



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Charter Commission Annual Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Wednesday, June 18, 2025, at 6:00 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2556 293 6011 and password 2025 when prompted.

The purpose of the Charter Commission is to consider and recommend amendments, revisions and restatements to the Charter of the City of Red Wing and to perform such other duties as required in accordance with the Constitution and Laws of the State of Minnesota, and Bylaws and rules of the Charter Commission.

A. [Link to online City Charter](#)

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Motion to Excuse Absent Commission Members**
- 4. Approval of Agenda**
- 5. Approval of Minutes**

5.A. Motion to Approve June 24, 2024, Minutes.

- 6. Election of Chairperson and Vice Chairperson**

Chairperson Terri Cook to ask for nominations (does not need a motion or a second) for Chairperson. Following the nominations, Staff Liaison Melissa Hill will announce the nominations and ask for a roll call vote. Afterward, the newly elected Chairperson will ask for nominations (does not need a motion or a second) for Vice Chairperson. Following the nominations, Staff Liaison Melissa Hill will announce the nominations and ask for a roll call vote.

- 7. Public Comment**

Members of the public can speak on any agenda item, or any topic consistent with the purpose of the Charter Commission. The Commission will hear public comments, but will not debate or

discuss them during this meeting. Instead, relevant topics brought forward during public comment may go on future Charter Commission agendas for consideration. Each public comment is limited to three minutes, and should be addressed to the Commission as a whole, instead of an individual commissioner. Speakers are encouraged to be courteous and respectful and to refrain from the use of vulgar language, profanity, inappropriate gestures, insults, personal attacks, or accusations.

8. Motions & General Business

- 8.A. Consider Motion to Recommend to the Chief Judge of the First Judicial District the Reappointment of Charles Richardson to a First Term on the Charter Commission. Commissioner Richardson has fulfilled a partial term and has indicated he is interested in serving a first term on the Charter Commission. The Charter Commission is asked to consider recommending the reappointment of Charles Richardson to a first term on the Charter Commission. A recommendation can be done by a motion and a second followed by a voice vote. Once approved, an Order will be forwarded to the Chief Judge of the First Judicial District for reappointment.
- 8.B. Consider Motion to Recommend to the Chief Judge of the First Judicial District the Reappointment of Peggy Rehder to a Second Term on the Charter Commission. Commissioner Rehder has fulfilled a first term and has indicated she is interested in serving a second term on the Charter Commission. The Charter Commission is asked to consider recommending the reappointment of Peggy Rehder to a second term on the Charter Commission. A recommendation can be done by a motion and a second followed by a voice vote. Once approved, an Order will be forwarded to the Chief Judge of the First Judicial District for reappointment.
- 8.C. Consider Motion to Recommend to the Chief Judge of the First Judicial District the Appointment of Janet Brandt to a First Term on the Charter Commission. The Charter Commission is asked to consider recommending the appointment of Janet Brandt to a first term on the Charter Commission, filling Commissioner Bjornstad's seat as she is not seeking a second term. Charter Commission members can continue to serve until replaced. A recommendation can be made by a motion and a second followed by a voice vote. Once approved, an Order will be forwarded to the Chief Judge of the First Judicial District for reappointment.
- 8.D. Consider Motion to Approve the 2024 Charter Commission Annual Report. Attached is the annual report. The Charter Commission is asked to review and approve the 2024 Annual Report. Approval of the annual report can be done by a motion and a second followed by a voice vote. Once approved, the report will be forwarded to the District Court and the City Council.
- 8.E. Consider Motion to Adopt City of Red Wing Data Practices Procedures and Data Inventory Public Document as the Official Data Practices Policy of the Charter Commission. This policy and information document is approved annually and is intended to provide direction and procedures for access to and/or copies of government data maintained or collected by the City of Red Wing and Charter Commission. City Council approved the attached Data Practices Procedures and Data Inventory document on February 10, 2025, with the changes highlighted in yellow. Adopting of the policy can be done by a motion and a second followed by a voice vote.
- 8.F. Review Legislative Changes that Affect the Charter Commissions. The City Attorney's office reviews the charter law (Minnesota Statutes chapter 410), the

Minnesota Government Data Practices Act (chapter 13), the Open Meeting Law (chapter 13D), election laws, and election rules annually to determine if any would impact the Charter Commission. They will share any pertinent information with the Charter Commission.

8.G. Annual Materials.

The attached materials are provided for your information. No action is needed.

1. City Attorney Material - Legal Considerations for City Officials
2. Code of Conduct
3. Board and Commission Policy

8.H. Training for Board Members and Chairs.

Public Information and Engagement Officer Michelle Leise will give a short presentation on the basics of Robert's Rules of Order, which is the protocol the Charter Commission uses during its regular meetings. There will also be time to ask questions.

8.I. Public Comment During Special Meetings.

During the previous Charter Commission meeting, the Commission discussed adding Public Comment to Special Meetings. A follow-up discussion will be held regarding this topic.

8.J. Officers of the Council Discussion.

Chapter 3, Section 3.01 of the City Charter, Departments and Offices of Administration, lists ten officers of the Council. Council Administrator Heineman will lead a discussion regarding these positions and their inclusion in the City Charter.

8.K. Form of Government Discussion.

Chapter 2, Section 2.01 of the City Charter defines Red Wing's form of government as the "Mayor/Council Plan." Council Administrator Heineman will present information regarding a Council/Manager plan and how it could apply to the City's operations.

8.L. Consider Motion to Adopt the Charter Commission Regular Meeting Schedule.

Per MN Statutes 410.05 the Charter Commission shall meet at least once during each calendar year. In 2021, the Charter Commission established the third Wednesday in June of each year to be the regular meeting of the Charter Commission. Chairperson Cook has asked that the Charter Commission consider approving the following 2026 meeting schedule, including the third Wednesday of March as a regular meeting, if needed. Adopting the regular meeting schedule can be done by a motion and a second followed by a voice vote.

- The Third Wednesday in March, if needed (March 18, 2026).
- The Third Wednesday in June (June 17, 2026).

9. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.