

City of Ramsey
Agenda
Charter Commission
Thursday, July 17, 2025

6:00 pm

Council Chambers, 7550 Sunwood Drive NW

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

1. **Call to Order**

2. **Citizen Input**

3. **Approve Agenda**

4. **Approve Minutes**
 1. Approve the Following Meeting Minutes:
 - 1) Regular Charter Commission Meeting - December 18, 2024

5. **Commission Business**
 1. Approve Year End Activity Letter to Chief Judge for Year 2024
 2. Receive Update on Charter Recommended Changes
 3. Ordinance #25-09 Amending the City Charter

6. **Commission/Staff Input**

7. **Adjournment**

Charter Commission

Meeting Date: 07/17/2025

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

Information

Title:

Approve the Following Meeting Minutes:

- 1) Regular Charter Commission Meeting - December 18, 2024

Purpose/Background:

Purpose: To review minutes from past meeting and approve.

Background: The last regular meeting held by the Charter Commission was December 18, 2024. That set of minutes is attached for Commission review and approval.

Recommendation:

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

Outcome/Action:

Motion to approve the following meeting minutes:

- 1) Regular Charter Commission Meeting - December 18, 2024.

Attachments

Draft 12-18-2024 Minutes

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 07/11/2025

Reviewed By

Brian Hagen

Date

07/11/2025 01:11 PM

Started On: 07/01/2025 01:53 PM

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

The Charter Commission conducted a regular meeting on Wednesday, December 18, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Joseph Field
 Commissioner Joshua Fuhreck
 Commissioner Victor Jumah
 Commissioner Jennifer Leistico
 Commissioner David May
 Commissioner Laura Moore
 Commissioner Amy Rusert

Members Absent: Commissioner Jim Bendtsen
 Commissioner Ben Deemer

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

CALL TO ORDER

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

CITIZEN INPUT

None.

APPROVE AGENDA

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

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

APPROVE MINUTES

Motion by Commissioner May, seconded by Commissioner Leistico, to approve the following meeting minutes as presented:

- 1) Regular Charter Commission Meeting dated July 19, 2023

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

COMMISSION BUSINESS

5.1 Elect Chair and Vice Chair for 2024-2025

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

Commissioner Fuhreck nominated Joe Field for the position of Chair.

There were no other nominations.

Chairperson Field declared the position filled as there were no other nominations.

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

Chairperson Field nominated David May as Vice Chairperson.

There were no other nominations.

Chairperson Field declared the position filled as there were no other nominations.

5.2 Approve Year-End Activity Letter for Chief Judge for Year 2023

Chairperson Field stated that the draft letter was included in the packet for review.

Motion by Commissioner Rusert, seconded by Commissioner Leistico, to approve the year-end annual report letter for 2023 and direct staff to submit such report to the Honorable Elizabeth Strand, Chief Judge of the Tenth Judicial District.

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

5.3 Ordinance #25-02 Amending the City Charter

City Administrator Hagen stated that these are relatively minor changes to the Charter that were identified for efficiency and mirror current practices.

Commissioner May stated that he agrees with opportunities to save money and utilize emerging technologies, he would also encourage the City to engage the residents and promote civic engagement.

City Administrator Hagen provided a summary of the proposed amendment related to Council vacancies as a result of a Councilmember moving out of the city and/or their respective ward.

Commissioner Fuhreck recalled a situation in which a Councilmember moved to another ward and asked if that Councilmember resigned when he moved.

City Clerk Schmidt replied that in that situation, the Councilmember may have stayed within the same ward when he moved, or he moved to the at-large seat and vacated his ward seat.

City Administrator Hagen continued to review the proposed amendments.

Commissioner Leistico commented that it seems reasonable to add the language “or respected ward” related to vacancies and the Commission agreed.

Chairperson Field called for a vote and upon unanimous vote of the Charter Commission, that proposed amendment was recommended for approval.

Chairperson Field moved to the next section related to a Council meeting and noted that it appears there was some reorganization of language in the sections.

City Administrator Hagen noted that notification requirements were updated to match State requirements as well.

Chairperson Field expressed concern with the authority to call an emergency meeting and whether that is provided through this language.

Commissioner Moore asked if language should be added, stating that an emergency meeting could be called if there is a declared state of emergency.

City Attorney Knaak stated that there could be emergency meetings that do not fall under a declared state of emergency and provided examples. He also provided details on the process that would be followed in that scenario.

Chairperson Field stated that the existing language also does not grant authority for the Council to call an emergency meeting and only provides the notification requirements.

Commissioner May asked if the State must declare an emergency or whether the City could declare its own emergency.

City Administrator Hagen reviewed the authority and definition within the state statute.

City Attorney Knaak explained when a special meeting may be called for different purposes as well as when an emergency meeting may be called for.

Commissioner Moore asked for clarification on the notice requirement as it appears the 24-hour requirement is being removed.

City Administrator Hagen explained that the 24-hour notice requirement does not meet the state statute requirement and therefore needs to be changed. He stated that in order to keep things as

simple as possible and stay in line with state statute requirements, the ordinance would reference the statute.

Chairperson Field stated that he would find it helpful to see the statute before incorporating that reference.

Commissioner Rusert asked if the emergency meeting should fall under a subset of 3.1. to be encompassed under special meetings.

Commissioner Moore agreed that would make sense.

Chairperson Field noted the different notice requirements for special and emergency meetings and therefore did not believe they should fall under the same paragraph. He continued to ask if this language would grant the authority for the Council to call an emergency meeting.

City Administrator Hagen reviewed the language.

Chairperson Field provided suggested language that he believed would grant the authority and refer to the statute. He stated that even if state statute provides that authority, it should still be specified in the Charter as well.

Commissioner Jumah wondered if they were rushing this.

Chairperson Field identified other issues that he had with this proposed amendment including the use of “immediate jeopardy” and whether that is defined, the definition of citizen in regard to public comment, and the reasonable restrictions that could be placed upon public comment.

City Administrator Hagen replied that this language is being carried over from the existing language. He provided more detailed information on the public input process and the typical limitation of three to five minutes for public input.

City Attorney Knaak stated that the City is able to manage the meeting, which includes public input. He explained that these restrictions ensure that the information provided is not repetitive. He stated that members of the public are provided with an opportunity to speak about something not on the agenda, but reasonable time limits are placed on that as well in order to manage the meeting.

Chairperson Field stated that for the benefit of the public, it might be helpful for the public to have that information ahead of time, as to what the restrictions may be.

City Administrator Hagen commented that the Council does not always choose to enact the three-minute time limit, providing an example of a sewer backup that impacted six properties. He noted that at that meeting, over 90 minutes was spent discussing that issue. He noted that there are also seven members of the Council, and they often govern each other and speak up if they believe someone should be given more time to speak.

City Attorney Knaak provided additional input on the limitations of open forum compared to a public hearing.

Commissioner Moore commented that she likes the language proposed for 3.1.4 as presented. She commented that there are seven members, and they govern each other.

Commissioner Leistico recognized that this is not proposed for changes and therefore did not see a reason to look for problems that do not exist.

Commissioner Jumah commented that he would like more time to review before passing this on.

Chairperson Field requested that this section be tabled to address some of the issues presented at the meeting related to 3.1.2.

It was the consensus of the Commission that this section should be tabled to the next meeting.

Motion by Commissioner May, seconded by Commissioner Jumah, to table the proposed amendments to Section 3.1.2.

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

Chairperson Field moved the discussion to the proposed amendments to Section 3.4.2. He asked how a split vote would be recorded if there is not a roll call vote.

City Administrator Hagen stated that the ordinance itself records those who vote in favor and against.

Chairperson Field asked for clarification on how the votes are recorded if a roll call vote is not taken.

Commissioner Fuhreck commented that the minutes also record the votes for and against.

Commissioner May commented that there is value to the public in knowing how people vote on the Council, and it is not that time-consuming to take a roll call vote.

Chairperson Field stated that in a unanimous vote, he could agree with this change and asked whether a roll call vote would be triggered if there was a dissenting vote.

City Administrator Hagen stated that if there is confusion either the Mayor or staff ask for clarification to ensure the record is correct. He confirmed that the minutes also show those voting in favor and against and if there is an error in those minutes, the Council would correct that information.

Commissioner Leistico reiterated that the votes are still recorded in the minutes, it is just the method of voting that is suggested to change.

City Clerk Schmidt confirmed that every vote is recorded within the minutes, showing those that voted in favor and against.

Chairperson Field asked the purpose of a roll call vote.

City Attorney Knaak commented that some of this is legacy process, such as a provision in the Charter to waive the requirement to read something aloud, that no longer serves its original function. He explained that the necessity that used to exist no longer exists, although a member of the Council could request a roll call vote at any time even if this provision is removed.

Chairperson Field commented that his main concern was that the votes were known and that appears to be so.

Motion by Commissioner Fuhreck, seconded by Commissioner Moore, to recommend approval of the proposed changes to Section 3.4.2 as proposed.

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

Chairperson Field moved to the next proposed amendment for 3.5.

City Administrator Hagen also noted the proposed changes to 3.7 and provided a summary.

Chairperson Field asked where the notice requirement would be found.

City Administrator Hagen provided additional details on the state statute requirement as well as the City process. He stated that the City must meet state statute, and it would not make sense to include every state statute within the Charter.

Motion by Commissioner Moore, seconded by Commissioner Leistico, to recommend approval of the suggested changes to Sections 3.5 and 3.7 as presented.

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

Chairperson Field continued with the review of the proposed changes to 3.9.

Commissioner Fuhreck commented that it is a notice period to a change in the law and there is virtue in that.

City Administrator Hagen reviewed the publication that occurs after the adoption of an ordinance.

Chairperson Field stated that the ordinance also goes on two Council meetings before adoption, which provides notice as well.

Commissioner Jumah asked how this would apply to the publication of the newsletter.

City Administrator Hagen replied that the newsletter is not the official form of publication for that type of item.

Motion by Commissioner Leistico, seconded by Commissioner Rusert, to recommend adoption of the proposed changes to 3.9 as presented.

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

Chairperson Field noted the next proposed changes in 7.6.1.

City Administrator Hagen provided additional context on the proposed changes and how they align with the current practices of the City Council.

Commissioner Fuhreck stated that he understands why this needs to be done but believed that more clear language is needed.

Commissioner Leistico also agreed with the intent and desire for better language.

City Administrator Hagen noted that this could be tabled, and staff could bring back alternative language.

Motion by Commissioner Fuhreck, seconded by Commissioner May, to table the proposed amendments to Section 7.6.

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

Chairperson Field moved to the proposed changes for Section 12.13.

City Administrator Hagen stated that he would not recommend less than four issues and stated that he does not feel strongly one way or the other, explaining that this is more driven by the budget.

Commissioner Fuhreck commented that it seems the City is stretching for new material in newsletters and it would also be more fiscally responsible to reduce the number of issues and therefore supports this amendment.

Commissioner May agreed.

Commissioner Leistico agreed that it would make sense for the newsletter to follow seasonality.

Commissioner Moore commented that she likes the idea of six issues. She noted that the *Ramsey Recycler* is currently not counted in the newsletter issues.

Chairperson Field commented that he would not want to see the *Ramsey Recycler* counted as the newsletter.

Commissioner Fuhreck commented that it is interesting that the Charter includes language related to the newsletter at all.

Commissioner Jumah stated that perhaps a QR code is added to the newsletter to allow residents the option to sign up for a digital format rather than printed, which could also save on costs.

City Administrator Hagen stated that the City receives a price break for mass mailing and therefore picking and choosing addresses would not result in a cost savings.

Motion by Commissioner May, seconded by Commissioner Rusert, to recommend approval of the proposed amendments to Section 12.13 which include publishing the newsletter four times each year.

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

7. COMMISSION / STAFF INPUT

Commissioner Fuhreck thanked City Administrator Hagen for tackling this issue and addressing these items proactively.

Chairperson Field recognized Commissioner Bendtsen for his service to the Commission for the past ten years and thanked him for his service as he will not continue to serve in 2025.

8. ADJOURNMENT

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

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

The regular meeting of the Charter Commission adjourned at 7:47 p.m.

Respectfully submitted,

Katie Schmidt
City Clerk

Fritz Knaak
City Attorney

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Charter Commission

Meeting Date: 07/17/2025

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

Information

Title:

Approve Year End Activity Letter to Chief Judge for Year 2024

Purpose/Background:

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

Background: In accordance with Minnesota Statutes 410.05, an annual report reflecting the activities of the Charter Commission must be submitted to the Chief Judge of the Tenth Judicial District. Attached to this case is the summary letter for the year 2024 for the Commission's review, comment and approval. Once approved by the Commission, staff will forward the letter to the Chief Judge.

Recommendation:

Approve the year-end annual report letter for 2024 and direct staff to submit such letter to the Chief Judge, as per State Statutes requirements.

Outcome/Action:

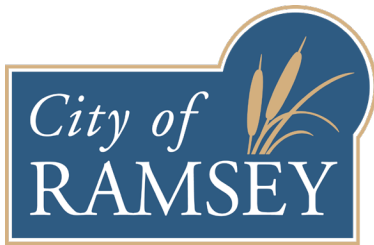
Motion to approve the year-end annual report letter for 2024 and direct staff to submit such report to The Honorable Elizabeth Strand, Chief Judge of the Tenth Judicial District.

Attachments

Draft Year end Summary letter to Judge for 2024

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	07/11/2025 01:20 PM
Form Started By: Katie Schmidt		Started On: 07/01/2025 01:58 PM
Final Approval Date: 07/11/2025		



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July 22, 2025

The Honorable Elizabeth Strand
Chief Judge Tenth Judicial District
Wright County District Court
3700 Braddock Avenue, Room 1100
Buffalo, MN 55313

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

Dear Judge Strand:

In accordance with Minnesota Statutes 410.05, the following is an annual report reflecting the activities of the City of Ramsey Charter Commission during the year 2024.

Members of the Charter Commission for year 2024 were as follows: Jim Bendtsen, Benjamin Deemer, Joseph Field (Chair), Joshua Fuhreck, Victor Jumah, Jennifer Leistico, David May (Vice-Chair), Laura Moore and Amy Rusert.

The Commission fulfilled their requirement of meeting at least once during the year by calling a meeting to order on Wednesday, December 18, 2024. The Commission conducted the following business:

1. Elect Chair and Vice Chair for 2024-2025
2. Approve Year-End Activity Letter for Chief Judge for Year 2023
3. Ordinance #25-02 Amending the City Charter

The minutes from the December 18, 2024 meeting are attached.

Regards,

On behalf of the Ramsey City Charter Commission

Katie Schmidt, MCMC
City Clerk

Charter Commission**Meeting Date:** 07/17/2025**Primary Strategic Plan Initiative:** Not Applicable**Information****Title:**

Receive Update on Charter Recommended Changes

Purpose/Background:

The purpose of this case is to provide an update on the Charter Recommended changes. The City Council received the recommended changes to the City Charter on January 28, 2025. Following their review and feedback, two ordinances were presented for introduction on February 11, 2025.

- **Ordinance #25-02** encompassed the changes supported by the Council and was subsequently adopted on March 11, 2025. The adopted amendments include the correction of a grammatical error in Section 3.4, the removal of the requirement to read each ordinance aloud in Section 3.7, and the modification of the effective date for ordinances in Section 3.9 - from 30 days after publication to becoming effective upon publication. These changes became effective on June 12, 2025.
- **Ordinance #25-03**, which included proposals that did not receive full Council support, was not adopted. The denied amendments included eliminating roll call votes on ordinances, allowing for ordinances to be adopted along with the consent agenda and the reduction of the newsletter to four annually instead of six. A last amendment that was denied was the inclusion that a council seat becomes vacant when the respective councilmember moves out of their ward. The City Council did not fully deny this change, instead, felt like some additional language would be beneficial to recognize a temporary non-ward residency due to unforeseen circumstances. I.e. major damage to their home causing a temporary living situation. This language has been incorporated into the ordinance for consideration this evening.

Recommendation:

Notification only.

Outcome/Action:

No action required.

Attachments

Ordinance #25-02 Approved
 Ordinance #25-03 Not approved
 1-28-25 Council WS Minutes
 02-11-25 Minutes (Introduction)
 03-11-25 Minutes (Adoption)
 Current Chapter 3 of Charter (After Approved Changes)

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	07/11/2025 01:11 PM
Form Started By: Katie Schmidt		Started On: 07/03/2025 01:58 PM
Final Approval Date: 07/11/2025		

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. 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~~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.

SECTION 3.

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 4.

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 5. 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 3. Council Procedures of the city charter related to noticing for meetings and procedures on ordinance adoptions.

SECTION 6. EFFECTIVE DATE

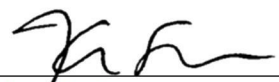
This ordinance becomes effective 90 days after its passage and publication as provided by Minnesota Statutes Section 410.12, Subdivision 7, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

PASSED by the City Council of the City of Ramsey, Minnesota, the 11th day of March, 2025.



Mayor

ATTEST:



City Clerk

Date Recommended by the Charter Commission: January 28, 2025

Ordinance #25-02

Page 2 of 3

Introduction date: February 11, 2025
Posting dates: February 11 – March 12, 2025
Adoption date: March 11, 2025
Publication date: March 14, 2025
Effective date: June 12, 2025

ORDINANCE #25-03

**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 4.

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 5.

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 6. 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 #25-03 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 7. 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: February 11, 2025

Posting dates: February 11 – March 12, 2025

Adoption date: **Not approved**

Publication date:

Effective date:

Not Approved

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, January 28, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Ryan Heineman
Councilmember Kirsten Buscher (attended remotely)
Councilmember Michael Olson
Councilmember Eric Peters
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Shana Stewart

Also Present: City Administrator Brian Hagen
Community Development Director Stephanie Hanson
City Attorney Fritz Knaak
Parks and Assistant Public Works Director Mark Riverblood

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

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

City Administrator Hagen reviewed the Staff report in regard to recommendations from the Charter Commission on amendments to the Charter.

Councilmember Specht said he is not supportive of no longer requiring a roll call vote for ordinances, they are very important and he thinks everyone's vote should be said aloud individually.

Councilmember Stewart agreed she added that she was also supportive of requiring a Councilmember to live in their Ward, and if they move out of the Ward, they should give up their Council seat.

Councilmember Specht asked if this requirement would be immediate upon a Councilmember moving or if there would be a grace period.

City Attorney Knaak noted that when a Councilmember moves out of their Ward, they have committed a disqualifying act.

Councilmember Buscher added that if they were to create a vacancy due to a Councilmember moving, she would still want to ensure that the Ward was advocated for and rightfully represented. She asked how they would verify if people have moved from their Ward if they do not share this information.

City Administrator Hagen noted this would likely be an honors system to notify the City of any moves.

Mayor Heineman asked if there could be any legal action taken against a Councilmember for not disclosing that they had moved.

City Attorney Knaak stated that it is hard for him to imagine someone would move into another Ward and not tell the City.

Councilmember Peters asked if a Councilmember having to temporarily live in a rental or hotel due certain circumstances if this would also be considered a disqualifying act.

City Attorney Knaak noted that under certain circumstances there is a measure of intent and the City would be hard pressed to determine this a disqualifying act.

Mayor Heineman asked if they should add language to the Charter that clarifies temporary living situations or if it is already implied.

City Attorney Knaak said they could add this kind of language; however, he does not see the current language as causing any issues.

Councilmember Peters asked if they have redrawn the Ward lines recently.

City Administrator Hagen said yes and explained that every ten years they look at the Ward lines and make changes if needed.

Councilmember Peters asked if it was possible that the Ward lines changing could redistrict a Councilmember out of their Ward.

City Administrator Hagen explained that the Council sets the Ward boundaries, and he does not see this as an issue.

City Attorney Knaak said that if this were to happen it would still be considered a disqualifying act and the Councilmember would have to resign.

Councilmember Riley noted that this was a consideration for the Council the last time they reviewed Ward lines.

City Administrator Hagen continued reviewing the recommended Charter changes.

Councilmember Stewart shared concern with eliminating the 30 day time frame for an ordinance to be published before it is in effect. She stated that after speaking with City Administrator Hagen and understanding that most ordinances are in progress for two months or longer, she is okay with this change.

Councilmember Specht asked if residents would still have time to appeal an ordinance with this change.

City Administrator Hagen said yes and explained that even with the current 30-day requirement, a resident could likely not get an appeal organized fast enough anyway.

Councilmember Peters asked if the Council could put a start date on an ordinance if they did not want it effective immediately.

City Administrator Hagen said yes. He moved on to discuss the recommendation to decrease the number of City newsletters from six to four per year.

Councilmember Riley shared that he is constantly hearing that residents do not feel as though they get enough communication from the City and that the newsletter is the number one source of information. He said he would not support decreasing the number; however, the change is currently written to state that they must send at least four newsletter per year, so they could continue to send 6 under this change.

Councilmember Specht agreed and shared that the City's demographics seem to enjoy a newsletter. He added that he does not see a benefit to making this change.

Councilmember Stewart agreed.

Councilmember Peters agreed.

Councilmember Buscher shared that she had discussed this with City Administrator Hagen as she was also concerned with reducing the number of newsletters. She noted that they discussed other ways to fund the newsletter, including looking for more businesses to advertise in the newsletter.

Mayor Heineman asked if the cost to the City is \$60,000 a year for the six newsletters before or after the revenue they receive for advertisements.

City Administrator Hagen said the City's cost is less than \$60,000 after the advertisement revenue comes in. He added that they could also look into reducing the length of the newsletter to save money.

Mayor Heineman suggested adding a page to the newsletter to put advertisements on.

The consensus of the Council was to move forward with the Charter changes as proposed, with the exception of keeping roll call votes for ordinances and keeping the number of City newsletters

per year at six. The Council directed Staff to draft language that refers to temporary living situations outside of the elected Ward.

2.02: Traprock Park Mono-Pole Cell Tower Lease

City Administrator Hagen reviewed the Staff report concerning the request for a mono-pole cell tower lease in Traprock Park.

Councilmember Stewart said she is supportive of using this park for a mono-pole cell tower lease; however, she would like to see a better deal negotiated.

Councilmember Specht asked if a mono-pole is just a basic cell tower.

City Administrator Hagen shared that it is comparable to what is currently at Alpine Park. He noted that they would engineer the design to have a breaking point if the cell tower were to fall. He added that the west side of the Traprock property is farthest from any residential areas and would be the best place for the cell tower.

Councilmember Specht stated he is concerned if this would match the rural aesthetics of the area and he is not sure how the residents in this area would feel.

City Administrator Hagen explained that when they had a survey done of the property, stakes were put into the ground which generated a few phone calls from residents. He noted that they would look to have community meetings with the residents in the area if this were to move forward to gauge interest.

Councilmember Peters asked if they would include in their contract that if Verizon added other carriers to the tower the City would see an increase in the lease.

City Administrator Hagen said this had already been discussed and they were willing to add an additional \$200 a month per additional carrier.

Councilmember Riley shared that they have two studies completed on what the fair market value for this would be and if Verizon does not want to pay fair market value, then he would not support this.

Mayor Heineman added that this area is already covered with 5G cell coverage. He noted that he thinks this would be a big eye sore and he thinks people would object to this being so close to residential areas. He said he does not think this would be worth it based on the amount of revenue they would be getting.

Councilmember Specht asked what else they would be able to do with this land if they do not pursue a cell tower lease.

Parks and Assistant Public Works Director Riverblood noted that they could use this land for any park related use. He shared that some residents were interested in an outdoor archery range in this

area. He explained that this park was platted in the 1980s at a time when the adjoining properties were platted. He said at this time they used the area for a horseback riding arena. He added that they currently use this area as a drop-off site during large weather events for debris and the mosquito control chopper uses this area as well.

Councilmember Stewart asked if this cell tower would inhibit any of the other potential uses for the property.

Parks and Assistant Public Works Director Riverblood said no.

Councilmember Buscher shared that she thinks they should explore some more creative ideas to try to get more money out of a lease; however, if they cannot get market value for the site, they would have to look into the impact of accepting something that is below market value. She asked if they do not move forward with this if there is a possibility that a cell tower could be constructed on private land outside of the City's oversight.

City Administrator Hagen explained that there would be an opportunity for a private property to move forward with this; however, it would require a land use application. He noted that this is not something the City could say no to; however, they could set reasonable restrictions.

Mayor Heineman said he is not in support as he does not see the benefits outweighing the drawbacks.

Councilmember Stweart asked if they were to move this forward if the residents in the area would be notified and would have the opportunity to come forward at a Council meeting and voice their opinions.

City Administrator Hagen explained that they would need to hold a targeted neighborhood meeting with the residents in the area for them to provide the City with feedback before they decide to move forward with agreeing to the lease.

Councilmember Buscher suggested they try to negotiate the rate with Verizon and at the same time, hold a neighborhood meeting to get the residents' feedback before they move forward or not.

Councilmember Olson shared that he is not supportive of this, especially at the proposed rate. He noted the community support for this will be very important to him if they decide to move forward with this.

Mayor Heineman said he does not see many residents being supportive of this.

Councilmember Buscher stated they have held neighborhood meetings for lesser items than this. She explained she would like to put the potential revenue for the City into perspective for the residents she may see them being supportive. She noted it is her goal to ensure that the residents are included in these kinds of conversations.

Mayor Heineman agreed; however, he thinks they need to be aware of unintended consequences.

Councilmember Stewart asked about the history of the cell tower at Alpine Park.

City Administrator Hagen shared that this cell tower has been there for over 20 years.

Parks and Assistant Public Works Director Riverblood added that the cell tower ended up in the center of this park and the residents understood that some of the revenue was going to the parks system.

City Administrator Hagen explained that they could put together maps for the residents at the neighborhood meeting to show them other potential areas in the City where the cell tower could go if not on this property.

Mayor Heineman asked if there is a price point that they would like to target to make this worth it before they begin negotiations.

Councilmember Stewart asked how much the lease is at Alpine Park.

Councilmember Riley said the two current leases are at \$26,400 and \$24,000 per year and he would like this to be their target for negotiations.

Mayor Heineman added that he would like them to start imagining what they would use the lease money for to help sell the idea to the residents.

City Administrator Hagen asked if Verizon is not willing to meet market value if they would not want to move forward with a neighborhood meeting.

Mayor Heineman said yes.

The consensus of the Council was to renegotiate the terms with Verizon and direct Staff to schedule a neighborhood meeting to get feedback from the residents.

2.03: Continued review of the draft Rental Housing Licensing Inspections Policy

Community Development Director Hanson reviewed the Staff report in regard to the rental housing licensing inspection policy.

Councilmember Riley said he likes the idea of this becoming a policy, so they do not have to continue to change the ordinance. He added that he supports the changes made and feels that this is an important policy.

Councilmember Stewart shared that she is against any inspections for tenants as she feels as though it is a violation of tenant rights.

Councilmember Specht stated he likes the idea of the policy as they have found some rental units that have been in rough shape and they have already found things that could have resulted in big

issues if not addressed. He said he is open to hearing more ways that they can make the policy more tenant friendly.

Councilmember Olson shared that he has been very vocal about his opposition of this program since the beginning. He said the ideal situation would be to offer these inspections as a benefit rather than something that is imposed. He stated he likes the content of the policy for the most part.

Councilmember Peters noted he has been a renter for more than half his life and he has never had the benefit of one of these inspections. He said he thinks the policy is great to have in place for the City to take an invested interest in ensuring that the rental communities do not become dilapidated.

Councilmember Buscher said she thinks this is something the City should do. She noted the intent of the policy is to protect the safety of the tenants. She shared that she understands people's concerns about having an inspector in their private spaces; however, renters should understand that inspections can take place for their benefit. She added that she would not want this to be something that people could opt out of.

Mayor Heineman asked if the policy is written in a way that it protects the property owner or the tenant.

Community Development Director Hanson shared that their goal with this policy was that it was for the tenant, the property owner, and the City. She said they want to have a clear policy and process for rental housing.

Councilmember Stewart said she would not want inspectors looking in someone's closets or in a personal area as the inspector could touch their belongings. She suggested pulling back on where the inspector will be going in these homes to make it safe for the tenants while still maintaining the unit.

Mayor Heineman agreed that they should only be going into areas with specific reasons while not inspecting areas that are not of concern.

Community Development Director Hanson explained that when the inspector goes into someone's closet, the only thing they are looking at is the ceiling to see if there is any water damage. She said Staff does not touch anyone's personal belongings.

Mayor Heineman asked if it is pertinent that they check the ceiling in every closet.

Councilmember Riley suggested that they no longer require inspections of closet ceilings.

Councilmember Olson added that it would be very rare that there was a leak just limited to the area within the closet so he does not see a need for the closets to be inspected.

Councilmember Buscher shared that this plan was modelled after similar policies and programs in other cities. She said she would not want to create policies based off of potential bad personnel.

She noted that there are also other avenues that they can advocate for tenants' rights as well as property owners' rights by having an open dialogue to allow tenants to talk to their landlords about concerns. She added that they can come up with other ways to protect the tenants without lessening what they are doing with this policy.

Mayor Heineman noted the spirit of this policy to ensure there is a safe environment and that tenants and landlords are not taking advantage of each other. He said he would like to still allow the tenants to have security and privacy while the City is ensuring their living conditions are safe.

Councilmember Specht said he is not concerned with this being a trust issue with Staff. He stated he is struggling with finding the balance with this policy where they are ensuring that tenants and landlords have a safe environment while not infringing upon anyone's right. He suggested scaling down the inspection checklist.

Mayor Heineman shared that even when the Police Department is issued a warrant to search someone's residence, there are limitations to what they are able to search through. He noted that the inspectors are only entering these units to inspect certain things and anything that is outside of these set items would be off limits.

Councilmember Buscher asked how many complaints they have received from tenants in the City about this being an overly restrictive policy.

Community Development Director Hanson said they have only received one complaint.

City Administrator Hagen shared that last year they had an apartment tenant who completely disagreed with letting the inspector in and they were able to address this situation right away with the concerned resident and they worked out an agreement that they would just inspect the unit after the tenant moved out. He explained that when they brought on a new Code Enforcement Officer a few years ago the code enforcement process began to move forward. He shared that during this time they were receiving calls from renters who were concerned with the state of their units. He said they have gotten support from the residents on this policy so far.

The consensus of the Council was to direct Staff to scale back the inspection requirements and continue this discussion at the next Work Session.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

Councilmember Peters shared that he had residents contact him about the new State flag.


Councilmember Stewart shared that she was also contacted by a resident in regard to the State flag.

City Administrator Hagen said they can discuss the State flag at a future Work Session.

5. ADJOURNMENT

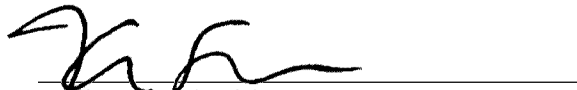
The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,



Brian S. Hagen
City Administrator

ATTEST:



Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a regular meeting on Tuesday, February 11, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Ryan Heineman
Councilmember Kirsten Buscher
Councilmember Michael Olson
Councilmember Eric Peters
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Shanna Stewart

Members Absent: None

Also Present: City Administrator Brian Hagen
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. PRESENTATION

2.01: State of the City 2025: Mayor's Address

Mayor Heineman reviewed the 2025 State of the City Address and provided a recap of City growth, new businesses and developments, updates, and news from the past year, as well as a look ahead to what is to come in 2025.

2.02: QCTV Update

QCTV Executive Director Karen George and Social Media and Communications Coordinator Seamus Burke presented the QCTV updates on the past year and future initiatives.

3. CITIZEN INPUT

Jen Shoemaker, a resident on Rivlyn Avenue, came forward and shared that she was one of the homeowners who was affected by the sewage leak caused by the construction of Highway 10 back in June of 2024. She shared that over the last eight months, they have been subjected to horrible treatment by Ames Construction, their insurance company, and their lawyers. She noted that Anoka County holds the contract with Ames Construction for the project and City Administrator

Hagen and the rest of the Council have been able to put pressure on the County to help with this matter. She explained that Ames Construction has chosen to ignore threats and fines from the County. She added that Ames Construction is who will be doing the Ramsey Boulevard connection this summer which could put more homes in danger of damages similar to what she has experienced. She said that after months of fighting with Ames Construction's general insurance company, they brought in a biohazard insurance company. She noted that they were told once the biohazard insurance company stepped in, things would be much smoother. She shared that they were offered a ridiculously low settlement amount, which they declined, and were then threatened that since they did not accept the offer, things would be made a lot more difficult. She said that they have had to pay out of pocket to have their basement cleaned and rebuilt after this incident which has caused a huge financial burden. She stated she has been emailing Ames three times a day trying to get answers from them. She shared that she is scared that this is the company that will be working on the Ramsey Boulevard connection project. She explained that they have a mediation date set for March but they are not expecting Ames to step up and take responsibility for this incident. She asked the Council to help them put pressure on the County to help her and the other affected homeowners.

Councilmember Specht said this is completely unacceptable and he will keep doing whatever he can to help in this situation.

City Administrator Hagen shared that County Staff is continuing to focus on this and they are continuing to put pressure on Ames. He noted that the legal challenges are outside of the City's hands as the contract for the Highway 10 project and the upcoming Ramsey Boulevard connection project are between Ames and the County.

Ms. Schumacher shared her appreciation for the City working so graciously with them as they reconstructed their basement and needed permits and inspections done quickly. She stated her home is one of the only ones that have begun reconstruction.

Mayor Heineman asked if they are able to provide a paper trail of communication with the County to these residents for their records.

City Administrator Hagen said yes, as all of this communication would fall under the Public Data Practices Act.

Derick Lind, 15230 Geranium Street, came forward and shared that he is a part of the Anoka County Election Integrity Team (ACEIT.) He explained that Anoka County is set to buy some new poll pads on February 25. He said that ACEIT does not think this is the right idea because they do not believe they are worth the money and they are a security risk. He shared that these poll pads will only last for five to seven years and they are costing a large amount of taxpayers dollars. He explained that these poll pads are iPads with cellular service that use third-party software. He said he does not see how this can be more secure than a paper poll pad at a local precinct. He noted that all 21 cities in Anoka County had service agreements and these agreements were handled by Staff and never seen by the Council. He stated this was a major change to the election system and there should be a political process involved with Council vote, not just Staff. He thanked Ramsey for being a supporter of ACEIT.

Mayor Heineman asked if the leasing agreement for the poll pads was just signed by Staff rather than coming forward to the Council.

City Administrator Hagen shared that there is a JPA for the election-related items with the cities in Anoka County which spells out the responsibility of the poll pads and the leasing agreement falls under this. He explained that the City's financial responsibility for the poll pads is that they would be responsible if an elections employee broke a piece of equipment. He said this agreement was signed by a member of Staff and has historically always been signed by Staff. He added that the Council terminated this agreement last year so they are no longer party to it; however, the County still has the authority to say when these poll pads will and will not be used. He noted that it has not been the County's goal to have the cities pay into the capital costs to replace these poll pads.

Mayor Heineman asked how terminating the leasing agreement would affect any future County or higher elections.

City Administrator Hagen shared that the main thing accomplished by terminating the contract is that the storage of the poll pads was taken away from the City. He said in 2026 at the next election, the poll pads would be delivered back to the City to be used.

Roxanne Tersteeg, 6263 Rivlyn Avenue, came forward and shared that she is another resident who was affected by the sewage leak caused by Ames Construction. She shared that she also opted to fix up her house rather than wait for a settlement with Ames. She said she is looking forward to the mediation and she is waiting for the judge to share the parameters of the mediation. She welcomed and congratulated the new Councilmembers. She added that she is supportive of the paper poll pads for elections.

Councilmember Stewart asked if the public is aware that the poll pads are just for how someone checks in to vote rather than what they actually cast their vote on.

4. APPROVE AGENDA

Motion by Councilmember Olson, seconded by Councilmember Peters, to approve the agenda as presented.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Olson, Peters, Buscher, Riley, Specht, and Stewart. Voting No: None.

5. APPROVE MINUTES

Motion by Councilmember Peters, seconded by Councilmember Olson, to approve the following meeting minutes:

5.01: City Council Work Session dated, January 28, 2025

5.02: City Council Regular Session dated, January 28, 2025

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Peters, Olson, Buscher, Riley, Specht, and Stewart. Voting No: None.

6. CONSENT AGENDA

Motion by Councilmember Stewart, seconded by Councilmember Buscher, to approve the following items on the Consent Agenda:

- 6.01: Note the following Boards, Commissions, and Committee Meeting Minutes:
 - Environmental Policy Board Meeting Minutes Dated December 16, 2024
 - Park and Rec Commission Meeting Minutes Dated November 14, 2024
 - Public Works Committee Meeting Minutes Dated November 19, 2024
- 6.02: Adopt Resolution #25-041 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 23, 2025 through February 5, 2025.
- 6.03: Adopt Resolution #25-015, Approving a Development Agreement for Blanery LLC at 6591 141st Avenue NW
- 6.04: Adopt Resolution #25-035 Approving Partial Payment to GMH Asphalt Corporation for Improvement Project #24-03, 2024 NE Ramsey Street Reconstruction.
- 6.05: Adopt Resolution #25-039 Approving Proposal for Interim Stormwater Management and Water Resources Engineering Services

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Stewart, Buscher, Olson, Peters, Riley, and Specht. Voting No: None.

7. PUBLIC HEARING

None.

8. COUNCIL BUSINESS

8.01: Introduce Charter Recommended Ordinance #25-02 to Amend Chapter 3 of the Charter

City Administrator Hagen reviewed the Staff report in regard to the Charter recommended amendments to Chapter 3 of the Charter.

Motion by Councilmember Olson, seconded by Councilmember Peters, to Introduce Ordinance #25-02: Amending Chapter 3 of the Charter.

A roll call vote was performed:

Councilmember Buscher	aye
Councilmember Riley	aye
Councilmember Stewart	aye

City Council / February 11, 2025

Councilmember Olson aye
Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

8.02: Introduce Charter Recommended Ordinance #25-03 to Amend Chapters 2, 3 and 12 of the Charter

City Administrator Hagen reviewed the Staff report concerning the Charter recommended amendments to Chapter 3 of the Charter.

Councilmember Specht asked if they could vote to have a public hearing on this item so they could get the public's feedback without approving the changes.

City Administrator Hagen said yes and explained that a unanimous vote to introduce the ordinance does not force the Council to adopt it.

Councilmember Specht said he is not in favor of these changes; however, he would like to get this in front of the residents to get their feedback.

Councilmember Olson agreed.

Councilmember Peters agreed.

Councilmember Buscher agreed.

Motion by Councilmember Specht, seconded by Councilmember Olson, to Introduce Ordinance #25-03: Amending Chapters 2, 3, and 12 of the Charter.

Further discussion:

Councilmember Buscher asked if voting against the introduction of this ordinance would stop it from going to a public hearing.

City Attorney Knaak explained that the only way they can hold the public hearing is if they introduce the ordinance.

Councilmember Specht asked if the vote needed to be unanimous for this to be introduced.

City Attorney Knaak said no.

A roll call vote was performed:

Councilmember Buscher aye

Councilmember Riley nay
Councilmember Stewart aye
Councilmember Olson aye
Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

9. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Hagen announced upcoming meetings and events. He gave a legislative update.

Councilmember Specht shared that Green Valley Garden Center is having a Succulent Saturday evening this Saturday.

Councilmember Buscher thanked the residents on Rivlyn Avenue who came forward this evening to share their stories. She said she looks forward to other residents coming forward and sharing their stories as well so the Council can keep a pulse on the community.

Mayor Heineman shared that the Ramsey Police Department is still looking for a few more officers to join their team.

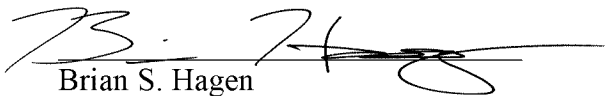
10. ADJOURNMENT

Motion by Councilmember Olson, seconded by Councilmember Buscher, to adjourn the meeting.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Olson, Buscher, Peters, Riley, Specht, and Stewart. Voting No: None.

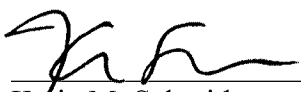
The regular meeting of the City Council adjourned at 8:12 p.m.

Respectfully submitted,



Brian S. Hagen
City Administrator

ATTEST:



Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

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

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 8.02: Introduce Ordinance #25-05: Code Amendments to Chapters 2, 10, 26, 105, 106,
 and 1096

 8.03: Adopt Resolution #25-054 Accepting Bids and Awarding Contract for 2025 Crack
 Seal Improvements, Improvement Project #25-097

 8.04: Adopt Resolution #25-055 Accepting Bids and Awarding Contract for 2025
 Pavement Rejuvenation Improvements, Improvement Project #25-107

 8.05: Adopt Charter Recommended Ordinance #25-02 to Amend Chapter 3 of the Charter
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**CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a regular meeting on Tuesday, March 11, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Ryan Heineman
Councilmember Kirsten Buscher
Councilmember Michael Olson
Councilmember Eric Peters
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Shanna Stewart

Members Absent: None

Also Present: City Administrator Brian Hagen
Planning Manager Todd Larson
Assistant City Engineer Joe Feriancek
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. PRESENTATION

None.

3. CITIZEN INPUT

Debra Musgrove, 15247 Fluorine Street, came forward and shared that she has three items she would like to discuss with the Council this evening, the repackaging of the Missing Middle Housing legislation from 2024, cost-sharing with the County and State, and preserving parks and infrastructure. She explained that the Missing Middle Housing legislation failed in 2024; however, it is being brought back this year in the form of seven bills, the first being House File 1987 and Senate File 2229. She noted that these bills would permit at least two units on any single-family zoned lot and allow accessory dwellings. She added that it would limit minimum-sized lot to an eighth of an acre for duplexes and single-family homes, prohibit minimum-sized lots for townhouses larger than 1,500 square feet, allow at least 80% lot coverage and restrict floor and ratio setbacks, prohibit minimum parking requirements for any development, and require an administrative approval process for residential developments with no more than a public meeting, not a public hearing. She said more information can be found on the League of Minnesota Cities

website. She noted that the same government that is rot with waste, fraud, and overspending is now gaslighting the cities with legislation named the Minnesota New Starter Home Act, and others. She said these legislations all sound good, but due to overspending and overtaxing, these bills do not mean much. She stated she does not want to see zoning regulations taken away from those who have been elected at the City level to represent the City. She explained that the Council held a Special Meeting last year where they told the representatives to the Governor that they did not want the local zoning authority taken from the Council. She added that the Governor has also stated that he wants to save \$400,000,000,000 over the next four years by cost-sharing with the counties. She shared that she spoke to an Anoka County Commissioner who expressed concerns about the costs and issues this will bring to county budgets. She said it is proposed to be a 5% increase on top of any other increases. She noted these are unfunded mandates. She asked how people would be able to afford a home with such large tax increases. She noted that the Council will be beginning budget discussions soon and she would like them to be aware of what is happening at the State level so the Council can make a decision on if they want to voice their opinion against these issues. She added that she would also like to discuss fire prevention. She shared that she was walking in one of the City's parks and she noticed that the woodland area was not cleaned. She noted that it has been a problem across the country where underbrush had not been taken care of and the dangers of wildfire due to this.

Councilmember Specht asked which park she noticed this underbrush in.

Ms. Musgrove said she saw it in Elmcrest and Alpine Park.

Councilmember Riley shared that he had already discussed the bills mentioned by Ms. Musgrove with City Administrator Hagen and they will be added to the legislative updates.

4. APPROVE AGENDA

Motion by Councilmember Riley, seconded by Councilmember Olson, to approve the agenda as presented.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Riley, Olson, Buscher, Peters, Specht, and Stewart. Voting No: None.

5. APPROVE MINUTES

Motion by Councilmember Peters, seconded by Councilmember Stewart, to approve the following meeting minutes:

5.01: City Council Work Session dated, February 25, 2025

5.02: City Council Regular Session dated, February 25, 2025

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Peters, Stewart, Buscher, Olson, Riley, and Specht. Voting No: None.

6. CONSENT AGENDA

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

- 6.01: Receive January 2025 Financial Reports - General Fund, EDA and Enterprise Funds
- 6.02: Receive Cash and Investments for Period Ending February 28, 2025
- 6.03: Approve Business License Applications.
- 6.04: Adopt Resolution #25-056 to Update the Non-Union Post-Employment Healthcare Savings Plan
- 6.05: Adopt Resolution #25-059 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 20, 2025 through March 5, 2025.
- 6.06: Adopt Resolution #25-051, Approving a Development Agreement for Voice of Hope Church at 15620 Armstrong Blvd NW
- 6.07: Adopt Resolution #25-052, Approving a Final Plat and Development Agreement for Waterfront Village 2nd Addition
- 6.08: Adopt Resolution #25-053 Approving the Development Agreement for Emerald Estates, Located on 181st Avenue West of Xenolith Street (Project No. 24-123); Case of Alan & Joni Greenwaldt
- 6.09: Adopt Resolution #25-057 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund.
- 6.10: Adopt Resolution #25-058 Approving Time Extensions for Preliminary Plat and Site Plan Review of Haviland Fields.
- 6.11: Adopt Resolution #25-060 Approving Premise Permit for Anoka Area Ice Arena for Lawful Gambling at Aurelio's Pizza

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Stewart, Olson, Buscher, Peters, Riley, and Specht. Voting No: None.

7. PUBLIC HEARING

None.

8. COUNCIL BUSINESS

- 8.01: Introduce Ordinance #25-04 Northstar Truck & RV Parking - Rezoning and Site Plan Review - 15861 Jarvis St. NW**

Planning Manager Larson reviewed the Staff report in regard to the rezoning and site plan review for Northstar Truck & RV Parking. He shared the Planning Commission's recommendation of approval.

Nikolya Vladyka, the applicant, came forward and thanked Staff for working hard on this project with him. He noted that this is a very unique property, and they want to make everyone happy and comply with code.

Councilmember Peters asked if any vehicles holding hazardous waste will be allowed to be parked on this property.

Planning Manager Larson said they had not gone into much detail about what types of trucks are allowed and they left it broader at the applicant's request. He added that the applicant had requested to park rollover dumpsters on the property; however, Staff did not want to allow this.

Councilmember Specht noted that this is a great alternative for the applicant to have a business where these large trucks can be parked since there are different regulations around parking on the roads.

Councilmember Riley asked what is benefiting the City in this situation.

Planning Manager Larson said they are getting a business in the City out of this situation. He added that the applicant has done a lot to clean up this property.

Mayor Heineman asked if there are any concerns with these semi-trucks being able to pull out of this property onto the road.

Planning Manager Larson shared that there is plenty of room for these vehicles to maneuver as the railroad is a few hundred feet away from where the proposed gate will be.

Councilmember Stewart asked what would happen if this property were to be sold to a different owner.

Planning Manager Larson explained that if the parcels were sold separately, they would revert back to each city's regulations.

Councilmember Stewart asked if someone else purchased the property and wanted to use it for a parking business if they would be allowed to do so.

Planning Manager Larson said the new owner would have to bring a new application to the Council.

Councilmember Buscher asked what would happen if the parcels were sold together.

Planning Manager Larson explained that the land use approvals stay with the land and not the property owner. He said if there was a new buyer who bought both parcels then they would just need to get the permit changed over to their name.

Motion by Councilmember Stewart, seconded by Councilmember Olson, to introduce Ordinance #25-04 Rezoning Property From I-1 to PUD at 15861 Jarvis Street Northwest.

Further Discussion:

Councilmember Riley shared that he will not be supporting this as this is a user who already has a history of not following the rules of what is and is not allowed. He stated he thinks they will end up with more problems in the future.

Councilmember Peters said he will also not be supporting this as it has been a past enforcement issue, and he does not see this being a positive experience for the City.

A roll call vote was performed:

Councilmember Buscher	nay
Councilmember Riley	nay
Councilmember Stewart	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Peters	nay
Mayor Heineman	aye

Motion carried.

8.02: Introduce Ordinance #25-05: Code Amendments to Chapters 2, 10, 26, 105, 106, and 109

Planning Manager Larson reviewed the Staff report concerning the code amendments to Chapters 2, 10, 26, 105, 106, and 109 of City Code. He shared the Planning Commission's recommendation of approval.

Councilmember Specht thanked Staff for their hard work on updating the code.

Motion by Councilmember Peters, seconded by Councilmember Olson, to introduce Ordinance #25-05 Amending Chapters 2, 10, 26, 105, 106, and 109 of City Code

A roll call vote was performed:

Councilmember Buscher	aye
Councilmember Riley	aye
Councilmember Stewart	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Peters	aye
Mayor Heineman	aye

Motion carried.

8.03: Adopt Resolution #25-054 Accepting Bids and Awarding Contract for 2025 Crack Seal Improvements, Improvement Project #25-09

Assistant City Engineer Feriancek reviewed the Staff report in regard to accepting bids and awarding a contract for the 2025 crack seal improvements. He shared that the low bid came from FlowSeal Surface Maintenance of Elk River, in the amount of \$154,749.49.

Motion by Councilmember Riley, seconded by Councilmember Olson, to adopt Resolution #25-054 accepting bids and awarding contract for 2025 Crack Seal Improvements, Improvement Project #25-09.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Riley, Olson, Buscher, Peters, Specht, and Stewart. Voting No: None.

8.04: Adopt Resolution #25-055 Accepting Bids and Awarding Contract for 2025 Pavement Rejuvenation Improvements, Improvement Project #25-10

Assistant City Engineer Feriancek reviewed the Staff report concerning accepting bids and awarding a contract for the 2025 pavement rejuvenation improvements. He shared that the low bid came from Corrective Asphalt Materials, LLC of South Roxana, Illinois, in the amount of \$233,191.32.

Councilmember Buscher thanked Assistant City Engineer Feriancak for all of his hard work on these street projects.

Motion by Councilmember Riley, seconded by Councilmember Buscher, to adopt Resolution #25-055 accepting bids and awarding contract for 2025 Pavement Rejuvenation Improvements, Improvement Project #25-10.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Riley, Buscher, Olson, Peters, Specht, and Stewart. Voting No: None.

8.05: Adopt Charter Recommended Ordinance #25-02 to Amend Chapter 3 of the Charter

City Administrator Hagen reviewed the Staff report in regard to the recommended Charter amendments to Chapter 3.

Motion by Councilmember Stewart, seconded by Councilmember Olson, to waive the City Charter requirement that the Ordinance be read aloud and Adopt Ordinance #25-02: Amending Chapter 3 of the Charter.

A roll call vote was performed:

Councilmember Buscher aye
Councilmember Riley aye
Councilmember Stewart aye

Councilmember Olson aye
Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

9. MAYOR, COUNCIL AND STAFF INPUT

9.01: Legislative Update

City Administrator Hagen reviewed the legislative update with the Council. He shared that as the legislature is in session he will continue to provide updates to the Council on existing and new bills. He noted that the Council sent a letter last year opposing the Missing Middle Housing legislation. He said they can update and re-send this letter if the Council would like. He stated bills are moving very quickly this legislative session. He explained that the League of Minnesota had previously spoken out about this on behalf of cities keeping their local control.

Councilmember Riley noted that he thinks a letter would be the minimum of what they would like to do and would like it to be sent as soon as possible considering how quickly the legislature is moving. He added that he would be supportive of just having Mayor Heineman sign this letter rather than bringing it back to the next Council meeting to be approved by all members of Council. He suggested reaching out to legislators or other cities to try to build a coalition as they need to hit this one head-on.

Mayor Heineman agreed with Councilmember Riley and said he would be willing to sign off on this letter on behalf of the City.

The Council was in unanimous agreement to have Mayor Heineman sign a letter opposing the Missing Middle Housing bill.

Councilmember Peters shared that there is a 5K at Elmcrest Park on May 17 and encouraged others to sign up to participate.

Councilmember Buscher gave a shoutout to the Ramsey Fire Department and firefighter Tim for winning Rookie of the Year, firefighter Austin for winning Firefighter of the Year, and firefighter Mike for winning Officer of the Year.

Councilmember Specht shared that they have announced all of the acts for the summer concert series and the list can be found on the City's Facebook page.

Mayor Heineman noted there is an Egg-palooza coming up at Alpine Park on April 19. He shared that there are also open positions with the City that can be found on the City's website.

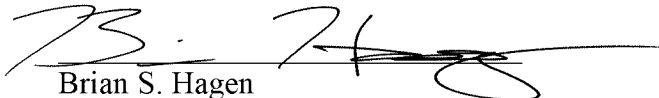
10. ADJOURNMENT

Motion by Councilmember Peters, seconded by Councilmember Olson, to adjourn the meeting.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Peters, Olson, Buscher, Riley, Specht, and Stewart. Voting No: None.

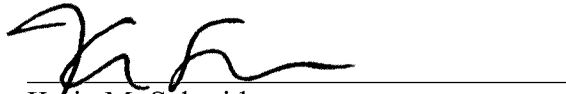
The regular meeting of the City Council adjourned at 8:00 p.m.

Respectfully submitted,



Brian S. Hagen
City Administrator

ATTEST:



Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

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

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 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; Ord. No. 25-02, § 2, 3-11-2025)

Sec. 3.5. Procedures on ordinances.

Every proposed ordinance shall be presented in writing. 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 ordinance shall 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.

(Ord. of 1-24-2001; Ord. No. 25-02, § 3, 3-11-2025)

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 **upon publication** or at such later date as it specifies.

(Ord. No. 25-02, § 4, 3-11-2025)

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.

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)

Charter Commission**Meeting Date:** 07/17/2025**Primary Strategic Plan Initiative:** Not Applicable**Information****Title:**

Ordinance #25-09 Amending the City Charter

Purpose/Background:

The purpose of this case is to review and discuss Section 2.5 of the Charter, specifically in regard to the provisions governing vacancies within the elected body. Additionally, the Commission will address the two items that were tabled during the previous Charter Commission meeting for further consideration.

Overview of changes to section 2.5 based on Council direction to draft language that refers to temporary living situations outside the elected Ward:

Vacancies for 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. Moving to a new house within Ramsey but in a different ward would not allow this direct representation as a ward resident. Upon review by the City Council, they agreed with this provision, but desired to recognize cases where temporary residency may be required. i.e. in an emergency situation where substantial damage to their home occurs, thus rendering the home temporarily uninhabitable until repairs occur.

Brief overview of changes tabled at the previous meeting:

Charter Section 3.1

Council meetings and the noticing process are proposed to be updated to mirror state statute and to better clarify the noticing requirement between a normal special council meeting and an emergency meeting. During the last discussion, some commission members desired clear definitions. However, state statute does not provide this detail.

Charter Section 7.6.1

A past practice related to the budget and levy adoption has been to adopt the budget and levy at the same meeting as the public hearing. The charter requires the adoption to occur at the meeting following the public hearing. Though a public hearing is required by charter and state statute, it is rare that public input is provided that is relevant to the budget and levy. Staff proposes to allow for the final budget and levy to be adopted at the same meeting as the public hearing. This would not prevent the city council from delaying the adoption to implement public input into the final budget should input be received. Language in the charter is proposed to be amended, to emphasize that the budget and levy shall be adopted following the required public hearing to ensure council considers any public input on the budget.

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.

Alternative 1: Approve the ordinance as presented.

Alternative 2: Approve the ordinance with desired modifications.

Alternative 3: Provide direction on amendments, but table to a subsequent Charter Commission meeting for further discussion.

Alternative 4: Do nothing, leaving the charter as it is today.

Recommendation:

Staff recommends adoption of Ordinance #25-09.

Outcome/Action:

Motion to recommend adoption of Ordinance #25-09 to the City Council.

Attachments

Ord. #25-09

12-18-24 Draft Minutes

01-28-25 CCWS Minutes

Minnesota Statute - Ward Redistricting

Minnesota Statute - Notice of Public Meetings

Minnesota Statute - Declaration of Local Emergency

Form Review

Inbox

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 07/11/2025

Reviewed By

Brian Hagen

Date

07/11/2025 01:19 PM

Started On: 07/03/2025 03:06 PM

ORDINANCE #25-09

**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.

Temporary non-residence of a councilmember in their respective ward, but within the city, may be permitted due to unforeseen emergency circumstances so long as the intent of the councilmember is to permanently re-establish ward residency within a six-month period. Council may deem it necessary to allow for additional time depending on the severity of the cause for temporary residency outside of the ward.

SECTION 3.

Sec. 3.1. Council meetings. of the City of Ramsey Charter is amended to read as follows:

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.

3.1.1 The council shall meet regularly at least once each month at such times and places as the council may designate by ordinance.

3.1.2 For special meetings, the mayor or any three members of the council may call special or emergency meetings of the council upon such required public notices as may be prescribed by council rule in compliance with state statutes.

3.1.3 A local emergency may be declared under the authority granted in state statute.

3.1.4 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. Citizen input shall be provided for at the beginning of each council meeting.

SECTION 4.

Sec. 7.6. Council action on budget. Subsection 7.6.1 is amended to read as follows:

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 proposed budget but no amendment to the budget shall increase the authorized expenditures to an 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 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.

SECTION 5. SUMMARY

The following official summary of Ordinance #25-09 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 #25-09 amends Chapter 2. Form of Government of the city charter related to vacancies, Chapter 3. Council Procedures of the city charter related to noticing for meetings and Chapter 7. Taxation and Finances of the city charter related to budget and levy adoption.

SECTION 6. EFFECTIVE DATE

This ordinance becomes effective 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:

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

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

The Charter Commission conducted a regular meeting on Wednesday, December 18, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Joseph Field
 Commissioner Joshua Fuhreck
 Commissioner Victor Jumah
 Commissioner Jennifer Leistico
 Commissioner David May
 Commissioner Laura Moore
 Commissioner Amy Rusert

Members Absent: Commissioner Jim Bendtsen
 Commissioner Ben Deemer

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

CALL TO ORDER

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

CITIZEN INPUT

None.

APPROVE AGENDA

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

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

APPROVE MINUTES

Motion by Commissioner May, seconded by Commissioner Leistico, to approve the following meeting minutes as presented:

- 1) Regular Charter Commission Meeting dated July 19, 2023

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

COMMISSION BUSINESS

5.1 Elect Chair and Vice Chair for 2024-2025

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

Commissioner Fuhreck nominated Joe Field for the position of Chair.

There were no other nominations.

Chairperson Field declared the position filled as there were no other nominations.

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

Chairperson Field nominated David May as Vice Chairperson.

There were no other nominations.

Chairperson Field declared the position filled as there were no other nominations.

5.2 Approve Year-End Activity Letter for Chief Judge for Year 2023

Chairperson Field stated that the draft letter was included in the packet for review.

Motion by Commissioner Rusert, seconded by Commissioner Leistico, to approve the year-end annual report letter for 2023 and direct staff to submit such report to the Honorable Elizabeth Strand, Chief Judge of the Tenth Judicial District.

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

5.3 Ordinance #25-02 Amending the City Charter

City Administrator Hagen stated that these are relatively minor changes to the Charter that were identified for efficiency and mirror current practices.

Commissioner May stated that he agrees with opportunities to save money and utilize emerging technologies, he would also encourage the City to engage the residents and promote civic engagement.

City Administrator Hagen provided a summary of the proposed amendment related to Council vacancies as a result of a Councilmember moving out of the city and/or their respective ward.

Commissioner Fuhreck recalled a situation in which a Councilmember moved to another ward and asked if that Councilmember resigned when he moved.

City Clerk Schmidt replied that in that situation, the Councilmember may have stayed within the same ward when he moved, or he moved to the at-large seat and vacated his ward seat.

City Administrator Hagen continued to review the proposed amendments.

Commissioner Leistico commented that it seems reasonable to add the language “or respected ward” related to vacancies and the Commission agreed.

Chairperson Field called for a vote and upon unanimous vote of the Charter Commission, that proposed amendment was recommended for approval.

Chairperson Field moved to the next section related to a Council meeting and noted that it appears there was some reorganization of language in the sections.

City Administrator Hagen noted that notification requirements were updated to match State requirements as well.

Chairperson Field expressed concern with the authority to call an emergency meeting and whether that is provided through this language.

Commissioner Moore asked if language should be added, stating that an emergency meeting could be called if there is a declared state of emergency.

City Attorney Knaak stated that there could be emergency meetings that do not fall under a declared state of emergency and provided examples. He also provided details on the process that would be followed in that scenario.

Chairperson Field stated that the existing language also does not grant authority for the Council to call an emergency meeting and only provides the notification requirements.

Commissioner May asked if the State must declare an emergency or whether the City could declare its own emergency.

City Administrator Hagen reviewed the authority and definition within the state statute.

City Attorney Knaak explained when a special meeting may be called for different purposes as well as when an emergency meeting may be called for.

Commissioner Moore asked for clarification on the notice requirement as it appears the 24-hour requirement is being removed.

City Administrator Hagen explained that the 24-hour notice requirement does not meet the state statute requirement and therefore needs to be changed. He stated that in order to keep things as

simple as possible and stay in line with state statute requirements, the ordinance would reference the statute.

Chairperson Field stated that he would find it helpful to see the statute before incorporating that reference.

Commissioner Rusert asked if the emergency meeting should fall under a subset of 3.1. to be encompassed under special meetings.

Commissioner Moore agreed that would make sense.

Chairperson Field noted the different notice requirements for special and emergency meetings and therefore did not believe they should fall under the same paragraph. He continued to ask if this language would grant the authority for the Council to call an emergency meeting.

City Administrator Hagen reviewed the language.

Chairperson Field provided suggested language that he believed would grant the authority and refer to the statute. He stated that even if state statute provides that authority, it should still be specified in the Charter as well.

Commissioner Jumah wondered if they were rushing this.

Chairperson Field identified other issues that he had with this proposed amendment including the use of “immediate jeopardy” and whether that is defined, the definition of citizen in regard to public comment, and the reasonable restrictions that could be placed upon public comment.

City Administrator Hagen replied that this language is being carried over from the existing language. He provided more detailed information on the public input process and the typical limitation of three to five minutes for public input.

City Attorney Knaak stated that the City is able to manage the meeting, which includes public input. He explained that these restrictions ensure that the information provided is not repetitive. He stated that members of the public are provided with an opportunity to speak about something not on the agenda, but reasonable time limits are placed on that as well in order to manage the meeting.

Chairperson Field stated that for the benefit of the public, it might be helpful for the public to have that information ahead of time, as to what the restrictions may be.

City Administrator Hagen commented that the Council does not always choose to enact the three-minute time limit, providing an example of a sewer backup that impacted six properties. He noted that at that meeting, over 90 minutes was spent discussing that issue. He noted that there are also seven members of the Council, and they often govern each other and speak up if they believe someone should be given more time to speak.

City Attorney Knaak provided additional input on the limitations of open forum compared to a public hearing.

Commissioner Moore commented that she likes the language proposed for 3.1.4 as presented. She commented that there are seven members, and they govern each other.

Commissioner Leistico recognized that this is not proposed for changes and therefore did not see a reason to look for problems that do not exist.

Commissioner Jumah commented that he would like more time to review before passing this on.

Chairperson Field requested that this section be tabled to address some of the issues presented at the meeting related to 3.1.2.

It was the consensus of the Commission that this section should be tabled to the next meeting.

Motion by Commissioner May, seconded by Commissioner Jumah, to table the proposed amendments to Section 3.1.2.

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

Chairperson Field moved the discussion to the proposed amendments to Section 3.4.2. He asked how a split vote would be recorded if there is not a roll call vote.

City Administrator Hagen stated that the ordinance itself records those who vote in favor and against.

Chairperson Field asked for clarification on how the votes are recorded if a roll call vote is not taken.

Commissioner Fuhreck commented that the minutes also record the votes for and against.

Commissioner May commented that there is value to the public in knowing how people vote on the Council, and it is not that time-consuming to take a roll call vote.

Chairperson Field stated that in a unanimous vote, he could agree with this change and asked whether a roll call vote would be triggered if there was a dissenting vote.

City Administrator Hagen stated that if there is confusion either the Mayor or staff ask for clarification to ensure the record is correct. He confirmed that the minutes also show those voting in favor and against and if there is an error in those minutes, the Council would correct that information.

Commissioner Leistico reiterated that the votes are still recorded in the minutes, it is just the method of voting that is suggested to change.

City Clerk Schmidt confirmed that every vote is recorded within the minutes, showing those that voted in favor and against.

Chairperson Field asked the purpose of a roll call vote.

City Attorney Knaak commented that some of this is legacy process, such as a provision in the Charter to waive the requirement to read something aloud, that no longer serves its original function. He explained that the necessity that used to exist no longer exists, although a member of the Council could request a roll call vote at any time even if this provision is removed.

Chairperson Field commented that his main concern was that the votes were known and that appears to be so.

Motion by Commissioner Fuhreck, seconded by Commissioner Moore, to recommend approval of the proposed changes to Section 3.4.2 as proposed.

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

Chairperson Field moved to the next proposed amendment for 3.5.

City Administrator Hagen also noted the proposed changes to 3.7 and provided a summary.

Chairperson Field asked where the notice requirement would be found.

City Administrator Hagen provided additional details on the state statute requirement as well as the City process. He stated that the City must meet state statute, and it would not make sense to include every state statute within the Charter.

Motion by Commissioner Moore, seconded by Commissioner Leistico, to recommend approval of the suggested changes to Sections 3.5 and 3.7 as presented.

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

Chairperson Field continued with the review of the proposed changes to 3.9.

Commissioner Fuhreck commented that it is a notice period to a change in the law and there is virtue in that.

City Administrator Hagen reviewed the publication that occurs after the adoption of an ordinance.

Chairperson Field stated that the ordinance also goes on two Council meetings before adoption, which provides notice as well.

Commissioner Jumah asked how this would apply to the publication of the newsletter.

City Administrator Hagen replied that the newsletter is not the official form of publication for that type of item.

Motion by Commissioner Leistico, seconded by Commissioner Rusert, to recommend adoption of the proposed changes to 3.9 as presented.

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

Chairperson Field noted the next proposed changes in 7.6.1.

City Administrator Hagen provided additional context on the proposed changes and how they align with the current practices of the City Council.

Commissioner Fuhreck stated that he understands why this needs to be done but believed that more clear language is needed.

Commissioner Leistico also agreed with the intent and desire for better language.

City Administrator Hagen noted that this could be tabled, and staff could bring back alternative language.

Motion by Commissioner Fuhreck, seconded by Commissioner May, to table the proposed amendments to Section 7.6.

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

Chairperson Field moved to the proposed changes for Section 12.13.

City Administrator Hagen stated that he would not recommend less than four issues and stated that he does not feel strongly one way or the other, explaining that this is more driven by the budget.

Commissioner Fuhreck commented that it seems the City is stretching for new material in newsletters and it would also be more fiscally responsible to reduce the number of issues and therefore supports this amendment.

Commissioner May agreed.

Commissioner Leistico agreed that it would make sense for the newsletter to follow seasonality.

Commissioner Moore commented that she likes the idea of six issues. She noted that the *Ramsey Recycler* is currently not counted in the newsletter issues.

Chairperson Field commented that he would not want to see the *Ramsey Recycler* counted as the newsletter.

Commissioner Fuhreck commented that it is interesting that the Charter includes language related to the newsletter at all.

Commissioner Jumah stated that perhaps a QR code is added to the newsletter to allow residents the option to sign up for a digital format rather than printed, which could also save on costs.

City Administrator Hagen stated that the City receives a price break for mass mailing and therefore picking and choosing addresses would not result in a cost savings.

Motion by Commissioner May, seconded by Commissioner Rusert, to recommend approval of the proposed amendments to Section 12.13 which include publishing the newsletter four times each year.

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

7. COMMISSION / STAFF INPUT

Commissioner Fuhreck thanked City Administrator Hagen for tackling this issue and addressing these items proactively.

Chairperson Field recognized Commissioner Bendtsen for his service to the Commission for the past ten years and thanked him for his service as he will not continue to serve in 2025.

8. ADJOURNMENT

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

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

The regular meeting of the Charter Commission adjourned at 7:47 p.m.

Respectfully submitted,

Katie Schmidt
City Clerk

Fritz Knaak
City Attorney

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, January 28, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Ryan Heineman
Councilmember Kirsten Buscher (attended remotely)
Councilmember Michael Olson
Councilmember Eric Peters
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Shana Stewart

Also Present: City Administrator Brian Hagen
Community Development Director Stephanie Hanson
City Attorney Fritz Knaak
Parks and Assistant Public Works Director Mark Riverblood

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

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

City Administrator Hagen reviewed the Staff report in regard to recommendations from the Charter Commission on amendments to the Charter.

Councilmember Specht said he is not supportive of no longer requiring a roll call vote for ordinances, they are very important and he thinks everyone's vote should be said aloud individually.

Councilmember Stewart agreed she added that she was also supportive of requiring a Councilmember to live in their Ward, and if they move out of the Ward, they should give up their Council seat.

Councilmember Specht asked if this requirement would be immediate upon a Councilmember moving or if there would be a grace period.

City Attorney Knaak noted that when a Councilmember moves out of their Ward, they have committed a disqualifying act.

Councilmember Buscher added that if they were to create a vacancy due to a Councilmember moving, she would still want to ensure that the Ward was advocated for and rightfully represented. She asked how they would verify if people have moved from their Ward if they do not share this information.

City Administrator Hagen noted this would likely be an honors system to notify the City of any moves.

Mayor Heineman asked if there could be any legal action taken against a Councilmember for not disclosing that they had moved.

City Attorney Knaak stated that it is hard for him to imagine someone would move into another Ward and not tell the City.

Councilmember Peters asked if a Councilmember having to temporarily live in a rental or hotel due certain circumstances if this would also be considered a disqualifying act.

City Attorney Knaak noted that under certain circumstances there is a measure of intent and the City would be hard pressed to determine this a disqualifying act.

Mayor Heineman asked if they should add language to the Charter that clarifies temporary living situations or if it is already implied.

City Attorney Knaak said they could add this kind of language; however, he does not see the current language as causing any issues.

Councilmember Peters asked if they have redrawn the Ward lines recently.

City Administrator Hagen said yes and explained that every ten years they look at the Ward lines and make changes if needed.

Councilmember Peters asked if it was possible that the Ward lines changing could redistrict a Councilmember out of their Ward.

City Administrator Hagen explained that the Council sets the Ward boundaries, and he does not see this as an issue.

City Attorney Knaak said that if this were to happen it would still be considered a disqualifying act and the Councilmember would have to resign.

Councilmember Riley noted that this was a consideration for the Council the last time they reviewed Ward lines.

City Administrator Hagen continued reviewing the recommended Charter changes.

Councilmember Stewart shared concern with eliminating the 30 day time frame for an ordinance to be published before it is in effect. She stated that after speaking with City Administrator Hagen and understanding that most ordinances are in progress for two months or longer, she is okay with this change.

Councilmember Specht asked if residents would still have time to appeal an ordinance with this change.

City Administrator Hagen said yes and explained that even with the current 30-day requirement, a resident could likely not get an appeal organized fast enough anyway.

Councilmember Peters asked if the Council could put a start date on an ordinance if they did not want it effective immediately.

City Administrator Hagen said yes. He moved on to discuss the recommendation to decrease the number of City newsletters from six to four per year.

Councilmember Riley shared that he is constantly hearing that residents do not feel as though they get enough communication from the City and that the newsletter is the number one source of information. He said he would not support decreasing the number; however, the change is currently written to state that they must send at least four newsletter per year, so they could continue to send 6 under this change.

Councilmember Specht agreed and shared that the City's demographics seem to enjoy a newsletter. He added that he does not see a benefit to making this change.

Councilmember Stewart agreed.

Councilmember Peters agreed.

Councilmember Buscher shared that she had discussed this with City Administrator Hagen as she was also concerned with reducing the number of newsletters. She noted that they discussed other ways to fund the newsletter, including looking for more businesses to advertise in the newsletter.

Mayor Heineman asked if the cost to the City is \$60,000 a year for the six newsletters before or after the revenue they receive for advertisements.

City Administrator Hagen said the City's cost is less than \$60,000 after the advertisement revenue comes in. He added that they could also look into reducing the length of the newsletter to save money.

Mayor Heineman suggested adding a page to the newsletter to put advertisements on.

The consensus of the Council was to move forward with the Charter changes as proposed, with the exception of keeping roll call votes for ordinances and keeping the number of City newsletters

per year at six. The Council directed Staff to draft language that refers to temporary living situations outside of the elected Ward.

2.02: Traprock Park Mono-Pole Cell Tower Lease

City Administrator Hagen reviewed the Staff report concerning the request for a mono-pole cell tower lease in Traprock Park.

Councilmember Stewart said she is supportive of using this park for a mono-pole cell tower lease; however, she would like to see a better deal negotiated.

Councilmember Specht asked if a mono-pole is just a basic cell tower.

City Administrator Hagen shared that it is comparable to what is currently at Alpine Park. He noted that they would engineer the design to have a breaking point if the cell tower were to fall. He added that the west side of the Traprock property is farthest from any residential areas and would be the best place for the cell tower.

Councilmember Specht stated he is concerned if this would match the rural aesthetics of the area and he is not sure how the residents in this area would feel.

City Administrator Hagen explained that when they had a survey done of the property, stakes were put into the ground which generated a few phone calls from residents. He noted that they would look to have community meetings with the residents in the area if this were to move forward to gauge interest.

Councilmember Peters asked if they would include in their contract that if Verizon added other carriers to the tower the City would see an increase in the lease.

City Administrator Hagen said this had already been discussed and they were willing to add an additional \$200 a month per additional carrier.

Councilmember Riley shared that they have two studies completed on what the fair market value for this would be and if Verizon does not want to pay fair market value, then he would not support this.

Mayor Heineman added that this area is already covered with 5G cell coverage. He noted that he thinks this would be a big eye sore and he thinks people would object to this being so close to residential areas. He said he does not think this would be worth it based on the amount of revenue they would be getting.

Councilmember Specht asked what else they would be able to do with this land if they do not pursue a cell tower lease.

Parks and Assistant Public Works Director Riverblood noted that they could use this land for any park related use. He shared that some residents were interested in an outdoor archery range in this

area. He explained that this park was platted in the 1980s at a time when the adjoining properties were platted. He said at this time they used the area for a horseback riding arena. He added that they currently use this area as a drop-off site during large weather events for debris and the mosquito control chopper uses this area as well.

Councilmember Stewart asked if this cell tower would inhibit any of the other potential uses for the property.

Parks and Assistant Public Works Director Riverblood said no.

Councilmember Buscher shared that she thinks they should explore some more creative ideas to try to get more money out of a lease; however, if they cannot get market value for the site, they would have to look into the impact of accepting something that is below market value. She asked if they do not move forward with this if there is a possibility that a cell tower could be constructed on private land outside of the City's oversight.

City Administrator Hagen explained that there would be an opportunity for a private property to move forward with this; however, it would require a land use application. He noted that this is not something the City could say no to; however, they could set reasonable restrictions.

Mayor Heineman said he is not in support as he does not see the benefits outweighing the drawbacks.

Councilmember Stweart asked if they were to move this forward if the residents in the area would be notified and would have the opportunity to come forward at a Council meeting and voice their opinions.

City Administrator Hagen explained that they would need to hold a targeted neighborhood meeting with the residents in the area for them to provide the City with feedback before they decide to move forward with agreeing to the lease.

Councilmember Buscher suggested they try to negotiate the rate with Verizon and at the same time, hold a neighborhood meeting to get the residents' feedback before they move forward or not.

Councilmember Olson shared that he is not supportive of this, especially at the proposed rate. He noted the community support for this will be very important to him if they decide to move forward with this.

Mayor Heineman said he does not see many residents being supportive of this.

Councilmember Buscher stated they have held neighborhood meetings for lesser items than this. She explained she would like to put the potential revenue for the City into perspective for the residents she may see them being supportive. She noted it is her goal to ensure that the residents are included in these kinds of conversations.

Mayor Heineman agreed; however, he thinks they need to be aware of unintended consequences.

Councilmember Stewart asked about the history of the cell tower at Alpine Park.

City Administrator Hagen shared that this cell tower has been there for over 20 years.

Parks and Assistant Public Works Director Riverblood added that the cell tower ended up in the center of this park and the residents understood that some of the revenue was going to the parks system.

City Administrator Hagen explained that they could put together maps for the residents at the neighborhood meeting to show them other potential areas in the City where the cell tower could go if not on this property.

Mayor Heineman asked if there is a price point that they would like to target to make this worth it before they begin negotiations.

Councilmember Stewart asked how much the lease is at Alpine Park.

Councilmember Riley said the two current leases are at \$26,400 and \$24,000 per year and he would like this to be their target for negotiations.

Mayor Heineman added that he would like them to start imagining what they would use the lease money for to help sell the idea to the residents.

City Administrator Hagen asked if Verizon is not willing to meet market value if they would not want to move forward with a neighborhood meeting.

Mayor Heineman said yes.

The consensus of the Council was to renegotiate the terms with Verizon and direct Staff to schedule a neighborhood meeting to get feedback from the residents.

2.03: Continued review of the draft Rental Housing Licensing Inspections Policy

Community Development Director Hanson reviewed the Staff report in regard to the rental housing licensing inspection policy.

Councilmember Riley said he likes the idea of this becoming a policy, so they do not have to continue to change the ordinance. He added that he supports the changes made and feels that this is an important policy.

Councilmember Stewart shared that she is against any inspections for tenants as she feels as though it is a violation of tenant rights.

Councilmember Specht stated he likes the idea of the policy as they have found some rental units that have been in rough shape and they have already found things that could have resulted in big

issues if not addressed. He said he is open to hearing more ways that they can make the policy more tenant friendly.

Councilmember Olson shared that he has been very vocal about his opposition of this program since the beginning. He said the ideal situation would be to offer these inspections as a benefit rather than something that is imposed. He stated he likes the content of the policy for the most part.

Councilmember Peters noted he has been a renter for more than half his life and he has never had the benefit of one of these inspections. He said he thinks the policy is great to have in place for the City to take an invested interest in ensuring that the rental communities do not become dilapidated.

Councilmember Buscher said she thinks this is something the City should do. She noted the intent of the policy is to protect the safety of the tenants. She shared that she understands people's concerns about having an inspector in their private spaces; however, renters should understand that inspections can take place for their benefit. She added that she would not want this to be something that people could opt out of.

Mayor Heineman asked if the policy is written in a way that it protects the property owner or the tenant.

Community Development Director Hanson shared that their goal with this policy was that it was for the tenant, the property owner, and the City. She said they want to have a clear policy and process for rental housing.

Councilmember Stewart said she would not want inspectors looking in someone's closets or in a personal area as the inspector could touch their belongings. She suggested pulling back on where the inspector will be going in these homes to make it safe for the tenants while still maintaining the unit.

Mayor Heineman agreed that they should only be going into areas with specific reasons while not inspecting areas that are not of concern.

Community Development Director Hanson explained that when the inspector goes into someone's closet, the only thing they are looking at is the ceiling to see if there is any water damage. She said Staff does not touch anyone's personal belongings.

Mayor Heineman asked if it is pertinent that they check the ceiling in every closet.

Councilmember Riley suggested that they no longer require inspections of closet ceilings.

Councilmember Olson added that it would be very rare that there was a leak just limited to the area within the closet so he does not see a need for the closets to be inspected.

Councilmember Buscher shared that this plan was modelled after similar policies and programs in other cities. She said she would not want to create policies based off of potential bad personnel.

She noted that there are also other avenues that they can advocate for tenants' rights as well as property owners' rights by having an open dialogue to allow tenants to talk to their landlords about concerns. She added that they can come up with other ways to protect the tenants without lessening what they are doing with this policy.

Mayor Heineman noted the spirit of this policy to ensure there is a safe environment and that tenants and landlords are not taking advantage of each other. He said he would like to still allow the tenants to have security and privacy while the City is ensuring their living conditions are safe.

Councilmember Specht said he is not concerned with this being a trust issue with Staff. He stated he is struggling with finding the balance with this policy where they are ensuring that tenants and landlords have a safe environment while not infringing upon anyone's right. He suggested scaling down the inspection checklist.

Mayor Heineman shared that even when the Police Department is issued a warrant to search someone's residence, there are limitations to what they are able to search through. He noted that the inspectors are only entering these units to inspect certain things and anything that is outside of these set items would be off limits.

Councilmember Buscher asked how many complaints they have received from tenants in the City about this being an overly restrictive policy.

Community Development Director Hanson said they have only received one complaint.

City Administrator Hagen shared that last year they had an apartment tenant who completely disagreed with letting the inspector in and they were able to address this situation right away with the concerned resident and they worked out an agreement that they would just inspect the unit after the tenant moved out. He explained that when they brought on a new Code Enforcement Officer a few years ago the code enforcement process began to move forward. He shared that during this time they were receiving calls from renters who were concerned with the state of their units. He said they have gotten support from the residents on this policy so far.

The consensus of the Council was to direct Staff to scale back the inspection requirements and continue this discussion at the next Work Session.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

Councilmember Peters shared that he had residents contact him about the new State flag.


Councilmember Stewart shared that she was also contacted by a resident in regard to the State flag.

City Administrator Hagen said they can discuss the State flag at a future Work Session.

5. ADJOURNMENT

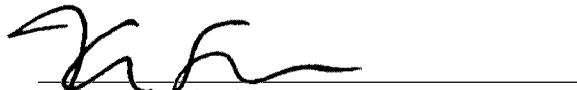
The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,



Brian S. Hagen
City Administrator

ATTEST:



Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

205.84 REDISTRICTING; CITIES WITH WARDS.

Subdivision 1. **General provisions.** (a) In a city electing council members by wards, wards shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory. Each council member shall be a resident of the ward for which elected, but, except as otherwise provided by paragraph (b), a change in ward boundaries does not disqualify a council member from serving for the remainder of a term.

(b) Notwithstanding any home rule charter provision to the contrary, in a city of the first class where council members are elected by ward to serve for four years to terms that are not staggered, if the population of any ward changes by five percent or more, all council members must be elected to new terms at the first municipal general election after ward boundaries are redefined under subdivision 2; provided, however, that if no municipal general election would otherwise occur in the year ending in "2" or the year ending in "3," a municipal general election must be held in one of those years.

Subd. 2. **Effective date.** After the official certification of the federal decennial or special census, the governing body of the city shall either confirm the existing ward boundaries as conforming to the standards of subdivision 1 or redefine ward boundaries to conform to those standards as provided in section 204B.135, subdivision 1. If the governing body of the city fails to take either action within the time required, no further compensation shall be paid to the mayor or council member until the wards of the city are either reconfirmed or redefined as required by this section. An ordinance establishing new ward boundaries pursuant to section 204B.135, subdivision 1, becomes effective on the date of the state primary election in the year ending in two, except that new ward boundaries established by a municipality in a year ending in one are effective on the date of the municipal primary election in the year ending in one.

Subd. 3. **Transition schedule.** The governing body of a city electing more than one council member in each ward may adopt an orderly transition schedule to biennial November elections in which only one council member in each ward is elected in any municipal general election.

History: 1974 c 337 s 17; 1981 c 29 art 7 s 38; 1983 c 62 s 11; 1986 c 444; 1991 c 349 s 38; 1995 c 8 s 6; 1999 c 237 s 3; 2010 c 313 s 5,6

13D.04 NOTICE OF MEETINGS.

Subdivision 1. **Regular meetings.** A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2. **Special meetings.** (a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Subd. 3. **Emergency meetings.** (a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. **Recessed or continued meetings.** (a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. **Closed meetings.** The notice requirements of this section apply to closed meetings.

Subd. 6. **State agencies.** For a meeting of an agency, board, commission, or department of the state required or permitted by law to transact public business in a meeting:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice;

(2) all provisions of this section relating to publication are satisfied by publication in the State Register or posting on the website of the agency, board, commission, or department; and

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the website of the agency, board, commission, or department.

Subd. 7. **Actual notice.** If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2014 c 274 s 1

12.29 DECLARATION OF LOCAL EMERGENCY.

Subdivision 1. **Authority to declare emergency.** A local emergency may be declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors. It may not be continued for a period in excess of three days except by or with the consent of the governing body of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local emergency must be given prompt and general publicity and filed promptly by the chief of the local record-keeping agency of the political subdivision.

Subd. 2. **Effect of declaration of emergency.** A declaration of a local emergency invokes necessary portions of the response and recovery aspects of applicable local or interjurisdictional disaster plans, and may authorize aid and assistance under those plans.

Subd. 3. **Interjurisdictional agencies.** No interjurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an interjurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

History: 1976 c 266 s 2; 1986 c 444; 1996 c 344 s 18