



CHARTER COMMISSION MEETING

Thursday, July 30, 2026 at 4:00 PM

**Meeting Room, Charles S. Crandal Center
at 540 West Hills Circle**

**Commissioners: Brad Bloomenrader, Walter Hansen,
John Havelka, Ken Henricksen, Nick Lewis, Don Overlie,
and 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. Minutes - April 17, 2025
- 6. Items of Concern**
 - 6.1. Membership - Reappointments and New Member(s)
 - 6.2. Proposed Charter Updates
- 7. City Attorney Walbran Comments**
- 8. Commissioner Comments**
- 9. Adjournment**

OWATONNA CHARTER COMMISSION MEETING
MINUTES – Draft Copy
April 17, 2025

The annual Meeting of the Owatonna Charter Commission was held Thursday, April 17, 2025 in the Meeting Room in the Charles S. Crandall Center at City Hall. Chairman Vern Wilker called the meeting to order at 4:07 p.m. with members Sharon Klein; Brad Bloomenrader; John Havelka; Nick Lewis, Rolan Truelson and Vern Wilker present. Also present were City Administrator Kris Busse and Assistant City Administrator Jenna Tuma. Commission members Walter Hansen, Ken Henricksen, Don Overlie and Brian Whited were unable to attend.

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

Commissioner Bloomenrader made a motion to approve minutes of the April 15, 2024, meeting with one spelling correction. Commissioner Havelka seconded the motion; all members present voted aye for approval.

The current terms of Charter Commission Members Nick Lewis, John Havelka, Brad Bloomenrader, Sharon Klein and Ken Henricksen will expire December 31, 2025. Commissioner Klein commented she will be moving out of Ward 4 so a new member will be needed and recommended Sandra McConnHalla. Members will be contacted later in the year regarding reappointment or new members needed.

City Attorney Walbran commented there are 854 cities within the State of Minnesota of which only 107 are Charter Cities. A city charter allows self-governing on items not covered within the State Statue, it allows a continuing body to be there when needed. The process to amend a city's charter is by recommendation to City Council from the Charter Commission or the City Council recommends an amendment for approval by a public vote. Currently, there are no amendments pending consideration.

Chairman Wilker asked for nominations to serve as the Commission Chairman. Commissioner Klein made a motion to reappoint Vern Wilker as the Chairperson and appointment of John Havelka as the Vice Chairman. Commissioner Overlie seconded the motion and with no other nominations heard and both commissioners, Wilker and Havelka accepted the nomination for office, all members present voted aye in approval.

With no additional business, Chairman Wilker thanked everyone for attending. Commissioner Truelson made a motion to adjourn, Commissioner Bloomenrader seconded the motion; all members present voted aye, and the meeting was adjourned at 4:20 p.m.

The next Charter Commission Meeting planned is the 2026 Annual Meeting, the third Thursday of April, which will be April 16, 2026.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator

RESOLUTION NO. 68-26
A RESOLUTION APPROVING THE REAPPOINTMENT
OF COMMISSIONERS TO THE CHARTER COMMISSION

WHEREAS, a Charter Commission of the City of Owatonna has heretofore been duly established; and

WHEREAS, the terms of Nick Lewis (First Ward), John Havelka (Second Ward), Brad Bloomenrader (Third Ward), and Ken Henricksen (Fourth Ward) have expired, and each has consented to serve an additional four year term; and

WHEREAS, the foregoing have been found eligible under the law to continue their service on the Charter Commission; and

WHEREAS, Minn. Stat. § 410.05, subd. 2, provides that the Chief Judge of the District Court of the Judicial District in which the City is situated shall appoint Charter Commission members.

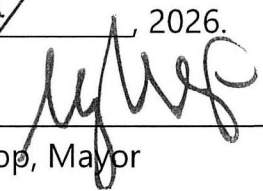
NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the reappointments of Nick Lewis (First Ward), John Havelka (Second Ward), Brad Bloomenrader (Third Ward), and Ken Henricksen (Fourth Ward) to the Charter Commission.

BE IT FURTHER RESOLVED that the recommendation of these appointments be forwarded to the Chief Judge of the District Court of the Judicial District in which the City is situated for appointment to the Charter Commission.

Passed and adopted this day of 7th of July, 2026, with the following vote:

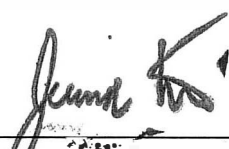
Aye 7; No 0; Absent 0.

Approved and signed this 7th day of July, 2026.



Matt Jessop, Mayor

ATTEST:



Jenna Tuma, City Administrator/City Clerk