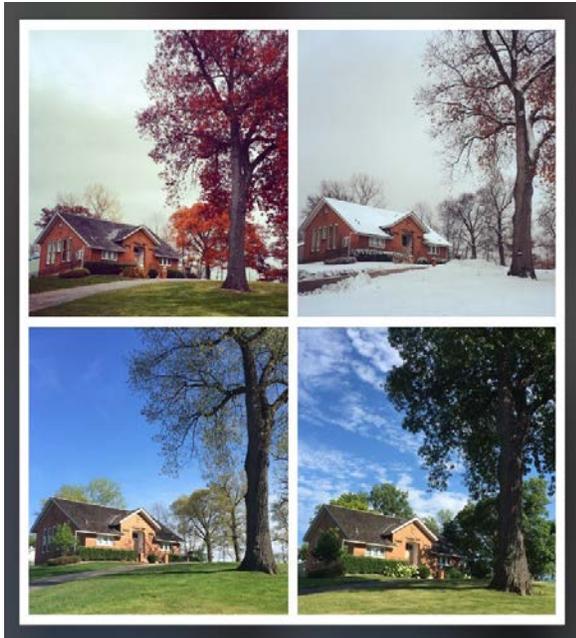


# 2020 CANDIDATE FILING PACKET





4901 Manitou Road  
Tonka Bay MN 55331  
Phone: 952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

## **2020 CANDIDATE FILING PERIOD**

### **City Council Openings**

***Mayor - Two-year term***

***Two Council Seats - Each are four-year terms***

**If you are interested in filing for an open office, you can do so in person (or electronically - please email [info@cityoftonkabay.net](mailto:info@cityoftonkabay.net)) at Tonka Bay City Hall beginning Tuesday, July 28 through 5:00 p.m. on Tuesday, August 11.**

**Cost: \$2.00**

**Each candidate fills out an Affidavit of Candidacy form and receives a packet of information which includes the Minnesota Campaign Manual. If you file electronically, you will receive packet materials via email.**

**Candidates must meet the following qualifications:**

- **Entitled to vote in any election**
- **21 years old**
- **Has lived in Tonka Bay thirty days prior to the election**

**Should a candidate decide to withdraw from the race, the deadline to do so is 5:00 p.m. on Thursday, August 13.**

**Contact City Hall at 952-474-7994 or email [info@cityoftonkabay.net](mailto:info@cityoftonkabay.net) for more information.**



4901 Manitou Road  
Tonka Bay MN 55331  
Phone: 952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

## 2020 CANDIDATE INFORMATION

The following are some important dates for this year's election period:

DATE	EVENT
July 28	Candidate Filing Opens Mayor – 2-year term Councilmember (2) – 4-year terms
August 8	City Hall open Saturday for absentee voting from 10 a.m. – 3:00 p.m.
August 11	Primary Election – 7:00 a.m. – 8:00 p.m.
August 11	Filing period ends for city council offices at 5:00 p.m.
August 13	Deadline to withdraw from race – 5 p.m.
October 31	City Hall open Saturday for absentee voting from 10 a.m. – 3:00 p.m.
November 3	General Election – 7:00 a.m. – 8:00 p.m.
November 10	Campaign Financial Report Certification due to City Hall (regardless of the amount)



4901 Manitou Road  
Tonka Bay MN 55331  
Phone: 952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

# **TONKA BAY'S FORM OF GOVERNMENT**

## **Description:**

The City of Tonka Bay is a Plan A statutory city and operates with a weak mayor-council form of government. Although the mayor presides over City Council meetings and conducts other minor duties, the mayor's role is no greater than those of the Councilmembers. Councilmembers do not hold specific administrative powers. Rather, the City Council as a whole has administrative and legislative authority. This is the most common form of city government in Minnesota.

The City Council is comprised of five members, of which the Mayor is a voting member. The Mayor serves a two-year term and Councilmembers serve a four-year term.

City Council meetings are held on the 2nd and 4th Tuesdays of the month and begin at 7:00 p.m.



4901 Manitou Road  
Tonka Bay MN 55331  
Phone: 952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

## **COUNCILMEMBER POSITION DESCRIPTION**

POSITION TITLE: City Councilmember

RESPONSIBLE TO: Citizens of Tonka Bay

### AREAS OF RESPONSIBILITY:

- Regularly and thoroughly prepares for each City Council Meeting.
  - Thoroughly reads and reviews agenda materials.
  - Becomes familiar with the City Comprehensive Plans and other city documents and understands how these documents impact City policy.
  - Solicits and receives input from affected parties and the general public.
  - Meaningfully participates in consideration of agenda items.
  - Disqualifies self from participation where actual or potential conflict of interest occurs.
  - Participates in discussion of issue, including requesting additional data and/or supplying personal perspective both from a city-wide perspective, as well as the councilmember's view of the impact of a proposal.
  - Actively listens to ensure a complete appreciation of each proposal and the respective positions of the petitioner, affected parties (businesses, residents, etc.), and the City staff.
- Responds to constituent requests for information or assistance with problem resolution.
- Participates in committees to provide information for City Council consideration.
- Annually evaluates the performance of the City Administrator.
- Establishes and modifies goals and objectives for the City.
- Reviews and approves an annual budget and tax levy.
- Reviews and approves a capital improvements program for the City.



4901 Manitou Road  
Tonka Bay MN 55331  
Phone: 952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

# MAYOR POSITION DESCRIPTION

POSITION TITLE: City Mayor

RESPONSIBLE TO: Citizens of Tonka Bay

## AREAS OF RESPONSIBILITY:

- Acts as the City's representative with state and federal officials.
- Assigns Councilmembers to serve on committees.
- Regularly and thoroughly prepares for each City Council Meeting.
  - Thoroughly reads and reviews agenda materials.
  - Becomes familiar with the City Comprehensive Plans and other city documents and understands how these documents impact City policy.
  - Solicits and receives input from affected parties and the general public.
  - Meaningfully participates in consideration of agenda items.
  - Disqualifies self from participation where actual or potential conflict of interest occurs.
  - Participates in discussion of issue, including requesting additional data and/or supplying personal perspective both from a city-wide perspective, as well as the councilmember's view of the impact of a proposal.
  - Actively listens to ensure a complete appreciation of each proposal and the respective positions of the petitioner, affected parties (businesses, residents, etc.), and the City staff.
- Along with Council:
  - Responds to constituent requests for information or assistance with problem resolution.
  - Participates in committees to provide information for City Council consideration.
  - Annually evaluates the performance of the City Administrator.
  - Establishes and modifies goals and objectives for the City.
  - Reviews and approves an annual budget and tax levy.
  - Reviews and approves a capital improvements program for the City.