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APPROVED
CITY OF LINO LAKES
CHARTER COMMISSION

5 **DATE** April 8, 2021
6 **TIME STARTED** 6:30 p.m.
7 **TIME ENDED** 6:58 p.m.
8 **MEMBERS PRESENT** Bretoi, Dahl, Damiani, Davis, Frolik, Hausladen,
9 Nicholson, Rodriguez, Stanek, Trehus, and Vanderpoel
10 **MEMBERS EXCUSED** Aldentaler and Poehling
11 **MEMBERS UNEXCUSED** None
12 **STAFF MEMBERS PRESENT** City Clerk Julie Bartell
13 **OTHERS PRESENT:** None

15 **OATH OF OFFICE**

16 The City Clerk administered the Oath of Office to Anthony Frolik, Dean Hausladen, and Dan
17 Nicholson.

18
19 **CALL TO ORDER AND ROLL CALL**

20 Chair Dahl reconvened the meeting of the Lino Lakes Charter Commission at 6:34 pm on April
21 8, 2021.

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23 **PLEDGE OF ALLEGIANCE**

24 Chair Dahl lead the Pledge of Allegiance.

25
26 **SETTING THE AGENDA**

27 Agenda was accepted as presented without additions
28

29 **OPEN MIC/PUBLIC COMMENT**

30 No one present opted to speak for the open mic.
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32 Chair Dahl welcomed the three new members of the Commission.
33

34 **CITY ADMINISTRATOR SARAH COTTON**

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36 **A. City Update**

37 Chair Dahl thanked the City Administrator for bringing Resolution 21-09 related to the Charter
38 Commission budget forward to the City Council and thanked the City Council for adopting the
39 resolution to amend the Charter Commission budget.
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41 The City Administrator commented that she is thankful for the opportunity to introduce herself to
42 the Commission. She congratulated the newest members of the Commission for their
43 appointment and thanked them for their willingness to serve. She introduced herself and
44 provided background information on herself and her experience. She noted that prior to
45 accepting the position of City Administrator she did work for the City of Lino Lakes as the
46 Finance Director. She recognized the challenges of the past year related to COVID and how

47 business was conducted. She commented that she has been impressed with the resiliency of the
48 Lino Lakes staff. She provided details on the \$1,600,000 in relief funds that the City received in
49 2020 from the Federal government through the CARES Act including eligible expenses and the
50 timeline in which the funds had to be used. She also provided details on another relief bill that
51 has been signed and would potentially provide the City with \$2,500,000 in relief funds. She
52 stated that the old YMCA building continues to be a hot topic for the community, noting that
53 ownership of the property transferred to the City on March 1, 2021. She stated that ISG has been
54 retained to evaluate potential uses and presented a preliminary report to the City Council in
55 March. She believed the final report would be available by May. She stated that the City signed
56 an agreement with the State to use the facility from April 5, 2021 through June 30, 2021 to use
57 the facility as a vaccination site. She provided an update on the long-term planning the City staff
58 and Council have been working on. She welcomed any questions the group may have.

59
60 Chair Dahl noted that if members have additional questions, they can reach out to the City
61 Administrator. She thanked the City Administrator for attending the meeting tonight to provide
62 updates.

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64 **OLD BUSINESS**

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66 **A. Approval of January 14, 2021 Minutes**

67 Chair Dahl noted that there was a question as to who made the motion and seconded the motion
68 to approve the minutes from the previous meeting. It was confirmed that the motion was made
69 by Commissioner Stanek and seconded by Commissioner Bretoi.

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71 MOTION by Commissioner Stanek, seconded by Commissioner Damiani, approving the
72 meeting minutes of January 14, 2021.

73
74 Motion passed. (Trehus abstained)

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76 **B. Legal Representation (no new information)**

77 Chair Dahl stated that there is no new information, and this can remain on the agenda for the July
78 meeting.

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80 **C. Open Positions on Charter Commission**

81 Chair Dahl stated that information was included in the packet. She stated that the Commission
82 welcomed three new members today and one member at the last meeting, which has been good.

83
84 **D. Odd Year Elections (no new information)**

85 Chair Dahl commented that there is no new information on this item. She asked if the Council
86 would bring this topic back to consider this year.

87
88 The City Clerk commented that the Commission has discussed this issue a few times and the
89 previous sets of minutes were mentioned in the packet if the new members are interested in the
90 discussion that has previously occurred. She stated that the Council did not hold a lot of policy
91 discussion during 2020 because of the impacts of COVID but believed the topic would come
92 back as things settle down.

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Chair Dahl stated that perhaps there could be a reminder from the Charter Commission that they are interested in the opinion of the Council on this topic.

The City Clerk confirmed that if desired, she could forward that message and attempt to have the item placed on a future Council worksession. She confirmed that the desire from the Commission was to gauge the opinion of the Council on the topic but not provide a recommendation from the Commission.

E. Five-Year Plan Update

Chair Dahl noted that the City Administrator provided an update on this during her report.

NEW BUSINESS

A. Charter Commission Budget Update

Chair Dahl commented that she was pleased that the Charter Commission budget was increased in the case funds are needed. She stated that if not used at the end of the year, the funds would simply return to the general fund or contingency funds.

The City Clerk commented that at the end of the year unused funds are placed into that end of the year balance and used towards budgeting for the expenses of the next year.

Chair Dahl noted that there is still a separate line item for minute taking services and therefore that expense does not come out of the Charter Commission budget.

NEXT MEETING DATE

Chair Dahl noted the next meeting date is Thursday, July 8, 2021.

ADJOURN

MOTION by Commissioner Bretoi, seconded by Commissioner Damiani, to adjourn the meeting at 6:58 p.m. Motion carried unanimously.

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