



Agenda
Lake City Charter Commission Meeting
April 23, 2024
4:30 PM
1st floor conference room

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1. Review and adopt/amend agenda
 2. Informational Reports
 - a. Proclamation Bruce Schumacher
 - b. Board member roster
 - c. Updated Commission bylaws 2023
 3. New Business
 - a. Review and approve October 24, 2023 minutes
 - b. Approve 2023 annual report
 - c. Election of Chair and Vice Chairpersons
 4. Future Meeting Dates
 5. Adjourn



REQUEST FOR Informational Reports Updates

Charter Commission Meeting, April 23, 2024

Agenda Item Description: Proclamation Bruce Schumacher

Meeting: Charter Commission Meeting, 4/23/2024

Originating Department: City Clerk

Reviewed By: Kari Schreck , City Clerk

Preparer: Kari Schreck, City Clerk

ATTACHMENTS:

Description

▣ **Schumacher**

**Lake City Charter Commission
Lake City, Minnesota**

Proclamation

WHEREAS, Bruce Schumacher committed his time, energy, and skills to the Lake City Charter Commission; and

WHEREAS, Bruce Schumacher served the citizens of Lake City for eight years and two months as a Commissioner; and

WHEREAS, Bruce Schumacher was respected and is missed by his fellow Commissioners;

NOW, THEREFORE, I, JAMES RAINWATER, Vice Chairman of the Lake City Charter Commission, on behalf of the Lake City Charter Commission, do hereby proclaim the Charter Commission's appreciation of **Bruce Schumacher's** service to the Commission and the City of Lake City.

James Rainwater, Chairman



REQUEST FOR Informational Reports Updates

Charter Commission Meeting, April 23, 2024

Agenda Item Description: Board member roster

Meeting: Charter Commission Meeting, 4/23/2024

Originating Department: City Clerk

Action Requested:

None- informational only

Reviewed By: Kari Schreck , City Clerk

Preparer: Kari Schreck, City Clerk

ATTACHMENTS:

Description

- ▣ **2024 roster**

CHARTER COMMISSION - meets as needed - City Hall Meeting Room-2yr or 4yr term
(unlimited terms per statute) appt by district judge - 7 member board

ORD 633 12.11.23 changes commission to 7 members effective 3/2024

John Albright		04/01/2007 to 04/01/2025	Full 6
Paul Myers		04/01/2011 to 04/01/2025	Full 5
James Rainwater	Vice	04/01/2017 to 04/01/2027	Full 2
Bruce Carlstrom		04/11/2022 to 04/01/2026	Full 2
James Zweiner		04/01/2017 to 04/01/2025	Full 2
Bruce Schumacher	Chair	12/16/2015 to 04/01/2025	vacant
Thomas Heimer		04/01/2017 to 04/01/2025	Full 2



REQUEST FOR Informational Reports Updates

Charter Commission Meeting, April 23, 2024

Agenda Item Description: Updated Commission bylaws 2023

Meeting: Charter Commission Meeting, 4/23/2024

Originating Department: City Clerk

Action Requested:

None

Reviewed By: Kari Schreck , City Clerk

Preparer: Kari Schreck, City Clerk

ATTACHMENTS:

Description

▣ **bylaws**

BYLAWS OF THE LAKE CITY CHARTER COMMISSION

Article 1. General.

The Lake City Charter Commission (the “Commission”) was established and exists under the provisions of Minnesota Statutes Chapter 410.

Article 2. Mission.

The mission of the Commission is to oversee the City’s Charter which defines the parameters within which City government can operate. As an independent body, the Commission will represent citizen viewpoints and consider and recommend appropriate revisions to the Charter which balance the best interests of city government and the citizens.

Article 3. Duties.

The Commission must act upon voters’ petitions and City Council recommendations for amendment to the City of Lake City Charter. The Commission may also periodically review the Charter and propose amendments on its own volition.

Article 4. Members.

Section 1. Term. Members will be appointed for four year terms.

Section 2. Oath of Office. Within 30 days of appointment, Commission appointees must file a written acceptance and oath of office with the Administrator of the Third District Court.

Section 3. Termination for Absences. If a member is absent from three consecutive meetings without excuse, the Secretary must submit a certificate setting forth the facts to the Chief Judge who will issue an order for removal. An excused absence will be granted by the Chair prior to the subject meeting. Excused absences will be noted in the meeting minutes.

Section 4. Number of Members. The Commission will be composed of seven members.

Section 5. Member Requirements. All members must be qualified voters in the City of Lake City.

Article 5. Meetings.

Section 1. Annual Meetings. The Commission will hold an annual meeting each year. The principal items of business at the annual meeting will be the election of officers and the preparation of the annual report.

Section 2. Other Meetings. Meetings other than the annual meeting will be held upon the call of the Chair or any three members or pursuant to a scheduled adopted by the Commission. No meeting may be held without notice mailed, electronically communicated

by email or text, or delivered to each member at least three days in advance. The Commission must meet whenever a Charter amendment is proposed by either valid petition or Council recommendation.

Section 3. Open Meetings. All meetings of the Commission must be open to the public except as otherwise provided by law.

Section 4. Quorum; Manner of Acting. At any meeting of the Commission, a majority of the qualified members then existing is required to constitute a quorum for the transaction of business. Commission action on items other than the approval of Charter amendments can be taken only upon approval by a majority of the members present at any meeting at which a quorum is present. Charter amendments can be approved only by two-thirds of the members present at any meeting at which a quorum is present, but not less than one-half of the total number of Commission members then serving, and only if the amendment was mailed or delivered electronically to the Commission members at least three days in advance before the meeting. Previous action approving Charter amendments may be rescinded by either:

- a. A majority of the members present at any meeting at which a quorum is present, if at the previous meeting the proposed action was discussed and notice was given that a vote would be taken at the next meeting or,
- b. Two-thirds of the members present at any meeting at which a quorum is present, if three days' prior notice has been given in writing.

Section 5. Agendas. An agenda for each meeting will be prepared by the Secretary in cooperation with the Chair of the Commission. The agenda, along with supporting documentation, must be mailed or delivered electronically to each Commission member at least three days prior to the date of the meeting.

Article 6. Officers.

Section 1. Election. Officers of the Commission will consist of the Chair and the Vice Chair. The officers will be elected for a one year period commencing at the annual meeting. Subject to Commission approval, officers will be restricted to serving two consecutive full terms. If there is no quorum at the annual meeting, the election will be held at the next meeting at which a quorum is present.

- a. Chair. The Chair will preside over all meetings of the Commission. If the Chair and Vice Chair are absent from the same meeting, the Commission members present will designate one of themselves to serve as Chair. The Chair will also perform all duties usually performed by chairs of similar organizations including executing documents pertaining to the Commission's business, establishing and appointing committees, representing the Commission before the City Council, and other duties that may be authorized by the Commission members.
- b. Vice Chair. The Vice Chair will perform all the duties of the Chair in the absence of the Chair.

- c. Secretary. The City Clerk or his or her designee will serve as the Commission's secretary. The Secretary will keep accurate records of the Commission's proceedings, attest to the accuracy of those records, send written notices and agendas of all meetings to the Commission members, keep a file of the Commission's records and undertake the duties conferred on the Secretary by law and by the Commission members.

Article 7. Reports to Council.

The Secretary will provide copies of all minutes and reports of the Commission to the City Council to keep it apprised of the Commission's actions.

Article 8. Annual Report.

By December 31 of each year, the Commission must submit an annual report of its activities to the Chief Judge of the Third District Court. A copy must also be filed with the City Administrator.

Article 9. Parliamentary Procedure.

The proceedings of the Commission will be conducted in accordance with Robert's Rules of Order, as revised.

Article 10. Amendments.

These bylaws may be amended upon approval by two-thirds of the members present at any meeting in which a quorum is present, but by no less than one-half of the total number of Commission members then serving, and only if the amendment was mailed or delivered electronically to the Commission members at least three days before the meeting.

Adopted this 24 day of October 2023 subject to the unanimous approval of the City Council.

Ordinance 633 was adopted unanimously at the December 11, 2023 regularly scheduled meeting City Council meeting.

LAKE CITY CHARTER COMMISSION

By: _____

Vice Chair

Attest: _____

Secretary



REQUEST FOR
Charter Commission Meeting, April 23, 2024

Agenda Item Description: Review and approve October 24, 2023 minutes

Meeting: Charter Commission Meeting, 4/23/2024

Originating Department: City Clerk

Action Requested:

Motion _____ second _____ to approve the October 24, 2023 minutes.

Reviewed By: Kari Schreck , City Clerk

Preparer: Kari Schreck, City Clerk

ATTACHMENTS:

Description

▣ **10.24.23 minutes**

**City of Lake City
CHARTER COMMISSION
October 24, 2023
1st Floor Conference room City Hall
4:30 p.m.**

Members Present: Paul Myers, John Albright, James Rainwater, Tom Heimer, Bruce Carlstrom

Members Absent: James Zweiner, Bruce Schumacher

Others Present: City Clerk Kari Schreck

Call to Order

Chair Rainwater called the meeting to order at 4:30 p.m. with a quorum present.

Adopt/Amend meeting agenda

Motion Heimer, second Myer to adopt the agenda as presented. All ayes 5-0-0. Motion carried

Meeting Minutes June 13, 2023

The minutes of June 13, 2023, were presented.

Motion Albright, second Carlstrom to approve the minutes of the June 13, 2023, as presented.

All ayes 5-0-0. Motion carried

Recommend to City Council Charter Amendment Ordinance

The Charter Commission at its June 13th, 2023, meeting discussed the vacancies in membership that have been ongoing for years. The Commission is recommending that the membership be reduced from 11 members to 7 members.

In order for this to happen, the City Council MUST have a unanimous vote in order to pass this ordinance pursuant to Minnesota Statutes Section 410.12, subdivision 7.

A public hearing must occur at the November 13th, 2023, meeting regarding the proposed Ordinance. Included is the language for the public hearing notice for review.

If the council does not have a unanimous vote, the Charter Commission will have the question on the 2024 general election ballot.

The ordinance shall become effective 90 days after its publication.

Ordinance number 633 will be assigned once the commission approves.

Motion Carlstrom, second Myers to move the draft Ordinance 633 reducing the Charter Commission membership from 11 members to 7 members. All ayes 5-0-0. Motion carried.

Adopt updated Charter Commission bylaws

With the change in membership, the bylaws of the Charter Commission were updated to reflect the reduction in membership from 11 members to 7 members.

Motion Carlstrom, second Heimer to adopt the updated Charter Commission bylaws subject to the approval unanimous approval of the City Council of Ordinance 633 reducing the Charter Commission membership from 11 members to 7 members. All ayes 5-0.0. Motion carried.

Motion Myers, second Carlstrom to adjourn at 4:40 p.m. All ayes 5-0-0.

Chairperson James Rainwater

Minutes respectfully submitted by Kari Schreck, City Clerk



REQUEST FOR
Charter Commission Meeting, April 23, 2024

Agenda Item Description: Approve 2023 annual report

Meeting: Charter Commission Meeting, 4/23/2024

Originating Department: City Clerk

Action Requested:

Motion _____ second _____ to approve the 2023 annual report.

Reviewed By: Chair Rainwater

Preparer: Kari Schreck, City Clerk

ATTACHMENTS:

Description

- ▣ **2023 annual report**
- ▣ **Ordinance 633**

City of Lake City, Minnesota

Charter Commission *2023 Annual Report*

The following report fulfills the requirement of the Lake City Charter Commission to submit an annual report to the District Court on the activities and actions of the Commission.

On June 13, 2023, the Charter Commission met to approve the 2022 annual report and elect officers.

James Rainwater Chair

Bruce Schumacher Vice Chair

The Charter Commission met on October 24, 2023, to update the bylaws of the Commission and forward to the Lake City Council Ordinance 633 and ordinance amending membership from 11 to 7 for consideration.

Respectfully Submitted,

James Rainwater
Chairperson

Approved by the Charter Commission on the 23rd day of April 2024.

Pursuant to Minnesota Statutes Section 410.12, subdivision 7, the City Council of the City of Lake City has adopted the following ordinance by a unanimous vote. The ordinance shall become effective 90 days after its publication.

ORDINANCE 633

AN ORDINANCE AMENDING THE LAKE CITY CHARTER

THE CITY OF LAKE CITY ORDAINS:

Section 1. The City Council of the City of Lake City, pursuant to the recommendation of the City of Lake City Charter Commission, has hereby determined that the following section of the City Charter be amended as follows:

Section 2. Section 2.02 of the Lake City Charter is hereby amended by deleting the ~~stricken~~ material and adding the double-underlined material as follows:

Section 2.02. Charter Commission. The Charter Commission authorized by Minnesota Statutes Chapter 410 shall be composed of ~~11~~ seven qualified voters of the City of Lake City, except that no member of the City Council or its Mayor can serve on the Charter Commission. No member of the Charter Commission shall serve on any other board or commission of the City.

Section 3. This ordinance shall take effect 90 days after the date of its publication.

Introduced by the Lake City City Council the 13th day of November, 2023.

Adopted by the Lake City City Council the 11th day of December, 2023.

Mark Nichols, Mayor

Attest:

Kari Schreck, City Clerk

Publication Dates:

Published in *The Lake City Graphic* on _____, 2023.



REQUEST FOR
Charter Commission Meeting, April 23, 2024

Agenda Item Description: Election of Chair and Vice Chairpersons

Meeting: Charter Commission Meeting, 4/23/2024

Originating Department: City Clerk

Action Requested:

Motion _____ second _____ to appoint _____ as Chairperson, and
_____ as Vice Chairperson.

Reviewed By: Kari Schreck , City Clerk

Preparer: Kari Schreck, City Clerk