

CITY OF FRIDLEY  
CHARTER COMMISSION MEETING  
April 2, 2018

---

**CALL TO ORDER:**

Chairperson Ostwald called the Charter Commission meeting to order at 7:00 p.m.

**ROLL CALL:**

Members Present: Commissioners Kelli Brillhart, Manuel Granroos, Richard Johnston, Ted Kranz, Bruce Nelson, David Ostwald, Barb Reiland, Valerie Rolstad, Cindy Soule, and Avonna Starck

Members Absent: Commissioners Gary Braam, Zach Crandall, Donald Findell, Rick Nelson, and Pam Reynolds

Others Present: Deb Skogen, City Clerk/Staff Liaison  
Annie Leibel, City Management and Elections Assistant  
Dolores Varichak, Councilmember Ward 2

**APPROVAL OF AGENDA**

Ms. Skogen stated the date of the agenda should be changed to April 2, 2018.

Commissioner Rolstad MOVED and Commissioner Starck seconded a motion approving the meeting agenda.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON OSTWALD DECLARED THE MOTION CARRIED.

**APPROVAL OF MINUTES**

Commissioner Reiland MOVED and Commissioner Rolstad seconded a motion approving the Charter Commission meeting minutes of February 5, 2018.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON OSTWALD DECLARED THE MOTION CARRIED.

**ADMINISTRATIVE MATTERS**

A. Reappointment of Commissioner Kranz

Commissioner Kranz agreed to be reappointed to another term.

Commissioner Rolstad MOVED and Commissioner Reiland seconded a motion directing staff to prepare a letter to the Chief Judge recommending the reappointment of Commissioner Kranz.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON OSTWALD DECLARED THE MOTION CARRIED.

#### B. Election of Officers

Commissioner Ostwald read the Nominating Committee's Report. Commissioner Ostwald opened the nominations. Seeing none, nominations were closed.

Commissioner Kranz MOVED and Commissioner Reiland seconded a motion approving the Nominating Committee's Report to elect Commissioner Ostwald the chair, Commissioner Rolstad the vice chair, and Commissioner Nelson the secretary.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON OSTWALD DECLARED THE MOTION CARRIED.

#### C. Review of Bylaws

Chair Ostwald asked if there were any changes the Commissioners would like to make.

Commissioner Brillhart stated Section 3E should be edited to read "Except as provided in these bylaws, all meetings shall be governed in accordance with Rosenberg's Rules of Order Newly Revised in 2011."

Commissioner Starck stated chair should not be capitalized unless it is used as a proper name. Chair Ostwald stated staff liaison and city clerk should also be lowercase.

Commissioner Johnston questioned if 9A should read 14 days instead of two weeks.

Ms. Skogen noted two weeks was significant because agendas are typically distributed only one week in advance of the meeting, but there was no difference between 14 days and two weeks.

Commissioner Starck stated in some lists there were periods following some of the items. She suggested this be uniform throughout the bylaws. Ms. Brillhart stated the periods should be removed.

Chair Ostwald stated Section IV Membership should be addressed.

Commissioner Reiland stated members should be expected to fully perform their duties, and regardless of any special duties, should be expected to attend meetings.

Commissioner Starck suggested the bylaws be changed to no more than (3) consecutive meetings can be missed without an adequate excuse.

Commissioner Soule stated it is difficult to get business done when people are absent, and it sometimes results in missed meetings because the Commission doesn't have a quorum.

Commissioner Reiland stated a valid excuse should be required before missing a meeting.

Councilwoman Varichak asked how missing no more than (4) consecutive meetings was originally decided. Ms. Skogen stated she wasn't sure.

Commissioner Kranz MOVED and Commissioner Johnston seconded a motion approving the bylaws be changed to "Any member missing three (3) ~~four (4)~~ consecutive meetings without an adequate excuse, or failing to perform the duties of the office shall be subject to a discharge from the Commission upon a written request to the Court, supporting by two-thirds (2/3) of the Commission members present and voting."

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON OSTWALD DECLARED THE MOTION CARRIED.

Commissioner Granroos asked if another meeting could be added if it was deemed necessary by the Commission, since last month's meeting was cancelled due to the weather.

Chair Ostwald stated additional meetings could be set at the discretion of the Commission or the chair could call a meeting.

### **OLD BUSINESS**

#### A. Continued Discussion of Chapter 8

Chair Ostwald stated the changes discussed at the last meeting were reflected in the Commission's packet. He asked if any further changes should be made.

Commissioner Starck stated the items in the list in section 8.01 should not be capitalized. Ms. Skogen noted she had added a sentence about how to alter the comprehensive plan in section 8.01.

In section 8.03, Ms. Skogen clarified there are two ways to initiate a local improvement or special assessment. She explained the state requires at least 35% of the property owners' signatures to initiate the local improvement process.

Commissioner Starck stated number two in section 8.03 the first word "By" should be lowercase.

Ms. Skogen addressed section 8.05, stating the Commission had asked her to see if there was a contract limit. After researching the question, she could not find a contract limit. However, if

there is an assessment, the benefits of the special assessment cannot exceed the benefits to the property under state statute.

Commissioner Rolstad asked if public works found it difficult to secure funds to upgrade equipment. Ms. Skogen said no, but the old language may have helped create the public works department.

Commissioner Reiland MOVED and Commissioner Starck seconded a motion approving the changes to Chapter 8.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON OSTWALD DECLARED THE MOTION CARRIED.

Ms. Skogen stated she would have Chapter 8 in ordinance format for the next meeting.

### **FUTURE AGENDA ITEMS/COMMUNICATIONS**

Ms. Skogen suggested the Commission consider topics to discuss at the next meeting. Chair Ostwald stated the next meeting could focus on the fall agenda.

Commissioner Kranz thanked Councilmember Varichak for the cooperation between the City Council and Charter Commission. He felt the cooperation between the two bodies had been very successful.

Councilmember Varichak appreciated the partnership and thanked the Commission and City staff for their help with these changes.

### **ADJOURNMENT:**

Commissioner Granroos MOVED and Commissioner Rolstad seconded a motion to adjourn the meeting.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON OSTWALD DECLARED THE MOTION CARRIED AND THE MEETING WAS ADJOURNED AT 7:57 P.M.

Respectfully submitted,

Annie Leibel  
City Management and Elections Assistant

Commissioner Bruce Nelson  
Secretary