

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

CHARTER COMMISSION MINUTES

APRIL 27, 2011

1. Call to Order: Chair Malcolm Beck called the Charter Commission to order at 5:30 pm.
2. Roll Call: Members present Malcolm Beck, Randy Dressen, Rebecca Thull, Tim Brown, Gary Zimmerman. Excused Steve Kane and Absent Tim Vogt. Also present Mayor Jerry Tveit, City Administrator Matt Hulen, City Attorney Scott Lepak and City Clerk Barb Held.
3. Approve Minutes of March 22, 2011: Motion by Brown second Dressen to approve the March 22, 2011 Charter Commission Minutes.
4. Review Proposed Changes/Amendments to the Charter: Discussion was held on the changes from the last meeting. Due to the fact a couple commission members were missing and wanted a clarification on the recommended change of 4.06 it was agreed upon to rescind the motion made. Being Commission member Kane was not present that action could not take place so another meeting was set for May 3, 2011. The Charter Commission as a group unanimously is recommending two Charter amendment. The first would be to amend Section 7.16 of the Charter and that is to change the submission date of the Capital Improvement Plan (CIP) from June 1 to July 1 to help with the budgeting process. Also the Commission is recommending incorporating primary elections into the election process amending Chapter 5 by adding Subdivision 7. This would be effective for the 2012 elections. Another recommendation to the City Council is to amend the City Code by changing the references from City Clerk/Treasurer to City Clerk throughout and incorporating the Finance Department in Chapter 2. The reasoning is this is how the City is currently operating.
5. Adjournment: Motion by Dressen second Brown to adjourn the Charter Commission meeting at 6:07 pm. Motion carried unanimously.

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Barbara I. Held  
City Clerk