

**CITY OF MARSHALL
CHARTER COMMISSION
M I N U T E S
Wednesday, December 4, 2024**

Members Present: Marc Klaith, Mike Fox, Nathan Doose, Stephen Davis, Larry Magrath, Jill Vroman, Mark Mather, and Amanda Schroeder

Members Absent: Larry Doom

Others Present: James Zmeskal

City Staff: Sharon Hanson, City Administrator; Pamela Whitmore, City Attorney (via zoom); and Steven Anderson, City Clerk

Meeting called to order at 5:23 by Secretary Nathan Doose. No changes were requested to the agenda items.

Motion made by Fox, seconded by Vroman to operate under the current agenda. All voted in favor.

Consider Approval of the Minutes

Motion made by Klaith, seconded by Vroman to approve the minutes from the last meeting held December 13, 2023. All voted in favor.

Election of Officers

Doose opened the floor for nominations of officers. Doose confirmed with Anderson that the by-law now includes a Vice-Chair position and would need to be filled. Nominations were given for Doose as Chair, Mather as Vice-Chair, and Fox as Secretary.

Motion made by Fox, seconded by Vroman to nominate Nathan Doose as Chair. All voted in favor.

Motion made by Fox, seconded by Klaith to nominate Mark Mather as Vice-Chair. All voted in favor.

Motion made by Vroman, seconded by Doose to nominate Mike Fox as Secretary. All voted in favor.

Preparation of the Annual Report

Whitmore summarized the purpose and duties of a charter commission and differences of a statutory vs charter city. The commissioners recommended that James Zmeskal be appointed to the Charter Commission as his official appointment letter was never received and he was recommended in 2023 to be appointed. Hanson informed the commission that Mayor Byrnes would be asking council members for suggestions to fill vacancies in 2025 and if anyone had suggestions for people to appoint either to reach out to the mayor or councilmembers. Clerk Anderson would prepare the annual report for the chair to review and sign.

Adjournment

At 5:42 PM a motion was made by Vroman, seconded by Fox to adjourn the meeting. All voted in favor.

Respectfully submitted,
Mike Fox, Charter Commission Secretary