

Charter Commission

Special Meeting

January 17, 2024 – 6:00 p.m.

Members Present: Blashill (6:04), Heinonen, Reitmeir, Meuers, Albrecht, Faver
Members Absent: Ravnikar, Dodds
Staff Present: City Clerk Michelle Miller, City Attorney Katie Nolting, City Manager Rich Spiczka

Vice Chair Albrecht noted a quorum and called the meeting to order at 6:00 p.m.

Public Comment Period

No appearance.

Business Items

Section 2.05 Vacancies – proposed amendment to coincide with Chapter 4 of the City Charter as well as Minnesota Statutes 205.10. **Motion by Heinonen, seconded by Meuers accepting the change to Section 2.05 as presented. Motion carried by unanimous voice vote.**

Section 6.02 Powers and Duties of the City Manager – proposed amendment to Subd. 8 adding “or persons”. Proposed addition of Subd. 9. “If the manager cannot and/or will not designate a properly qualified person or persons to perform the duties of the manager during his/her absence or disability or while the office is vacant, the council may designate a properly qualified person or persons to perform said duties of the manager during his/her absence or disability or while the office is vacant.” Suggestion to eliminate “and/” to say, “or will not”. **Motion by Faver, seconded by Reitmeir accepting the change to Section 6.02 as amended on the record. Motion carried by the following roll call vote: Yeas: Albrecht, Blashill, Faver, Heinonen, Reitmeir, Meuers.**

Commissioner Heinonen suggested review of Chapter 3.06 with regard to rezoning ordinances and the 60-day rule with regard to the schedule with adopting city ordinances.

Commission members discussed following more formally Roberts Rules of Order during council meetings. Discussion centered around clarity on whether or not a chair can make a motion.

Section 3.06 Procedure on Ordinances and Section 3.10 When Ordinances and Resolutions Take Effect. Nolting explained the 60-day rule for planning cases and the rezoning ordinance process that would take longer than 60 days. Nolting stated that the charter commission could amend the charter to help speed up the ordinance process. Staff will bring information on the rezoning process and possible scenarios to the next charter commission meeting.

During discussions and review of Chapter 3 of the City Charter, staff was directed to propose amendments to Section 3.03 President Pro-Tem to be changed to Mayor Pro-Tem and in Section 3.06 to change the first publication of an ordinance to be after the first reading and not the second reading.

Section 12.12 Damage Suits – Nolting provided Minnesota Statutes research which indicates that the section of the charter is not needed or it could be amended to cite the Statute.

Code of Conduct – Commissioner Faver suggested language for the code of conduct to be referenced in the charter. Staff will bring proposed language in Section 3.04 to the next charter commission meeting.

Enforcement of Charter – Section 6.02 Powers and Duties of the City Manager, Subd. 1 – “The manager shall see that this Charter the laws, ordinances, and resolutions of the city are enforced.” Some research by commission members did not result in finding language in other city charters to help with this topic. Commissioner Reitmeir volunteered to do some research.

Commissioner Reports

No reports.

Next Meeting and Topics

The next meeting is scheduled for Wednesday, March 6, 2024 at 6:00 p.m. in City Hall. The following topics were identified as Chapters 2.08/2.09, 3.03, 3.04 and 3.06, 6.02, 12.12 and Campaign Finance Laws.

Adjourn

With no further business, a motion by Heinonen, seconded by Blashill, to adjourn. Motion carried unanimously. The meeting adjourned at 8:00 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk/Secretary