

## **RAMSEY COUNTY CHARTER COMMISSION**

Agenda of Monday, August 2, 2021 – 7 PM

Location: Ramsey County Public Works – Marsden Room  
1425 Paul Kirkwold Drive, Arden Hills, MN 55112  
(Ample parking in lot by main entrance of the second building)

### **AGENDA**

1. Call to Order
2. ROLL CALL Attendance
3. Approval of August 2, 2021 Agenda
4. Approval of May 3, 2021 Minutes
5. Old Business
  - A. Welcome and Introduce New Chief Clerk, Mee Cheng
  - B. Information on Youth in Correctional Settings (Attached)
6. Chair Reports
  - A. In-Person Meetings
  - B. Workplan for 2022 / Commission Meeting Dates
  - C. Absences and Bylaws (Attached)
  - D. Announcement of Resignation of One At-Large Member and Declaration of Vacancy
  - E. Annual Election: Nominating Committee for Chair and Vice Chair
7. Committee Reports
  - A. Budget Committee
  - B. Charter Review
  - C. Others – Bylaws Committee
8. Ramsey County Legislative Platform: Presentation by Jennifer O'Rourke
9. Citizen Input (Approximately 8:30 PM)
10. Future Agenda Items
11. Adjournment

Next Meeting: Monday, October 18, 2021 – 7 PM

In-person meeting for Charter Commission members, staff, and the public – location to be determined.

#### Attachments:

- May 3, 2021 Meeting Minutes Draft
- Youth in Ramsey County Correctional Settings (Not [Full Presentation](#))
- Charter Commission Bylaws

## RAMSEY COUNTY CHARTER COMMISSION

Minutes of Monday, May 3, 2021 – 7 PM

Pursuant to Minnesota Statutes § 13D.021 and 13D.04, subd. 3, Chief Legal Counsel of Ramsey County has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Charter Commission members will participate online via Zoom by telephone or other electronic means. Public participation is available online via Zoom with live access to the meeting at <https://www.ramseycounty.us/your-government/leadership/charter-commission/charter-commission-agendas-and-minutes>. The video recording of the meeting will be posted at the link noted above.

### MINUTES

1. Call to Order: Chair Nancy Haas called the meeting to order at 7:00 PM.
2. ROLL CALL Attendance: Completed by Sia Xiong.

District	Charter Commission Member	Present	Absent
1	Ann Maslansky-Takahashi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	Steven Reeves	<input type="checkbox"/>	<input type="checkbox"/>
2	Ache Wakai	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Joann Knuth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Nancy Haas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Susan Flores-Diaz	<input type="checkbox"/>	<input type="checkbox"/>
4	Bethany Winkels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Sharon Garth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Joshua (Josh) Ortiz	<input type="checkbox"/>	<input type="checkbox"/>
5	Sebastian Ellefson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Hoang Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Tony Parrish, Sr.	<input type="checkbox"/>	<input type="checkbox"/>
7	John O-Phelan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	William (Bill) Kempe	<input type="checkbox"/>	<input type="checkbox"/>
At Large	Angela (Angie) Thies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
At Large	Laura Suess	<input checked="" type="checkbox"/>	<input type="checkbox"/>
At Large	Susan (Sue) Majerus	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Also present: Amy Schmidt, Assistant County Attorney, Ramsey County Attorney's Office  
 Janet Guthrie, Chief Clerk – County Board  
 Samuel Clark, Civil Division Director, Ramsey County Attorney's Office  
 Sia Xiong, Administrative Planning Assistant

Guests: Dr. Lynne Ogawa, Medical Director  
 Ryan O'Connor, County Manager

3. Approval of May 3, 2021 Agenda: Motion by Sue Majerus and second by Sebastian Ellefson. Unanimously approved by roll call vote of all members present.
4. Approval of February 1, 2021 Minutes (Attachment): Motion by Laura Suess and second by Hoang Murphy. Unanimously approved by roll call of all members present.

5. Chair Reports:

- A. Zoom Protocol Reminder
- B. Roberts Rules Cheat Sheet (Attached)
- C. Janet Guthrie Retirement

6. Ramsey County Updates (Presentation by County Manager Ryan O'Connor): County Manager Ryan O'Connor introduced himself and Medical Director Dr. Lynne Ogawa on their background and role.

- A. COVID-19 Vaccines: Dr. Lynne Ogawa presented the [COVID-19 Vaccine Dashboard](#) and discussed current numbers and outreach efforts Ramsey County is taking, specifically to diverse communities. Dr. Lynne Ogawa opened it up for questions and discussion. Various members asked questions, shared their stories, and recommendations. Dr. Lynne Ogawa finished answering questions and left at 7:48 PM.
- B. Census: County Manager Ryan O'Connor highlighted the [Ramsey County and 2020 Census site](#), and provided high level updates on the census.
- C. Transforming Systems Together: County Manager Ryan O'Connor continued on to share the current progress and purpose of Transforming Systems Together. He shared the website where residents can find updates: [Transforming Systems Together](#).
- D. Racial Equity: Transitioning to the last topic, County Manager Ryan O'Connor ended with racial equity efforts with the COVID-19 Racial Equity and Community Engagement Response Team and Equity Action Circle. There was a shared website brought up as well: [COVID-19 Racial Equity and Community Engagement](#). After these topics, he opened it up for questions and discussion.

Various questions were asked regarding Boys Totem Town, Transforming Systems Together, and anticipated action steps with community partners. After there were no more questions from the members, Chair Nancy Haas thanked County Manager Ryan O'Connor for joining us and he ended with closing thoughts before leaving at 8:21 PM.

7. Workplan and Committee Reports: Vice Chair Angie Thies asked members if anyone was interested in chairing and/or serving on the committees.

- A. Budget Committee: She elaborated on bylaws and explained that ideally the committee would better understand the budget before the October meeting where the County Manager comes for approval. Bethany Winkels and Ann Maslansky-Takahashi volunteered to serve on the committee. John O'Phelan mentioned the members should consider the term limits especially if members have a term ending soon. Assistant County Attorney Amy Schmidt reiterated the language on how the Charter Commission is involved in the budget, which is focused on providing input if they would like. Ann Maslansky-Takahashi is open to chairing with another member if needed. She highlighted the importance of attendance and engagement. Majority of the members may remove a member if they miss more than three (3) meetings according to the bylaws by Assistant County Attorney Amy Schmidt. The Chair and Vice Chair will follow up with members on engagement.

- B. Charter Review: A question was asked on the purpose of the Charter Review. Sebastian Ellefson asked for further clarity on this committee as well. John O'Phelan offered potentially serving on one of the committees but reiterated the importance on tracking the term limits. Sebastian Ellefson is open to chairing this committee.
- C. Others: Additional discussion that a potential committee would be able to look at the bylaws. Assistant County Attorney Amy Schmidt clarified that creating standing committees are able to be done. Vice Chair will work with Sia Xiong to help compile those who offered to volunteer for the committees.

Vice Chair Angie Thies summarized the volunteers and potential chairs for the two committees. John O'Phelan suggested to have a specific number of members for each committee before standing them up officially. Assistant County Attorney Amy Schmidt clarified that communications in the minutes are an option but may be communicated from the County Manager's Office to all members, to capture those who are not present. Additional discussion around member dedication, consistent engagement, and intentionality.

- 8. Citizen Input (Approximately 8:30 PM): Chair Haas checked to see if anyone who attended who is not a member would like to provide input. There was no non-Commission member in attendance, so there were no comments.
- 9. Future Agenda Items: Recruitment for a bylaws committee, and which ones should be identified as a standing meeting. Motion by Ann Maslansky-Takahashi to have Legislator Jason Isaacson attend a meeting and second by Sebastian Ellefson. Discussion was had around the purpose and question if there were available meetings for this topic. Ann Maslansky-Takahashi removed her motion, and okay with deferring it.
- 10. Adjournment: Motion by Hoang Murphy and second by Sebastian Ellefson. The meeting was adjourned at 9:12 PM.

Next Meeting: Monday, August 2, 2021 – 7 PM

In-person meeting for Charter Commission members, staff, and the public – location TBD.

Respectfully submitted by Sia Xiong, Administrative Planning Assistant.

# **Health & Wellness Service Team**

## **A Holistic Approach to Ending Youth Displacement**

February 2, 2021  
County Board Workshop

## Where were youth displaced in 2020?

Facility/Provider and Location	Count of Admissions	Average Length of Stay (Days)
West Central Regional Juvenile Center <i>Moorhead</i>	20	137
CD inpatient treatment <i>various providers and locations</i>	15	90
Red Wing Correctional Facility <i>Red Wing</i>	10	329
Jordan House (Rebound, Inc) <i>Minneapolis</i>	6	64
East Central RJC <i>Lino Lakes</i>	3	71
Jelani House (Rebound, Inc) <i>Minneapolis</i>	3	-
Others	10	-
<b>Total</b>	<b>67</b>	<b>165</b>

## Where are youth being displaced (as of January 14<sup>th</sup>, 2021)

Facility/Provider and Location	Count of Youth	Male	Female	Average Age
Red Wing Correctional Facility <i>Red Wing</i>	8	8		17.3
West Central Regional Juvenile Center <i>Moorhead</i>	7	7		16.6
Others *Mille Lacs Academy, Naima House, Southwestern Youth Services, CD inpatient TX	6	5	1	16.7
<b>Total</b>	<b>21</b>	<b>20</b>	<b>1</b>	<b>16.9</b>

\*This number includes youth placed at in-patient Chemical Dependency treatment and local ( twin cities) group homes

## Displacements: Then and Now

Community Corrections is using fewer facilities to place youth.

- In 2014, **25** different facilities were utilized.
- In 2020, **13** facilities were utilized.
- The facilities listed below reflect sites with five or more admissions.

### 2014

- Boys Totem Town
- Mesabi Academy
- Red Wing
- Woodland Hills
- Southwestern Youth Services
- Dakota County
- Thistledew
- Bright Horizons
- Port Group Home
- Hennepin County Home School
- Clarinda Academy
- Bar None

### 2020

- West Central Regional Juvenile Center
- Red Wing
- Jordan House
- Jelani House
- Naima House
- Journey of Hope



## BYLAWS RAMSEY COUNTY CHARTER COMMISSION

### Commission Members

The members of the Commission shall consist of two (2) persons from each of the seven (7) Ramsey County Commissioner Districts and three (3) persons at-large for the entire County. Each member shall be appointed by the Chief Judge of the Ramsey County District Court for a term of four (4) years and may serve no more than two (2) consecutive terms. The Chief Judge shall also appoint an individual to complete an unexpired term.

A majority of the Commission members may remove a member from the Commission if the member has three (3) or more consecutive unexcused absences from regularly scheduled Commission meetings. A member may also resign prior to the expiration of the member's term.

### Officers

The officers of the Commission shall consist of a Chair and a Vice-Chair. Officers shall be elected during the last meeting of each calendar year and shall serve at the pleasure of the Commission for a term of one year beginning at the first of the calendar year. A nominating committee shall be appointed before the last meeting of each calendar year that will nominate at least one individual for each office. Further nominations may be made by the Commission prior to each annual election.

The Chair shall preside at all meetings. The Vice-Chair shall preside in the absence of the Chair and during any temporary absence of that officer. A Secretary, if elected, shall maintain a record of each meeting.

### Order of Business

The order of business shall be as follows:

1. Call to Order
2. Approval of the Minutes
3. Reports of Standing Committees
4. Unfinished Business
5. New Business
6. Set Next Meeting

7. Citizen Comments
8. Adjournment

### Procedure

- Robert's Rules of Order, duly revised, will govern, except as provided in the Bylaws;
- All motions will require a second.

### Quorum

A quorum of the Commission members shall consist of nine (9) members but a quorum is not necessary to hold a meeting. Except on substantive issues and amendments to the Charter, a majority of members present will be adequate to take action on an item.

In the case of substantive issues, including items such as changes in the Bylaws and amendments to the Charter, a majority of all of the members of the Commission will be required.

Whether an issue is substantive, or not, will be determined by the Chair or by a majority of the members present.

### Standing Committees

The Chair may create Standing Committees to address specific issues, as required.

### Conflicts of Interest

When a member believes that he or she has a conflict of interest in voting on a particular issue, he or she may refrain from voting and/or disclose the potential conflict to the Chair. If the Chair agrees that the potential conflict of interest is substantial or would give the appearance of impropriety, the member shall abstain from voting on the issue. If the Chair does not believe that abstention is required, the member may choose to vote or abstain.

### Meetings

Regular meetings of the Commission shall be set by the Commission members or Chair. Meetings will be held both in the city of St. Paul and its suburbs.

Special meetings of the Commission may be held at the call of the Chair or any five (5) or more members of the Commission.

*Notice*

At least three (3) days notice, excluding Saturdays, Sundays and holidays, of each regular or special meeting of the Commission shall be mailed to the address of each member of the Commission last known.

*Staff*

Staff to the Commission will be provided by the County Manager's Office. The County Attorney's Office will provide legal counsel to the Commission.

~~An Administrative Secretary from the~~ County staff shall keep the records of the Commission and shall transmit all notices and messages from or on behalf of the Commission.

Minutes prepared by ~~the Administrative Secretary~~ County staff are official minutes of the meeting until and unless a Commission member is elected as Secretary at a future date.

**The Ramsey County Charter and Charter Commission Procedures**  
**Ramsey County Charter Commission Meeting**  
**February 7, 2011**

By Phil Carruthers, Civil Division, Ramsey County Attorney's Office

**I. Composition and Staff of the Charter Commission under the Charter:**

- A. Section 11.03 of Charter
- B. 17 member charter commission with four year terms.
- C. Appointed by the District Court.
- D. No member to serve more than two successive terms.
- E. The county board is to provide necessary funds for commission to operate.
- F. The County Attorney is the attorney for the charter commission.

**II. Duties of the Charter Commission under the Charter:**

- A. General description:

“The charter commission members shall periodically review the charter and propose any necessary amendments. The commission shall review any proposed amendments, declare the sufficiency of a petition, prepare a summary of any proposed amendments, recommend any revisions to proposed amendments, and submit proposed amendments to an election.” Sec. 11.03 of Charter.

- B. Budget review by the commission of the county's annual proposed budget:

- 1. Charter provision section 6.01 G.
- 2. The county manager shall provide the annual budget to the charter commission when submitting it to the county board.
- 3. The commission shall review the proposed budget.
- 4. The commission may comment as to the following:
  - a) “whether, in the view of the commission, such proposals implement the requirements set forth in the section [charter section 6.01] for strategic, tactical and public data and information systems planning.”
  - b) If the charter commission chooses to comment, their remarks must be filed with the county clerk at least three weeks prior to the board's budget adoption.

**III. Bylaws of Charter Commission:**

- A. Membership of the commission:
  - 1. Two persons from each of the seven Commissioner Districts and
  - 2. Three persons at-large for the entire county.
  - 3. Each member is appointed by the Chief Judge of District Court.
  - 4. Terms are four years.

- B. Attendance:
1. A majority of commission members may remove a member if the member has three or more unexcused absences from regularly scheduled commission meetings.
  2. A member may also resign.
- C. Officers:
1. A chair and vice chair elected during the last meeting of each calendar year.
  2. They serve at the pleasure of the commission for a term of one year, which begins at the first of the calendar year.
  3. A nominating committee is appointed before the last meeting of each calendar year.
    - a) The nominating committee is to nominate at least one individual for each office.
    - b) Further nominations may be made by the commission prior to each annual election
- D. Duties of officers:
1. The chair shall preside at all meetings.
  2. The chair may create standing committees to address specific issues.
  3. In the absence of the chair, the vice chair shall preside.
  4. A secretary, if elected, will maintain a record of each meeting.
- E. Procedures of commission meetings:
1. Robert's Rules of Order, duly revised (probably should be Newly Revised), govern except as provided in the Bylaws.
  2. All motions require a second.
  3. Conflicts of interest:

A member who believes he or she has a conflict of interest on an issue may:

    - (1) Refrain from voting and/or
    - (2) Disclose the potential conflict to the chair
      - (a) If the chair agrees that the conflict of interest is substantial or would give rise to the appearance of impropriety, the member shall abstain from voting
      - (b) If the chair does not believe abstention is required, the member may choose to vote or abstain
4. Quorum:
- a) Nine members but a quorum is not necessary to hold a meeting.
  - b) A majority of members present is sufficient take action on an item, except:
    - (1) Substantive issues requires a majority of all commission members.
      - (a) Includes changes to the Bylaws and amendments to the Charter.
      - (b) The chair or a majority of members present decide if an issue is substantive.
    - (2) Amendments to the Charter

5. Meetings:
  - a) Regular meetings will be set by the chair or the commission members.
  - b) Meetings will be held in St. Pau and the suburbs.
  - c) Special meetings at call of the chair or any five members.
  - d) Notice of meetings:

Notice of meetings shall be mailed to each member at least three days in advance, excluding the weekend and holidays.
6. Staff:
  - a) The county managers office will provide staff.
  - b) The county attorney's office will provide legal counsel.
  - c) An administrative secretary from the county manager's office will keep records and transmit notices and messages.
  - d) The minutes of the administrative secretary are official minutes unless a commission member is elected secretary.

#### IV. Amendments to Charter under Charter Section 11.02:

- A. Charter amendments are proposed by one of the following:
  1. The charter commission
  2. Voters through a petition
    - a) sufficient petition of five percent of the voters registered in the last previous state general election in the county
    - b) The county manager shall verify the sufficiency of the petition to the charter commission
    - c) **The charter commission is to declare the sufficiency of the petition.**
  3. The county board
    - a) This is done by ordinance—it is a proposed to the charter commission
    - b) The charter commission shall review the proposed amendment within 60 days, which may be extended to 90 days (by filing with the county manager a resolution that additional time is needed for review).
    - c) The charter commission shall approve or reject the proposed amendment or suggest a substitute amendment.
    - d) The county board is to submit the amendment as approved by the charter commission (either that as originally proposed or the substituted amendment) to a vote of the electorate.
- B. Adoption of charter amendments:
  1. Proposed amendment must be submitted to a vote in the county at the next general election.
    - a) It passes if 51 percent of the votes cast on the proposition are in favor.
    - b) It then takes effect 30 days after the election has been certified or at such other time as fixed in the amendment.

2. Alternatively, upon recommendation by the charter commission, the county board may enact the amendment by ordinance.
  - a) Requires affirmative vote of all of the board members.
  - b) The board must vote after a public hearing upon two weeks published notice.
  - c) The ordinance does not become effective until 90 days after passage.
  - d) It is subject to potential referendum vote:
    - (1) Under Charter provision 8.06, an ordinance is subject to referendum by a petition filed 45 days after publication of the ordinance.
    - (2) The ordinance is suspended as soon as the petition is found sufficient.
    - (3) The ordinance is then placed on the ballot after the next election or at a special election for that purpose called by the county board.
    - (4) To be operative, the ordinance must pass by a majority of those voting.

C. Abandonment of Home Rule Charter

In the same manner as a charter amendment, the charter can be proposed to be abandoned, with provisions for transition to a statutory county form of government.

**V. Charter Provisions: Chapter 1—Powers of the County**

A. General grant of powers: Sec. 11.01.

1. Unless the charter provides otherwise, Ramsey County shall have all powers possible for a county to have, as now or hereafter granted by the constitution and laws of the U.S. and state of Minnesota.
2. In the charter, no mention of a specific power is exclusive or restricts the authority the county would have if the specific power were not mentioned.
3. The charter is to be liberally construed within the limits of the constitutions and laws of the US and state of Minnesota.
4. The county shall have all powers necessary or convenient for the conduct of its affairs.
5. But no existing function, duty or power of any political subdivision within Ramsey County is transferred, altered or impaired by the charter.
6. The charter must be consistent with Minnesota Constitution article XII, section 5 regarding home rule charter commissions.
  - a) Home rule charter amendments may be proposed by a charter commission or by petition of five percent of the voters of the local government

unit and shall not be effective unless approved by the voters by the majority required by law.

b) A local government unit may repeal its home rule charter and adopt a statutory form of government or new charter upon majority vote.

7. Under Minn. Stat. Sec. 383A.554, the Ramsey County charter may not conflict with general laws as to public debt.

8. Under that same statute, personnel matters of Ramsey County employees continue to be governed by statutory provisions. Minn. Stat. Sec. 383A.554.

## **VI. Extent that the charter provisions control over state statutes:**

- A. "In matters of purely local concern, when there is no legislative preemption, home rule regulation may supersede conflicting statute statutes by enacting and enforcing conflicting or more restrictive regulations to the exclusion of the state general laws." Michele Timmons, et al, "County Home Rule Comes to Minnesota," 19 William Mitchell Law Review 811, 847 (1993) (citations omitted).

Thus the Ramsey County Charter explicitly overrules general statutes pertaining to the remaining term length for a person appointed to fill a vacancy in the positions of county attorney or sheriff. Charter Sec. 12.04.

- B. However, the rule cited above applies to "purely local concern," which may be difficult to determine in a particular case. 19 William Mitchell Law Review 811, 847.
- C. State statutes may preempt a subject area.  
Preemption may be clearly implied or stated expressly by statute. Id. at 848-50.
- D. A special law (one applicable to one political subdivision or to contiguous political subdivisions) may be modified or superseded by a later home rule charter or amendment. Minnesota Constitution article XII, sec. 2.
- E. Thus the Ramsey County Charter states which special laws are expressly superseded. Sec. 12.03.

## **VII. Other charter provisions: a highlight of some key provisions**

- A. Charter chapter 2 sets the terms, qualifications, procedures and powers of the county board.
- B. Powers of the county board (Sec. 2.2) include:
1. Appointing and removing the county manager.
  2. Establishing, merging or abolishing county departments, offices, boards or commissions.



3. Levying taxes and special assessments. See also Charter chapter 9.
4. Issuing debt, including tax anticipation obligations and bonds.  
The bonds may be issued by ordinance without an election. 9.05.
5. Setting fees.
6. Controlling the financial affairs of the county.
7. Adopting an annual budget by resolution (mandatory duty). Chapter 10.
8. Adopting a five year capital improvement plan (mandatory duty). Sec. 10.05.
9. Providing for an independent audit of county finances.
10. Adopting an administrative code.
11. Adopting ordinances by an affirmative vote of at least four members.
  - a) Under Sec. 5.01, some acts must be by ordinance rather than resolution, such as:
    - (1) Establishing or abolishing county departments
    - (2) Adopting annual salaries for board members
    - (3) Authorizing bonding or borrowing of money
    - (4) Authorizing emergency appropriations
    - (5) Providing for a fine or penalty
    - (6) Conveying or leasing park lands
    - (7) Proposing charter amendments.
  - b) Emergency ordinances requires a unanimous vote of members present.
    - (1) Applies to a public emergency, defined as a sudden or unforeseen situation in the county affecting life, health, property, public peace or public welfare that requires immediate board action.
    - (2) The ordinance is designated an emergency ordinance and must declare that an emergency exists, which is to be described specifically.
    - (3) May be effective upon passage.
    - (4) May cover emergency appropriations or revenues.
    - (5) Cannot be used to levy taxes, authorize bonds or grant or extend a franchise.
12. Passing resolutions, which require a vote of at least four board members, as to:
  - a) Adopting a budget
  - b) Adopting a tax levy issuing notes, warrants or other indebtedness
  - c) Adopting an administrative code
  - d) Approving collective bargaining agreements or setting salaries and terms of employment
  - e) Purchasing or conveying or accepting real estate, other than park land, which must be done by ordinance.
  - f) See Sec. 5.04.

13. Entering into joint powers agreements.
14. Acquiring and improving real estate.
15. Work with other governmental units to coordinate county-wide operational services, strategic and tactical planning, and public data and information systems planning, including as to land use, roads, public health, parks, transit, solid waste, public housing, emergency services, human services and law enforcement. Secs. 6.01-.02.

C. Establishes a county manager form of government, where the board sets policy, and appoints and may remove the county manager; the county manager administers the policies adopted by the board.

1. The county manager is the chief administrative officer of the county. Sec. 3.2.
2. The county manager's duties (Sec. 3.2) include:
  - a) Appointing, reviewing and removing appointive department heads. See also Sec. 4.01.
  - b) Preparing a written administrative code for adoption by the county board.
  - c) Supervising enforcement of county ordinances and compliance with leases and contracts.
  - d) Performing such other duties as necessary and appropriate to the manager's function as the head of county administration.

D. Provides for initiative and referendum in Chapter 8.

1. "The people shall have the right to propose ordinances, [and] to require ordinances to be submitted to a vote" Sec. 8.01.
2. Initiative is the process of proposing an ordinance by petition. 8.05.
3. Referendum is the process of reviewing an existing ordinance.  
If a sufficient referendum petition is filed, it supersedes operation of the ordinance unless a majority of those voting in an election vote in its favor. 8.06.
4. Initiative or referendum may be initiated by a petition signed by registered voters of the county equal to ten percent of those who voted in the county for U.S. President in the last general election. Sec. 8.02.
5. The petition is to be filed with the county manager, who shall examine the petition as to its sufficiency. Sec. 8.03.
6. The county manager shall report the sufficiency of the petition to the county board within 30 days. Sec. 8.03.
7. The county board shall determine by resolution the sufficiency of the petition. Sec. 8.03.