

City of Ramsey
Agenda
City Council Work Session
Tuesday, February 25, 2025

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

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

1. **Call to Order**

2. **Topics for Discussion**
 1. Outdoor Wood-Burning Boiler Discussion
 2. Northstar Commuter Rail Legislation
 3. Remote Public Meeting Attendance 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:** 02/25/2025**Primary Strategic Plan Initiative:** Not Applicable**Information****Title:**

Outdoor Wood-Burning Boiler Discussion

Purpose/Background:

Mayor Heineman and Councilmember Peters requested a discussion regarding outdoor wood-burning boilers at the work session. Most recently, there have been questions about the regulations surrounding this type of heating system and concerns about potential air quality, especially for individuals that may have underlying health issues.

There are a number of Ramsey residents in the rural areas of the city that use outdoor boilers as a primary heating source and indoor wood-burning fireplaces as a secondary heating source during the winter months to help ease the burden of the cost of other fuel sources. This is a common practice among rural communities throughout the state of Minnesota. The past few years, it has become more of a health concern for a few Ramsey residents living in proximity to properties using outdoor boilers. The concerns stem from the woody smell entering their homes and even the constant heavy smell of burning wood outdoors. At times, it smells like the residents may be burning illegal materials such as green treat wood and trash. Ramsey City Code Section 106-334 (attached for your review) has minimal regulations. Code requires the boilers to be setback 75 feet from any property line, must not be located in the front yard and lists materials not to be used or burned. Since the units are considered boilers, a mechanical permit is required from the Building Division. As of recently, there have been no permits issued for new systems.

For a number of years, the Environmental Protection Agency (EPA) and the Minnesota Pollution Control Agency (MPCA) have had concerns about air quality. Since 2020, all new stoves must be EPA-certified. "Certified" means that a wood-burning appliance meets EPA clean air standards. It generates less smoke (fewer particles, burns cleaner and produces less smoke inside and outside the home) than a non-certified stove, and uses less wood to create more heat (using up to 1/3 less wood than an older, less efficient stove). Only new stoves are certified; this includes wood and pellet stoves, outdoor wood boilers and forced air furnaces. There are no EPA or MPCA requirements in place to address older wood-burning appliances that do not meet the EPA certification nor does the EPA or MPCA conduct air quality testing for the older appliances. The MPCA is continually working with local jurisdictions to provide model (sample) ordinances for the regulation of burning wood; this may include recreational fires, outdoor wood-burning boilers, and open burning of leave, brush, clean wood and vegetative debris.

Notification:

Not applicable

Time Frame/Observations/Alternatives:

Not Applicable at the time

Funding Source:

Not applicable

Recommendation:

A few topics to consider discussing include, but is not limited to, the following:

1. How to define wood smoke and/or odor as a nuisance.
2. Resident concerns while protecting the rights of rural residents to use alternative heating systems.
3. Consider expanding the city ordinance to regulate burning wood (open burning, recreational fires and/or outdoor wood-burning boilers).

Outcome/Action:

Discuss wood burning and options for regulations; provide staff with direction.

Attachments

City Code 106.334

Wood Buring Stove Information

Form Review

Inbox

Brian Hagen

Form Started By: Stephanie Hanson

Final Approval Date: 02/20/2025

Reviewed By

Brian Hagen

Date

02/20/2025 02:36 PM

Started On: 02/19/2025 10:04 AM

Sec. 106-334. - Exterior solid fuel-fired heating devices.

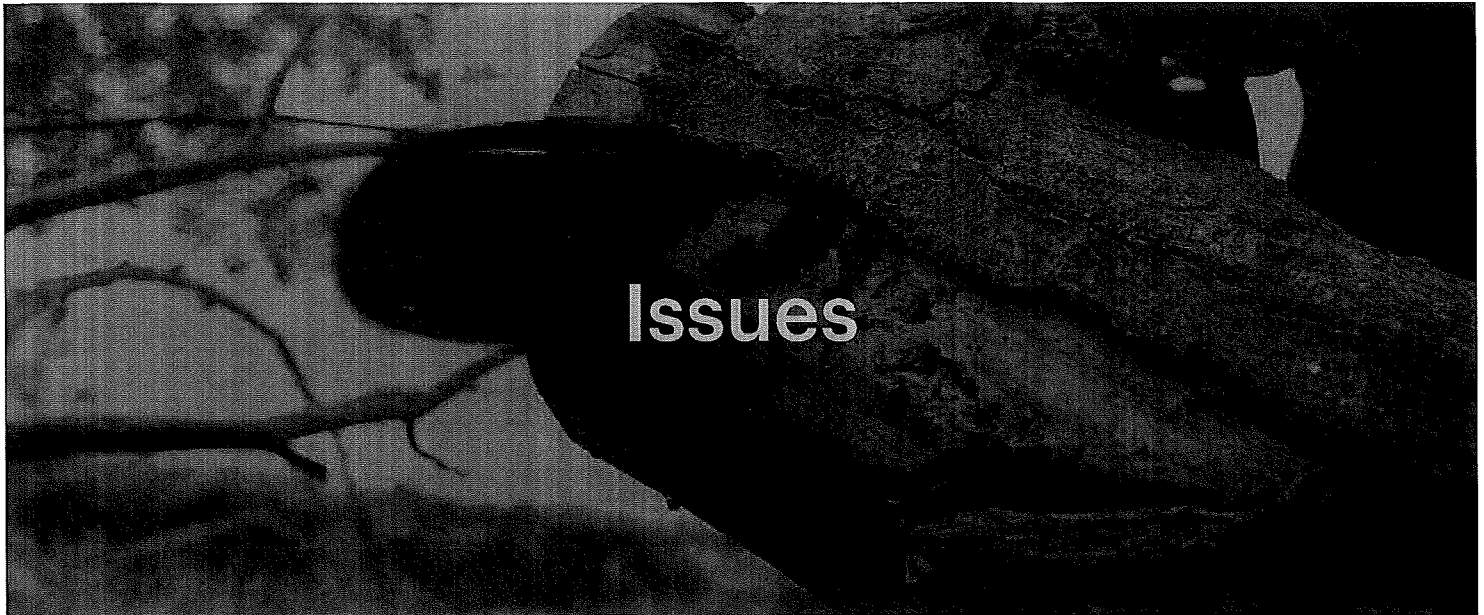
(a)

Exterior solid fuel-fired heating devices shall be located at least 75 feet from any property line and shall not be located in the front yard.

(b)

The following materials shall not be used or burned in exterior solid fuel-fired heating devices: Grass, leaves, oils, rubber, plastics, tires, railroad ties, construction debris, and painted or chemically treated materials such as treated lumber, composite shingles, tar paper, insulation composition board, sheetrock, wiring, paint, and hazardous and industrial solid waste.

(Ord. No. 23-14, § 3, 11-14-2023)



Sustainability of Residential Wood and Pellet Heating

The Alliance for Green Heat's mission is to promote cleaner and more efficient wood and pellet heating. While our primary focus is on the technology and the regulatory environment around combustion, the sustainable supply and use of firewood and pellets is also paramount to our mission.

The most pressing sustainability issue is excessive wood smoke in many neighborhoods and rural areas from wood stoves and wood boilers that are not being used properly, or the technology is so poor that they cannot be used without creating excessive smoke. Advanced combustion wood and pellet stoves, furnaces and boilers can produce renewable residential heat with minimal amounts of air pollution, compared to the alternative environmental impacts caused by the extraction, transport, refining and use of electricity, gas and oil heating appliances.

Generally, there are not major sustainability issues facing the supply of firewood and pellets for the U.S. domestic residential heating market. Deforestation of the eastern and central US was rampant in the 1700 and 1800's, peaking around 1900, due to clearing forest for agriculture, building development, industrial energy, home heating, cooking, etc. The advent of coal use and later oil and gas lead to dramatic reductions in the use of wood for energy. Use of wood for heating homes went from nearly 100% in the early 1800s, to 22% in 1940 when the



US Census started tracking it and continued its rapid decline as fossil fuels were enthusiastically embraced through the 1950s and 60s. By 1970 only 1.3 % of the country heated primarily with wood. By 1990, after heating oil prices rose, 3.9% of the country heated primarily with wood, and today the number rests at about 1.5% of the population, concentrated in northern and mountainous wooded areas.

Firewood

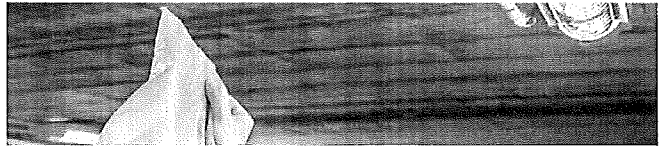
The nation's firewood supply is very sustainable for a number of reasons. The reverse is true in many developing world countries where firewood demand vastly outstrips supply. In the US, firewood collection is marked by the following trends:

1. Studies find that 50 – 70% of firewood is cut or collected by the homeowners that use it, indicating extremely local and small-scale firewood collection.
2. Homeowners typically cut or collect wood in ways that are low impact on the neighborhood or forest.
3. The firewood industry is dominated by mom-and-pop businesses that engage in very small scale, decentralized harvesting of trees, not utilized for higher value products (at larger scales, both homeowner and commercial firewood harvesting could lead to sustainability issues in certain ecosystems).
4. A large portion of commercially sold firewood in urban and suburban areas is from arborists tree services that took down trees for other reasons.

Three firewood surveys conducted by the State of Minnesota in 2003, 2007 and 2013 provide some of the most detailed state level data about firewood usage and harvesting. The 2013 survey found that 80% of residential firewood was harvested by households and no wood vendor in Minnesota has over 1% of the market. Vermont, the state with the highest per capita wood heating and many larger institutional heating systems also conducted a study in 2018 that found "sufficient material available to keep adding to our already impressive portfolio of wood energy systems without risking forest health or sustainability." Other states such as New Hampshire have also conducted studies, noting that the demand firewood has steadily decreased since its height in 1983. At the height of US firewood use in 1983, a US government report found that 71% of "residential fuelwood was self-cut by the user; the rest was obtained from mill residues or purchased."

Part of the nation's firewood supply comes from larger commercial harvesting practices. Typically, the firewood

comes from trees with defects that make them unusable for milling into higher value products or from trees too small to be milled. If there is no market for these trees, often they are left to rot or are piled and burned to reduce wildfire risk.



In the last few years, over a dozen states have developed additional guidelines to protect ecosystem services provided by forests, like water quality, wildlife, soil productivity, and others while harvesting wood for energy (“biomass”). Some regional guidelines have also been developed.

The sustainable use of firewood also involves responsible transport so that firewood users do not help move invasive insects and diseases to new areas. The [Don't Move Firewood](#) campaign provides a vital role educating homeowners about this issue, which most frequently involves transporting wood for recreational campfires.

Pellets

In terms of sustainable levels of emissions, [pellet heating](#) is typically much cleaner than chunk wood, although [masonry heaters](#), can be as clean and efficient as pellet heat when they are used properly.

Even the cleanest pellet heating will not be as clean as gas, oil or propane at the point of combustion. But in a full life-cycle analysis, when harvested sustainably, pellet heating likely has far less negative environmental impacts than fossil fuel heating.

In terms of wood supply, over the past three decades, since residential pellet heating has taken off in the United States, the overwhelming majority of wood to make pellets has been sawdust from sawmills, furniture factories and other wood processing companies. The stream of fiber for domestic pellet heating has been sustainable because the sawdust from those factories was often considered a waste product.

More recently, sawdust has become more valuable and today it is sold for a variety of uses, from particleboard to animal bedding to pulp and paper. As dry sawdust has become more valuable and more competitive, and demand for pellets has risen, more pellet producers are using [low quality pulp wood](#) and wood chips traditionally used in the pulp and paper industry to make pellets. Wood chips and logs increase production expenses because they have to be ground up and dried, so they are the last resort for pellet producers.

Like any industry, the logging industry has some rogue operators and companies that skirt or bend regulations, and it is possible that some of the wood that they cut gets into the pellet fuel supply. Bad actors may be more prevalent in states with weaker regulations or enforcement, and this would impact the stream of fiber for sawlogs, pulp and paper and every other use of wood.

The fiber supply for pellets produced in the Southeastern US for export to Europe is different and more complex and is currently independent from domestic residential use.

We advocate for policies that promote efficient use of wood. Heating and combined heat and power are typically in the 60 – 80% efficiency range, whereas it is in the 20 – 30% range for electricity alone.

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New standards for wood-burning stoves and boilers



October 13, 2020

Shopping for a new wood stove? Remember that new stoves and outdoor boilers must be certified to new 2020 emission standards to be sold or installed in Minnesota.

Wood smoke is a significant source of fine particles — a harmful pollutant. We can breathe fine particles into our lungs, and they can enter our bloodstream. Air pollution contributes to small annoyances such as coughing or itchy eyes. It can also cause or worsen many diseases involving the lungs and breathing, leading to hospitalizations, cancer, or even premature death.

With the EPA's backing, Minnesota has been a leader in lowering fine-particle pollution by requiring manufacturers of wood-burning stoves and boilers to produce more efficient products.

As of May 2020 in Minnesota:

- Only wood-burning appliances that are 2020-certified by the manufacturer can be advertised, offered for sale, sold, or installed in Minnesota. Dealers selling models that aren't certified are violating the law.
- All 2020-certified units must have an approved, permanent label that is visible when installed.

Some facts about wood burning in Minnesota:

- Minnesotans burn about 1.45 million cords of wood in a year, enough to completely fill U.S. Bank Stadium.
- Nearly half of Minnesota households burn wood in either a heating appliance or recreational fires.
- There are an estimated 288,000 wood-burning units such as stoves, furnaces, and boilers in the state. About a third of them are pre-1989, which pollute much more than those certified to the 2020 standard.
- About 7 percent of households burn wood for primary heat; 46 percent of wood burned in Minnesota is for primary heat.

[Minnesota residential wood combustion survey report \(May 2017 – April 2018\)](#)
(aq-ei4-47).

See the [EPA web site](#) for more information on wood burning.

Share this





Minnesota

Updated: February 2024

Regulations

No state-wide regulations on wood or pellet stoves that we are aware of at the moment. Check with your local authority on building codes to be sure.

Incentives

No state-wide incentives on wood and pellet stoves that we are aware of at the moment.

Change-out Programs

Project Stove Swap | Northeastern Minnesota

Website: <https://environmental-initiative.org/our-work/project-stove-swap/>

Status: Currently not accepting new applicants due to high demand as of November 2023

Location: Aitkin, Beltrami, Carver, Cass, Carlton, Cook, Crow Wing, Dakota, Goodhue, Hennepin, Hubbard, Itasca, Koochiching, Lake, LeSueur, Morrison, Otter Tail, Pine, Rice, Scott, Stearns, St. Louis, Todd, and Wadena counties

Eligible fuels: Wood (pre-1992) -> Wood (certified, high-efficiency), pellet (certified, high-efficiency), natural gas (EnergyStar), hydronic (certified), forced air furnaces (certified)

Notable Feature: There are income-qualified incentives which significantly raise the incentive amount available to low-to-moderate income households.

Incentive Amounts

Minnesota residents can qualify for discounts ranging from \$325 to \$10,000 when swapping out their old wood stoves with a new energy-efficient heating system, including switching to new wood stove and pellet equipment. Residents can receive up to \$750 for switching to an EPA certified energy efficient wood stove or up to \$1,500 for an EPA certified wood pellet stove. These incentives increase for income-qualified households to up to \$3,000 for an EPA certified wood stove or \$3,500 for an EPA certified pellet stove.

Program Duration

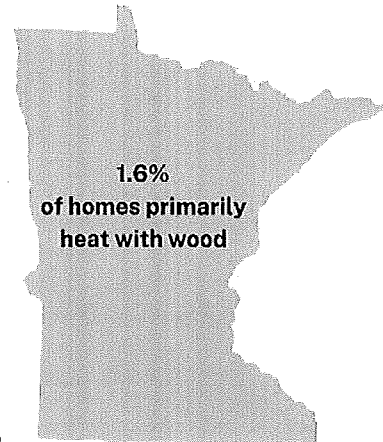
The program is ongoing until funds are depleted. The program is looking to expand to the rest of the state. Due to high demand, the program is currently not accepting new applicants.

Procedure

First, check your eligibility by completing the [Stove Swap Signup Form](#). Once this is submitted, the project staff will review your information and provide you further details on your eligibility and next steps. Qualified vendors will assist you in choosing your new heating equipment from a list of [eligible devices](#). After an accredited installer performs the installation, the Project Stove Swap incentive will be added to your vendor's invoice.

Requirements

The wood stove being replaced must have been manufactured before 1992. It also must be used as a primary/major heat source in the home, consuming at least two cords of wood annually. Equipment qualifying includes: wood stoves and fireplace inserts, pellet stoves and inserts, forced air furnaces, and hydronic heaters. The old wood stove being replaced must be destroyed or recycled.



More Information

For more information, please visit the [program website](#) or contact Alli Mueller at amueller@environmental-initiative.org.

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Email Address

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Let's Help Each Other

Please donate to support AGH advocating for cleaner and more efficient wood and pellet heaters!

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CC Work Session

Meeting Date: 02/25/2025

Primary Strategic Plan Initiative: Address infrastructure needs.

Information

Title:

Northstar Commuter Rail Legislation

Purpose/Background:

The Northstar Commuter Rail is subject to various 2025 legislation to either eliminate the public transportation service or to place performance measures on the system. Staff have been aware of discussions in recent years regarding the performance of the commuter rail. Discussions have included studies, with the most recent being a nearly complete study by MnDOT and public transportation options from the twin cities to Fargo/Moorehead area. A Northstar Rail Corridor Post Pandemic Study was completed in 2023 and can be found at this webpage ([Northstar Rail Post Pandemic Study](#)).

Staff do not have all the information gathered, nor have we spoken to any lawmakers on the matter. We recently became aware of the legislation due to two bills receiving a committee hearing in the House Transportation Finance and Policy committee on February 24, 2025. HF269 would require a request to discontinue Northstar operations be submitted to the Federal Transportation Administration, with specific clause that the state will not reimburse any federal funds spent on Northstar. This bill does have a senate companion bill, to which Ramsey's State Senator, Cal Bahr, is a co-author. HF749 places performance measures on the Northstar operations, where if certain metrics are not met then operations are decommissioned. This bill does not have a senate companion bill, though it was only introduced in the house on February 13th.

Time Frame/Observations/Alternatives:

Staff is bringing this legislation to the attention of the City Council because we have a Northstar Rail stop adjacent to City Hall. The city has invested money in infrastructure within the COR due to the rail stop. This investment is projected to be paid back through TIF 14 proceeds or land sales. Staff does use the rail stop as marketing material for developers.

Funding for the Northstar Rail has recently changed due to the implementation of the metro county sales tax. Operations now come from the state's operating budget, similar to the Metro Mobility service we are trying to have extended to Ramsey.

Staff is seeking direction on whether the city should prepare a letter of support/opposition to the discontinuation of the Northstar Rail, should staff attend committee hearings to present the city's position of the Northstar Rail or anything else.

Recommendation:

N/A

Outcome/Action:

Provide direction to staff on whether staff should monitor and be active in advocacy from the city on legislation related to the Northstar Commuter Rail.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 02/20/2025

Reviewed By

Brian Hagen

Date

02/20/2025 02:36 PM

Started On: 02/20/2025 01:37 PM

CC Work Session**Meeting Date:** 02/25/2025**Primary Strategic Plan Initiative:** Enhance City's communication through transparency and accountability.**Information****Title:**

Remote Public Meeting Attendance Policy

Purpose/Background:

The City first adopted a remote meeting attendance policy in 2019. Following the onset of the COVID-19 Pandemic, the policy was revised in 2020 to allow for more flexibility regarding the number of voting members who could join remotely and to the number of meetings per year they may join remotely. This policy has been reviewed a couple of times since the amendment in 2020 as the pandemic was nearing an end. However, the last time that occurred was early 2021. Both the original 2019 and the revised 2020 policies are attached.

Generally speaking, the policy works and is utilized by voting members of the City Council and the various boards and commission members. There have been occurrences where issues have happened, but that is usually due to internet connection issues at the remote member's end. Staff have utilized this flexibility at times. However, it is not as common in recent years.

Major points to the policy include:

- remote meetings/attendance must conform to state statutes
- members and attendees are encouraged to make every effort possible to be physically present
- all but one member may join remotely, with the exception during a time where it does not work for a member to be present at the normal meeting location due to health or other emergencies
- there is no limit to the number of times a member may join remotely
- professional locations and decorum of members and attendees must occur

Time Frame/Observations/Alternatives:

This policy does provide for flexibility to voting members, staff, and other attendees to attend remotely and still effectively engage in the meeting. Challenges do present themselves whenever technology is incorporated, however, it does allow for an additional avenue for transparent city business beyond the live stream by QCTV.

Staff is seeking input from the City Council on whether this policy is sufficient or if it needs revisions. Two areas of the policy that could warrant revisions are the number of remote attendees and the number of remote attendance options per year. It should be noted that in the event of a declared emergency, state statutes may prevail, thus providing more flexibility.

Final formatting adjustments to the attached policy will occur prior to adoption.

Recommendation:

Staff is seeking direction on any desired revisions.

Outcome/Action:

Provide consensus direction on amendments to policy.

Attachments

Draft Remote Meeting Attendance Policy
2019 Remote Attendance Policy
2020 Remote Attendance Policy

Form Review

Inbox

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 02/20/2025

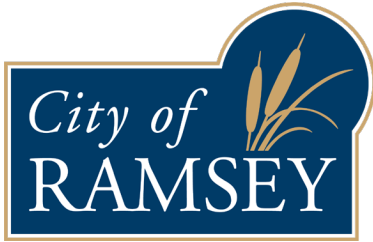
Reviewed By

Brian Hagen

Date

02/20/2025 02:37 PM

Started On: 02/20/2025 12:55 PM



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

Remote Public Meeting Attendance Policy

Draft 1 February 25, 2025

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

DRAFT

services.

Table of Contents

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DRAFT

SECTION 1 INTRODUCTION

- 1.01 Interactive technology attendance options continue to advance and evolve in relationship to conducting virtual meeting, along with laws that govern such attendance as it relates to Public Meetings. The City of Ramsey seeks to develop guidelines to promote transparent and orderly use of interactive technology that allows Council and Commission Meetings to occur with Members and other Attendees attending from a remote location.
- 1.02 The purpose of this policy is to create guidelines governing the remote attendance and participation of Members and Attendees at Public Meetings. Advance notifications and limits are established in order to provide proper notification to the public and to allow the City to arrange for the remote attendance. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the attendee is unable to physically attend a meeting.

SECTION 2 DEFINITIONS

- 2.01 **Attendees** means non-voting individuals who are in attendance via Interactive Technology
- 2.02 **Interactive Technology** means a device, software program, or other application that allows individuals in different physical locations to see and hear one another
- 2.03 **Member** means voting eligible individual of the City Council or one of the City of Ramsey advisory authorities, boards or commissions
- 2.04 **Notice** means official noticing requirements for regular, special or emergency meetings
- 2.05 **Notification** means informing city staff of the necessity for remote attendance by a Member
- 2.06 **Public Meeting** means a meeting held for the City of Ramsey subject to Minnesota Statutes Chapter 13D
- 2.07 **Remote Attendance** means engaging in a public meeting via Interactive Technology

SECTION 3 CRITERIA/PROCEDURES

- 3.01 Members and Attendees may attend Public Meetings in accordance with this policy.
- 3.02 Remote Attendance and participation at any Public Meeting shall be in full compliance with Minnesota Statutes, Chapter 13D. This includes, but is not limited to, Remote Attendance location is open and available to the public and that all Members, Attendees and the public are able to see and hear each other.
- 3.03 Notification of Remote Attendance by Members shall be in writing to the City Administrator,

subject to the following timeframes:

- a. For regular meetings: no earlier than ten (10) days, and no later than 72 hours prior to the meeting.
- b. For special or emergency meetings: no later than the Notice requirement deadline.

- 3.04 Notice postings shall occur in conformance with state statutes and the City Charter.
- 3.05 There shall be no maximum number of Members in Remote Attendance so long as at least one (1) Member is physically present in the advertised meeting location. In the event that all Members provide Notification of Remote Attendance, participants shall be determined by the order in which Notification was received by the City Administrator.
- 3.06 Members may attend an unlimited number of Public Meetings per year, contingent upon the general expectation that Members will make every practical attempt to be physically present.
- 3.07 Members in Remote Attendance shall conduct themselves in a professional manner, and attend only from locations that are suitable for the proper conduct of professional business.
- 3.08 Members and Attendees will cover all extraordinary costs necessary for the Interactive Technology connection while in Remote Attendance.
- 3.09 Members and Attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.



CITY OF RAMSEY

Policy Regarding Remote Attendance and Participation in Council and Commission Meetings

ADOPTED BY CC 04/23/2019

SECTION 1: SCOPE

- A. BACKGROUND: The City of Ramsey seeks to develop guidelines to promote transparent and orderly use of electronic technology that allows Council and commission members to attend meetings from a remote location. Electronic audio/video attendance options continue to advance and evolve, along with the laws that govern such attendance. Generally speaking, the city may adopt regulations that are more restrictive (not more lenient) than those provided by state law.

- B. PURPOSE: The purpose of this policy is to create guidelines governing the remote attendance and participation of members at Council and Commission meetings. Advance notifications and limits are established in order to provide proper notification to the public, and to allow the City to arrange the appropriate technology to cover the meeting. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the member is unable to physically attend a meeting.

SECTION 2: CRITERIA/PROCEDURE

- A. ELIGIBLE USERS: Members of the City Council and members of any formally established commission of the City.
- B. APPLICATION: Eligible users may attend and participate in any regular meeting of their respective Council or commission in accordance with this policy.
- C. NOTIFICATION: Eligible Users wishing to participate via interactive television or other electronic medium shall notify the City Administrator, in writing, no earlier than ten (10) days, and no later than 72 hours prior to the meeting. The name and location of eligible members attending a meeting via electronic medium shall be posted in conjunction with, and in the same manner as, the regular agenda.
- D. MAXIMUM ATTENDEES: No more than one (1) eligible user may participate in any single meeting via electronic medium. Eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator.

- E. ANNUAL USE: An eligible user may attend a maximum of two (2) regular meetings via interactive television per year.
- F. OTHER: Remote attendance and participation at any public meeting shall be in full compliance with the Open Meeting Law (OML), Minnesota Statutes section 13D.02, subdivision 1. All members of the public showing up at a remote location must be able to see and hear all discussion and votes. All members of the body must be able to see and hear one another, as well as the public.
- G. EXCEPTIONS: The requirements of this policy may be waived in the event of an emergency as defined by state statute.
- H. DECORUM: It is expected that all members attending remotely will conduct himself or herself in a professional manner, and attend only from meeting locations that are suitable for the proper conduct of professional business.
- I. EXPENSES: Members attending remotely will cover all extraordinary costs necessary for the connection.
- J. TECHNOLOGY: Remote meeting attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.



CITY OF RAMSEY

Policy Regarding Remote Attendance and Participation in Council and Commission Meetings

ADOPTED BY CC 07/14/2020

SECTION 1: SCOPE

- A. **BACKGROUND**: The City of Ramsey seeks to develop guidelines to promote transparent and orderly use of electronic technology that allows Council and Commission members to attend meetings from a remote location. Electronic audio/video attendance options continue to advance and evolve, along with the laws that govern such attendance. Generally speaking, the City may adopt regulations that are more restrictive (not more lenient) than those provided by state law.
- B. **PURPOSE**: The purpose of this policy is to create guidelines governing the remote attendance and participation of members at Council and Commission meetings. Advance notifications and limits are established in order to provide proper notification to the public, and to allow the City to arrange the appropriate technology to cover the meeting. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the member is unable to physically attend a meeting.
- C. **OTHER MEETING PARTICIPANTS**: City staff, applicants and other meeting participants may attend meetings remotely and are not subject to the policy or statutory limitations outlined within this policy.

SECTION 2: CRITERIA/PROCEDURE

- A. **ELIGIBLE USERS**: Members of the City Council and members of any formally established commission of the City.
- B. **APPLICATION**: Eligible users may attend and participate in any regular meeting of their respective Council or commission in accordance with this policy.
- C. **NOTIFICATION**: Eligible Users wishing to participate via interactive television or other electronic medium shall notify the City Administrator, in writing, no earlier than ten (10) days, and no later than 72 hours prior to the meeting. The name and location of eligible members attending a meeting via electronic medium shall be posted in conjunction with, and in the same manner as, the regular agenda.

- D. MAXIMUM REMOTE ATTENDEES: There will be no maximum number of remote attendees so long as at least one (1) City Councilmember or member of a formally established commission of the City is physically present. In the event that all members request remote attendance, eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator.
- E. ANNUAL USE: An eligible user may attend via interactive television, an unlimited number of times per year, contingent upon the general expectation that individuals will make every practical attempt to be physically present.
- F. OTHER: Remote attendance and participation at any public meeting shall be in full compliance with the Open Meeting Law (OML), Minnesota Statutes section 13D.02, subdivision 1. All members of the public showing up at a remote location must be able to see and hear all discussion and votes. All members of the body must be able to see and hear one another, as well as the public.
- G. EXCEPTIONS: The requirements of this policy may be waived in the event of an emergency as defined by state statute.
- H. DECORUM: It is expected that all members attending remotely will conduct himself or herself in a professional manner, and attend only from meeting locations that are suitable for the proper conduct of professional business.
- I. EXPENSES: Members attending remotely will cover all extraordinary costs necessary for the connection.
- J. TECHNOLOGY: Remote meeting attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.

CC Work Session

Meeting Date: 02/25/2025

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

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

The first attachment 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. The second attachment includes Councilmember initiatives for future work session topics. Those items are up for discussion and, with consensus, will be added to the future topics list.

Recommendation:

For Council review - no formal action necessary.

Outcome/Action:

For Council review.

Attachments

Future Topics List

Councilmember Topic Requests

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	02/20/2025 08:14 AM
Brian Hagen	Brian Hagen	02/20/2025 02:47 PM
Form Started By: Katie Schmidt		Started On: 02/14/2025 01:37 PM
Final Approval Date: 02/20/2025		

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
2025		
3/11	Discuss Recycling Contract	
3/11	Continued Discussion on Draft Rental Housing Inspection Program Policy	20
3/18	Board and Commission Interviews	60-90
April 22	Sale of Highway 10 RALF Properties	30
April/May	Pollpad Update	
TBD	Subdivision Code	
TBD	Minutes Approval Agenda location	10
TBD	Hwy 10 Pedestrian Overpass	
TBD	City Facility Safety Improvements	
May 27	Discuss format for City Adm. Perf. Evaluation	10
June 10	City Administrator Performance Evaluation	30
6/24	Audit	
7/08	Budget	
7/22	Budget	
8/12	Budget	
8/26	Budget	
9/09	Budget	

	<u><i>Councilmember Initiatives for Future Work Session Topics</i></u>
Proposed by CM	Topic
Buscher	Coffee with a Councilmember(s)
Buscher	Municipal Dispensary
Buscher	Private Dispensary Licenses Allowed
Buscher	Prevailing Wage Policy
Buscher	Quarterly Police & Fire Updates
Buscher	Old Town Hall Historic site
Buscher	Quarterly Updates on Outside Committees
Buscher	Public Safety Deep Dive
Buscher	Wage Theft Enforcement