



TO: Charter Commission Members
FROM: Deb Skogen, City Clerk and Staff Liaison
Date: January 2, 2019
Re: Charter Commission Meeting of January 7, 2019

This is a reminder that the next Charter Commission meeting will be held on Monday, January 7th at 7:00 p.m. at the new Civic Campus located at 7071 University Avenue NE in the Fireside Room on the main level of the facility.

The “Oath of Office” will be held for the City Councilmembers at the beginning of their meeting at 7 pm. I will be available to you after that oath is taken. I will provide the digital recorder for your use to begin recording the meeting in my absence and the attendance sheet. If the Secretary would be available for this process and to take notes if necessary, I would appreciate their help.

In order to ensure a quorum, please remember, the Charter Commission policy requires each member to call or e-mail staff before 10:00 a.m. MONDAY, January 7th. Please contact me at (763) 572-3523 or at deb.skogen@fridleymn.gov about your attendance.

If we do not have a quorum by 10:00 a.m., I will send out an e-mail to see if additional members will attend. If by Noon there will not be a quorum, I will send out a follow-up e-mail to all members of cancellation of the meeting and post a cancellation notice on the door for those Commissioners who did not contact me, but came to the meeting.

Chapter 8 was amended in 2018 and I have enclosed a new copy of Chapter 8 for your books.

As the election of officers is held in March, I think it would be important for the Chair to nominate members to the Nominating Committee so they may prepare a report at the February meeting which can then be voted on at the March meeting. In addition, I have provided information on the individuals whose terms end in 2019.

If you have any other questions or concerns pertaining to this meeting, please contact me.



CITY OF FRIDLEY CHARTER COMMISSION

AGENDA

**MONDAY, JANUARY 7, 2019
7:00 P.M.**

LOCATION: FRIDLEY CIVIC CAMPUS
7071 UNIVERSITY AVENUE NE, FRIDLEY MN
FIRESIDE ROOM

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. APPROVAL OF AGENDA:**
Motion approving the January 7, 2019, agenda
- 4. APPROVAL OF MINUTES**
Motion approving the October 1, 2018 meeting minutes
- 5. ADMINISTRATIVE MATTERS**
 - A. Appointment of Nominating Committee
 - B. Upcoming Terms Expiring in 2019
 - Pam Reynolds 5/1/19
 - Avonna Starck 5/4/19
- 6. OLD BUSINESS**
 - A.
- 7. NEW BUSINESS**
 - A. General Review of City Charter
- 8. FUTURE MEETING TOPICS/COMMUNICATIONS**
 - A.
- 9. ADJOURNMENT**
Motion to adjourn the meeting

**Next Regular Commission Meeting
Date: FEBRUARY 4, 2019**

CITY OF FRIDLEY
CHARTER COMMISSION MEETING
October 1, 2018

CALL TO ORDER:

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

ROLL CALL:

Members Present: Commissioners Gary Braam, Don Findell, Manuel Granroos, Richard Johnston, Ted Kranz, Bruce Nelson, Rick Nelson, David Ostwald, Barb Reiland, Pam Reynolds, Valerie Rolstad, and Cindy Soule

Members Absent: Commissioners Kelli Brillhart, Zach Crandall, and Avonna Starck

Others Present: Deb Skogen, City Clerk/Staff Liaison
Annie Leibel, City Management and Elections Assistant

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

Commissioner Reiland MOVED and Commissioner Rolstad seconded a motion approving the Charter Commission meeting minutes of May 7, 2018.

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

ADMINISTRATIVE MATTERS

A. Meeting Dates

Ms. Skogen stated Chairperson Ostwald had suggested the Commission look at changing the day of Charter Commission meetings. The Commission agreed the meeting should stay on the first Monday of the month. Ms. Skogen asked the Commission to set the 2019 meeting dates. It was decided the Commission would meet January 7, February 4, March 4, April 1, May 6, September

3, October 7, and November 4. It was noted, the City Council will also meet on January 7, and Labor Day would move the September Charter Commission meeting date to a Tuesday.

OLD BUSINESS

A. Capitalization Standards

Ms. Leibel presented capitalization standards for the Charter Commission to discuss. She stated there isn't a lot of information about capitalization for government agencies, but she had researched The Gregg Reference Manual which is intended for anyone who publishes final copies and included information about government agencies. Ms. Skogen also researched Grammarbook.com which had a section on Capitalization of Governmental Words and found similar results. Ms. Leibel explained a person's title should be capitalized, unless following a personal name. She stated when referring to the City of Fridley that should be capitalized as well as all department names.

Commissioner Soule stated these standards should be used as we revise the Chapters going forward.

Commissioner Rolstad MOVED and Commissioner Nelson seconded a motion to use the Capitalization Standards as chapters are revised.

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

NEW BUSINESS

None

FUTURE AGENDA ITEMS/COMMUNICATIONS

Commissioner Rolstad suggested the Charter take a general review of all chapters.

Chair Ostwald asked if any Commissioner's terms ended in 2019. Ms. Skogen stated Commissioner Reynolds and Commissioner Starck's terms were both up in May 2019. She stated this could be discussed at the January 2019 meeting.

Commissioner Nelson asked Ms. Skogen to send out a new roster. Commissioner Reiland asked Ms. Skogen to send out a 2019 meeting calendar.

ADJOURNMENT:

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

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR OSTWALD DECLARED THE MOTION CARRIED AND THE MEETING WAS ADJOURNED AT 7:17 P.M.

Respectfully submitted,

Annie Leibel
City Management and Elections Assistant