



Northfield Charter Commission MEETING MINUTES RECORD

Meeting: Special Charter Commission Meeting

Date: March 18, 2010 **Location:** 2nd Floor Conference Room **Start Time:** 4:00 p.m. **Adjourn Time:** 5:34 p.m.

Members present: Peter Dahlen, Bill Beck, Frank Balster, Victor Summa, Anthony Becker and Jane McWilliams

Members Absent: Jayne Hager Dee

Others present: Jon Denison, Kathryn Summa, Assistant to the City Administrator Jennifer Nash

Item	Discussion/Conclusions	Action
Call to Order	At 5:00 p.m. Chair Dahlen called the meeting to order.	
Approval of Minutes		<p>A motion was made by McWilliams and seconded by Becker to APPROVE THE CHARTER COMMISSION MEETING MINUTES FROM DECEMBER 15, 2009. All in favor. Motion carried.</p> <p>A motion was made by McWilliams and seconded by Becker to APPROVE THE CHARTER COMMISSION MEETING MINUTES FROM JANUARY 15, 2010. All in favor. Motion carried.</p>
Approval of Agenda	<p>Summa questioned whether this meeting is a special meeting and whether the agenda can be changed. Summa asked that Nash provide him with a citation relating to special meeting requirements and Nash stated she would provide this.</p> <p>The Commission discussed a possible amendment to the agenda.</p>	<p>A motion was made by McWilliams and seconded by Beck to APPROVE THE CHARTER COMMISSION AGENDA FOR MARCH 18, 2010.</p> <p>A motion was made by McWilliams and seconded by Becker to AMEND THE AGENDA TO CHANGE THE FORM OF GOVERNMENT ITEM TO DISCUSSION ONLY AND TO ADJOURN THE MEETING NO LATER THAN 5:30 P.M.</p> <p>A motion was made by McWilliams to CALL THE QUESTION. The motion died for lack of second.</p> <p>A motion was made by Becker and seconded by Summa to CALL THE QUESTION. All in favor. Motion carried.</p> <p>Vote on amendment. All in favor. Motion carried.</p> <p>Vote on agenda as amended. All in favor. Motion carried.</p>

Item	Discussion/Conclusions	Action
Welcome to New Members	Chair Dahlen welcomed new members Frank Balster and Anthony Becker to the Charter Commission and noted that Jayne Hager Dee was reappointed to the Commission.	
Election of Officers		<p>A motion was made by Balster to ELECT PETER DAHLEN AS VICE CHAIR. The motion died for lack of second.</p> <p>A motion was made by Summa and seconded by Balster to ELECT BILL BECK AS VICE CHAIR. All in favor. Motion carried.</p> <p>A motion was made by Summa and seconded by Balster to ELECT JAYNE HAGER DEE AS CHAIR. All in favor. Motion carried.</p>
Meeting Schedule	The Commission noted that the meeting schedule needed to be changed because Council is now meeting on Tuesdays.	A motion was made by Dahlen and seconded by Balster to MEET THE THIRD THURSDAY OF EACH MONTH AT 4:00 PM. All in favor. Motion carried.
Ethics Board	<p>Dahlen summarized the status of discussions related to the possible creation of an ethics board. Dahlen noted that the Mayor attended a meeting of the Human Rights Commission and told them they could not consider the ethics board discussion brought to them by the Charter Commission. Dahlen also handed out a list of questions he would like the Charter Commission to discuss at their next meeting.</p> <p>The commission discussed how to move forward with discussions on a possible board of ethics.</p>	
Form of Government	<p>The commission discussed the proposed resolution and attachments provided by Beck. A summary of how the form of government got to where it is was provided for the two new members in attendance. The commission also discussed whether a smaller language amendment could solve inconsistency within the charter relating to powers of the mayor versus powers of the administrator.</p> <p>Beck stated that he would meet with Becker before the next meeting to attempt to formulate language for proposed changes.</p>	
Petitions	<p>Summa asked to speak about petitions and stated that he believes the charter should be amended to match petition requirements in state law.</p> <p>McWilliams asked that more research be done before bringing action on this item.</p>	

Item	Discussion/Conclusions	Action
Charter Amendment Process and New Member Appointment Process	Beck stated that he would draft proposed language relating to how to make charter amendments and how new members are appointed.	
Adjourn the meeting	Time: 5:34 p.m.	A motion was made by Balster and seconded Dahlen to ADJOURN THE MEETING. All in favor. Motion carried.

Submitted by: _____

Jennifer Nash, Assistant to the City Administrator