

MINUTES – DRAFT COPY

OWATONNA CHARTER COMMISSION MEETING

The 2018 Annual Meeting of the Owatonna Charter Commission was held Thursday, April 19, 2018 in the Second Floor Conference Room of the City Administration Building. Chairman Janice Lewison called the meeting to order at 4:02 p.m. Present were Charter Commissioners: Janice Lewison, Ken Henricksen, Doug Kolbe, Vern Wilker, Roland Truelson; Nick Lewis; John Havelka; Ray Brueggemeier; City Administrator Kris Busse; City Attorney Mark Walbran; and Administrative Specialist Jeanette Clawson. Commissioners Sharon Klein and Brad Bloomenrader were not present.

Minutes from the April 20, 2017 meeting were distributed and reviewed. Commissioner Henricksen made a motion to approve the minutes as presented, Commissioner Truelson seconded the motion; all members present voted aye for approval.

City Administrator presented the Order of Appointment received from the Honorable Jodi Williamson, Chief Judge of the Third Judicial District. Reappointed to serve were: Nick Lewis - First Ward ; John Havelka – Second Ward; Sharon Klein – Fourth Ward; Ken Henricksen – Fifth Ward. Brad Bloomenrader was a new appointment to represent the Third Ward. These will be four-year terms to expire December 31, 2021.

Chairman Lewison asked for nominations to serve as the Commission Chairman. Commissioner Kolbe made a motion to reappoint the current officers, Chairman Janice Lewison and Vice-Chairman Vern Wilker to serve another year; Commissioner Havelka seconded this motion. With no other nominations heard, all members voted aye for approval.

There were no Old or New Business items.

City Administrator Busse distributed a list of the amendments made to the City's Charter for general review and discussion. The City's first Charter was proposed in 1865 and there have been 67 amendments since.

A copy of City Ordinance 1577 recently approved by Council to amend Elected Official's Salaries was distributed for review. Council received recommendation from the Charter Commission during 2015 to amend the City Ordinance to require review of Elected Official's Salaries at least once every four years. Prior to 2015, the City's Elected Official's Salaries had not been adjusted for 18 years. Ordinance 1577 will increase salaries paid to the mayor and council members by \$50/month effective January 1, 2019.

City Attorney Mark Walbran thanked the commissioners for serving and attending this meeting. This commission serves an important purpose for the City and fortunately, there haven't been many changes needed to the Charter over the last several years.

Commissioner Kolbe made a motion to set the 2019 Annual Meeting on the third Thursday in April, April 18, 2019.

With no additional business, Commissioner Brueggemeier made a motion to adjourn, Commissioner Lewis seconded the motion; all members present voted aye for approval and the meeting closed at 4:21 p.m.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist