

**LINO LAKES CHARTER COMMISSION  
MEETING AGENDA  
6:30 PM  
Thursday, October 12, 2023  
Community Room, Lino Lakes City Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Setting the Agenda
4. Public Comments
5. Old Business
  - a. Approval of April 13, 2023 Minutes
6. New Business
7. Next regular meeting scheduled for January 11, 2024.

Caroline Dahl, Chair

**DRAFT**  
**CITY OF LINO LAKES**  
**CHARTER COMMISSION**

**DATE** April 13, 2023  
**TIME STARTED** 6:30 p.m.  
**TIME ENDED** 7:07 p.m.  
**MEMBERS PRESENT** Aldentaler, Dahl, Damiani, Davis, Frolik, Hausladen,  
Nicholason, and Vanderpoel  
**MEMBERS EXCUSED** Herr, Rodriguez, Trehus  
**MEMBERS UNEXCUSED** None  
**STAFF MEMBERS PRESENT** City Clerk Jolleen Chaika  
**OTHERS PRESENT:** None

**CALL TO ORDER AND ROLL CALL**

Chair Dahl reconvened the meeting of the Lino Lakes Charter Commission at 6:40 pm on April 13, 2023.

**PLEDGE OF ALLEGIANCE**

Chair Dahl lead the Pledge of Allegiance.

**SETTING THE AGENDA**

Chair Dahl requested to add an item, Letter to the Judge, under New Business as Item E.

The agenda was accepted with the addition.

**OPEN MIC/PUBLIC COMMENT**

No one present opted to speak for the open mic.

**OLD BUSINESS**

**A. Approval of October 27, 2022 Minutes**

MOTION by Commissioner Frolik seconded by Commissioner Damiani approving the meeting minutes of October 17, 2023.

Motion passed unanimously.

**B. Odd Year Elections – No new information**

Chair Dahl stated that this item has been on the agenda for a long time and suggested removing it from the agenda until there is new information, at which time it could be added back.

MOTION by Commissioner Hausladen, seconded by Commissioner Vanderpoel requesting to remove odd year elections from future agendas.

47  
48 Motion passed unanimously.

49  
50 **C. Five-Year Plan Update, approved by Council February 13, 2023**

51 Chair Dahl stated that the Five-Year Plan approved by the Council in February is available on  
52 the City website for review.

53  
54 **INTRODUCTION OF CITY CLERK – JOLLEEN CHAIKA**

55 The City Clerk introduced herself noting that she began the previous week. She reviewed her  
56 career experience and looked forward to working at the City and with the Commission.

57  
58 **NEW BUSINESS**

59  
60 **A. Lino Lake Charter Commission Membership List**

61 The City Clerk stated that the list of names was provided in the packet.

62  
63 Chair Dahl requested that the full list with the contact information be provided direct to the  
64 Commission.

65  
66 **B. 2023 Charter Commission Regular Meeting Calendar**

67 Chair Dahl stated that a copy of the meeting calendar will be provided to the Commission prior  
68 to the end of the meeting.

69  
70 **C. 2023 Charter Commission Budget**

71 Chair Dahl stated that the 2023 Commission budget was provided in the packet for review.

72  
73 **D. Letter to the Judge**

74 Chair Dahl reviewed the draft letter.

75  
76 The City Clerk provided clarification on suggested changes to the letter she had recommended.

77  
78 MOTION by Commissioner Damiani seconded by Commissioner Aldentaler to approve the  
79 letter to the judge.

80  
81 Motion passed unanimously.

82  
83 **E. Election of Officers**

84 Chair Dahl asked if there is interest in the different positions.

85  
86 The City Clerk noted that full election of officers occurs on even years. She noted that Ms.  
87 Stanek is no longer on the Commission and was previously designated as Co-Secretary. She  
88 stated that she also did not notice a Vice Chair.

89  
90 Chair Dahl provided additional explanation noting that the previous Vice Chair is no longer on  
91 the Commission.

92

93 The City Clerk requested that the Commission appoint a Vice Chair and Secretary as those  
94 positions are currently vacant. She suggested that they begin with filling the Vice Chair position.

95

96 Commissioner Frolik was as elected as Vice Chair and Commissioner Vanderpoel was elected as  
97 Secretary.

98

99 **NEXT MEETING DATE**

100 Chair Dahl noted the next meeting date is Thursday, July 13, 2023.

101

102 **ADJOURN**

103

104 MOTION by Commissioner Damiani seconded by Commissioner Frolik to adjourn the meeting  
105 at 7:07 p.m. Motion carried unanimously.

106

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