

**CHARTER COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Charter Commission conducted a regular meeting on Tuesday, December 17, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Joseph Field
 Commissioner Susan E. Anderson
 Commissioner Mark Barrows
 Commissioner Joshua Fuhreck
 Commissioner Jennifer Leistico
 Commissioner John Niederhaus
 Commissioner Chad Sivertson

Members Absent: Commissioner Ben Deemer
 Commissioner Jim Bendtsen

Also Present: City Clerk Jo Thieling
 Administrative Services Director Colleen Lasher

CALL TO ORDER

Chairperson Field called the regular meeting of the Charter Commission to order at 6:33 p.m.

CITIZEN INPUT

None.

APPROVE AGENDA

Motion by Commissioner Barrows, seconded by Commissioner Fuhreck, to approve the agenda as presented.

Motion carried. Voting Yes: Chairperson Field, Commissioners Barrows, Fuhreck, Anderson, Leistico, Niederhaus, and Sivertson. Voting No: None. Absent: Commissioners Bendtsen and Deemer.

APPROVE MINUTES

Motion by Commissioner Barrows, seconded by Commissioner Leistico, to approve the following meeting minutes as presented:

- 1) Regular Charter Commission Meeting dated November 21, 2017

Motion carried. Voting Yes: Chairperson Field, Commissioners Barrows, Leistico, Anderson, Fuhreck, Niederhaus, and Sivertson. Voting No: None. Absent: Commissioners Bendtsen and Deemer.

COMMISSION BUSINESS

5.1 Review Charter Commission Member Terms

City Clerk Thieling stated that the Commission currently has one member whose term is expiring December 31, 2018, and that is Mark Barrows. Mr. Barrows has indicated an interest in being reappointed to the Commission and staff has sent the letter to the Chief Judge of the Tenth District requesting such reappointment to a term ending December 31, 2022. The Judge's Assistant has stated that the reappointment has been approved and the letter confirming that reappointment has been sent in the mail.

City Clerk Thieling introduced Administrative Services Director Lasher, who will be taking over many of the City Clerk duties including the Charter Commission.

5.2 Approve Year End Activity Letter to Chief Judge for Year 2017

City Clerk Thieling stated that in accordance with Minnesota Statutes 410.05, an annual report reflecting the activities of the Charter Commission must be submitted to the Chief Judge of the Tenth Judicial District. The summary letter for year 2017 was included in the Commission packet for review, comment and approval. It was noted that an activity report for year 2018 is not included and will instead be brought forward to a subsequent meeting in 2019 for Commission review and comment.

Motion by Commissioner Barrows, seconded by Commissioner Sivertson, to approve the year-end annual report letter for 2017 and direct staff to submit such report to The Honorable Douglas B. Meslow, Chief Judge of the Tenth Judicial District.

Motion carried. Voting Yes: Chairperson Field, Commissioners Barrows, Sivertson, Anderson, Fuhreck, Leistico, and Niederhaus. Voting No: None. Absent: Commissioners Bendtsen and Deemer.

5.3 Receive Information Related to Chapter 4 of the City Charter: Nominations and Elections and Schedule a Meeting for January/February 2019

City Clerk Thieling stated that the purpose of the case is to give the Charter Commission some information relating to some amendments that must be made to the City's Charter, as per State Statutes, and some sections the Charter Commission may want to discuss and possibly amend. She stated that as the Charter Commission is aware, Chapter 4 of the City Charter is titled Nominations and Elections. There are several sections of Chapter 4 that conflict with State Statute, City Clerk Thieling provided examples. She noted that there are several other places within Chapter 4 where the City's Charter is in conflict with State Statute. She asked the Charter Commission to schedule a meeting early in 2019 to discuss the changes that need to be made, as

well as invite discussion for other suggested changes. It was noted that for the next Charter Commission agenda, staff will submit a review of Chapter 4 with the areas highlighted that need to be revised, as well as other areas that may need to be evaluated for possible amendments.

City Clerk Thieling provided additional information on the State Statute dates allowed for special elections and explained that the City must follow those uniform dates. She noted that the current vacancy on City Council would have a primary election in April with a general election to occur in August, per the current dates allowed under State Statute for special elections. She noted that there is additional language in the State Statute, which would allow appointment to a vacant position for terms of two years, or less, whereas the current City Charter states that a special election shall occur for vacancies of one year.

Commissioner Anderson stated that perhaps the Charter Commission should consider the option to allow appointments to be made in lieu of a special election, as allowed by Statute, in order to fill vacant Council positions in a timelier manner.

City Clerk Thieling provided additional details on the length of time necessary for amendments to the Charter, noting that even if amendments are made to the Charter, that will not impact the timeline for this special election, because of the length of time needed to approve the Charter amendment.

Chairperson Field stated that perhaps while these amendments to section four are being considered, staff should review the remaining portions of the Charter to see if any additional housekeeping items are needed.

City Clerk Thieling stated that she would provide possible dates for a late January/early February meeting.

6. COMMISSION / STAFF INPUT

6.1 Other

None.

7. ADJOURNMENT

Motion by Commissioner Fuhreck, seconded by Commissioner Barrows, to adjourn the meeting.

Motion carried. All present voted in favor.

The regular meeting of the Charter Commission adjourned at 6:51 p.m.

Respectfully submitted,

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.