



Joint City Council and Charter Commission Meeting

April 29, 2024

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

Agenda

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

- [1.](#) Approval of March 18, 2024 Charter Commission Meeting Minutes

Administrative Matters

- [2.](#) Revised Bylaws

Old Business

New Business

- [3.](#) Discussion with the Fridley City Council

Future Meeting Topics/Communications

- [4.](#) Future Meeting Topics

Adjournment

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs, or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact the City at (763) 572-3450.



AGENDA REPORT

Meeting Date: April 29, 2024

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Approval of March 18, 2024 Charter Commission Meeting Minutes

Background

Attached are the minutes from March 18 for the Commission's consideration.

Recommendation

Staff recommend the approval of the March 18, 2024 Charter Commission Meeting Minutes.

Attachments and Other Resources

- March 18, 2024 Charter Commission Meeting Minutes

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

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Charter Commission

March 18, 2024

7:00 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Chair Nelson called the Charter Commission meeting to order at 7:00 p.m.

Present

Audrey Nelson
Clifford Johnson
Doug Schmitz
Nikki Karnopp
Pam Reynolds
Rick Nelson (remote)
Ted Kranz
Mohammed Barre
Steven Kisner
Donald Findell
Valerie Rolstad
Kelli Brillhart
Greg Gardner

Absent

Ibsen Gabriel

Others Present

Beth Kondrick, Deputy City Clerk

Approval of Agenda

Motion to approve the amended agenda by Commissioner Rolstad, seconded by Commissioner Brillhart.

Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

Approval of Meeting Minutes

1. Amendments to January 9, 2024, Charter Commission Meeting Minutes

Commissioner Schmitz noted his attendance was mistakenly omitted from the January 9, 2024 meeting minutes. Commissioner Kranz noted his attendance was listed twice.

Commissioner Reynolds made a motion to approve the January 9, 2024 meeting minutes as amended. Seconded by Commissioner Gardner.

Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

Administrative Matters

2. Resignation of Commissioner Granroos

Staff received an email from Commissioner Granroos resigning from the Commission. Staff noted the City has one application on file from an interested candidate.

Commissioner Rolstad made a motion to accept Commissioner Granroos' resignation and invite the applicant to the May meeting. Seconded by Commissioner Findell.

Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

The Commission asked staff to send a certificate of appreciation will be sent to Commissioner Granroos.

3. Preparing for the April 29, 2024 Joint Meeting with the Fridley City Council

Ideas shared by the Commission included:

- Chapter 10 (franchises and related activities)
- Review of Chapter 5, so far
- Any resident feedback received by Council pertaining to the Charter
- Discussion of the Council's 2024 goals, objectives and budget priorities
- Councilmember Dave Ostwald's role as liaison to Charter Commission.

4. Charter Commission Training

An attorney from the League of Minnesota Cities will provide a presentation on the roles and responsibilities of a Charter Commission at the May 20 meeting.

5. Commission Appreciation Dinner

The annual Commission Appreciation Dinner will be held on April 15 at Springbrook Nature Center at 6:00 PM. Official invitations forthcoming.

6. Election of Officers

The Nominating Committee presented the following slate of candidates:

- Chair: Rick Nelson
- Vice Chair: Clifford Johnson
- Secretary: Audrey Nelson

With no additional nominations from the floor, Commissioner Findell made a motion to elect the slate of candidates as presented. Seconded by Commissioner Reynolds.

Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

Old Business

7. Chapter 5 Review

Staff presented the updated draft of Chapter 5 with the revisions and formatting as requested by the Commission at the February meeting.

Staff reviewed the substantive changes proposed by staff as are outlined in the Agenda Report.

Actions directed by the Commission included:

Section 5.01 Definitions

- Added definitions discussed at previous meeting.
- Agreed to change "proposed initiative" to "proposed action" in the definitions of recall and referendum to avoid confusion with the defined term "initiative."

Section 5.02 Powers Reserved by the People

- Reformatted into bullet points per previous discussion.
- Motion by Commissioner Gardner, seconded by Commissioner Rolstad to accept Section 5.02 as revised. Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.
- The Commission later directed further clarification to the last sentence in Section 5.02 (Powers Reserved by the People) regarding the role of State law and the State Constitution as authorizing actions related to petitions for initiatives, referendums or recalls.

Section 5.03 Initiative, Referendum and Recall Regulations

- The Commission directed further revision of Section 5.03 (Initiative, Referendum and Recall Regulations) to examine:
 - The \$200 expenditure limit
 - Section 5.03.3, as it compares to the last sentence of Section 5.02.
- Commissioner Reynolds made a motion to table further discussion on Section 5.03 until the September meeting. Seconded by Commissioner Rolstad. Commissioners Brillhart, Karnopp, Rick Nelson and Rolstad voting no, all others voting aye, Chair Nelson declared the motion carried.

Commissioner Brillhart made a motion to table further review of Chapter 5 until the September meeting. Seconded by Rolstad. Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

8. Annual Review of Bylaws

As required in the bylaws, the Commission conducts an annual review of its bylaws.

Commissioner Brillhart made a motion to accept the bylaws for another year. Seconded by Commissioner Rolstad. Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

Future Meeting Topics/Communications

9. Future Meeting Topics

- Chapter 5
- Review of Chapter 10
- Interview with candidate Dave Linton
- Charter Commission training.

Adjournment

Adjournment Motion by Commissioner Karnopp to adjourn the meeting. Seconded by Commissioner Rolstad. Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously. The meeting adjourned at 8:49 p.m.

Disclosure: This document was created with the help of an AI System, Claude-3 and was reviewed for accuracy by Melissa Moore and Beth Kondrick.



AGENDA REPORT

Meeting Date: April 29, 2024

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

Revised Bylaws

Background

On March 18 the Commission reviewed and unanimously approved a motion to approve the Commission's Bylaws (attached).

Recommendation

None.

Attachments and Other Resources

- Commission Bylaws

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Fridley Home Rule Charter Commission
Bylaws
Approved March 18, 2024

1. Name – the name of the organization shall be the Fridley Home Rule Charter Commission (Commission).

2. Mission – To collaboratively evaluate and propose changes to the Fridley City Charter (Charter) that reflect the importance of the Charter, to enable effective government operations and reflects the values of the residents of Fridley.

3. Strategic Values

Strategic Value	Attained Through
Collaboration	<ol style="list-style-type: none"> 1. Active communication with the City Council. 2. Respecting differing opinions on matters and working to find consensus. 3. Continuous refinement and improvements to the Charter to ensure it is a document which best serves the residents and City government.
Stewardship	<ol style="list-style-type: none"> 1. Maintaining responsibility for the applicability and efficacy of the Charter. 2. Ensuring the directives of the Charter reflect the will of Fridley residents.
Engagement	<ol style="list-style-type: none"> 1. Educating the residents of Fridley on the role of the City Charter and Charter Commission. 2. Participating in community events to listen and learn how residents feel about certain issues. 3. When Commission openings occur, actively recruit new voices that reflect the changing demographics of Fridley.

4. Meetings

(a) Commission meetings will be held at Fridley City Hall or a designated public location upon proper notice.

(b) The annual meeting of the Commission shall be held in March of each year. The election of officers of the Commission shall take place at the annual meeting.

(c) Special meetings may be called by the Chair. In addition, the Chair shall call a special

meeting within 10 days upon receipt of a written request signed by at least five members. Such special meeting shall require proper notice to the commissioners and the public as required by Minnesota Statutes Chapter 13D.

(d) A quorum to conduct business shall be determined according to the following schedule:

Number of appointed Charter Commission members	Quorum
15, 14, 13	7
12 or 11	6
10 or fewer	5

(e) Except as provided in these Bylaws, all meetings shall be governed in accordance with Rosenberg’s Rules of Order (Revised 2011).

(f) The meeting shall be called to order by the Chair. If there is not a quorum within 10 minutes after the time of the meeting is to commence, the Commission members shall be dismissed by the Chair. However, if in the sole discretion of the Chair, there is business that should be addressed, the Chair may require that the Commission members stay up to an additional 10 minutes in order to see if a quorum can be met. If no quorum is met within the additional 10-minute timeframe, the Chair shall dismiss the Commission members.

5. Membership – The membership of the Commission shall be 15 members.

(a) All Commission members shall be expected to attend all meetings and will inform the Staff Liaison of their attendance.

(b) Any member missing three consecutive meetings without notifying the Liaison, or failing to perform the duties of the office shall be subject to a discharge from the Commission upon a written request to the District Court, supported by 2/3 of the Commission members present and voting.

6. Officers

(a) Election of Officers

- (1) The officers of the Commission shall consist of Chair, Vice Chair, and a Secretary.
- (2) The Chair, Vice Chair, and Secretary shall be elected from the membership of the Commission by the Commission members.

(3) The Chair, Vice Chair, and Secretary shall be elected by the Commission at the Commission's annual meeting. No officer of the Commission shall serve more than two consecutive full terms in the same office.

(4) All officers shall begin their terms of office immediately upon election to that office.

(5) Election to vacant offices shall be made from the floor at the next meeting of the Commission following the meeting at which the vacancy is declared. Members of the Commission who are elected to vacant offices shall serve until the next annual meeting of the Commission.

(6) Officers of the Commission shall be declared duly elected by a simple majority vote of those members of the Commission who are present and voting. Any contested race for an office shall be done by a written ballot. The acting Chair will ask for a committee of two Commission members to count the ballots. If at all possible, the members of the committee shall not include members of the Commission who are running for an officer position.

(b) Duties of Officers and Liaison

(1) The Chair shall have the following responsibilities to:

- ((a)) call all regular and special meetings;
- ((b)) preside at all meetings;
- ((e)) set the agenda;
- ((d)) implement the decisions of the Commission; and
- ((e)) participate in all Commission decisions as a voting member.

(2) The Vice Chair shall assist the Chair in the performance of these duties. In the event the Chair is unable to perform their duties, the Vice Chair shall discharge such duties.

(3) The Secretary shall be responsible for presiding at meetings in the absence of the Chair and Vice Chair.

(4) The Liaison shall be designated by the City Clerk and serve as the recording secretary at all meetings of the Commission. The Liaison, with the direction of the Secretary, will have the following responsibilities:

- ((a)) serve in an advisory capacity at all Commission meetings as a non-voting member;
- ((b)) assist the Commission by providing research information as requested by

Officers of the Commission;

((c)) prepare proposed Charter changes for submission to the City Council;

((d)) retain records of Commission proceedings as required by State law;

((e)) keep an accurate record of attendance;

((f)) recording of minutes at all meetings;

((g)) distributing notices of upcoming meetings, minutes, and agendas to Commission members within a reasonable time;

((h)) giving notice to Commission members who have missed two consecutive meetings pursuant to Section No. 4 (b) of the Bylaws; and

((i)) transmitting all correspondence and related resource material concerning the Commission to the City Clerk for retention.

7. Committees

(a) The Chair shall have the power to create committees consisting of members of the Commission, appoint members of the committees, and designate chairs of those committees.

(b) In January of each year the Chair shall appoint a Nominating Committee of three or more Commission members who shall nominate one or more candidates for each office of the Commission. A written report of such nominations by the Nominating Committee shall be transmitted electronically or by mail by the Liaison to each member at least 10 days before the Commission's annual meeting.

8. Voting

(a) A majority vote of Commission members present at a Commission meeting shall be sufficient to pass motions and resolutions except as provided elsewhere.

(b) There shall be no secret votes.

9. Order of Business – The Commission shall follow the following order of business at its meetings:

(a) Call to Order by the Chair

(b) Roll Call

(c) Approval of the Agenda

(d) Approval of the Minutes

(e) Administrative Matters

(f) Old Business

- (g) New Business
- (h) Future Meeting Topics
- (i) Adjournment.

10. Amendment of Bylaws

These Bylaws can be amended at any regular meeting of the Commission by 2/3 vote of those present, provided that the contemplated amendment has been properly noticed in writing electronically or by mail to all Commission members.



AGENDA REPORT

Meeting Date: April 29, 2024

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

Discussion with the Fridley City Council

Background

The Fridley Charter Commission (Commission) established three strategic values: collaboration, stewardship, and engagement. Related to its value of being collaborative, the Commission asserted it could be successful in demonstrating this value by engaging in more active communication with the Fridley City Council (Council). The Commission requested the attendance of the Council at this evening's meetings to support this strategic value.

At its March 18 meeting the Commission contemplated topics to discuss with the Council. Selected topics are as follows:

- The Council's 2024 goals, objectives and budget priorities
- Chapter 5 (Initiative, Referendum and Recall), which is currently under review by the Commission
- Chapter 10 (Franchises)
- Councilmember Ostwald's informal role as liaison to the Charter Commission
- If the Council heard feedback from residents on any matters related to the Charter and
- Are there any other areas or items the Council would like to discuss with the Commission?

Recommendation

Attachments and Other Resources

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



AGENDA REPORT

Meeting Date: April 29, 2024

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Future Meeting Topics

Background

Future meeting topics requested by commissioners:

- Review of Chapter 10.

Recommendation

None.

Attachments and Other Resources

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.