

## RAMSEY COUNTY CHARTER COMMISSION

Minutes of Tuesday, January 19, 2021 – 7 PM

Pursuant to Minnesota Statutes § § 13D.021 and 13D.04, subd. 3, Chief Legal Counsel of Ramsey County has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Charter Commission members will participate online via Zoom by telephone or other electronic means. Public participation is available online via Zoom with live access to the meeting at <https://www.ramseycounty.us/your-government/leadership/charter-commission/charter-commission-agendas-and-minutes>. The video recording of the meeting will be posted at the link noted above.

### WORKSHOP MINUTES

1. Call to Order: Chair Nancy Haas called the meeting to order at 7:01 PM.
2. ROLL CALL Attendance: Completed by Sia Xiong. Chair Nancy Haas provided a short welcome to the meeting and shared that Jim Mogen from the County Attorney's Office will be presenting for the evening.

<input checked="" type="checkbox"/> Ann Maslansky-Takahashi	District 1	<input type="checkbox"/> Joshua (Josh) Ortiz	District 5
<input type="checkbox"/> Steven Reeves	District 1	<input type="checkbox"/> Vacant	District 5
<input type="checkbox"/> Ache Wakai	District 2	<input checked="" type="checkbox"/> Hoang Murphy	District 6
<input checked="" type="checkbox"/> Joann Knuth	District 2	<input type="checkbox"/> Tony Parrish, Sr.	District 6
<input checked="" type="checkbox"/> Nancy Haas	District 3	<input checked="" type="checkbox"/> John O'Phelan	District 7
<input type="checkbox"/> Susan Flores-Diaz	District 3	<input type="checkbox"/> William (Bill) Kempe	District 7
<input checked="" type="checkbox"/> Bethany Winkels	District 4	<input checked="" type="checkbox"/> Angela (Angie) Thies	At Large
<input checked="" type="checkbox"/> Sharon Garth	District 4	<input checked="" type="checkbox"/> Laura Suess	At Large
		<input checked="" type="checkbox"/> Susan (Sue) Majerus	At Large

Also present: Amy Schmidt, County Attorney's Office  
Janet Guthrie, Chief Clerk – County Board  
Sia Xiong, Administrative Planning Assistant

Guests: Jim Mogen, County Attorney's Office  
Samuel Clark, Civil Division Director

3. Approval of January 19, 2021 Agenda: Motion by Nancy Haas to approve the agenda, seconded by Sue Majerus. Approved unanimously.
4. Workshop: Training and Orientation for Charter Commission Members (3 Attachments)  
Presentation by County Attorney Jim Mogen
  - A. Charter Commission Overview and Duties: County Attorney Jim Mogen presents slides going over the general roles and responsibilities of the Charter Commission members. He gives a brief overview of the history and influence level.
  - B. Basics of the Open Meeting Law: County Attorney Jim Mogen presents slides going over the purpose of the Open Meeting Law and covers who it applies to and how it works. He

discusses public hearing requirements and common issues.

- C. Basics of Parliamentary Procedures: County Attorney Jim Mogen presents slides going over the parliamentary procedures including rules for conducting fair and orderly meetings; basic principles; and quorum details.

Afterwards, Jim Mogen opened for questions and discussion. Joann Knuth asked if there was a cheat sheet available, and Jim Mogen shared a document that he is willing to share with the members. Bethany Winkels asked the Chair and Vice Chair to provide recommendations on what best practices to implement for the Charter Commission meetings. Jim Mogen recommended not focusing much on the details. Hoang Murphy asked about when rules should be in place and how to manage. Jim Mogen does not recommend it. Nancy Haas and Angie Thies reiterated that this workshop is to help

5. Adjournment: Motion by Nancy Haas to adjourn, seconded by Laura Suess. The meeting was adjourned at 9:00 PM.

Next Meeting: Monday, February 1, 2021 – 7 PM

Virtual Zoom meeting for Charter Commission members, staff, and the public.

Respectfully submitted by Sia Xiong, Administrative Planning Assistant.