



AGENDA FOR THE ALBERT LEA CHARTER COMMISSION

July 24, 2025 – 2:00 P.M.

CITY HALL COUNCIL CHAMBERS

1. CALL TO ORDER

2. APPROVAL OF MINUTES JUNE 3, 2025 CHARTER COMMISSION MEETING

3. NEW BUSINESS

- A. Review and Approval of Ordinance Amendments – Part 1 Charter - Chapter 2 and Chapter 3

4. OLD BUSINESS - None

5. STAFF COMMENT

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

ORDINANCE 25-

Introduced by Councilor

AN ORDINANCE AMENDING PART 1 – CHARTER - CHAPTER 2 - FORM OF GOVERNMENT AND CHAPTER 3. COUNCIL PROCEDURE AND ADDING NEW SEC. 3.12 – DISPOSAL OF EXCESS PROPERTY

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

Sec. 2.07. Vacancies.

Subdivision 1. A vacancy in an elective office exists for the following reasons:

- (a) Failure of a person elected to an office to qualify on or before the date of the second regular meeting of the council in the year subsequent to the election;
- (b) Death of the officer;
- (c) Resignation of the officer;
- (d) Except as provided in section 2.05, the officer ceasing to be a resident of the city or of the ward from which elected;
- (e) Continuous absence of the officer from the city for more than 90 days;
- (f) Conviction of the officer of a felony either before or after qualification for office;
- (g) Failure of the officer without good cause to perform the duties of office for a period of three consecutive months;
- (h) Removal of the officer from office; or
- (i) Another reason specified by law.

When a vacancy occurs for a reason specified in clauses (d) through (i) [of this section], the council must promptly, by a resolution stating its findings, declare the vacancy to exist. If a vacancy occurs and exists in an elective office after the last day for filing affidavits of candidacy for that office, the person elected to fill that office is deemed to have been appointed for the unexpired term.

Subdivision 2. A vacancy in the office of mayor must be filled promptly by council appointment for the remainder of the unexpired term.

Subdivision 3. If a vacancy occurs and exists in the office of a council member ~~during term of office, less than one year from the date of the next regular municipal election~~, the council must promptly fill the vacancy by appointment and the person appointed serves until the December 31 following the next regular municipal election. At the next regular municipal election following the occurrence of the vacancy, the vacancy is filled by election for the unexpired portion of the term, if any.

Sec. 3.08. Signing and publication of ordinances and resolutions.

Ordinances and resolutions must be signed by the mayor ~~or two council members~~, attested by the clerk and filed and preserved by the clerk. An ordinance must be published once in the official newspaper. A summary of an ordinance may be published in the manner provided by law. Resolutions must be signed by the mayor or two council members, attested by the clerk and filed and preserved by the clerk. Resolutions need not be published.

Sec. 3.12. Disposal of excess property.

The city may adopt by ordinance or resolution the process to donate excess property to other political subdivisions or private entities providing a public purpose.

That the motion for the adoption of the foregoing ordinance was duly seconded by Councilor and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And the following voted against the same: None. Mayor Murray declared the ordinance passed. Introduced and read for the first time on the ____ day of , 2025

Mayor Rich Murray

Filed and attested this ____ day of , 2025

Secretary of the Council



**CHARTER COMMISSION MEETING
TUESDAY, June 3, 2025 - 4:30 p.m.
CITY HALL COUNCIL CHAMBERS**

PRESENT: Chair Phillip Johnson, Commissioners: Ryon McCamish, Jay Waltman, Jane Kepple-Johnson, Martha Jones-Sichko, Linda Mestnik, and Secretary and Ex-Officio to the Charter Commission Daphney Maras

ABSENT: Chris Utz and Ex-Officio City Manager Ian Rigg

CALL TO ORDER AND ROLL CALL – Chair Johnson called the meeting to order at 4:30 p.m.

APPROVAL OF MINUTES:

A. Approval of Minutes of the May 7, 2024 Charter Commission Meeting

Motion was made by Commissioner Kepple-Johnson, to approve the minutes from the Charter Commission meeting of May 7, 2024. Seconded by Commissioner Waltman. On roll call vote, all commissioners voted in favor of said motion.

NEW BUSINESS

A. Election of three commissioners to fill the expired first term of:

Chair Phillip Johnson – Term Expires May 31, 2025

Jay Waltman – Term Expired May 31, 2024

Ryon McCamish – Term Expires May 31, 2025

Commissioners considered the option of reappointing all three vacant seats on the Charter Commission for an additional four-year term, as outlined in Charter Ordinance Sec. 2.205, which stipulates that members shall serve for four years and remain in office until successors are appointed and qualified. In light of the limited number of qualified applications received, the current members have agreed to continue for a second term. Formal motions were submitted and approved to officially reassign each position.

To fulfill the second 4-year term of Phillip Johnson, Commissioner McCamish motioned to nominate Phillip Johnson, seconded by Commissioner Jones-Sichko. On roll call vote, all Commissioners voted in favor of said motion.

To fulfill the second 4-year term of Vice-Chair Jay Waltman, Commissioner Kepple-Johnson motioned to nominate Jay Waltman, seconded by Jones-Sichko. On roll call vote, all Commissioners voted in favor of said motion.

To fulfill the second 4-year term of Ryon McCamish, Commissioner Waltman motioned to nominate Ryon McCamish, seconded by Jones-Sichko. On roll call vote, all Commissioners voted in favor of said motion.

B. Elect new Commissioner Chair

To fulfill the Chairman position, Kepple-Johnson nominated Marti Jones-Sichko, seconded by Mestnik. On roll call vote, all Commissioners voted in favor of said motion.

OLD BUSINESS: None

STAFF COMMENT: None

ADJOURNMENT:

Motion was made by Kepple Johnson for adjournment, seconded by Jones-Sichko. That there being no further business, the meeting adjourns until the next regular meeting. All board members voted in favor of said motion.

Chairperson Johnson declared the meeting adjourned at 4:37 p.m.

Respectively Submitted,

Secretary of the Charter Commission

Step-by-Step Description of Making a Motion

- **Recognition of the Chair:** Begin by waiting for the chairperson to acknowledge you. You might say, “I’d like to make a motion.”
- **State the Motion Clearly:** Use direct language like “I move that...” followed by the specific action you’re proposing. Example: “I move that we approve amendments to the ordinance.
- **Second the Motion:** Another member must support your proposal by saying, “I second the motion.” This shows there’s interest in discussing it.
- **Restate the Motion:** The chair repeats the motion to ensure clarity and formally presents it to the group.
- **Discussion:** Members can now debate the motion, ask questions, or suggest amendments.
- **Vote:** After discussion, the chair calls for a vote. Members respond with “aye” or “no,” and the chair announces the result.