



Charter Commission

January 10, 2023

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

Agenda

Pursuant to Minnesota Statute § 13.02 the January 10, 2023 meeting of the Fridley Charter Commission will be a hybrid meeting. Commissioner Rick Nelson will be participating remotely from 7575 W. Battaglia Drive, Lot E-22, Casa Grande, AZ 85193.

Virtual: <https://us06web.zoom.us/j/88951603212?pwd=NTEzTnNsYnBGdEVzWUd1SDA0L0ZyUT09>
Meeting ID: 899 5160 3212. Passcode: 262008. Call in: 312-626-6799

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

- [1.](#) Approval of October 3, 2022 Charter Commission Meeting Minutes

Administrative Matters

- [2.](#) Election to Vacant Office of Chair
- [3.](#) 2023 Charter Commission Meeting Dates
- [4.](#) 2023 Member List
- [5.](#) 2023 Nominating Committee
- [6.](#) Joint Meeting with the Fridley City Council
- [7.](#) City Charter Chapters with Dates of Most Recent Revision
- [8.](#) Review of Bylaws

New Business

- [9.](#) New Member Interviews

Future Meeting Topics/Communications

- [10.](#) Future Meeting Topics

Adjournment

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



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Approval of October 3, 2022 Charter Commission Meeting Minutes

Background

Attached are the minutes from October 3, 2022 for the Commission's consideration.

Recommendation

Staff recommend the approval of the October 3, 2022 Charter Commission Meeting Minutes.

Attachments and Other Resources

- October 3, 2022 Charter Commission Meeting Minutes

Vision Statement

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



CHARTER COMMISSION
October 3, 2022
7:00 PM
Fridley Civic Campus, 7071 University Avenue N.E.

MINUTES

CALL TO ORDER

Vice Chair Nelson called the meeting to order at 7:06 p.m.

PRESENT

Manuel Granroos
Nikki Karnopp
Ted Kranz
Rick Nelson
Oluwaseyi Olawore (arrived at 7:15)
Pam Reynolds
Val Rolstad
Avonna Starck
Kelli Brillhart
Melissa Moore, City Clerk
Beth Kondrick, Deputy City Clerk
David Ostwald, Councilmember-At-Large
Mayor Scott Lund

ABSENT

Gary Braam, Donald Findell, Greg Gardner, Ibsen Gabriel, Bruce Nelson, Cynthia Soule

APPROVAL OF AGENDA

Motion by Commissioner Karnopp to approve the meeting agenda. Seconded by Commissioner Starck.

UPON A VOICE CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MEETING MINUTES

1. Approval May 2, 2022, Charter Commission Meeting Minutes

Motion by Commissioner Reynolds to approve the meeting minutes of May 2, 2022. Seconded by Commissioner Brillhart.

UPON A ROLL CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

ADMINISTRATIVE MATTERS

2. Introduction of Beth Kondrick, Deputy City Clerk

Ms. Moore informed the Commission a Deputy City Clerk has been hired to assist in the Clerk's office, Beth Kondrick. Ms. Kondrick will be assisting with Charter Commission agendas, City Council agendas, election management, recodification, and business licensing. Ms. Moore advised that communication may come more often from Ms. Kondrick but that the Ms. Moore will remain as main staff liaison.

3. Rosenberg's Rules of Order

Ms. Moore shared that all Commissioners received their own copy of Rosenberg's Rules of Order and also a copy of the presentation given by the City Attorney in May. Ms. Moore stated that a video recording of the presentation could be made available to all Commissioners.

4. Resignation of Bruce Nelson

Vice Chair Nelson stated an email was submitted from Chair Bruce Nelson to Ms. Moore resigning from the Commission. Vice Chair Nelson entertained a motion to accept the resignation with regret. Vice Chair Nelson asked the Commission if they wanted to advertise the vacancy and ask for applications. Commissioner Starck asked if any past applicants could be contacted to determine if they would still be interested. Ms. Moore stated there is one application on file of someone that could be contacted for an interview to join the Commission and that she would reach out to that individual.

Motion by Commissioner Kranz to accept the resignation with regret. Seconded by Commissioner Granroos.

UPON A ROLL CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

5. 2022 Annual Report

Motion by Commissioner Reynolds to approve the Annual Report as submitted. Seconded by Commissioner Brillhart.

UPON A ROLL CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

6. 2023 Charter Commission Meeting Dates

The Commission reviewed a 2023 calendar and discussed potential meeting dates. Proposed meeting dates were as follows: January 10, February 6, March 6, April 3, May 1, October 2, and November 6.

Motion by Commissioner Rolstad to accept the proposed meeting schedule for 2023. Seconded by Commissioner Brillhart.

UPON A ROLL CALL, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

7. Mission Statement and Strategic Values

Ms. Moore apologized for not being able to satisfy the two-week requirement for the Commission to be able to vote on officially adding the new Mission statement to the Bylaws at this meeting.

A discussion was held on whether the Commission would like to add the approved Mission Statement and Strategic Values to the Bylaws. It was determined that the Mission Statement, Strategic Values and Attained By would be added to the Bylaws, but not the column about specific initiatives. It was also agreed that the Mission Statement, Strategic Values and Attained By would be put in as Section No. 3.

Motion by Commissioner Brillhart to add the Strategic Values and Mission Statement to the Bylaws. Seconded by Commissioner Olawore.

UPON A ROLL CALL, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

8. Review of Bylaws

Ms. Moore asked the Commission to consider a motion to direct Staff to update the Bylaws to the City's style guidelines. Ms. Moore reminded the Commission to review the sentence about secret votes previously removed but added back in because of not satisfying the two-week requirement for the Commission to be able to vote on the Bylaws. Staff recommend removal of this sentence.

Discussion was held on the Membership section of the Bylaws, language reflecting the need to provide notification to the City Staff liaison being added and removal of the language about "an adequate excuse" for an absence.

Staff recommended the Commission consider moving the items a-e under Secretary to the responsibilities of the City Staff Liaison.

Motion was made by Commissioner Brillhart to move the Secretary items a-e to the responsibilities of the City Staff Liaison. Seconded by Commissioner Rolstad.

UPON A ROLL CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

Discussion held on the secret votes statement. Agreed to modify the statement to say "there will be no secret votes."

Staff asked the Commission to consider changing the two-week period that they would be notified of changes to the Bylaws to allow them to be included in the agenda packet. The two-week timing is off the normal cadence of preparing agenda packets.

Motion was made by Commissioner Olawore to include the proposed language from staff regarding proper notification of contemplated amendments to the Bylaws. Seconded by Commissioner Reynolds.

UPON A ROLL CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED UNANIMOUSLY.

FUTURE MEETING TOPICS/COMMUNICATIONS

Future meeting topic items requested by commissioners:

- Chapter No. 4: Nominations and Elections
- Chapter No. 5: Initiative, Referendum and Recall
- Chapter No. 7: Taxation and Finances

ADJOURNMENT

MOTION by Commissioner Reynolds to adjourn the meeting. Seconded by Commissioner Karnopp.

UPON A ROLL CALL VOTE, ALL VOTING AYE, CHAIR NELSON DECLARED THE MOTION CARRIED AND THE MEETING ADJOURNED AT 8:39 P.M.



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

Election to Vacant Office of Chair

Background

At its October 3, 2022 meeting the Fridley Charter Commission (Commission) accepted the resignation of then Chair Bruce Nelson. Pursuant to Section No. 5 of the Bylaws, an "[e]lection to vacant offices shall be made from the floor at the next meeting following the meeting at which the vacancy is declared."

A new Chair will be duly elected by a simple majority vote of the Commission. If there is a contested race for the office of Chair, staff will provide a written ballot to the Commission to complete. At that time the Vice Chair should ask for a teller committee of two to count and read each member's ballot so they may be reflected in the minutes.

Recommendation

Staff recommend nominations from the floor to the office of Chair.

Attachments and Other Resources

Vision Statement

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



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

2023 Charter Commission Meeting Dates

Background

At its October 3, 2022 meeting the Fridley Charter Commission set its meeting dates for 2023 (Exhibit A).

Recommendation

None.

Attachments and Other Resources

- 2023 Charter Commission Calendar

Vision Statement

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

2023

Charter Commission Meetings

Meetings held at 7:00 pm
Fridley Civic Campus
7071 University Avenue N.E.

Melissa Moore, City Clerk
763-572-3526
melissa.moore@fridleymn.gov

Beth Kondrick, Deputy City Clerk
763-572-3573
beth.dondrick@fridleymn.gov

To ensure a quorum, please RSVP
by 10 a.m. on the meeting date.

No meetings will be held in June,
July, August, September, or
December unless called by the Chair.

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

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26	27	28				

MARCH

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APRIL

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30						

MAY

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28	29	30	31			

JUNE

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JULY

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30	31					

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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31						



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

2023 Member List

Background

Attached is a list of members of the Fridley Charter Commission.

Recommendation

None.

Attachments and Other Resources

- 2023 Member List

Vision Statement

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



2023 Charter Commission Membership

Item 4.

Name/Address	Ward	Phone	Email	Appointed	Term Exp.
Gary Braam 1436 66th Avenue Fridley, MN 55432	2	(h) 763-571-9582 (w) 763-528-1214	gbraam@msn.com	06-01-04 02-05-08 02-13-12 05-27-16 05-31-20	05-31-08 05-31-12 05-31-16 05-31-20 05-31-24
Kelli Brillhart 830 W. Moore Lake Drive Fridley, MN 55432	2	651-247-6084 (w) 763-505-4888	k340029@gmail.com	02-23-18 05-26-21	09-19-21 05-01-25
Donald Findell 6850 Siverts Lane Fridley, MN 55432	2	(h) 763-571-0467 (c) 612-867-9954	donfinder@aol.com	06-16-97 02-21-01 05-04-05 02-04-09 05-24-13 05-03-17 05-01-21	05-11-01 05-01-05 05-01-09 05-01-13 05-01-17 05-01-21 05-01-25
Gregory Gardner 5829 Hackmann Ave. N.E. Fridley, MN 55432	2	(h) 763-571-8821	gardnergregg@msn.com	03-01-22	03-01-26
Manuel Granroos 1114 63rd Avenue N.E. Fridley, MN 55432	2	(h) 763-571-0811 (c) 612-710-0332	mannyjg2389@gmail.com	10-21-14 09-14-22	09-02-22 09-02-26
Nikki Karnopp 482 Rice Creek Terrace N.E. Fridley, MN 55432	1	612-709-6452	nikkikarnopp@gmail.com	02-03-20	02-03-24
Ted Kranz 6701 Monroe Street N.E. Fridley, MN 55432	1	(h) 763-571-4387	tkranz1@comcast.net	08-11-06 03-29-10 10-21-14 04-06-18 04-22-22	04-22-10 04-22-14 04-22-18 04-22-22 04-22-26
Ibsen Gabriel Maldonado 209 Rice Creek Blvd. N.E. Fridley, MN 55432	3	(h) 612-226-8544	dni2194@msn.com	02-01-22	02-01-26
Rick Nelson 4624 2 ½ Street N.E. Fridley, MN 55421	3	(c) 612-963-2487	rickvan16@hotmail.com	05-12-11 02-13-12 05-27-16 02-21-20	02-13-12 02-21-16 02-21-20 02-21-24
Oluwaseyi Olawore 554 Lafayette Street N.E. Fridley, MN 55432	3	(c) 952-855-2094	oluwaseyi@siagtl.com	05-01-21	05-01-25

-OVER-

Updated: 10-05-2022



2023 Charter Commission Membership

Item 4.

Pam Reynolds 1241 Norton Avenue N.E. Fridley, MN 55432	2	(c) 763-222-9386	fnpam@hotmail.com	05-12-05 03-22-07 04-04-11 05-04-15 11-04-19	05-01-07 05-01-11 05-01-15 05-01-19 11-04-23
Valerie Rolstad 1100 Lynde Drive Fridley, MN 55432	2	(c) 612-799-5993	valerier13@gmail.com	02-15-17 05-03-17 05-01-21	05-01-17 05-01-21 05-01-25
Cynthia Soule 7838 Firwood Way Fridley, MN 55432	3	(h) 763-572-9666 (c) 612-414-5319	cindyjs76@live.com	06-16-97 02-04-09 05-24-13 05-03-17 05-01-21	05-01-09 05-01-13 05-01-17 05-01-21 05-01-25
Avonna Starck 650 67 th Avenue N.E. Fridley, MN 55432	1	(h) 612-423-6939 (w) 612-301-9194	Avonna.caroline@gmail.com	05-22-15 11-04-19	05-04-19 11-04-23



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

2023 Nominating Committee

Background

Section VII of the Charter Commission's Bylaws call for the Chair to appoint a Nominating Committee of three or more members who will report the nomination of one or more candidates for each office. The committee's written report will be transmitted to the Commission with the February 6, 2023 agenda. An Election of Officers will take place at the Commission's March 6, 2023 Annual Meeting.

The current officers are: TBD, Chair; Rick Nelson, Vice Chair; Oluwaseyi Olawore, Secretary.

Recommendation

Staff recommend Vice Chair Nelson appoint three or more Commissioners to the 2023 Nominating Committee.

Staff recommend the Nominating Committee submit a written report to staff to include with the February 6, 2023 agenda.

Attachments and Other Resources

Vision Statement

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



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

Joint Meeting with the Fridley City Council

Background

At its May 2, 2022 meeting the Fridley Charter Commission (Commission) approved an updated Mission Statement and three corresponding Strategic Values that were to be incorporated into its Bylaws. Those values included collaboration, stewardship, and engagement.

The Commission identified several initiatives that would help the Commission make meaningful progress to each of the values. For its strategic value of collaboration, the Commission discussed setting a joint meeting with the Fridley City Council (Council). The City Manager and the Council propose such a meeting on April 3, 2023.

Recommendation

Staff recommend a motion to approve a joint meeting with the Council on April 3, 2023.

Staff recommend the Commission establish specific topics they would like to discuss with the Council.

Attachments and Other Resources

Vision Statement

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



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

City Charter Chapters with Dates of Most Recent Revision

Background

At its October 3, 2022 meeting the Fridley Charter Commission asked staff to provide a list of each chapter of the Charter with the date each chapter was last revised. Reviewing records of the Commission, these are the dates of revision for each chapter:

- Chapter 1: 10-05-1989
- Chapter 2: 03-13-2017
- Chapter 3: 04-28-2014
- Chapter 4: 04-22-2013
- Chapter 5: 04-22-2013
- Chapter 6: 03-23-2020
- Chapter 7: 01-22-2018
- Chapter 8: 09-10-2018
- Chapter 9: 10-05-1989
- Chapter 10: 10-05-1989
- Chapter 11: 12-02-2013
- Chapter 12: 12-02-2013.

Recommendation

None.

Attachments and Other Resources

Vision Statement

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



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

Review of Bylaws

Background

At its October meeting the Commission reviewed the Bylaws and discussed potential changes. Many of the proposed changes are stylistic updates as proposed by staff. These changes reflect an update to the Bylaws into the City's style guidelines for written documents. Such style guidelines were created to ensure uniformity of the City's documents to increase understanding and accessibility for members of the public.

The attached draft reflects the direction of the Commission. Beyond stylization, substantive changes include:

Section	Change
Section No. 2, Mission	The Commission's revised Mission Statement was inserted.
Section No. 3, Strategic Values	The Commission's new Strategic Values were inserted.
Section No. 4, Meetings	Staff recommend the addition to the sentence in subd. (c) to reference Minnesota Statute 13D (Open Meeting Law).
Section No. 4, Meetings	Staff recommend the revised language in subd. (f) to be more direct regarding the authority of the Chair to dismiss members if there is no quorum.
Section No. 5, Membership	In subd. (a) the Liaison will routinely notify the Chair and Secretary of expected attendance for each meeting.
Section No. 5, Membership	In subd. (b) "adequate excuse" was removed.
Section No. 6, Officers	Further detail was added to subd. (a)(6) to clarify that newly elected officers to vacant positions begin the term immediately.
Section No. 6, Officers	Staff recommend the added language to subd. (a)(7) that no member of the committee counting ballots in an election will be a member running for office.
Section No. 6, Officers	In subd. (b)(3) all of the administrative tasks such as taking minutes, recording attendance, serving notice, correspondence, and distributing agendas were moved to the responsibilities listed for the Liaison.
Section No. 8, Voting	In subd. (b) the provision for secret votes in contested elections was removed. Such an action is not allowed by M.S. 13D.

Vision Statement

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

Section No. 10, Amendment of Bylaws	Subd. (a) was revised to require the Liaison to provide the contemplated amendment of the Bylaws to members of the Commission in the agenda packet routinely distributed to members at least seven days prior to the meeting the Bylaws will be voted on.
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Also attached is a document with all revisions accepted (Exhibit B). This document is to demonstrate what the Bylaws would look like if all proposed changes in Exhibit A were approved.

Recommendation

Staff recommend a review of the contemplated amendment to the Bylaws and a motion to approve.

Attachments and Other Resources

- Exhibit A: Proposed changes from October 3, 2022
- Exhibit B: Bylaws with all changes accepted

Vision Statement

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

Fridley Home Rule Charter Commission
~~By-Laws~~Bylaws
Approved ~~October 5, 2020~~To Be Determined

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

~~2. Purpose -- the purpose of this organization shall be to frame and amend the Charter to meet the needs of the residents of Fridley.~~

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

3. Strategic Values

<u>Strategic Value</u>	<u>Attained Through</u>
<u>Collaboration</u>	<u>1. Active communication with the City Council.</u> <u>2. Respecting differing opinions on matters and working to find consensus.</u> <u>3. Continuous refinement and improvements to the Charter to ensure it is a document which best serves the residents and City government.</u>
<u>Stewardship</u>	<u>1. Maintaining responsibility for the applicability and efficacy of the Charter.</u> <u>2. Ensuring the directives of the Charter reflect the will of Fridley residents.</u>
<u>Engagement</u>	<u>1. Educating the residents of Fridley on the role of the City Charter and Charter Commission.</u> <u>2. Participating in community events to listen and learn how residents feel about certain issues.</u> <u>3. When Commission openings occur, actively recruit new voices that reflect the changing demographics of Fridley.</u>

34. Meetings

(a) Commission meetings will be held ~~in-the-at~~ Fridley ~~Municipal Center~~City Hall; or a designated public location upon proper notice.

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

(c) Special meetings may be called by the ~~chair~~Chair. In addition, the Chair shall call a special meeting within ~~ten~~(10) days upon receipt of a written request signed by at least five ~~(5)~~ members. Such special meeting shall require proper notice to the commissioners and the public as required by Minnesota Statutes Chapter 13D.

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

Number of Appointed <u>appointed</u> Charter Commission Members <u>members</u>	Quorum
15, 14, 13	7
12 or 11	6
10 or fewer	5

(e) Except as provided in these ~~by-laws~~Bylaws, all meetings shall be governed in accordance with Rosenberg's Rules of Order ~~Newly~~ (Revised 2011).

(f) The ~~time of the~~ meeting shall be called to order by the ~~chair~~Chair. If there is not a quorum within ~~ten~~10 minutes after the ~~meeting~~time of the meeting is to commence, the Commission members shall be dismissed by the Chair. ~~However, if the chair felt there was important business to be addressed, the chair would have the discretion to ask members to stay longer, but may not exceed an additional ten minutes past the specified time. However, if in the sole discretion of the Chair, there is business that should be addressed, the Chair may require that the Commission members stay up to an additional 10 minutes in order to see if a quorum can be met. If no quorum is met within the additional 10-minute timeframe, the Chair shall dismiss the Commission members.~~

45. Membership – The membership of ~~this organization~~the Commission shall be 15 members.

(a) All Commission members shall be expected to attend all meetings. If unable to attend, the Commission member shall inform ~~either the chair~~Staff Liaison (Liaison) ~~or the secretary as to the reason.~~ The Liaison will notify the Chair and Secretary of expected attendance prior to the meeting.

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

56. Officers

(a) Election of Officers

- (1) The officers of ~~this organization~~the Commission shall ~~be a~~consist of Chair, Vice Chair, and a Secretary.
- (2) The Chair, Vice Chair, and Secretary shall be elected from the membership of the Commission by the Commission members.
- (3) The Chair, Vice Chair, and Secretary shall be elected by the Commission at the Commission's annual meeting. No officer of the Commission shall serve more than two consecutive full terms in the same office.
- (4) All officers shall begin their terms of office immediately upon election to that office.
- (5) Election to vacant offices shall be made from the floor at the next meeting of the Commission following the meeting at which the vacancy is declared. Members of the Commission who are elected to vacant offices shall serve until the next annual meeting of the Commission.
- (6) Officers of ~~this organization~~the Commission shall be declared duly elected by a simple majority vote of those members of the Commission who are present and voting. Any contested race for an office shall be done by a written ballot. The acting ~~chair~~Chair will ask for a ~~teller~~ committee of two ~~(2)~~ Commission members to count the ballots. If at all possible, the members of the committee shall not include members of the Commission who are running for an officer position.

(b) Duties of Officers and ~~City Staff~~ Liaison

- (1) The Chair shall have the following responsibilities:
 - ((a)) to call all regular and special meetings;
 - ((b)) preside at all meetings;
 - ((~~ee~~)) to set the agenda;
 - ((d)) to implement the decisions of ~~this the~~ Commission; and
 - ((e)) to participate in all Commission decisions as a voting member.
- (2) The Vice Chair shall assist the ~~chair~~Chair in the performance of these duties. In the event the Chair is unable to perform ~~these their~~ duties, the Vice Chair shall discharge such duties.

(3) The Secretary shall be responsible for:

- ~~((a)) keeping an accurate record of attendance;~~
- ~~((b)) recording of minutes at all meetings;~~
- ~~((c)) distributing minutes to members within a reasonable time;~~
- ~~((d)) giving notice to members who have missed two (2) consecutive meetings pursuant to Article IV, Section B, of the By-Laws;~~
- ~~((e)) transmitting all correspondence and related resource material concerning this Commission to the City Clerk for retention; and~~
- ~~((f))~~ presiding at meetings in the absence of the Chair and Vice Chair.

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

- ((a)) serve in an advisory capacity at all Commission meetings as a non-voting member;
- ((b)) assist the Commission by providing research information as requested by Officers of the Commission;
- ~~((c)) accurately record attendance and minutes of all meetings;~~
- ~~((d)) distribute minutes and notices of upcoming meetings with proposed agenda in a timely manner;~~
- ~~((ec))~~ prepare proposed Charter changes for submission to the City Council;
- ~~((fd))~~ retain records of Commission proceedings as required by ~~Minnesota~~ state law;
- ~~((e)) keep an accurate record of attendance;~~
- ~~((f)) recording of minutes at all meetings;~~
- ~~((g)) distributing notices of upcoming meetings, minutes, and agendas to Commission members within a reasonable time;~~
- ~~((h)) giving notice to Commission members who have missed two consecutive meetings pursuant to Section No. 4 (b) of the Bylaws; and~~
- ~~((i)) transmitting all correspondence and related resource material concerning the Commission to the City Clerk for retention.~~

67. Committees

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

(b) In January of each year the Chair shall appoint a ~~nominating~~ Nominating committee Committee of three ~~(3)~~ or more Commission members who shall ~~report the nomination~~ nominate ~~of one~~ ~~(1)~~ or more candidates for each office of the Commission. A written report of such nominations by the Nominating Committee shall be transmitted electronically or by mail by the Liaison to each member at least ~~ten~~ (10) days before the Commission's annual meeting.

78. Voting

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

(b) There shall be no secret votes, ~~other than contested election(s) of officers.~~

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

- (a) Call to Order by the Chair
- (b) Roll Call
- (c) Approval of the Agenda
- (d) Approval of the Minutes
- (e) Administrative Matters
- (f) Old Business
- (g) New Business
- (h) Future Meeting Topics
- (i) Adjournment.

910. Amendment of Bylaws –

~~(a) These by-laws can be amended at any regular meeting of the Commission by a two-thirds (2/3) vote of those present, provided that the amendment has been submitted in writing electronically or by mail to the members at least two (2) weeks before the vote on the amendment.~~ These Bylaws can be amended at any regular meeting of the Commission by 2/3 vote of those present, provided that the contemplated amendment has been properly noticed in writing electronically or by mail to all Commission members.

Fridley Home Rule Charter Commission
Bylaws
Approved To Be Determined

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

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

3. Strategic Values

Strategic Value	Attained Through
Collaboration	1. Active communication with the City Council. 2. Respecting differing opinions on matters and working to find consensus. 3. Continuous refinement and improvements to the Charter to ensure it is a document which best serves the residents and City government.
Stewardship	1. Maintaining responsibility for the applicability and efficacy of the Charter. 2. Ensuring the directives of the Charter reflect the will of Fridley residents.
Engagement	1. Educating the residents of Fridley on the role of the City Charter and Charter Commission. 2. Participating in community events to listen and learn how residents feel about certain issues. 3. When Commission openings occur, actively recruit new voices that reflect the changing demographics of Fridley.

4. Meetings

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

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

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

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

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

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

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

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

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

(a) All Commission members shall be expected to attend all meetings. If unable to attend, the Commission member shall inform Staff Liaison (Liaison). The Liaison will notify the Chair and Secretary of expected attendance prior to the meeting.

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

6. Officers

(a) Election of Officers

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

Commission by the Commission members.

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

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

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

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

(b) Duties of Officers and Liaison

(1) The Chair shall have the following responsibilities:

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

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

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

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

- ((a)) serve in an advisory capacity at all Commission meetings as a non-voting member;

- ((b)) assist the Commission by providing research information as requested by Officers of the Commission;
- ((c)) prepare proposed Charter changes for submission to the City Council;
- ((d)) retain records of Commission proceedings as required by State law;
- ((e)) keep an accurate record of attendance;
- ((f)) recording of minutes at all meetings;
- ((g)) distributing notices of upcoming meetings, minutes, and agendas to Commission members within a reasonable time;
- ((h)) giving notice to Commission members who have missed two consecutive meetings pursuant to Article No. 4 (b) of the Bylaws; and
- ((i)) transmitting all correspondence and related resource material concerning the Commission to the City Clerk for retention.

7. Committees

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

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

8. Voting

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

(b) There shall be no secret votes.

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

- (a) Call to Order by the Chair
- (b) Roll Call
- (c) Approval of the Agenda
- (d) Approval of the Minutes
- (e) Administrative Matters

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

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



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

New Member Interviews

Background

The Charter Commission declared a vacancy for Commissioner Bruce Nelson's seat on October 3, 2022.

Staff received two interest forms (attached) from Fridley residents who would like to serve on the Charter Commission. Some of the applicant data is considered private data on individuals and has been redacted pursuant to Minnesota Statute § 13.601 subd. 3.

The applicants were asked to attend this meeting. Each applicant was provided with a supplemental questionnaire (attached) as has been customary for the Commission.

Recommendation

Staff recommend a motion to approve one new member to the Fridley Charter Commission.

Attachments and Other Resources

- Mohammed Barre City Commission Interest Form and Questionnaire
- Steven Kisner City Commission Interest Form and Questionnaire

Vision Statement

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



Fridley Civic Campus

7071 University Ave N.E. Fridley, MN 55432
763-571-3450 | FAX: 763-571-1287 | FridleyMN.gov

Name Mohamed Barre

Address [REDACTED]

Home Phone [REDACTED] **Number of Years/Months Resident of Fridley** 9 Months

Employer Hennepin County **Work Phone** [REDACTED]

Address

Email

Please rank in order, the commissions on which you wish to serve. (Leave blank any Commissions on which you do not wish to serve.)

- 1 **Charter Commission**
- 4 **Housing & Redevelopment Authority**
- 3 **Planning Commission**
- 5 **Environmental Quality & Energy Commission**
- 2 **Parks & Recreation Commission**

Prior Experience on City Commissions, City Boards, etc.: I was/still is an active community member of Minneapolis, MN - where I used to live. I campaigned freely some of our elected officials in my last residential neighborhood. I also run two unsuccessful elections.

Work Experience: I'm a public employee. So, as a public servant, I'm someone that cares the citizens that we serve. I have been a community advocate for a long time. I'm also a community artist that focus projects that highlights community integration.

Civic, Professional and Community Activities: As indicated above, I'm a public employee close to 17 years. I was/still is a community activists that advocated for our local community.

(Over)

Why do you want to be on a Fridley commission? Before I came to the USA, when I got the settlement opportunity, I met a young American lady who was working for peace-corp in Uganda. She asked me to volunteer and give back what American gave me.

What skills, strengths or abilities do you believe you will add to the commission?

I have feeling that both of my 17 years as a public service person and my graduate degree will help me to deliver the required tasks that the citizens of this wonderful city of Fridley.

The city that allowed me to have my first home - a legacy that I'll be leaving to my children.

Does your work require you to travel? No **How often?** N/A

Additional Comments: Arlington, VA was the city that I rented in my first Apartment through volunteers. Minneapolis is the city where I run 2 unsuccessful Public Offices while the citizens of that city saw me as another family in the neighborhood. Fridley is the city where I bought my first home. Since my children are old enough, I'm now ready to give back what I was given.

References (Optional):

<u>Name</u>	<u>Address</u>	<u>Phone No.</u>



Signature

07-06-2022

Date

The information provided by you on this application will be used to determine your suitability for appointment to a City of Fridley commission. Participation as a commission member is strictly voluntary, and you are not required by law to provide this information. If you do not furnish this information, however, the City may have difficulty determining your suitability for appointment and contacting you. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff or as provided for by Minnesota statutes.

*Please return the application to Roberta Collins,
City of Fridley, 7071 University Avenue N.E., Fridley, MN 55432.*



Charter Commission Candidate Questionnaire

Candidate Name: Mohamed Barre

1. **Are you available for winter meetings (the months of January through May)?**

Yes, I am available for winter meetings through May. I'm also available for any special sessions since I live not far from the Fridley City Government Center.

2. **If you are appointed, what would your expectations be?**

I expect to provide services required by the citizens of Fridley city and to be a preach between Fridley City and the citizens of Fridley city.

3. **Does your job require travel, that may inhibit your participation in evening meetings?**

My current job does not require me to travel.

4. **Why do you want to be on the Charter Commission? What could you bring to the table?**

Many years ago, I decided to give back my time to our communities. It was a commitment I made after the volunteers helped me back then. I'll provide my wisdom and guidance and bring my educational success, and work experience to best serve the community. I'll also bring an inclusive mentality and diverse perspective, so no one is left out.

5. **Are you familiar with what the City Charter is?**

I am familiar with City Charter and am willing to learn more when I get appointed to learn from my colleagues.

6. **Is there anything else or any other comments you would like to share with the Commission?**

I don't have any questions or concerns at this point, but in the future, I will let you know if I have any inquiries. Thank you!

Mohamed Barre – [REDACTED]

Please submit this form to cityclerk@fridleymn.gov. Thank you.



Fridley Civic Campus

7071 University Ave N.E. Fridley, MN 55432
763-571-3450 | FAX: 763-571-1287 | FridleyMN.gov

Name

STEVEN P. KISNER

Address

[REDACTED]

Home Phone

[REDACTED]

Number of Years/Months Resident of Fridley 20 months

Employer

RETIRED ARMY

Work Phone

[REDACTED]

Address

[REDACTED]

Email

[REDACTED]

Please rank in order, the commissions on which you wish to serve. (Leave blank any Commissions on which you do not wish to serve.)

2

Charter Commission

5

Housing & Redevelopment Authority

3

Planning Commission

4

Environmental Quality & Energy Commission

1

Parks & Recreation Commission

Prior Experience on City Commissions, City Boards, etc.:

In charge of a military facility with multiple "tenant units". A type of City Manager

Work Experience:

Colonel U.S. ARMY - 37 years in U.S. ARMY. From leader of 30 person platoon to Commander of 300 to Army

Civic, Professional and Community Activities:

STAFF at Pentagon ONE DAY A week volunteer at VA

Push wheel chairs.

(Over)

Why do you want to be on a Fridley commission? After leaving home
at 18 now have a home and
community and want to be part of it.

What skills, strengths or abilities do you believe you will add to the commission?

My last position in the Army was
a staff member of the Army at the
Pentagon. Planning, Appropriations Policy, Egregious

Does your work require you to travel? _____ How often? _____

Additional Comments: _____

References (Optional):

Name

Address

Phone No.


 Signature

13 DEC 2022
 Date

The information provided by you on this application will be used to determine your suitability for appointment to a City of Fridley commission. Participation as a commission member is strictly voluntary, and you are not required by law to provide this information. If you do not furnish this information, however, the City may have difficulty determining your suitability for appointment and contacting you. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff or as provided for by Minnesota statutes.

*Please return the application to Roberta Collins,
 City of Fridley, 7071 University Avenue N.E., Fridley, MN 55432.*



Charter Commission Candidate Questionnaire

Candidate Name: Steven P. Kisner

1. Are you available for winter meetings (the months of January through May)?
Yes, do not travel south for the winter.

2. If you are appointed, what would your expectations be?
At first a steep learning curve becoming familiar with the charter and learning the processes. Eventually contributing to the City of Fridley and the citizens.

3. Does your job require travel, that may inhibit your participation in evening meetings?
No, currently retired.

4. Why do you want to be on the Charter Commission? What could you bring to the table?
After a long military career and moving from community to community am now putting down roots in Fridley and want to contribute. My last assignment in the Army was on the Army Staff, where I was involved with planning, policy, development, and budgets.

5. Are you familiar with what the City Charter is?

It defines the city structure and the operating functions.

6. Is there anything else or any other comments you would like to share with the Commission?
Have a MA from the Naval War College in Strategic Studies and have lived in many different cities giving me a broad perspective to bring to the discussion.



AGENDA REPORT

Meeting Date: January 10, 2023

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

Future Meeting Topics

Background

Future meeting topic items requested by commissioners:

- Chapter No. 4: Nominations and Elections
- Chapter No. 5: Initiative, Referendum and Recall
- Chapter No. 7: Taxation and Finances.

Recommendation

None.

Attachments and Other Resources

Vision Statement

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