

**CITY OF LINO LAKES  
CHARTER COMMISSION**

**DATE** : **October 8, 1998**  
**TIME STARTED** : **7:10 P.M.**  
**TIME ENDED** : **8:13 P.M.**  
**MEMBERS PRESENT** : **DeMotts, Dunn, Aldentaler, Zastro, Kenfield, Lane, Rehbine, Trehus, and Dahl**  
**MEMBERS ABSENT** : **Montain, Bernier, Sullivan, Bening, Corson, and Turner**  
**STAFF MEMBERS PRESENT** : **None**

**CALL TO ORDER AND ROLL CALL**

Acting Chair Dunn called the regular meeting of the Lino Lakes Charter Commission to order at 7:10 p.m. on October 8, 1998.

Acting Chair Dunn noted there are two (2) unexcused absences. He stated the issue of attendance needs to be addressed at the next meeting.

**CONSIDERATION OF MINUTES**

**July 9, 1998**

MOTION by Commissioner Kenfield, seconded by Commissioner Dahl, to accept the presented version of the Charter Commission minutes of October 8, 1998. The motion carried with Commissioner Trehus abstaining.

**APPEARANCES**

No one was present for appearances.

Acting Chair Dunn stated Ms. May Vaske was to appear this evening but she is no longer working for the City. He stated he will speak to Chair Montain about having someone present at the next meeting who can discuss the Five Year Plan.

**OLD BUSINESS**

## **ROAD RECONSTRUCTION**

Acting Chair Dunn stated that Black Duck Drive is nearing completion. The project should be completed by November 1, 1998. The first coat of black top is down except on approximately 1/4 of the road. The boulevards are currently being sodded.

Acting Chair Dunn stated that construction on Ware Road is nearing completion also. The black top was put down last week. He stated he is unsure about trail completion.

Acting Chair Dunn stated he is unsure if priorities regarding road improvements have been determined. He suggested this item stay on the agenda for the January, 1999, meeting.

Commissioner Trehus asked about the discussion that was held regarding the City accumulating funds for road construction. Commissioner Dahl stated she believes that funding for road construction is part of the Five Year Plan. Acting Chair Dunn stated there is a very small token amount in the City's budget for roads. He stated he is unaware of any focused effort to set money aside for road construction. Commissioner Trehus suggested sending a letter to the City Council in January, 1999, regarding funding for road construction.

Acting Chair Dunn indicated there is nothing in the Charter that can prevent the Charter Commission from doing that. He noted road construction is in conjunction with the Five Year Plan.

Commissioner Lane asked about the process used on Black Duck Drive. Acting Commissioner Dunn explained the process that was used. He stated he believes it is the best design on the market for that type of area. The only occasion that residents were not able to enter their driveways was when the curb was put in.

Commissioner Dahl asked about some of the driveways being very slanted due to the construction. Acting Chair Dunn explained that some residents driveways did drop. The blending of the curb to the boulevard looks all right. He stated the completed improvements were the best that could be done under the circumstances. The cost of the project came in right at the original bid.

Commissioner Dahl asked if the two (2) lots south of the water pump station will be built on. Acting Chair Dunn stated that most of the lots can legally be built on. With the new Comprehensive Plan, a building permit will not be issued if the lot is not at least three (3) feet above the ground water table.

### **FIVE-YEAR FINANCIAL PLAN**

Commissioner Rehbine asked who will be working on the Five Year Plan. He also suggested the Charter Commission not wait until January, 1999, to send a letter to the City Council regarding road reconstruction and funding. Acting Chair Dunn indicated he did not know who would be working on the Five Year Plan. He stated he would speak to Chair Montain about doing something quickly.

MOTION by Commissioner Rehbine, seconded by Commissioner Zastro, to writer a letter to the City Administrator, with copies to the City Council, asking for status of road reconstruction funds in the 1999 budget. The motion carried unanimously.

Acting Chair Dunn indicated he will speak to Chair Montain about the appearance of someone to talk about this issue it the January, 1999, meeting. Commissioner Kenfield suggested the Charter Commission have another discussion with the City Council. The Five Year Plan should be included in that discussion.

MOTION by Commissioner Kenfield, seconded by Commissioner Zastro, to request Chair Montain to schedule a special joint meeting with the City Council, to discuss the Five Year Plan, by the end of 1998. The motion carried unanimously.

### **CHARTER LANGUAGE**

Commissioner Kenfield asked if the Charter Commission had found out if the Charter is on a word processing program. She stated the Charter should be on an up to date program in order to make changes more easily and have it formatted more professionally.

Commissioner Trehus suggested that the Charter be done professionally when the changes are made. Acting Chair Dunn stated the first step is to have typographical errors corrected. The second step is to determine if any changes to the Charter need to be made.

Commissioner Kenfield noted that a lawyer was to be contacted and he/she was to determine what changes could be made without a vote.

Commissioner Trehus asked about the possibility of changes being made to the Charter without authority if it is on a computer program. He also asked about the signatures on the Charter.

Commissioner Kenfield stated no changes will be able to be made because there will be hard copies. She noted there are no signatures on their copies of the Charter now.

MOTION made by Commissioner Kenfield, seconded by Commissioner DeMotts, to authorize the funds to have the Charter put on a state of the art work processing program by December, 1998, to be available with hard copies prior to the January, 14, 1999, meeting. Commissioner

Lane stated that he believes the Charter is already on a disk. He suggested giving it to Ms. Marilyn Anderson to make corrections and distribute new copies.

Commissioner Kenfield indicated she will contact Ms. Anderson to determine if the Charter is currently on a work processing program.

Acting Chair Dunn stated that when it is determined if the Charter is on a word processing program, the Commission will deal with typographical errors and any changes the Commission may want to make.

Commissioner Dahl asked who will decide the new format of the Charter. Commissioner Kenfield stated she will determine the format. She stated she would like to see the Charter on the Word program.

The motion carried unanimously.

Commissioner Trehus noted they are still waiting for an opinion from the lawyer regarding the Charter and changes that can be made.

Acting Chair Dunn asked that Commissioner Kenfield notify Chair Montain when a decision regarding the Charter and a word processing program is made.

### **COMMUNICATIONS**

MOTION by Commissioner Dahl, seconded by Commissioner Trehus, to table this item and reassign to Commissioner Turner and Commissioner Bening, until the January 14, 1999, meeting. Motion carried unanimously.

### **MISSION STATEMENT**

MOTION by Commissioner Dahl, seconded by Commissioner Trehus, to table this item until the January 14, 1999, meeting. Motion carried unanimously.

**BY-LAWS**

MOTION by Commissioner Trehus, seconded by Commissioner Dahl, to table this item until the January 14, 1999, meeting. Motion carried unanimously.

**INITIATIVE AND REFERENDUM FORM**

MOTION by Commissioner Trehus, seconded by Commissioner Dahl, to table this item until the January 14, 1999, meeting. Motion carried unanimously.

**NEW BUSINESS**

There was no new business.

**ANNUAL REPORT**

Acting Chair Dunn stated that Chair Montain was going to give a report regarding this issue. Because of his absence the report will not be given.

MOTION by Commissioner Lane, seconded by Commissioner Trehus, to table this item until the January 14, 1999, meeting. Motion carried unanimously.

Commissioner Dahl stated that she was made aware that the League of Minnesota Cities had been contacted by Commissioner DeMotts regarding whether or not one resident could serve on the Charter Commission and the City Council at the same time. She distributed a letter from the League of Minnesota Cities that states a Council Member can serve on the Charter Commission.

MOTION by Commissioner Trehus, seconded by Commissioner Dahl, to include the letter from the League of Minnesota Cities, in the minutes of the October 8, 1998, Charter Commission meeting. Motion carried unanimously.

Commissioner Dahl noted she wants closure regarding this issue. A copy of the letter from the League of Minnesota Cities can be found at the end of these minutes.

Commissioner Kenfield stated it is the intent of the Charter Commission to have copies of articles to be published in the City newsletter prior to meetings. Having the articles before the meeting will allow for a review of the articles before it is published. She asked if the Commission is in favor of someone other than Commissioner Turner submitting articles for publication. Acting Chair Dunn stated a determination about communication needs to be made with Commissioner Turner. He stated attendance will be on the agenda for the January, 1999, meeting.

**SET JANUARY 14, 1999 AGENDA**

Road Reconstruction  
Charter Language  
Mission Statement  
Initiative and Referendum  
New Business - Attendance

Five Year Plan  
Communication  
By-Laws  
Code of Conduct

**ADJOURN**

MOTION by Commissioner Lane, seconded by Commissioner Kenfield, to adjourn the meeting at 8:13 p.m. Motion carried unanimously.

Respectfully submitted,

Kim Points  
*TimeSaver Off Site Secretarial, Inc.*