

Mounds View Charter Commission Minutes - APPROVED

Tuesday, January 28, 2020

1. Call to Order. The meeting came to order at 6:32 PM.
2. Roll Call. Present: B. Amundsen, B. Clawson, D. Erickson, Bob J King, J. Klander, Miranda Munson, J. Peterson, J. Thomas, R. Warren
Excused:
Absent:
3. Approval of Agenda and Minutes.
 - A. Approve Agenda.

Chair R. Warren introduced Preliminary Agenda.
Motion, by B. King, and second, by M. Munson, to adopt the proposed agenda. Motion Adopted.
 - B. Approve Minutes.

Chair R. Warren asked for review of Secretary's November 26, 2019, minutes.
Motion, by J. Peterson, and second, by B. Amundsen to approve the Minutes of November 26, 2019, as amended. Minutes Approved.
4. Citizens Comment from the Floor.

None.
5. Reports of Chair.

Chair R. Warren welcomed new member Miranda Munson. He also recognized Council Member S. Gunn as Commission liaison and City Administrator Nyle Zikmund were present this evening. Chair R. Warren also said he had attended a Council Work Session on January 6 and appreciated the conversation with the Council. He also requested the Council to provide a memo about the City Attorney relation with the Charter Commission. He received that Memorandum From: City Administrator Zikmund, Re: City Attorney Relationship, Dated: January 16, 2020, and believed all Commissioners had received a copy. Chair R. Warren asked if everyone had a copy for future referral? No member said they needed a copy. His understanding is the Commission can't ask the Attorney to do anything, but the Commission can ask the Council to ask the City Attorney to do action. That the Council is interested in reviewing Chapter 4 "Nominations and Elections", Chapter 7 "Taxation and Finances", and Chapter 8 "Public Improvements and Special Assessments".
6. Reports of Members.

Secretary B. Amundsen reported on Website updates. He provided a handout document "Website Update Project - January 2020 Secretary Report" and reviewed it in summary. There are two sites involved. Revize provides the City Web Page "Home", From the Charter Commission page is a "Archive" link, which is a template to Metro-inet "Laser-fiche" site with the Agenda, minutes, video. There have already been updates, for example only 2019 and 2020 show for agenda and minutes, rest are in archive. Older years are in the "Archive" link button. City Administrator N. Zikmund has been working to add what the city has, but there are holes of what they never and still don't possess. B. Amundsen asked how the Commission would like to proceed to help provide the missing documents and asked to yield to City Administrator N. Zikmund for additional information.

City Administrator N. Zikmund said that he expected by end of February to have all city held Commission documents to be on the Laser Fiche. He also discussed the city program for archiving documents and 6 month video retention. There was consensus agreement that if Commissioners had specific documents they want added they should send them to the Commission Secretary who would work with city staff to update the Laser-Fiche. City Administrator N. Zikmund also suggested he would review with the City Attorney what documents should be archived on Laser-fiche and also review the

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Commission old Public Binder for missing documents. He also suggested that public and private folders could be setup for some documents.

Vice-Chair J. Thomas expressed his observation the Council is unaware of the history of amendments to the Charter. This same issue occurred in 1999. So, in 1999 he made an effort to update the Charter's "Revision History" (found on page 29), which lists the Charter amendment dates he could find. However, he remembers revisions from 1995, which were mostly dropped but there were eight resolutions offered in 2000, which aren't reflected on the Revision History page. He is looking for the ordinance numbers and will forward to the Secretary, so the Ordinance can be archived, even if they failed. It was also clarified that request of the city should be processed through the Commission Chair.

7. Unfinished Business.

A. Chapter 4, "Nominations and Elections"

Chair R. Warren asked where the language is at with the city attorney? Discussion occurred. Council's Liaison S. Gunn said the City Attorney is still working on the language submitted from the Commission. Chair R. Warren asked for motion to move Chapter 4 forward. Motion by J. Thomas, second by B. Clawson, to have Chair request a firm time commitment for the City Attorney feedback to the Commission on Chapter 4 "Nominations and Elections" documents, previously sent May 21, 2019.

Motion Adopted.

City Administrator N. Zikmund agreed to make sure 18 month criteria is addressed. He also said that the Council might address the language in an upcoming Council work session or as subject of a joint meeting. He also agreed the formal request for City Attorney to look at the language is completed, and a motion for a date is sufficient.

B. Chapter 8, "Public Improvements and Special Assessments"

Chair R. Warren said he'd like to set aside Chapter 8 and instead work on Chapter 7 "Taxation and Finances". City Administrator N. Zikmund said the Council would like to work on Chapter 7 in late 2020 or 2021. Chair R. Warren return discussion to Chapter 8 "Public Improvements and Special Assessments". There was discussion. The City Administrator suggested maybe start with a Joint Meeting at the May Commission meeting. It was requested the Secretary update the Chapter 8 documents with a) way it is today, b) marked up language, and c) "clean" version if all changed language was accepted. Followed with a memo of what each section would do from a policy stand point for each section. Chair R. Warren asked all Commissioners to anticipate the Commission May meeting will be a joint meeting with Council.

8. New Business

A. Set next meeting agenda items

1. Secretary's report of Website Updates.
2. Chapter 4 "Nominations and Elections" Status of Attorney review.
3. Future meeting dates resolutions.

The meeting in May will need to be earlier, possibly May 19, and may be a joint meeting with the Council on Chapter 8 "Public Improvements and Special Assessments".

9. Next Regular Meeting. Tuesday, March 24, 2020, at 6:30 PM.

10. Adjournment: Chair R. Warren asked for a motion to adjourn. Motion made by J. Klander, second by M. Munson, to adjourn. Motion Adopted
Meeting Adjourned at 8:03 p.m.

Respectfully submitted.

Brian Amundsen, Secretary, Charter Commission of Mounds View, MN