



**CITY OF FRIDLEY  
CHARTER COMMISSION**

**AGENDA**

**MONDAY, JANUARY 4, 2016  
7:00 P.M.**

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**LOCATION:** FRIDLEY MUNICIPAL CENTER  
MEETING ROOM 2 – LOWER LEVEL

**CALL TO ORDER:**

**ROLL CALL:**

- 1. APPROVAL OF AGENDA:**  
Motion approving the January 4, 2016 agenda
- 2. APPROVAL OF MINUTES**  
Motion approving the November 5, 2015 minutes
- 3. ADMINISTRATIVE MATTERS**
  - A. Update on vacancy
  - B. Appointment of Nominations Committee
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
- 6. FUTURE MEETING TOPICS/COMMUNICATIONS**
  - A. Discussion of Chapter 10 (Tabled until after current franchise negotiations completed)
- 7. ADJOURNMENT**  
Motion to adjourn the meeting

**Next Regular Commission Meeting  
Date: Monday, FEBRUARY 1, 2016  
Location: Fridley Municipal Center – Conference Room A**

CITY OF FRIDLEY  
CHARTER COMMISSION MEETING  
NOVEMBER 2, 2015

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**CALL TO ORDER:**

Chairperson Reynolds called the Charter Commission meeting to order at 7:04 p.m.

**ROLL CALL:**

Members Present: Commissioners Peter Borman, Gary Braam, Don Findell, Ted Kranz, Novella Ollawore, Barb Reiland, Pam Reynolds and Richard Walch

Members Absent: Commissioners Marion Flickinger, Manuel Granroos, Rick Nelson, David Ostwald, Lois Scholzen, Cindy Soule and Arvonna Stark

Others Present: Deb Skogen, City Clerk/Staff Liaison  
Councilmember Jim Saefke

**APPROVAL OF AGENDA**

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

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

**APPROVAL OF MINUTES**

Commissioner Findell requested that on page 4, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> line from the bottom, that the word “disciple” be changed to “discipline”.

Commissioner Borman MOVED and Commissioner Reiland seconded a motion approving the Charter Commission meeting minutes of October 5, 2015 as amended.

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

**ADMINISTRATIVE MATTERS**

A. Presentation of Certificate to Commissioner Borman

Chairperson Reynolds presented a Certificate of Appreciation to Commissioner Borman for his tenure on the Commission. Commissioner Borman served from December 3, 2003 to November 24, 2015.

**B. Update on Vacancy**

Ms. Skogen reported that while there were two inquiries, one decided not to apply and she had not received an application from the other individual. Information has been published in the Fridley SunFocus, the City's web site and Community TV.

**C. Setting Meeting Dates for 2016**

Commissioner Braam MOVED and Commissioner Kranz seconded a motion scheduling the 2016 meeting dates for January 4; February 1; March 7; April 4; May 2; September 6; October 3; and November 1.

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

**OLD BUSINESS****A. Draft Ordinance of Chapter 6 – Purchases and Contracts**

The Commissioners reviewed the amendments to Chapter 6. They agreed the Chapter read smoothly and was easier to understand.

Commissioner Saefke said he had reviewed their recommend changes felt the changes helped clear up some language. By moving a few words around it was easier to understand.

Commissioner Findell said they discussed who would replace the city manager if they were out of town or on vacation. The Commissioners determined they could insert "designated appointee" in his absence. Councilmember Saefke said in the past a department head was designated in the city manager's absence, but because they rotated you did not always know who the acting city manager was. He thought this would be better, as they would be notified who the acting city manager would be.

Commissioner Braam MOVED and Commissioner Findell seconded a motion recommending that the draft ordinance of Charter Chapter 6 be forwarded to the City Council for their review and action.

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

Ms. Skogen said she would provide the information to the City Manager to put in the Council's Friday information packet and would prepare a memo setting a public hearing date for the proposed ordinance. After the public hearing is held, the Council would then have a first and second reading of the ordinance. The ordinance would have to be passed unanimously by the Council to be adopted.

## B. Discussion of Chapter 10

Chairperson Reynolds said Chapter 10 was up for discussion. Included in the agenda were the franchise chapters from several other city charters.

Ms. Skogen said that CenturyLink had requested the City Council begin the process outlined in Minnesota state law to consider an additional cable communications franchise. She said the deadline for submission of the application is December 2<sup>nd</sup>. The City's legal counsel will review the application(s) submitted to determine whether or not they are a qualified applicant. A public hearing has been scheduled for December 28 for public comment. At which time any other cable franchise organization, the applicant and the public may address the City Council about the franchise application. After the public hearing, the City Council will then determine whether or not to negotiate for a cable franchise hearing. Because of the request from CenturyLink, she recommended holding off on reviewing Chapter 10 until after negotiations.

After some discussion, Commissioner Braam MOVED and Commissioner Kranz seconded a motion tabling the discussion on Chapter 10 until after negotiations have been completed.

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

## **NEW BUSINESS**

### A. Reformatting of Sections 1.02

The Commission reviewed the bulleted format of Section 1.04. They felt it was much easier to understand in bullet form rather than in one large paragraph. As there were no changes made to this section other than reformatting, it was not necessary to draft an ordinance.

Commissioner Kranz MOVED and Commissioner Braam seconded a motion to have the staff provide the reformatted text to the Commissioners and update the web site as well.

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

### B. Reformatting of Section 4.08

At this time there was no reformatting necessary as it had been done when the chapter had been amended in 2013.

### C. Reformatting of Sections 7.04, 7.15 and 7.18

The Commissioners reviewed the bulleted format of Sections 7.04, 7.15 and 7.18. They felt it was easier to understand in bullet form rather than in one large paragraph. As there were no changes made to these sections other than reformatting it, it was not necessary to draft an ordinance.

Commissioner Findell MOVED and Commissioner Braam seconded a motion to have the staff provide the reformatted text to the Commissioners and update the web site as well.

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

### **FUTURE MEETING TOPICS/COMMUNICATIONS**

Approval of Minutes  
Update on vacancy

### **ADJOURNMENT:**

Commissioner Braam MOVED and Commissioner Ollawore seconded a motion to adjourn the meeting.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON REYNOLDS DECLARED THE MOTION CARRIED AND THE MEETING WAS ADJOURNED AT 8:04 P.M.

Respectfully submitted,

Debra A. Skogen  
City Clerk/Staff Liaison

Commissioner Donald Findell  
Secretary

## 2016 Charter Commission Membership

Name/Address	Phone	e-mail address	Appointed	Term Expires
VACANCY				11-24-2015
Braam, Gary 1436 66 <sup>th</sup> Avenue 55432	(h) 763-571-9582 (w) 763-528-1214	<a href="mailto:gbraam@msn.com">gbraam@msn.com</a>	06-01-04 (1) 02-05-08 (2) 02-13-12	05-31-2008 05-31-2012 05-31-2016
Findell, Donald 6850 Siverts Lane 55432	(h) 763-571-0467	<a href="mailto:donfinder@aol.com">donfinder@aol.com</a>	6-16-97 (1) 2-21-01 (2) 5-4-05 (3) 2-4-09 05-24-13	05-11-2001 05-01-2005 05-01-2009 05-01-2013 05-01-2017
Flickinger, Marion (Ted) 6580 Central Avenue NE Fridley, MN 55432	(h) 763-571-8998	<a href="mailto:tpflickinger@yahoo.com">tpflickinger@yahoo.com</a>	10-01-09 (v) 03-23-10 10-21-14	04-22-2010 04-22-2014 04-22-2018
Manuel Granroos 1114 63 <sup>rd</sup> Ave NE Fridley, MN 55432	(h) 763-571-0811 (c) 612-710-0332	<a href="mailto:Aaniin3@earthlink.net">Aaniin3@earthlink.net</a>	10-21-14	09-02-2018
Ted Kranz 6701 Monroe Street NE 55432	(h) 763-571-4387	<a href="mailto:Tkranz1@comcast.net">Tkranz1@comcast.net</a>	8-11-06 (1) 03-29-10(2) 10-21-14	04-22-2010 04-22-2014 04-22-2018
Rick Nelson 4624 2 1/2 Street NE 55421	(c) 612-963-2487	<a href="mailto:rickvan16@hotmail.com">rickvan16@hotmail.com</a>	05-12-11 02-13-12	02-13-2012 02-21-2016
Novella E Olawore 554 Lafayette St NE 55432	763-381-2453 (w) 612-348-6984	<a href="mailto:nolawore@yahoo.com">nolawore@yahoo.com</a>	09-09-13	09-09-2017
David Ostwald 6675 East River Road Fridley, MN 55432	763-572-3865 (c) 763-234-2950	<a href="mailto:dostwald@tonkawa.com">dostwald@tonkawa.com</a>	10-21-14	02-21-2017
Barb Reiland 5623 W Bavarian Pass 55432	763-571-0801	<a href="mailto:barb642@mac.com">barb642@mac.com</a>	02-13-12 05-21-13	02-21-2013 02-21-2017
Reynolds, Pam 1241 Norton Ave NE 55432	(c) 763-222-9386	<a href="mailto:fnpam@hotmail.com">fnpam@hotmail.com</a>	5-12-05 (v) 3-22-07 04-04-2011 05-04-2015	05-01-2007 05-01-2011 05-01-2015 05-01-2019
Scholzen, Lois 113 Hartman Circle 55432	(h) 763-571-1276	<a href="mailto:scholzenmn@aol.com">scholzenmn@aol.com</a>	3-22-07 (v) 02-04-09 05-24-13	05-01-2009 05-01-2013 05-01-2017
Soule, Cynthia 7838 Firwood Way 55432	(h) 763-572-9666 (c) 612-414-5319	<a href="mailto:cindyjs76@live.com">cindyjs76@live.com</a>	6-16-97 (1) 2-21-01 (2) 5-4-05 (3) 2-4-09 05-24-13	05-11-2001 05-01-2005 05-01-2009 05-01-2013 05-01-2017
Stark, Avonna 305 Longfellow St NE 55432	(h) 612-423-6939 (w) 651-296-3205	<a href="mailto:Avonna.caroline@gmail.com">Avonna.caroline@gmail.com</a>	05/22/15 (1)	05/04/2019
Richard Walch 6859 7 <sup>th</sup> Street NE 55432	(h) 763-213-9659 (w) 612-671-7757	<a href="mailto:rbwalch@yahoo.com">rbwalch@yahoo.com</a>	09-09-2013	09-09-2017

11/03/2016

# Fridley Charter Commission - 2016 Calendar



## 2015 Charter Commission Meeting Dates

Meetings Held at 7:00 pm  
 Conference Room A  
 Fridley Municipal Center  
 6431 University Ave NE  
 Fridley MN

Deb Skogen City Clerk  
 763-572-3523  
 Deb.skogen@fridleymn.gov

To ensure a quorum, please notify Deb by  
 10 am the Monday of the meeting day.

No meetings will be held in  
 June, July, August & December  
 unless called by the Chair.

### 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

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					

### March

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		

### April

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

### May

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				

### June

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		

### July

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						

### August

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			

### September

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

### October

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					

### November

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			

### December

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						