



Charter
Commission

Chair
Russell Warren
763-786-3591

Vice Chair
Rebecca Scholl
651-503-3999

2nd Vice Chair

Secretary
Brian Amundsen
763-786-5699

Dennis Erickson
612-270-5293

Edeth James
763-443-5655

Matthew Meehan
763-221-1436

Jerry Peterson
612-607-3953

Aaron Pratt
612-743-7494

Gary Quick
763-786-4631

CHARTER COMMISSION MEETING
Mounds View City Hall
6:30 PM Tuesday, January 17, 2023

Preliminary AGENDA

- 1. Call to Order.**
- 2. Roll Call.**

<input type="checkbox"/> Brian Amundsen	<input type="checkbox"/> Dennis Erickson	<input type="checkbox"/> Edeth James
<input type="checkbox"/> Matthew Meehan	<input type="checkbox"/> Jerry Peterson	<input type="checkbox"/> Aaron Pratt
<input type="checkbox"/> Gary Quick	<input type="checkbox"/> Rebecca Scholl	<input type="checkbox"/> Russell Warren
- 3. Approval of Agenda and Minutes.**
 - a. Review and approve Agenda.
 - b. Review and approve November 15, 2022, Minutes.
- 4. Citizen Comments from the floor.**
- 5. Reports of the Chair.**
- 6. Reports of Members.**
- 7. Unfinished Business.**
 - a. 15 min Review Severability Clause for Charter
- 8. New Business**
 - a. 15 min Review Commission Bylaws
 - b. 15 min Election of Officers
 - c. 15 min Resolution 2023-01 Meeting Dates
 - d. 15 min Review possible dates for joint meeting with Council.
- 9. Next Regular Meeting Date.** Tuesday, March 21, 2023, at 6:30 PM
- 10. Adjournment.**

Mounds View Charter Commission Minutes - DRAFT

Tuesday, November 15, 2022

1. Call to Order. Regular meeting came to order at 6:31 PM.
2. Roll Call. Present: B. Amundsen (Secretary), D. Erickson, Ed James, Matthew Meehan, J. Peterson, Aaron Pratt, G. Quick, R. Scholl, R. Warren
Excused:
Absent:
Also present: Council Liaison Gary Meehlhause, and City Administrator Nyle Zikmund
3. Approval of Agenda and Minutes.
A. Approve Agenda.
Chair R. Warren introduced the Preliminary Agenda.
MOTION, by R. Scholl, **and seconded**, by G Quick, **to adopt the Preliminary Agenda as presented**. Discussion occurred. **MOTION**, by B. Amundsen, **and second**, by R. Scholl, **to amend the agenda and add Resolution 2022-06 Reaffirming Resolutions 2022-03, 2022-04, and 2022-05, the amendments for Chapter 4, Nominations and Elections, at beginning of New Business**. **Amending Motion Adopted**. Further discussion on the amended agenda was requested. **Original Motion as amended Adopted**.
B. Approve Minutes.
Chair R. Warren asked for review of the Secretary's September 20, 2022, minutes.
MOTION, by G. Quick, **and seconded**, by R. Scholl, **to approve the Minutes as presented**. Discussion for changes was requested, none were offered. **Motion Adopted**.
4. Citizens Comment from the Floor.
None present offered to speak.
5. Reports of Chair.
Chair R. Warren reviewed that the September Charter Amendments were not acted on by the Council due to one Council member being absent and amendments require a unanimous five member vote to be adopted, Therefore the Commission tonight will need to reaffirm the resolutions again under new business.
6. Reports of Members.
Secretary B. Amundsen asked all members to review and notify City Administrator Zikmund and himself if any corrections are required to the membership information list sent by email last week.
7. Unfinished Business.
None.
8. New Business
A. Resolution 2022-06. Secretary B. Amundsen, explained this item was presented because Joseph Sathe, Kennedy and Graven, the City Attorney, sent a Memorandum, dated 11/15/2022 and presented to all members this evening in printed form, advising the Commission that due to a Council member absence last night the timeline for action by the Council on the Commission Resolutions 2022-03, 2022-04, and 2022-05 for Chapter 4, Nominations and Elections, would expire before the Council can act on the resolutions. Council action to address the amendments would require the Commission to reaffirm its recommendation to the Council to adopt the amendments. The City Attorney included Resolution 2022-06, with language appropriate to accomplish that action by the Commission. The Chair asked for discussion and offered time for all members to read the resolution. **Motion**, by G. Quick, **and seconded**, by M. Meehan, **to adopt Resolution 2022-06 Resolution Recommending Amendment of the Mounds View Charter by Ordinance according to Exhibit A, Commission resolutions 2022-03, 2022-04, and 2022-05, and waived any further reading**. Discussion requested. **Motion Adopted**.

Mounds View Charter Commission Minutes - DRAFT

Tuesday, November 15, 2022

8. New Business (cont)

B. Annual Report to the Court. Chair R. Warren presented the Annual Report for review and comments. Secretary B. Amundsen was directed to update the report with Resolution 2022-06, adopted this evening, and to bring for Chair's signature before sending to the Court. There were no other comments from the Commission.

C. Severability Clause of the Charter. Secretary B. Amundsen introduced the topic. This issue is before the Commission as a result of a question to the City Attorney whether the entire Charter should have a severability clause rather than just Chapter 4? The City Attorney's felt it would be prudent for the Commission to consider adding a whole Charter clause, examples from other charters were also provided for consideration. The Commission consensus was to pursue this issue at the next meeting.

D. Charter Codification process. Secretary B. Amundsen explained that some punctuation issues have been brought to the Chair and Secretary's attention by American Legal, who the City has contracted to codify the Charter amendments. The City Attorney feels these issue need to be addressed by the Commission with a resolution to amend the Charter. The Secretary was directed to work with the City Attorney to present a resolution, to the Commission, so that the corrections can be codified with the levy limit and special election amendments already passed by the Commission and Council.

9. Next Regular Meeting

The next regular meeting of the Commission is January 17, 2023, at 6:30 PM.

Secretary B. Amundsen indicated that the Bylaws review, election of officers, future meeting dates, and severability issues are slated for the next meeting. He also suggested, and City Administrator agreed, that a joint meeting with the new Council should be setup for 2023.

10. Adjournment: With no other items for the Commission to consider, the Chair asked for motion to adjourn.

Motion to adjourn, by E. James, **and seconded**, by A. Pratt.

Chair R. Warren adjourned the meeting at 6:56 PM.

Respectfully submitted,

Brian Amundsen,

Secretary, Charter Commission of Mounds View MN



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CHARTER COMMISSION of MOUNDS VIEW Annual Report

Honorable Chief Judge Leonardo Castro
1350 Courthouse
15 West Kellogg Boulevard
St. Paul, MN 55102

Summary of Commission Activity: January 2022 to November 2022

January 18, 2022, Motions to approve agenda and previous meeting minutes were adopted. Subcommittee established to identify updates to Charter Chapter 4 Nomination and Elections section. Resolution for meeting dates March through July was adopted. Meeting was held by electronic zoom and roll-call votes were taken.

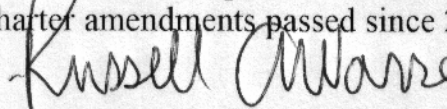
March 15, 2022, Motions to approve agenda and previous meeting minutes were adopted. Subcommittee reported findings of possible amendments to Chapter 4, Nominations and Elections, but tabled for action at next meeting.

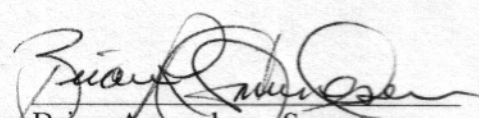
May 17, 2022, Motions to approve agenda and previous meeting minutes were adopted. Further discussion of amendment for Chapter 4, Nominations and Elections. Commission determined only three amendments were warranted and directed the Secretary to draft language for review at July meeting.

July 19, 2022, Motions to approve agenda and previous meeting minutes were adopted. Resolution for adding "vacancy" definition was tabled for handling with two additional resolutions to be drafted for Chapter 4, Nomination and Elections. Motions to prepare draft resolutions to modify Chapter 4.02, and 4.05 with specific language were adopted. Motion for meeting dates from September through January 2023 were adopted.

September 20, 2022, Motions to approve agenda and previous meeting minutes were adopted. Three resolutions for Chapter 4, Nominations and Elections, were adopted. 2022-03 adds definition reference for vacancy (of office) to 4.05 Subd 1. 2022-04 amends Special Election timing to comply with Uniform Election dates. 2022-05 removes Term Limits language.

November 15, 2022, Motions to approve agenda and previous meeting minutes were adopted. Chair welcomed new members. Commission adopted Resolution 2022-06 reaffirmed its recommendations to amend the Charter, through Resolutions 2022-03, 2022-04, and 2022-05, in order to restart the public hearing and approval timeline due to a council member illness delaying the Council's action on these recommendations. Commission discussed the Chair's Annual Report to the District Court and the codification process of the Charter amendments passed since 2021.


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Brian Amundsen, Secretary

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Draft - Resolution 2023-01
CHARTER COMMISSION MEETING

Re: meeting dates for March 2023 to July 2023

WHEREAS, at its January 17, 2023, meeting the Charter Commission moved, seconded and passed the motion to meet at 6:30 PM on the 3rd Tuesday, every other month, if available, from March 2023 to July 2023.

BE IT RESOLVED, that the following dates are hereby submitted to the City Administrator for posting, to comply with the Minnesota Open Meeting Law.

The dates are:
3/21/2023, 5/16/2023, and 7/18/2023.

Adopted, January 17, 2023.

Respectfully submitted.

Russell Warren, Chair

Brian Amundsen, Secretary