ordinance. State law and usual practice elsewhere is that the ordinance is valid upon publication.

3.10.2 Repeal of initiative ordinances. An ordinance passed under the initiative power shall not be repealed or amended by the council except by submission to the voters of the question by the council at a regular municipal or special election.

### Sec. 3.11. Review and revision of ordinances and indexing of resolutions.

The city shall review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the council at least once every two years. The ordinance code and the resolution index may be published in a book, pamphlet or loose-leaf form and copies shall be made available by the council at the office of the city clerk for general distribution to the public for a reasonable charge. Incorporation in such a code shall be a sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two successive weeks that copies of the codification are available at the office of the city clerk.

(Ord. of 1-24-2001)

## CHAPTER 4. NOMINATIONS AND ELECTIONS

### 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, at such places as the city council shall designate. At least 15 days prior notice shall be given

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by the city clerk by posting a notice thereof in the city clerk's office, on the city website 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 Monday in January following such election.

4.1.1 *Primary elections.* The regular primary election shall be held on the same date as prescribed by Minnesota Election Law, 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. 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.

(Ord. of 1-24-2001; Ref. of 11-6-2001; Ord. No. 10-08, § 1, 5-4-2010; Ord. No. 23-05, § 2, 4-25-2023)

#### **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 84 days nor less than 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. 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 in the city clerk's office and published in the official newspaper of the city at least two weeks before such election by the city clerk, whose duty it is to preserve such sample ballots.

4.2.1. [Repealed].

(Ord. of 11-14-1994; Ref. of 1-24-2001; Ref. of 11-6-2001; Ord. No. 23-05, § 2, 4-25-2023)

#### **Sec. 4.3. Procedure at elections.**

Consistent with the provisions of this Charter and applicable state statutes, the council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this Charter and supplementary ordinances, general state statutes on elections shall apply to municipal elections.

#### **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. This section does not apply to special elections to fill vacancies in municipal offices.

(Ord. of 1-24-2001; Ord. No. 23-05, § 2, 4-25-2023)

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**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. Stats. § 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 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 section 4.5.6 of this Charter.
- 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 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.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 3), 11-23-2004; Ord. No. 09-18, § 2, 12-8-2009; Ord. No. 23-05, § 2, 4-25-2023; Ord. No. 23-08, § 2, 9-26-2023)

**CHAPTER 5. INITIATIVE, REFERENDUM AND RECALL**

**Sec. 5.1. Powers reserved by the people.**

The people of the City of Ramsey reserve to themselves the powers in accordance with the provisions of this Charter to initiate and adopt ordinances, to require ordinances passed by the council to be referred to the electorate for approval or disapproval, and to recall elected public officials. These powers shall be called the initiative, the referendum, and the recall, respectively.

**Sec. 5.2. General provisions for petitions.**

- 5.2.1 *Petition for initiative and referendum.* A petition for initiative and referendum provided for under this chapter shall be sponsored by a committee of five registered voters of the city whose names and addresses shall appear on the petition. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.5 or 5.7 which apply, respectively, to initiative, and referendum. Each signer shall be a registered voter of the city and shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence that the circulator believes them to be the genuine signature of the person whose name it purports

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to be. The person making the certificate shall be a resident of the city and registered to vote. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

5.2.2 *Petition for recall of a ward councilmember.* A petition for recall of a councilmember elected from a separate ward shall be sponsored by a committee of five registered voters whose name and addresses shall appear on the petition and who reside within the ward represented by the councilmember. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.8 which applies to recall. Each signer shall be a registered voter of the ward represented by the councilmember subject to the recall and each signer shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a registered voter of the ward represented by the councilmember subject to the recall. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the clerk-administrator before said clerk-administrator advises the council of the sufficiency of the petition.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 4), 11-23-2004)

### **Sec. 5.3. Determination of sufficiency.**

The committee shall file the completed petition in the office of the city clerk. The required number of signatures for initiative and referendum shall be at least 20 percent of the total number of registered voters at the time of the last city-wide election. The required number of signatures for recall of the mayor or a councilmember elected at large shall be at least 20 percent of the total number of registered voters in the city at the time of the last city-wide election. The required number of signatures for recall of a councilmember elected from a ward shall be at least 20 percent of the total number of registered voters in the ward represented by the councilmember subject to the recall at the time of the last city-wide election. Immediately upon receipt of the petition, the clerk-administrator shall examine the petition as to its sufficiency and report to the council within ten days. Upon receiving the report, the council shall determine by resolution the sufficiency of the petition.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 5), 11-23-2004)

### **Sec. 5.4. Disposition of insufficient or irregular petition.**

If the council determines that the petition is insufficient or irregular, as defined in sections 5.3 and 5.2 respectively, the city clerk shall deliver a copy of the petition, together with a written statement of its defects, to the sponsoring committee. The committee shall have 30 days in which to file additional signature papers and/or to correct the petition in all other particulars, except that, in the case of a petition for recall, the committee may not change the statement of the grounds on which the recall is sought. Within five days of receipt of the corrected petition, the city clerk shall again report to the council. If the council finds that the petition is still insufficient or irregular, the city clerk shall file the petition in his/her office and notify the sponsoring committee. The final finding that the petition is insufficient or irregular shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the subject matter of the petition to the voters at the next regular or special election.

(Ord. of 1-24-2001)

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### **Sec. 5.5. Initiative.**

Any ordinance may be proposed by a petition which shall state at the head of each page or attached thereto the exact text of the proposed ordinance. If the council passes the proposed ordinance with amendments, and a majority of the sponsoring committee do not disapprove the amended form by a statement filed with the city clerk within ten days of its passage by the council, the ordinance need not be submitted to the voters. If the council fails to enact the ordinance in a form acceptable to the majority of the sponsoring committee within 60 days after the final determination of sufficiency of the petition, the ordinance as originally proposed shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election on the ordinance to be held within such period.

(Ord. of 1-24-2001)

### **Sec. 5.6. Initiative to amend the Charter.**

Nothing in this Charter shall be construed in any way as affecting the right of the electors to propose amendments to this Charter.

(Ref. of 12-6-2001)

### **Sec. 5.7. Referendum.**

Prior to the date an ordinance takes effect, it may be subjected to referendum by a petition which shall state at the head of each page, or attached thereto, the exact text of the ordinance to be considered by the voters. If the petition is found to be sufficient under the provisions of section 5.3 of this chapter, the said ordinance shall thereby be prevented from going into operation, and the subject matter of the petition shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election to be held within such period, providing the petition has been found to be sufficient. If a majority of the voters voting thereon vote for the ordinance contained in the petition, it shall take effect immediately upon certification of the election results by the council.

### **Sec. 5.8. Recall.**

Consideration by the electorate of the recall of any elected officer of the city may be initiated by petition. The petition shall state at the head of each page, or attached thereto, a certificate stating the name of the officer whose removal is sought, the grounds for recall, which shall be malfeasance, misfeasance or nonfeasance in office, is not more than 250 words, and the intention of the sponsoring committee to bring about the officer's recall. Such petition shall be filed in the city clerk's office prior to circulation. If the petition or amended petition is found sufficient under the provisions of section 5.3 of this chapter, the city clerk shall transmit it to the council without delay, and shall also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. The council shall, at its next meeting, by resolution, provide for the holding of a special recall election within ninety days after such meeting, the council may, in its discretion provide for the holding of the recall vote at that time. If the special recall election involves a councilmember elected from a separate ward, the special recall election shall be conducted only within the ward of such councilmember. If the special recall election involves the mayor or a councilmember who is elected at large, the election shall be a city-wide election. The city clerk shall include with the published notice of the election the statement of the grounds for the recall and, also, in not more than 500 words, the answer of the officer concerned in justification of his/her course of office. If a vacancy occurs due to recall election, section 4.5 shall apply to fill such vacancy.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 6), 11-23-2004)

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**Sec. 5.9. Majority voter turnout.**

No ballot question considered at a general or special election pursuant to Charter sections 5.5 Initiative, 5.7 Referendum or 5.8 Recall shall be deemed approved by the voters unless at the election:

1. A majority of the registered voters at the time of the last citywide election vote on the ballot question; and
2. A majority of the persons voting, vote in favor of the ballot questions.

**CHAPTER 6. ADMINISTRATION OF CITY AFFAIRS**

**Sec. 6.1. Administrative responsibility.**

The council, as a body, shall be responsible for the administration of the city. The council shall appoint an administrative officer to assist in the administration of city affairs. For purposes of reference in this Charter, this administrative officer shall be referred to as the city administrator.

(Ord. of 1-24-2001)

**Sec. 6.2. Administrative organization.**

6.2.1 The council may by ordinance establish city departments, offices and agencies and prescribe their functions. No power or duty conferred by this Charter upon a particular office or agency shall be transferred to any other.

6.2.2 The city council shall by resolution hire or remove heads of departments, and such other future officers and personnel as may be required to operate the city efficiently. The council shall determine the qualifications thereof and prescribe the duties to be performed by each, except as otherwise prescribed in this Charter.

6.2.3 The heads of departments and other officers designated by the council shall report in person to the council and to the public at least once each quarter at a regularly scheduled council meeting.

**Sec. 6.3. Duties of the city administrator.**

The city administrator shall be the chief administrative officer for the council. The council shall establish by resolution, the powers duties and reporting requirements of the city administrator.

(Ord. of 1-24-2001)

**Sec. 6.4. Purchases and contracts.**

All purchases shall be made and all contracts let by the council. Contracts shall be made in compliance with the uniform contracting law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder. All contracts, bonds and instruments of any kind to which the city is a party shall be signed by the mayor and the city administrator on behalf of the city and shall be executed in the name of the city. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

(Ord. of 1-24-2001)

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**Sec. 6.5. Subordinate officers.**

There shall be a city clerk and such other officers subordinate to the city administrator as the city council may create by ordinance. The city clerk, subject to the direction of the city administrator, shall keep the public records, and shall have other duties as the city administrator shall prescribe. In addition, the city clerk shall have other powers and duties imposed by state law, this Charter, city ordinance and city resolution. The Council may by ordinance abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.

(Ord. of 1-24-2001)

**CHAPTER 7. TAXATION AND FINANCES**

**Sec. 7.1. Council to control finances.**

The council shall have full authority over the financial affairs of the city except as limited or prohibited by the state constitution, state laws, or this Charter. It shall provide for the collection of all revenues and other assets, and the auditing and settlement of accounts. It shall further provide for the safekeeping and disbursement of public moneys.

(Ord. of 3-25-1994)

**Sec. 7.2. Fiscal year.**

The fiscal year of the city shall be the calendar year.

(Ord. of 3-25-1994)

**Sec. 7.3. System of taxation.**

Subject to the state constitution, and except as forbidden by it, or by state statutes, the council shall have full power to provide by ordinance for a system of local taxation. This authority includes the power by ordinance to assess, levy, and collect taxes on all subjects or objects of taxation except as limited or prohibited by the state constitution, by this Charter or by state statutes imposing restriction upon the city, irrespective of Charter provisions.

(Ord. of 3-25-1994)

**Sec. 7.4. Submission of budget.**

7.4.1 Annually, the city administrator shall submit to the council the budget recommendations in accordance with a budget calendar to be established by resolution. The budget shall provide a complete financial plan for all city funds and activities for the ensuing fiscal year and, except as required by state statutes or this Charter, shall be in such form as the council may require. It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In addition to showing proposed expenditures for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure. The total proposed operating budget to be

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provided from the property tax shall not exceed the amounts authorized by state statutes and this Charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by ordinance and by state statutes. The Annual Financial Statement shall be in such form as state statutes, this Charter or the council may prescribe.

7.4.2 For each utility operated by the city, its budget shall show anticipated net surplus or deficit and the proposed method of its disposition; and subsidiary budgets for each utility giving income and expenditure information shall be included or attached as appendices.

(Ord. of 3-25-1994; Ord. of 1-24-2001)

### **Sec. 7.5. Long-term financial plan.**

7.5.1 The city council shall have prepared a long-term financial plan of at least five years. This information shall be revised and extended each year. The city council shall hold an annual public hearing on the long-term financial plan and adopt it by resolution with or without amendment. The financial plan, at minimum, shall consist of three elements as specified in sections 7.5.2 through 7.5.4 which follow.

7.5.2 The public service program. The program shall be a continuing five-year plan for all public services, estimating future needs for the public health, safety and welfare of the city. It shall measure the objectives and needs for each city department, the standard of services desired, and the impact of each such service on the annual operating budget.

7.5.3 The capital improvement program. This program shall consist of projects and facilities that are or will be needed by the city in carrying out the anticipated program of public services. It shall include a list of all capital improvements proposed to be undertaken during the next five fiscal years, with appropriate supporting information as to the necessity for such improvements; the priority of each anticipated improvement; cost estimate, method of financing and recommended time schedule for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process.

7.5.4 Five year financial forecast. This forecast shall detail the estimated revenue and expenditures necessary to carry out the public service and capital improvement programs as described in sections 7.5.2 and 7.5.3. In addition, the forecast will identify financing sources and uses, cash flow projections, and financial policies that impact or exercise control over revenues and expenditures.

7.5.5 A summary of the long-term financial plan shall be published in the city newsletter annually.

(Ord. of 3-25-1994)

### **Sec. 7.6. Council action on budget.**

7.6.1 The budget public hearing dates, procedures to be followed during the hearing; and publications are established by state statute. However, the actual adoption of the proposed annual budget and the municipal levy shall take place at the next regularly scheduled council meeting following the mandated public hearing(s) to ensure that comments received during the public hearing(s) are given due consideration before the final budget and municipal tax levy are adopted. The council may revise the propose budget but no amendment to the budget shall increase the authorized expenditures to a amount greater than the estimated funds available. The council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department function or program, with such segregation as to objects and purpose of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying the amount of taxes provided in the budget, and the city administrator shall

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certify the tax resolution to the county auditor in accordance with state law. Adoption of the budget resolution shall constitute appropriations at the beginning of the fiscal year of the sums fixed in the resolution of the several purposes named.

7.6.2 At least two weeks before the proposed budget is adopted, for the ensuing fiscal year, a summary of the proposed budget and municipal levy increases and decreases shall be given in the city newsletter. Such summary shall be set forth in language designed to be readily understood by the layperson, and shall provide appropriate supporting information as to the necessity for any increases. Failure to provide the specified summary will not invalidate the budget. A summary of the adopted final budget shall be printed in the city newsletter as soon as is practical after the adoption.

(Ord. of 3-25-1994; Ord. of 1-24-2001)

### **Sec. 7.7. Enforcement of the budget.**

7.7.1 The city council shall enforce the provisions of the budget. It shall approve and authorize payments of bills, at each regularly scheduled council meeting, that have been presented for payment, supported by an itemized bill, payroll time sheet, or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness. Bills that are of an ongoing operating nature, have been appropriated in the budget, and been approved by the responsible city officer, may be paid prior to regular council meetings to avoid late penalties or to take advantage of available discounts. Other payments may occur in the event it is unreasonable or untimely to obtain council approval for funding an emergency or unforeseen expenditure which is necessary for the routine operation of the city as directed by council in a purchasing policy which shall be adopted by ordinance.

7.7.2 Any obligation incurred by any person in the employ of the city for any purpose not authorized in the budget resolution, or for any amount in excess of the amount authorized, shall be a personal obligation upon the person incurring the obligation and such person will be subject to appropriate disciplinary or criminal action. No check shall be issued or transfer made to any account other than one owned by the city until the claim to which it relates has been supported by an itemized bill, payroll, time sheet or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness.

(Ord. of 3-25-1994)

### **Sec. 7.8. Alterations to the budget.**

After the budget resolution has been adopted, the council shall not increase the amounts fixed in the resolution beyond the estimated funds available except to the extent that actual receipts exceed the estimated funds available. At anytime, the council may, by resolution approved by a four-fifths vote of its members, reduce the sums appropriated for any purpose by the budget resolution, or authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes.

(Ord. of 3-25-1994)

### **Sec. 7.9. Funds.**

There shall be maintained in the city treasury a general fund and such other funds as may be required by state statutes, resolution or ordinance. The council shall, by resolution or ordinance, create and abolish funds and shall define which funds are eligible for interfund loans as it may deem necessary and appropriate.

(Ord. of 3-25-1994)

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**Sec. 7.10. City indebtedness.**

- 7.10.1 Except as provided in sections 7.11 and 7.12, no obligation shall be issued to pay current expenses, but the council may issue and sell obligations for any other municipal purpose in accordance with state statutes and within the limitations prescribed by law. Except in the case of obligations for which an election is not required by this Charter or state statutes, no such obligation shall be issued and sold without the approval of the majority of the voters voting on the question at a general or special election.
- 7.10.2 A description of each such proposed issue shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the issue. However, corrections shall be published at the earliest practical time.

(Ord. of 3-25-1994)

**Sec. 7.11. Tax anticipation certificates.**

At any time after January 1, the council may issue tax anticipation certificates in anticipation of state and federal aids and the collection of taxes levied the previous year for any fund and not yet collected. The total amount of certificates issued against any fund for any year together with interest thereon until maturity shall not exceed 90 percent of the total state and federal aids and current taxes due to the fund and uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the council may determine, but they shall become due no later than April 1 of the year following their issuance. The proceeds of the tax levied and such state or federal aids as the governing body may have allocated for the fund against which tax anticipation certificates are issued, and the full faith and credit of the city shall be irrevocably pledged for the redemption of the certificates.

(Ord. of 3-25-1994)

**Sec. 7.12. Emergency debt certificates.**

- 7.12.1 If in any year, the receipt from taxes or other sources should, for some unforeseen cause, become insufficient for the ordinary expenses of the city, or if any calamity or other public emergency necessitates the making of extraordinary expenditures, the council may by ordinance issue on such terms and in such manner as the council determines, emergency debt certificates to run not in excess of three years. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing the issue of the emergency debt certificates shall state the nature of the emergency and be approved by at least four members of the council. It may be passed by emergency ordinance as defined in section 3.6 except that the ordinance shall be enacted by a four-fifths vote of the council.
- 7.12.2 A description of each such proposed certificate shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the certificate. However, corrections shall be published at the earliest practical time.

(Ord. of 3-25-1994)

**CHAPTER 8. PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS**

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**Sec. 8.1. Power to make improvements and levy assessments.**

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

**Sec. 8.2. Application of Charter.**

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

**Sec. 8.3. Assessments for services.**

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

**Sec. 8.4. Local improvement procedure.**

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

- 8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.
- 8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.
- 8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the

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foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

### **Sec. 8.5. Computation of time.**

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

(Ord. of 1-25-1993)

### **Sec. 8.6. Sewer and water projects.**

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

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8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.

8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.

8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

(Ref. of 5-20-1996; Ord. of 1-24-2001)

## CHAPTER 9. EMINENT DOMAIN

### Sec. 9.1. Acquisition of property.

The city may acquire by purchase, gift, condemnation, or otherwise, any property, either within or without its boundaries, that may be needed by the city for any public purpose. In acquiring property by exercising the power of eminent domain, the city shall proceed according to Minnesota Statutes, chapter 117 [Minn. Stats. ch. 117], or other applicable laws.

## CHAPTER 10. FRANCHISES

### Sec. 10.1. [Required.]

Except as otherwise provided by state statutes, no person, firm or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon or under any street or public place for the purpose of operating a public utility, or for any other purpose, without a franchise therefor from the city. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. No exclusive franchise shall be granted unless the proposed ordinance is submitted to the voters of the city following a public hearing and approved by at least a majority of those voting thereon. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the city clerk to guarantee publication before the ordinance is passed.

(Ord. of 1-24-2001)

### Sec. 10.2. Term.

No perpetual franchise or privilege shall be created, nor shall any exclusive franchise or privilege be granted for a period of more than 25 years.

### Sec. 10.3. Public hearing.

Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by the council, the council shall hold a public hearing on the matter. Notice of such hearing shall be published at least once in the city newsletter and in the official newspaper not less than ten days prior to the date of the

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hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, correction(s) must be published at the earliest practical time.

**Sec. 10.4. Power of regulation reserved.**

Subject to any applicable state statutes, the council may by ordinance reasonably regulate and control the exercise of any franchise, including the maximum rates, fares, or prices to be charged by the grantee. No franchise value shall be included in the valuation of the grantee's property in regulating utility rates, fares, or prices under any applicable state or municipal law, or regulation, or in proceedings for municipal acquisition of the grantee's property by purchase or eminent domain.

**Sec. 10.5. Renewals or extensions.**

Every extension, renewal, or modification of any existing franchise, or of any franchise granted thereafter, shall be subject to the same limitations and shall be granted in the same manner as a new franchise.

**CHAPTER 11. PUBLIC OWNERSHIP AND OPERATION OF UTILITIES**

**Sec. 11.1. Acquisition and operation of utilities.**

The city may own and operate any gas, water, heat, power, light, telephone or other public utility for supplying its own needs for utility service, or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose, and may acquire any existing utility properties so needed; but such action shall only be taken by ordinance, which shall not be an emergency ordinance. The operation of all public utilities owned by the city shall be under the supervision of the city council.

**Sec. 11.2. Rates and finances.**

The council may, by ordinance, fix rates, fares and prices for municipal utilities, but such rates, fares and prices shall be just and reasonable. The council shall make each municipal utility financially self sustaining. Before any rates, fares or prices for municipal utilities shall be fixed by the council, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter. The council shall prescribe the time and the manner in which payments for all such utility services shall be made, and may make such other regulations as may be necessary, and prescribe penalties for violations of such regulations.

**Sec. 11.3. Purchase in bulk.**

The council may, in lieu of providing for the local production of gas, electricity, water and other utilities, purchase the same in bulk and resell them to local consumers at such rates as it may fix. Before such rates are fixed by the council, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter.

**Sec. 11.4. Lease of plant.**

The council may, if the public interest will be served thereby, contract with any responsible person, co-partnership or corporation for the operation of any utility owned by the city upon such rentals and conditions as it may deem necessary; but such contract shall not be an emergency ordinance. In no case shall such contract be for a longer term than ten years.

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**Sec. 11.5. Public utility.**

How sold. No public utility owned by the city shall be sold or otherwise disposed of by the city unless the full terms of the proposition of said sale or other disposition thereof, together with the price to be paid therefor, shall be embodied in an ordinance approved by a majority of the registered voters voting thereon at a general or special election. Before such ordinance is submitted to a vote, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter.

**Sec. 11.6. Notice of public hearing.**

Notice of public hearing required by this chapter shall be published at least once in the official newspaper and in the city newsletter at least ten days prior to the date of the hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, the correction(s) must be published at the earliest practical time.

**CHAPTER 12. MISCELLANEOUS AND TRANSITORY PROVISIONS**

**Sec. 12.1. Official publication.**

The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by state statutes and this Charter to be so published, as well as such other matters as the council may deem it in the public interest to have published in this manner.

**Sec. 12.2. Oath of office.**

Every officer of the city shall, before entering upon the duties of his/her office, take and subscribe an oath of office in substantially the following form: "I do solemnly swear (or affix:) to support the constitution of the United States and of this state and to discharge faithfully the duties devolving upon me as (mayor, councilmember, city administrator, etc.) of the City of Ramsey to the best of my judgment and ability".

(Ord. of 1-24-2001)

**Sec. 12.3. City officers not to be interested in contracts.**

Except as otherwise permitted by state statutes, no officer of the city, who is authorized to take part in any manner in any contract with the city, shall voluntarily have a personal financial interest in such contract or personally benefit financially therefrom.

**Sec. 12.4. Official bonds.**

The city administrator and other such officers or employees of the city as may be provided for by ordinance shall each, before entering upon the duties of his/her respective office or employment, give a corporate surety bond to the city in such form and such amount as may be fixed by the council as security for the faithful performance of his/her official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the council. They shall be approved by the council, and approved as to form by the city attorney, and filed with the city administrator. The premiums on the bonds shall be paid by the city.

(Ord. of 1-24-2001)

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**Sec. 12.5. Sales of real property.**

No real property of the city, with the exception of cemetery plots, shall be disposed of except by ordinance. The proceeds of any sale of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the city in the purchase, construction, or improvement of this or other property used for the same public purpose. If there is no such outstanding indebtedness, the council may by resolution designate some other public use for the proceeds.

**Sec. 12.6. Vacation of streets.**

The council may by ordinance vacate any street or alley or other public grounds or part thereof within the city. Such vacation may be made only after published notice in the official newspaper and an opportunity for affected property owner and public to be heard, and upon such further terms and by such procedure as the council by ordinance may prescribe. A notice of completion of such procedure shall be filed in accordance with state statutes.

**Sec. 12.7. Statutes not affected by Charter.**

All general laws and statutes of the state applicable to all cities operating under home rule charters, or applicable to cities of the same class as the City of Ramsey operating under home rule charters, and not inconsistent with the provisions of this Charter, or the ordinances of this city, shall apply to the City of Ramsey, and shall be construed as supplementary to the provision of this Charter.

**Sec. 12.8. City to succeed to rights and obligations of former city.**

The city shall succeed to all property, rights, and privileges, and shall be subject to all legal obligations of the former city.

**Sec. 12.9. Existing ordinances and resolutions continued.**

All ordinances, resolutions and regulations of the municipality in force when this Charter takes effect, and not inconsistent with the provisions thereof, are hereby continued in full force and effect until amended or repealed.

**Sec. 12.10. Officers to continue for present terms.**

All elective and appointive officers of the city holding office on the effective date of this Charter shall continue in office for the terms to which they were elected or appointed, and until their successors shall have been elected or appointed and have qualified.

**Sec. 12.11. Pending condemnations and assessments.**

Any condemnation or assessment proceeding in progress when this Charter takes effect shall be continued and completed under the state statutes under which such proceeding was begun. All assessments made by the municipality prior to the time when this Charter takes effect shall be collected, and the lien thereof enforced in the same manner as if this Charter had not been adopted.

**Sec. 12.12. Ordinances to make Charter effective.**

The council shall by ordinance, resolution, or other appropriate action make such regulations as may be necessary to carry out and make effective the provisions of this Charter.

**Sec. 12.13. A newsletter.**

A newsletter shall be published by the city at regular intervals at least ~~six~~ four times each year. The postal role for the city shall be used for the distribution.

**Sec. 12.14. [Effective date.]**

This Charter becomes effective 30 days after adoption.

**CHAPTER 13. POLICE DEPARTMENT**

**Sec. 13.1. Department created.**

The existing police department for the city shall forthwith be established as permanent and shall consist of a chief of police, and such other officers and members as may be provided for by the council.

(Ord. of 12-13-1988)

**Sec. 13.2. Appointments.**

The chief of police shall be appointed by the council. All other appointments to or promotions within the department shall be made as provided by law.

(Ord. of 12-13-1988)

**Sec. 13.3. Rank.**

The chief of police shall be the head of the department and have supervision over all officers and members thereof.

(Ord. of 12-13-1988)

**Sec. 13.4. Duties of chief.**

The chief of police shall keep such records and make such reports concerning the activities of his/her department as may be required by statute or by the city council. The chief shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.

(Ord. of 12-13-1988)

**Commented [BH9]:** Question for the Charter Commission:  
Do we need 6 newsletters plus 2 recycling newsletters? The annual budget is \$63,000 for six Ramsey Resident Newsletters. The recycler is funded through Anoka County Grant Funds.

**Commented [BH10]:** Question for Fritz, newsletter is not defined. Could one argue that we can count the 2 recycling newsletters as 2 of the 6 required by Charter?

**Commented [FK11R10]:** If it's not defined, then the definition would be the City's usual and ordinary practice. If you use the recycling newsletters for topics other than just recycling, it should fit the bill if you want it to.

---

**Sec. 13.5. Duties.**

It shall be the duty of the officers of the police department to see to the enforcement of all of the ordinances of the city and all statutes applicable therein, and to preserve order and prevent infractions of the law and arrest violators thereof.

(Ord. of 12-13-1988)

**Sec. 13.6. Conduct of members.**

It shall be the duty of every member and officer of the police department to conduct himself or herself in a proper and law abiding manner at all times. Each member and officer of the department shall obey the orders and directions of his/her superior.

(Ord. of 12-13-1988)

**Sec. 13.7. Rules and regulations.**

The chief of the police department may make or prescribe such rules and regulations as he/she shall deem advisable, such rules, when approved by the council, shall be binding on such officers and members. Such rules and regulations may cover, besides the conduct of the officers and members, uniforms and equipment to be worn or carried, hours of service, vacation, and all other similar matters necessary or desirable for the efficiency of the department.

(Ord. of 12-13-1988)

**Sec. 13.8. Equal opportunity.**

In making appointments to the police department, no person shall be deprived of an opportunity to serve on the police department because of race, religion, skin color, national origin or sex. No arbitrary rules on height, weight, or achievement of strength unrelated to job needs shall be imposed. No handicapped person shall be denied, merely by virtue of being handicapped, appointment to a position on the police department which the handicapped person is competent to fill.

(Ord. of 12-13-1988)

**CHAPTER 15. ADOPTION OF COMPREHENSIVE MUNICIPAL PLAN**

**Sec. 15.1. Comprehensive plan.**

Minnesota Statutes, chapter 462 [Minn. Stats. ch. 462] requires that the city prepare and adopt a comprehensive municipal plan which plan is defined as a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the municipality and its environs. The comprehensive plan represents the city's planning agency's recommendations for the future development of the city.

- 15.1.1 *Adoption of comprehensive plan.* The city council may by resolution by a majority vote of all its members adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance.

(Ref. of 11-6-2001)

### CHARTER COMPARATIVE TABLE ORDINANCES

This table shows the location amendments to the Charter. The Charter was originally adopted on May 22, 1984.

Ordinance Number	Date	Section	Section this Charter
85-09	9-28-1985		3.5
	12-13-1988(Ord.)		13.1—13.8
	1-25-1993(Ord.)		8.1—8.5
	9- 8-1993(Ord.)		3.2
	3-25-1994(Ord.)		7.1—7.12
	11-14-1994(Ord.)		4.2
	5-20-1996(Ref.)		8.6
	11- 5-1996(Ref.)		2.3
	1-28-2000(Ord.)		3.2
	1-24-2001(Ord.)		1.1
			3.6—3.8
			3.11
			4.1, 4.2
			4.4, 4.5
			5.2—5.5
			5.8
			6.1
			6.3—6.5
			7.4
			7.6
			8.6
			10.1
			12.2
			12.4
	11- 6-2001(Ord.)		2.3 4.1, 4.2 15.1
	12- 6-2001(Ord.)		2.6
	12- 6-2001(Ref.)		5.6
	11- 5-2002(Ref.)		3.2
	9- 8-2003(Ord.)		3.2
04-47	11-23-2004	1(Subd. 1)	3.1
		1(Subd. 2)	3.4.1
		1(Subd. 3)	4.5
		1(Subd. 4)	5.2
		1(Subd. 5)	5.3
		1(Subd. 6)	5.8
	9-28-2005		3.8

Created: 2024-10-04 12:02:16 [EST]

(Supp. No. 13, Update 3)

PART I - CHARTER  
 CHARTER COMPARATIVE TABLE ORDINANCES

06-22	7- 5-2006	2	8.4
09-18	12- 8-2009	2	2.5
			4.5.5
10-08	5- 4-2010	1	4.1.1
12-08	6-26-2012	2 Added	8.4.2
		Rnbd	8.4.2—8.4.7
		as	8.4.3—8.4.8
14-07	8-11-2014	2	8.4.5
22-29	1-24-2023	2	2.4
23-04	3-28-2023	2	2.2
23-05	4-25-2023	2	4.1, 4.2, 4.4, 4.5
23-08	9-26-2023	2	4.5

**ORDINANCE #25-02**

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

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE  
CITY OF RAMSEY, MINNESOTA**

The City of Ramsey ordains:

Underlined text is inserted into the Charter.

~~Strikethrough~~ text is deleted from the Charter.

**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.**

Sec. 2.5. Vacancies of the City of Ramsey Charter is amended to read as follows:

**Sec. 2.5. Vacancies.**

A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city or respective ward, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall publicly declare by resolution, the vacancy to exist within 15 days of its occurrence and such vacancy shall be filled according to the provisions of section 4.5.

**SECTION 3.**

Sec. 3.4 Ordinances, resolution and motions. is amended to read as follows:

**Sec. 3.4. Ordinances, resolutions and motions.**

3.4.1 Except as otherwise provided in this Charter of state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this Charter, all legislation shall be by ordinance. ~~The vote on all ordinances shall be by a roll call vote.~~

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

## SECTION 5

Sec. 3.5. Procedures on ordinances. is amended to read as follows:

### **Sec. 3.5. Procedures on ordinances.**

Every proposed ordinance shall be presented in writing. The introduction of an ordinance shall be voted on its own, separate from any other agenda item. An ordinance which receives a unanimous vote on the introduction, may have final consideration made on the consent agenda at a subsequent meeting. No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains." No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.

## SECTION 6

Sec. 3.7. Signing and publication of ordinances. is amended to read as follows:

### **Sec. 3.7. Signing and publication of ordinances.**

~~The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to the meeting at which it is to be adopted.~~ The ordinance shall then be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

## SECTION 7

Sec. 3.9. When ordinances and resolutions passed by city council take effect. is amended to read as follows:

### **Sec. 3.9. When ordinances and resolutions passed by city council take effect.**

Every resolution and emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every other ordinance shall take effect ~~30 days after~~ its upon publication or at such later date as it specifies.

**SECTION 8**

Sec. 12.13. A newsletter. is amended to read as follows:

**Sec. 12.13. A newsletter.**

A newsletter shall be published by the city at regular intervals at least ~~six~~ four times each year. The postal role for the city shall be used for the distribution.

**SECTION 10. SUMMARY**

The following official summary of Ordinance #25-02 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 #25-02 amends Chapter 2. Form of Government of the city charter related to council vacancies, Chapter 3. Council Procedures of the city charter related to noticing for meetings and procedures on ordinance adoptions and Chapter 12. Miscellaneous and Transitory Provisions of the city charter related to the publication of a city newsletter.

**SECTION 11. 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 \_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

Date Recommended by the Charter Commission: January 28, 2025

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

**CC Work Session****Meeting Date:** 01/28/2025**Primary Strategic Plan Initiative:****Information****Title:**

Traprock Park Mono-Pole Cell Tower Lease

**Purpose/Background:**

The city was approached in 2024 to lease a portion of park land for a new mono-pole cell tower. The request came for Central Park. However, staff suggested consideration be given to Traprock Park. Traprock Park is a vacant parcel of land located at 15650 Traprock St NW. It is approximately 4.5 acres in size and also abuts Variolite St NW. This park has experienced varying uses, but as noted, the site is vacant from any structures. Although platted as park land, the most notable use in recent years has been a storm debris drop off site for tree branches. The location is surrounded by residential properties with parcel sizes of 1–5 acres.

The Towers, LLC has provided a proposed lease with terms related to duration and financial costs. Right now, Verizon would be the carrier on the site. The most notable terms of the lease are as follows:

**Option to Lease:** Upon approval of the lease, the tenant would receive an exclusive option to lease the premise. This option period would encompass up to a four year period, with compensation to the city of \$600.

**Term:** Upon commencement of the lease, a total of 10 terms would be granted in five year increments totaling 50 years. Each five year renewal would be at the tenant's option to renew.

**Rent:** The tenant would pay the city \$600 per month with an annual increase of .49%. Rent would not begin until the third month of the first year after the commencement date. Year 1 revenue from the lease would equal \$6,000, year 2 \$7,500, then .49% increase each year after.

Staff reviewed the proposed lease, then provided feedback. Staff shared two recent cell tower lease amendments/extension executed in recent years. It should be noted, these two extensions did not require new infrastructure to the sites. Details of the two are below:

*Alpine Park Mono-Pole:*

25 years in five year increments, \$26,400 annual revenue, one-time up front payment of \$25,000, additional revenue based on additional service providers located on the mono-pole (approximately \$500/mo per carrier).

*Water Tower Lease:*

25 years in five year increments, \$24,000 annual revenue, first term guaranteed rent payment totaling \$120,000.

Staff asked for a revised lease based on the recent renewals the city has agreed to. Below are the revised proposed terms for the Traprock Park Lease:

**Option to Lease:** Upon approval of the lease, the tenant would receive an exclusive option to lease the premise. This option period would encompass up to a four year period in two year increments, with compensation to the city of \$2,000 for each two year period.

**Term:** Upon commencement of the lease, a total of 10 terms would be granted in five year increments totaling 50 years. Each five year renewal would be at the tenant's option to renew.

**Rent:** The tenant would pay the city \$1,150 per month with an annual increase of 1.5%. Rent would not begin until the third month of the first year after the commencement date. Year 1 revenue from the lease would equal \$11,500, year 2 \$15,800, then a 1.5% increase each year after.

**Additional Rent:** \$200/month per additional carrier.

In summary, the proposed lease for Traprock Park creates approximately half of the revenue as compared to our

two most recent lease extensions.

**Notification:**

None is required at this time. However, should a lease be supported by the City Council, staff recommends conducting community engagement. The project would also be required to follow a land use application process which would allow for additional community input.

**Time Frame/Observations/Alternatives:**

There is no strict timeframe right now. Staff has been in discussion for a number of months. There was a delay in discussions as the city finalized items at the end of 2024, and staff felt this warranted waiting for the new council to come on board.

After being approached, staff held brief discussions on how the park city could utilize this revenue to fund other park like amenities at this location. The proposed location of the mono-pole would not restrict other improvements from occurring. Though play structures have not been present here in the past, community engagement may present support for such improvements. Another option could include amenities like an archery range.

**Alternatives:**

- 1) Support the lease as presented and move forward with community engagement and a land use application process.
- 2) Counter the terms of the lease to better match recent market terms approved by the city on two other locations.
- 3) Deny the request. This would not necessarily eliminate a new cell tower within Ramsey.

**Recommendation:**

Staff recommends consideration of the request due to the lease providing an alternative revenue source to the city.

**Outcome/Action:**

Provide direction to staff whether there is support from the city council to move forward with the request. Next steps may include additional negotiation on the terms, preparing potential park amenity options for public outreach, scheduling public outreach events in conjunction with the tenant.

---

**Attachments**

Site Plan - DRAFT  
Site Location

**Form Review**

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	01/23/2025 12:53 PM
Form Started By: Brian Hagen		Started On: 01/23/2025 08:50 AM
Final Approval Date: 01/23/2025		



157TH AVE. NW

VARIOLITE ST. NW

APPROX. RIGHT OF WAY

APPROX. RIGHT OF WAY

APPROX. PROPERTY LINE

APPROX. PROPERTY LINE

PROPOSED FIBER HANDHOLE  
INSTALLED FROM RIGHT OF WAY BY GC

PROPOSED FIBER HANDHOLE  
INSTALLED IN THE RIGHT OF WAY  
BY FIBER PROVIDER

EXISTING GRAVEL ACCESS DRIVE:  
TO BE IMPROVED AS NEEDED

EXTENT OF PROPOSED 30' WIDE  
VERTICAL BRIDGE ACCESS & UTILITY EASEMENT

PROPOSED UNDERGROUND UTILITY  
CONDUIT ROUTING; VERIFY ROUTE &  
SOURCE WITH LOCAL PROVIDER

PROPOSED 12' WIDE GRAVEL ACCESS  
ROAD TO TIE INTO EXISTING GRAVEL  
DRIVE; APPROX 75' IN LENGTH

EXISTING TREELINE

PROPOSED SELF-SUPPORT  
TOWER DESIGNED BY OTHERS;  
SEE T-201 FOR DETAILS

PROPOSED VERIZON  
LEASE AREA

PROPOSED 75'-0" x 75'-0"  
FENCED COMPOUND

PROPOSED 100'-0" x 100'-0"  
VB BTS II, LLC. LEASE AREA

EXISTING TREELINE

EXISTING TREELINE

PROPOSED LANDSCAPE BUFFER

PARCEL ID: 21-32-25-12-0008  
OWNER: CITY OF RAMSEY

GRASS

CONSULTANT:



**Edge**  
Consulting Engineers, Inc.  
624 WATER STREET  
PRAIRIE DU SAC, WI 53578  
608.644.1449 VOICE  
608.644.1549 FAX  
www.edgeconsult.com

CLIENT:



VERTICAL BRIDGE DEVELOPMENT, LLC  
750 PARK OF COMMERCE DRIVE  
SUITE 200  
BOCA RATON, FL 33487



10801 BUSH LAKE ROAD  
BLOOMINGTON, MN 55438

SHEET TITLE:

**SITE PLAN**  
**ARMSTRONG (US-MN-5156)**  
**RAMSEY, MINNESOTA**

SUBMITTAL:

INT.	DATE:	DESCRIPTION:
LAB	08/01/24	SITE SKETCH

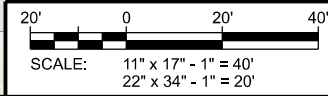
CHECKED BY:	ADP
PLOT DATE:	8/2/2024
PROJECT NUMBER:	40698
SET TYPE:	PRELIM. DWGS.

SHEET NUMBER: **C-101**



APPROX. TOWER LOCATION

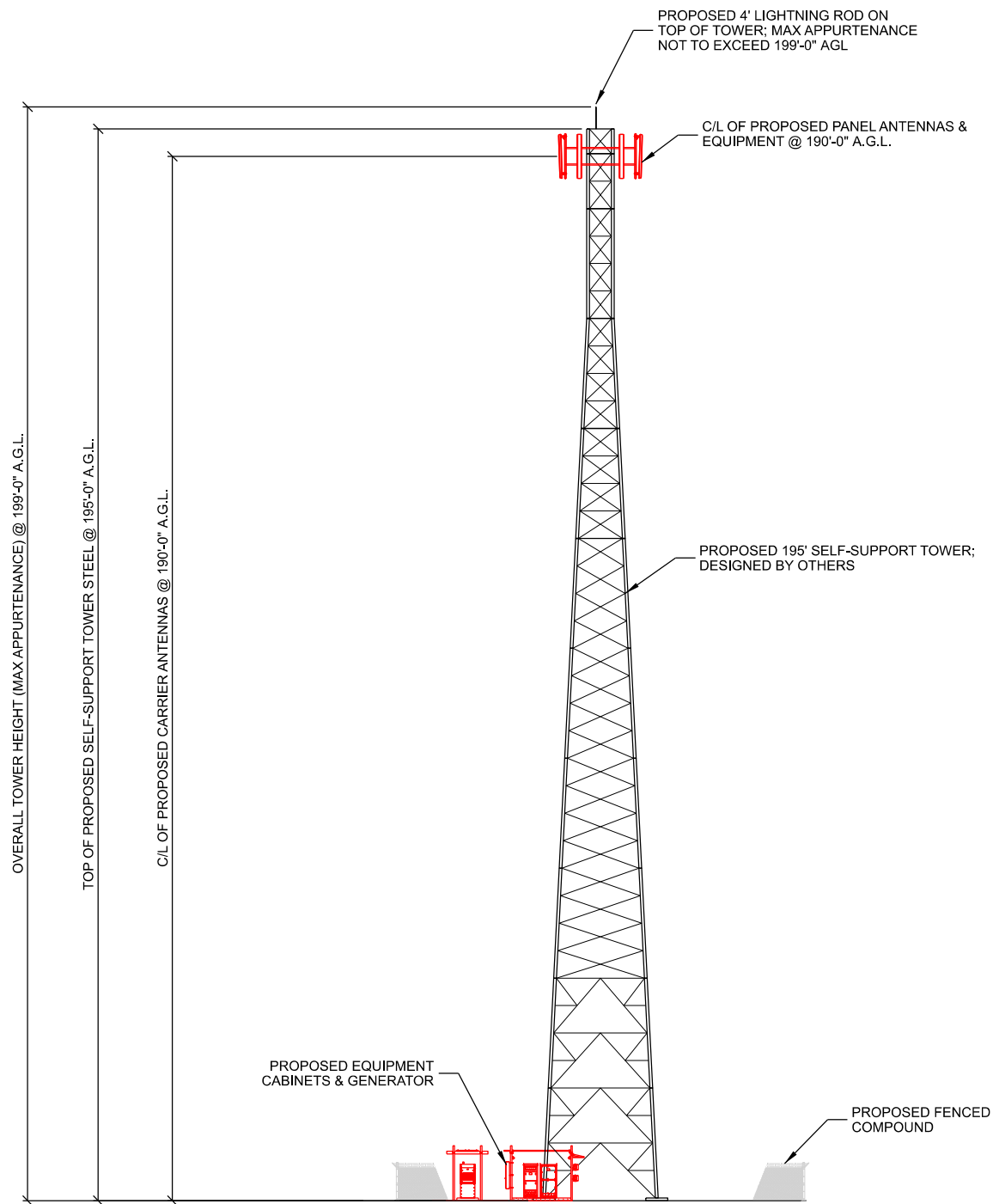
**A** AERIAL OVERVIEW OF SITE



L:\40698\40698\Design\CAD\Site Sketch\Plan\C-101.dgn



L:\40690\40698\Design\CAD\Site Sketch\IP\Text-T-201.dgn



NOTES:  
 1. ANCHOR BOLTS AND NUTS TO BE MARKED WITH INDELIBLE INK, 1/8" LINE.

**A SITE ELEVATION**  
 SCALE: 11" x 17" - 1" = 30'-0"  
 22" x 34" - 1" = 15'-0"

CONSULTANT:

**Edge**  
 Consulting Engineers, Inc.  
 624 WATER STREET  
 PRAIRIE DU SAC, WI 53578  
 608.644.1449 VOICE  
 608.644.1549 FAX  
 www.edgeconsult.com

CLIENT:

**verticalbridge**  
 VERTICAL BRIDGE DEVELOPMENT, LLC  
 750 PARK OF COMMERCE DRIVE  
 SUITE 200  
 BOCA RATON, FL 33487

**verizon**  
 10801 BUSH LAKE ROAD  
 BLOOMINGTON, MN 55438

**SITE ELEVATION**  
**ARMSTRONG (JS-MN-5156)**  
**RAMSEY, MINNESOTA**

SHEET TITLE:

INT.	DATE:	DESCRIPTION:
LAB	08/01/24	SITE SKETCH

CHECKED BY:	ADP
PLOT DATE:	8/2/2024
PROJECT NUMBER:	40698
SET TYPE:	PRELIM. DWGS.
SHEET NUMBER:	<b>T-201</b>

# Traprock Park



**Parcel Information:**    Approx. Acres: 4.42002498  
21-32-25-12-0008    Commissioner: JOHN HEINRICH  
15650 TRAPROCK ST NW  
RAMSEY  
MN 55303  
Plat: TRAPROCK COMMONS

**Owner Information:**  
RAMSEY CITY OF  
7550 SUNWOOD DRIVE  
RAMSEY  
MN  
55303



**CC Work Session****Meeting Date:** 01/28/2025**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Continued review of the draft Rental Housing Licensing Inspections Policy

**Purpose/Background:**

At the Council's work session on November 12, 2024 the City Council discussed concerns with various inspections aspects of the Rental Housing Licensing and Inspections program. At the regular meeting that night, the Council introduced an ordinance to remove the Crime Free Housing component of the program. Staff stated that we would come back with separate action for the inspections portion of the program so not to hold up the property owners' and managers' concerns about finding a Crime Free class to take. That ordinance was adopted on November 26, 2024. At that night's work session, Council discussed the first two pages of the draft policy. The attached draft includes strike-through/underline text to highlight what was changed based on the discussion.

After review of the City Code, it was determined that a policy document would be more appropriate to address Council concerns surrounding the tenant's right to privacy. Attached is a draft of the policy that staff has been working on. In researching examples of such policies, there does not appear to be much for Minnesota communities. Other examples were found from Iowa and Colorado, but not considered completely due to differences in their states' laws regarding inspections and rights to privacy. A policy is adopted by resolution (one trip to Council) versus a change in the City Code that is adopted by ordinance (two trips to Council).

State Law does authorize communities to have rental inspections programs surrounding maintenance of the structure and unit while balancing a tenant's right to privacy. State Statute 504B.211 is attached to this report. Ramsey's Rental Housing Licensing and Inspections program is modeled after Coon Rapids' and several other communities' successful programs. The program was unanimously approved by the City Council on September 12, 2023.

The proposed policy addresses licensing application procedures, background checks, scheduling inspections, the inspection itself, and the inspection report.

**Recommendation:**

None at this time.

**Outcome/Action:**

Provide direction on the draft in order to bring it back to the February 11, 2025, meeting for more discussion or adoption.

**Attachments**

Rental Policy Draft1

Appendix A - Pre-Inspection Checklist

State Statute 504B.211

Draft Leave-Behind Note

## Form Review

**Inbox**

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 01/23/2025

**Reviewed By**

Brian Hagen

**Date**

01/23/2025 12:46 PM

Started On: 01/03/2025 04:06 PM

Rental Inspections Procedures Policy  
~~DRAFT - November 26, 2024~~  
January 28, 2025

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A. Licensing and Inspections Rationale

1. For the tenants. Ramsey residents living in rental housing do not have the legal ability to make improvements to the property and structure in which they live. ~~The rental licensing inspection program will assist our residents in obtaining minimum standards for their living environment. In some instances, tenants do not feel comfortable reporting maintenance problems with their property managers out of fear of retaliation or being billed for repairs. They may also be unaware of when something is not working properly.~~
2. For the property owners. Investment property owners generally want to provide good quality housing for tenants. In the event a tenant is causing damage to property, the rental licensing inspection program will offer an outside verification and documentation of property conditions to aid in ensuring lease requirements are being met. The regular inspection cycle will also help identify minor issues before they escalate into major repairs, potentially saving property owners money in the long run. Many insurance companies offer discounts to investment property owners when their properties are regularly inspected.
3. For the neighbors. ~~Homeowners tend to be more invested in their neighborhoods than renters are. Homeowners are typically the first to complain about rental properties in the neighborhood.~~ A rental licensing inspection program gives neighbors assurances that rental properties will meet minimum standards and have reasonable comply-by dates should a correction be needed.
4. For the whole community. Blighted and substandard properties detract from the overall value of a community and therefore the reputation the community has in the region. A rental licensing inspection program will help keep Ramsey looking good and being a place people want to live and do business.

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B. Responsibilities

1. Tenants should report all maintenance issues with the property manager immediately.
2. Property managers should be attentive to the needs of the tenants.

~~B.C.~~ C. Definitions

1. Definitions for terms listed within this policy shall be found in City Code Section 26-615 (Definitions, Residential Rental Dwelling Units).
2. For purposes of this policy, the term "property manager" shall be used as defined and to include the owner(s), maintenance person, caretaker, or any individual who accompanies the rental inspector on a rental inspection.

~~C.D.~~ D. License Application

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1. License Term – 12 months from the date of license approval.
2. Renewals – Renewal forms will be sent out 45 days prior to expiration. Renewal applications are due prior to the expiration date of the initial license. The renewed license expires one year from the expiration date of the initial license, regardless of when the renewal application is submitted.
3. Background Checks – Background checks ~~on property managers~~ in accordance with State Law will be conducted by the Police Department ~~in accordance with State Statutes~~. The Community Development Department will collect the information as part of the application forms. Once a complete application is made, the background check portion (signature page and photocopy of identification) will be separated from the application packet and given to the Police Department for the background check and it will be kept with the Police Department in accordance with data retention laws. The Police Department will report back to the Inspector “pass” or “not pass.” All information discovered during the background check remains private with the Police Department subject to data practices laws.
4. Tax information – Tax identification numbers (corporate or social security numbers) shall be collected and annually reported in accordance with State Law. For individuals who own rental property (not corporations, LLCs, business entities, etc.) who provide social security numbers, that data is stored securely in accordance with State Law.

D.E. Renewal Application – The renewal application will ask if anything previously submitted has changed. If nothing has changed from the previous initial application or renewal application, the property owner will certify a statement stating such. If any portion of the application has changed (property manager, business address, or the like) the appropriate portion(s) of the application packet shall be provided. A change in business ownership name or entity will be considered a new application.

E.F. Scheduling Inspections

1. Frequency of Inspection
  - i. New licenses – Must be scheduled for within three months of license application.
  - ii. Established licenses –
    - (1) Every three years for properties where minimal minor (such as smoke detector batteries, repairs requiring a building, electrical, or plumbing permit, etc.) corrections were needed at the last inspection; or
    - (2) Annually for properties with several or major corrections (such as water damage, fungal matter, electrical, ripped carpeting, egress window issues, illegal activity, etc.) needed at the last inspection.
    - (3) Annually or bi-annually for any property on a 3-year cycle if requested by the property owner.
    - (4) Apartment buildings on a three-year cycle will be inspected annually with approximately one-third of its units inspected. To the fullest extent possible, the units will be ~~divvied~~

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~~up~~divided methodically: by floor (i.e., first floor one year, second floor the next year, and the third floor the year after) or by verticality (units #\_01 through #\_20 year one, units #\_21 through #\_40 year two, and units #\_41 through #\_60 year three); or even/odd (if on a 2-year cycle or a two-story building with fewer than 60 units). Common areas will be inspected annually—if possible, in conjunction with the annual Fire inspection. Units will not be chosen at random in that could result in uneven inspection scheduling or an appearance of targeting certain units.

- (5) A property can move from an annual schedule to a less frequent inspection schedule after an inspection demonstrating no or minimal corrections needed.
2. Inspection Scheduling – Property owners will be asked their preferred dates and times for inspections. The inspector will ask if a single-family/townhome unit is occupied or vacant. Scheduling preference is for tenant turnover period with single-family/townhomes. It is acknowledged that property managers may want an inspection report prior to tenant move-out in order to properly schedule his/her maintenance work during the turnover period. It is the responsibility of the property owner to coordinate scheduling with the tenant.
3. Times of inspections. Inspections will be conducted during normal City Hall business hours and dates. Evening and weekend scheduling will only be made as a last resort, subject to supervisor approval. The Rental Inspector will notify the on-duty Police Department sergeant before going on the inspection of the timeframe and location of the inspection(s) and then check-in via email or phone call once the inspection is completed. No inspections will be conducted on observed holidays.
4. Inspector lunch break – A property manager can request inspections for multiple properties to be conducted back-to-back. The Rental Inspector will be able to suspend the inspections, after finishing a rental dwelling unit, to take a lunch break at a reasonable time.
5. Notice to Property Manager by City. The property manager will be given the opportunity at any time to schedule an inspection. The offer to schedule will first be made during the time of initial application/renewal, but scheduling an inspection at this time is not required. The Inspector will provide an email reminder 30 days prior to when an inspection is needed—within three months of the initial application or on the annual cycle as noted above in Section E. If the property manager does not contact the Inspector with a desired inspection time two weeks before an inspection is due, an inspection will be scheduled and the property manager notified.
6. Notice to Tenants by Property Manager. The property manager is required to provide the tenant with at least 24-hours’ notice as required by State Law. It is encouraged that the property manager provides additional notice as a courtesy.
7. Notice to Tenants by City. If the appointment was made at least one week in advance of the inspection and if the unit is occupied, the Inspector will send via US Mail an informational letter to the unit. For inspections scheduled less than one week in advance, every attempt will be made to contact the tenant with the assistance of the property manager. The informational letter will contain:
  - i. The date and time of the appointment;

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- ii. The checklist of what the inspection will cover;
  - iii. A request that animals be caged, removed from the unit, or physically under leash by the pet owner;
  - iv. The website address of the Attorney General’s Landlords’ and Tenants’ Rights and Responsibilities publication;
  - v. A request any rescheduling be made at least one business day prior to the scheduled inspection. If the tenant has given official notice to vacate the unit, the tenant can request the inspection is instead conducted after moveout has occurred;
  - vi. A notice that the tenant does not need to be present for the inspection to occur, but any unaccompanied minor children cannot be home;
  - vii. A notice that the tenant is welcome to accompany the Inspector throughout the inspection.
8. Complaint Inspection requested by Tenant. A tenant may request an inspection due to an unresolved maintenance issue or an emergency situation. The Inspector will ask if the tenant has already discussed the issue with the property manager. If the tenant has not first contacted the property manager about the issue, the Inspector will advise the tenant that must be done first and take no further action. If the tenant has contacted the property manager, but is not getting resolve on the issue, the Inspector will contact the property manager in an attempt to discuss the issue over the phone. The Inspector will respond to the tenant and conduct a limited inspection based on the tenant’s complaint with or without the property manager present. The complaint-based inspection will not replace the required annual inspection unless the property manager is present and the tenant agrees to it.
9. Complaint Inspection by other party – If a Code Enforcement complaint on a rental property comes from a neighbor, the Rental Inspector and Property Maintenance Specialist shall discuss the property and either will handle the complaint. Factors determining the assigning of responsibility can include results from a previous rental inspection, established relationship with the property manager, or if the complaint is a repeat violation.
10. Referral from Police or Fire Departments. During response to a 9-1-1 call, a responding police officers or firefighters may notice what they feel are questionable property conditions. The Rental Inspector will discuss the concern with the officer or firefighter before contacting the property manager and/or tenant as the situation warrants.

F.G. Conducting Inspections

- 1. Property manager present
  - i. No-Show – if the property manager fails to show to a scheduled appointment, or more than 15 minutes late, the inspection time will be considered one of the inspections included in the license fee.

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- ii. The property manager must accompany the Inspector throughout the entire unit. If the property manager refuses to accompany the inspector, it shall be considered a no-show. This requirement is so that the property manager can see firsthand any violations discovered in the inspection as well as hold each other accountable for being in someone's home.
2. Access to the rental dwelling unit
    - i. The Rental Inspector will knock on the door or ring the doorbell and introduce his/herself upon the tenant answering. City-issued identification will be clearly visible and shown.
    - ii. Refused access by tenant – The Inspector will first ask if the tenant has a better time/date to conduct the inspection within 30 days. If the tenant still refuses to allow access, the Inspector will ask the property manager if the tenant is scheduled to move out within 60 days, then the inspection will occur at turnover. The property manager will attempt to work with the tenant per Minn. Stat. §504B.211, subd. 3(4).
    - iii. If the tenant is not home or there is no answer, the property manager, not the Rental Inspector, will unlock the door. Upon opening the door, the Inspector will announce loudly “City Inspector, anybody home?”
  3. Tenant can accompany – The Rental Inspector will allow the tenant to accompany the inspection and the Inspector can provide educational opportunities as appropriate.
    - i. If only a minor is at home – The inspector and property manager will not enter the rental dwelling unit. No inspection will be conducted and the inspection will be rescheduled after the property manager has contacted the adult resident for scheduling confirmation.
  4. If the tenant is not home – The inspection will occur with the property manager present.
  5. Basis for inspection. – The rental inspection shall be based in the International Property Maintenance Code (IPMC) that was adopted by the City Council in 2021 by Ordinance #21-13 and authorized by Minn. Stat. §504B.211, Subd. 3(4). The City has a checklist (Appendix A) that is provided to the property owner and tenant prior to the inspection. This checklist is available on the City's website. The Rental Inspector will inspect all rooms of a rental dwelling unit.
  6. Garages
    - i. Single-family/Townhomes – Primary attached or detached garages will be inspected.
    - ii. Apartments – Enclosed garages, parking structures, and underground parking will be inspected annually as a part of the common areas.
  7. Other Detached Accessory Structures – Interiors shall only be inspected if the structure(s) are intended for use by the tenant. Exteriors shall be inspected regardless of user.
  8. Property/Grounds. The inspection shall include a walk around the structure to see exterior yard conditions such as long grass and weeds, dumping, junk vehicles, illegal parking, and the like. Winter conditions can limit or prevent this from occurring, therefore inspection scheduling

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preference to single-family homes will be during late spring, summer, and early fall. If the inspection is done during winter months, a recent (within 6-months) aerial photo may be used for discussion purposes, but not for enforcement action.

9. Places where an inspection will not occur:
  - i. Cupboards/cabinets - An inspector will not open any cupboard or drawer, except electrical panels, cabinets under sinks so that plumbing can be inspected, and cabinets above stoves/microwaves to inspect venting.
  - ii. Furniture, dressers, chests, nightstands, medicine cabinets, etc.
  - iii. Under beds or furniture.
  - iv. Any boxes, totes, cases, suitcases, etc.
  - v. In closets, the inspector will not move or touch any items to inspect the floors and ceilings for evidence of water leaks, insect infestation, or of use as an illegal bedroom. Well rooms are not considered closets and may be inspected as any other room.
  - vi. The Rental Inspector will not climb, stand, or sit on any piece of furniture.
10. Photography. Photos may only be taken by the Inspector for items needing correction. The subject of the photo shall be prominent with any additional area as needed to identify location within the rental unit. The photo shall not, to the fullest extent practicable, include any personal belongings, people, or other evidence to the address.
11. Plain Sight Doctrine – Evidence of Crime. An inspector, while in the performance of their official duties, may happen upon evidence of felony or gross misdemeanor level illegal activity in the unit. The inspector will discretely (if the tenant is present) tell the property manager of the situation and they will end the inspection and leave the unit. The inspector will contact the Police Department immediately to discuss the issue and wait outside of the unit for further instructions.
12. Pets. All pets shall be secured by the tenant prior to conducting the inspection. If the property manager is familiar with the pet, the property manager may (with consent of the tenant) secure the pet. Gentle and docile pets may, at the Inspector’s discretion, be unsecured during the inspection. Refusal or the inability to secure pets will result in the cancellation of the inspection.

#### G.H. Report of Inspection Findings

1. Report to Property Owner. The property manager will receive an inspection result statement via email within two business days of the inspection along with the timeframes and procedures for any required corrections.
2. Report to Tenant. Upon leaving an inspection, the Inspector will leave a card noting that an inspection was conducted; the Inspector’s name, phone number, and email address; and indicate if any follow-up corrections and inspections will be required (generally). The tenant may contact the

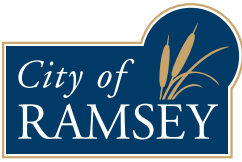
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inspector after two business days to obtain a copy of the same inspection result statement that is provided to the property manager.

#### H.I. Follow-Up Inspections

1. Types of corrections requiring follow-up inspections
  - i. Timeframes for follow-up or reinspection
    - (1) 60 days – most violations
    - (2) 7 days – smoke/CO detectors, water heater repair
    - (3) 1 day – no heat, no water or make arrangements for the tenant to stay in a hotel.
2. Corrections requiring building permits/inspections – if a building inspector is required to finalize a permit for a new water heater, plumbing, deck repair, etc., that will constitute the reinspection upon passing the building inspection.
3. Follow-up photos or videos. The Rental Inspector may offer the submission of a photo or video showing the violation being corrected in lieu of an inspection at the discretion of the Inspector based on the needed correction. Should the photo not provide adequate information showing the violation corrected, the Rental Inspector may schedule a follow-up inspection.
4. Follow-up documentation. The Rental Inspector may accept a receipt or report of a plumber, pest control, exterminator, arborist, or the like stating the work that was conducted and the address for corrections where building permits are not required in lieu of a follow-up inspection.
5. Reinspection Fees – the first inspection and the first re-inspection (follow-up) are included in the rental license fee. Additional re-inspections are subject to the fee set forth in the annual fee schedule.
6. Violation fines – failure to correct any issue within four re-inspections or 90 days shall be subject to administrative fines or citations per the procedures set forth in Chapter 2.

#### H.J. License Suspension and Revocation – per City Code Chapter 26.



The following list includes common code deficiencies cited during property maintenance inspections. This list is for example purposes only. It is not intended nor shall it be considered a complete set of requirements. This checklist is a helpful tool for you to prepare ahead of inspection.

## INTERIOR EVALUATION

### Walls and Ceilings

- In good repair
- Free from holes
- Free from water damage

### Floors

- In good repair
- No holes
- No trip hazards (i.e. torn carpet)
- Structurally sound

### Sleeping Rooms

- Proper egress or door open to the outside required
- Floor space shall be no less than 70 square feet with a seven-foot (7') minimum width
- Proper light and ventilation
- Operable smoke detectors (10 years old or less)

### Hallway/Landing

- Clear pathway
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30" or more above grade
- Grippable handrails
- Floor covering should be intact and secured to floor
- Locate a smoke detector within close proximity to sleeping rooms
- All smoke detectors shall be installed per the manufacturer's installation instructions and its listing. Hard-wired smoke detectors shall be wired to a proper unswitched circuit. Must be 10 years old or less.
- Carbon monoxide detector required outside of bedrooms within ten-foot (10') of doors

### Doors

- Secure
- Fits frame
- Weather-tight and rodent-proof
- Proper hardware

### Windows

- No broken/cracked glass
- Can be easily opened
- Capable of being held in position by window hardware
- Windows that open, must have screens in good repair
- Weather-tight
- Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk and biological growth

### Fire Protection

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10-feet (10') of gas fire appliances (furnaces, water heaters, etc.)
- Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- All stairways require continuous, grippable handrails
- Buildings with three (3) or more units require fire extinguishers
- All smoke detectors shall be installed to requirements with working batteries and functional connections (must be 10 years old or less).
- Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics.

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## INTERIOR EVALUATION

### Occupancy

- Occupied sleeping rooms must have proper egress window or door opening to the outdoors.
- Cellars/crawlspace shall not be used as habitable space.
- Basements must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space.
- Adequate hot and cold running water must be provided to all sinks and tubs.
- All household drains must connect to a sanitary sewer.
- Waste lines must be properly installed, "S" traps not allowed, and no flexible style waste lines.
- Hand-held showers must have backflow prevention or shorten the line to one and one half inches (1.5") above the spill line.
- No leaking faucets or pipes.
- Unused gas lines must be capped.
- All pipes must be free from defects and obstruction and properly secure and supported.

### Kitchen

- Hot (110 degrees) and cold running water
- Kitchen sink must be properly connected to sanitary sewer
- Kitchen must NOT be used for sleeping purposes
- No dripping faucets
- Drains must function properly, free of obstructions
- Cabinets must be in good repair
- Supplied or provided appliances must be in good working condition
- Gas appliances must be connected properly with approved fittings/connectors

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## INTERIOR EVALUATION

### Bathroom

- A tub or shower properly installed, maintained and in good repair with caulking intact
- A washbasin properly installed, maintained and in good repair with caulking intact.
- Properly installed toilet with all components intact and properly secured, maintained and functioning, sealed at base
- Faucets must have a minimum one-inch (1") gap above the spill line
- Bathroom cabinets must be in good repair
- No leaking faucets
- Water-impervious flooring
- Either an openable window or mechanical venting is required
- Hot and cold running water required to each fixture

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## ELECTRICAL, MECHANICAL & PLUMBING

### Electrical

- Adequate service and outlets
- Properly installed service panel
- Fixtures must be intact and properly functioning.
- Extension cords cannot be used in lieu of permanent wiring.
- Cover plates are required on all outlets, switches, and junction boxes.
- All wiring must be intact and properly maintained.

### Mechanical

- Heating appliance must be properly installed and maintained.
- Temporary heating devices shall not be used as the primary source of heat.
- Fuel-burning appliances must be connected to an approved chimney, flue, or vent.
- You may be required to provide service records of any heating system.

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## ELECTRICAL, MECHANICAL & PLUMBING

### Plumbing

- Faucets must be a minimum 1 inch (1") above spill lines on all fixtures.
- All plumbing must be installed and maintained to code.
- Gas flex connectors must be Underwriters Laboratory (UL) listed and approved.

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## EXTERIOR EVALUATION

### Windows and Doors

- Bug and rodent proof
- Weather-tight
- Working hardware
- Free of defects – no torn/ripped screens

### Paint

- Wood surface weather protected
- NO peeling, chipping, caulking, flaking or other deteriorated paint

### Walls – Exterior

- Soffit and fascia in good repair
- House numbers in front  
(visible from public way)
- Siding is weather tight and intact

### Foundation

- Structurally sound
- Free of holes or gaps
- Proper grading

### Roof

- Free of leaks
- Structurally sound
- No loose or missing shingles

### Gutters and Downspouts *(pertains to existing)*

- Good condition
- Properly attached and drain water away from structure

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## EXTERIOR EVALUATION

### Chimney

- Tuckpointing/mortar in good repair
- Flue liner in good repair

### Porch/Decks

- Good repair
- Guard railings required if over 30-inches (30") above grade

### Yard

- No junk and debris in the yard
- Grass kept to standard length
- Free from pet waste

### Driveway

- Vehicles properly licensed and operable
- Vehicles parked on improved surfaces
- Driveway free from debris and maintained

**504B.211 RESIDENTIAL TENANT'S RIGHT TO PRIVACY.**

Subdivision 1. **Definitions.** For purposes of this section, "landlord" has the meaning defined in section 504B.001, subdivision 7, and also includes the landlord's agent or other person acting under the landlord's direction and control.

Subd. 2. **Entry by landlord.** Except as provided in subdivision 4, a landlord may enter the premises rented by a residential tenant only for a reasonable business purpose and after making a good faith effort to give the residential tenant reasonable notice under the circumstances of not less than 24 hours in advance of the intent to enter. A residential tenant may permit a landlord to enter the rented premises with less than 24 hours notice if desired. The notice must specify a time or anticipated window of time of entry and the landlord may only enter between the hours of 8:00 a.m. and 8:00 p.m. unless the landlord and tenant agree to an earlier or later time. A residential tenant may not waive and the landlord may not require the residential tenant to waive the residential tenant's right to prior notice of entry under this section as a condition of entering into or maintaining the lease.

Subd. 3. **Reasonable purpose.** For purposes of subdivision 2, a reasonable business purpose includes, but is not limited to:

(1) showing the unit to prospective residential tenants during the notice period before the lease terminates or after the current residential tenant has given notice to move to the landlord or the landlord's agent;

(2) showing the unit to a prospective buyer or to an insurance representative;

(3) performing maintenance work;

(4) allowing inspections by state, county, or city officials charged in the enforcement of health, housing, building, fire prevention, or housing maintenance codes;

(5) the residential tenant is causing a disturbance within the unit;

(6) the landlord has a reasonable belief that the residential tenant is violating the lease within the residential tenant's unit;

(7) prearranged housekeeping work in senior housing where 80 percent or more of the residential tenants are age 55 or older;

(8) the landlord has a reasonable belief that the unit is being occupied by an individual without a legal right to occupy it; or

(9) the residential tenant has vacated the unit.

Subd. 4. **Exception to notice requirement.** Notwithstanding subdivision 2, a landlord may enter the premises rented by a residential tenant to inspect or take appropriate action without prior notice to the residential tenant if the landlord reasonably suspects that:

(1) immediate entry is necessary to prevent injury to persons or property because of conditions relating to maintenance, building security, or law enforcement;

(2) immediate entry is necessary to determine a residential tenant's safety; or

(3) immediate entry is necessary in order to comply with local ordinances regarding unlawful activity occurring within the residential tenant's premises.

Subd. 5. **Entry without residential tenant's presence.** If the landlord enters when the residential tenant is not present and prior notice has not been given, the landlord shall disclose the entry by placing a written disclosure of the entry in a conspicuous place in the premises.

Subd. 6. **Penalty.** If a landlord violates this section, the residential tenant is entitled to a penalty which may include a rent reduction up to full rescission of the lease, recovery of any damage deposit less any amount retained under section 504B.178, and up to a \$500 civil penalty for each violation and reasonable attorney fees. A residential tenant may follow the procedures in sections 504B.381, 504B.385, and 504B.395 to 504B.471 to enforce the provisions of this section. A violation of this section by the landlord is a violation of section 504B.161.

Subd. 7. **Exemption.** This section does not apply to residential tenants and landlords of manufactured home parks as defined in section 327C.015.

**History:** 1999 c 199 art 1 s 23; 2020 c 83 art 1 s 84; 2022 c 55 art 2 s 3; 2023 c 52 art 19 s 87,88



7550 Sunwood Drive NW  
Ramsey, MN 55303  
www.cityoframsey.com

Date: \_\_\_\_\_

Dear Resident,

Today, the City of Ramsey's Rental Housing Inspector and the property manager/owner inspected your dwelling. This inspection ensures your dwelling meets the minimum safety and sanitation standards inside and out, following Chapter 26 of the Ramsey City Code - Article XIV-Rental Residential Dwelling Units and Minnesota Statutes §504B.211. Repairs to the dwelling will be made by the property manager/owner.

The checked box below summarizes the inspection:

- The dwelling unit passed the inspection and meets minimum standards. The property manager/owner needs no corrective action.
- The dwelling had minor items that needed repairs, which will be coordinated with the property manager/owner and you. No follow-up inspection by the City is needed.
- The dwelling had items that needed repairs, and the property manager/owner will work with you to schedule them and a follow-up inspection by the City.

You have the right to obtain the inspection report, which will be available within two business days after the inspection date. Please contact the City's Rental Housing Inspector to request a copy or if you have any questions, concerns, or feedback.

Sincerely,

Rental Housing Inspector  
rentallicensing@cityoframsey.com | 763-433-9892

**CC Work Session**

**Meeting Date:** 01/28/2025

**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.

**Recommendation:**

For Council review - no formal action necessary.

**Outcome/Action:**

For Council review.

**Attachments**

Future Topics List

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 01/23/2025

**Reviewed By**

Brian Hagen

**Date**

01/23/2025 01:35 PM

Started On: 01/23/2025 01:07 PM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
<b>2025</b>		
2/11	Community Art Plan	30
2/11	Discuss Council and B/C Remote Meetings Policy - Staff	15
2/11	Review procedure/policy/best practice for introduction of resolutions/proclamations - Staff	20
TBD	Subdivision Code	
TBD	Hwy 10 Pedestrian Overpass	
TBD	City Facility Safety Improvements	