



Council Conference Meeting

March 25, 2024

5:30 PM

Fridley City Hall, 7071 University Avenue N.E.

Agenda

- [1.](#) Proposed Councilmember Onboarding Manual
- [2.](#) Park System Improvement Plan Budget and Commons Park Update
- [3.](#) State Legislative Concerns

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: March 25, 2024

Meeting Type: City Council Conference Meeting

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

Title

Proposed Councilmember Onboarding Manual

Background

Staff has developed a Councilmember Onboarding Manual to help newly elected officials 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

- Councilmember Onboarding Manual

Vision Statement

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



Councilmember Onboarding Manual

Updated 2024





Welcome,

On behalf of the City of Fridley, I would like to congratulate you on your election and welcome you to the Fridley City Council. We appreciate your hard work and commitment to serving the Fridley community.

Our mission here is clear: "We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses." This guides everything we do as city leaders. I am confident that with your fresh perspective and passion, we will make great strides toward achieving that vision.

This handbook is designed to provide information regarding the onboarding process, the operation of our local government, and the general operating policies for elected officials to aid in your efforts to fulfill the City's mission.

Again, thank you for dedicating your time and talents to serving our great City. I sincerely hope you find your experience to be rewarding.

Scott J. 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 Councilmembers for the City of Fridley (City). As a new member, it is recommended that you review the City's mission and any current goals, as well as agendas and minutes from recent meetings, to see what issues have been under consideration.

While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide members in their actions. This handbook provides a summary of important aspects of activities and how they relate to the City as a whole. However, it does not incorporate all material and information necessary for undertaking the business of the Fridley City Council (the Council).

For the purpose of this manual, Councilmember and the Council mean the four individual Councilmembers and the Mayor, unless specified otherwise.

Roles and Responsibilities

Form of Government

The City's governing document is the Charter. 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, known as a council-manager form of government. Residents of Fridley are represented by the Mayor and four Councilmembers.

Role of Mayor

The Mayor presides at all official meetings and generally ensures that the Council reviews and acts upon the items on the agenda. The Mayor should ensure that decisions are made in a timely manner, yet be careful not to limit discussion--assuring that both members of the public and Councilmembers have an opportunity to be heard.

Responsibilities of the Mayor:

- Chair all Council meetings.
- Represent the City at ceremonial events.
- Emergency leader under conditions of martial law.
- Executes resolutions, ordinances, contracts, etc., on behalf of City.
- Acts as the focal point for many citizen inquiries and complaints.

During a public meeting, the Mayor is also the person vested with authority to:

- Call a meeting to order and propose adjournment.
- Recognize and call upon speakers.
- Call for debate and vote on motions.
- Clarify or request clarifications of motions made by members.
- Rule motions out of order.
- Interpret and enforce any meeting management bylaws or rules of procedure.
- Call members to order if they disregard rules of procedure or decorum for the meeting.

An effective Mayor also:

- Solicits discussion and opinions from all members.
- Does not allow personal attacks.
- Keeps the discussion focused on the issue.
- Builds trust through fairness to all the participants.

Role of the Councilmember

Councilmembers play a crucial role in shaping the future of the City, making decisions that impact residents, businesses, and the overall community. Each member contributes to the collective decision-making process, ensuring that the City's best interests are always at the forefront.

Responsibilities of the Council:

- Participate actively in all Council meetings, ensuring a thorough review and discussion of agenda items.
- Represent and advocate for the interests of their constituents on various boards and local committees.
- Represent the City at ceremonial events.
- Collaborate with other governmental agencies and organizations on projects and initiatives that benefit the City.
- Review, revise, and approve City ordinances, policies, and budgets.
- Engage with the community, listening to their concerns and feedback.
- Support and oversee the execution of City projects and initiatives.

During public meetings, Councilmembers are also expected to:

- Respectfully debate and discuss agenda items, ensuring a comprehensive understanding of each issue.
- Propose, support, or oppose motions based on informed judgment and the best interests of the City.
- Abide by the rules of procedure and meeting decorum.
- Engage constructively with the public, addressing their concerns and feedback.
- Collaborate with fellow Councilmembers, building a culture of mutual respect and teamwork.

An effective Councilmember also:

- Is well-prepared for meetings, having reviewed all relevant materials.
- Communicates clearly and listens actively.
- Avoids personal biases or conflicts of interest in decision-making.
- Builds trust within the Council and with the community through transparency and fairness.

Commissions

Commissions are standing bodies that can be established by Charter provision, the Code, and/or Statute. Commissioners are appointed by the Council (except for the Charter Commission) to provide ongoing input on major policy areas. Their responsibilities are advisory and include:

- Providing ongoing recommendations to the Council and staff regarding special program areas.
- Identifying issues that the commission believes should be addressed by the Council or staff.
- Providing education and awareness opportunities for residents on policy issues and concerns.

The City has five total commissions consisting of both advisory commissions and governing commissions. Advisory commissions make recommendations to the Council but do not have independent decision-making authority, while authoritative commissions have some level of autonomous authority granted by statute or ordinance. The commissions are separated below based on whether they serve in an advisory or authoritative capacity.

Advisory Commissions:

- **Environmental Quality and Energy Commission:** Advisory commission established by ordinance. The EQEC attempts to provide the Council with accurate information to assist in making and implementing sound environmental policy in such areas as solid waste abatement programming, environmental education, waste reduction and water resource management. The chair and vice-chair are appointed by the commission. The chair and vice-chair are appointed by the commission.
- **Parks and Recreation Commission:** Advisory commission established by ordinance. The PRC was established to provide the comprehensive development of park facilities and a recreational activities program for the well-being of the residents of the City.
- **Planning Commission:** Advisory commission recommended by Statute and established by ordinance. 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 chair is appointed by the Council, and the vice-chair is appointed by the commission.

Authoritative Commissions

- **Charter Commission:** Required by Statute as a Home Rule Charter City. Has the authority to review the Charter and makes recommendations for amendments to the Council. Only commission where members are appointed by a District Court Judge.
- **Housing and Redevelopment Authority:** Authorized by Statute and established by ordinance, the HRA is a distinct governmental body consisting of five residents, with its own governing structure and budget, separate from the Council and the City's budget. It has the unique ability to levy taxes. The Mayor appoints the members of the HRA for staggered five-year terms, and the Council approves the appointments. 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. The City Manager is the Executive Director.

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.

City Manager

The City Manager is responsible for the day-to-day management of the City such as, budgeting and planning, personnel, legal issues, economic development and redevelopment, Council meeting preparation and intergovernmental functions. They can be thought of as the chief executive officer. The City Manager participates in the Council Meetings but does not vote.

Councilmembers and citizens rely on the City Manager to provide unbiased and objective information while presenting both sides of an issue and information about long-term consequences. The City Manager supervises the organization through Department Directors. The Mayor and Council determine the employment of the City Manager. Other than the City Manager, the Mayor and Council do not get involved in personnel matters. That is the sole responsibility of the City Manager.

The City Manager acts as the first point of communication between the Council and staff, and as such, should be copied on all communications between them.

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 Council initiatives and priorities into tangible projects and services that benefit the community.

Directors offer both big-picture perspective on their field and expertise in project implementation to deliver results. They supervise and motivate sizable teams, coordinate cross-departmental collaboration, provide technical guidance and oversight to complex initiatives, and optimize City resources.

While staff generally do not take direction from the Council, Department Directors work closely with the Council on City initiatives alongside the City Manager. The Department Directors report directly to the City Manager.

City Attorney

The City contracts legal services to external firms:

- Kennedy & Graven (City Attorney - Civil)
- City of Coon Rapids (City Attorney - Criminal)
- Taft, Stettinius and Hollister, LLP (Bond Council)
- Monroe Moxness Berg (HRA)
- Gregerson, Roscow, Johnson & Nilan, Ltd. (Administrative Hearings).

The City attorney reviews City contracts, provides general legal advice, and attends Council meetings. The City Attorney reports directly to the City Manager. All communication to the City Attorney should be directed through the City Manager.

Staff

City staff, under the direction of the City Manager, are responsible for carrying out the policies and actions of the Council and implementing the programs and services set out in the budget and identified in the Council goals. The City Manager is appointed by the Council. Department Directors and staff members report directly to the City Manager.

The Council works closely with the City Manager. The Council does not have the authority to supervise or direct the work of staff, including the Public Safety Department. Special assignments to staff are made by the City Manager.

Staff may keep the Council apprised of key initiatives through email, copying the City Manager on all communications. Additionally, staff will make recommendations and present on projects during Conference and Regular meetings to provide updates and discuss their work directly with Council.

City Council Overview

Legal Authority and Responsibility

The Minnesota Constitution and various statutes allow cities to create or determine their form of government separate from the municipal governing plans in State law, known as Home Rule Charter Cities. The City of Fridley is a Home Rule Charter City and the powers of the Council are governed by the Charter.

Councilmembers derive their authority and responsibility from their role as members of the City's governing body. To ensure effective governance, each member should be well-informed about the proposals presented, understanding their implications and potential consequences. The Council's actions must adhere to the powers and limitations outlined in the Charter, ensuring that the City legally fulfills the conditions necessary for each action.

The Charter outlines various responsibilities for the Council, including (but not limited to):

- Adopting ordinances, resolutions, and regulations that align with the City's objectives and the welfare of its residents.
- Approving the City's budget and overseeing financial matters.
- Ensuring the proper management and operation of public utilities and services.
- Overseeing land use and zoning within the City.

Councilmembers are nonpartisan and all actions taken should prioritize the public's welfare. Councilmembers are generally not held personally liable for decisions made in good faith, even if they result from an error in judgment. However, deliberate violations of clear legal prohibitions can result in liability.

When considering actions, Councilmembers should familiarize themselves with their responsibilities and powers as outlined in the Charter. It's essential to act transparently, honestly, and in good faith, following all legal and Charter requirements. When uncertain about the legality of an action or procedure, it's always prudent to consult with City staff.

The City Charter

This Charter Commission consists of fifteen members who are appointed by the District Court. The purpose of the Charter Commission is to serve as custodians of the Charter in accordance with State laws to ensure that the Charter is an effective and workable document that will benefit residents in overseeing City operations and expenditures. The Charter Commission meets approximately eight times per year to review the Charter and makes recommendations for amendments.

The Charter is the cornerstone document that defines Fridley's governmental structure and operational guidelines. Originally established 1957 the Charter lays out key elements such as the composition of the Council, election procedures and the roles and responsibilities of the City

Manager. It also addresses budgetary considerations, taxation issues and public utilities management.

As a Councilmember, it's crucial to understand that Fridley has an active Charter Commission. This Commission holds a unique and long-standing relationship with the Council, influencing a range of matters from legislative actions to operational guidelines.

Duties of the Council

Per the Charter, the Council consists of the Mayor and four Councilmembers. They are responsible for setting the policies for the operation of the City. The Council's primary roles and powers are to:

- Acquisition of Property – Has the power to acquire property for public purposes through means like eminent domain.
- Advocacy - Advocate for the City at the county, state and federal levels.
- Appointments - Appoints personnel like the city manager, police and fire chiefs, city attorney, and members of boards and commissions.
- Contracts - Approves bids and enters into contracts on behalf of the City for services and purchases.
- Elections - Enables local candidate elections, usually through an elections office by allocating budget authority for City staff to conduct elections, appointing Election Judges and certifying election results.
- Land use Planning – Approves or denies proposals for zoning changes, subdivisions, conditional use permits, and other land use items.
- Levying Taxes – Empowered to levy taxes as per the Charter and Minnesota state laws to raise revenue for the City. An annual public Truth-in-Taxation meeting is held to discuss City spending.
- Licensing - Grant various business, alcohol, taxi, and other licenses within the city limits.
- Pass ordinances, resolutions, and regulations – Power to adopt local laws and policies to govern the City, provided they do not conflict with state or federal laws.
- Liaison Role - Serve as the City's representative on various local boards, actively advocating for and protecting the City's interests. This role entails the important responsibility of communicating key board decisions to City staff during conference meetings, ensuring that the City is informed of outside influences that could affect City goals and services.
- Preparing and Approving the Budget - Responsible for approving the City's annual budget, including expenditures and revenue sources. They have taxation powers through franchisees. A franchise in this context refers to a special privilege or right granted by the city, often related to utility services, which may include taxation or fee collection.
- Public Improvements - Initiates and approves new public works projects like parks, streets, utilities, public buildings and facilities.

Be an Effective Councilmember

Stepping into your first Council 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 Councilmember lies in being prepared, listening actively and contributing thoughtfully to discussions.

Participation

Councilmembers 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 Councilmembers is necessary for the most effective performance of government. If a Councilmember must miss a meeting or meetings because of an extended business trip, vacation, illness or long-term leave, the member should advise the City Manager before the scheduled meeting(s).

Quorum

A quorum is the minimum number of Councilmembers required to conduct official business, as stipulated in the City Charter and State law. It's crucial for decision-making and gives legal validity to the Council's actions. Usually, a quorum is achieved when more than half (three or more) of the Councilmembers 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 City staff if you are unsure.

Examples when a quorum may be noticed even though no official business is being conducted:

- Three or more Councilmembers are attending the same wedding.
- Three or more Councilmembers are planning to have dinner together.
- Three or more Councilmembers are appearing at a community event like business opening or award ceremony.

Conflict of Interest

State law, the Charter and Code prohibit public officials from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. The Council 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 Councilmembers have any question about a possible conflict of interest, they should contact the City Manager.

Standards of Appearance

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

Communication

As a Councilmember, while it may 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 City Manager 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.

Councilmembers can be called upon to communicate with the general public and stakeholders via a wide variety of channels including social media. 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 board/ commission. Exercise good judgment and remember that even when you write in your personal capacity, you are still a board/ commission member.

General tips for effective communication include:

- Keep your messages concise. Focus on a couple of main points and avoid rambling.
- Be mindful of your tone and voice. It can influence how your message is received.
- Use clear and straightforward language. Avoid jargon or overly technical terms.
- Always stay authentic and true to yourself. Positivity and optimism can go a long way.

Code of Conduct and Principles

Councilmembers should be held to a high standard of conduct and responsibility due to the nature of their duties and responsibilities. The proper operation of democratic government requires that Councilmembers be independent, impartial and responsible to the people that government decisions and policy be made through the proper channels of the government

structure; that public office not be used for personal financial gain; and that the public have confidence in the integrity of its government.

In recognition of these goals and pursuant to Minnesota Statute § 471.895, the Ethics chapter of the Code and the Charter, there is hereby established a Code of Conduct for public officials of the City. The purpose of this Code of Conduct is to establish ethical standards of conduct for all Councilmembers while acting in their official capacity representing the City by setting forth those acts or actions that are incompatible with the best interests of the City.

The following principles help ensure that the Council operates with the maximum of efficiency and effectiveness and meet the Code of Conduct:

- Members should attend meetings.
- Members are encouraged to respect the decision-making process and any decisions made by the group. Each individual member should respect the official position or action of the Council.
- If you are going to miss a meeting, contact the City Manager prior to the meeting. This helps ensure that the Council will have a quorum at the meeting.
- Any written or e-mail communications to members must be sent to the City Manager for distribution in accordance with the State law.
- Issues and decisions should be openly discussed at meetings.
- No member shall expect or seek special consideration or influence based upon their position.
- It is prohibited for an elected official to receive a gift from an interested person pursuant to Minn. Stat. § 471.895.

Data Practices

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the 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.

Staff, commissioners, and the Council 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 Manager has been designated as the City's Responsible Authority and has designated the City Clerk to be responsible for administering the MGDPA. No employee or elected official of the City may release any private or confidential data to any person except for the City Clerk or a designee. To err on the side of caution, 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

Councilmembers' compensation is determined by the Charter, though adjustments can be made according to the statutory procedure. For specific details on compensation, members should consult with the Employee Resource Director. For detailed guidelines on allowable expenses, reimbursement rates, and processes, refer to the City's official reimbursement policy.

Councilmembers may occasionally attend conferences, seminars, or other events that align with their roles. Participation in conferences is encouraged to gain insights into local government issues. Reimbursement is available for work-related travel, meals, lodging, and other necessary expenses, consistent with budget authorization. If planning to attend an event, coordinate with the City Manager to ensure budget availability.

For out-of-City travel, use the City's reimbursement policy. Always use the City's "Travel Expense Voucher" claim form, accompanied by required receipts. Overnight or out-of-state work-related travel requires prior approval. Reimbursement may cover travel, meals, lodging, and other incidental expenses within set limitations.

Councilmembers are ambassadors of the City. Ensuring transparency and adherence to these guidelines strengthens the trust between the Council and the community.

Meetings and Meeting Procedure

The Council typically meets on the second and fourth Monday of each month. The Council has a Conference Meeting on meeting nights from 5:30-7:00 p.m. These meetings have an agenda and are used to allow additional presentations, extensive review and in-depth discussion of an issue. No formal action or vote is taken. If formal action is required, the issue will be added to the regular Council meeting at a later date.

The Council meeting begins at 7:00 p.m. Meetings can be anywhere to 30 minutes to several hours. These meetings have a separate agenda from the conference meetings. These meetings are used to take formal action on agenda items and issues on behalf of the City.

Special Meetings may occasionally be called by the Council. If this occurs, the City will issue a public notice and produce an agenda.

The City Manager is present at every meeting to help answer questions the Council has on any agenda items. The City Attorney is present when required at the discretion of the City Manager.

Parliamentary Procedures

The Council follows Rosenberg's Rules of Order at regular City Council 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 conference and regular meetings of the Council are determined by the City Manager and prepared by the City Clerk then provided to the Council no later than the Thursday before the regular Council and Conference meetings. The Council agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting. The Conference meeting agenda outlines the topics or items that will be discussed—no formal action is taken at conference meetings.

Staff add items to the agenda that require the Council's approval. If Councilmembers want to add an item to the agenda, they should advise the City Manager of items they wish to have added. Once the agenda has been sent to the Council along with the accompanying packet material, no item is added or deleted prior to the Council meeting. The agenda may be amended at the beginning of the Council meeting to include any additional items or to delete any item from the agenda.

The standard order of business on the City Council regular meeting agenda is as follows:

Proposed Consent Agenda: The Consent Agenda is a process used to make quick decisions on routine and non-controversial issues. These items may be approved in one blanket motion upon unanimous consent. Any Councilmember, staff member, or member of the public may request that any item be withdrawn for separate consideration. The City Manager determines what goes on the consent agenda using the Consent Agenda Rules found in Resolution 1995-01. Examples of items on the consent agenda are:

- Approve meeting minutes of last Council meeting.
- Receive meeting minutes of City Council conference meeting and the commission meetings (various).
- Resolutions to accept grant funding.
- Resolutions to approve issuance of special use and interim use permits.
- Resolution to schedule a public hearing.

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

Proposed Regular Agenda: These items are proposed for the Council's consideration. All items will have a presentation from City staff, and will be discussed and considered by the Council for approval by vote through separate motions.

Public Hearing(s): Items under the public hearing section allow members of the public to address the Council on items that are required to have a public hearing. Common public hearings are for property assessments, the yearly levy, changes to ordinances, and major Public Works projects. Council will call the public hearing, take public comment, then close the public hearing. Once the public hearing is closed, the Council may vote on passing the proposed resolution.

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

Open Meeting Law

All of the meetings of the Council 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 three or more Councilmembers are 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 Council 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 City Manager, 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 City Manager 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 Council. 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 publicly sensitive issues related to

- Employee labor negotiations.
- Ongoing or imminent litigation involving the City as a legal party.
- Employee performance reviews on positions appointed directly by the Council.
- To review confidential appraisal reports or to develop or consider offers for the acquisition or sale of real property

State law requires the media and other interested parties to be notified of Executive Session dates and times, and a brief synopsis given concerning the issues discussed.

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 City Council Meetings

Open Meeting Law (Section 13D.01, subdivision 4) requires public bodies to record and maintain votes of its members. Minutes of each City Council 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 Council's actions, discussion, and opinions, and are forwarded to the City Manager's office for public distribution and used as input and background for Council decisions.

Minutes are taken by an off-site minute-taking service and are incorporated into the next Council agenda packet for approval. It is important for Councilmembers to closely review minutes and make corrections if needed so the approved minutes accurately reflect the work of the Council. 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 Council should be reflected in the minutes for the meeting at which the corrections are made.

In addition to the written minutes, all regular Council meetings are recorded, shown live, and replayed on the City's cable station. While the recordings are not an official record of the Council 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 Council, staff, and public viewing upon request.

Duties at First Meeting of Council

The Council performs several specific duties at the first meeting of the new year:

- Any Councilmember elected to office in the preceding year's General Election is given the Oath of Office by the City Clerk or a presiding judge of the District Court.
- The Council must designate an Official Publication where the City will publish required public notices.
- The Council must designate an official depository for the cash funds of the City.

Ordinances, Resolutions, Motions and Public Hearings

Ordinances: These are local laws enacted by the Council. They typically regulate individuals or property, set permanent rules for City procedures, or provide penalties for violations. For any

action that has long-term implications or requires legal enforcement, an ordinance is generally adopted. May require a public hearing.

Resolutions: These are actions of a temporary or administrative nature. They often address routine actions in the conduct of the City's business, such as ordering assessments, letting of contracts, and other similar actions. May require a public hearing.

Motions: Typically used for procedural matters within a Council meeting, motions bring specific questions or topics before the Council for deliberation and typically require a simple majority vote for approval.

Public Hearing: A meeting, or portion of a meeting, that enables the public to speak upon a specific subject matter.

Relationship of Ordinances to State Law: Local ordinances must be consistent with state laws covering the same subject. While a city can often establish stricter regulations, it cannot be more lenient than the state statutes. Additionally, there are some areas where state law pre-empts local legislation, meaning the City can't legislate on that specific subject. In instances where local ordinances mirror state laws, it's usually for the sake of clarity and coherence in local governance.

Requirements for Adopting Ordinances: The Fridley City Charter outlines the specific requirements for the passage of ordinances. This often includes certain timeframes between introduction and adoption, a minimum number of Councilmembers needed for approval, and the necessity for publication in the official newspaper before the ordinance takes effect.

Requirements for Adopting Resolutions: Unlike ordinances, resolutions generally have fewer formal requirements for passage. They must, however, be documented in the official meeting minutes. In Fridley, the simple majority vote of all Councilmembers present is typically required to pass a resolution.

It is important to note that while terminology matters, the essence of the action dictates whether it is an ordinance or resolution. The Council cannot simply rename an ordinance as a resolution to bypass procedural requirements. Any uncertainties regarding the classification of legislative actions should be clarified with the City Clerk.

Engaging with the Public

Councilmembers are the link between citizens and government. Whether by mail, telephone, face-to-face, or by electronic means, they are the conduit in an important two-way exchange of information. The first exchange is from the citizen to the government. In most cities, the Councilmember is the first person the average citizen comes to with concerns, requests for assistance, recommendations for policy, etc. Councilmembers should handle these contacts with

extreme tact, not only to maintain good relations, but to maintain citizen support for the government itself.

The second flow of information is just as vital, but not so frequent. Councilmembers should pass on information about City programs and policies to the citizens and contact the City Manager with questions that need to be addressed. It is our duty to educate citizens, to explain the local governmental operation and the reasons for it, as well as the meaning of City policies. In this way, Councilmembers can obtain and maintain citizen support and create a more harmonious and cooperative atmosphere for the conduct of government business. Creating and maintaining good relationships between government and citizens is a partnership which requires trust and honesty.

City Council Appointments

Councilmembers are appointed to represent the City on various local boards and committees to act as liaisons for the City. The first resolution of every year appoints members to these boards/committees.

Boards in City

Anoka County Fire Protection Council: The mission of the Governor's Council on Fire Prevention and Control is to provide a focal point for the exchange of information, to develop the best possible fire education, protection and prevention services for the people of Minnesota, and to coordinate the delivery of this information.

Anoka County Joint Law Enforcement Council: The Joint Law Enforcement Council (JLEC) is a joint powers entity established in 1970 to improve the efficiency and effectiveness of law enforcement in Anoka County. The JLEC includes among its membership every municipal chief of police in the county; one selectee representative for each municipality with a police department; as well as (6) county representatives, including two county commissioners; the County Attorney; the Sheriff; and two elected municipal representatives from the cities that contract with the Sheriff for law enforcement services.

League of Minnesota Cities: The League of Minnesota Cities is a membership association dedicated to promoting excellence in local government. The League, governed by a Board of Directors consisting of locally elected and appointed city officials, serves its more than 800 member cities through advocacy, education and training, policy development, risk management, and other services.

Metro Cities: The Association of Metropolitan Municipalities is a membership organization representing cities in the seven-county metropolitan area at the Legislature, Executive Branch and Metropolitan Council. It is the only metro-wide entity that monitors regional and advocates for cities at the Metropolitan Council and that represents the interests of metro area cities at the state levels of government.

Mississippi Watershed Management Organization (MWMO): Works to protect and improve water quality, habitat and natural resources in an urban watershed that drains directly into the Mississippi River. We are a joint-powers local government unit and one of approximately three dozen watershed organizations in the Twin Cities metropolitan area.

North Metro Mayors Association: The mission of North Metro Mayors Association (NMMA) is to initiate actions, provide leadership, and commit the resources necessary to ensure the equitable distribution of quality development and redevelopment, shared tax resources, and uniform investment in both public and private facilities throughout the metropolitan area.

Northstar Corridor Development Authority: Created in 1997 to analyze the feasibility and environmental impacts of integrated transportation improvements along the U.S. Highway 10 corridor and develop a commuter rail project in the Northstar Corridor.

School District No. 13 – Columbia Heights: District 13 serves the communities of Columbia Heights, South Fridley and Hilltop, Minnesota.

School District No. 14 – Fridley: District 14 serves the central area of the City of Fridley with two elementary schools, a middle school, and a high school.

School District No. 16 – Spring Lake Park: District 16 serves about 6,200 students from the suburbs of Blaine, North Fridley and Spring Lake Park.

Twin Cities Gateway: A destination management organization that promotes meetings and conventions, sports, events, and travel in Fridley and surrounding cities.

Appendix and Other Resources

[League of Minnesota Cities – Resources for Newly Elected Officials](#)

[Minnesota Mayors Handbook](#)

[Data Practices](#)

[Open Meeting Law](#)

[City Code and Charter](#)

[Consent Agenda Rules](#)

Committee Meeting Calendar

Rosenburg’s Rule of Order

New Hire Welcome Packet

Financial Management Policy



AGENDA REPORT

Meeting Date: March 25, 2024

Meeting Type: City Council Conference

Submitted By: Mike Maher

Title: Director, Parks and Recreation

Park System Improvement Plan Budget and Commons Park Update

Background

Jim Kosluchar, Public Works Director, and Mike Maher, Parks and Recreation Director will present an update on the Park System Improvement Plan budget to date. This will include updates on grants, completed and near-complete projects and a budget outlook for 2024 and 2025 projects.

Commons Park construction is planned to begin in 2025 with significant landscape and building design to occur throughout 2024. Staff will provide an update on the planning process to date and vision for the site and recreation building. Staff will receive feedback from the Council on the site concept plan, recreation building and community engagement process. An update will be provided on the process to engage Fridley Public Schools and the Fridley Youth Sports Association in the site and athletic field planning process.

Financial Impact

None. Staff plans to complete the Commons Park project within the budget amount authorized in the approved Park System Improvement Plan.

Recommendation

None.

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

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Vision Statement

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



AGENDA REPORT

Meeting Date: March 25, 2024

Meeting Type: City Council Conference Meeting

Submitted By: Walter T. Wysopal, City Manager

Title

State Legislative Concerns

Background

Staff will provide Council with an update on the City's State legislative concerns.

Financial Impact

None.

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

- None

Vision Statement

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