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**APPROVED
CITY OF LINO LAKES
CHARTER COMMISSION**

DATE	May 9, 2019
TIME STARTED	6:32 p.m.
TIME ENDED	7:17 p.m.
MEMBERS PRESENT	Aldentaler, Bretoi, Dahl, Damiani, Juni, Lyden, Poehling, Stanek, Trehus, and Vanderpoel
MEMBERS EXCUSED	Devaney, Davis
MEMBERS UNEXCUSED	None
STAFF MEMBERS PRESENT	None
OTHERS PRESENT:	None

CALL TO ORDER AND ROLL CALL

Chair Dahl reconvened the meeting of the Lino Lakes Charter Commission at 6:32 pm on May 9, 2019.

PLEDGE OF ALLEGIANCE

Chair Dahl lead the Pledge of Allegiance.

SETTING THE AGENDA

Agenda was accepted as presented without additions.

OPEN MIC/PUBLIC COMMENT

No one present opted to speak for the open mic.

OLD BUSINESS

A. Approval of April 12, 2018 Meeting Minutes

MOTION by Commissioner Juni, seconded by Commissioner Vanderpoel, approving the meeting minutes of April 12, 2018.

Motion passed unanimously.

B. Petitions with City Clerk and City Attorney

Chair Dahl asked for input.

Commissioner Trehus stated that he understands the information but cannot say he is in agreement.

Commissioner Lyden referenced the response of the City and respected that is a legitimate response. He stated that the general public has no idea where to start with filing a petition for or

46 against a project and noted that perhaps the information can be available in electronic format. He
47 noted that perhaps a pamphlet on the City Charter and Commission could be made available at
48 City Hall as well.

49
50 Commissioner Damiani agreed that it would be helpful to have the information available online.

51
52 Commissioner Juni noted that the City Clerk responded that she is available to assist residents
53 that may want help. He stated that perhaps something is published in the City newsletter letting
54 residents know that the City Clerk would be the contact for assistance.

55
56 Commissioner Lyden stated that perhaps that contact information could be listed under the City
57 Charter page as well.

58
59 Chair Dahl stated that she would follow up to determine if the information could be added to the
60 City Charter page of the website.

61
62 Commissioner Trehus stated that the City Clerk is not an attorney and if she is helping to word a
63 petition for signatures, could that then be a situation where the City Attorney determines that the
64 language is not appropriate and therefore is not valid. He stated that it could be helpful to have
65 some sample petition templates available for residents to use.

66
67 Commissioner Juni stated that it could be difficult to develop templates as the scope of potential
68 templates would be impossible to guess. He stated that he would hope that if the City Clerk is
69 working with a resident on a petition format, he would hope that the City Attorney would be
70 consulted to ensure it is the valid format.

71
72 Commissioner Trehus suggested that Chair Dahl ask the City Clerk the estimated length of time
73 that would be necessary for staff to assist a resident in creating a valid petition form that could be
74 used to gather signatures.

75
76 **C. Legal Representation**

77 Chair Dahl stated that she emailed many Charter cities in attempt to gather information on
78 possible legal representation. She stated that the three responses that she received all
79 recommended the use of Kennedy and Graven.

80
81 Commissioner Poehling asked if any of the responding cities indicated their legal budget.

82
83 Chair Dahl noted that most Charter cities are funded by the city.

84
85 MOTION by Commissioner Juni, seconded by Commissioner Bretoi, requesting that the Chair
86 reach out to Kennedy and Graven to solicit information on their service package to act as
87 representation for Charter Commissions.

88
89 Motion passed unanimously.

90

91 **NEW BUSINESS**

92

93 **A. Open Positions on Charter Commission**

94 Chair Dahl stated that the open positions could be listed on the City website, in the newsletter,
95 and on the cable channel that broadcasts City meetings.

96

97 Commissioner Bretoi suggested publishing the information in the *Quad Press*.

98

99 Commissioner Juni stated that each year various other Boards and Commissions publish
100 openings. He stated that if they are listing those positions, it would be helpful to include the
101 Charter Commission openings with those listings to gain additional interest.

102

103 Chair Dahl noted that perhaps it would be helpful to have a Charter Commission pamphlet
104 available at the front desk of City Hall advertising the open positions.

105

106 Commissioner Lyden agreed that it could be helpful to list available positions on the cable
107 channel prior to the City Council meetings.

108

109 Commissioner Poehling stated that perhaps the Council or staff could make an announcement
110 about the openings during a City Council meeting.

111

112 Commissioner Damiani stated that an announcement about the open positions could be included
113 in the scrolling information on the homepage of the City website.

114

115 Commissioner Poehling suggested implementing all the methods suggested by the City Clerk as
116 well as making an announcement at a City Council meeting. The Commission confirmed
117 consensus.

118

119 **NEXT MEETING DATE**

120 Chair Dahl noted the next meeting date is Thursday, July 11, 2019.

121

122 Commissioner Bretoi suggested holding a meeting if there is something to act on.

123

124 **ADJOURN**

125

126 MOTION by Commissioner Lyden, seconded by Commissioner Damiani, to adjourn the meeting
127 at 7:17 p.m. Motion carried unanimously.

128

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