



## **MEETING MINUTES**

### **New Prague Charter Commission**

### **Thursday, November 16, 2017**

The meeting was called to order at 6:00 p.m. by Chairperson Kay Wilcox with the following members present: Brad Carlson, Maggie Bass, Duane Jirik, Chuck Nickolay, Bernie Wehseler, Kay Wilcox, Mary Klimp, and Shawn Ryan.

Absent: Ben Bartusek

Staff Present: City Administrator Johnson and City Attorney Scott Riggs  
Commission members introduced themselves to each other.

2. Minutes:

It was moved by Duane Jirik, seconded by Brad Carlson to approve the minutes from December 22, 2016. Motion carried. (8-0)

3. Old Business:

There was no old business.

4. New Business:

Chairperson Wilcox indicated that there was no official new business to be acted on. City Attorney Riggs answered a few questions from the Commission.

- A. The Charter Commission is legally required to meet only one (1) time per year to satisfy Minnesota Statutes. He also briefly explained how City Charter changes occur.
- B. The last City Charter changes that were approved with the effective date of February 25, 2015 cleaned up a number of problematic sections of the Charter.
- C. Any issuance of Debt by the City is required to be approved by the City Council.
- D. The City of New Prague operates under the Home Rule Form of Government and the City Charter is like the Constitution for the City.
- E. The City Charter is the Authority for operating City Government and the "Powers of the City" are listed in Section 1.02 of the Charter.

5. City Attorney Riggs stated he would file the City's 2017 Annual Report from the City Charter Commission with the District Court to meet the annual statutory requirement. It was moved by Chuck Nickolay, seconded by Maggie Bass to have the City Attorney file the City's 2017 Annual Report with the District Court. Motion carried. (8-0)
6. The Charter Commission discussed holding their annual meeting in the second week of September 2018. Staff will coordinate with the City Attorney's Office.
7. City Staff verified the Charter Commission member list for phone numbers, emails, etc.
8. General Discussion Item(s):
  - A. The only item for General Discussion pertained to member interest in continuing on as a member of the Charter Commission. There were four (4) members whose four (4) year terms would be expiring on December 31, 2017 and would they be interested in continuing to serve on the Commission:
    - Brad Carlson - Yes
    - Duane Jirik - Yes
    - Kay Wilcox - Yes
    - Maggie Bass - Yes

This information will be passed onto the New Prague City Council for their consideration.

9. Agenda Topics for Next Meeting:
  - A. Any Legislative items
  - B. Bond Deal - City Attorney Scott Riggs

There being no additional business, motion by Shawn Ryan, seconded by Bernie Wehseler to adjourn at approximately 6:32 p.m. All voted in favor. (8-0)

Respectfully Submitted by:



Michael J. Johnson,  
City Administrator on behalf of  
Mary Klimp, Secretary/Treasurer