



Council Conference Meeting

November 25, 2024

5:30 PM

Fridley City Hall, 7071 University Avenue N.E.

Agenda

Agenda

- [1.](#) Commission Onboarding Manual
- [2.](#) Cannabis Update

Accessibility Notice:

- If you need free interpretation or translation assistance, please contact City staff.
- Si necesita ayuda de interpretación o traducción gratis, comuníquese con el personal de la ciudad.
- Yog tias koj xav tau kev pab txhais lus los sis txhais ntaub ntawv dawb, ces thov tiv tauj rau Lub Nroog cov neeg ua hauj lwm.
- Haddii aad u baahan tahay tarjumaad bilaash ah ama kaalmo tarjumaad, fadlan la xiriir shaqaalaha Magaalada.

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AGENDA REPORT

Meeting Date: November 25, 2024

Meeting Type: City Council Conference Meeting

Submitted By: Danielle Herrick, City Manager Intern
Melissa Moore, City Clerk

Title

Proposed Commission Onboarding Manual

Background

Staff has developed a Commission Onboarding Manual to help newly appointed commission members to understand their duties and responsibilities. The manual will be presented to the Council for review and discussion.

Focus on Fridley Strategic Alignment

- | | |
|--|---|
| ☐ Vibrant Neighborhoods & Places | ☐ Community Identity & Relationship Building |
| ☐ Financial Stability & Commercial Prosperity | ☐ Public Safety & Environmental Stewardship |
| ☒ Organizational Excellence | |

Attachments and Other Resources

- Commission Onboarding Manual

Vision Statement

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



Commission Onboarding Manual

Updated 2024





Welcome,

On behalf of the City of Fridley, I would like to extend my gratitude for your willingness to serve our community as a member of one of our commissions. Your dedication to volunteering your time, expertise, and passion is truly commendable and essential to the growth and development of our City.

Our mission remains clear: "We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses." This vision guides everything we do, and your role as a commission member is crucial in helping us achieve this goal. Whether you're serving on the Planning Commission, Parks and Recreation Commission, Environmental Quality and Energy Commission, Charter Commission, Public Arts Commission or the Housing & Redevelopment Authority, your unique perspectives and experiences will contribute significantly to shaping the future of Fridley.

This handbook is designed to provide you with valuable information about the operation of our local government, the roles and responsibilities of commission members, and the general operating policies that will guide your service. It serves as a resource to support you in your efforts to fulfill the City's mission.

Once again, thank you for stepping forward to serve our great City. I am confident that you will find this experience rewarding, and I look forward to the positive impact your contributions will have on Fridley.

Scott Lund
Mayor, City of Fridley



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Purpose

This handbook is designed to serve as a guide to general policies and procedures that apply to commission members for the City of Fridley (City). As a new Commission member, we recommend you review the City's mission, recent agendas and minutes from your appointed commission to understand ongoing issues.

While not exhaustive, this manual outlines key expectations and practices to guide your service, summarizes how commissions relate to overall City operations, and provides a foundation for your role. It's designed to be a helpful reference, but does not incorporate all material and information necessary to be an effective member of a commission. Remember that your commission liaison is always available for additional support or clarification.

City Government Overview

This section provides an overview of the City's governance structure, outlining the roles and responsibilities of key entities and individuals involved in City operations. Understanding this structure will help you navigate your role as a commission member more effectively.

Form of Government

The City operates under a council-manager form of government, as established by the City Charter. In this system, the Council acts as the policy-making and legislative body, while the City Manager is responsible for the day-to-day administration of the City. Residents of Fridley are represented by the Mayor and four Councilmembers.

Mayor and Council

The Mayor and the Council are elected positions and are collectively referred to as 'the Council'. The Council relies on the six commissions to guide them on decision making as it relates to the special interests of said commission. Generally, the Council appoints members to commissions and can remove members from commissions.

Commissions

Commissions are vital components of Fridley's governance structure, established by the City Charter provision, City Code, and/or Statute. As a Commission Member, you play a crucial role in providing ongoing input on major policy areas and helping shape the future of Fridley.

Responsibilities of Commission Members:

- Attend and actively participate in all commission meetings, ensuring thorough review and discussion of agenda items.

- Provide ongoing recommendations to the Council and staff regarding your commission's specific focus area.
- Identify issues within your commission's purview that should be addressed by the Council or staff.
- Engage with the community to gather input and provide education on policy issues and concerns related to your commission's work.
- Collaborate with other commission members to develop comprehensive and well-considered recommendations.
- Stay informed about current issues, trends, and best practices relevant to your commission's area of focus.
- Represent your commission at community events or meetings when appropriate.

This manual provides more detailed information on each commission in the [Types of Commission](#) section.

City Manager

The City Manager is responsible for the overall management of City operations, including budgeting, planning, personnel, legal issues, economic development, and intergovernmental functions. The City Manager serves as a key liaison between the Council, city staff, and commissions. They can be thought of as the chief executive officer.

Department Directors

City work is divided into six departments with department directors: Community Development, Employee Resources, Finance, Parks and Recreation, Public Safety and Public Works. The Department Directors play an integral role in ensuring the effective and efficient functioning of the City. They provide the specialized knowledge, leadership, and management to translate the Council initiatives and priorities into tangible projects and services that benefit the community. As a commission member, you may interact with Department Directors when the Director also acts as a staff liaison or their expertise is relevant to your commission's work.

City Attorney

The City contracts legal services to external firms. The City Attorney provides legal advice and attends Council meetings as needed. If your commission requires legal guidance, this should be coordinated through your staff liaison and the City Manager.

Staff and Departments

City staff are responsible for carrying out the day-to-day operations of the City. They implement policies set by the Council, provide services to residents, and support the work of commissions through staff liaisons. Each commission is assigned a staff liaison who serves as a primary point of contact between the commission and city administration. Staff liaisons assist with meeting preparation, provide information and resources, coordinate with other departments, and help facilitate the implementation of commission recommendations.

Staff fall into seven departments, each playing a vital role in city governance:

1. **City Manager's Office:** This department oversees city administration, implements Council policies, maintains the City Code and the City Charter and serves as a key liaison between the Council, city departments, and commissions. This department works closely with the Charter Commission.
2. **Community Development:** This department oversees planning, zoning, building inspections, and economic development. It often works closely with the Planning Commission, Environmental Quality and Energy Commission, and Public Arts Commission and may interact with other commissions on development-related matters.
3. **Employee Resources:** Managing human resources, recruitment, and employee benefits, this department ensures the City has the personnel needed to carry out its functions effectively.
4. **Finance:** Handling budgeting, accounting, and financial reporting, the Finance department plays a crucial role in the city's fiscal health. Its work may inform decisions across all commissions.
5. **Parks and Recreation:** This department organizes recreational programs and establishes policies for use of Fridley's park system. It works closely with the Parks and Recreation Commission and may collaborate with others on environmental or community engagement initiatives.
6. **Public Safety:** Encompassing both police and fire services, this department ensures community safety. While it may not frequently interact with most commissions, its work is fundamental to the city's well-being.
7. **Public Works:** Managing city infrastructure, including roads, water, and sewer systems, this department's work often intersects with various commission concerns, from environmental issues to city planning.

Commissions Overview

Commissions play a vital role in Fridley's governance structure, serving as advisory bodies to the Council. As a commission member, you are an essential part of the City's decision-making process, providing expertise and community perspective on important issues.

Legal Authority and Responsibility

This section outlines the legal basis for Fridley's commissions and your responsibilities as a commission member. Understanding this framework is crucial for effective service and ensuring that your actions align with the city's governance structure and legal requirements.

The City of Fridley, as a Home Rule Charter City, has the authority to establish commissions as part of its governance structure. This authority is derived from the Minnesota Constitution and various statutes that allow cities to create their form of government.

Commissions derive their authority and responsibilities from the City Charter, ordinances, or resolutions that establish them. Some commissions are also required or authorized by state

statute. To ensure effective service, each commission member should be well-informed about the matters presented to their commission, understanding their implications and potential consequences.

The specific powers and duties of each commission are outlined in the establishing ordinance or resolution. These may include (but are not limited to):

- Providing recommendations to the Council on specific policy areas
- Conducting research and analysis on specialized topics
- Engaging with the community to gather input on relevant issues
- Reviewing and providing input on proposed city projects or initiatives

Commission members serve in a nonpartisan capacity, and all actions taken should prioritize the public's welfare. When considering actions or recommendations, commission members should be familiar with their responsibilities and powers as outlined in the relevant laws, regulations and bylaws. It's essential to act transparently, honestly, and in good faith, following all legal and procedural requirements. When uncertain about the appropriateness or legality of an action, it's always prudent to consult with the commission's staff liaison.

Roles and Responsibilities

This section outlines the key roles within the commission structure and their responsibilities, helping you understand your position as a commission member and how you interact with other city entities.

Role of Chair and Vice Chairs

Chairs of commissions are appointed by the Council, with the vice chair being elected by the commission members. The Charter Commission and the Housing Redevelopment Authority are exceptions because their Chair and Vice Chair are appointed by the procedure in their by-laws.

Generally, the Chair presides at all official meetings and generally ensures that the Commission reviews and acts upon the items on the agenda. The Chair should ensure that decisions are made in a timely manner, yet be careful not to limit discussion-assuring that commission members have an opportunity to be heard. The vice chair aids the chair in these responsibilities and acts as the Chair when the Chair cannot attend a meeting.

Responsibilities of the Chair:

- Lead all commission meetings
- Work with the staff liaison to set meeting agendas
- Facilitate discussions and ensure all members have a chance to contribute.
- Maintain control of the meeting, including managing public input and interactions
- Act as the primary liaison between the commission and the Council when necessary

Staff Liaison

Each commission is assigned a member of staff called a staff liaison. The staff liaison acts as a crucial link between the commission and city staff. The staff liaison typically has expertise in the commission's area of focus. Their role is to support the commission's work and ensure effective communication between the commission, city staff, and the Council.

Key responsibilities of staff liaisons include:

1. **Meeting Preparation:** Generate meeting agendas, compile necessary background information, and ensure materials are distributed to commission members in a timely manner.
2. **Information and Expertise:** Provide professional knowledge and insights related to the commission's area of focus. This may include updates on city projects, explanations of policies or regulations, and context for issues under consideration.
3. **Administrative Support:** Assist with scheduling meetings, securing meeting locations, and managing commission-related correspondence.
4. **Facilitation:** Help guide discussions during meetings, ensuring that conversations remain productive and aligned with the commission's goals and responsibilities.
5. **Council Communication:** Work with the commission to prepare and present recommendations to the Council. This includes drafting reports and helping commission members understand the Council's decision-making process.
6. **Orientation and Training:** Assist in onboarding new commission members, providing them with necessary background information and explaining commission procedures.
7. **Compliance Oversight:** Ensure that the commission operates in compliance with relevant laws, including open meeting laws and data practices regulations.
8. **Resource Coordination:** Connect the commission with other city departments, external experts, or resources as needed to support their work.
9. **Continuity:** Provide historical context and institutional knowledge to support the commission's ongoing work, especially as membership changes over time.

The staff liaison is a valuable resource for your commission. They can help you navigate city processes, access needed information, and ensure that your commission's work aligns with and supports the city's overall goals and operations. While staff liaisons provide support and guidance, it's important to remember that they do not vote on commission matters or make decisions on behalf of the commission.

Relationship with Council

Commissions play a crucial advisory role to the City Council, serving as a bridge between the community and local government. Here's how this relationship functions:

1. **Analysis:** Commissions often have bandwidth to focus on areas within the expertise of that commissions, conduct research and analysis that the Council may not be able to do given their broad responsibilities.
2. **Communication Channels:**
 - Typically, at least one joint meeting with the Council per year is held for some commissions.
 - For guidance or clarification, commissioners should communicate with their staff liaison.
 - The staff liaison can represent the Council's perspective or facilitate the commission chair to present or speak with Council at City Council Conference Meetings if needed.
3. **Expertise and Community Perspective:** Commissioners bring specialized knowledge and community input to complex issues, helping the Council make more informed decisions.
4. **Guided by Council Needs:** Commissions are guided by the needs of the Council through their staff liaison. This ensures that commission work aligns with Council priorities and objectives.
5. **Long-Term Planning:** Commissions often work on long-term projects and plans, providing continuity and vision that extends beyond election cycles.
6. **Policy Development:** Commission recommendations can form the basis for new city policies or programs or update existing ones.

While commission recommendations carry significant weight, the final decision-making authority typically rests with the Council. The role of commissions is to provide the best possible advice based on expertise, research, and community input, thereby supporting the Council in making well-informed decisions for the city.

Completion of Service and Member Removal

While we hope your service will be long and rewarding, it's important to understand the circumstances under which commission service may end. This section provides information on term completion, resignation, and the rarely-used removal process.

Reasons for Early Completion of Service:

1. **Resignation:** Members may choose to resign from their position at any time by submitting a written notice to the City Clerk or their commission's staff liaison.
2. **Attendance:** Regular attendance is crucial for the effective functioning of commissions. Extended absences or frequent missed meetings may result in a review of membership.
3. **Term Expiration:** Members serve for specified terms. At the end of a term, members may be reappointed or may conclude their service.
4. **Commission Dissolution:** In rare cases, if a commission is dissolved by the Council, all member terms would naturally conclude.

Removal Process:

The Council has the authority to remove commission members, aside from the Charter Commission (Charter Commission members must be removed by the Court). This authority is exercised rarely and with careful consideration. Reasons for removal might include:

- Violation of ethics policies or conflict of interest rules
- Persistent failure to perform duties
- Actions that undermine the commission's effectiveness or the public trust

If concerns arise about a member's conduct or ability to serve, the typical process involves:

1. Discussion with the member to address concerns
2. If issues persist, formal review by the Council
3. The member is given an opportunity to respond to any concerns
4. The Council makes a final decision in an open meeting

Types of Commissions

The City has six total commissions consisting of both ordinance established commissions and statutory established commissions. Ordinance established commissions, sometimes rereferred to as advisory commissions, make recommendations to the Council but do not have independent decision-making authority. Statutory established commissions, sometimes rereferred to as authoritative commissions, have some level of autonomous authority granted by statute or ordinance. The commissions are separated below based on ordinance established commissions and statutory established commissions.

Ordinance Established Commissions:

Ordinance established commissions derive their power and obligations from Chapter 105 of the Fridley City Code. Ordinance established commissions make recommendations to the Council but do not have independent decision-making authority. They provide expert advice and community perspective on various aspects of city life.

- **Environmental Quality and Energy Commission (EQEC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: EQEC commission members are appoint by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The EQEC typically meets the second Tuesday of every month. The EQEC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The EQEC serves as a resource to the City in the conservation and management of energy and the environment. The EQEC provides the Council with accurate information to assist in making and implementing sound environmental policy in areas such as:

- Solid waste abatement programming
- Environmental education
- Waste reduction
- Water resource management
- Energy conservation and management

The EQEC also advises on environmental problems, laws, policies, and regulations at the county, metropolitan, state, and federal levels to the extent of their effect on Fridley. It advises the Council, the City Manager, and other appropriate city commissions on matters pertaining to conservation and management of energy and the environment, including the review and recommendation of programs and policies within the City.

What the purpose of the commissioner? As an EQEC member, you're at the forefront of Fridley's environmental initiatives. Your work directly influences:

- The City's approach to waste reduction and recycling programs
 - Strategies for water conservation and quality improvement
 - Energy efficiency initiatives in city operations and community-wide
 - Public education on environmental issues
- **Parks and Recreation Commission (PRC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: PRC commission members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The PRC typically meets the first Monday of every month. The PRC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PRC was established to provide comprehensive development of park facilities and a recreational activities program for the well-being of the residents of the City. It also guides the development of programs to implement these goals effectively. By June 1 each year, the Commission recommends a capital investment program for park improvements, acquisitions, and recreational activities.

What is the purpose of the commissioner? As a PRC member, you play a key role in:

- Shaping the future of Fridley's parks and green spaces
 - Developing inclusive recreational programs for all ages and abilities
 - Advising on the maintenance and improvement of park facilities
 - Ensuring that Fridley's recreational offerings contribute to community well-being and city attractiveness
- **Planning Commission (PC)**

Establishment: Advisory commission recommended by Statute and established by ordinance.

Composition and Leadership: The PC has a unique structure, the Commission comprises seven members: the Planning Commission chairperson, the chairs of both the Park and Recreation Commission and the Environmental Quality and Energy Commission, and four at-large members. The chair is appointed by the Council and vice-chair is appointed by the commission. The PC commission at-large members are appointed by the Council. Chair and vice-chair appointments are recorded in the first resolution of each year.

Meeting: The Planning Commission typically meets the second Wednesday of every month. The PC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The Planning Commission is responsible for continuous community planning and development of comprehensive goals and policies, including but not limited to land use, housing, environment, parks and recreation, and other related community activities. The Commission also serves as the Board of Appeals and Adjustments, exercising all authority and functions of said Board according to M.S. §§ 462.351 to 462.364.

What is the purpose of the commissioner? As a Planning Commission member, your work has a lasting impact on Fridley's future. You contribute to:

- Developing and updating the city's comprehensive plan
- Reviewing and recommending action on zoning changes, land use applications, and development proposals
- Ensuring that Fridley's growth aligns with community values and long-term sustainability
- Addressing housing needs and promoting equitable development

- **Public Arts Commission (PAC)**

Establishment: Advisory Commission established by ordinance.

Leadership and Composition: PAC members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The individual who holds these appointments is listed on the first resolution every year.

Meeting: The PAC typically meets the first Wednesday of every month. The PAC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PAC was established to foster the development of the arts, to advise the Council on arts-related matters, and to stimulate participation in and appreciation of the arts by residents.

What is the purpose of the commissioner? As a PAC member, you have the exciting opportunity to:

- Shape the artistic landscape of Fridley
- Advocate for and support local artists
- Develop public art initiatives that reflect our community's diversity and values

- Integrate art into public spaces and city development projects

Statutory Established Commissions

Statutory established commissions have limited self-governing authority granted by statute, including some internal processes that are regulated by law. Statutory established commissions still require final approval from the Council by resolution to turn any recommendations into action.

- **Charter Commission**

Establishment: Required by Statute as a Home Rule Charter City.

Composition and Leadership: Charter commission members are appointed by a District Court Judge. The chair and vice-chair are elected according to the procedure in the Charter Commission by-laws.

Meeting: The Charter Commission typically meets the second Monday of every month and meets approximately 7 times per year. The Charter Commission is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Has the authority to review the City Charter and make recommendations for amendments to the Council.

What is the purpose of the commissioner? As a Charter Commission member, you play a critical role in Fridley's governance by:

- Reviewing and recommending updates to the City Charter
- Ensuring that Fridley's governance structure remains effective and efficient
- Safeguarding the rights and responsibilities outlined in the City Charter
- Providing a vital check and balance in our local government system

- **Housing and Redevelopment Authority (HRA)**

Establishment: Authorized by Statute and established by ordinance.

Composition and Leadership: HRA members are appointed by the HRA where the City Manager serves as Executive Director. The chair and vice-chair are appointed by the HRA. The person who holds these appointments is listed on the first resolution every year.

Meeting: The HRA meets the first Thursday of every month. The HRA is televised, so meeting minutes are recorded by the off-site minute taking service. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Implements housing rehabilitation programs and redevelopment projects that create new housing opportunities to meet local housing needs. Administers programs that are designed to enlarge the tax base, create jobs, and create vital, attractive businesses in blighted or underdeveloped areas of the City.

What is the purpose of the commissioner? As an HRA member, your work has a direct and tangible impact on Fridley's housing landscape and economic development. You contribute to:

- Implementing housing rehabilitation programs that improve living conditions for residents
- Developing new housing opportunities to meet diverse community needs
- Creating and executing redevelopment projects that attract businesses and create jobs
- Administering programs that enlarge the city's tax base and enhance economic stability

The Council may, by ordinance or resolution, establish and regulate any board or commission, to advise the Council with respect to any City function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions. The Council relies on the work of City commissions, and members serve an important role in extending the reach of the democratic process into the community.

Be an Effective Commission Member

Attending your first commission meeting is often a blend of excitement and uncertainty. You might find yourself pondering over the right protocols, what to say, and how best to contribute. This section aims to alleviate those initial concerns while setting you on a path to excel in your role for the betterment of the City. It lays out key practices and guidelines that serve dual purposes: enabling you to make informed decisions and ensuring that both you and the City operate within legal boundaries. The essence of being an effective commission member lies in being prepared, listening actively and contributing thoughtfully to discussions.

Participation

Commission members benefit through participation and discussion of all members. A quorum (or majority) of the body is necessary to conduct official business. Members are expected and encouraged to attend all meetings as the regular attendance of commission members is necessary for the most effective performance of the commission. If a commission member must miss a meeting(s) or attend a meeting(s) virtually, the member should advise their staff liaison before the scheduled meeting(s). Additionally, commission members should familiarize themselves with any bylaws of their commissions. Some commissions have a limit on the number of meetings that can be missed before that member is dismissed from the commission.

Quorum

A quorum is the minimum number of members required to conduct official business. It's crucial for decision-making and gives legal validity to the commission's actions. Usually, a quorum is achieved when more than half of the members are present. The City Clerk will post a notice whenever a quorum is expected, even if official business isn't on the agenda, to maintain transparency and avoid potential violations.

To avoid quorum violations, always be mindful of attendance numbers and consult with your staff liaison if you are unsure.

Conflict of Interest

State law, the City Charter and Code prohibit public officials, including commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. Commission members must avoid actions that might give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member must abstain from discussion or voting on the issue.

If commission members have any question about a possible conflict of interest, they should contact their staff liaison.

Standards of Appearance

All commission meetings are open public meetings where members of the public are welcome to attend. Some are also televised on Fridley City TV and recorded. Therefore, it is important that a professional appearance be maintained.

Communication

Communication is a critical aspect of your role as a commission member. Your words and actions reflect the City's interests and values, whether in official meetings or in your personal life.

Media Interactions

Although uncommon, there could be occasions where you are approached by the media for an interview or a public comment. When communicating any information, it is essential to ensure that it is accurate, timely, and professional to maintain the City's credibility.

If you ever find yourself contacted for a media interview or statement, it is generally recommended to consult with the staff liaison for guidance, who may then consult with the City's Communication and Engagement Division. You represent the City in every capacity, and your words and actions reflect the City's interests and values.

Social Media Use

While many commission members use social media, it's important to draw a clear line between public, professional and private use. Many members use social media in various ways. However, the 'personal' style of social media can make it difficult to draw the line between public, professional and private use. As an ambassador of the City, it is important to remember that your statements and opinions must remain personal and cannot be regarded as representing the City's official position. Please consider this when posting on social media on topics that

could be related to your work with the City and do not give the impression that you are speaking on behalf of the City, or commission. Exercise good judgment and remember that even when you write in your personal capacity, you are still a commission member.

General Communication Tips

- Keep messages concise, focusing on a couple of main points.
- Be mindful of your tone and voice.
- Use clear, straightforward language, avoiding jargon or overly technical terms.
- Stay authentic and true to yourself. Positivity and optimism can go a long way.

Code of Conduct and Ethics

As a commission member, you're held to a high standard of conduct due to the nature of your duties and responsibilities. The following principles will help ensure that your commission operates with maximum efficiency and effectiveness:

- Attend meetings regularly and punctually.
- Respect the decision-making process and any decisions made by the group.
- Notify your staff liaison if you'll miss a meeting, to ensure quorum.
- Openly discuss issues and decisions during meetings.
- Don't seek special consideration or influence based on your position.
- Adhere to gift prohibition rules as outlined in Minn. Stat. § 471.895.
- Maintain confidentiality when required and adhere to data practices regulations.

Ethical Considerations

Commissioners are held to high ethical standards. Here are some key areas to be aware of:

- **Recusal from Voting:**
 - Commissioners should recuse themselves from voting on any matter where they have a personal interest in that matter.
 - Examples include: financial interests in a project under review, family members applying for a land use permit, or being employed by an organization seeking approval from the commission.
 - If in doubt, consult with your staff liaison.
- **Gifts:**
 - Commissioners are subject to gift prohibition rules as outlined in Minnesota Statutes § 471.895.
 - Generally, gifts should not be accepted from individuals or organizations that have business before the commission.
 - When in doubt, it's best to politely decline or seek guidance from the staff liaison
- **Relationships with Applicants:**
 - If a commission member has a personal or professional relationship with someone applying for approval from the commission, disclose this relationship publicly before any discussion of the matter.
 - If the relationship could be perceived as influencing decisions, consider recusing yourself from the vote.

- Always err on the side of transparency to maintain public trust.

Maintaining high ethical standards is crucial for the credibility of your commission and the City as a whole. If you're ever unsure about an ethical issue, don't hesitate to seek guidance from your staff liaison.

Data Practices

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data collected, created, received, maintained, or disseminated by the City. Generally, the MGDPA presumes that all Government Data are public unless a State or Federal law says differently. The City's Data Practices Policy is available online.

Commission members should presume all documents, notes, and messages created or maintained in the course of their work, or stored on their devices, will be subject to release if requested.

The City Clerk has been designated as the City's Responsible Authority and is responsible for administering the MGDPA. No employee, commission member or elected official of the City may release any private or confidential data to any person except for the City Clerk or a designee. All data practices requests should be forwarded to the City Clerk for processing as the Data Practices Act requires understanding to successfully respond to requests.

Compensation and Reimbursement

Acting as a commission member is a volunteer position, meaning there is no compensation. However, commission members may occasionally attend conferences, seminars, or other events that align with their roles. Reimbursement may be available for commission-related travel, meals, lodging, and other necessary expenses, consistent with budget authorization.

Commission members interested in attending a conference that will require reimbursement needs to obtain permission from the City before attendance. Commission members will not be reimbursed for any expenses that do not have prior approval.

Commission Meeting Procedure

Typically, commissions meet once monthly. Meetings can be anywhere to 30 minutes to a couple of hours. Special Meetings may occasionally be called by a commission. If this occurs, the City will issue a public notice and produce an agenda.

The staff liaison is present at every meeting to help answer questions the Commission has on any agenda items.

Parliamentary Procedures

All Commissions follow Rosenberg's Rules of Order at meetings. Parliamentary procedure is simply considered as a set of guidelines used to assure that a meeting goes smoothly and fairly. It is used to facilitate a group coming to a majority decision when there are differing points of view. A detailed list of procedures can be found in Rosenberg's Rules of Order.

Agenda

The agendas for the meetings of the commission are determined by the commission chair and the staff liaison. They are then prepared by City staff and distributed to each commission member at least one business day before the meeting. The commission agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Once the agenda has been sent to the commission along with the accompanying packet material, no item is added or deleted prior to the meeting. The agenda may be amended at the beginning of the commission meeting to include any additional items or to delete any item from the agenda.

The order of business on the meeting agenda varies slightly between commission, but generally is as follows:

Open Forum/Visitors: Open Forum allows the public to address the commission on subjects that are not on the agenda. The commission may take action, reply or give direction to staff.

Proposed Agenda: These items are proposed for the commission's discussion and consideration. All items will be discussed and considered by the commission for approval by vote through separate motions.

Public Hearing(s): Some commission are required to hold public hearings on certain matters. Items under the public hearing section allow members of the public to address the commission on items that are required to have a public hearing. The commission will call the public hearing, take public comment, then close the public hearing. Once the public hearing is closed, the commission may vote on passing the proposed action.

Informal Status Reports: An opportunity for staff to update the commission on upcoming events and on staff activities as requested by the commission. Typically, these activities are in preliminary stages and not ready for formal action.

Open Meeting Law

All of the meetings of the commission are open to the public and subject to the Open Meeting Law (Minnesota Statutes, Chapter 13D). A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the open meeting law whenever the governmental body meets for official purposes. A meeting does not include social or chance

gatherings not intended to avoid the law. When there are more than half of the commission member present at a meeting, it is considered a quorum and therefore a meeting for official purposes.

The purpose of the law is to:

- Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
- Ensures the public's right to be informed; and
- Gives the public an opportunity to present its views.

Any communication (including emails or other electronic communication) between some or all of the commission could potentially be considered a public meeting.

If you have information or any type of communication that you would like to share with other members, it is recommended that it be sent to the staff liaison, who may then forward it for review and discussion at a public meeting. The Open Meeting law does not preclude an individual member from contacting the staff liaison regarding questions or concerns, or seeking further information on topics or agenda items.

In any meeting which must be open to the public, the City must make at least one copy of any printed material available in the meeting room for public inspection. This applies to any printed material prepared by the City and distributed or made available to all members of the commission. This requirement does not apply to materials that are classified as other than public under the Government Data Practices Act.

The exception to the Open Meeting Law is "Closed Meetings." Closed Meetings are strictly regulated and rarely used by commissions. If you think a meeting needs to be closed, please consult with the staff liaison.

Public Notice

The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires public bodies to establish a schedule for regular meetings and keep that schedule on file at its primary offices (i.e., City Hall). If the body changes the time or location from the regular meeting schedule, advance notice must be provided.

Minutes and Records of Commission Meetings

Open Meeting Law (Section 13D.01, subdivision 4) requires public bodies to record and maintain votes of its members. Minutes of each commission meeting should comprise a summary of the proceedings, including who makes and seconds the motions and the results thereof. The minutes serve as a permanent record of the commissions' actions, discussion, and opinions, and are forwarded to the City Manager's office for public distribution and used as input and background for commission decisions.

Minutes can be taken by an off-site minute-taking service or the commission staff liaison and are incorporated into the next meeting agenda packet for approval by the commission. The commission minutes are then placed on the Council meeting agenda to be formally received by the Council. It is important for commission members to closely review minutes and make corrections if needed so the approved minutes accurately reflect the work of the commission. Corrections to minutes should be made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, a second, and a majority vote, and if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the commission should be reflected in the minutes for the meeting at which the corrections are made.

In addition to the written minutes, some commission meetings are recorded, shown live, and replayed on the City's cable station. While the recordings are not an official record of the commission meeting, they are retained for 20 years, after which time they may be destroyed, pursuant to the City's Public Meetings Minutes Policy. Copies of the recordings are available for the Council, staff, and public viewing upon request.

Acknowledgement

I hereby acknowledge receipt of the Commission Member Onboarding Manual (Manual). I confirm that I have read and understand the Manual, particularly the "Be an Effective Commission Member" section, and I agree to fulfill my duties in accordance with these standards.

I understand that failure to comply with the expectations and responsibilities outlined in this Manual, specifically those detailed in the "Be an Effective Commission Member" section, may constitute grounds for removal from the Commission.

Commissioner Name (Print)

Signature

Date

Appendix and Other Resources

[Data Practices](#)

[Open Meeting Law](#)

[City Code and Charter](#)

[Rosenburg's Rule of Order](#)

[Commission Meeting Calendar](#)

[City Organization Chart](#)

[Data vs. Information Sheet](#)

Visual of Relationship between the Commissions, the Council and Staff Liaisons





AGENDA REPORT

Meeting Date: November 25, 2024

Meeting Type: City Council Conference Meeting

Submitted By: Beth Kondrick, Deputy City Clerk
Nancy Abts, Associate Planner

Title

Cannabis Update

Background

In 2023, the City Council approved Ordinance No. 1411, Authorizing a Study and Imposing a Moratorium on Cannabis Businesses Within the City of Fridley (City). This moratorium is set to expire January 1, 2025. In preparation for the expiration of the moratorium and the anticipated State licensing of cannabis businesses, members of the Staff Cannabis Working Group have approved a working draft ordinance for cannabis and hemp businesses in the City.

Process to date

Staff from Community Development, Public Safety, Employee Resources, Finance and the City Manager's Office began working on this project in 2023. Over several meetings since then staff have examined the State's new legislation concerning cannabis and anticipating how to best respond to ensure the health, safety and welfare of residents.

This summer, a model ordinance was developed by the Office of Cannabis Management (OCM), the League of Minnesota Cities (LMC) and representatives from various municipalities throughout Minnesota. With guidance from the City Attorney, the attached draft ordinance is the working group's first iteration of an ordinance to best fit the needs of the City.

Cannabis Businesses

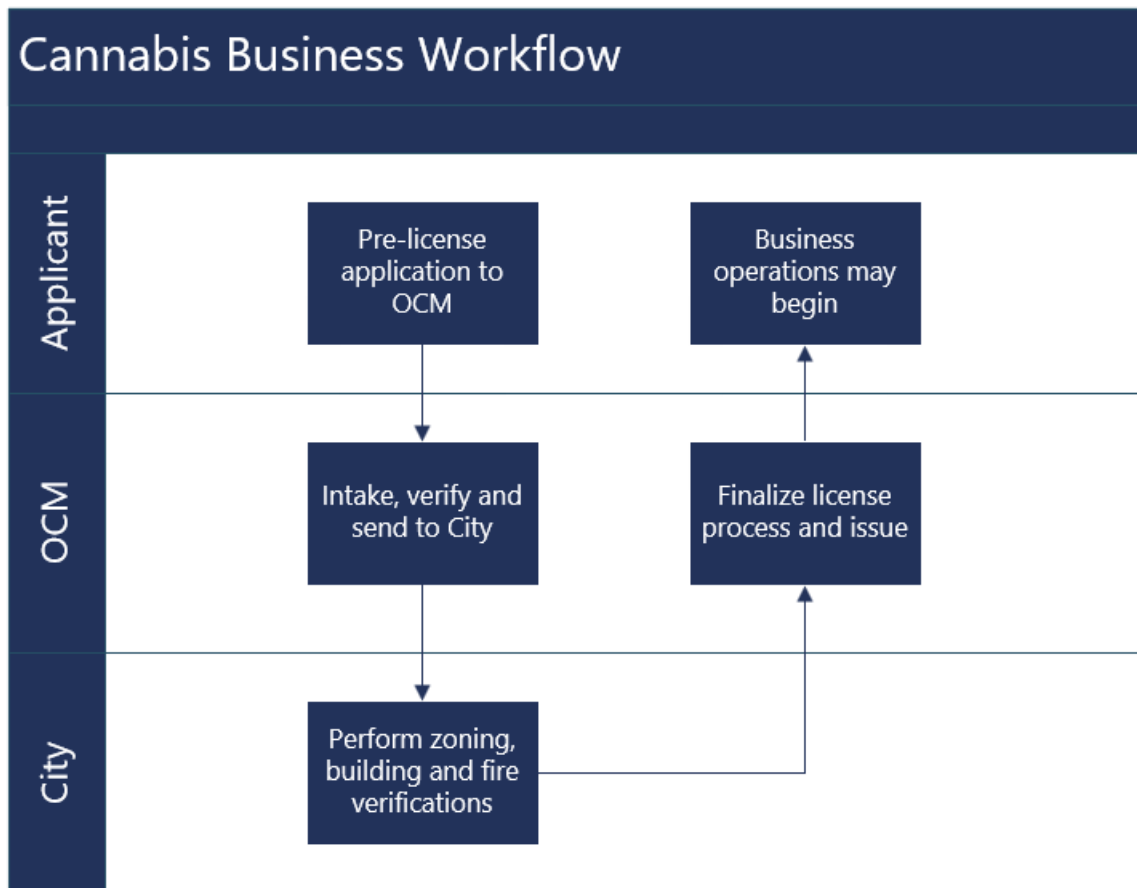
In M.S. Chapter 342 there are 11 types of Cannabis Businesses defined (microbusiness, mezzobusiness, cultivator, manufacturer, retailer, wholesaler, transporter, testing facility, event organizer, delivery service, medical cannabis combination). These are the 11 cannabis licenses the OCM will administer. Per State Statute, Cannabis Businesses are allowed to operate in the City if they meet zoning, fire and building code requirements.

Vision Statement

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

Cannabis Business Process

OCM will use an online application and payment system, similar to the City's use of CitizenServe for its business licensing. Broadly, the workflow for Cannabis Businesses will be:



Cannabis Retailers

Of the 11 Cannabis Business license types issued by OCM, the Cannabis Retailer license is the only approval the City will participate in beyond verifying zoning, fire and building compliance. The City may limit the number of cannabis retail establishments to three (based on Fridley's population). (If the City were to open a municipal cannabis retail business, this would not count amongst the three retailers.)

Generally, the City cannot decline a business retail application if a business applicant has met the state's requirements and the city's local zoning, fire and building code requirements. A retail application can be declined if there are already three retail businesses licensed in the City, or if Anoka County has otherwise reached the maximum number of retail businesses, based on County population. Therefore, staff expects to have three cannabis retail facilities in Fridley, either under a "Retailer" license, or as part of a Retail endorsement (component) of a Microbusiness or Mezzobusiness license.

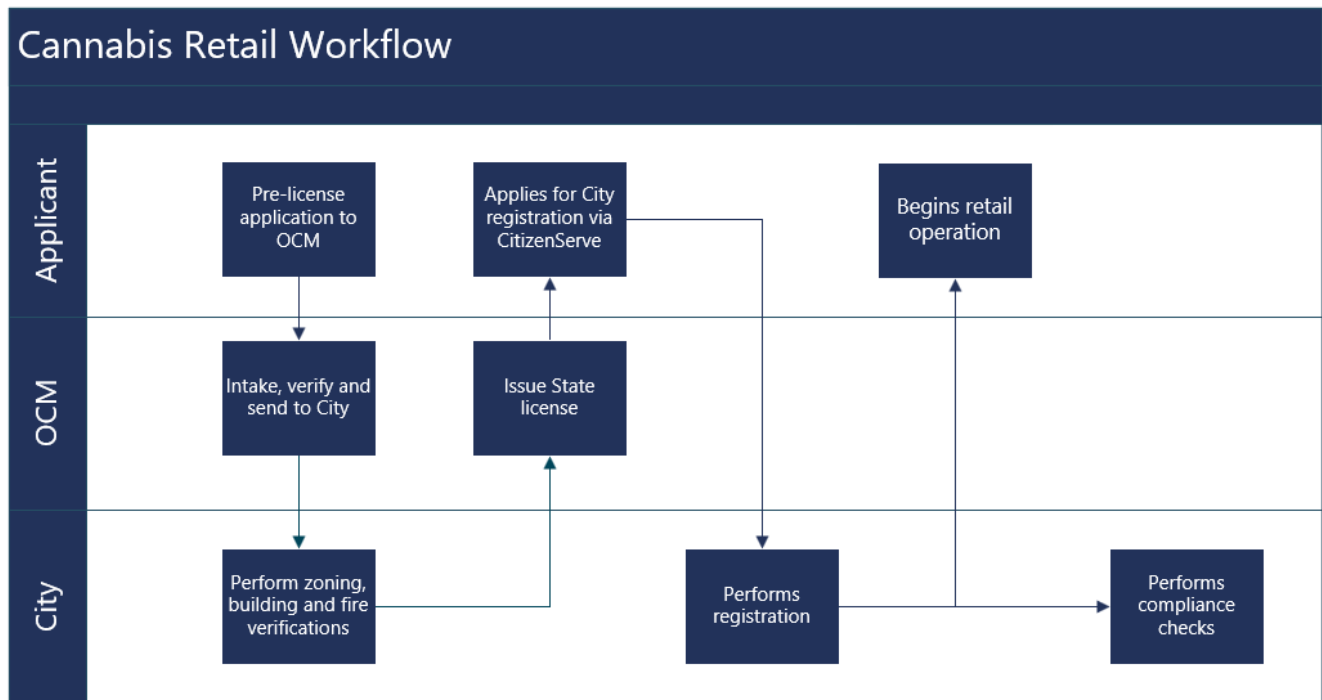
Vision Statement

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

Cannabis Retailer Process

Cannabis Retailers are required to be registered by the City after the business receives its license from OCM. The workflow for a Cannabis Retailer will first begin with the steps outlined for Cannabis Businesses reflected above. When the OCM issues the license, it will notify the City who will collect fees and register the business.

Retail registrations will be processed in a similar matter to liquor and tobacco licenses in the City. The applicant will apply using CitizenServe, and the registration will go through several levels of review: City Manager, Public Safety, Fire, Community Development and the City Council for final approval of registration.



The City has the right to deny a registration if certain conditions are not met, such as an incomplete application, failure to meet requirements laid out in the Ordinance, not complying with applicable zoning or land use regulations, failing a fire or building compliance check, delinquent taxes at the business location, or the maximum number of registrations have been issued by the City. These disqualifying factors are identified in the ordinance.

As it does with liquor and tobacco licensing, the Public Safety Department will set compliance regulations. The City will be required to conduct at least one compliance check each year of every Cannabis Retailer in the City. Penalties for violations of compliance checks include suspension of registration, notification to OCM of suspension and fees. If a business fails a compliance check the City will notify the business and the OCM of the failure. Only the OCM has authority to take any sort of repeal action of a license, not the City.

Vision Statement

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Approaches to regulation

Product Type	Location Restrictions	Hours of operation	Licensing authority	Registration authority	On-site consumption allowed? If yes, where?
Liquor, Off Sale	400 feet from any church or school (Only municipal liquor stores)	M.S. § 340a.504 subd. 4: Monday through Saturday 8 a.m. to 10 p.m. Sunday 11 a.m. to 6 p.m.	State and City	NA	No
Liquor, On Sale	400 feet from any church or school	M.S. § 340a.504 subd. 2: Monday through Saturday 8 a.m. to 2 a.m. allowed (Sunday with additional license)	State and City	NA	Yes
Tobacco	Allowed in all areas that allow retail uses	NA	State and City	NA	No
Cannabis	TBD (See Zoning table below) --- Retail locations proposed 1,000 feet from any school	M.S. Chapter 342 allows the City to establish hours of operation. Staff propose these hours to be 10 a.m. until 9 p.m.	OCM	City for retail only	Eventually. OCM will establish an on-site consumption endorsement for microbusinesses. A retail registration from the City will be required to sell edible cannabinoid products.
Hemp	TBD	M.S. § 340a.504 subd. 2: Monday through Saturday 8 a.m. to 2 a.m. allowed (Sunday with additional license)	OCM	City for retail only	Yes, with appropriate licensing from the Department of Health and Minnesota Department of Public Safety Alcohol and Gambling Enforcement. Products must be served in original packaging and consumed on site.

Vision Statement

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Zoning

The City is in the process of updating the zoning chapters of the City Code, and staff are incorporating Cannabis uses as part of the recodification process. In developing this Ordinance, considerations were given to zoning requirements and what areas of the City would best fit the various types of cannabis businesses that may seek to open in the City. Under the draft requirements, micro- and mezzo-businesses must comply with the location restrictions for each of their component uses (e.g., the retail aspect of a microbusiness would be allowed in a commercial district; a cultivation aspect of a microbusiness license would be allowed only in industrial districts).

State License	License Description	City Authority	Allowable Zoning District
Microbusiness	Cannabis microbusinesses can grow, make, sell, and buy cannabis (including plants and seedlings) and lower-potency hemp products. They can also have on-site lounges where customers can consume cannabis edibles. A microbusiness can operate one retail business.	Zoning Registration Age testing	Varies based on endorsements that comprise the microbusiness (See below). On-site consumption will be treated like a 'restaurant' use for location & parking calculations.
Mezzobusiness	Cannabis mezzobusinesses can grow, make, sell, and buy cannabis (including plants and seedlings) and lower-potency hemp products. This license type is available in limited quantities, and licensees will be selected through a vetted lottery.	Zoning Registration Age testing	Varies based on endorsements that comprise the mezzobusiness (See below)
Retailer	Cannabis retailers sell packaged cannabis products to the general public and medical patients. They can buy cannabis (including plants and seedlings) and lower-potency hemp products from other cannabis businesses and sell them to customers. This license type is available in limited quantities, and licensees will be selected through a vetted lottery. A cannabis retailer may operate up to five retail locations; however, no person, cooperative, or business may hold a license to own or operate more than one cannabis retail business in one city and three retail businesses in one county.	Zoning Registration Age testing	Commercial Districts; 1,000 feet from a school

Vision Statement

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Lower-potency hemp edible retailers	Lower-potency hemp edible retailers sell packaged lower-potency hemp edibles to consumers. This license type cannot hold any cannabis business licenses.	Zoning Registration Age testing	Commercial Districts
Medical cannabis combination businesses	Medical cannabis combination businesses can grow, manufacture, package, label, and sell cannabis products (including cannabis plants and seedlings) to both medical patients and adult consumers. These businesses can package and sell medical cannabis products to other eligible cannabis businesses. They are allowed to cultivate up to 60,000 square feet of medical cannabis plant canopy for distribution into the medical market, and depending upon the total amount of medical sales the year prior, up to an additional 30,000 square feet of cannabis plant canopy for distribution into the adult-use market.	Zoning Registration Age testing	
Event Organizer	Cannabis event organizers plan and host events featuring cannabis, and may allow for the sale of cannabis, cannabis products, and lower-potency hemp products to consumers at events like festivals (an event cannot last more than four days). They can also provide spaces for consumers to use cannabis. An event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government.	Permit Process	High intensity commercial: C-3 "General Shopping Center District" (Future B-2 "Regional Business")
Cultivator	Cannabis cultivators can grow cannabis plants from seed to maturity. Cultivators are allowed to harvest, package, label, and transport fully grown cannabis plants to manufacturers. They can also package, label, and transport seedlings. This license type is available in limited quantities, and licensees will be selected through a vetted lottery.	Zoning	All industrial districts

Vision Statement

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Manufacturer	Cannabis manufacturers process raw cannabis plants into various products, such as edibles, concentrates, wax, oils, and tinctures. Manufacturers can buy cannabis flowers, cannabis products, and lower-potency hemp products from other cannabis businesses. They turn these materials into cannabis products, then package and sell them to other cannabis businesses. This license type is available in limited quantities, and licensees will be selected through a vetted lottery.	Zoning	Fridley's approach varies based on intensity Extraction of cannabis concentrate: M-2 Heavy Industrial only Processing cannabis extract or plant materials (e.g., baking infused products; drying, trimming, & packaging plant materials) : M-1 Light Industrial, Onaway, and M-2 Heavy Industrial
Wholesaler	Cannabis wholesalers buy cannabis, cannabis products, and lower-potency hemp products from cannabis businesses and then sell them to other cannabis business.	Zoning	All industrial districts
Transporter	Cannabis transporters are businesses that move cannabis, cannabis products, and lower-potency hemp products between businesses.	None	All industrial districts
Testing Facility	Cannabis testing facilities receive cannabis, cannabis products, and lower-potency hemp products from manufacturers and cultivators to test. They ensure these products meet safety standards.	Zoning	Principal Use: Industrial Districts Accessory Use (e.g., as part of a Micro or Mezzo Business): Industrial & Commercial Districts
Cannabis Delivery	A cannabis delivery service purchase cannabis and lower-potency hemp products from specific cannabis businesses and sell and deliver those products directly to consumers.	None	All industrial districts
Low Potency hemp edible manufacturer	Lower-potency hemp edible manufacturers produce edibles from hemp. These manufacturers can create, package, and label lower-potency hemp products, and sell them to cannabis businesses. This license type cannot hold any cannabis business licenses.		Commercial districts

Vision Statement

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

In Process

Staff working on this draft ordinance stress that this ordinance is just that – a draft. Based on direction from the City Council, and at the direction of the City Manager, an ordinance could be presented at a City Council meeting as soon as December for implementation in January.

OCM continues to craft its administrative processes and much remains to be seen for how OCM will interpret State law and implement rules. Staff from all departments remain focused on cannabis. As such, this ordinance, after adopted, will continue to evolve as the City remains poised to respond to this new industry.

Attachments and Other Resources

- Draft ordinance for cannabis and related fees
- Proposed changes to update the zoning chapters of the City Code

Vision Statement

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Ordinance No. 1426

Amending the Fridley City Code to Add Chapter 36, Cannabis and Hemp Businesses and Amend Chapter 209, Fees

The City Council of the City of Fridley does ordain, after review, examination and staff recommendation that the Fridley City Code be amended as follows:

Section 1

Fridley City Code Chapter 36 Cannabis and Hemp Businesses

36.01 Purpose

The purpose of this Chapter is to implement the provisions of Minnesota Statutes (M.S.) Chapter 342, which permits the personal use, possession and transportation of cannabis by those 21 years of age and older, and allows licensed business to conduct cultivation, manufacturing, transport, delivery and sale of cannabis and cannabis products. M.S. Chapter 342 also authorizes the City of Fridley (City) to protect the public health, safety and welfare of residents by regulating cannabis and hemp businesses through its zoning and inspections requirements, as well as restricting the number of retail establishments allowed to operate within the City and the hours of those operations.

36.02 Definitions

Unless otherwise noted in this section, words and phrases contained in M.S. § 342.01 and the rules promulgated pursuant to any of these acts, have the same meanings in this ordinance.

Applicant: an entity with a license or endorsement issued by the Office of Cannabis Management that is applying for an initial registration or for registration renewal.

Cannabis Business: Any of the following licenses issued by the Minnesota Office of Cannabis Management: cannabis microbusiness, cannabis mezzobusiness, cannabis cultivator, cannabis manufacturer, cannabis retailer, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis event organizer, cannabis delivery service and medical cannabis combination business.

Cannabis Retailer: A business with a cannabis retailer license or cannabis retail endorsement from the Office of Cannabis Management pursuant to Minnesota Statutes, section 342.22.

Office of Cannabis Management (OCM): Minnesota Office of Cannabis Management.

Retail registration: an approved registration issued by the City to a state-licensed cannabis retail

business or lower-potency hemp edible retailer.

School: a public school as defined under M.S. § 120A.05 or a nonpublic school that must meet the reporting requirements under M.S. § 120A.24.

State license: an approved license issued by the OCM to a cannabis retail business.

36.03 Pre-License Certification of All Cannabis Businesses

1. Before applying for a Cannabis Business license, applicants must apply for zoning, fire and building inspections approval from the City.
2. The City Manager or a designee is authorized to certify to the OCM if a proposed Cannabis Business complies with the City's zoning regulations and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.
3. Without proper approvals, the City will notify the OCM that the business does not meet City regulations. The City will certify the application only if no building changes are planned and the building has passed inspection. Building and fire inspections are good for one year after completion.

36.04 Retail Registration

1. Registering retailers. Before making retail sales to customers or patients, a Retailer must be registered by the City. Subject to M.S. § 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the Fee Chapter of the Code, for making a sale to a customer or patient without a valid registration from the City and a valid license from the OCM. The City will issue a registration only to those applicants with a valid license from the OCM and who have met the City's requirements.
2. Compliance checks prior to retail registration. Prior to issuance of a retail registration, the City will conduct a preliminary compliance check to ensure compliance with local ordinances.
3. Retail Registration Limits. Pursuant to M.S. 342.13 no more than three Cannabis Retail registration will be issued in the City. This number may be updated based on the most recent published data available from the state's demographer. Registrations issued to businesses with a license preapproval will count toward the City's registration limit.
4. Fees.
 - (a) A registration fee, as established in the Fees Chapter of the Code will be charged to applicants depending on the type of retail business license applied for.
 - (b) All fees are pursuant to M.S. § 342.11.

(c) Any registration renewal fee imposed by the City will be charged at the time of the second renewal and each subsequent renewal thereafter.

(d) Application fees are non-refundable once submitted.

5. Application.

(a) Applications will be processed on a first-come, first-served basis based on the City receiving a complete application. Applications will be considered complete when all required materials and fees are received by the City.

(b) The applicant must submit a registration application or renewal form provided by the City. The form may be amended from time to time, but must include or be accompanied by:

- (1) Name of the property owner
- (2) Name of the applicant
- (3) Address and parcel ID for the property for which the registration is sought
- (4) Certification that the applicant complies with the requirements of this Chapter
- (5) Payment of required registration fee
- (6) Proof of taxes, assessments, utility charges or other financial claims of the City or the State are current
- (7) A copy of a valid State license or written notice of OCM license preapproval.

6. Reasons for Denial. The City will not issue a registration or renewal if any of the following conditions are true:

- (a) The applicant has not submitted a complete application.
- (b) The applicant does not comply with the requirements of this Chapter.
- (c) The applicant does not comply with applicable zoning and land use regulations.
- (d) The applicant is found to not comply with the requirements of M.S. Chapter 342 or this Chapter at the preliminary compliance check.
- (e) The location is not current on all property taxes and assessments at the location where the retailer is located.
- (f) The maximum number of registrations, as established in this Chapter, has been issued by the City.
- (g) The applicant does not have a valid license from the OCM.

7. Issuing the Registration or Renewal. The City will issue the registration or renewal if the Cannabis Retailer meets the requirements of this Chapter.

8. Location change. A State-licensed cannabis retail business is required to submit a new application for registration if it seeks to move to a new location still within the legal boundaries of the City.

9. Renewal of registration. The City will renew an annual registration at the same time OCM renews the cannabis business license. Registrations issued under this Chapter will not be transferred.

10. Compliance checks. The City must complete one compliance check per calendar year of every Cannabis Retailer to assess if the Cannabis Retailer meets age verification requirements, as required under M.S. § 342.22 Subd. 4(b) and M.S. § 342.24, and this Chapter. The City must conduct at minimum one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks will involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

11. Compliance check failure notification. If after the City's compliance checks are complete and a Cannabis Retailer has failed, the City will provide a report to the Council at its next regularly scheduled meeting. The City will submit its report and all supporting documentation to the OCM.

36.05 Registration Enforcement.

1. The City Council may impose a fine or suspend a registration on a finding that the registered business has failed to comply with the requirements of this Chapter or any applicable statute or regulation.

2. Notice and Right to Hearing. Prior to imposing a fine or suspending any registration any registration under this Chapter, the City must provide the registered business with written notice of the alleged violations and inform the registered business of their right to a hearing on the alleged violation pursuant to the Appeals and Administrative Citations Chapter of the Code.

3. Within 14 business days of a determination by the City Manager or their designee, any person contesting that decision may appeal to the Council by submitting a written appeal to the City Clerk. At its next regular meeting following the City Manager or their designee's decision, the Council will affirm, repeal, or modify that decision.

(a) If no request for a hearing is received within 10 days following the service of the notice, the matter will be submitted to the City Council for imposition of the fine or suspension of the registration.

4. Emergency. If, in the discretion of the City, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in this section.

5. Reinstatement. The City may reinstate a registration if it determines that the violations have been resolved. The City will reinstate a registration if the OCM determines the violations have been resolved.

36.06 Cannabis Business Additional Requirements

1. Minimum buffers. The City prohibits the operation of a cannabis retail business within 400 feet of another cannabis retailer or school. No active cannabis business or a cannabis business seeking registration will be prohibited from continuing operation at the same site if a school moves within the minimum buffer zone.

2. Zoning and land use. Pursuant to the zoning chapters of the Code, the City restricts certain cannabis businesses to particular zoning districts.

3. Hours of operation. Pursuant to M.S. Chapter 342, cannabis business are limited to retail sale of cannabis, cannabis flower, cannabis products, low-potency hemp edibles or hemp-derived consumer products between the hours of 10 a.m. and 9 p.m.

36.07 Hemp Businesses Additional Requirements

1. Zoning. Pursuant to the zoning chapters of the Code, the City restricts certain hemp businesses to particular zoning districts.

2. Sales within the municipal liquor store. The sale of low-potency edibles is permitted in the municipal operated liquor store.

3. Lower-Potency Hemp Edibles – Beverages. The sale of lower-potency hemp edibles that are intended to be consumed as a beverage is permitted if a business meets the requirements of M.S. Chapter 342 and this Chapter.

4. Lower-Potency Hemp Edibles – Other-Than-Beverages. The sale of lower-potency hemp edibles other than those that are intended to be consumed as a beverage, is permitted only at businesses that restrict access to individuals who are 21 years of age or older, and that meet the requirements of M.S. Chapter 342 and this Chapter.

36.08 Penalties Administration and Enforcement

Any violation of the provisions of this Chapter or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Each day each violation continues

or exists, constitutes a separate offense. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance. Violations of this Chapter may also be addressed under City Code, section 203.05 – Administrative Penalties.

Violation of this Chapter shall be grounds for enforcement against any business license issued by the City of Fridley.

Section 2

Fridley City Code Chapter 209 Fees

209.12 Fees

5. Licensing/Registration Fees

Code	Subject	Fee
308	Adult Entertainment Establishment	\$400
	– Investigation Fee	\$400
17	Auction	
	– Weekly permit	\$30
	– Annual permit	\$150
300	Beekeeping	
	– Initial fee	\$100
	– Annual renewal fee	\$25
27	Billiards	
	– First table	\$40
	– Each additional table	\$10
15	Bowling Alleys	
	– Annual license	\$40
	– Per lane	\$10
28	Carnivals	
	– Application fee	\$75
	– Each day	\$75
	– Required cash deposit or bond	\$3,000
36	Cannabis Retailer	
	Cannabis Microbusiness	
	– Registration	\$0
	– Renewal	\$1,000
	Cannabis Mezzobusiness	
	– Registration	\$500

	– Renewal	\$1,000
	Cannabis Retailer – Registration – Renewal	\$500 \$1,000
	Low-Potency Hemp Edible Retailer – Registration – Renewal	\$125 per location \$125 per location
	Medical Cannabis Combination Business – Registration – Renewal	\$500 \$1,000
21	Christmas Tree Lots – Annual license fee – Deposit	\$200 \$100
300	Dogs – Lifetime license – Duplicate license – Impound fee – Annual Dangerous Dog license – Potentially Dangerous Dog license	\$25 \$5 \$25 \$500 \$500
702	Drive-in Theaters	\$400
607	Entertainment	\$85
32	Food Establishment – Business License	\$45
32	Food Temporary – Business License	\$30
25	Golf Course, Driving Range	\$30
319	Haulers Mixed Municipal Solid Waste License (Garbage Truck), Yard Waste License, Organics License, Recycling License	\$100 for first truck and \$40 each additional truck
310	Hemp THC Product – Annual License – Investigation Fee, Individual – Investigation Fee, Corporation/Partnership – Administrative Penalty for individuals, first violation – Administrative Penalty for individuals, second violation within 12 months	\$1,500 \$200 \$400 \$250 \$500

	– Administrative Penalty for individuals, third violation within 12 months – Administrative Penalty for licensee, first violation – Administrative Penalty for licensee, second violation within 36 months	\$750 \$500 \$1,000
24	Junk Yards	\$350
609	Liquor, Caterer – Annual Caterer Registration – Event Notification Permit (per event)	\$100 \$25
604	Liquor, Consumption and Display – Annual State permit – One-day City permit	\$300 \$25
603	Liquor, On-Sale Intoxicating Holiday Endorsement	\$100
603	Liquor, Lawful Gambling Endorsement	\$300
610	Liquor Manufacturers/Investigative Fee – Individual – Partnership/Corporation – Alteration of Business – Change of Officers – On-Sale Brewer/Distillery Taproom License – Off-Sale Brewer/Distillery Growler License	\$200 \$400 \$100 \$25 \$600 \$300
603	Liquor, On-Sale Intoxicating – No entertainment (a) 0-3,000 square feet (b) 3,001-6,000 square feet (c) Over 6,000 square feet – With entertainment or dancing (a) 0-3,000 square feet (b) 3,001-6,000 square feet (c) Over 6,000 square feet	\$6,000 \$7,000 \$8,000 \$7,000 \$8,000 \$9,000
603	Liquor, On-Sale Intoxicating Initial Investigative Fee – Individual – Corporation or partnership	\$200 \$400
603	Liquor, On-Sale Sunday	\$200

603	Liquor, On-Sale Intoxicating Temporary one day only	\$25
602	– Liquor, 3.2% Malt Liquor Off-Sale – On-Sale – Holiday Endorsement	\$60 \$325 \$100
602	Liquor, 3.2% Malt Liquor, Initial Investigative Fee – Individual – Corporation or partnership	\$90 \$180
602	Liquor, 3.2% Malt Liquor Temporary	\$60
603	Liquor, Wine	\$1,000
603	Liquor, Wine Investigative Initial Fee – Individual – Corporation or partnership	\$200 \$400
605	Liquor, Bottle Club – Annual permit – One day permit	\$300 \$25
606	Liquor, On-Sale Intoxicating Club – Per club under 200 members – Per club of 201-500 members – Per club of 501-1,000 members – Per club of 1,001-2,000 members – Per club of 2,001-4,000 members – Per club of 4,001-6,000 members – Per club of over 6,000 members	\$300 \$500 \$650 \$800 \$1000 \$2,000 \$3,000
606	Liquor, On-Sale Club Holiday Endorsement	\$100
300	Livestock – Initial fee – Annual review	\$100 \$25
603	Managerial License (Liquor)	\$10
125	Massage Therapy Business License – Annual license – Business investigation fee for corporations or partnerships – Business investigation fee for individual/sole proprietor	\$400 \$400 (new) \$200 (renewal) \$200 (new) \$100 (renewal)
125	Massage Therapist – License Fee – Therapist Investigation Fee	\$50 \$25
22	Music Festivals – Per day – Filing fee	\$700 \$100

35	Mobile Food Unit – Food Truck License – Food Truck Fire Safety Inspection - Ice Cream Truck License	\$50 \$100 \$75
18	Motor Vehicle Body Repair Business	\$150
509	Motorized Vehicles Rental	\$50 per vehicle
300	Multiple Pet Location – License Fee – Renewal Fee – Impound Fee	\$100 \$25 \$25
300	Poultry – Initial fee – Annual renewal fee – Impound fee	\$100 \$25 \$25
507	Rental Housing Annual License – Single rental unit – Two rental units – Three rental units – Four rental unit – Five or more units License renewal late fee if more than seven days late License fee to reinstate after revocation or suspension License transfer fee License non-compliance fee for properties that were posted for not complying with correction orders or license renewals – 1-30 days – 31+ days Renting prior to obtaining a license Reinspection fee after second inspection – Single, duplex, triplex – Four or more units	\$100 \$150 \$210 \$270 \$270 plus \$12 per unit over four units 150% of the annual license fee 150% of the annual license fee \$25 \$250 \$500 125% of the annual license \$100 \$300

31	Pawn Shops – Annual license fee – Monthly transaction fee – Reporting failure penalty – Investigation fee	\$3,000 \$3 per transaction \$4 per transaction \$400
14	Peddlers/Solicitor	\$60 per peddler
23	Public Dance	\$75
13	Retail Gasoline Sales Private Gasoline Pump	\$60 \$30 per location
602, 603, 606	Social Skill Game Tournament Service Provider	\$100 annually
16	Street Vending – Industrial/commercial – Residential – Both	\$50 \$70 \$100
12	Tobacco License	\$125
12	Tobacco Product Shop – License fee – Investigation fee	\$400 \$100
503	Tree Management License	\$150
19	Used Motor Vehicles License	\$150 per year

209.13 Penalties

Code	Subject	Penalty
203	Administrative Citation – General – Fire Lane/Reserved Handicap Parking – Other Parking	\$100 per violation \$125 per violation \$35 per violation
203	Administrative Citation Late Fee – General – Fire Lane/Reserved Handicap Parking – Other Parking	\$25 \$30 \$10
36	Cannabis or Hemp Business – Sale without valid registration or license	\$2,000
504	Snow Removal Penalty Violations of the provisions of this Section are be a misdemeanor, subject to penalties of a maximum of \$700 and 90 days in jail per occurrence. In the	

	alternative, the City may, in its discretion, impose a civil penalty as follows: – 2nd offense within 365 days – 3rd offense within six months of any prior offense – 4th offense or more within six months of prior offense(s) In addition, the City may charge to, and assess to the associated property, any damage to City property or injury to City employees attributable to violations of this section.	\$50 \$200 \$500
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Passed and adopted by the City Council of the City of Fridley on this xx day of [Month], 2024.

Scott J. Lund - Mayor

Melissa Moore - City Clerk

First Reading:

Second Reading:

Summary Publication:

Title 6 Zoning and Subdivision

Chapter 620 Principal Use-Specific Standards (CANNABIS ONLY)

620.01 Cannabis Combination Business (*i.e., Microbusiness or Mezzobusiness*)

1. A cannabis combination business must comply with all licensing requirements of the Office of Cannabis Management for Cannabis Licenses and Endorsements.
2. Any portion of a cannabis combination business that includes cannabis cultivation shall comply with the requirements of this Code for cannabis cultivation.
3. Any portion of a cannabis combination business that includes manufacturing shall comply with the requirements of this Code for cannabis manufacturing.
4. Any portion of a cannabis combination business that includes processing and extraction shall comply with the requirements of this Code for cannabis processing and extraction.
5. Any portion of a cannabis combination business that includes cannabis retail shall comply with the requirements of this Code for cannabis retail.

Commented [NA1]: CANNABIS COMBINATION BUSINESS means a business with a cannabis mezzobusiness license with a retail operations endorsement or a cannabis microbusiness license with a retail operations endorsement from the State of Minnesota Office of Cannabis Management

620.02 Cannabis Cultivation

1. A cannabis cultivation facility must comply with all licensing requirements of the Office of Cannabis Management for Cannabis Cultivation Licenses and Endorsements.
2. Entities engaged in Cannabis Cultivation may only plant, grow, harvest, store, dry, trim, or process cannabis inside of a completely enclosed structure within a limited access area. A cannabis cultivation facility may transport regulated cannabis in an outdoor portion of its limited access area only if the outdoor portion of the licensee's limited access area complies with state and local laws and regulations applicable to outdoor limited access areas for cannabis cultivation facilities.
3. An Odor Mitigation Plan shall be submitted that outlines all odor emitting aspects of the business and mitigations to be implemented to odor is not readily detectable beyond the boundaries of the immediate site upon establishment of the business and for the full duration of the business. Exhaust from the completely enclosed facility shall be filtered to prevent nuisance odors from being detectable from outside of the property.
4. No cannabis cultivation facility shall be located within 1,000 feet of the following locations:
 - (a) Any school, with the distance computed by direct measurement in a straight line from the nearest legal parcel line of the land used for school to the nearest external portion of the building in which the cannabis cultivation facility is proposed to be located.

Commented [NA2]: Cannabis cultivation business means a business with a cannabis cultivator license, medical cannabis cultivator license, or cultivation endorsement from the State of Minnesota Office of Cannabis Management.

620.03 Cannabis Manufacturing

1. A cannabis manufacturing facility must comply with all licensing requirements of the Office of Cannabis Management

Commented [NA3]: Definition: Cannabis manufacturing means a business with a cannabis manufacturer license or manufacturing endorsement from the State of Minnesota Office of Cannabis Management, that is engaged in producing consumer items by packaging processed marijuana plant materials or marijuana extract or combining materials or extract with other pre-structured materials or components, but does not involve processing raw plant materials.

Fridley Code Update

2. Entities engaged in Cannabis manufacturing may only store cannabis extract inside of a completely enclosed structure within a limited access area. A cannabis manufacturing facility may transport regulated cannabis in an outdoor portion of its limited access area only if the outdoor portion of the licensee's limited access area complies with state and local laws and regulations applicable to outdoor limited access areas for cannabis facilities.
3. An Odor Mitigation Plan shall be submitted that outlines all odor emitting aspects of the business and mitigations to be implemented to odor is not readily detectable beyond the boundaries of the immediate site upon establishment of the business and for the full duration of the business. Exhaust from the completely enclosed facility shall be filtered to prevent nuisance odors from being detectable from outside of the property.

620.04 Cannabis Processing or Extraction

1. A cannabis processing or extraction facility must comply with all licensing requirements of the Office of Cannabis Management.
2. Entities engaged in Cannabis Processing or Extraction may only store, dry, trim, or process cannabis plant products or extract inside of a completely enclosed structure within a limited access area. A cannabis processing or extraction facility may transport regulated cannabis in an outdoor portion of its limited access area only if the outdoor portion of the licensee's limited access area complies with state and local laws and regulations applicable to outdoor limited access areas for cannabis facilities.
3. An Odor Mitigation Plan shall be submitted that outlines all odor emitting aspects of the business and mitigations to be implemented to odor is not readily detectable beyond the boundaries of the immediate site upon establishment of the business and for the full duration of the business. Exhaust from the completely enclosed facility shall be filtered to prevent nuisance odors from being detectable from outside of the property.
4. No cannabis business may use metals, butane, propane, or other solvent or flammable product, or produce flammable vapors, to process or test marijuana unless the process used and the premises are verified as safe and in compliance with all applicable codes by a qualified industrial hygienist.
5. The city shall require the business to obtain verification from a qualified industrial hygienist that the manner in which the business producing or testing marijuana complies with all applicable laws and does not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the businesses.

Commented [NA4]: Definition: Cannabis manufacturing means a business with a cannabis manufacturer license or manufacturing endorsement from the State of Minnesota Office of Cannabis Management, that is engaged in refining raw cannabis plant materials into a consumable product, and/or producing cannabis concentrate through the use of water-based, food-based, or alcohol- or ethanol-based extraction.

620.05 Cannabis Retail Business

1. A cannabis retail facility must comply with all licensing requirements of the Office of Cannabis Management.
2. A cannabis retail facility with onsite consumption shall provide parking in accordance with the requirements for a "Restaurant" use for the portion of the property dedicated to onsite consumption.

Principal Use-Specific Standards (CANNABIS ONLY)

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3. No cannabis retail facility may be located within 1,000 feet of the following locations, with the distance computed by direct measurement in a straight line from the nearest legal parcel line of the land used for school to the nearest external portion of the building in which the cannabis cultivation facility is proposed to be located.
 - (a) A school
 - (b) Another cannabis retail facility.

620.06 Cannabis Transportation or Delivery

1. A cannabis transportation or delivery use must comply with all licensing requirements of the Office of Cannabis Management.
2. Any cannabis transportation or delivery use shall have access to a collector or higher classification street.

620.07 Cannabis Wholesale Establishment

1. A cannabis wholesale facility must comply with all licensing requirements of the Office of Cannabis Management for Cannabis Wholesale Licenses and Endorsements.