



Charter Commission Meeting

November 03, 2025

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

Agenda

Pursuant to Minnesota Statute § 13.02 the January 13, 2024 meeting will be a hybrid meeting. Commissioner Rick Nelson will be attending via Zoom.

Virtual: <https://us06web.zoom.us/j/83094349441?pwd=jPFDBoivmPTvrbAaPtJVWmM2fe9ci5.1>

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

1. Approval of October 6, 2025 Charter Commission Meeting Minutes

Administrative Matters

2. Election to Vacant Office of Vice Chair
3. 2026 Charter Commission Meeting Dates
4. Prospective Commissioner Discussions

Old Business

New Business

5. Chapter 2: Legal and Staff Reviews
6. Chapter 6: Legal and Staff Reviews

Future Meeting Topics/Communications

7. Future Meeting Topics

Adjournment

Accessibility Notice:

- If you need free interpretation or translation assistance, please contact City staff.
- Si necesita ayuda de interpretación o traducción gratis, comuníquese con el personal de la ciudad.

- Yog tias koj xav tau kev pab txhais lus los sis txhais ntaub ntawv dawb, ces thov tiv tauj rau Lub Nroog cov neeg ua hauj lwm.
- Haddii aad u baahan tahay tarjumaad bilaash ah ama kaalmo tarjumaad, fadlan la xiriir shaqaalaha Magaalada.

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 CityClerk@FridleyMN.gov or (763) 572-3450.



AGENDA REPORT

Meeting Date: November 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Approval of October 6, 2025 Charter Commission Meeting Minutes

Background

Attached are the minutes from October 6, 2025 for the Commission's consideration.

Recommendation

Staff recommend the approval of the October 6, 2025 Charter Commission Meeting Minutes.

Attachments and Other Resources

- October 6, 2025 Charter Commission Meeting Minutes

Vision Statement

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



Charter Commission Meeting
October 6, 2025
7:00 PM
Fridley City Hall, 7071 University Avenue NE

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 4th and will include the change of Vice Chair Nelson becoming Chair and the results of the Vice Chair election held on November 3rd.

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 a small 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.



AGENDA REPORT

Meeting Date: November 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Election to Vacant Office of Vice Chair

Background

At its October 6, 2025 meeting, the Fridley Charter Commission (Commission) elected Rick Nelson to serve as Chair after Chair Clifford Johnson resigned. This left a vacancy for the office of Vice Chair. 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 Vice Chair will be duly elected by a simple majority vote of the Commission. If there is a contested race for the office of Vice Chair, staff will provide a written ballot to the Commission to complete. At that time the 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 Vice 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: November 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

2026 Charter Commission Meeting Dates

Background

At the October 6, 2025 Charter Commission Meeting, the Commission discussed meeting dates for the 2026 calendar year.

Attached is the City Calendar for 2026 with all City Council and Commissions meeting dates.

Recommendation

Attachments and Other Resources

- 2026 City of Fridley Calendar

Vision Statement

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



2026 Calendar

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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March						
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29	30	31				

April						
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May						
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31						

June						
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July						
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30	31					

September						
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October						
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November						
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29	30					

December						
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20	21	22	23	24	25	26
27	28	29	30	31		

-  **City Council | 7 p.m.**
-  **HRA | 7 p.m.**
-  **Environmental Quality | 7 p.m.**
-  **Planning Commission | 7 p.m.**
-  **Parks & Rec Commission | 7 p.m.**
-  **Public Arts Commission | 7 p.m.**
-  **Charter Commission | 7 p.m.**
-  **Holiday**
City offices closed
-  **Other dates**
April 20 | Commission appreciation dinner
April 25 | Town Hall
July 16 | Employee Picnic
September 17 | Employee Breakfast
December 3 | Annual Meeting



AGENDA REPORT

Meeting Date: November 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Prospective Commissioner Discussions

Background

On September 2, 2025 the Charter Commission accepted the resignation of Commissioner Clifford Johnson. This resignation caused one vacancy on the Commission. As has been the Commission's past practice, it motioned for staff to advertise the opening and call for interest forms from prospective commissioners.

Attached are the interest forms from two Fridley residents who have expressed interest in the Charter Commission vacancy. Some of data on the form is considered private data on individuals and has been redacted pursuant to Minnesota Statute (M.S.) § 13.601 subd. 3. The prospective commissioners were asked to attend this meeting. Each was provided with a supplemental questionnaire (attached) as has been customary for the Commission.

Pursuant to M.S. 410.05 subd. 3, upon recommendation of the Commission, staff will communicate with the Chief Judge, who holds the statutory authority to appoint Commission members.

Recommendation

Staff recommend a motion to recommend one the prospective commissioners for appointment to the Chief Judge for membership to the Commission.

Attachments and Other Resources

- Natividad Seefeld City Commission Interest Form and Questionnaire
- Gary Olsen City Commission Interest Form and Questionnaire

Vision Statement

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

From: [Jotform](#)
To: [City Clerk](#)
Subject: Re: City Commission Interest Form - Natividad Seefeld
Date: Friday, September 26, 2025 9:07:36 AM



City Commission Interest Form

Name Natividad Seefeld

Email [REDACTED]

Address [REDACTED]

Phone Number [REDACTED]

Number of Years/Months as a Resident of Fridley 39 years

Employer General Mills

Employer Phone Number [REDACTED]

Employer Address [REDACTED]

Employer Email [REDACTED]

Charter Commission 1 / 6

Prior experience on City commissions or other volunteer boards:

I have served on the Board of Directors for ROC USA Headquarters for 6 years / also one of the founders of the ROC Association during this 6-year period, <https://rocusa.org/about-roc-usa/>
I served as the Board President of All Parks Alliance for Change (APAC) a local organized organization for manufactured home communities (organization is closed now)
I am the Chair for the ROC Association Policy and Advocacy committee out of New Hampshire - working to pass bills for manufactured housing on the Federal level.
I am currently serving on the Board of Directors of the Minnesota Interfaith Coalition for Affordable Housing (MICAH) MICAH works with congregations, faith leaders, and community partners to increase awareness and understanding the need for affordable housing
I am currently serving on the Board of Directors of the Housing Justice Center, a nonprofit public interest advocacy and legal organization whose primary mission is to preserve and expand affordable housing for low-income individuals and families.
I currently serve on the Board of Directors at Park Plaza Cooperative as the Board President. We are a resident owned

manufactured home community.

Prior related work experience:	I owned and operated a pet store in Fridley called Pets By Marie that was located in the old Holly Center small strip mall.
Civic, professional and community activities:	<p>https://rocusa.org/wp-content/uploads/2017/07/Seefeld-Natividad-Bio.pdf</p> <p>https://www.ncb.coop/press-releases/volunteer-natividad-seefeld-honored-with-an-all-expense-paid-cruise</p> <p>Along with many other folks I have been able to spend a lot of time at the Minnesota State Capitol advocating for housing for all and manufactured housing.</p>
Why do you want to be on a Fridley commission?	I would like to be able to learn more about what the Fridley commission is responsible for. Also to be able to share my knowledge and experience with living in Fridley and also working on the government side of things.
What strengths, skills and abilities do you believe you will add to the commission?	My hope is that I would be able to share what I have learned over the past 14 years being on different types and levels of Board of Directors both local and nationally. What it was like being a small business owner in Fridley and what does that mean for others in our city. Helping to run a resident owned community for 14 years and sharing all the aspects of that. Working with vendors and contractors in the infrastructure field. Working with people with lots of diversity. The ability to want to learn more.
Additional comments	I want to thank you for the possible opportunity and thank you for all the work that you all do.
Did a current City Council member, advisory commissioner or member of staff recommend/refer you apply for a City commission?	No
Please acknowledge if you have read the application notice.	Yes, I have read and understand the notice.

You can [edit this submission](#) and [view all your submissions](#) easily.

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

Yes

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

My expectations are open. I feel this would be a great opportunity for not only myself but for many wanting to learn more about our city.

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

No

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

The Charter has been of interest to me for a long time. I would like to learn more about the governance side of the Charter and how they advise the City Council. A big item would be how they collaborate with the residents of our city. I have 14 years of leadership/President at Park Plaza Cooperative. I want to be more involved with our city, and I feel this would be a great way to do that.

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

I would have to be honest to say no I am not familiar but want to learn.

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

I am currently the Board President of Park Plaza Cooperative a resident owned manufactured home community that is also a Cooperative and I have been since 2011.

I hold a seat on the Board of Directors for the Housing Justice Center

I hold a seat on the Board of Directors for the Metropolitan Interfaith Council of Affordable Housing (MICAH)

I am the Committee Chair for the Policy and Advocacy Committee of the ROC Association based in New Hampshire.

I hold a seat on the Speakers Bureau / part of MICAH - Advocates for the Homeless

I held a 6-year term on the Board of Directors for ROC, USA out New Hampshire and Washington D.C. and was the Founder of the ROC Association

From: [Jotform](#)
To: [City Clerk](#)
Subject: Re: City Commission Interest Form - Gary Olsen
Date: Sunday, January 05, 2025 1:27:24 PM



City Commission Interest Form

Name	Gary Olsen
Email	[REDACTED]
Address	[REDACTED]
Phone Number	[REDACTED]
Number of Years/Months as a Resident of Fridley	12
Employer	Showcase Lawn Care
Employer Phone Number	[REDACTED]
Employer Address	[REDACTED]
Employer Email	[REDACTED]
Charter Commission	1 / 6
Housing & Redevelopment Authority (HRA)	1 / 6
Planning Commission	1 / 6
Environmental Quality & Energy Commission	3 / 6
Parks & Recreation Commission	3 / 6
Public Arts Commission	4 / 6
Prior experience on City commissions or other volunteer boards:	I unfortunately don't have experience with City commissions or other volunteer boards. I feel that I have the right ambition and interest to help Fridley move forward to a positive future.

Prior related work experience:	Operations manager of showcase Lawn Care since 2018 also founded and have successfully ran Anoka Lawn Care since 2018. These two companies have a Synergy that help them to be successful. I believe the skills I have to make that successful I could bring to the city commissions and its needs.
Civic, professional and community activities:	I often donate time to elderly neighbors who can no longer take care of their lawn or snow removal and help provide them Independence just a little bit longer.
Why do you want to be on a Fridley commission?	I want to learn more and be more active in what's going on in my local politics. I would like to be part of the solution.
What strengths, skills and abilities do you believe you will add to the commission?	As a business owner and many years of upper management skills I feel I possess the tools needed to look at what's happening locally, having an open discussion on Solutions to the Future and helping to implement those solutions.
Do you have other commitments that may impact your ability to attend commission meetings (e.g., travel for work, etc.)?	Yes
If yes, how often?	Occasionally
Additional comments	The businesses that I am a part of are in the snow removal industry and could possibly affect my ability to make it to a meeting. I'll do my best to minimize such interruptions.
Did a current City Council member, advisory commissioner or member of staff recommend/refer you apply for a City commission?	Yes
If so, who?	David Ostwald
Member email	Dave.Ostwald@FridleyMN.gov
Reference 1 - Email	Scarlettkitty81@yahoo.com
Reference 1 - Name	Katie Jacobson
Reference 2 - Name	Randy Valtinson
Reference 2 - Email	randy@valtinson.com
Reference 3 - Name	Mandy Meisner
Reference 3 - Email	mandy.meisner@anokacountymn.gov9
Please acknowledge if you have read the	Yes, I have read and understand the notice.

application notice.

You can [edit this submission](#) and [view all your submissions](#) easily.



Charter Commission Candidate Questionnaire

Candidate Name: Gary Olsen

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

Yes, I have schedule flexibility and will be available to attend meetings during this time.

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

I would expect open communication, structured agendas, and collaborative discussions that allow diverse perspectives to be heard. I'm looking to contribute meaningfully while learning from others, and to help ensure the Charter remains reflective of our community's evolving needs. I hope to serve with integrity, consistency, and respect for both the process and fellow members

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

No, my work is local and I have control over my schedule. I am confident in my ability to attend evening meetings reliably.

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

Fridley has been my home for many years, and I care deeply about the direction of our city. I want to contribute my experience as a small business owner, problem-solver, and engaged resident to support thoughtful planning and policy review. I bring a solutions-oriented mindset, strong communication skills, and firsthand knowledge of how local government decisions impact both residents and small businesses. I'm committed to fairness, transparency, and representing the everyday voices in our community.

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

Yes. I understand the City Charter serves as Fridley's local constitution, defining how the city government operates, distributes powers, and outlines procedures for governance. I also understand the importance of reviewing and updating it to ensure it remains relevant, clear, and in alignment with state law and community priorities.

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

I appreciate the opportunity to be considered. While I haven't served on a formal city commission before, I've been deeply involved in local projects, resident outreach, and neighborhood infrastructure through my work and community partnerships. I'm committed to showing up, contributing thoughtfully, and working respectfully with others to ensure our Charter reflects both the values and practical needs of the people of Fridley.



AGENDA REPORT

Meeting Date: November 3, 2025

Meeting Type: Charter Commission

Submitted By: Melissa Moore, Assistant City Manager/City Clerk

Title

Chapter 2: Legal and Staff Reviews

Background

At its October 6, 2025 meeting, the Commission directed Staff to submit section 2.013 of Chapter 2 to the City Attorney for review. Attached are comments from the City Attorney and staff. Also attached is proposed language by Commissioner Reynolds.

Regarding any nepotism restrictions being added to the Charter:

- Staff could find no other Minnesota city that has such a provision in its charter that specifically addresses banning Councilmembers' spouses (or other close relatives) to appointment on a city board or commission.
- Oftentimes the City will refer to State law, or adopt it outright. Minnesota has some anti-nepotism references in State law applicable to the Metropolitan Council, but there is not a more general statutory position.
- The City Attorney cautions adding such a prohibition to the Charter because it may leave the City open to legal challenges on the basis of discrimination based on various State and federal law, in addition to previous case law.
- If any such nepotism restrictions were added to the Charter, the City Attorney strongly cautions that they should be clearly defined and applied equally to the Council and all of the City's advisory commissions, as is reflected in the recommended revisions. They caution that the additional restrictions proposed by Commissioner Reynolds (applying the restriction to outside entities or non-familial relationships) is too broad, not supported by State or federal law and not supported by case law, therefore exposing the City to legal challenges.

Recommendation

Staff recommend the Commission review the presented materials.

Attachments and Other Resources

- Chapter 2 City Attorney and staff recommended revisions
- Chapter 2.013 Language Proposal from Commissioner Reynolds

Vision Statement

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

Fridley City Charter
Chapter 2 City Council Organization

Section 2.01. Council-Manager Plan Implementation

1. The form of government established by this Charter shall be known as the "Council-Manager Plan" pursuant to ~~Minnesota Statutes~~State law.

2. All discretionary powers of the City, both legislative and executive, shall vest in and be exercised by the ~~City~~ Council. It shall have complete control over the City administration, but shall exercise this control exclusively through the City Manager and shall not itself attempt to perform any administrative duties.

3. The Council shall perform the duties and exercise the powers of all City boards and commissions except as otherwise provided by ~~statute~~State law or by this Charter. It may by ordinance, resolution or in any other manner prescribed by State law, ~~create or abolish any boards or~~ commissions with advisory powers to investigate any subject of interest to the municipality.

4. Nepotism restrictions. Relatives of the Mayor, a Councilmember, or the City Manager shall not be eligible for appointment to any board or commission. For purposes of this section the term "relatives" includes: a spouse; parent (including foster); sibling (including foster and step); children (including adoptive, foster or step); in-laws; grandparent or grandchild; aunt or uncle, niece or nephew; and any other legally related person living in the same household as the Mayor, a Councilmember, or the City Manager.

~~45.~~ The Council shall have power to make investigations into the City's affairs, to subpoena witnesses, administer oaths, and compel the production of books, papers and other evidence. The Council may at any time provide for an examination or audit of the accounts of any office or department of the City government, or it may cause to be made any survey or research study of any problem affecting the City or its inhabitants. Each such investigation shall be authorized by resolution of the Council.

~~56.~~ Any member of the Council may request in writing any specific information relating to any department via the City Manager. The City Manager shall respond in writing within a reasonable period of time.

~~67.~~ Except for the purpose of inquiry, the Council and its members shall deal with and control the administrative services solely through the City Manager, and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Manager, either publicly or privately.

Section 2.02. Elective Officers

Adopted 03-13-2017

1. The Council shall be composed of a Mayor and four ~~(4)~~ Councilmembers who shall be eligible voters as defined ~~by Section 1.04.1 in Chapter 1~~ of this Charter.
2. The Mayor shall be elected at large in each United States presidential election year to a term of four ~~(4)~~ years.
3. One ~~(1)~~ Councilmember shall be elected at large in each United States presidential election year to a term of four ~~(4)~~ years.
4. Three ~~(3)~~ Councilmembers shall be elected in each Minnesota gubernatorial election year from three ~~(3)~~ separate Wards of the City to terms of four ~~(4)~~ years each.
5. The first order of business at the first official Council meeting in each January that follows an election year shall be the swearing in of the newly elected members of the Council.
6. The term of Mayor and of each Councilmember shall begin after being sworn in following their election. Their term shall end upon the newly qualified elected official(s) being sworn in. The incumbent shall remain in office until a successor has been duly qualified and accepts the office.
7. The Council shall serve as the canvassing board for ~~city~~ City elections.

Section 2.03. The Mayor

1. The Mayor shall be the presiding officer of the Council, except that a mayor pro tem shall be the Councilmember ~~at at~~ large who shall act as Mayor in case of the Mayor's temporary disability or absence from the City. Should neither be available, the mayor pro tem shall be chosen from the remaining Councilmembers to serve at the pleasure of the Council.
2. The Mayor shall vote as a member of the Council.
3. The Mayor shall exercise all powers and perform all duties conferred and imposed by this Charter, the ordinances of the City and the laws of the State.
4. The Mayor shall be recognized as the official head of the City for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the Governor for the purposes of martial law.
5. At the direction of the Council, the Mayor shall study the operations of the City government and shall report to the Council any neglect, dereliction of duty, or waste on the part of any officer or department of the City.
6. ~~In time of public danger or emergency the Mayor may take command of the police, maintain order and enforce the law. In time of public danger or emergency the Mayor may coordinate with the City Manager, Public Safety Director, and Fire Chief as part of the emergency response~~

Adopted 03-13-2017

system to communicate with the public and to aid in identifying resources to assist the Public Safety Department to maintain order and enforce the law and to respond to the emergency including, but not limited to, requesting assistance from State, Federal and local agencies as may be needed. Council consent shall be obtained when practicable.

Section 2.04. Councilmember at Large

1. The Councilmember at large shall serve as the mayor pro tem in the temporary absence of the Mayor.
2. If the Mayor's term shall be declared vacant, the Councilmember at large shall serve as the Mayor as required by Section 2.07.3.

Section 2.05. Ward Councilmembers

1. The City is divided into three ~~(3)~~ separate election Wards designated as Ward 1, Ward 2, and Ward 3.
2. A Ward Councilmember must be a resident of such ward. If the Ward Councilmember ceases to be a resident of the ward, then that office shall be declared vacant. However, a change in ward boundaries during the term of office shall not disqualify the Councilmember from completing the term.
3. The boundaries of the three ~~(3)~~ wards shall be redistricted from time to time by ordinances duly adopted by the Council, and based on the findings of the Council that the wards so redistricted are such that the population of any ward shall not deviate by more than ~~three percent (3%)~~ from the average of the three ~~(3)~~ wards.
4. After each decennial census of the United States, the Council shall redistrict ward boundaries when appropriate. This redistricting of ward boundaries shall be accomplished within the deadlines established by Minnesota law. If no deadlines are established by law, then redistricting must be completed no less than ~~one hundred (100)~~ days prior to the legally determined date of the municipal primary of the year ending in the digit two ~~(2)~~. If further redistricting is necessary, as determined by the Council, the adoption of the new boundaries shall be prohibited during the time period from ~~ninety (90)~~ days before a primary election up to and including the day of the general election in the same year. Any prohibitions stated in ~~the Minnesota state statutes~~State law pertaining to the adoption of the new boundaries shall also apply.

Section 2.06. Disqualification for Appointive Office

No incumbent member of the Council shall be appointed acting or permanent City Manager, nor shall any member hold any other paid municipal office or employment under the City; and no former member shall be appointed to any paid office or employment under the City until one ~~(1)~~ year after leaving office.

Adopted 03-13-2017

Section 2.07. Vacancies in the Council

1. A vacancy in the ~~council~~ Council shall be deemed to exist:

- in case of the failure of any elected person elected thereto to qualify on or before the date of the second regular meeting of the new ~~council~~ Council;
- by reason of the death, resignation, removal from office;
- continuous absence from the City for three ~~(3)~~ months;
- ~~failure to attend any council-Council meetings for three (3) consecutive months;~~
- ~~failure of the member without good cause to perform the duties of office for a period of three months;~~
- conviction of a ~~felony~~ of any such person whether before or after their qualification;
- or
- by ceasing to be a resident of the ~~city~~ City or the ward from which elected.

In each such case, within ~~thirty (30)~~ days the council shall by resolution declare a vacancy to exist.

2. If a vacancy is declared to exist, the Council shall, within 30 days, appoint by majority vote a qualified person to assume the office until the next general election. If the Council cannot agree on an appointment within the required timeframe, the Mayor shall appoint a qualified person to fill the position. The term of office to be filled at the next general election shall be for the unexpired portion of the term or for a full term depending on the timeframe when the vacancy has been declared to exist.

3. If the Mayor's position is declared vacant, the Councilmember-at-Large shall serve as Mayor until the end of the Mayor's term. The Councilmember at Large shall then be declared vacant and it shall be filled as defined in Section 2.07.2. of the City Charter.

4. If at any time the membership of the Council is reduced to less than three ~~(3)~~ members, the City Manager shall order a special election to be held not less than ~~thirty (30)~~ days nor more than ~~sixty-five (65)~~ days from the time the multiple vacancies occurred. A period of eight ~~(8)~~ to ~~twelve (12)~~ consecutive working days shall be designated for the purpose of filing nomination petitions in accordance with Section 4.06. The winner(s) of the special election shall be by a plurality of votes cast for each office, regardless of the number of candidates and shall take office immediately upon certification by the board of canvass and shall fill the unexpired terms of said offices.

5. If the position of City Manager is vacant, the City Clerk shall order such an election. If the position of City Clerk is also vacant, the Chief Judge of District Court of the State of Minnesota within whose jurisdiction the corporate offices of the City of Fridley lie shall order such an election.

Section 2.08. Salaries and Expenses

Adopted 03-13-2017

Commented [SS1]: Should also probably add the additional events from Minnesota Statutes Section 351.02:

Incumbent's refusal or neglect to take the oath of office
The decision of a competent tribunal declaring the incumbent's election or appointment void.

Commented [SS2]: This is the same as "by ceasing to be a resident of the city or the ward from which elected" so I would take this out.

Commented [SS3]: Should also include "an offense involving a violation of the official oath."

1. The Mayor and each Councilmember shall receive reasonable remuneration or salary, the annual amount and payment of which shall be prescribed by ordinance duly adopted on or before November 1~~st~~ of the year preceding payment of the same. When authorized by the Council, its members shall be remunerated for their reasonable expenses incurred in connection with the City's business.

~~2. The City Manager and all subordinate officers and employees of the City shall receive such reasonable compensation as may be fixed by the Council.~~

Adopted 03-13-2017

Prepared by Commissioner
Reynolds. Provided to Item 5. ff
09-02-2025.

2-25-2025

Recommended language to amend Charter language, Chapter 2, City Council Organization, Section 2.01(3)

Add subsection 3a) to read:

The following persons shall be ineligible to serve on City commissions, appointed by the City Council, or the court appointed Charter Commission

- 1)) Any immediate family member, of any elected or appointed member of a tax authorizing body. (example: City Council, HRA, School Board)
- 2)) Any financial, and legal associates of the Mayor, any City Councilmember or any entity which the city has a financial or legal association with.
- 3)) Any employee of the City of Fridley or any other government entity. Does not apply to seasonal or short term employees.
- 4)) Any person currently serving on another advisory committee or has immediate family serving on an advisory/statutory committee.

These prohibitions do not apply to Ad-Hocs, Task Forces or other committees, which are temporary in nature.



AGENDA REPORT

Meeting Date: November 3, 2025

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk/Communications Manager

Title

Chapter 6: Legal and Staff Reviews

Background

At its October 6, 2025 meeting the Charter Commission directed staff to provide a review of Chapters 6, along with a legal review from the City Attorney. This chapter was identified by the Commission as possibly being ready for the Commission to review and recommend updates.

Recommendation

Staff recommend the Commission review the staff comments and legal review.

Attachments and Other Resources

- Chapter 6 legal and staff review

Vision Statement

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

Fridley City Charter
Chapter 6 Administration of City Affairs

Section 6.01. The City Manager

The City Manager shall be the Chief Administrative Officer of the ~~city~~City, and shall be chosen by the Council solely on the basis of training, experience, ~~and executive and~~ administrative qualifications. The choice shall not be limited to inhabitants of the ~~city~~City or State but shall be limited to an individual who is a citizen of the United States or legally authorized to work in the United States. The City Manager shall be appointed for an indefinite period and shall be ~~removable removed or suspended~~ by the ~~council~~Council at any regularly scheduled meeting provided at least three ~~(3)~~ members of the Council vote for the removal or suspension. After having served for one year, the City Manager may demand written charges and a public hearing on the charges before the Council prior to the date when the final removal takes effect. After the hearing, if one is demanded, the Council may either reinstate the City Manager or make the removal final. Pending the hearing and removal, the Council may suspend the City Manager from office and appoint an acting manager.

Section 6.02. Powers and Duties of the City Manager

The City Manager shall control and direct the administration of the City's affairs subject to the provisions of this Charter and other regulations adopted by the ~~City~~Council. The City Manager's powers and duties shall be:

- (a) To ensure the City Charter, laws, ordinances and resolutions of the City are enforced;
- (b) Except for the City Attorney who shall be appointed and removed by the Council, the City Manager shall~~To~~ appoint and promote all ~~city~~ employees on the basis of qualification and experience and provide written notice of such actions to the ~~City~~Council;
- (c) To remove, discipline or suspend any ~~City~~ employee subject to law and provide written notice of such actions to the ~~City~~Council;
- (d) To exercise control over all departments and divisions of the City administration created by this Charter or which may hereafter be created by the Council;
- (e) To attend all meetings of the Council, with the right to take part in the discussions as an ex-officio member of the ~~City~~Council without voting rights. The Council may at its discretion exclude the City Manager from meetings at which the City Manager's removal is considered;
- (f) To recommend to the Council for adoption such measures as may be deemed necessary for the welfare of the people and the efficient administration of the City's affairs;
- (g) To keep the Council fully advised as to the financial condition and needs of the City and to prepare and submit the annual budget to the ~~City~~Council;

Adopted 03-23-2020

- (h) To perform such other duties as may be prescribed by this Charter or required by ordinances or resolutions adopted by the Council; and
- (i) To appoint a designee to serve in their absence when presence is required. The name of the designee shall be forwarded by written notice to the ~~City~~-Council.

Section 6.03. Departments of Administration

The Council may create offices, departments, divisions and ~~bureaus other units~~ for the administration of the City's affairs. It may alter the powers and organization of the same. It may enact, in the form of an ordinance, an administrative code for the City and may amend the same.

Section. 6.04. Subordinate Officers

There shall be a City Clerk, City Treasurer, ~~City Attorney~~ and other officers subordinate to the City Manager as the Council may provide for by ordinance, resolution or established by law. These officers, ~~along with the City Attorney~~, shall be subject to the direction of the City Manager and shall have such duties in connection with keeping of the public records, the custody and disbursement of the public funds, and general administration of the City's affairs as shall be ordained by the Council. The City Clerk may be designated to act as Secretary of the Council. The Council may ~~abolish or~~ combine the duties of various offices as it may see fit.

Section 6.05. Purchases and Contracts

The City Manager shall be the chief purchasing agent of the City. All purchases on behalf of the City shall be made and all contracts shall be let by the City Manager, or the City Manager's designee(s), provided the ~~City~~-Council has appropriated sums necessary for the contract or purchase, and the amount of the purchase or contract does not exceed that required for competitive bids as established by state statute. Except for those purchase or contracts subject to the authority of the City Manager as set forth herein, all bonds, contracts, conveyances, real estate purchases and sale agreements, and similar instruments shall be approved by the City Council and signed by the Mayor and City Manager, or the City Manager's designee(s), and shall be executed in the name of the City.

Section. 6.06. Contracts, How Let

In all cases of contracts for the ~~sale or~~ purchase, rental, or lease of merchandise, ~~supplies~~, materials or equipment or for any kind of construction work undertaken by the City, which require an expenditure of more than that which is set by the State Statutes ~~that is required to be competitively bid pursuant to Minnesota Statutes Section 471.345, as it may be amended from time to time~~, the City Manager shall advertise for bids ~~in such manner as required by at least ten (10) days published notice in the official newspaper or other means authorized by state statute~~ State law, unless the Council shall otherwise provide by emergency ordinance in accordance with Section 3.06 of the

Adopted 03-23-2020

~~Charter. In accordance with Section 3.06 of the city charter the city council has the authority to forgo this requirement to advertise for bids.~~ When a bid is required, the City Council has the option of lowest responsible bid or best value bid as described in the ~~Minnesota State Statutes~~State law. The Council may, however, reject any and all bids. Nothing contained in this Section shall prevent the ~~council~~ Council from contracting for the doing of work with patented processes, or from the purchasing of patented appliances.

Commented [SS1]: Not sure what this is supposed to be referencing (maybe single source?) . I would take it out or make it more specific.

Section. 6.07. Further Purchase Regulations

Subject to the express provisions of this Charter, the ~~City~~ Council may adopt additional administrative rules and regulations regarding purchases and contracts by resolution.

Section 6.08. Labor Contracts.

The City Manager is responsible for negotiating contracts with the City officers and employees or their bargaining agents to extend for an appropriate term and shall submit the final agreement to the Council for approval.

Adopted 03-23-2020



AGENDA REPORT

Meeting Date: November 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Future Meeting Topics

Background

Future meeting topics requested by commissioners:

- Candidate Interview Process
- Proposed Charter language regarding who is (in)eligible to serve on the commission, specifically section 2.013 of Chapter 2
- Selection of next Chapter for review
- Commission Onboarding Manual
- Meeting Schedule Cadance
- Chapter 6

Recommendation

None.

Attachments and Other Resources

Vision Statement

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