

**CITY OF PLYMOUTH
AGENDA
Special Charter Commission
3400 Plymouth Boulevard
Plymouth, MN 55447
October 29, 2025, 7:00 PM**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- 2.1** Adopt proposed minutes
1. June 9

3. GENERAL BUSINESS

- 3.1** Review proposed Charter Amendment
1. Ordinance - Amending City Charter

- 3.2** Adopt amendment to the Charter Commission By-Laws
1. Charter Commission By-Laws

4. ADJOURNMENT



To: Charter Commission

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: **Adopt proposed minutes**

1. Action Requested:

Adopt proposed minutes.

2. Background:

Not applicable.

3. Budget Impact:

Not applicable.

4. Attachments:

1. June 9

Proposed Minutes Charter Commission Meeting June 9, 2025

1. Call to Order

Chair Markanda called the Regular Meeting of the Plymouth Charter Commission to order at 7:00 p.m. in the Medicine Lake Room at City Hall, 3400 Plymouth Boulevard, on June 9, 2025.

PRESENT: Commissioners Markanda, Lachmansingh, Amdal, Peterson, Dorpat, Morrissey, Fishbein, Kibaya, Ziesmer, Anderson, and Raymakers.

ABSENT: Commissioners Sohoni, Whitmore, Mahipathi, and Shannon.

ALSO PRESENT: Deputy City Manager Solano and City Clerk/Administrative Coordinator Gallup.

1.1 Introduce new Charter Commission Members

Chair Markanda welcomed the two new Charter Commission Members Anderson and Raymakers. Introductions were made by all commissioners.

2. Approval of Minutes

2.1 Adopt proposed minutes from December 11, 2024

Motion was made by Commissioner Peterson, and seconded by Commissioner Morrissey, to approve the minutes from the December 11, 2024 Regular Meeting as presented. With all members voting in favor, the motion carried.

3. Reports of the Chair

3.1 Receive presentation on Charter Commission roles and responsibilities

Chair Markanda introduced the topic and turned it over to City Clerk/Administrative Coordinator Gallup to provide an overview presentation on the Charter Commission's history, roles, and responsibilities.

4. Unfinished Business

4.1 Review Charter Commission By-Laws

City Clerk/Administrative Coordinator Gallup reported that the by-laws were first reviewed at the December meeting and proposed amendments to three sections were discussed at that time. The commission determined additional research was needed on the purpose statement, so a subcommittee was formed to further study the purpose statement in the by-laws. The subcommittee met twice to

review and draft an updated purpose statement after reviewing other charter commissions' purpose statements from around the state.

Chair Markanda provided an update on the subcommittee's proposed text noting the original purpose statement was centered around forming a charter, and the new proposed language was necessary to reflect the charter commissioners current role in the operational stage.

The following discussion was held regarding the purpose statement:

- The necessity of additional words and how to weigh the meaning of each statement
- Clarification that this is an amendment to the by-laws and not the charter itself
- New verbiage can help ground new members of ideals to achieve and to remain non-partisan
- Need to evolve with times and ensure the commission has a comprehensive approach and not a myopic view
- Reiterated that subcommittee had met twice to thoroughly review and draft the new proposed text which is consistent with the purpose statements of other charter commissions around the state
- Importance of not having ambiguity in provisions to have clear direction

Motion was made by Commissioner Morrissey, and seconded by Commissioner Anderson, to include the new proposed purpose statement in the draft by-laws as prepared by the subcommittee. With members Markanda, Lachmansingh, Amdal, Peterson, Dorpat, Morrissey, Fishbein, Kibaya, Anderson, and Raymakers voting in favor, and member Ziesmer voting against, the motion carried (10-1).

Chair Markanda asked the commission to weigh in on the frequency of meetings. She noted that the commission currently meets once a year in December, unless additional meetings are necessary. She asked if the commission would be open to meeting more frequently to allow commission members to stay informed about current issues and get to know one another, so when business items arise, the commission will be well informed and ready to address items as a cohesive group.

The following discussion was held regarding the frequency of meetings:

- There is a benefit to new members to have a mid-year meeting to meet the other commission members and learn about the charter commission's roles and responsibilities
- An amendment to the by-laws may not be necessary for a mid-year meeting since there is already a mechanism in the by-laws to schedule additional meetings as needed
- A majority consensus that a minimum of two meetings per year would make sense

Motion was made by Commissioner Ziesmer, and seconded by Commissioner Kibaya, to hold bi-annual meetings in June and December and include language in Article 3, Section 1 of the draft by-laws. With members Markanda, Lachmansingh, Amdal, Peterson, Morrissey, Kibaya, Ziesmer, Anderson, and Raymakers voting in favor, and members Fishbein and Dorpat voting against, the motion carried (9-2).

Chair Markanda asked the commission to weigh in on the date of regular meetings. Gallup noted that currently two members have regular conflicts with Monday evening meetings.

The following discussion was held regarding the date of regular meetings:

- Defining a day of the week or week of the month can help plan schedules
- Commission members schedules will change over time, so the by-laws should allow for change

- A majority consensus agreed to keep the regular meeting date vague in the by-laws

Motion was made by Commissioner Morrissey, and seconded by Commissioner Kibaya, to remove “Monday” and replace with “week” to reflect that regular meetings would occur the second week of each month (when necessary) and to delete the remainder of the sentence addressing when a meeting would fall on a holiday in Article 3, Section 2 of the draft by-laws. With all members voting in favor, the motion carried.

Chair Markanda noted the other two by-law topics addressed in the staff report on meeting attendance criteria and commission size are addressed by State Statute 410.05.

The commission asked staff to follow-up on the history of the Plymouth Charter Commission’s size being set at 15 members since statute allows Charter Commissions to be between seven and 15 members.

Gallup noted that all motions for amendments to the draft by-laws are to allow staff to bring back a final draft red-lined version to the next meeting for final action.

4.2 Receive information on Community Improvement Fund

Gallup reported that during the December 2024 Charter Commission meeting, certain questions arose regarding banking, investments, and the community improvement fund. This agenda item is to provide closure and transparency for the public record on the follow-up memo that was sent to the Charter Commission on January 3, 2025 from Finance Director Andrea Rich with additional information and updates.

5. New Business

5.1 Receive city update

Deputy City Manager Solano provided a update on city activities since the last Charter Commission meeting was held in December.

6. Adjournment

Chair Markanda adjourned the meeting at 9:03 p.m.

Jodi M. Gallup, City Clerk

To: Charter Commission

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: **Review proposed Charter Amendment**

1. Action Requested:

Recommend the proposed charter amendment to the City Council.

2. Background:

There are two items that have arisen that require Charter Amendments. Staff is also proposing one minor language cleanup item.

1. Section 4.05 – Candidates for City Office

- Current Charter: Write-in candidates for mayor and city council must register no later than 7 days before the general election.
- Issue: State law now requires registration at least 19 days before the election and specifies that cities must pass a resolution.
- Proposal: Remove the fixed deadline from the Charter and instead reference council resolution, ensuring flexibility if state law changes again.

2. Section 7.09 – Disbursements

- Current Charter: Requires three signatures on disbursements (mayor, city manager, and chief financial officer).
- Issue: The city's new ERP software (going live April 1, 2026) only allows two signatures for standard check issuance.
- Proposal: Amend the Charter to require two authorized city designees per policy, rather than specifying titles. It is important to note that whether two or three signatures appear on a check, the city will continue to follow all established financial management policies, and every disbursement will still require council approval.
- Timing: If delayed until December 10, the earliest council hearing would be January 13, 2026; assuming all seven council members are present and approve by a 7-0 vote, the Charter Amendment would go into effect

90 days later on April 13, 2026, pushing the effective date past the ERP go-live date. If the charter commission acts on this amendment on October 29, it would go before council as a public hearing on November 25, if approved by a 7-0 vote, it would go into effect on February 23, 2026.

3. Language Cleanup

- 6.01, Subd. 1. - Delete words "or disability" due to redundancy.

Process to amend the City Charter:

- Per MN Statute 410.12 subd. 7, the Charter Commission can recommend the City Council enact a charter amendment by ordinance.
- Within one month of receiving the commission's recommendation, the city must publish notice of a public hearing. The notice must contain the text of the proposed amendment. The hearing must be held at least two weeks but no later than one month after the notice is published.
- Within one month of the public hearing, the City Council must vote on the proposed charter amendment. A unanimous vote of the City Council is required to adopt the ordinance.
- The ordinance is effective 90 days after passage.
- Citizens may petition for a referendum on the amendment within 60 days of ordinance passage. The petition must be signed by at least 2,000 voters.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Ordinance - Amending City Charter

**CITY OF PLYMOUTH
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE NO. 2025-

ORDINANCE AMENDING THE PLYMOUTH CITY CHARTER

PREAMBLE

WHEREAS, pursuant to Minn. Stat. 410.12, Subd. 7 the Charter Commission has recommended to the City Council that the Charter be amended as provided herein; and

WHEREAS, Minn. Stat. 410.12, Subd. 7 provides that upon recommendation of the Charter Commission the City Council may enact a Charter Amendment by ordinance.

THE CITY OF PLYMOUTH ORDAINS:

SECTION 1. Chapter 4, Section 4.05 of the City Charter is amended, with existing text, ~~deleted text~~, and new text as follows:

Section 4.05. – Candidates for City Office.

A write-in candidate for mayor or city council who wants their write-in votes to be counted in the general election must file a written request with the city clerk ~~no later than seven days~~ before the general election within the time period specified by City Council resolution. All write-in votes cast for candidates who have not filed a written request to have these votes counted shall be treated collectively as votes for a single candidate.

SECTION 2. Chapter 6, Section 6.01, Subdivision 1 of the City Charter is amended, with existing text, ~~deleted text~~, and new text as follows:

Section 6.01 – City Manager.

Subd. 1. The city manager is the chief administrative officer of the city. The manager is appointed by the city council solely on the basis of training, experience and executive and administrative qualifications. With the approval of the council, the manager may designate some properly qualified person to perform the duties of the manager during the absence ~~of~~ disability of the manager. If the office of manager is vacant and no such designation has been made, the council must appoint an acting manager.

SECTION 3. Chapter 7, Section 7.09 of the City Charter is amended, with existing text, ~~deleted text~~, and new text as follows:

Section 7.09 – Disbursements.

~~Payments may be made by electronic transaction, credit card or check. Check payments shall bear the signatures of two authorized city designees per policy. Except for payments which may be made by wire transfer or credit card, disbursements of city funds, must be made by check bearing the manual or facsimile signature of the mayor, the city manager and the chief financial officer.~~ The city manager must institute safeguards to ensure that payments are issued only by authorized individuals, for properly authorized public purposes and in compliance with this charter. Each payment must specify the purpose for which the disbursement is made and the fund from which it is drawn, or a payment register must be prepared which contains this information. A payment may not be issued until the claim to which it relates has been supported by an itemized bill, payroll, or time-sheet approved and signed by the responsible city officer or authorized city employee who vouches for its correctness and reasonableness. The council may by ordinance or resolution make further regulations for the safekeeping and disbursement of city funds. For payments other than employee wage and expense reimbursement payments, an accompanying payment register must specify the purpose of each disbursement and the fund from which it is drawn.

SECTION 4. Effective Date. This ordinance shall take effect ninety (90) days after its passage and publication.

ADOPTED by the City Council on this _____ day of _____, 2025.

Jeffry Wosje, Mayor

ATTEST:

Jodi M. Gallup, City Clerk

To: Charter Commission

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: **Adopt amendment to the Charter Commission By-Laws**

1. Action Requested:

Adopt amended by-laws.

2. Background:

At the annual December meeting, the Charter Commission formed a subcommittee to review the purpose statement in the Commission's by-laws and recommend any amendments. The subcommittee, consisting of Chair Markanda and Commissioners Peterson, Morrissey, and Kibaya, presented their recommended language amendment at the June 9 meeting, where the full Commission reviewed the proposal and came to a consensus.

Per the by-laws, however, the commission could not formally adopt the changes on June 9 due to the required two-week notice period. The proposed amendments have now met the notice requirement and are eligible for action at the October 29 meeting.

In addition, staff and the Charter Commission brought forward other proposed amendments, which were discussed at the June 9 meeting and reached consensus. These include:

- Changing regular meeting frequency to bi-annual meetings in June and December with the option to add additional meetings if business items arise.
- Updating the timing for regular meetings from "second Monday of each month" to "second week of each month."
- Clarifying notice requirements for special meetings to comply with state law.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Charter Commission By-Laws

BY-LAWS OF THE HOME RULE CHARTER
COMMISSION OF PLYMOUTH, MINNESOTA

ARTICLE I - THE COMMISSION

Section 1. Name of Commission. The name of the Commission is the "Home Rule Charter Commission of Plymouth, Minnesota".

Section 2. Purpose. The purpose of the Commission is to review and recommend amendments to the City Charter, consistent with the authority provided by the City Council, state law, or other relevant legal provisions. The Commission is an appointed non-partisan body that balances the best interests of its community and city government. The Commission's primary responsibility is to ensure the City Charter is effective, responsive, and reflective of the City's needs consider the form of government that best meets the needs of the people, and if found desirable, propose a home rule charter for the City and amendments to that charter.

Section 3. Office of Commission. The offices of the Commission are at the City Center in the City of Plymouth, State of Minnesota, or at such other place as the Commission may designate by resolution.

Section 4. Members. The Commission is composed of 15 members.

ARTICLE II – OFFICERS

Section 1. Officers. The Officers of the Commission are the Chair, Vice-Chair and Secretary.

Section 2. Chair. Before December 31 of each year, The Chair shall submit to the Commission for its approval an annual report summarizing the activities and accomplishments of the Commission for the preceding calendar year. The annual report to the Commission may contain the Chair's recommendation for Commission activities for the ensuing year. Additionally, the Chair shall call all regular and special meetings, preside at all meetings, determine the agenda, implement the decisions of the Commission, and has the right to participate in all Commission decisions with a vote.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in the case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Commission shall select a new Chair.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Commission. On or before December 31 of each year, the Secretary shall submit to the chief judge of the district court an annual report outlining the activities and accomplishments of the Commission for the preceding calendar year. The Secretary shall forward a copy of the report to the City Clerk.

Section 5. Administrative Officers: Additional Personnel. (a) The Commission may designate an assistant to the Secretary who shall keep the records of the Commission, shall act as recorder of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office of Secretary (b) The Commission may from time to time employ or contract for such personnel as it deems necessary to assist in framing, amending or revising the Charter as prescribed by Minnesota Statutes, Chapter 410, applicable thereto. Such personnel may be employees of the City, employees of other governmental organizations, or independent contractors. The compensation of such City personnel shall be determined by the City subject to the laws of the State of Minnesota.

Section 6. Compensation. The members of the Commission shall receive no compensation. The compensation of the administrative personnel of the Commission shall be determined and paid by the City. Any two or more administrative offices may be combined.

Section 7. Expenses. The cost of printing the Charter, or any amendments or revisions thereto shall be paid by the City as directed by the Commission. The amount of reasonable and necessary commission expenses shall be paid by the City, which expenses cannot exceed \$1,500 in any one year, unless the City Council authorizes additional expenses pursuant to Minnesota Statutes, Section 410.06.

Section 8. Additional Duties. The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or the by-laws or rules and regulations of the Commission.

Section 9. Election or Appointment. The Chair, Vice-Chair and Secretary shall be elected at the annual meeting of the Commission from among the members of the Commission, and shall hold office for one year or until their successors are elected and qualified. Voting procedures for

election of officers shall be left to the discretion of the Chair. Officers shall be declared elected and qualified by a simple majority vote of those present and voting, after which action their term of office begins.

Section 10 Vacancies. Should the office of Chair, Vice-Chair or Secretary become vacant pursuant to Minnesota Statutes, Section 410.05 or by other provisions of law, the Commission shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of the office.

ARTICLE III - MEETINGS

Section 1. Bi-Annual Meeting. The bi-annual meetings of the Commission shall be held during the months of January June and December of each year, or at such other time as may be determined by two-thirds of the members present.

Section 2. Regular Meetings. If business items arise requiring regular meetings, ~~Regular~~ meetings of the Commission shall be held on the second Mondayweek of each month ~~unless that day is a holiday in which case the same shall be held on the next succeeding secular day~~. Until otherwise fixed by resolution of the Commission, regular meetings shall commence at 7:00 P.M.

Section 3. Special Meetings. Special meetings of the Commission may be called by the Chair, or two members of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered in person or electronically at least three days any time prior to the time of the proposed meeting to each member of the commission ~~or may be mailed to the business or home address of each member of the Commission at least two days prior to the date of such special meeting~~. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Commission are present at a special meeting, any and all business may be transacted at such special meeting by unanimous vote.

Section 4. Quorum. The powers of the Commission shall be vested in the members thereof in office from time to time. A majority of qualified and acting members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a small number may adjourn from time to time until a quorum is obtained, except where a quorum is not met by the Commission, a smaller number may adjourn the meeting.

Section 5. Order of Business. At the regular meetings of the Commission the following shall be the order of business:

1. Roll Call.
2. Approval of the minutes of the previous meeting.
3. Reports of the Chair.
4. Unfinished business.
5. New business.
6. Adjournment.

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Commission. The meetings will be in accordance with Robert's Rules of Order, Revised.

Section 6. Manner of Voting. The voting on all questions coming before the Commission shall be entered upon the minutes of such meetings. When a quorum is in attendance, action may be taken by the Commission upon a vote of the majority of the members.

Section 7. Committees. The committees of the Commission are established and appointed by the Commission. Each committee must designate a Chair of the committee.

Section 8. Discharge of Members. Any member who has failed to perform the duties of office and has failed to attend four consecutive meetings without being excused by the Commission shall be discharged. The Secretary will file the certificate with the district court as required by Minnesota Statutes, Section 410.05, Subdivision 2.

ARTICLE IV - AMENDMENTS

Section 1. Amendments to By-laws. The by-laws of the Commission may be amended only with the approval of a majority of qualified and acting members of the Commission at a regular, or a special meeting, called for that purpose provided that at least two weeks written notice of a proposed change is given to members.

Section 2. Amendments to the Charter. When the Commission proposes an amendment to the Charter pursuant to M.S. 410.12, Subd. 4, the proposed amendment shall be delivered to the City Council not more than six months and not less than three months prior to a general city election.