

**CITY OF LINO LAKES
CHARTER COMMISSION**

DATE : April 8, 1999
TIME STARTED : 7:08 P.M.
TIME ENDED : 9:27 P.M.
MEMBERS PRESENT : DeMotts, Dunn, Aldentaler, Zastro, Kenfield, Lane,
Trehus, Montain, Sullivan, Bening, and Dahl
MEMBERS ABSENT : Corson, Rehbine, Bernier, and Turner
STAFF MEMBERS PRESENT : City Administrator, Linda Waite Smith

CALL TO ORDER AND ROLL CALL

Chair Montain called the regular meeting of the Lino Lakes Charter Commission to order at 7:08 p.m. on April 8, 1999.

CONSIDERATION OF MINUTES

January 14, 1999

Chair Montain referred to page 2, paragraph 5, clarifying that he did write a letter to the City Administrator regarding the status of the five year financial plan. However, he did not have the letter reviewed by Commissioner Kenfield, DeMotts, and Sullivan.

Commissioner Sullivan referred to page 3, paragraph 3, regarding who was going to request an updated version of the Minnesota League of Cities procedures on how to change the Charter without a referendum. It was unclear as to who was responsible to obtain the information.

MOTION by Commissioner Lane, seconded by Commissioner Bening, to accept the presented version of the Charter Commission minutes of January 14, 1999. The motion carried unanimously.

APPEARANCES

Council Members Bergeson, Dahl, and Mayor Sullivan were present for a joint meeting with the Charter Commission.

BUSINESS/JOINT MEETING WITH CITY COUNCIL

ROAD RECONSTRUCTION

Lakes Addition

Mayor Sullivan stated there has been improved communication with the Charter Commission this year which has been very helpful. She introduced the new City Administrator, Linda Waite Smith, and Council Members Bergeson and Dahl.

Mayor Sullivan stated the road reconstruction went very smoothly. Citizens recognized the road needed to be taken care of. She stated she has not heard much citizen feedback regarding the impact on taxes. She added the work itself on the road also went smoothly.

Mayor Sullivan stated that in the long term the City needs to find options for road repair in case voters do not pass the referendum. She noted the Council put approximately \$32,000 in a reserve fund for road reconstruction. The City will continue to work on a policy for funding road reconstruction. The City will be establishing a new process.

Council Member Bergeson added that the process of the road reconstruction went well. He expressed concern regarding the large number of roads within the City that need fixing. There are more projects and expenses that the City can feasibly put on a ballot and get passed.

Chair Montain suggested a five year road plan that includes the phasing of road projects.

Future

Mayor Sullivan advised that the Council discusses road repair in the financial meetings. The City Engineer prioritizes a list of the roads that need work. There will be more discussion held regarding policy. The City needs to be prepared when the taxpayers say no. She stated the City will always try to put a road reconstruction vote on the ballot during a regular voting year.

Commissioner Dunn suggested the City work off the prioritized road repair list that the past City Engineer developed.

Mayor Sullivan stated the Council and Charter Commission need to work together. In the past year the Council has primarily dealt with planning issues, staff changes, and other major changes within the City. It is the Council's responsibility to address road reconstruction. It is the Charter Commission's responsibility to ensure the Council does not spend dollars from the General Fund foolishly.

Commissioner Dunn asked that the Charter Commission receive a report regarding this issue after the financial meeting is held next week.

Mayor Sullivan stated the Charter Commission will receive a report after the financial meeting.

Council Member Bergeson suggested the Council direct the City Engineer to develop a prioritized list of road reconstruction projects.

Commissioner Dunn requested Council Members read section 8.04 of the Charter very carefully regarding state aid roads and road reconstruction.

FIVE-YEAR FINANCIAL PLAN

Mayor Sullivan apologized for the delay on the five year financial plan. The City has retained it's commitment to developing the plan and it is one Ms. Waite Smith's top priorities.

Ms. Waite Smith stated she has been working on a five year financial plan. She advised that she contacted many surrounding communities regarding their five year financial plan. Only two (2) of the cities contacted had a five year financial plan.

Ms. Waite Smith distributed a draft of the five year financial plan and reviewed it. She noted the plan is a work in progress. The plan is still being worked on and should be completed soon.

Chair Montain asked if it will be part of the 2000 budget. Ms. Waite Smith advised the five year financial plan will be part of the 2000 budget. The plan will be updated every year before the budget is done. She noted the Legislature has a tremendous impact on how useful the plan will be.

Commissioner Sullivan asked when the City's audit will be completed. He asked that the report regarding road reconstruction be put in the Charter Commission's July packet. He asked that a list of department objectives also be included in their packets. He asked if the five year financial plan will be published.

Ms. Waite Smith indicated the City will have a preliminary report regarding the audit this month. She stated a summary of the five year plan will be part of the annual budget calendar.

Commissioner Kenfield suggested a summary of the plan be published in the quarterly newsletter.

COMPREHENSIVE LAND USE PLAN

Mayor Sullivan stated the Council has been asked to send a letter to the Comprehensive Plan Task Force regarding an update on the proposed Comprehensive Plan. Last September, 1998, the Plan was approved on a 3/2 vote. It was then forwarded to the Metropolitan Council for review. The City is having a meeting with the Metropolitan Council next week regarding a complete filing of the Plan.

The Metropolitan Council will review the Plan with other cities plans. The Metropolitan Council sets up goals for each city. The Comprehensive Plan that was submitted had lower goals than

what the Metropolitan Council anticipated regarding population and development. The Metropolitan Council determines if the City's Plan fits with other communities. The City expects a report back from the Metropolitan Council in June, 1999.

Mayor Sullivan noted a 4/5 vote is required to implement the Plan. The one sticking point regarding a 4/5 vote is the amount of MUSA to be requested. The number of homes, population, and commercial/industrial growth has been agreed on.

Mayor Sullivan advised the Council is very close to a 4/5 vote. The Council is waiting for some final figures from staff. She stated she expects to have a Comprehensive Plan with a 4/5 vote by at the next Council work session.

Chair Montain asked if the City would, therefore, have a final Comprehensive Plan by June or July, 1999.

Mayor Sullivan stated she feels confident the City will have a final Plan by that time depending on the response from the Metropolitan Council.

Mayor Sullivan stated the next step is to update the zoning and ordinances to back up the Comprehensive Plan. The City has nine (9) months to implement the changes. At this time the City has no way to slow development until the ordinances are changes. Some draft ordinances were written as the Comprehensive Plan was developed. Council will be working with staff, City planners, the Planning & Zoning Board, and other City Boards to implement the changes.

Commissioner Dunn suggested that if a 4/5 vote is not achieved, Council should work very hard to resolve the issues. He suggested a resolution be passed if a 4/5 vote is achieved before a final vote is made.

CHARTER LANGUAGE, CHAPTER 8

Chair Montain informed the Council that the Charter Commission has been talking about revising Chapter 8 of the Charter for quite some time. Commissioner Sullivan has been working on this project. Any word changes to the Charter need to be approved by a citizen vote or the super majority of the Council and 2/3 of the Charter Members.

Chair Montain advised the reason for the possible changes are to make the Charter easier to read.

Commissioner Sullivan asked Council Members for their opinion regarding the revision of Chapter 8. He stated Charter Members may choose to end the process if Council is not agreeable.

Mayor Sullivan stated it is the decision of the Charter Commission to initiate a change. She stated she would welcome an easier to read document for clarification purposes only.

Council Member Bergeson stated he has no problem with the concept of a change coming to the Council for approval.

Council Member Dahl stated she is in favor of correcting the typographical and spelling errors. She stated she is not in favor of changing the meaning of the Charter. She stated the Charter works as it is. She advised she would vote no to any change in the meaning.

OTHER

There being no further business, Chair Montain thanked Council Members Bergeson, Dahl, and Mayor Sullivan for their time and information. He stated that everyone present this evening is trying to make Lino Lakes a better place to live. He advised there will be another Joint Council Meeting next year.

COMMISSION BUSINESS

Chair Montain advised that the Charter Members may continue the meeting now, schedule another meeting before the July, 1999, meeting, or table the rest of the agenda items until the July, 1999, meeting.

Commissioner Sullivan noted that a vote should be taken regarding the Charter Language. If the process is discontinued, \$400 has been spent. However, a lot has been learned.

MOTION by Commissioner Trehus, seconded by Commissioner Sullivan to discontinue the redraft process of Chapter 8 of the Charter. Motion failed with Commissioner Bening, Zastro, Dunn, DeMotts, Kenfield voting no. Commissioner Aldentaler abstained.

MOTION by Commissioner Trehus, seconded by Commissioner Lane, to table Items 4A, 4B, 4C, from the regular agenda until the July 8, 1999, meeting.

Commissioner Sullivan noted that July will be the last chance for a revision on Chapter 8 to go to the voters this year.

Commissioner Kenfield stated the revision does not have to go to the voters this year. More time is needed to review the proposed changes.

MOTION carried unanimously.

SET JULY 8, 1999 AGENDA

Road Reconstruction
Ward System & Term System
Joint Council Meeting Comments

Five Year Plan
Charter Language
Communication

Charter Commission
April 8, 1999
Page 6

Charter Guidelines regarding 4/5 or 2/3 vote

Secretarial Service

Commissioner Dunn advised he will contact the League of Cities regarding procedural guidelines.

ADJOURN

MOTION by Commissioner Trehus, seconded by Commissioner Lane, to adjourn the meeting at 9:27 p.m. Motion carried unanimously.

Respectfully submitted,

Kim Points
TimeSaver Off Site Secretarial, Inc.