

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

**APPROVED  
CITY OF LINO LAKES  
CHARTER COMMISSION**

<b>DATE</b>	<b>November 6, 2014</b>
<b>TIME STARTED</b>	<b>6:30 p.m.</b>
<b>TIME ENDED</b>	<b>7:38 p.m.</b>
<b>MEMBERS PRESENT</b>	<b>Aldentaler, Bretoi, Combs, Dahl, Damiani, Helgemoe, Penn, Poehling, Storberg, Sutherland, Timm, and Turcotte</b>
<b>MEMBERS EXCUSED</b>	<b>Johnson and Lyden</b>
<b>MEMBERS UNEXCUSED</b>	<b>Bartsch</b>
<b>STAFF MEMBERS PRESENT</b>	<b>None</b>
<b>OTHERS PRESENT:</b>	<b>None</b>

**CALL TO ORDER AND ROLL CALL**

It was noted this is a rescheduled meeting due to a lack of quorum on October 9, 2014.

Chair Sutherland convened the meeting of the Lino Lakes Charter Commission at 6:30 p.m. on November 6, 2014.

**PLEDGE OF ALLEGIANCE**

Chair Sutherland lead the Pledge of Allegiance.

**SETTING THE AGENDA**

There were no changes

MOTION by Commissioner Penn, seconded by Commissioner Turcotte, approving the meeting agenda.

Motion passed unanimously.

**OPEN MIC/PUBLIC COMMENT**

No one present opted to speak for the open mic.

**APPROVAL OF MEETING MINUTES**

**A. June 25, 2014 Charter Commission Special Meeting Minutes**

Chair Sutherland asked who made the motion on page 2, Line 46. It was noted Commissioner Lyden may have made the motion but he was absent so could not confirm.

Chair Sutherland noted the correct spelling line 54 should be “Damiani”.

46 Commissioner Dahl arrived at 6:37 p.m.

47

48 Chair Sutherland noted on Line 68 the adjournment time should be 7:55 p.m. which should also  
49 be added on line 75. She noted to add 7:55 p.m. to line 10.

50

51 Commissioner Dahl noted Commissioner Lyden called her because he was sick and asked to be  
52 excused.

53

54 MOTION by Commissioner Timm, seconded by Commissioner Poehling, approving the special  
55 meeting minutes of July 25, 2014 as amended.

56

57 Motion passed unanimously. (Sutherland abstained).

58

59 **B. July 10, 2014 Charter Commission Meeting Minutes**

60 Commissioner Sutherland asked if anyone remembered the residents name from that meeting.

61 She noted because no one could remember the blank line will be removed and noted as "Citizen"  
62 on line 16.

63

64 MOTION by Commissioner Timm, seconded by Commissioner Penn, approving the meeting  
65 minutes of July 10, 2014 as amended.

66

67 Motion passed unanimously. (Sutherland abstained)

68

69 **C. July 25, 2014 Charter Commission Special Meeting Minutes**

70 Commissioner Dahl noted that this will be an agenda carryover to January 2015.

71

72 **D. August 1, 2014 Charter Commission Special Meeting Minutes**

73 Commissioner Dahl noted that this will be an agenda carryover to January 2015.

74

75 **E. August 6, 2014 Charter Commission Special Meeting Minutes**

76 Commissioner Dahl noted that on line 16, Commissioner Helgemoe was an excused absence.

77 Chair Sutherland thought in these minutes the Open Mic item should be removed because they  
78 do not have it at special meetings. Commissioner Dahl thought they did leave the open mic in  
79 case someone comes to talk.

80

81 It was noted by Chair Sutherland to strike lines 21, 23 and 25 of the minutes.

82

83 Vice Chair Timm stated on the agenda she had there was a notation of the start time of 6:40 p.m.,  
84 not 6:35 p.m. She did not have the end time.

85

86 Chair Sutherland stated they will go with 6:40 p.m. as noted by Vice Chair Timm. She indicated  
87 line 8 will be 6:40 p.m. There is no end time, she thought this was a quick meeting and under an  
88 hour. Time ended 7:50 p.m. which should be noted in the minutes.

89

90 Commissioner Penn asked if they wanted to have the format of all the minutes to be consistent.  
91 The Commission concurred and indicated “MOTION” should be capitalized in all of the minutes.

92  
93 Chair Sutherland stated on line 29, it should read “MOTION by Commissioner Timm”; line 37  
94 “MOTION by Commissioner Timm”, and strike the word “moved” on both lines 29 and 37.

95  
96 Chair Sutherland noted on line 44 to insert “MOTION by Commissioner Timm” and also on line  
97 52 to insert “MOTION by Bretoi” and strike the word “moved” in both places.

98  
99 Chair Sutherland stated Commissioner Damiani made the motion to adjourn and Commissioner  
100 Lyden seconded the motion to adjourn the meeting at 6:53 p.m.

101  
102 MOTION by Commissioner Timm, seconded by Commissioner Penn, approving the special  
103 meeting minutes of August 6, 2014 as amended.

104  
105 Motion passed unanimously. (Sutherland abstained)

106  
107 **F. August 14, 2014 Charter Commission Special Meeting Minutes**

108 Commissioner Bretoi thought his absence was excused at this meeting because it was a Thursday  
109 night and he was out of town so he could not second a motion.

110  
111 There was discussion regarding who was at the meeting at the Fire House on August 14, 2014.

112  
113 Chair Sutherland indicated there were a lot of staff people at this meeting, including the Mayor,  
114 which should be noted in the minutes under “Other Present”. Staff present: Councilmember  
115 Cushman, Rheinhart, Mayor Carlson (Board Member).

116  
117 Chair Sutherland indicated they needed to strike Bretoi from line 9 and add him to line 14. On  
118 line 28 a Motion was made by Lyden, and she asked who seconded the motion. Timm stated she  
119 made an amended motion and on line 32 it should state she abstained.

120  
121 Chair Sutherland asked Commissioner Timm if she would be comfortable with it noting her as  
122 seconding the motion. . Vice Chair Timm stated she was not comfortable with seconding the  
123 motion but she thought it was Commissioner Johnson who seconded the original motion and she  
124 made the amendment to that motion.

125  
126 The Commission recessed at 7:00 p.m. to clear up a scheduling conflict.

127  
128 The Commission reconvened at 7:01 p.m.

129  
130 Chair Sutherland asked who adjourned the meeting. Motion to adjourn was made by Turcotte  
131 and seconded by Combs.

132  
133 MOTION by Commissioner Timm, seconded by Commissioner Damiani, approving the special  
134 meeting minutes of August 14, 2014 as amended.

135  
136 Motion passed unanimously. (Sutherland abstained).

137  
138 **UNFINISHED BUSINESS**

139  
140 **A. August 6, 2014 Packet Item: Ward Charter Amendment Council Response**

141  
142 Commissioner Turcotte moved to table to the next meeting. Chair Sutherland accepted and stated  
143 this will go under unfinished business on the January 2015 agenda.

144  
145 MOTION by Commissioner Turcotte, seconded by Commissioner Penn, tabling this item to the  
146 January 2015 Charter meeting.

147  
148 Motion passed unanimously. (Sutherland abstained).

149  
150 **NEW BUSINESS**

151  
152 **A. YTD Invoices and Current Approved Budget**

153 Chair Sutherland stated all three invoices were submitted to the City; however, the total amount  
154 exceeded the budget that was approved by the Council at the last session. The Charter is running  
155 a shortfall as noted by City Administrator Jeff Carlson of \$183.75 to which she was informed the  
156 City will not be paying. She asked how the Commission would like to address the overage.

157  
158 MOTION by Commissioner Storberg, to pay the \$183.75 in January 2015.

159  
160 Commissioner Turcotte indicated they could not do this because it was against the law.

161  
162 Motion failed for lack of second.

163  
164 MOTION by Commissioner Timm, seconded by Commissioner Penn, to ask the Council to  
165 increase their budget by \$183.75 so this invoice can be paid.

166  
167 The Commission discussed what the options would be to pay the overage of \$183.75.

168  
169 The Commission asked for the motion to be read.

170  
171 Commissioner Timm stated as she recalled, originally the motion to the Council was to ask for a  
172 greater amount than previously asked for but was approved for less and they reserved the right to  
173 go back to the \$3,000 amount if needed. She noted they are still significantly under the \$3,000  
174 amount.

175  
176 Commission discussion continued regarding different options for payment.

177  
178 The Commission recessed at 7:13 p.m. to move to a different conference room.

179

180 The Commission reconvened at 7:19 p.m.

181

182 Commissioner Combs stated he would like to make an amendment to the original motion to  
183 include 2014 budget and the invoice number.

184

185 MOTION by Commissioner Combs, Seconded by Commissioner Poehling, to amend the original  
186 motion to include “increase the 2014 budget by \$183.75 so Invoice 365 can be paid”.

187

188 Motion as amended carried unanimously, Sutherland abstained.

189

190 Commissioner Penn asked if Sutherland will write a letter directly to the Council. Sutherland  
191 explained the formatting she will be using to request the Council for an increase to the 2014  
192 budget.

193

194 **B. Five Year Plan**

195 Chair Sutherland stated there was an email involving Sutherland, Dahl, and City Clerk Julie  
196 Bartell regarding the five-year plan. She summarized the email correspondence with the  
197 Commission.

198

199 Commissioner Dahl stated they have changed the wording from five-year plan to a forecast  
200 which circumvents the Charter. Chair Sutherland said the Charter required the five year plan.

201

202 Chair Sutherland asked when the letter needed to be brought before the judge. Commissioner  
203 Dahl stated it was due in April 2015.

204

205 Chair Sutherland asked what the Charter had to do to enforce this. Commissioner Dahl stated  
206 this needed to be brought before the Council to make them aware of the by-laws. The Charter is  
207 supposed to be the keeper of the constitution so if they do not do it, no one will.

208

209 Chair Sutherland asked the Commission what they want. It was the consensus of the  
210 Commission to author a letter to the City Council that the five-year plan is required and the City  
211 is in non-compliance with the Charter.

212

213 MOTION by Commissioner Bretoi, seconded by Commissioner Timm, to authorize the Charter  
214 Commission to author a letter to the City indicating that the five-year plan is required and the  
215 City is in non-compliance with the Charter.

216

217 The Commission reviewed the Charter by-laws.

218

219 Motion passed unanimously. (Sutherland abstained).

220

221 **C. Next Regular Meeting Date: Thursday, January 8, 2015 at 6:30 p.m.**

222 Chair Sutherland noted the next meeting date is Thursday, January 8, 2015 at 6:30 p.m. which  
223 will include the July 25th Special Meeting Minutes; August 1st Special Meeting Minutes; and,

224 the unfinished business Agenda Item A, August 6, 2014 Packet Item: Ward Charter Amendment  
225 Council Response.

226

227 **NOTICES AND COMMUNICATIONS**

228

229 **A. Letter Regarding Invoices and Budget**

230 **B. Emails Regarding Invoices and Budget**

231 **C. Charter Commission Insurance Information**

232 **D. MN State Statute 410.06 COMPENSATION; EXPENSES**

233 **E. Lino Lakes, MN Code of Ordinance Chapter 205: City Administrator**

234 **F. Placeholder for Five-Year Plan or Communications in Regard to Five-Year Plan**

235

236 **ADJOURN**

237

238 MOTION by Commissioner Dahl, seconded by Commissioner Damiani, to adjourn the meeting  
239 at 7:38 p.m. Motion carried unanimously.

240

241 Drafted by: Sue Osbeck, *TimeSaver Off Site Secretarial, Inc.*