



City of Waconia

July 27, 2020

TO: Candidates for City Offices
FROM: Susan MH Arntz, City Administrator
RE: Candidate Information

Thank you for filing for City Office. Enclosed with this packet you will find filing and campaign practices information as well as a description of the duties of Mayor and City Council members that has been prepared by the League of Minnesota Cities. You may find this helpful in understanding the responsibilities of the office you currently hold or for which you have filed. The information contained in this packet is provided as a guideline and is not meant to be all inclusive. Additional election information may be obtained from the Office of the Secretary of State at www.sos.mn.us.

Qualifications:

Candidates for city office must be

- An eligible voter
- 21 years of age upon assuming office
- A resident of the City for 30 days before the election (Mayor & Council)
- A resident in the Ward for which they are seeking election (Council)

Compensation:

Annual salaries for the Mayor and Council are paid quarterly and are currently:

Mayor	\$7,200
Council	\$6,000

Mayor and Council members are eligible for reimbursement for attendance at approved conferences.

Council Meetings:

The regular meetings of the City Council are generally held the first and third Monday of each month at 6:00 p.m. in the Council Chambers of City Hall, 201 South Vine Street. The 2020 Council meeting schedule is enclosed for your convenience. All meetings and work sessions are open to the public.

City Hall
201 South Vine Street
Waconia, MN 55387
952-442-2184

Public Services
310 10th Street East
Waconia, MN 55387
952-442-2615

Fire Station
24 Maple Street East
Waconia, MN 55387
952-442-2316

Safari Island Community Center
1600 Community Drive
Waconia, MN 55387
952-442-0695

Ice Arena
1250 Oak Avenue
Waconia, MN 55387
952-442-RINK (7465)

Council Agenda Packets are available on the City's website. Candidates will be notified via email when meeting packets are available for viewing. Historical packets and meeting minutes are also available for review on the City's website at www.waconia.org.

Campaign Signs:

Questions generally arise related to placement of campaign signs. Information regarding County and MnDOT regulations is included in your filing packet. City ordinance states that no signs may be erected or placed within any street right-of-way or upon public property or they will be removed and discarded. Therefore, when placing your campaign signs, please ensure that they are not located within the boulevard or on public property, i.e., parks. Campaign signs may be placed on private property, with permission of the property owner. Signs must be removed no later than 10 days following the election.

Campaign Finances:

Minnesota Statutes require that candidates in the November 3rd city election file a financial report with the City Clerk within 14 days after the candidate receives contributions or makes disbursements of more than \$750 in a calendar year. In addition, the candidate must submit a report 10 days *before* the election if contributions or disbursements exceed \$750. Candidates may not accept aggregate contributions in excess of \$300 in an election year, or in excess of \$100 in a non-election year, from an individual or committee.

By November 10th, you must complete and submit your Campaign Financial Report Certification of Filing if your contributions or disbursements do not exceed \$750 by checking the appropriate box on the Campaign Financial Report Certification of Filing. Copies of both the Campaign Financial Report and the Campaign Financial Report Certification of Filing are included for your use.

If you do not comply with the campaign financial policies, you may be subject to a complaint filed with the Office of Administrative Hearings and the Certificate of Election must be withheld. Additional information on Fair Campaign Practices and Campaign Finances is included in this packet.

If you have any questions, please contact Ann Meyerhoff, Administration Office Assistant at (952)-442-4121 or ameyerhoff@waconia.org.