



## CHARTER COMMISSION MEETING

**MUNICIPAL CENTER COUNCIL CHAMBERS**  
**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**  
**Thursday, July 28th**  
**5:30PM**

1. Call To Order
2. Roll Call
3. Adopt Agenda
4. Adopt Minutes
  - 4.A. Meeting Minutes Of June 9, 2022  
Documents:  
[MINUTES 6-9-22.PDF](#)
5. New Business
  - 5.A. Charter Commission Interviews  
Documents:  
[CHARTER PACKET AGENDA ITEMS.PDF](#)
  - 5.B. Election Of Officers
6. Old Business
7. Set Next Meeting Date
8. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4108 or email [ADA@wspmn.gov](mailto:ADA@wspmn.gov) at least 5 business days prior to the meeting*



MINUTES  
WEST ST. PAUL CHARTER COMMISSION  
Thursday, June 9, 2022  
5:30 P.M.  
MUNICIPAL CENTER  
COUNCIL CHAMBERS

MEMBERS PRESENT IN COUNCIL CHAMBERS:

Chair Doug Fromm, Commissioners Mark Tessmer, Tim Valento, Aaron VanMoorlehem, Matthew Schempp, Tim Haubrich, Andrea Friesen, Jim Probst, Kae Jae Johnson

MEMBERS ABSENT:

Jim McKie, Karen Vavreck

OTHERS PRESENT:

City Manager Nate Burkett, City Attorney Kori Land, Councilmember Liaison Eng-Sarne.

**1. CALL TO ORDER**

Chair Fromm called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

**3. ADOPT AGENDA**

*Motion by Probst/Schempp to adopt the agenda. Motion passed unanimously.*

**4. ADOPT MINUTES**

*Motion by Probst/Tessmer to approve the minutes. Motion passed unanimously.*

**5. NEW BUSINESS**

**A. Charter Amendment**

Mayor and Council salaries:

- Charter Section 2.07 and City Code Section 30.04

Over the last several years, the salary increases have been consistent with the increase in wages for non-union wages. City Manager Burkett indicated that non-union increase for next year is likely to be around 3%. City Manager Burkett

mentioned that one council member suggested that salary increases should be sizable to reflect a part-time job. Commission Probst said being on the council is a service position so it should not be akin to a part-time job. City Manager Burkett confirmed that current council salaries are within the range of similar communities in Dakota County. Commissioner VanMoorlehem was concerned that making a significant jump is something that the Commission would have to study because it is a big change to the philosophy of how the City compensates its elected officials. Commissioner Tessmer said he would be interested in looking at it, but does not know if he would support it. Commissioner Friesen was concerned that an automatic COLA adjustment was artificially low.

Commissioner Schempp likes an automatic COLA increase but may want to further study a larger salary increase at a future meeting. Commissioner Tessmer prefers to control the Council's salary and look at it each time.

City Manager Burkett said it is possible that there may be a new formula that would provide a raise for each non-represented employee, but may not be a true "COLA." Attorney Land indicated that there could be an automatic COLA and still have the Commission review salaries in odd-numbered years to determine if it was a sufficient increase.

Commissioner VanMoorlehem would support doing a regular increase now and then revisit a larger increase or structural changes over the next year.

Councilmember Eng-Sarne does not look at the salary as the reason for being on Council. She likes it that the Commission has oversight on the Council's salary.

The City Manager indicated a 3% increase from the current salary would result in the following:

Mayor 2023 \$10,174 and Council \$8,165  
Mayor 2024 \$10,480 and Council \$8,410

*Motion by VanMoorlehem/Tessmer to recommend the Council salaries be increased as articulated by the City Manager. Motion passed unanimously.*

## **6. OLD BUSINESS**

### **A. Charter Commission Members Expiring Terms and Appointment Process**

Chair Fromm identified those members with terms expiring in 2022. In addition, Commissioner Vavreck resigned.

- Friesen – seeking reappointment
- Probst – seeking reappointment
- McKie – not seeking reappointment

- VanMoorlehem – not seeking reappointment but will continue to serve until his replacement is appointed.
- Vavreck – resigned

Chair Fromm recommended reaching out to get candidates and seek out those who have applied in the past. He recalled that the last time we interviewed all of the applicants.

*Motion by Valento/Johnson to request reappointment of Friesen and Probst.* Motion passed unanimously.

## **7. SET NEXT MEETING DATE BETWEEN JULY/DEC.**

Agenda items:

- Interviews
- Elect Chair/Vice Chair

Commission decided to hold its next meeting on July 28, 2022

## **8. ADJOURNMENT**

*Motion to adjourn by Tessmer/Friesen.* Unanimous. The meeting was adjourned at 6:07.



**CITY OF WEST ST. PAUL**  
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

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**CHARTER COMMISSION MEETING**  
**MUNICIPAL CENTER**  
**July 28, 2022**  
**5:30 P.M.**

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent
  - A. Meeting Minutes June 9, 2022
5. New Business
  - A. Charter Commission Interviews (15-minute increments)
  - B. Election of Officers
6. Old Business
7. Set Next Meeting Date
8. Adjourn

To: **Chair Fromm and Members of the Charter Commission**  
Through: **Nate Burkett, City Manager**  
From: **Kori Land, City Attorney**  
Date: **July 28, 2022**

## **Charter Commission Regarding Appointments**

### **BACKGROUND INFORMATION:**

There are currently two vacancies on the Charter Commission and in addition, Commissioner VanMoorlehem has indicated he is not interested in being reappointed, although he will serve until his seat is filled.

We recommend that you conduct interviews, consider the applicants and decide if you want to recommend up to three of the candidates for appointment to the vacant seats. An applicant must receive an affirmative vote of a majority of those present in order to be recommended for appointment. Once your recommendations are approved, we will prepare and submit the Order to the Chief Judge of the First Judicial District, who has the authority to appoint the Charter Commission members.

The interview questions that were used in the last appointment process is attached. The interviews are scheduled in alphabetical order and in 15 minute increments.

### **ATTACHMENTS:**

- Roster
- Applications
- Interview Questions

### **STAFF RECOMMENDATION:**

Conduct interviews and discuss recommendations for appointment. You may recommend up to 3 candidates for appointment.

**WEST ST. PAUL CHARTER COMMISSION**

<b>NAME OF COMMISSIONER</b>	<b>TERM EXPIRES</b>	<b>WARD NUMBER</b>	<b>DATE APPOINTED BY COURT</b>
Friesen, Andrea	02.28.26	3	03.01.18
Fromm, Douglas (Chair)	02.28.25	1	03.01.21
Haubrich, Tim	02.28.24	3	12.23.20
Johnson, Kimetha (KaeJae)	02.28.24	1	01.25.21
VACANT	02.28.26		
Probst, James	02.28.26	2	03.01.18
Schempp, Matthew (Vice Chair)	02.28.25	3	03.01.21
Tessmer, Mark	02.28.24	2	12.23.20
Valento, Tim	02.28.24	3	12.23.20
VanMoorlehem, Aaron	02.28.22	1	03.01.18
VACANT	02.28.25		

Updated: 07.19.22

<b>COUNCIL LIAISON</b>	<b>MEMBER TERM</b>	<b>TERM LIMIT</b>
Councilmember Lisa Eng-Sarne 651.757.7090 <a href="mailto:lengsarne@wspmn.gov">lengsarne@wspmn.gov</a>	4 Years	None

**RECORDING SECRETARY**  
Attorney Kori Land

**COMMISSION MEETS**  
As Called



# Print

## Application for Appointment to Commissions, Boards, Committees and Task Forces - Submission #4772

Date Submitted: 7/19/2022

Applications for Boards and Commissions are accepted year-round. As seats become vacant, the City of West St. Paul will consider all active applications for appointment. Applications are considered active for one year from submission date. To remain active after one year, applicants must re-apply.

First Name\*

Michelle

Last Name\*

Ball

Address1\*

[Redacted Address]

Address2

[Empty Address2 Field]

City\*

West Saint Paul

State\*

MN

Zip\*

55118

Email\*

[Redacted Email]

Home Phone

[Empty Home Phone Field]

Cell Phone

[Empty Cell Phone Field]

Work Phone

[Empty Work Phone Field]

### Public Commission Directory\*

Please indicate the phone number(s) you would like published in our Public Commission Directory if you are appointed. Permission to release your phone number to the public is a requirement of the Data Practices Act.



Home



Cell



Work

Mark up to 3 committees you are interested in serving on\*

- Charter Commission
- Parks & Recreation Advisory Board
- Planning Commission
- Environmental / Greening Committee
- Lower Mississippi River Watershed Management Organization
- NDC4 (Cable Commission)

If you are interested in more than one committee, please list them in order of most desirable to least desirable.

**More Info**

[Learn more about each Board and Commission here...](#)

How Many Years Have You Lived in West St. Paul\*

Ward

Precinct

Employment / Job Title\*

Employer Name & Address\*

List your past and present civic activities or memberships which may be helpful to this committee.\*

**List two or three goals that you would like to see accomplished during your term on a commission.\***

Help city residents understand the city is a charter city and what that means. Help investigate on how the charter could better serve those residents.

**How did you become interested in serving on a committee?\***

Neighbor participation reminding me that change can't happen without participation.

Print

# Application for Appointment to Commissions, Boards, Committees and Task Forces - Submission #4649

Date Submitted: 6/7/2022

Applications for Boards and Commissions are accepted year-round. As seats become vacant, the City of West St. Paul will consider all active applications for appointment. Applications are considered active for one year from submission date. To remain active after one year, applicants must re-apply.

First Name\*

Chris

Last Name\*

Gevara

Address1\*

[REDACTED]

Address2

[REDACTED]

City\*

West St Paul

State\*

MN

Zip\*

55118

Email\*

[REDACTED]

Home Phone

[REDACTED]

Cell Phone

[REDACTED]

Work Phone

[REDACTED]

### Public Commission Directory\*

Please indicate the phone number(s) you would like published in our Public Commission Directory if you are appointed. Permission to release your phone number to the public is a requirement of the Data Practices Act.



Home



Cell



Work

Mark up to 3 committees you are interested in serving on\*

Charter Commission

Parks & Recreation Advisory Board

Planning Commission

Environmental / Greening Committee

Lower Mississippi River Watershed Management Organization

NDC4 (Cable Commission)

If you are interested in more than one committee, please list them in order of most desirable to least desirable.

**More Info**

[Learn more about each Board and Commission here...](#)

How Many Years Have You Lived in West St. Paul\*

40+

Ward

3

Precinct

2

Employment / Job Title\*

Library Technician

Employer Name & Address\*

State of Minnesota

List your past and present civic activities or memberships which may be helpful to this committee.\*

Member and Chair of WSP  
Environmental Committee Head  
Election Judge for WSP Created  
historical display that was exhibited  
in City Hall for WSP's 125th  
anniversary

List two or three goals that you would like to see accomplished during your term on a commission.\*

At this time I do not have any goals other than to make sure the charter stays updated and needed changes are made as they arise.

How did you become interested in serving on a committee?\*

I have been a lifelong resident and active in the city for the last ten years. I have served on a few committees and volunteered for numerous events in the past, as well as worked with other organizations and schools in WSP. I feel I have a good handle on WSP's past and present, and would like to utilize that knowledge in continuing to keep WSP on a path that is forward-thinking and on-par with communities that are around us.

Print

# Application for Appointment to Commissions, Boards, Committees and Task Forces - Submission #4664

Date Submitted: 6/10/2022

Applications for Boards and Commissions are accepted year-round. As seats become vacant, the City of West St. Paul will consider all active applications for appointment. Applications are considered active for one year from submission date. To remain active after one year, applicants must re-apply.

First Name\*

James

Last Name\*

Heaney

Address1\*

[Redacted]

Address2

[Redacted]

City\*

West Saint Paul

State\*

MN

Zip\*

55118

Email\*

[Redacted]

Home Phone

[Redacted]

Cell Phone

[Redacted]

Work Phone

[Redacted]

### Public Commission Directory\*

Please indicate the phone number(s) you would like published in our Public Commission Directory if you are appointed. Permission to release your phone number to the public is a requirement of the Data Practices Act.



Home



Cell



Work

Mark up to 3 committees you are interested in serving on\*

- Charter Commission
- Parks & Recreation Advisory Board
- Planning Commission
- Environmental / Greening Committee
- Lower Mississippi River Watershed Management Organization
- NDC4 (Cable Commission)

If you are interested in more than one committee, please list them in order of most desirable to least desirable.

Charter, Planning

**More Info**

[Learn more about each Board and Commission here...](#)

How Many Years Have You Lived in West St. Paul\*

5

Ward

3

Precinct

1

Employment / Job Title\*

Software Engineer

Employer Name & Address\*

1329 Bidwell St



List your past and present civic activities or memberships which may be helpful to this committee.\*

Before I moved here, I have served within local political party organizations as precinct chair / vice-chair / secretary. More recently, I served two years as statewide secretary of a very marginal political party managed to collect about 700 votes statewide in 2016. In the latter capacity, I played a key role in drafting the party's bylaws and helped navigate state campaign finance reform rules. Last year, I wrote a blog post called "Explaining Your West Saint Paul (Dakota County) Property Tax Statement" that some community members found valuable: <https://bit.ly/3Hbx8Ps>

List two or three goals that you would like to see accomplished during your term on a commission.\*

This is hard, because it depends which commission I get a term on! The skills necessary to be an effective Planning Commissioner or Charter Commissioner are similar: you have to be diligent in preparing for the issues and thorough in reading and understanding the laws governing West St. Paul (from our local zoning code to the state zoning law on up to the Supreme Court case *Euclid v. Ambler Realty* and its critics). But those skills serve different purposes on different commissions! Broadly speaking, I really like our city and am happy with it, so my goal on either commission would be to preserve what we have while adapting appropriately for the future. But isn't that everyone's goal?

How did you become interested in serving on a committee?\*

Desire to give back to a community that has given me quite a bit.

Print

# Application for Appointment to Commissions, Boards, Committees and Task Forces - Submission #4700

Date Submitted: 6/19/2022

Applications for Boards and Commissions are accepted year-round. As seats become vacant, the City of West St. Paul will consider all active applications for appointment. Applications are considered active for one year from submission date. To remain active after one year, applicants must re-apply.

First Name\*

Carol

Last Name\*

Keyes-Ferrer

Address1\*

[REDACTED]

Address2

[REDACTED]

City\*

West St Paul

State\*

MN

Zip\*

55118

Email\*

[REDACTED]

Home Phone

[REDACTED]

Cell Phone

[REDACTED]

Work Phone

[REDACTED]

### Public Commission Directory\*

Please indicate the phone number(s) you would like published in our Public Commission Directory if you are appointed. Permission to release your phone number to the public is a requirement of the Data Practices Act.



Home



Cell



Work

Mark up to 3 committees you are interested in serving on\*

- Charter Commission
- Parks & Recreation Advisory Board
- Planning Commission
- Environmental / Greening Committee
- Lower Mississippi River Watershed Management Organization
- NDC4 (Cable Commission)

If you are interested in more than one committee, please list them in order of most desirable to least desirable.

**More Info**

[Learn more about each Board and Commission here...](#)

How Many Years Have You Lived in West St. Paul\*

Ward

Precinct

Employment / Job Title\*

Employer Name & Address\*

List your past and present civic activities or memberships which may be helpful to this committee.\*

Organizer, Marthaler Park (adopt a park) and Marthaler Neighborhood group. MetroIBA (independent business alliance) Board of Directors 2019-2022. MetroIBA Executive Director Search Committee Chair. Prior board member for Dakota County Regional Chamber of Commerce. Organized WSP candidate forums in 2020. American Society of Safety Professionals Finance Committee. Past chair of Sierra Club, Northern Dakota County.

List two or three goals that you would like to see accomplished during your term on a commission.\*

1. Maintain fair and accessible voting for all residents, including increased participation for renters. 2. Keeping the charter relevant for our times, whether that means spending limits or keeping public hearings and council meetings accessible. 3. Communication between committees seems to have improved, but ensuring staff work and committee work does not become too siloed.

How did you become interested in serving on a committee?\*

I've followed council meetings since we moved to WSP and have occasionally attended different committee meetings. I believe it is important to be active in our community and participate.

Print

# Application for Appointment to Commissions, Boards, Committees and Task Forces - Submission #4626

Date Submitted: 5/28/2022

Applications for Boards and Commissions are accepted year-round. As seats become vacant, the City of West St. Paul will consider all active applications for appointment. Applications are considered active for one year from submission date. To remain active after one year, applicants must re-apply.

First Name\*

Andrew

Last Name\*

Olson

Address1\*

[Redacted]

Address2

[Redacted]

City\*

West St Paul

State\*

MN

Zip\*

55118

Email\*

[Redacted]

Home Phone

[Redacted]

Cell Phone

[Redacted]

Work Phone

[Redacted]

### Public Commission Directory\*

Please indicate the phone number(s) you would like published in our Public Commission Directory if you are appointed. Permission to release your phone number to the public is a requirement of the Data Practices Act.



Home



Cell



Work

Mark up to 3 committees you are interested in serving on\*



Charter Commission



Parks & Recreation Advisory Board



Planning Commission



Environmental / Greening Committee



Lower Mississippi River Watershed Management Organization



NDC4 (Cable Commission)

If you are interested in more than one committee, please list them in order of most desirable to least desirable.

**More Info**

[Learn more about each Board and Commission here...](#)

How Many Years Have You Lived in West St. Paul\*

5

Ward

2

Precinct

1

Employment / Job Title\*

Legal/Management Analyst

Employer Name & Address\*

Minnesota Campaign Finance and Public Disclosure Board 190 Centennial Office Building 658 Cedar St St Paul, MN 55155

List your past and present civic activities or memberships which may be helpful to this committee.\*

I have been a member of the League of Women Voters (LWV) of Dakota County since February 2017 and have served in volunteer leadership roles including as the Advocacy/Program Coordinator and later as the Visibility Coordinator. Throughout that time I have helped organize multiple candidate forums, forums concerning various public policy issues, and meetings featuring speakers addressing issues of concern to members and the general public. I have helped monitor proposals being considered by the Dakota County Board, the Metropolitan Council, the Minnesota Legislature, and various city councils and school boards, in order to help LWV of Dakota County and members of the public take advantage of opportunities to provide input. For the past few years I have been primarily responsible for external communications including the LWV of Dakota County website and social media accounts. I have also served as an election judge in Minneapolis since 2018.

List two or three goals that you would like to see accomplished during your term on a commission.\*

1. I would like the Charter Commission to consider clarifying portions of the City Charter that explain what constitutes a quorum of the Council. My concern is that Sections 3.03 and 3.04 do not specify whether the threshold for what constitutes a quorum is modified if one or more councilmembers is legally disqualified from participating in a meeting or voting on a matter. Those sections likewise do not specify whether the decision of a councilmember to recuse herself or himself or abstain from voting on a matter, when not legally required to do so, alters that threshold. Also, Section 3.03 refers to elected members, which could be problematic if the vote of an appointed councilmember would change the outcome of a decision. 2. I would like the Charter Commission to consider proposing revisions to various aspects of Chapter V, regarding initiatives and referenda, which conflict with Minnesota Statutes section 205.10. For example, the petition signature threshold set forth in state statute is 20 percent of the number of votes cast in the previous municipal election, while the threshold set forth in Sections 5.05, 5.06, 5.10, and 5.11 of the City Charter is 10 percent. Similarly, I think the Charter Commission should considering proposing the modification of section 5.07 of the City Charter to provide that a special election held for the purpose of voting on an initiative will not be held between 30 and 45 days after final action on a proposed ordinance, as is currently required, unless a uniform election date set forth in Minnesota Statutes section 205.10, subdivision 3a, happens to fall within that 15-day time period. The date of a special election generally must be one of the dates specified in Minnesota Statutes section 205.10, subdivision 3a, pursuant to Minnesota Statutes section 205.02, subdivision 2. 3. I would like the Charter Commission to recommend repealing Section 5.02, which prohibits compensation paid to petition circulators. That provision is unconstitutional pursuant to Meyer v. Grant, a 1988 United States Supreme Court decision in which the Court struck down a Colorado statute prohibiting the payment of petition circulators on First Amendment grounds.

How did you become interested in serving on a committee?\*

I am interested in serving on the Charter Commission for two primary reasons. First, I am generally interested in the mechanics of good governance. I feel that my experience, skills, and knowledge as an attorney and engaged citizen would help me to be a productive member of the Commission. Second, in the time that I have lived in West St. Paul there have been instances in which I feel that a lack of clarity within the City Charter has made it more difficult for residents to understand the functioning of the Council and other aspects of city governance.

## CHARTER COMMISSION INTERVIEW QUESTIONS

1. In regards to City governance are there any issues, concerns, or changes that you think the Charter Commission should address?
2. Have you served on any other Commissions or committees in WSP or any of the other cities you have lived in?
3. Have you lived in a City that was a Charter City?
4. What are some of your strengths or best qualities that could be helpful to the Charter Commission?
5. Why did you select the Charter Commission?
6. Is the Charter Commission still your top choice?



To: **Chair VanMoorlehem and Members of the Charter Commission**  
Through: **Nate Burkett, City Manager**  
From: **Kori Land, City Attorney**  
Date: **July 28, 2022**

## **Election of Officers**

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### **BACKGROUND INFORMATION:**

The Bylaws require that a Chair and Vice Chair be elected annually between July and December. An officer may be elected to successive terms without limitation.

The current officers are as follows:

Chair – Doug Fromm  
Vice Chair – Matthew Schempp

### **STAFF RECOMMENDATION:**

Elect a Chair and Vice Chair