



CHARTER COMMISSION MEETING

Thursday, April 17, 2025 at 4:00 PM

**Meeting Room, Charles S. Crandall Center, City Hall at
540 West Hills Circle**

**Commissioners: Brad Bloomenrader, Walter Hansen,
John Havelka, Ken Henricksen, Sharon Klein, Nick Lewis,
Don Overlie, Roland Truelson, Brian Whited, Vern Wilker**

- 1. Call to Order - Commission Chairman Wilker**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Approval of Last Meeting Minutes**
 - 5.1. Charter Commission Meeting Minutes - April 15, 2024
- 6. Items of Discussion**
 - 6.1. Terms of Current Members
- 7. Adjournment**

OWATONNA CHARTER COMMISSION MEETING
MINUTES – Draft Copy

The annual Meeting of the Owatonna Charter Commission was held Monday, April 15, 2024 in the Meeting Room in the Charles S. Crandall Center at City Hall. Chairman Vern Wilker called the meeting to order at 4:06 p.m. with members Sharon Klein; Brad Bloomenrader; John Havelka; Don Overlie and Vern Wilker present. Also present were City Administrator Kris Busse and Administrative Coordinator Jeanette Clawson. Commission members Roland Truelson, Brian Whited, Ken Hendrickson, Nick Lewis, and Walter Hansen were unable to attend.

Following the Pledge of Allegiance, Chairman Wilker welcomed everyone. Commissioner Klein made a motion to approve the agenda, Commissioner Havelka seconded the motion; all members present voted aye in approval.

Commissioner Bloomenrader made a motion to approve minutes of the April 20, 2023, meeting with one spelling correction. Commissioner Overlie seconded the motion; all members present voted aye for approval.

Administrative Coordinator Clawson commented that the terms of five Charter Commission members expired December 31, 2023. All were reappointed to another four-year term which will expire December 31, 2027. State Statue does not limit the number of terms allowed:

Commission Member - Representing Ward

Walter Hansen - First Ward

Brian Whited - Second Ward

Vern Wilker - Third Ward

Dan Overlie - Fourth Ward

Roland Truelson - Fifth Ward

The current terms of Charter Commission Members Nick Lewis, John Havelka, Brad Bloomenrader, Sharon Klein and Ken Henricksen will expire December 31, 2025.

Chairman Wilker asked for nominations to serve as the Commission Chairman. Commissioner Havelka made a motion to reappoint Vern Wilker as the Chairperson and Sharon Klein as the Vice Chairman. With no other nominations heard and both commissioners, Wilker and Klein accepted nomination for reappointment, all members present voted aye in approval.

At 4:15 p.m., City Attorney Walbran joined the meeting.

During Items of Concern, City Administrator commented Roger Warehime, OPU General Manager inquired about increasing the number of OPU Commission members. Section 9.2 of the Charter defines OPU Commission Appointment so a Charter Amendment would be required to change the number of members. Currently, there are five OPU Commission

Members, each member represents the city ward in which they reside. There hasn't been any discussion on this topic but if there is, the Charter Commission would need to meet to consider a Charter Amendment.

City Attorney Walbran thanked the Charter Commissioners for their service. The Charter serves as the City's Constitution and the Charter Commissions duty is to review and update the Charter when needed. The Charter contains basic rules for operation necessary for the health and welfare of the community and not many changes have been required. The day-to-day operations of the city are defined by ordinances in the City's Code.

With no additional business, Chairman Wilker thanked everyone for attending. Commissioner Havelka made a motion to adjourn, Commissioner Klein seconded the motion; all members present voted aye, and the meeting was adjourned at 4:25 p.m.

The next Charter Commission Meeting planned is the 2025 Annual Meeting, the third Thursday of April, which will be April 17, 2025.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator

CHARTER COMMISSION – MN STATUTE 410.05

(Meet annually on the third Thursday of April and when necessary – min. once per year, at 4:00 p.m. in the Meeting Room, Charles S. Crandall Center at City Hall.)

<u>Name</u>	<u>Term</u>	<u>Represents</u>
Nick Lewis	2025	First Ward
John Havelka	2025	Second Ward
Brad Bloomenrader	2025	Third Ward
Sharon Klein	2025	Fourth Ward
Ken Henricksen	2025	Fifth Ward
Walter Hansen	2027	First Ward
Brian Whited	2027	Second Ward
Vern Wilker	2027	Third Ward
Don Overlie	2027	Fourth Ward
Roland Truelson	2027	Fifth Ward

Recommended to Chief Judge; appointed by Chief Judge Third District of Minnesota; **expire December 31**. State Statute allows unlimited number of terms.