



# Charter Commission Meeting

October 6, 2025

7:00 PM

Fridley City Hall, 7071 University Avenue NE

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## Minutes

### **Call to Order**

Vice Chair Nelson called the Charter Commission meeting to order at 7:02 p.m.

### **Present**

Mohamed Barre  
Brad Bremener  
Donald Findell  
Greg Gardner  
Nikki Karnopp  
Steve Kisner  
Dave Linton  
Audrey Nelson  
Rick Nelson  
Pam Reynolds  
Valerie Rolstad  
Doug Schmitz

### **Absent**

Ted Kranz  
Kathy Smith

### **Others Present**

Melissa Moore, Assistant City Manager/City Clerk  
Beth Kondrick, Deputy City Clerk  
Dave Ostwald, Mayor

### **Approval of Agenda**

Motion to approve the agenda with one additional item added by Commissioner Nelson by Commissioner Karnopp, seconded by Commissioner Reynolds.

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

### **Approval of Meeting Minutes**

1. Approval of September 2, 2025, Charter Commission Meeting Minutes

Motion to approve the September 2, 2025 Meeting Minutes with addition of Commissioner Barre's absence by Commissioner Reynolds. Seconded by Commissioner Karnopp.

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

### **Administrative Matters**

#### 2. Election to Vacant Officer of Chair.

Clifford Johnson submitted his resignation from the Commission in May which left a vacancy for the position of Chair.

Commissioner Gardner nominated Vice Chair Nelson to serve as Chair. Seconded by Commissioner Rolstad. No other nominations were received.

Upon a voice call vote, all voting aye, Vice Chair Nelson declared the motion carried unanimously. This now leaves an opening for vice chair which will be voted on at the November meeting.

#### 3. 2026 Charter Commission Dates

Ms. Moore gave the Charter Commission the meeting dates for City Council meetings in 2026 and directed the Commission to select their meeting dates based on this schedule. The Commission selected the following dates for 2026: January 6, February 2, March 2, April 6, May 4, September 8, October 5 and November 16.

Motion to approve the proposed Commission meeting schedule by Commissioner Rolstad. Seconded by Commissioner Barre.

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

#### 4. Revised Bylaws

Ms. Kondrick presented the Commission with a copy of the approved Bylaws from the discussion held in September. Commissioners are encouraged to place a copy of the new Bylaws in their Commission folders.

#### 5. 2025 Annual Report

Ms. Kondrick presented the Annual Report that will be submitted to the Chief Judge, that details the work of the Commission over the last year. The report will be sent on November 4<sup>th</sup> and will include the change of Vice Chair Nelson becoming Chair and the results of the Vice Chair election held on November 3<sup>rd</sup>.

Motion to approve the Annual Report with the two additions by Commissioner Rolstad. Seconded by Commissioner Gardner.

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

#### 6. Update to Chapter 4 of the League of Minnesota Cities Handbook for Minnesota Cities

Ms. Moore presented the Commission with information concerning the updates to Chapter 4 of the League of Minnesota Cities Handbook for Minnesota Cities. Ms. Moore stated the changes were not substantive but worth noting. Ms. Moore also mentioned this would be a good time to consider having an Attorney from the League of Minnesota Cities come to a Commission meeting and lead a training session.

Motion to direct Staff to ask the League of Minnesota Cities Attorney to come lead a training session by Commissioner Karnopp. Seconded by Commissioner Barre.

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

#### 7. Discussion on Convicted Felons and whether they can serve on the Commission

Commissioner Nelson asked a question about the fact that State Law changed in 2023 and allows convicted felons to vote if they are not incarcerated. The Commission discussed that nothing is stated that says they cannot. Commission applicants must be an eligible voter.

#### **Old Business**

#### 8. Chapter 5 Review

Ms. Moore brought an update from the City Attorney to the Commission's attention on section 5.02. The Attorney proposed a change in language for clarification. The Commission also discussed use of the word "Officer" and if that should be changed to "Councilmember".

Motion to change the word "Officer" to "Councilmember" by Commissioner Linton. Seconded by Commissioner Rolstad.

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

Motion to accept the attorney's legal clarification by Commissioner Rolstad. Seconded by Commissioner Bremener.

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

The Commission held a discussion on the City Council's request for clarification on thresholds and if a formal response should be provided. The Commission decided they would like to move the chapter forward for City Council approval as is.

Motion to approve Chapter 5 as amended by Commissioner Reynolds. Seconded by Commissioner Karnopp.

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

**Future Meeting Topics/Communications**

9. Future Meeting Topics

- Candidate Interview Process
- Adding Language to the Charter for who can and cannot serve on the Commission, specifically section 2.013 of Chapter 2
- Next Chapter to Review
- Commission Onboarding Manual
- Meeting schedule cadence
- Chapter 6

**Adjournment**

Motion by Commissioner Reynolds to adjourn the meeting. Seconded by Commissioner Barre.

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

The meeting adjourned at 8:09 p.m.