

**APPROVED**  
**CITY OF LINO LAKES**  
**CHARTER COMMISSION**

1  
2  
3  
4  
5  
6  
7 **DATE** January 9, 2014  
8 **TIME STARTED** 6:30 p.m.  
9 **TIME ENDED** 8:01 p.m.  
10 **MEMBERS PRESENT** Aldentaler, Bartsch, Combs, Dahl, Damiani, Helgemoe  
11 (arrived at 7:00 p.m.), Johnson, Lyden, Storberg,  
12 Sutherland, Timm, and Turcotte  
13 **MEMBERS EXCUSED** Bretoi, Poehling  
14 **MEMBERS UNEXCUSED** None  
15 **STAFF MEMBERS PRESENT** City Clerk Julie Bartell  
16 **OTHERS PRESENT:** Council Members Dale Stoesz and Rob Rafferty  
17  
18

19 **CALL TO ORDER AND ROLL CALL**

20 Chair Lyden reconvened the meeting of the Lino Lakes Charter Commission at 6:30 pm on  
21 January 9, 2014.  
22

23 • **Certificates for Outgoing Members**

24 Chair Lyden stated certificates were created for outgoing members Kelly Gunderson, Marge  
25 Penn, Mike Trehus, and Richard Williams but noted that they were not present.  
26

27 Vice Chair Dahl noted that she would follow up with the resigned Members to distribute the  
28 certificates.  
29

30 • **Oath of Office and Introduction of New Members**

31 The City Clerk administered the oath of office to Members Chris Bretoi, Bill Combs, Caroline  
32 Dahl, Kelli Damiani, Craig Johnson, and Shawn Turcotte.  
33

34 **PLEDGE OF ALLEGIANCE**

35 Chair Lyden lead the Pledge of Allegiance.  
36

37 **SETTING THE AGENDA**

38 Agenda was accepted as presented without additions  
39

40 **OPEN MIC/PUBLIC COMMENT**

41 City Council Member Dale Stoesz welcomed the new members of the Charter Commission and  
42 stated that the City Council is looking forward to street repair projects and hopes to work in  
43 conjunction with the Charter Commission.  
44

45 City Council Member Rafferty echoed the comments made by Council Member Stoesz  
46 welcoming the newly appointed members of the Commission and also hoped that the City  
47 Council and Charter Commission can work together to accomplish goals in the new year.

48

49 **APPROVAL OF MEETING MINUTES**

50 Vice Chair Dahl noted that the Members Bartsch and Helgemoe should be listed as excused  
51 rather than unexcused. On line 25, it should state, "Commissioner Dahl ~~Chair Lyden~~ presented a  
52 plaque..." On line 41, it should state, "...clear but stated in speaking with Commissioner  
53 Gunderson but stated that he was not clear..."

54

55 MOTION by Commissioner Timm, seconded by Commissioner Sutherland, approving the  
56 meeting minutes of October 10, 2013 as amended.

57

58 Motion passed. Abstained: Commissioners Combs, Johnson, and Damiani.

59

60 **NEW BUSINESS**

61

62 **A. Minutes**

63 Chair Lyden stated that his concern with the process of posting draft minutes would be that the  
64 Commission only meets quarterly and there are long stretches of time between minutes,  
65 compared to the City Council that meets quite frequently.

66

67 The City Clerk explained the process for correction of City Council minutes that are completed  
68 during the review of the minutes at each meeting. She advised that the minutes included in the  
69 packet state 'draft' and the approved version is posted on the City website. She explained that  
70 the draft minutes are made available to the public through the posting of the Council packet,  
71 which is also posted to the City website.

72

73 Chair Lyden questioned how the Charter Commission could follow that process and whether the  
74 draft minutes would be posted on the City website.

75

76 The City Clerk stated that after receiving the draft minutes she would share them with the Chair  
77 and Vice Chair and confirmed that the draft minutes would be posted with the Commission  
78 packet approximately one week before the next meeting. She explained that draft minutes are  
79 public information and can be distributed on demand.

80

81 Chair Lyden stated he appreciates Council support for secretarial services for the Commission,  
82 following the same process as the City Council, which would make the draft minutes available  
83 with the Commission packet shortly before the next meeting. He also noted that he would be in  
84 favor of short minutes that focus on agenda titles and motions.

85

86 Commissioner Helgemoe arrived.

87

88 Commissioner Sutherland noted that the draft minutes from TimeSaver arrived within three days  
89 of the meeting, which was much quicker than when a Commission member was taking the  
90 minutes.

91  
92 Commissioner Storberg believed that the draft minutes should be made available to members of  
93 the Commission along with the Chair and Vice Chair. She also believed that the Commissioners  
94 voting in favor or against a motion should be listed.

95  
96 MOTION by Commissioner Timm, seconded by Commissioner Sutherland, to accept the  
97 services of TimeSaver for minute taking with direction for brief minutes that include agenda  
98 titles, motions, and a brief summary; and to accept the minute process followed by the City  
99 Council, which makes draft minutes available approximately one week before the meeting with  
100 the Commission packet.

101  
102 The Commission further discussed the vote made.

103  
104 Motion passed 11 ayes – 1 nay (Turcotte).

105  
106 **C. Question from Commissioner Bartsch**  
107 Commissioner Bartsch asked for input on the process the City Council is following to identify  
108 streets in need of repair.

109  
110 City Councilmember Rafferty explained that the City Engineer is developing a plan for street  
111 repair within the City that identifies and ranks streets. He noted that some of the streets found  
112 within the City are the responsibility of Anoka County, as they are County Roads.

113  
114 City Councilmember Stoesz explained that WSB has been hired and has a process for ranking  
115 roadways in need of repair.

116  
117 Commissioner Storberg stated that perhaps it would be helpful to have a place on the City  
118 website where resident input and ideas could be posted.

119  
120 The City Councilmembers in attendance advised of two options that are being investigated for  
121 the near future.

122  
123 **B. Election of Officers: Chair, Vice Chair and Secretary**

124 Chair Lyden opened the floor to nominations and suggestions.

125  
126 Commissioner Helgemoe nominated Commissioner Timm for the position of Chair and  
127 Commissioner Timm accepted the nomination.

128  
129 Commissioner Turcotte nominated Chair Lyden for the position of Chair and Chair Lyden  
130 accepted the nomination.

131

132 Chair Lyden nominated Commissioner Sutherland for the position of Chair and Commissioner  
133 Sutherland accepted the nomination.

134

135 The Commission conducted a closed ballot vote and the results were seven members in favor of  
136 Sutherland, five members in favor of Timm, and zero members in favor of Lyden. With that  
137 vote, Commissioner Sutherland was elected as Chair of the Charter Commission for 2014.

138

139 Commissioner Helgemoe nominated Commissioner Timm for the position of Vice Chair and  
140 Commissioner Timm accepted the nomination.

141

142 Commissioner Adentaler nominated Vice Chair Dahl for the position of Vice Chair and Vice  
143 Chair Dahl accepted the nomination.

144

145 The Commission conducted a closed ballot vote and the results were seven member in favor of  
146 Commissioner Timm and five members in favor of Commissioner Dahl. With that vote,  
147 Commissioner Timm was elected as Vice Chair of the Charter Commission for 2014.

148

149 Commissioners Dahl and Damiani were nominated for the position of Secretary and both  
150 accepted the nominations.

151

152 The Commission conducted a closed ballot vote and the results were nine members in favor of  
153 Commissioner Dahl and three members in favor of Commissioner Damiani. With that vote,  
154 Commissioner Dahl was elected as Secretary for the Charter Commission for 2014.

155

156 **NEXT MEETING DATE**

157 Chair Lyden noted the next meeting date is Thursday, April 10, 2014.

158

159 **ADJOURN**

160

161 MOTION by Commissioner Helgemoe, seconded by Commissioner Dahl, to adjourn the meeting  
162 at 8:01 p.m. Motion carried unanimously.

163

164 Drafted by: Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*