

LINO LAKES HOME RULE CHARTER

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Lino Lakes City Charter

(Updated 01/13/14)

CHARTER FOR THE CITY OF LINO LAKES

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CHAPTER I. NAME, BOUNDARIES, POWERS, AND GENERAL PROVISIONS

Section 1.01. Name and Boundaries. The City of Lino Lakes, Anoka County, Minnesota shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The City Administrator shall maintain in each copy of this Charter which he/she keeps in his/her office an accurate, up-to-date description of the boundaries of the City. The City Council shall establish by Ordinance (1) the number of copies of this Charter, with amendments, that the City Administrator shall keep in his/her office and (2) the policy by which requests for this Charter, with amendment shall be processed. The copies of the Charter, amendments, and boundary descriptions which the City Administrator has, as well as all official City documents, unless restricted by law, shall be available for public inspection anytime during regular office hours.

Section 1.02. Powers of the City. The City shall have all the powers which it may now or hereafter be possible for a municipal corporation in this State to exercise in harmony with this Charter and with the Constitution of this State and of the United States. It is the intention of this Charter to confer upon the City every power which it would have if it were specifically mentioned, unless provided in this Charter. The Charter shall be construed liberally in favor of the City, and the specific mention of particular municipal powers in other sections of this Charter does not limit the powers of the City to those thus mentioned. Unless granted to some other officer or body, all powers are vested in the City council.

Section 1.03. Charter a Public Act. This Charter shall be a public act and need not be pleaded or proved in any case and shall be effective immediately after its adoption.

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CHAPTER II. FORM OF GOVERNMENT

Section 2.01. Form of Government. The form of Government established by this Charter is the "Mayor-Council Plan". Except as otherwise provided by state law or this Charter, all powers of the City are vested in the Council.

Section 2.02. Boards and Commissions. There shall be no separate Administrative Board of Health, Library Board, or any Administrative Board or Commission. The Council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state law. The Council may, however establish by ordinance boards, commissions, or committees to advise the Council with respect to any Municipal function or activity, to investigate any subject of interest to the City, or to perform quasijudicial functions.

Section 2.03. Council Composition and Election. The Council shall be composed of a Mayor and four (4) Council Members who shall be qualified electors and who shall be elected at large. Council Members shall serve for a term of four (4) years and/or until a successor is elected and qualifies. The Mayor shall serve for a term of two (2) years and/or until a successor is elected and qualifies.

Section 2.04. Incompatible Offices. No member of the Council shall be a member of the City Charter Commission, hold any paid municipal office or employment through the City other than that to which elected. Further, until one (1) year after the expiration of his/her term, no Mayor or Council Member shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as Mayor or Council Member. *(Amended 11/07/2006 – Effective 12/07/2006)*

Section 2.05. Vacancies. A vacancy in the Council, whether it be in the office of Mayor or Council Member, shall be deemed to exist in 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, conviction of a felony of any such person after his/her election, or failure without good cause to attend Council meetings for a period of three (3) consecutive months of Mayor or any Council Member. In each such case the Council shall by resolution declare the vacancy to exist and such vacancy shall be filled according to the provisions of Section 4.05. *(Amended 05/27/2003)*

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Section 2.06. The Mayor.

Subdivision 1. The Mayor shall preside at meetings of the Council and shall have a vote as a member. The Mayor shall be recognized as the head of the City government for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the Governor for purposes of martial law, but shall have no administrative duties. Consistent with the responsibility to accept considerable leadership over the general conduct of City affairs, the Mayor shall study the administration of the City, report any irregularities to the Council from time to time and recommend desirable changes. The Mayor shall also deliver messages to the Council and the public, including a comprehensive message on the State of the City as soon as practicable after the beginning of each year of his/her term of office.

Subdivision 2. At its first meeting each year the Council shall choose an Acting Mayor to assume the office during the disability or absence of the Mayor, or, in case of vacancy in the office of Mayor, until a successor has been elected or appointed and qualifies.

Subdivision 3. In time of public danger or emergency the Mayor may, with the consent of three (3) Council Members, take command of the Police, maintain order, and enforce the law.

Section 2. 07. Salaries. The Mayor and Council Members shall receive such compensation as is fixed by the Council in accordance with state law. Any increases in such compensation shall be available in accordance with applicable state law. Other officers and employees of the City shall receive such salaries or wages as may be fixed by the Council.

Section 2.08. Investigation of City Affairs. The Council may make investigations into City affairs and the conduct of any City department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The Council shall provide for an audit of the City's accounts at least once a year by the State Department in charge of such work or by a certified public accountant. At any time the Council may provide for an examination or audit of the City accounts of any City officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

CHAPTER III. COUNCIL PROCEDURE

Section 3.01. Council Meetings. The Council shall meet regularly at such times and places as the Council shall designate by ordinance. The Mayor or any two members of the Council may call special meetings of the Council upon at least twenty-four (24) hours notice to each member, and such reasonable public notice as may be prescribed by Council rule in compliance with the laws of Minnesota. The twenty-four (24) hours notice shall not be required in an emergency. To the extent provided by law, 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 citizen's comments and questions.

Section 3.02. Liaison Function. Council Members shall be assigned as liaison to necessary areas, both internal and external to the City. Their assignments shall be rotated periodically and shall involve no administrative responsibility.

Section 3.03. 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 law.

Section 3.04. Ordinances, Resolutions and Motions. *(Amended)*

Subdivision 1. Except as otherwise provided in this Charter or state law, an affirmative vote of three (3) or more members of the Council shall be required for the adoption of all ordinances, resolutions, and motions. The votes of Council Members on any action taken shall be recorded in accordance with state law.

Subdivision 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.

Subdivision 3. The general administrative business of the Council shall be conducted by resolution or motion.

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Subdivision 4. The following standards shall apply to administrative and legislative Council actions: 1) administrative actions shall be those acts which connote or pertain to conducting, directing, or superintending the execution, application, use or conduct of City ordinances, property, or employees; 2) legislative actions shall be those actions which are the exercise of power and function of making laws and other rules having the force of authority.

Subdivision 5. The Council shall not enact nor permit to exist ordinances which grant legislative power or discretion to itself.

Section 3.05. Procedure on Ordinances. Every proposed ordinance shall be presented in writing and read in full before adoption, unless the reading is dispensed with by unanimous consent of the Council. No ordinance shall contain more than one (1) subject. Such subject shall be clearly expressed in its title.

The enacting clause shall be. "The City Council of Lino Lakes ordains". No ordinance except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least fourteen (14) days shall elapse between its introduction and final adoption.

Section 3.06. Emergency Ordinances. An emergency ordinance is an ordinance necessary for the immediate preservation of public peace, health, morals, safety or welfare, in which 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 twenty four (24) hours after the ordinance has been adopted, filed with the City Clerk and has either been posted in three (3) conspicuous places in the City, or published as provided for in this Charter, or the person charged with the violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution. (Amended 05/27/2003)

Section 3.07. Signing and Publication of Ordinances. Every ordinance adopted by the Council shall be signed by the Mayor, and attested to filed, and preserved by the City Clerk. Every ordinance shall be published at least once in the official newspaper as soon as practicable and such publication may be by summary of its contents as provided by state law. To the extent and in the manner provided

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by law, an ordinance may incorporate by reference the following published material, or part thereof, without publishing the material in full: (a) State Laws, (b) State Administrative Rules and Regulations, (c) State or Municipal Codes, or (d) Municipal ordinances. *(Amended 05/27/2003)*

Section 3.08. Procedure on Resolutions. Every resolution shall be presented in writing and read in full before adoption, unless the reading is dispensed with by unanimous consent of the Council.

Section 3.09. When Ordinances and Resolutions Take Effect. Every emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every resolution shall take effect fourteen (14) days after its adoption or at such later date as it specifies. Every other ordinance shall take effect thirty (30) days after its publication or at such later date as it specifies.

Section 3.10. Amendment and Repeal of Ordinances and Resolutions.

Subdivision 1. An ordinance or resolution which repeals all or part of a previous ordinance or resolution shall give the number, if any, and 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 shall set forth in full each section or subdivision to be amended and shall indicate by appropriate type or symbols matter to be omitted or added. Amendment or repeal of an ordinance shall require a majority vote of all the members of the Council, unless otherwise provided in this Charter or by state law.

Subdivision 2. 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 or special election. (Amended)

Section 3.11. Review and Revision of Ordinances and Indexing of Resolutions.

Subdivision 1. The Council shall establish by ordinance a procedure to review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the Council. The ordinance code and the resolution index may be published in book, pamphlet, or loose-leaf form, and copies shall be made available by the Council at the office of the City Administrator for general distribution to the public for a reasonable charge.

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Incorporation in such a code shall be sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two (2) successive weeks that copies of the codification are available at the office of the City Administrator.

Subdivision 2. The Council shall by ordinance establish a procedure by which all special use permits can be reviewed on a regular basis.

Section 3.12. Secretary of Council. The City Clerk shall act as Secretary of the Council. He/she shall keep a journal of Council proceedings and perform such other duties as this Charter or the Council may require. The Council may designate any other City official or employee except the City Administrator or a Council Member to act as Secretary of the Council. (*Amended 05/27/2003*)

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CHAPTER IV. NOMINATIONS AND ELECTIONS

Section 4.01. The Regular Municipal Election. A regular municipal election shall be held on the first Tuesday after the first Monday in November of each odd numbered year commencing in 1983 at such places as the City Council shall designate. At least fifteen (15) days prior notice shall be given by City Clerk by posting a notice thereof in at least one (1) public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the City stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this Charter shall assume the duties of office to which they were elected on the first business day in January following such election *(Amended 05/27/2003)*

Section 4.02. Filing for Office. Before any municipal election, any resident of the City qualified under state law for elective office may, by filing an affidavit and by paying a filing fee to the City Clerk in an amount as set by ordinance, or by means otherwise permitted by state law, have his/her name placed on the municipal election ballot. The filing period shall be as established by Minnesota state law for statutory cities. *(Amended 1/25/88) (Amended 05/27/2003) (Amended 01/13/2014, Ordinance No.04-13)*

Section 4.03. Procedure at Elections. Consistent with the provisions of this Charter and applicable state laws, the Council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this Charter and supplementary ordinances. General state laws on elections shall apply to municipal elections.

Section 4.04. Special and Advisory Elections except for Elected Office. The Council may by resolution order a special or advisory election and provide all means for holding it. At least fifteen (15) days prior notice shall be given by the City Clerk by posting a notice thereof in at least one (1) public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the City stating the time and the places of holding such election. Failure to give such notice shall not invalidate such election. *(Amended 05/27/2003)*

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Section 4.05. Vacancy of Municipal Elected Office.

Subdivision 1. When a vacancy in an elected office of the City occurs with three hundred sixty five (365) days or more remaining in the term of the vacated office, there shall be a special election held within ninety (90) days after the vacancy occurs to elect a successor to serve for the remainder of the unexpired term of the office vacated.

Subdivision 2. The City Clerk shall give at least sixty (60) days published prior notice of such special election, except as set forth under Subdivision 5 of this section. (*Amended 8/9/82*) (*Amended 05/27/2003*)

Subdivision 3. The procedure at such election and assumption of duties of elected officers following such election shall conform as nearly as practicable to that prescribed for other municipal elections under this Charter.

Subdivision 4. In case of a vacancy where there remains less than three hundred sixty five (365) days but more than one hundred twenty (120) days in the unexpired term, the Mayor or Acting Mayor shall appoint, with the approval of the Council, a successor to serve for the remainder of said term.

Subdivision 5. When a vacancy in an elected municipal office occurs within one hundred twenty (120) days prior to a regular municipal election date, the special election to fill the vacancy shall coincide with the regular election. If the vacancy occurs within sixty (60) days prior to the regular election date, the notice of such vacancy shall be published as soon as is practical. If, within the one hundred twenty (120) days period before a regular municipal election, the vacancy occurs in the office of the Mayor or in the office of either or both of the Council Members whose seats are to be decided in the election, said vacancy shall be considered not to exist for purposes of the election, however, if such vacancy occurs in the office of either of the other two (2) Council Members, the seat shall be filled by the candidate for Council Member with the third highest vote total, or, in the case of two (2) vacancies, the third and fourth highest vote totals. Where two (2) vacancies exist, the candidate with the third highest total shall fill the vacancy in the office having the longest unexpired term.

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Subdivision 6. If there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the City Council shall fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the Council, the Mayor shall make said appointment.

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CHAPTER V. INITIATIVE, REFERENDUM AND RECALL

Section 5.01. Power Reserved by the People. The people of Lino Lakes reserve to themselves the powers in accordance with the provisions of this Charter to initiate and adopt ordinances, to require ordinances passed by the Council to be referred to the electorate for approval or disapproval, and to recall elected public officials. These powers shall be called the initiative, the referendum, and the recall, respectively. (Amended)

Section 5.02. General Provisions for Petitions.

Subdivision 1. A petition provided for under this Chapter shall be sponsored by a committee of five (5) registered voters of the City whose names and addresses shall appear on the petition. For initiative and referendum, a petition may consist of one (1) or more papers, but each separately circulated paper shall contain at its head or attached thereto the exact text of the proposed ordinance or matter to be considered by the voters. A recall petition must contain at the head of each page, or attached thereto, a certificate stating the name of the officer whose removal is sought, the grounds for such recall in not more than two hundred fifty (250) words, and the intention of the sponsoring committee to bring about the officer's recall.

Subdivision 2. Each signer shall be a registered voter of the City and shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a resident of the City and registered to vote. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the City Clerk before the City Clerk advises the Council of the sufficiency of the petition. (*Amended 05/27/2003*)

Section 5.03. Determination of Sufficiency. The sponsoring committee shall file the completed petition in the office of the City Clerk. For determining the required number of signatures, the term "base" shall be defined as the number of registered voters at the time of the last regular municipal election. At least five percent (5%) of the base shall be required to make an initiative or referendum petition sufficient and allow such petition to be placed on the next scheduled election ballot as determined by Section 5.05 or 5.07. At

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least ten percent (10%) of the base shall be required to allow an initiative or referendum petition to cause, as determined by Section 5.05 or 5.07, a special election to be scheduled within one hundred twenty (120) days of said petition's filing so that said petition can be placed before the voters. At least fifteen percent (15%) of the base shall make a recall petition sufficient so as to cause a special election as noted in Section 5.08. Immediately upon receipt of the petition, the City Clerk shall examine the petition as to its sufficiency and report to the Council within ten (10) days. Upon receiving the report, the Council shall determine by resolution the sufficiency of the petition. *(Amended 05/27/2003)*

Section 5.04. Disposition of Insufficient or Irregular Petition. If the Council determines that the petition is insufficient or irregular, the City Clerk shall deliver a copy of the petition, together with a written statement of its defects, to the sponsoring committee. The committee shall have thirty (30) days in which to file additional signature papers and/or to correct the petition in all other particulars, except that, in the case of a petition for recall, the committee may not change the statement of the grounds on which the recall is sought. Within five (5) days of receipt of the corrected petition, the City Clerk shall again report to the Council. If the Council finds that the petition is still insufficient or irregular, the City Clerk shall file the petition in his/her office and notify the sponsoring committee. The final finding that the petition is insufficient or irregular shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the Council from referring the subject matter of the petition to the voters at the next regular or special election. *(Amended 05/27/2003)*

Section 5.05. Initiative. Any ordinance may be proposed by a petition to the City Council. The Council may pass the ordinance as petitioned thereby not requiring the ordinance to be submitted to the voters. If the Council fails to enact the ordinance as petitioned within sixty (60) days after the final determination of sufficiency of the petition, the ordinance as petitioned shall be placed on a ballot as determined by Section 5.03. If an election is held and a majority of those voting on the ordinance vote in its favor, it shall become effective thirty (30) days after certification of the election unless the ordinance specifies a later effective date. *(Amended)*

Section 5.06. Initiative to Amend the Charter. Nothing in this Charter shall be construed as in any way affecting the right of the electors to propose amendments to this Charter.

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Section 5.07. Referendum. Prior to the date when and ordinance takes effect, it may be subjected to a referendum petition. If the petition is found to be sufficient under Section 5.03, the said ordinance shall thereby be prevented from taking effect, and shall be placed on a ballot as determined by Section 5.03. If a majority of the voters voting thereon favors the ordinance contained in the petition, it shall be allowed to go into effect. If a majority of the voters voting thereon vote against the ordinance contained in the petition, it shall be considered repealed upon certification of the election results. (Amended)

Section 5.08. Recall. Consideration by the electorate of the recall of any elected officer of the city may be initiated by petition. The grounds for recall shall be malfeasance or nonfeasance in office. Prior to circulating a recall petition, the accompanying certificate, which is described in Section 5.02, Subdivision 1, shall be filed in the City Clerk's office. If the petition or amended petition is found sufficient under the provisions of Section 5.03 of this chapter, the City Clerk shall transmit it to the Council without delay and shall also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. The Council shall at its next meeting, by resolution provide for the holding of a special recall election within ninety (90) days after such meeting, except if any other election is to occur within such ninety (90) days period after such meeting, the Council may in its discretion provide for the holding of the recall vote at that time. The City Clerk shall include with the published notice of the election the statement of the grounds for the recall and, also, in not more than five hundred (500) words, the answer of the officer concerned in justification of his/her course of office. If a vacancy occurs due to the recall election, Section 4.05 herein shall apply to fill said vacancy. (*Amended 05/27/2003*)

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CHAPTER VI. ADMINISTRATION OF CITY AFFAIRS

Section 6.01. Administration Responsibility. The Council, as a body, shall be responsible for the administration of the City. The Council shall appoint a City Administrator to assist in the administration of City affairs.

Section 6.02. Administrative Organization.

Subdivision 1. The Council may by ordinance establish City departments, offices and agencies, and prescribe their functions. No power or duty conferred by this Charter upon a particular office or agency shall be transferred to any other.

Subdivision 2. The City Council shall hire/remove head of departments, and such other further officers and personnel as may be required to operate the City efficiently.

Section 6.03. City Administrator. The City Administrator shall be the chief executive officer for the council. The Council by ordinance shall establish the powers, duties, and reporting requirements of the City Administrator.

Section 6.04. City Clerk. The Council shall appoint a City Clerk. The City Clerk shall:

- (1) report directly to the City Administrator, and
- (2) have the duties and responsibilities determined by applicable state law and City ordinances.
(Amended 05/27/2003)

Section 6.05. City Treasurer. The Council shall appoint a City Treasurer. The City Treasurer shall:

- (1) report directly to the City Administrator, and
- (2) have the duties and responsibilities determined by applicable state law and City ordinances.
(Amended 05/27/2003)

Section 6.06. Basis for Hiring and Removal. The basis for hiring shall be merit and appropriate qualifications. Removal shall be based on just cause, as conclusively determined by the Council.
(Amended 05/27/2003)

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CHAPTER VII. TAXATION AND FINANCES

Section 7.01. Council to Control Finances. The Council shall have full authority over the financial affairs of the City except as limited or prohibited by the state constitution, state law, or this Charter. It shall provide for the collection of all revenues and other assets, and the auditing and settlement of accounts. It shall further provide for the safekeeping and disbursement of public moneys by the City Treasurer. (*Amended 05/27/2003*)

Section 7.02. Fiscal Year. The fiscal year of the city shall be the calendar year.

Section 7.03. System of Taxation. Subject to the state constitution, and except as forbidden by it or by state law, the Council shall have full power to provide by ordinance for a system of local taxation. This authority includes the power by ordinance to assess, levy, and collect taxes on all subjects or objects of taxation except as limited or prohibited by the state constitution, by this Charter or by state laws imposing restrictions upon the City irrespective of Charter provisions.

Section 7.04. Submission of Budget.

Subdivision 1. Annually the City Administrator shall submit to the Council the budget estimates in accordance with a budget calendar to be established by resolution. The budget shall provide a complete financial plan for all City funds and activities for the ensuing fiscal year and, except as required by state law or this Charter, shall be in such form as the council may require. It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In additions to showing proposed expenditures, for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure. The total proposed operating budget to be provided from the property tax shall not exceed the amounts authorized by state law and this Charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by ordinance and by state law.

Subdivision 2. For each utility operated by the City, its budget shall show anticipated net surplus or deficit and the proposed method of

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its disposition; and subsidiary budgets for each such utility giving income and expenditure information shall be included or attached as appendices.

Section 7.05. The Five-Year Financial Plan.

Subdivision 1. The City Council shall have prepared a five-year financial plan commencing in the calendar year 1983. The City Council shall hold a public hearing on the five-year financial plan and adopt it by resolution with or without amendment. The financial plan shall consist of four (4) elements as specified in Subdivisions 2-5 which follow. The programs in each element shall be revised and extended each year. (Amended)

Subdivision 2. The Public Service Program. The program shall be a continuing five-year plan for all public services, estimating future needs for the public health, safety and welfare of the City. It shall measure the objectives and needs for each City department, the standard of services desired, and the impact of each such service on the annual operating budget.

Subdivision 3. The Capital Improvement Program. This program shall consist of projects and facilities that are or will be needed by the City in carrying out the anticipated program of public services. It shall include a list of all capital improvements proposed to be undertaken during the next five (5) fiscal years, with appropriate supporting information as to the necessity for such improvements; cost estimates, method of financing and recommended time schedule for each such improvement; and the estimated annual cost of operating and maintaining the facility to be constructed or acquired.

Subdivision 4. A Revenue program. This program shall consist of a tentative revenue policy which describes five-year plans for financing public service and capital improvements.

Subdivision 5. The Capital Budget. This program shall be a summary on the basis of a five (5) year period of the capital or money requirements for the above described programs. It shall list a priority for each anticipated investment in community facilities and balance this with a consideration of the availability of necessary revenues.

Subdivision 6. A summary of the five-year financial plan shall be published annually.

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Section 7.06. Council Action on Budget.

Subdivision 1. The budget shall be considered by the first regular monthly meeting of the Council in September and at subsequent meetings until a budget is adopted for the ensuing year. The meetings shall be so conducted as to give interested citizens a reasonable opportunity to be heard. 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 income. The Council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department with such segregation as to objects and purposes 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.

Subdivision 2. At least two (2) weeks before the budget is adopted for the ensuing fiscal year, a draft summary of the budget shall be published in the official newspaper. Such summary shall be set forth in language designed to be readily understood by the layperson, and shall provide appropriate supporting information as to the necessity for any increase in the budget over the total for the current fiscal year, but failure to provide the specified summary will not invalidate the budget.

Section 7.07. Enforcement of the Budget. The City Council shall enforce strictly the provisions of the budget. It shall not authorize any payment or the incurring of any obligation by the City, unless an appropriation has been made in the budget Resolution, and there is a sufficient unexpended balance after deducting the total past expenditures and encumbrances against the appropriation. No officer or employee of the City shall place any order or make any purchase except for a purpose and to the amount authorized in the budget resolution. No check shall be issued or transfer made to any account other than one owned by the City until the claim to which it relates has been supported by an itemized bill, payroll, or time sheet or other document approved and signed by the responsible City officer who vouches for its correctness and reasonableness.

Section 7.08. Alterations in the Budget. After the budget resolution has been adopted, the Council shall not increase the amounts fixed in

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the resolution beyond the estimated receipts except to the extent that actual receipts exceed the estimate. At anytime the Council, may by a resolution approved by a majority of its members, reduce the sums appropriated for any purpose by the budget resolution, or authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes.

Section 7.09. Funds. There shall be maintained in the City treasury a general fund and such other funds as may be required by state law, ordinance, or resolution. The Council may, by Resolution or Ordinance, make inter-fund loans, except from trust and agency funds, as it may deem necessary and appropriate.

Section 7.10. City Indebtedness.

Subdivision 1. Except as provided in Section 7.11 and 7.12, no obligation shall be issued to pay current expenses, but the Council may issue and sell obligations, including certificates of indebtedness pursuant to MS 412.301; for any other municipal purpose in accordance with state law and within the limitations prescribed by law. No such obligation shall be issued and sold without the approval of the majority of the voters voting on the question at a general or special election except in the case of obligations for which an election is not required by this Charter or by state law. *(Amended)*

Subdivision 2. A description of each such obligation shall be published in the official newspaper.

Section 7.11. Anticipation Certificates. At anytime after January 1, the Council may issue certificates of indebtedness in anticipation of state and federal aids and the collection of taxes levied the previous year for any fund and not yet collected. The total amount of certificates issued against any fund for any year together with interest thereon until maturity shall not exceed ninety percent (90%) of the total state and federal aids and current taxes due to the fund and uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the Council may determine, but they shall become due not later than April 1 of the year following their issuance. The proceeds of the tax levied and such state and federal aids as the governing body may have allocated for the fund against which tax anticipation certificates are issued, and the full faith and credit of the City shall be irrevocably pledged for the redemption of the certificates.

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Section 7.12. Emergency Debt Certificates.

Subdivision 1. If in any year the receipt from taxes or other sources should for some unforeseen cause become insufficient for the ordinary expenses of the City, or if any calamity or other public emergency necessitates the making of extraordinary expenditures, the Council may by ordinance issue, on such terms and in such manner as the Council determines, emergency debt certificates to run not to exceed three (3) years. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing the issue of such emergency debt certificates shall state the nature of the emergency and be approved by at least four (4) members of the Council. It may be passed as an emergency ordinance.

Subdivision 2. A description of each proposed certificate shall be published in the official newspaper, but failure to give such description, or any defect in the description, shall not invalidate the certificate.

CHAPTER VIII. PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Section 8.01. Power to Make Improvements and Levy Assessments.
The City may make any type of public improvements not forbidden by law and levy special assessments to pay all or any part of the cost of such improvements as are of a local character. The total assessments for any local improvement may not exceed the cost of the improvement, including all costs and expenses connected therewith, with interest. No assessment shall exceed the benefits to the property.

Section 8.02. Effective Charter Provisions, Except as Provided in Section 8.07. Local improvements (the term "local improvement" shall mean a public improvement financed partly or wholly from special assessments) shall be carried out exclusively under the provisions of this Charter. (Amended 11/23/93, Ordinance No. 93-19)

Section 8.03. Local Improvement Ordinances and Regulations.
Within one hundred twenty (120) days after this Charter goes into effect and before local improvements can be acted upon, the Council shall enact suitable ordinance(s) governing local improvements and special assessments. The ordinance(s) shall provide a complete working code covering the determination of assessments and assessment districts, public hearings, appeals from a collection of assessments, penalties for delinquency in making payments, financing of said assessments, and the certifying of unpaid assessments for collection by the proper County officer. Said ordinance(s) shall also provide for installment payments and notices to be given thereof, appellate procedure, reassessment, if necessary, and all other matters appropriate to the subject of local improvements and assessments. After the adoption of such ordinance(s) providing for local improvements, all procedures in compliance therewith shall conform to the regulations as set forth in such ordinance(s) and as otherwise contained in this Charter.

Section 8.04. Special Assessment Procedure. (Amended)

Subdivision 1. All improvements to be paid for by special assessments against the benefitted property shall be instituted by either, (1) a petition of at least twenty-five percent (25%) in number of the benefitted property owners (A benefitted property owner can only sign once regardless of the number of benefitted parcels owned and a benefitted parcel can only have one signature.) together with a resolution adopted by an affirmative vote of the majority of all of the

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Council, or, (2) a resolution adopted by a four-fifths affirmative vote of all of the Council. The Council resolution shall state the nature and scope of proposed improvement including the number of benefitted property owners, and shall provide means to obtain a cost estimate which shall set forth the cost of the improvement both in unit price and in total thereof. Upon receipt of such estimate, the Council shall by resolution set a date for a public hearing on the proposed improvement setting forth therein the time, place and purpose of such hearing. Such resolution shall be published twice, at least one week apart, in the official newspaper of the City no less than two (2) weeks prior to the date of said hearing, and in addition thereto, a copy of such resolution including estimate unit prices and estimated total price thereof shall be mailed to each benefitted property owner at his/her last known address at least two (2) weeks prior to the date of said hearing. Failure to give mailed notice, or any defects in the notice, shall not invalidate the proceedings. At such hearing the City shall receive any written and oral statements, and hear any petitioners for or against the proposed improvement. At such hearing the City Council shall present a special assessment formula and an analysis of the assessment income expected to offset the proposed improvement cost. A period of sixty (60) days shall elapse after the public hearing before any further action shall be taken by the Council, on the proposed improvement. If within such sixty (60) day period, in a petitioning process independent of the initiating process, a petition against such improvement be filed with the Council, signed by a majority of the owners proposed to be assessed for such improvement, or when the improvement has been petitioned for, signed by a number of the owners proposed to be assessed for such improvement, at least equal to the number of those who petitioned for the improvement, the Council shall not make such improvement at the expense of the property benefitted, unless, in the meantime there be filed with the Council a petition asking that the improvement be made, signed by property owners proposed to be assessed for such improvement at least equal in number to those who signed the petition against the improvement; in which event the Council may disregard the petition against the improvement. Any person, whose name appears on a petition to the Council for a local improvement, may withdraw his/her name by statement in writing filed with the Council before such petition is presented to the Council.

Subdivision 2. Regardless of the provisions of Subdivision 1 of this section, when less than one hundred (100%) percent of the estimated cost of the proposed improvement is to be paid for by special assessments, connection charges, or any outside funding sources

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other than the City general fund, the Council shall submit the proposed local improvement and its assessment formula to the voters of the City at the next general election. If no general election is scheduled to occur within 160 days after the conclusion of the public hearing, the Council shall schedule a special election as soon as practicable to submit said improvement and its associated assessment formula to the City's voters. If a majority of those voting on said improvement and associated assessment formula are opposed, the Council shall not proceed with the local improvement as proposed. *(Amended 01/13/2014)*

Subdivision 3. When a proposed improvement is allowed under the foregoing subdivision, and the public record of the proposed improvement contains all of the evidence on which the Council shall base their decision, the Council may by resolution, at any time between sixty (60) days and one (1) year after the conclusion of the public hearing, proceed on the improvement. If after bids are received on the project the proposed contract exceeds the estimated cost of the engineer stated at the public hearing held under Subdivision 1 by more than ten (10%) percent, the City Council may not award the contract for the proposed improvement, but may rebid the project for one (1) time only. *(Amended)*

Subdivision 4. When a proposed improvement is disallowed under the foregoing subdivisions, the Council shall not vote on the same improvement within a period of one (1) year after the public hearing on said improvement.

(Section 8.0, Subdivision 2, amended 01/13/2014, Ordinance No. 05-13)

Section 8.05. Assessments for Services. The Council may provide by ordinance that the cost of City services to streets, sidewalks, or other public or private property may be assessed against property benefitted and may be collected in the same manner as special assessments. Such costs shall not be deemed to be "special assessments" for the purposes set forth in Section 8.03 of this chapter.

Section 8.06. When under the provisions of section 8.04, Subdivision 1, an improvement is petitioned for by one hundred (100%) percent of the benefitted property owners, such property owners may after the mailing of notice of a public hearing, petition to waive fifty (50) of the sixty (60) days waiting period. After such petition, the City Council may immediately order the proposed project. *(Amended)*

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Section 8.07. Local Improvement; Special Provisions.

Subdivision 1. Except as provided in Subdivision 3, in the geographic areas of the City described in Subdivision 2, the construction of local improvements, the levy of special assessment for the financing of those improvements must be conducted in accordance with procedures specified in state law.

Subdivision 2. Subdivision 1 applies to land within three (3) geographic areas, each not exceeding 430 acres, legally described as follows:

AREA NO. 1 - Trunk Highway #49 (Hodgson Road) and County State Aid Highway #23 Intersection (Lake Drive)

-All Government Lot 1, Section 30, T31, R22, PIN. 30-31-22-210001

-That part of Lots 14, 15, 16 and 17, Auditor's Subdivision No. 151 lying south and east of State Trunk Highway #49 (Hodgson Road) right-of-way

AREA NO. 2 - Interstate I35E and County Road 242 (Main Street) Interchange

- Northeast one quarter (1/4) of Section 24
- That part of the southeast one quarter (1/4) of Section 24 lying north of Cedar Street
- East one half (1/2) of the southwest one quarter (1/4) of Section 24
- East one half (1/2) of the northwest one quarter (1/4) of Section 24

AREA NO. 3 Interstate I35W and Trunk Highway #49 (Lake Drive) Interchange

- North one half (1/2) of the southwest one quarter (1/4) of Section 18
- That part of the south one half (1/2) of the southwest one quarter (1/4) of Section 18 lying north of the Interstate I35W right-of-way
- That part of the southwest one quarter (1/4) of Section 17 lying west of Trunk Highway #49 (Lake Drive) right-of-way

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- All of the northwest one quarter (1/4) of Section 17 with the exception of that part of the southeast one quarter (1/4) of said northwest one quarter (1/4) of Section 17 as follows: beginning at a point at the intersection of the south line of said southeast one quarter (1/4) of the northwest one quarter (1/4) with the east right-of-way line of Trunk Highway #49; thence northeasterly along said right-of-way line 938.14 feet (+ or -) ; thence southeasterly 672.39 (+ or -) feet to east line of said southeast one quarter (1/4) of the northwest one quarter (1/4); thence south along said east line 588.5 (+ or -) feet to the south line of said southeast one quarter (1/4) of the northwest one quarter (1/4); thence westerly along said south line 1021.59 feet (+ or -) to the point of beginning.
- The north 720 feet of that part of the southwest one quarter (1/4) of the northeast one quarter (1/4) of Section 17 lying west of the Anoka County Park property
- That part of the north one half (1/2) of the northeast one quarter (1/4) of Section 17 lying west of the Anoka County Park property.
 - That part of the north one half (1/2) of the northeast one quarter (1/4) of Section 17 lying west of the Anoka County Park property
- The south one half (1/2) of southeast one quarter (1/4) of the southeast one quarter (1/4) of Section 8
- The southeast one quarter (1/4) of the southeast one quarter (1/4) of the southwest one quarter (1/4) of Section 8
- The east 330 feet (+ or -) of the northeast one quarter (1/4) of the southeast one quarter (1/4) of the southwest one quarter (1/4) of Section 8

Subdivision 3. When construction of local improvements, the levy of special assessments for the financing of those improvements specially benefit a parcel of real property, in an area described in subdivision 2, on which a single family, owner occupied residential unit existed on September 30, 1993, the owner/occupant of such residential unit may file a petition with the City Clerk objecting to the special assessment to be levied against his/her parcel. Such petition shall be filed with the City at or before the first public hearing to be held on the project. After the filing of such petition the City may not specially assess such owner's property for the improvements constructed unless the owner, at his/her option, in the future elects to connect to or use the improvements constructed by the City. Any notice of hearing mailed to such single family, owner occupied units shall include notice of the property owner's right to object to the assessments as granted in this paragraph. This

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exception terminates on the first day that an owner occupied residential unit no longer exists on the parcel of real property.
(Section 8.07 Added November 22, 1993, Ordinance No. 93 - 19)

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CHAPTER IX. EMINENT DOMAIN

Section 9.01. Acquisition of Property. The City may acquire by purchase, gift, condemnation, or otherwise, any real property, either within or without its boundaries, that may be needed by the City for any public purpose. In acquiring property by exercising the power of eminent domain, the City shall proceed according to Minnesota Law, Chapter 117, or other applicable laws.

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CHAPTER X. FRANCHISES

Section 10.01. Except as otherwise provided by state law, no person, firm or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon, or under any street or public place for the purpose of operating a public utility, or for any other purpose, without a franchise therefore from the City. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. No exclusive franchise shall be granted unless the proposed ordinance is submitted to the voters of the City following a public hearing and approved by at least a majority of those voting thereon. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the City Clerk to guarantee publication before the ordinance is passed. *(Amended 05/27/2003)*

Section 10.02. Term. No perpetual franchise or privilege shall be created, nor shall any exclusive franchise or privilege be granted for a period of more than twenty-five (25) years.

Section 10.03. Public Hearing. Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by Council, the Council shall hold a public hearing on the matter. Not less than ten (10) days prior to the date of the hearing, notice of such hearing shall be published at least once in the official newspaper and additional notice of such hearing shall be given in such manner as the Council shall determine.

Section 10. 04. Power of Regulation Reserved. Subject to any applicable state law, the Council may by ordinance reasonably regulate and control the exercise of any franchise, including the maximum rates, fares, or prices to be charged by the grantee. No franchise value shall be included in the valuation of the grantee's property in regulating utility rates, fares, or prices under any applicable state or municipal law, or regulation, or in proceedings for municipal acquisition of the grantee's property by purchase or eminent domain.

Section 10.05. Renewals or Extensions. Every extension, renewal, or modification of any existing franchise, or of any franchise granted thereafter, shall be subject to the same limitations and shall be granted in the same manner as a new franchise.

CHAPTER XI. PUBLIC OWNERSHIP AND OPERATION OF UTILITIES

Section 11.01. Acquisition and Operation of Utilities. The City may own and operate any gas, water, heat, power, light, telephone, or other public utility for supplying its own needs for utility service, or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose, and may acquire any existing utility properties so needed; but such action may only be taken by ordinance, which shall not be an emergency ordinance. The operation of all public utilities owned by the City shall be under the supervision of the City Council.

Section 11.02. Rates and Finances. The Council shall by resolution fix rates, fares and prices for municipal utilities, but such rates, fares and prices shall be just and reasonable. The Council shall endeavor to make each municipal utility financially self-sustaining. Before any rates, fares or prices for municipal utilities shall be fixed by the Council, the Council shall hold a public hearing on the matter in accordance with Section 11.06 of this Chapter. The Council shall prescribe the time and the manner in which payments for all such utility services shall be made, and may make such other regulations as may be necessary, and prescribe penalties for violations of such regulations. (Amended)

Section 11.03. Purchase in Bulk. The Council may in lieu of providing for the local production of gas, electricity, water, and other utilities, purchase the same in bulk and resell them to local consumers at such rates as it may fix. Before such rates are fixed by the Council, the Council shall hold a public hearing on the matter in accordance with Section 11.06 of this Chapter.

Section 11.04. Lease of Plant. The Council may, if the public interest will be served thereby, contract with any reasonable person, co-partnership or corporation for the operation of any utility owned by the City upon such rentals and conditions as it may deem necessary; but such contract shall not be an emergency ordinance. In no case shall such contract be for a longer term than ten (10) years.

Section 11.05. Public Utility. How Sold. No public utility owned by the City shall be sold or otherwise disposed of by the City unless the full terms of the proposition of said sale or other disposition thereof, together with the price to be paid therefore, shall be embodied in an ordinance approved by the majority of the voters voting thereon at a general or special election. Before such ordinance is submitted to a

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vote, the council shall hold a public hearing on the matter in accordance with Section 11.06 of this Chapter.

Section 11. 06. Notice of Public Hearing. Notice of public hearing required by this Chapter shall be published at least once in the official newspaper at least ten (10) days prior to the date of the hearing. Additional notice of such public hearing shall be given in such manner as the Council shall determine.

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CHAPTER XII. MISCELLANEOUS AND TRANSITORY PROVISIONS

Section 12.01. Official Publication. The Council shall annually designate a legal newspaper of general circulation in the City as its' official newspaper in which shall be published ordinances and other matters required by law and this Charter to be so published, as well as such other matters as the Council may deem it in the public interest to have published in this manner.

Section 12.02. Oath of Office. Every officer of the City shall, before entering upon the duties of his/her office, take and subscribe an oath of office in substantially the following form: "I do solemnly swear (or affirm) to support the Constitution of the United States and of this State and to discharge faithfully the duties devolving upon me as (Mayor, Council Member, City Treasurer, City Clerk) of the City of Lino Lakes to the best of my judgment and ability." (*Amended 05/27/2003*)

Section 12.03. Code of Conduct. Within one (1) year of this Charter's adoption, the City Council shall cause a code of conduct for all elected, appointed, and hired officials and employees of the City to be established. Such code shall be based on concepts of professionalism, ethics, and will of the people. Further, such code shall include the appropriate responses to violations of its provisions.

Section 12.04. Official Bonds. The City Administrator, the City Treasurer, City Clerk, and such other officers or employees of the City as may be provided for by ordinance shall each, before entering upon the duties of his/her respective office or employment, give a corporate surety bond to the City in such form and in such amount as may be fixed by Council as security for the faithful performance of his/her official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the Council. They shall be approved by the Council, and approved as to form by the City Attorney, and filed with the City Clerk. The premiums on the bonds shall be paid by the City. (*Amended 05/27/2003*)

Section 12.05. Sales of Real Property. No real property of the City shall be disposed of except by ordinance. The proceeds of any sale of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the City in the purchase, construction or improvement of this or other property used for the

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same public purpose. If there is no such outstanding indebtedness, the Council may by resolution designate some other public use for the proceeds.

Section 12.06. Vacation of Streets. The Council may by ordinance, pass on a four-fifths (4/5) vote, vacate any street or alley or other public grounds or part thereof within the City. Such vacation may be made only after published notice in the official newspaper and an opportunity for affected property owners and public to be heard, and upon such further terms and by such procedure as the Council by ordinance may prescribe. A notice of completion of such procedure shall be filed in accordance with law.

Section 12.07. City to Succeed to Right and Obligations of Former City. The City shall succeed to all the property, rights and privileges, and shall be subject to all legal obligations of the City prior to this Charter.

Section 12.08. Existing Ordinances and Resolutions Continued. All ordinances, resolutions and regulations of the municipality in force when this Charter takes effect, and not inconsistent with the provisions thereof, are hereby continued in full force and effect until amended or repealed.

Section 12.09. Officers to Continue for Present Terms. All elected and appointed officers of the City holding office on the effective date of this Charter shall continue in office for the terms to which they were elected or appointed, and until their successors shall have been elected or appointed and have qualified.

Section 12.10. Pending Condemnations and Assessments. Any condemnation or assessment proceeding in progress when this Charter takes effect shall be continued and completed under the laws under which such proceeding was begun. All assessments made by the Municipality prior to the time when this Charter takes effect shall be collected, and the lien thereof enforced in the same manner as if this charter had not been adopted.

Section 12.11. Ordinance to Make Charter Effective. The Council shall by ordinance, resolution or other appropriate action make such regulations as may be necessary to carry out and make effective the provisions of this Charter.

Section 12.12. City Communication. The Council shall, by ordinance, establish (1) a policy by which City matters can be

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effectively communicated to the City's entire populace on a regular basis, and (2) a policy by which the Council can be informed of the needs of the City's entire populace.

Section 12.13. This Charter shall be effective immediately after its adoption.

Section 12.14. Severability. (Added as an Amendment)

The validity of any word, sentence, section, clause, paragraph, part or provision of this Charter shall not affect the validity of any other part of this Charter which can be given effect without such invalid part or parts.

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We, the undersigned, being duly appointed, qualified, and acting members of the Charter Commission in and for the City of Lino Lakes, Anoka County, Minnesota, hereby certify that the foregoing document consisting of Chapters one (1) through twelve (12) inclusive, is the draft of a proposed Charter prepared and framed by the Charter Commission, and we hereby affix our signatures to that draft in testimony of our approval thereof, and deliver same to Edna Sarner, the Clerk-Treasurer of the said City, for action pursuant to law.

Dennis F. Weible, Chairman

Delbert Kincade

Ben Benson

Ina Liljedahl

Richard Bollig

Jim Livingston

Mary Bunker

John Merrill

James P. Flannery

Wendell Ostlie

Jerry Hanson

Vernon Reinert

Bernice Juleen

Henry Rosengren