

**CITY OF PLYMOUTH
AGENDA
Annual Charter Commission
Medicine Lake Room
3400 Plymouth Boulevard, Plymouth, MN
December 10, 2025, 7:00 PM**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- 2.1 Adopt proposed minutes
 - 1. October 29 Special

3. REPORTS OF THE CHAIR

- 3.1 Review terms expiring in 2026

4. GENERAL BUSINESS

- 4.1 Receive city update
- 4.2 Elect officers for 2026
- 4.3 Approve Annual Report
 - 1. Annual Report

5. 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. October 29 Special

Proposed Minutes Charter Commission Meeting October 29, 2025

1. Call to Order

Chair Markanda called the Special 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 October 29, 2025.

PRESENT: Commissioners Markanda, Sohoni, Lachmansingh, Amdal, Dorpat, Morrissey, Fishbein, Kibaya, Ziesmer, Anderson, Raymakers, Whitmore, Mahipathi, and Shannon.

ABSENT: Commissioner Peterson.

ALSO PRESENT: City Clerk/Administrative Coordinator Gallup.

2. Approval of Minutes

2.1 Adopt proposed minutes from June 9, 2025

Motion was made by Commissioner Ziesmer, and seconded by Commissioner Lachmansingh, to approve the minutes from the June 9, 2025 Regular Meeting as presented. With all members voting in favor, the motion carried.

3. General Business

3.1 Review Proposed Charter Amendment

Chair Markanda introduced the topic and turned it over to City Clerk/Administrative Coordinator Gallup to present three proposed Charter amendments for the Commission's consideration. Two amendments address recent changes in state law and operational needs, while one provides minor language cleanup.

Gallup explained that the first amendment (Section 4.05 – Candidates for City Office) would remove the fixed deadline for write-in candidate registration and instead reference a City Council resolution to align with state law and allow flexibility for future changes.

The second amendment (Section 7.09 – Disbursements) would update the requirement from three signatures on disbursements to two authorized city designees, consistent with the city's new ERP software launching in April 2026. Gallup noted that this change would not alter existing financial controls or council approval requirements.

A third amendment (Section 6.01, Subd. 1) proposes deleting the words "or disability" to eliminate redundant language.

Gallup reviewed the statutory process for Charter amendments, including the requirement for a unanimous vote of the City Council and a 90-day waiting period following adoption. She noted the importance of timely action to align with the ERP system implementation schedule.

Following discussion, the Charter Commission voted to recommend City Council approval of the proposed amendments as presented.

Motion was made by Commissioner Ziesmer, and seconded by Commissioner Anderson, to recommend approval of the Ordinance Amending the City Charter to the City Council for adoption. With all members voting in favor, the motion carried.

3.2 Adopt Amendment to the Charter Commission By-Laws

City Clerk/Administrative Coordinator Gallup reported that the by-laws were first reviewed at the December meeting, when the Charter Commission formed a subcommittee to draft revisions to the purpose statement. The full Commission reviewed the proposed amendments at the June meeting and reached consensus on the recommended changes. The amendments have now met the required two-week notice period and are eligible for action.

Additional consensus amendments include changing the meeting frequency to bi-annual meetings in June and December with the option for additional meetings as needed, updating the meeting timing reference to “second week of each month,” and clarifying notice requirements for special meetings to align with state law.

Motion was made by Commissioner Sohoni, and seconded by Commissioner Morrissey, to adopt the amended Charter Commission By-Laws. With all members voting in favor, the motion carried.

4. Adjournment

Chair Markanda adjourned the meeting at 7:38 p.m.

Jodi M. Gallup, City Clerk

To: Charter Commission

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: **Review terms expiring in 2026**

1. Action Requested:

Review Charter Commission member terms expiring in 2026.

2. Background:

The following Charter Commission members' terms expire in 2026: Milind Sohoni, Neha Markanda and Diana Morrissey. All three members would like to reapply to serve. The city will not advertise for new members at this time.

3. Budget Impact:

Not applicable.

4. Attachments:



To: Charter Commission

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: Receive city update

1. Action Requested:

City staff will provide a presentation on city activities since the Charter Commission meeting in June.

2. Background:

Not applicable.

3. Budget Impact:

Not applicable.

4. Attachments:

To: Charter Commission

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: **Elect officers for 2026**

1. Action Requested:

Elect a Chairperson, Vice Chairperson and Secretary for 2026.

2. Background:

At the annual Charter Commission meeting, the commission elects a Chairperson, Vice Chairperson and Secretary to serve the following year. The election results are included in the annual report to the Chief District Judge.

3. Budget Impact:

Not applicable.

4. Attachments:

To: Charter Commission

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: **Approve Annual Report**

1. Action Requested:

Approve Annual Report to District Court Judge

2. Background:

In accordance to Minnesota Statute 410.05, subd. 2, the commission shall submit to the chief judge of the district court, on or before December 31 of each year, an annual report outlining its activities and accomplishments for the preceding calendar year.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Annual Report

December 11, 2025

Honorable Kerry W. Meyer, Chief Judge
Fourth Judicial District Court
Hennepin County Government Center
Minneapolis, MN 55487-0422

Dear Judge Meyer:

I am submitting this annual report on behalf of the Plymouth Charter Commission in accordance with Minnesota Statute 410.05, Subd. 2.

The Commission's annual meeting was held on December 10, 2025, and the following officers were elected for 2026:

_____	Chairperson
_____	Vice Chairperson
_____	Secretary

During 2025, the Charter Commission held two other meetings. The June 9 meeting was held to review Charter Commission By-laws and review information on the Community Improvement Fund. The other meeting on October 29 was held to review and recommend a proposed charter amendment to the City Council and adopt the amendment to the Charter Commission By-laws.

Sincerely,

Jodi M. Gallup
City Clerk