



TO: Charter Commission Members
FROM: Deb Skogen, City Clerk and Staff Liaison
Date: February 28, 2019
Re: Charter Commission Meeting of March 4, 2019

This is a reminder that the next Charter Commission meeting will be held on Monday, March 4th 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.

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, March 4th.

I will be out of the office from March 1st through March 9th. Roberta Collins will be available for the meeting or any other questions you might have. Please email Roberta.collins@fridleymn.gov or call Roberta at 763-572-3500 to let her know whether or not you will be in attendance that evening.

She will follow the same process I do. If we do not have a quorum by 10:00 a.m., Roberta will send out an e-mail to see if additional members will attend. If by Noon there will not be a quorum (7 members confirming they will be in attendance), Roberta 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.

As the election of officers is held in March, The Nominating Committee Report is included on this meeting's agenda

If there are any chapters that you are interested in reviewing, please come prepared to the meeting to address those chapters.

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



CITY OF FRIDLEY CHARTER COMMISSION

AGENDA

**MONDAY, ~~FEBRUARY~~
MARCH 4, 2019 7:00 P.M.**

LOCATION: FRIDLEY CIVIC CAMPUS
7071 UNIVERSITY AVE NE, FRIDLEY, MINNESOTA
FIRESIDE ROOM

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. APPROVAL OF AGENDA:**
Motion approving the ~~February~~ MARCH 4, 2019 meeting agenda
- 4. APPROVAL OF MINUTES**
Motion approving the January 7, 2019 meeting minutes
- 5. ADMINISTRATIVE MATTERS**
 - A. Nominating Committee Report
 - B. Discussion of Meeting Dates
- 6. OLD BUSINESS**
 - A.
- 7. NEW BUSINESS**
 - A. Review of Bylaws
 - B. Review of Charter
- 8. FUTURE MEETING TOPICS/COMMUNICATIONS A.**
- 9. ADJOURNMENT**
Motion to adjourn the meeting

**Next Regular Commission
Meeting Date: APRIL 1, 2019**

CITY OF FRIDLEY
CHARTER COMMISSION MEETING
JANUARY 7, 2019

CALL TO ORDER:

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

ROLL CALL:

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

Members Absent: Zach Crandall, Don Findell, Ted Kranz, Rick Nelson, and Pam Reynolds

Others Present: Deb Skogen, City Clerk/Staff Liaison

APPROVAL OF AGENDA

Commissioner Granroos MOVED and Commissioner Soule seconded a motion approving the meeting agenda.

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

APPROVAL OF MINUTES

Commissioner Braam MOVED and Commissioner Granroos seconded a motion approving the Charter Commission meeting minutes of October 1, 2018.

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

ADMINISTRATIVE MATTERS

A. Nominating Committee Appointment

Chairperson Ostwald asked if there was anyone interested that would like to serve on the Committee to make a recommendation of officers for the next year. He volunteered to serve on the committee again this year and asked Commissioners who might be interested in serving.

Commissioners Oswald, Rolstad and Brillhart were appointed to the Nominating Committee who will meet directly after the Charter meeting and a report will be provided to the City Clerk prior to the next meeting.

B. Expiring terms in 2019.

Chairperson Ostwald asked Commissioner Starck if she would be interested in serving another term. Commissioner Starck said yes.

Chairperson Ostwald asked Ms. Skogen if Commissioner Reynolds was interested in serving an additional term. Ms. Skogen said she did not but could contact her to find out.

Commissioner Rolstad MOVED and Commissioner Brillhart seconded a motion recommending the appointment of Avonna Starck and Pam Reynolds, if interested, to the 10th District Court Chief Judge for their terms ending in May of 2019.

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

Ms. Skogen will contact Commissioner Reynolds to see if she is interested in continuing to serve.

OLD BUSINESS

Commissioner Reiland pointed out two misspellings in Chapter 8 that needed correction:

Section 8.01, the word “then” should be changed to “ten”.

Section 8.04.1. the word “mprovement” should be changed to “improvement”.

Ms. Skogen will make the changes and repost to the web page.

Commission Reiland asked where the pages for updating her charter book were from last fall. After some discussion, it was found they were provided. Ms. Skogen will work with Commissioner Reiland to get her book updated. In addition, the current chapters on also on the web page.

NEW BUSINESS

The new business was to review the charter as a whole. Chairperson Ostwald asked if everyone got their updated copy of Chapter 8.

Commissioner Soule said when the meeting dates for 2019 were determined there was discussion about having the meetings quarterly. There was some discussion about if they needed to have all of the meetings. It was determined that meetings could be cancelled if not needed.

FUTURE MEETING TOPICS

Nominating Committee Report

Review of Bylaws

Review of Charter Chapters

Review of meeting dates.

ADJOURNMENT:

Commissioner Braam 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 7:23 P.M.

Respectfully submitted,

Debra A. Skogen, MMC
City Clerk/Staff Liaison

Commissioner Bruce Nelson
Secretary

January 10, 2019

Fridley Charter Commission Nominating Committee Report

The Nominating Committee consisted of Commissioners David Ostwald, Valerie Rolstad and Avonna Starck.

The Nominating Committee met on January 7th after the Charter Commission meeting. After discussion, the Nominating Commission offered the following nominations to serve as the 2019-2020 Charter Commission Officers:

Chair	Valerie Rolstad
Vice Chair	Cindy Soule
Secretary	Bruce Nelson

All three members have agreed to serve if elected.

The annual election will be held on **MONDAY MARCH 4TH** at 7 pm in the Fireside Room.

FRIDLEY HOME RULE CHARTER COMMISSION
BY-LAWS
Approved 05/07/18

- I. NAME -- the name of the organization shall be the Fridley Home Rule Charter Commission.
- II. PURPOSE -- the purpose of this organization shall be to frame and amend the Charter to meet the needs of the residents of Fridley.
- III. MEETINGS

- A. Commission meetings will be held in the Fridley Municipal Center; or a designated public location upon proper notice.
- B. The annual meeting shall be held in March of each year. The election of officers shall take place at the annual meeting.
- C. Special meetings may be called by the chair; or, the chair, upon receipt of a written request signed by five (5) members, shall, within ten (10) days, call a special meeting upon proper notice.
- 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 by-laws, 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 by the chair. If there is not a quorum within ten minutes after the meeting time is to commence, the members shall be dismissed. 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 10 minutes past the specified time.
- IV. MEMBERSHIP -- The membership of this organization shall be 15 members.
 - A. All members shall be expected to attend all meetings. If unable to attend, the member shall inform either the chair or the secretary as to the reason.

- B. Any member missing three (3) 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.

V. OFFICERS

A. Election of Officers.

1. The officers of this organization shall be a chair, vice chair and a secretary.
2. The chair, vice chair and secretary shall be elected from the membership of the Commission.
3. The chair, vice chair and secretary shall be elected at the annual meeting. No officer shall serve more than two consecutive terms in the same office.
4. All officers shall begin their terms of office upon election to that office.
5. Election to vacant offices shall be made from the floor at the next meeting following the meeting at which the vacancy is declared.
6. Officers of this organization shall be declared duly elected by a simple majority vote of those present and voting. Any contested race for an office shall be done by a written ballot. The acting chair will ask for a teller committee of two (2) to count the ballots.

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;
 - c. set the agenda;
 - d. implement the decisions of this Commission; and
 - e. 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 these 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

- e. meetings pursuant to Article IV, Section B, of the By-Laws; 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 shall be designated by the city clerk and serve as a recording secretary at all meetings of the Charter Commission. The liaison, with the direction of the secretary, will have the following responsibilities.
- a. serve in an advisory capacity at all meetings as a non-voting member;
 - b. assist the Commission by providing research information as requested by Officers;
 - c. accurately record attendance and minutes of all meetings;
 - d. distribute minutes and notices of upcoming meetings with proposed agenda in a timely manner;
 - e. prepare proposed Charter changes for submission to the City Council; and
 - f. submit records of proceedings to the City Clerk for retention.

VI. COMMITTEES

- A. The chair shall have the power to create committees, appoint members and designate chairs of those committees.
- B. In January of each year the Chair shall appoint a nominating committee of three (3) or more members who shall report the nomination of one (1) or more candidates for each office. A written report of such nominations shall be mailed to each member at least ten (10) days before the annual meeting.

VII. VOTING

- A. A majority vote of members present 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.

VIII. ORDER OF BUSINESS

1. Call to Order by the Chair.
2. Roll Call.
3. Approval of Agenda
4. Approval of Minutes.
5. Administrative Matters.
6. Old Business.

7. New Business.
8. Future Meeting Topics
9. Adjournment.

IX. AMENDMENT

- 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 to the members at least two (2) weeks before the vote on the amendment.