

Charter Commission Agenda

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CHARTER COMMISSION AGENDA

COUNCIL CHAMBERS

THURSDAY, AUGUST 25, 2016

7:00 PM

NOTICE OF SPECIAL MEETING OF THE CITY OF FARIBAULT CHARTER COMMISSION

NOTICE IS HEREBY GIVEN that the Faribault Charter Commission of the City of Faribault, Minnesota will conduct a special Commission meeting on August 25, 2016, at 7:00 p.m., in the Council Chambers at 208 N.W. 1st Avenue, Faribault, Minnesota 55021, for the following purposes:

1. Call to Order/Roll Call
2. Approval of Minutes
 - A. Minutes from meeting of September 17, 2015
3. Election of Officers
 - A. Chair
 - B. Vice Chair
 - C. Secretary
4. New Business
 - A. City Charter issues for review
 1. Section 7.10
 2. Section 7.11
 - B. Requesting Charter Commission Appointments
5. Review/Creation of 2016 Annual Report
6. Charter Commission Meeting Schedule
7. General Discussion Item
8. Agenda Topics for next meeting
9. Adjournment

Dated: August 17, 2016.

/s/ Brian J. Anderson
City Administrator

City Charter Commission
City of Faribault, MN
Minutes of September 17, 2015

1. Oath of Office: Swearing in of Charter Commission Members

City Administrator Anderson administered the Oath of Office to Dan Behrens, John Jasinski, Gary Kindseth and Pat Rice. Kymn Anderson was sworn in following the meeting.

2. Call to order / Roll call

The scheduled meeting of the Faribault Charter Commission was called to order by Chair Gary Kindseth on Thursday, September 17, at 7:00 p.m., in the Faribault City Hall Council Chambers. Commission members present included Chair Gary Kindseth, Chuck Ackman, Dan Behrens, Dan Burns, Pat Rice, and John Jasinski. Absent: Commission members Kymn Anderson, Brian Haefner, and Joan VanDyke.

Others present included City Administrator Brian Anderson, Finance Director Karla McCall, City Attorney Scott Riggs representing Kennedy & Graven, and Deputy City Clerk Carole Dillerud.

2. Approval of minutes

Commissioner Ackman made a motion to approve the minutes of the August 28, 2014, Charter Commission meeting as presented, seconded by Commissioner Jasinski. Motion passed unanimously.

3. Election of Officers

- A. Chair – Gary Kindseth
- B. Vice Chair – Chuck Ackman
- C. Secretary – Brian Haefner

Commissioner Behrens made a motion to re-appoint the 2015 Charter Commission Officers as presented, seconded by Commissioner Jasinski. Motion passed unanimously.

4. New Business

A. City Charter issues for review

1. Section 7.05

City Attorney Riggs defined the term Capital Improvement “Program” and stated it was a title only. Riggs suggested it should be modified to Capital Improvement “Plan” which was uniform with current business practices and standards. A Public Hearing would be held on the proposed Charter Commission changes prior to City Council consideration of approval.

Commissioner Ackman made a motion to change Section 7.05 Capital Improvement Program to Section 7.05 Capital Improvement Plan, seconded by Commission member Rice. Motion passed unanimously.

2. Section 7.10 and Section 7.11

Commissioner Rice stated that the current language did not “read” clearly, and suggested the language be simplified to eliminate misunderstandings. Commissioners discussed the possible incorrect interpretation with the current language, and recommended changing the words “of Faribault” to “City.”

Commissioner Rice made a motion to direct the Staff and City Attorney to craft language to eliminate misinterpretations in Sections 7.10 and 7.11 of the City Charter, seconded by Commission member Burns. Motion passed unanimously.

3. Proposed New Section 7.14

City Administrator Anderson requested the Commission to review and resolve clarification of permitted expenditures, and if the expenditure(s) were in the community’s best interest and served a public purpose, i.e., travel to Sister-City. Miscellaneous employee benefits also required further interpretation.

The Commission discussed if the, “Expenditures related to any of the following activities shall be deemed authorized if the Policy expressly provides authorization: sister-cities programs, miscellaneous employee benefits, employee recognition, and funding for conference attendance. The City Council may also provide specific authorization, i.e., community celebration events, authorization regarding any other expenditure.” The Policy must be reviewed annually.

Commissioner Behrens remarked that City Administration latitude would be necessary regarding the miscellaneous employee compensation.

City Attorney Riggs commented that the term, “sister-city programs” was not an accurate description as it was an, “international city cultural and economic development exchange.”

Commissioners directed Staff to prepare the proposed amendment language for their review and confirmation, prior to City Council review and approval.

5. Review/Creation of 2015 Annual Report

Commissioners reviewed the December 29, 2014 letter and supporting documents mailed to Honorable Jeffrey D. Thompson pursuant to MN State Statutes Section 410.05, subd.2.

Commissioner Behrens made a motion to update and create a new letter to be mailed, seconded by Commissioner Jasinski. Motion passed unanimously.

6. Charter Commission Meeting Schedule

Minnesota State Statute requires an annual meeting of the Charter Commission. The next meeting date will be determined by the City Administrator.

7. General Discussion Item

City Attorney Riggs reported that there was no new legislation concerning charter cities.

8. Agenda Topics for Next Meeting

Review of proposed language revisions for Sections 7.10 and 7.11.

9. Adjournment

Motion by Commissioner Jasinski, seconded by Commissioner Ackman, to adjourn the meeting at 7:42 p.m. Motion carried unanimously.

Submitted by:

Carole Dillerud, Deputy City Clerk