

RAMSEY COUNTY CHARTER COMMISSION

Agenda of Monday, February 1, 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.

AGENDA

1. Call to Order
2. ROLL CALL Attendance
3. Approval of February 1, 2021 Agenda
4. Approval of October 19, 2020 Minutes (Attachment)
5. Approval of January 19, 2021 Minutes (Attachment)
6. Old Business
None
7. New Business
 - A. Welcome New Chair and Vice Chair
 - B. Commission Member Introduction by District
 - C. Adopt Robert's Rules of Order
 - D. Roles and Responsibilities (Attachment)
 - E. 2021 Workplan Discussion
 - i. New Member Orientation and Mentoring
 - ii. Focus – Charter Review and Committees / Workgroups
 - iii. Additional Topics – Community Outreach, Education, Budget Review, Comments
8. Citizen Input (Approximately 8:30 PM)
9. Future Agenda Items
10. Adjournment

Next Meeting: Monday, May 3, 2021 – 7 PM

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

Attachments:

- October 19, 2020 Meeting Minutes Draft
- January 19, 2021 Meeting Minutes Draft
- Charter Commission Roles and Responsibilities
- Charter Commission Member Roster

RAMSEY COUNTY CHARTER COMMISSION

Minutes of Monday, October 19, 2020 – 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 within one day of the meeting at the link noted above.

MINUTES

1. Call to Order: Vice Chair Bill Kempe called meeting to order at 7:01 PM.
2. ROLL CALL Attendance: Completed by Jenny Xiong. Jeff Stephenson provided an introduction for the record.

<input type="checkbox"/> Joe Murphy	District 1	<input checked="" type="checkbox"/> Joshua (Josh) Ortiz	District 5
<input checked="" type="checkbox"/> Steven Reeves	District 1	<input checked="" type="checkbox"/> Michael Lindsay	District 5
<input type="checkbox"/> Ache Wakai	District 2	<input checked="" type="checkbox"/> Robert Humphrey	District 6
<input type="checkbox"/> Emily Dunsworth	District 2	<input type="checkbox"/> Tony Parrish, Sr.	District 6
<input type="checkbox"/> Jacquelyn (Jacquie) Thomas	District 3	<input checked="" type="checkbox"/> Angela Thies	District 7
<input checked="" type="checkbox"/> Nancy Haas	District 3	<input checked="" type="checkbox"/> John O'Phelan	District 7
<input checked="" type="checkbox"/> Bethany Winkels	District 4	<input checked="" type="checkbox"/> William (Bill) Kempe	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
Jenny Xiong, Administrative Assistant

Guests: Alex Kotze, Chief Financial Officer
Elizabeth Tolzmann, Director Policy and Planning
Ryan O'Connor, Ramsey County Manager

3. Approval of October 19, 2020 Agenda: Motion by Mike Lindsay to approve the agenda, seconded by Sharon Garth. ROLL CALL was held all voted in favor.
4. Approval of September 14, 2020 Minutes (Attachment): Motion by Laura Suess to approve the minutes, seconded by John O'Phelan. ROLL CALL was held all voted in favor.
5. Old Business: None
6. New Business:
 - A. Performance Measures and 2021 Supplemental Budget (3 Attachments)
Presentation by County Manager Ryan O'Connor, Policy Director Elizabeth Tolzmann and Chief Financial Officer Alex Kotze: Ryan O'Connor shared the Supplemental Budget

and that priorities from last year's budget have not changed. Everything is rooted in Resident's First and how residents are experiencing our system. Elizabeth Tolzmann covered Performance Measures and details on indicators. She highlighted the plan to partner with community in order to reach goals. Last year, community visioning sessions were held to find out what indicators were important to residents. Alex Kotze added that flexibility and ability to pivot are important. There is a need to increase community engagement.

- B. Charter Commission Roles and Responsibilities – County Attorney's Office (Attachment): Discussion was held on whether the Charter Commission has the authority to amend the Home Rule Charter. Yes, but it requires going to the voters during a general election. Member roles were highlighted including the role to periodically review the Charter to ensure it is up to date. Josh Ortiz clarified roles and referred to the attached documents got further discussion. Continued discussion and points shared from Sharon Garth reiterating member review of the Charter for changes, and John O'Phelan referred to the explicit overruling of general statutes. Amy Schmidt also shared the state statutes that apply to attorneys and the second chapter that applies to the Sheriff.
- C. Election of Chair and Vice Chair for 2021: Nominating Committee: Motion by Bill Kempe to appoint Nancy Haas as the 2021 Chair, seconded by Sharon Garth. Motion by Sue Majerus to appoint Angie Thies as the 2021 Vice Chair, seconded by Robert Humphrey. ROLL CALL was held all voted in favor.
- D. Approval of Dates for 2021 Meetings: February 1, 2021; May 3, 2021; August 2, 2021; and October 18, 2021. Nancy Haas requested to amend the list to add a workshop before the February 1, 2021 meeting, seconded by Bill Kempe. The date was yet to be determined. ROLL CALL was held all voted in favor.
- 7. Citizen Comments/Input: Bill Kempe read off comments written by community members through the Zoom chat for record.
- 8. Future Agenda Items:
 - A. Workshop to discuss Robert's Rules
- 9. Farewell to Joe Murphy and Robert Humphrey: On behalf of the Charter Commission, Janet Guthrie thanked both for their service with the Charter Commission.
- 10. Adjournment: Motion to adjourn by Bethany Winkels, seconded by Robert Humphrey. The meeting was adjourned at 9:32 PM.

Next Meeting: To Be Determined (Prior to February 1, 2021)
Virtual Zoom meeting for Charter Commission members, staff, and the public.

Respectfully submitted by Jenny Xiong, Administrative Assistant

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 AGENDA

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.

ROLE AND RESPONSIBILITIES

Ramsey County Charter Commission and its Members

- Support “good government”, the overarching intent of the Home Rule Charter, to “...make county government more visible and responsive to the residents of the county and to provide ways to make county government more flexible and efficient in addressing the needs of county residents.”
- Have an interest in learning about and discussion of Ramsey County
- Recognize the roles of elected officials vs those of Charter Commission Members
 - Charter Commission Members are appointed by the District Court
 - County Commissioners, Attorney, and Sheriff are elected by the citizens
 - the Charter provides the mechanisms for elected County Commissioners to make the policy decisions
 - the Charter provides the mechanisms for professional staff to design, develop, and deliver services for the citizens of the County
- Periodically review the Charter
- Propose any necessary amendments to the Home Rule Charter
- Oversee the amendment process including
 - Review of any proposed amendments
 - Declare the sufficiency of a petition
 - Prepare a summary of any proposed amendment
 - Recommend any necessary revisions to proposed amendments
 - Submit proposed amendments to an election
- Attend all meetings of the Ramsey County Charter Commission
- Prepare for meetings by reading supplied documents prior to the meeting
- Notify the Chief Clerk if unable to attend a meeting (chief.clerk@co.ramsey.mn.us)

Charter Commission
250 Courthouse
15 West Kellogg Blvd.
Saint Paul, MN 55102
Phone: (651) 266-8000
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RAMSEY COUNTY CHARTER COMMISSION MEMBERS

Updated January 22, 2021

District	Name	Email Address
1	Ann Maslansky-Takahashi	mistreal@gmail.com
1	Steven Reeves	reeves23@comcast.net
2	Joann Knuth	joann.knuth@gmail.com
2	Ache Wakai	achewakai@gmail.com
3	Susan L. Flores-Diaz	susan.flores.diaz@gmail.com
3	Nancy A. Haas (Chair)	nhaas@messerlikramer.com
4	Bethany Winkels	bethany.winkels@gmail.com
4	Sharon Garth	sgarth62@gmail.com
5	Sebastian Andrew Ellefson	sebastian.ellefson@gmail.com
5	Joshua L. Ortiz	ortiz.joshua@gmail.com
6	Hoang Murphy	hoanggmurphy@gmail.com
6	Tony Parrish, Sr.	tonyrpsr@gmail.com
7	William C. Kempe	wckempe@yahoo.com
7	John O'Phelan	jop457@yahoo.com
At Large	Angela Thies (Vice Chair)	amthieser@gmail.com
At Large	Laura Suess	laurasuess@gmail.com
At Large	Susan Majerus	surejam2000@yahoo.com

Ramsey County Charter Commission Staff	
Amy Schmidt, Civil Division County Attorney	amy.schmidt@co.ramsey.mn.us
Janet Guthrie, Chief Clerk	janet.guthrie@co.ramsey.mn.us
Sia Xiong, Administrative Planning Assistant	sia.xiong@co.ramsey.mn.us

District Court Staff	
Laura Stevens, Probate Registrar	laura.stevens@courts.state.mn.us