

CITY OF FAIRMONT
CHARTER COMMISSION
February 20 2024 6pm
SMEC BUILDING

Determination of Quorum:

Conrad Anderson	Jay Maynard
Terry Anderson	Chuck Omvig
Robynn Buhmann	Kenneth Reiman
Jon Davis	Robert Gunther
Michael Katzenmeyer	Ronald Lindberg
Alice Maday	Kasey Kasel
Dale Martens	Jim Zarling

1. Approval of Agenda
2. Approval of previous minutes
3. Term Renewals
4. Discuss Codification Process
5. Next meeting March 19, 2024

City of Fairmont

Charter Commission

Minutes January 16, 2024

SMEC Bldg

Attendance: Robynn Buhmann, Michael Katzenmeyer, Alice Maday, Jay Maynard, Chuck Omvig, Conrad Anderson, Terry Anderson, Jon Davis, Dale Martens, Kenneth Reiman, Robert Gunther, Ronald Lindberg, Jim Zarling

Absent: Kasey Kasel

1. Motion by Maday 2nd by Anderson. Agenda was approved with flexibility. Motion Passed.
2. Approval of minutes motion by Zarling 2nd by Maynard. Motion passed
3. Budget Discussion, we are waiting for information from Paul Hoyer, Jay Maynard will email and bring documentation to next meeting.
4. Much discussion about Jay Maynard continuing to sit on charter commission while active on Fairmont city council. Waiting on legal to advise.
5. Motion made by C. Anderson to support the codification proposal brought forward to Katzenmeyer 2nd by T. Anderson. Motion Passed
6. Motion to adjourn by Omvig 2nd by Maday. Motion Passed

Next Meeting February 20, 2024

REQUEST FOR PROPOSALS
FAIRMONT CITY CODE/CHARTER

The City of Fairmont's Code of Ordinances was last published in 1987 and has been updated 49 times, most recently in 2022. The City of Fairmont is also a Home Rule Charter City. The City wishes to undertake a comprehensive review and updating of the 1987 Code of Ordinances and its Charter. The City desires to have its City Code and Charter undergo an editorial and legal review to identify conflicts, inconsistencies, and other problem areas in need of updating or correction.

Please provide a proposal for the following:

1. Examine the City's current Code of Ordinances and all ordinances or resolutions provided by the City which have been passed since the last codification and determine which materials are to be codified. The Zoning and Subdivisions ordinances shall not be included in this review, as it is currently in the process of being updated and will be incorporated by reference.
2. Classify all materials into titles, chapters and sections according to subject matter.
3. Update all provisions to reflect current statutory and case law requirements.
4. Simplify language where appropriate to provide uniformity of style and to convert to gender neutral language wherever possible.
5. Suggest new provisions which the City should consider including in the new code and delete old provisions which are no longer necessary or which might be improper or unlawful.
6. Organize the code in an easy to use manual which utilizes a numbering system that allows for the easy insertion of future ordinances.
7.
 - (a) Prepare title, chapter and section headings.
 - (b) Prepare a legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Codifier.
 - (c) Prepare an index.
8. To review language in the City's Charter and City Code to identify any conflicts or inconsistencies and prepare a list of these conflicts and inconsistencies to be presented to a work group comprised of two members of the City Council, two members of the Charter Commission, City staff and appointed citizens. This work group will be charged with the task of shaping amendment language and making recommendations to the Charter Commission and City Council accordingly. It is anticipated, but not certain, that

support from the vendor of the work of this committee will require a few on-site meetings.

9. Timely online updates and printed yearly supplements.
10. Please provide any additional information you believe would be helpful to the City in understanding your company's capabilities and processes.

The City of Fairmont's Charter and City Code may be viewed at:
https://library.municode.com/mn/fairmont/codes/code_of_ordinances

The City Code is currently serviced by MuniCode/Civic Plus.

Please send your proposal to:

Jeff O'Neill
Interim City Administrator
City of Fairmont
100 Downtown Plaza
Fairmont, MN 56031
Telephone: 507-238-3936 or 612-840-3028
Email: joneill@fairmont.org

Proposals to be submitted by: January 2, 2024