# 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 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 about Rosenberg's Rules of Order. Ms. Moore stated that a video recording of the presentation could be made available to all Commissioners as well.

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. Ms. Moore asked if Commission directs the advertisement of a vacant spot. Vice Chair Nelson asked the Commission if they agree with the advertisement. 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

Commissioner Karnopp asked if only two Commissioners attended the training on Rosenberg's Rules of Order if that counts as "participation". Vice Chair Nelson stated that yes, it does. Commission was represented.

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

Staff included a template of the calendar without dates selected and a City Council meeting calendar that was approved at the 9/26/2022 City Council meeting. Discussion on moving meeting to a Tuesday for January because of holidays and the Council meeting schedule. Dates chosen were mainly first Monday of each month. June, July, and August will be off unless Commission needs to call. Discussion on also taking September off because of holiday and Council schedule pushing meeting late into month. Commissioner Brillhart mentioned that the Commission does get November back because of it being an off-Election year. Agreement was reached to take September off.

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.

**<u>OLD BUSINESS</u>**

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 by-laws at this meeting. Ms. Moore mentioned a typo in the last sentence of the agenda report where it says “October”. It should instead read “at its next meeting.”

A discussion was held on whether the Commission would like to add the Strategic Values and Mission Statement 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 a new number 3 of the Bylaws and that from Meetings on down would shift by one number.

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 the Staff is used to for preparing agenda packets.

Motion was made by Commissioner Olawore to include the statement from Statute of proper notification of contemplative amendment in the packet provided prior to the upcoming meeting instead of two week period. Seconded by Commissioner Reynolds.

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

Ms. Moore stated that there are currently four Commissioners receiving their packets by USPS and stated if anyone would like to no longer receive the packet this way and only receive it electronically to let her know.

Commissioner Reynolds asked if Zoom meeting options needed to be added to the Bylaws. Ms. Moore said no because it is listed in Statute.

## FUTURE MEETING TOPICS/COMMUNICATIONS

Future meeting topic items requested by commissioners:

- Election of new Chair
- Voting on Bylaws
- Interview of Commissioner Candidate
- Discussion of Don Findell Attendance
- 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.