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APPROVED
CITY OF LINO LAKES
CHARTER COMMISSION

DATE	October 8, 2020
TIME STARTED	6:39 p.m.
TIME ENDED	7:10 p.m.
MEMBERS PRESENT	Bretoi, Dahl, Damiani, Davis, Rodriguez, Poehling, Stanek, and Vanderpoel
MEMBERS EXCUSED	Aldentaler and Trehus
MEMBERS UNEXCUSED	None
STAFF MEMBERS PRESENT	City Clerk Julie Bartell
OTHERS PRESENT:	None

CALL TO ORDER AND ROLL CALL

Chair Dahl reconvened the meeting of the Lino Lakes Charter Commission at 6:39 pm on October 8, 2020.

PLEDGE OF ALLEGIANCE

Chair Dahl lead the Pledge of Allegiance.

SETTING THE AGENDA

Chair Dahl requested to add an item to the agenda under New Business, Item 6B, Five Year Plan.

Agenda was accepted as amended.

OPEN MIC/PUBLIC COMMENT

Chair Dahl introduced Melissa Rodriguez, the newest member of the Charter Commission.

Commissioner Rodriguez introduced herself.

OLD BUSINESS

A. Approval of Meeting Minutes

Chair Dahl provided suggested changes to the minutes on line 158.

MOTION by Commissioner Poehling, seconded by Commissioner Damiani, approving the meeting minutes of October 10, 2019 as amended.

Motion passed unanimously.

B. Legal Representation (No new information)

Chair Dahl welcomed any new information from members.

46 **C. Open Positions on Charter Commission – Ongoing Advertising (City website,**
47 **newsletter, City Hall)**

48 The City Clerk reported that five positions remain open and stated that if applications are
49 received, staff will forward them to the judge.

50
51 Commissioner Poehling asked for information on expiring terms.

52
53 The City Clerk replied that there are no terms ending at the end of 2020. She provided details on
54 the advertising the City completes for vacant positions. She confirmed that she would follow up
55 with a local newspaper to determine if an advertisement could be done for the Charter
56 Commission.

57
58 **D. Odd Year Elections (No new information)**

59 The City Clerk provided background information on this topic.

60
61 It was confirmed that this can remain on the agenda as old business until the Council has a
62 chance to discuss the topic and provide feedback.

63
64 **NEW BUSINESS**

65
66 **A. City Charter Document on City Website**

67 The City Clerk stated the intent was to provide better access to the City Charter for residents.
68 She displayed how residents can access a PDF version of the Charter by going to the City
69 website and selecting the Charter Commission page. She provided examples of how other cities
70 display and provide access to their Charter and/or City Code. She reviewed the proposed
71 changes to the website that would follow some of the other examples. She stated that the
72 recommended changes would make it more accessible to find information in both the Charter
73 and City Code for residents and even City staff. She confirmed that the City does have funds
74 available for this update.

75
76 The Commission supported this update to the City website.

77
78 **B. Five Year Plan**

79 Chair Dahl commented that there is a new City Administrator and she would like to meet with
80 her to discuss the five year plan. She stated that she will do that sometime between now and
81 January.

82
83 **NEXT MEETING DATE**

84 Chair Dahl noted the next meeting date is Thursday, January 14, 2021.

85
86 **ADJOURN**

87
88 MOTION by Commissioner Bretoi, seconded by Commissioner Stanek, to adjourn the meeting
89 at 7:10 p.m. Motion carried unanimously.

90
91 Drafted by: Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*