

**AGENDA**  
**CHARTER COMMISSION WORKING GROUP**  
Lakeside Conference Room 430 & via Microsoft Teams  
June 13, 2025  
1:00 p.m.

**I. DISCUSSION ITEMS:**

**A. MAYORAL VACANCIES;**

*Possible guidelines:*

- *For short-term time off, generally up to 30 days, such as vacation time, sick time or leave that is allowed by law, the city administrator will be the backup.*
- *For longer term time off, generally 30-90 days, the interim mayor can be activated to support the city administrator and fill in the gaps for ceremonial type events.*
- *If the leave is going to be foreseeably longer than 90 days, other than approved leave that is allowed by law, the city council will review and determine whether internal resources can cover, or if an acting mayor needs to be appointed, or if a special election needs to take place.*

**Discussion took place to recommend the following: The City Administrator could serve in a very short term and limited capacity in the event of the mayor being unable to serve.**

**It would be recommended, at a time during the mayor's term, a Deputy Mayor is recommended by the mayor and approved by City Council. This Deputy would serve in the event of a long-term Mayoral absence. Additional requirements might be – council designation of a vacancy, council authority to remove a temporary mayor.**

**A special election would be recommended for an indefinite vacancy.**

**B. CITY COUNCIL FEE FOR SERVICE;**

*Attorneys' office is currently pulling data regarding other city staff salaries and raises given during past years. \*

**Wage increases were provided from 2016 to present for all unions throughout the city. The average increase was 2.5%. It is recommended the Charter Commission reviews possible raises every other year. A resolution will be recommended to council.**

**C. ODD YEAR ELECTIONS**

*There are currently 19 municipalities that hold odd year elections. St. Paul just put this change to the voters, and it was approved to move to even year elections, they will be dropping from the 19.*

*Example of how to move into an even year election cycle (St. Paul): City council members serving 4 years would get an extra year added to their terms. Instead of running in 2027, they would run in 2028. The mayoral election would happen as normal in 2025, but the winner of that race would serve only 3 years in order to sync up with the 2028 election year*

**Benefits and disadvantages to moving to an even year election cycle were discussed. Further information was recommended. The City Clerk will try to provide financial information for the July meeting.**