

Brooklyn Park Charter Commission Meeting Agenda
Wednesday, March 13, 2024, 7:00 p.m.
City Hall Room A203

If you need these materials in an alternative format or need reasonable accommodations for a Charter Commission meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org. Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

1. Call to Order/Roll Call
2. Public Comment
3. Additions/Approval of the Agenda of March 13, 2024
4. Approval of Minutes
 - 4.1** JANUARY 10, 2024, REGULAR MEETING MINUTES
5. Old Business
 - 5.1 Charter Amendment to Section 4.03
 - 5.1A** RFCA, FEBRUARY 26, 2024, COUNCIL MEETING
 - 5.1B** DRAFT-FEBRUARY 26, 2024 COUNCIL MEETING MINUTES
 - 5.1C** MAYOR/CITY COUNCIL MEMBER APPLICATION AND APPOINTMENT POLICY
 - 5.1D** CHARTER CHAPTER 2
6. New Business
 - 6.1 Selection of Representative to Brooklyn Park 2025
 - 6.1A** EMAIL, RE: CHARTER COMMISSION STEERING COMMITTEE VOLUNTEER
7. Reports of Officers, Boards, and Standing Committees
 - 7.1 Council Liaison Klonowski Update on Council Actions
8. Correspondence/Communications
9. Adjournment

Commission members are asked to let Devin Montero, Staff Liaison, know if you won't be able to attend this meeting. Devin can be reached by phone (763-493-8180) or by email (devin.montero@brooklynpark.org).

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	4.1	Meeting Date:	March 13, 2024
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

4.1 JANUARY 10, 2024 REGULAR MEETING MINUTES

Brooklyn Park Charter Commission Meeting Minutes
Wednesday, January 10, 2024, 7:00 p.m.
City Hall Room A203

1. Call to Order/Roll Call

Present: Commissioners, Sunday Alabi, Barbara Bor, Amy Hanson, Dennis Secara, LaDawn Severin, Scott Simmons, Gregory Szach, David Williams.

Absent: Commissioners Adam Hunt (excused), Susan Maberera(excused), Berniece Otieno; Council Liaison Nichole Klonowski (excused)

2. Public Comment – None.

3. Additions/Approval of the Agenda of January 10, 2024

Motion Chair Secara, Second Commissioner Bor to approve the agenda as presented. Motion carried unanimously.

4. Approval of Minutes

4.1 NOVEMBER 8, 2023, REGULAR MEETING MINUTES

Motion Commission Hanson, Second Commissioner Szach to approve the November 8, 2023 regular meeting minutes as submitted. Motion carried unanimously.

4.2 DECEMBER 13, 2023, REGULAR MEETING MINUTES

Commissioner Alabi had a minor correction to the meeting minutes.

Motion Chair Secara, Second Commissioner Alabi to approve the December 13, 2023, regular meeting minutes as amended. Motion carried. Commissioners Bor and Hanson abstained as they were not present.

5. Old Business

5.1 Treasurer's Report

Chair Secara briefed the Commissioners on the Treasurer's Report.

Motion Commission Hanson, Second Commissioner Alabi to accept the Treasurer's Report. Motion carried unanimously.

6. New Business

6.1 Work Plan for 2024

Chair Secara briefed the Commissioners on the Work Plan. The commissioners reviewed the work plan and removed items that were completed from the work plan.

Chair Secara stated the Minneapolis was reviewing the city manager versus Mayor issue again. He stated that on the Council Vacancies, he attended the Council meeting on Monday, and the council set the public hearing and first reading and did not pull it from the agenda or had questions. He stated on Monday, February 12, he would present the amendment to the council

and invited the Commissioners to attend.

Staff Liaison Montero stated he would post a possible quorum notice of the Charter Commission for that meeting.

Items to be removed from the Work Plan:

- City Manager's Population Report (Completed)
- 2024 Events Discussion-Charter Section 7.07 (Completed)
- Process for Amending the City Charter -Flow Chart/Table (Completed) Amended the By-Laws. (Completed)

Motion Chair Secara, Second Commissioner Hanson, to accept the Work Plan as amended. Motion Passed unanimously.

6.2 Review of By-Laws

Chair Secara briefed the Commissioners on the Charter Commission By-laws. He stated Item 16 was previously added.

Motion Commissioner Hanson, Second Commission Alabi to accept the Charter Commission By-Laws as presented. Motion carried unanimously.

6.3 Review of the Charter Commission's 2024 Meeting Schedule.

Chair Secara briefed the Commissioners on the 2024 meeting schedule. He stated the Commissioners normally voted on taking the summer off. He stated there were not many items on the Work Plan to plan on attending the meetings but there might be an occasion when a meeting would be canceled due to lack of agenda items.

6.4 Review of 2023 Draft Annual Report

Chair Secara briefed the Commissioners on the Charter Commission's 2023 Annual Report. The Commissioners reviewed the report and provided corrections. (Under Meetings, correcting the December date, adding April 12 and updating the Chief Judge's name)

Motion Commissioner Alabi, Second Commissioner Hanson, to accept the Charter Commission 2023 Annual Report as amended. Motion carried unanimously.

6.5 Charter Amendment List

Chair Secara briefed the Commissioners on the Charter Amendment List.

Staff Liaison Montero the latest addition to the list was the amendment to Section 7.07 and that would be effective on March 19, 2024. He stated that if the amendment to Section 4.03 is approved by the council in February, it would be added to the list. He stated he would add the update list to the Charter Commission's webpage.

Motion Chair Secara, Second Commissioner Bor to accept the Charter Amendment List. Motion carried unanimously.

7 Reports of Officers, Boards, and Standing Committee

Staff Liaison Montero stated at the Council meeting on Monday, the Council set the Public hearing and first reading of the ordinance to amend Section 4.03 and Mayor Winston appointed Xp Lee as

Mayor Pro Tem for another year.

He stated Council Member Klonowski would be the Council Liaison for 2024 and the council members were appointed to the commissions in December 2023.

8 Correspondence/Communications

9 Adjournment

Motion Chair Secara, second by Commissioner Hanson to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Devin Montero,
Staff Liaison

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	5.1A	Meeting Date:	March 13, 2024
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

5.1A RFCA, FEBRUARY 26, 2024, COUNCIL MEETING

City of Brooklyn Park Request for Council Action

Agenda Item:	7.1	Meeting Date:	February 26, 2024
Agenda Section:	General Action Items	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Devin Montero, City Clerk
Ordinance:	SECOND READING		
Attachments:	1	Presented By:	Dennis Secara, Charter Commission Chair
Item:	Second Reading of an Ordinance to Consider the Recommendation of the Brooklyn Park Charter Commission to amend Charter Chapter 4, Section 4.03 of the Home Rule City Charter		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2024-_____ AMENDING CHARTER CHAPTER 4, SECTION 4.03, OF THE HOME RULE CITY CHARTER.

A unanimous vote is required by the council on this second reading of the ordinance.

Overview:

At the July 31, 2023 Council Work Session, the Mayor, and Council Members held discussions on council vacancies related to how long the seats were vacant, expense of special elections, and amending the city charter. Options discussed were, (1) appointment until the next election; (2) a candidate declared winner at a special primary with over 50% of the votes, if no winner, continue with the special election, and (3) using ranked choice voting for the special election. It was the consensus of the Council to forward the issue to the Charter Commission for a recommendation.

At the September 13, 2023, Charter Commission meeting, the commissioners held discussions on the issue and possible options. They also reviewed what other charter cities did with council vacancies. It was the consensus of the Commissioners to have the City Attorney provide options related to the council vacancies and propose an amendment to Charter Section 4.03.

At the October 11, 2023, Charter Commission meeting, the Commissioners continued their discussions regarding the council vacancies with Kennedy and Graven Attorney Siobhan Tolar, and discussed the City Attorney's email regarding options that would reduce the amount of time that a vacancy occurred in the City Council. The commissioners discussed potential options: (1) appoint first and have a special election without a primary; (2) if a candidate receives 50% or more of the votes at a special primary, the candidate is declared the winner, and a special election is not required; or (3) appoint until the next regular election and eliminate the primary. The commissioners asked the City Attorney to provide amendment language to Section 4.03 based on those options to be discussed at the next meeting.

At the November 8, 2023, meeting, the commissioners continued their discussions with Attorney Tolar and reviewed the City Attorney's email regarding proposed Charter amendment options. The commissioners decided against appointments for vacancies over 365 days and to hold special elections at the earliest allowed date following the vacancy declaration. The Commissioners asked the attorneys to draft amendment language reflecting two circumstances: (1) a "winner-take-all" primary for a vacancy where 3 or more candidates ran for office, and (2) maintain the existing special election process if only two candidates ran for office.

At the December 13, 2023, meeting, Attorney Tolar presented amendment language to Section 4.03 for review and discussion by the commissioners. After lengthy discussions, the commissioners edited the proposed amendment language relating to eligible voters.

The Commissioners voted on a motion and passed (5 to 1) to recommend to the City Council for approval, the attached ordinance amending Chapter 4, Section 4.03 of the City Charter.

The public hearing and first reading of the ordinance was held on February 12, 2024.

Primary Issues/Alternatives to Consider:

The following is a routine timetable:

January 8	Council set the public hearing
January 18	Public Hearing Notice and text of proposed ordinance is published
February 12	Public hearing and First Reading of Ordinance Held
February 26	Second Reading of Ordinance Held
March 7	Ordinance Published in Newspaper
June 5	Ordinance becomes effective (90 days after passage and publication)

Budgetary/Fiscal Issues: N/A

Attachments:

7.1A ORDINANCE

ORDINANCE #2024-

AN ORDINANCE AMENDING CHARTER CHAPTER 4, SECTION 4.03 OF THE
HOME RULE CITY CHARTER

~~Text with strikeouts is proposed for deletion.~~
Text with underline is proposed for insertion.

The City of Brooklyn Park does ordain:

Section 1. Chapter 4, Section 4.03 of the City Charter is amended to read as follows:

SECTION 4.03 PRIMARY MUNICIPAL ELECTIONS

The Council shall, whenever there are more than two candidates filing for any city-wide office or for resident Council member of any district, provide through ordinance or resolution for a primary election to be held city wide or in any particular district, and such primary election shall be held on a date not less than 25 days prior to the special or general election. At least 15 days' notice shall be given by the Clerk of the time and places of holding such election, and of the officers to be elected, by posting a notice thereof in at least one public place in each district where the election is held, and by publishing a notice thereof on the city website and at least once in the official newspaper of the city. Uncontrollable circumstances causing failure to give such notice shall not invalidate such election. This section does not apply to any special election held in 2022 to fill the vacancy in the office of council member for the East District.

If a primary election is required in connection with a special municipal election needed to fill a vacancy in the office of Council member or Mayor pursuant to Section 2.06, a candidate who receives more than 50% of the votes cast at the primary election shall be declared the winner. If no candidate receives more than 50% of the votes cast at the primary election, the two candidates receiving the most votes shall advance to a special municipal election pursuant to Section 2.06 and the applicable provisions of Minnesota election law.

City of Brooklyn Park
CHARTER COMMISSION Attachments

Agenda Item No.:	5.1B	Meeting Date:	March 13, 2024
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

5.1B DRAFT-FEBRUARY 26, 2024 COUNCIL MEETING MINUTES

REGULAR BROOKLYN PARK CITY COUNCIL MEETING

Monday, February 26, 2024
6:14 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

CALL TO ORDER - Mayor Hollies Winston

PRESENT Mayor Hollies Winston; Council Members Boyd Morson, Xp Lee, Christian Eriksen, and Nicole Klonowski; City Manager Jay Stroebel; City Attorney Jim Thomson; Community Development Director Kim Berggren; Finance Director LaTonia Green; Operations and Maintenance Director Dan Ruiz; Recreation and Parks Director Brad Tullberg; Police Chief Mark Bruley and City Clerk Devin Montero.

ABSENT: None.

REMOTE ATTENDANCE: Council Members Maria Tran and Tony McGarvey.

Mayor Winston read a statement relating to Council Members Tran and McGarvey attending the meeting remotely.

Mayor Winston opened the meeting with the Pledge of Allegiance.

2A RESPONSE TO PRIOR PUBLIC COMMENT

2B PUBLIC COMMENT

1. Howard Dotson
2. Collette Guyott Hempel
3. Cindy Hill

3A. MOTION KLONOWSKI, SECOND TRAN TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK WITH TABELING ITEM 10.1 INDEFINETELY.

Mayor Winston called for a roll call vote.

3A THE MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES-TRAN, KLONOWSKI, MORSON, MCGARVEY, WINSTON: NO-LEE, ERIKSEN.

3B PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS.

3B.1 Interview Applicants for Commissions.

Mayor Winston and Council Members interview applicants to fill current and upcoming openings on commissions.

3B.2 Recreation and Parks Advisory Commission 2023 Year-in-Review and 2024 Workplan.

Dwain Erickson, RPAC Chair, briefed the council on the RPAC's 2023 Year in Review and 2024 Work Plan.

3B.2 MOTION KLONOWSKI, SECOND LEE TO ACCEPT THE RECREATION AND PARKS

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ADVISORY COMMISSION 2024 WORKPLAN.

Mayor Winston called for a roll call vote.

3B.2 THE VOTE ON THE MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES-KLONOWSKI, LEE, ERIKSEN, MCGARVEY, TRAN, WINSTON; NO-NONE; ABSTAINED-MORSON.

4.0 MOTION LEE, SECOND ERIKSEN TO APPROVE THE FOLLOWING ADMINISTRATIVE CONSENT ITEM:

4.1 TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2024-1299 AUTHORIZING THE CONVEYANCE OF CITY OWNED REAL PROPERTY TO THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY.

4.2 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-29 APPROVING A SITE PLAN REVIEW FOR THE CONSTRUCTION OF AN ADDITION TO AN EXISTING RESTAURANT AT 7749 ZANE AVENUE.

4.3 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-30 APPROVING A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A CAR WASH ON A PROPERTY ZONED PCDD.

4.3 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-31 APPROVING A CONDITIONAL USE PERMIT FOR A CAR WASH AT 5909 96TH LANE NORTH.

4.4 TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE CHURCH OF ST VINCENT DE PAUL FOR THEIR AUCTION FOR EDUCATION TO BE HELD APRIL 20, 2024, AT 9100 93RD AVENUE NORTH.

4.5 TO FULLY RELEASE THE OLD REPUBLIC SURETY COMPANY BOND #7314181 (\$929,100.00), TO FULLY RELEASE THE PERFORMANCE BOND (\$48,900.00), TO PARTIALLY RELEASE THE DEVELOPERS' ESCROW (\$38,012.99) FOR A NEW TOTAL OF (\$25,000.00) FOR SUBSTANTIAL COMPLETION OF THE "169 LOGISTICS CENTER" PROJECT #22-111.

4.6 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-32 TO ACCEPT BIDS AND AWARD THE CONTRACT FOR THE 2024 BITUMINOUS OVERLAY PROJECT TO C.S. McCROSSAN CONSTRUCTION INC.

4.7 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-33 ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$996,240.10 TO NORTHWEST ASPHALT OF SHAKOPEE, MINNESOTA FOR 2024 MUNICIPAL STATE AID (MSA) WEST RIVER ROAD AND 73RD AVENUE MILL AND OVERLAY, CIP 4002-24.

4.8 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-34, ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$3,251,870.76 TO R.L.

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LARSON EXCAVATING, INC. OF SAINT CLOUD, MINNESOTA FOR 2024 STREET RECONSTRUCTION PROJECT, CIP 4003-24.

4.9 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-35 TO ACCEPT BIDS AND AWARD CONTRACT FOR THE SANITARY SEWER TELEVISIONING AND CLEANING TO PIPE SERVICES CORPORATION.

4.10 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-36 APPROVING THE BID AWARD FOR THE 2024 VEHICLE HOIST REPLACEMENT AT CENTRAL GARAGE, BAY #2 TO ZAHL MAINTENANCE COMPANY IN THE AMOUNT OF \$81,722.00.

4.11 TO WAIVE THE READING AND ADOPT RESOLUTION #2024-37 TO ACCEPT CHANGES TO THE PROCUREMENT PURCHASING MANUAL.

Mayor Winston called for a roll call vote.

4.0 THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES-LEE, ERIKSEN, MORSON, MCGARVEY, TRAN, KLONOWSKI, WINSTON; NO-NONE.

5. PUBLIC HEARINGS-None.

6. LAND USE ACTIONS-None.

7. GENERAL ACTION ITEMS

7.1 Second Reading of an Ordinance to Consider the Recommendation of the Brooklyn Park Charter Commission to amend Charter Chapter 4, Section 4.03 of the Home Rule City Charter.

Charter Commission Vice Chair Barbara Bor briefed the council on the Ordinance to amend Charter Chapter 4, Section 4.03 of the Home Rule City Charter.

Council Member Klonowski stated the Council asked the Charter Commission help the Council solve a problem they saw which was undo expense and long periods of time where there were vacancies on council. She stated, currently as it stood with the Charter, if it was a year or under, the council was able to appoint someone to serve. She stated the council asked for if it was two years and under for that same ability. She stated the amendment as it stood, instead of having the ability for the council to pull someone off a Commission to serve in an empty spot, it would instead take whoever had more than 50% at the Primary election who was declared the winner. She stated she didn't know if that was exactly the spirit of what the Council had asked for. She stated when she read the amendment, saw there was work put into it, understood the arguments for it, but didn't know it fit with the spirit of what the council was asking for.

Vice Chair Bor stated the commission vote was 5 to 1 when it was brought back to the council. She stated the commissioners were opposed to appointments and a lot of discussions around the whole democratic process. She stated it was a high value they needed to represent the city and that's how it evolved to still being a special election and not an appointment. She stated like RCV, which had been raised as a question, they ended up following a solution of if it

BROOKLYN PARK COUNCIL MEETING; FEBRUARY 26, 2024...Page 4

was 50 percent plus resulted in that person automatically becoming the representative to the council or mayor and was immediate. She stated the commissioners consulted with legal, Administration and looked at other cities on what they did and what the commissioners came up with as the amendment.

City Attorney Thomson stated the amendment might not of gone as far as some council members would want. It did take a step and if the council still felt they would like the Charter Commission to consider the amendment further, the council could do that.

Council Member Lee stated he accepted the commissions conclusion on appointees if the commission felt it was not necessary and not part of the democratic process. He stated he understood it and if most of council wanted the commission to take another look at it that is on the council to vote for it. He stated he also remembered the idea of having 50% plus candidate of the primary declared the winner as part of the original conversations and good with it. He stated that the council at least had that to move forward to help alleviate some of the costs and some of the process and was a good proposal.

Council Member Morson asked the council members what was missing and what they thought was more needed in the language to solidify their confidence in the effort.

Council Member Klonowski stated her argument was that she didn't think it had enough of what the council was asking for. She stated it did follow logic of ranked choice voting that was to suggest they would all believe ranked choice voting was the right way to go. She stated many of the council members went through primary elections and someone might have had 50% or higher and were not the ones sitting in those chairs right now. She stated it was not a perfect solution and when she sat through the long conversations about it, there was great debate and arguments on both sides but didn't feel it hit the spirit of what the council was looking to do. She stated their request was to consider an appointment from the council voting on someone filling a spot under two years. She stated, her opinion, it was not close to that as she had hoped for.

Mayor Winston agreed with Council Member Klonowski, when they had under two years, they wanted a full council and want each district to have full representation. He stated sometimes when there was a primary, that pushes it back, additionally, just the cost of it, and many times had low turnout and was very difficult to get the word out around them and might not be as representative as they thought. He stated he would look for a solution that was closer to allowing the council to have a full council as much as possible because the work needed to be spread out and was unfair to the districts. He stated things happened but unfair when they went for long periods of time without full representation and needed to have both voices. He stated his general instinct would be someone appointed under two years and everyone having a vote, still representative portion of did represent the will of the people. He stated it was an operation thing and the council wanted to have all hands on deck. He stated many of the council members recall when they did not have a full council and are happy when they had a full council.

Council Member Eriksen stated he saw the merits on either approaches, on the democracy question and the full council question and definitely remembered the conversation they had. He stated he imagined a middle path assuming when they had to have a unanimous vote tonight, if the middle path was an appointment until the special election could be held. He gave an example when Council Member Pha, now Senator Pha left office, there was an 8 month gap. During the 8 month gap before they were able to seat Council Member McGarvey and during

BROOKLYN PARK COUNCIL MEETING; FEBRUARY 26, 2024...Page 5

that 8 month gap the West District was under represented. He asked they could have a place holder appointment until such time an election could occurred.

Mayor Winston stated he liked that approach and made sense to him, full representation and the democratic principle was still respected. He asked the city attorney if the council wanted to approach it from asking the Charter Commission to take that compromised approach into account, what would be his suggestions in terms of a motion.

City Attorney Thomson stated they could do both. They could adopt the amendment before council and give further direction to the commission to look at it or the council could send it back without passing the amendment. He stated he did know the option of an appointment during a time of a vacancy until a special election occurred was an option and was discussed by the charter commission. He stated it was not the one they picked, and the amendment tonight was the one they picked. He stated it was not a full solution and didn't think to the issue the council presented. He stated the amendment went someway to speed up the process when there was vacancies because the problem that happened when Council Member Pha left, they had two elections, a primary and special and could only do them on certain days of the year because it changed. He stated it was up to the council, whether to take the small step and give further direction or ask the Charter Commission to look at it again without adopting the amendment.

Mayor Winston stated he was not comfortable as it is written and would ask the commission to take it back and make it approach the compromise that Council Member Eriksen put forth.

Council Member Lee thought it was awkward to send it back to have the commissioners rewrite what the council wanted. He stated that if everyone was onboard tonight with the compromise, to an appointee until the special election, asked if they could make it a friendly amendment to the motion and vote on it.

City Attorney Thomson stated the council couldn't do that. He stated there were only certain ways to amend the Charter, and tonight was by unanimous consent, but it had to come from a recommendation from the Charter Commission. He stated there were other ways. The the city council could initiate the charter amendment, but they couldn't do it amending the amendment before them by unanimous vote because that was not a process that was allowed.

MOTION WINSTON, SECOND TRAN TO TABLE IT AND HAVE THE CHARTER COMMISISON CREATE AN APPORACH THAT APPOINTS IF IT IS UNDER TWO YEARS THAT THE CHARTER COMMISION HAS THE CITY COUNCIL VOTE TO APPOINT SOMEONE UNTIL THE SPECIAL ELECTION OCCURS AND CREATE THE REMAINDER OF LANGAUGE FROM THERE.

At 8.00 Council Member Tran departed the meeting.

Mayor Winston called for a roll call vote.

7.1 THE VOTE ON THE MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES- ERIKSEN, MORSON, MCGARVEY, KLONOWSKI, LEE, WINSTON; NO-NONE.

7.2 Request by Councilmember Morson to Travel to and Attend the National League of Cities Congressional City Conference from March 10-14, 2024.

BROOKLYN PARK COUNCIL MEETING; FEBRUARY 26, 2024...Page 6

City Manager Stroebel briefed the Council regarding Council Member Morson's request to Travel to and Attend the National League of Cities Congressional City Conference from March 10-14, 2024.

Council Member Klonowski asked if a council member was attending the event.

City Manager Stroebel stated Council Member Tran and the council previously approved that conference.

Council Member Klonowski asked if the council typically sent two council members for that event.

City Manager Stroebel stated he was trying to recall if council member were sent to same conference. He stated in the past there had been a staff member and council member attending a conference.

7.2 MOTION KLONOWSKI, SECOND ERIKSEN TO TABLE ITEM 7.2 INDEFINITELY.

Mayor Winston called for a roll call vote.

7.2 THE MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES-MCGARVEY, KLONOWSKI, LEE, ERIKSEN; NO-MORSON; ABSTAINED-WINSTON.

8. DISCUSSION ITEMS

8.1 Discuss Implementation of Youth Group Violence Intervention

Police Chief Mark Bruley briefed the council on the Implementation of Youth Group Violence Intervention.

9A COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

9B CITY MANAGER REPORTS AND ANNOUNCEMENTS

10. WORK SESSION – Recess to Room A203

At 9:09 p.m. Mayor Winston called for a recess and stated the work session items would be held in Room A203.

At 9:22 p.m. Mayor Winston reconvened the meeting.

10.2 Discussion on Banking and Trust/Custody Request for Proposal (RFP).

LaTonia Green, Finance Director, briefed the council on the Banking and Trust/Custody Request for Proposal.

ADJOURNMENT - With consensus of the Council, Mayor Winston adjourned the meeting at 9:36 p.m.

HOLLIES WINSTON, MAYOR

DEVIN MONTERO, CITY CLERK

DRAFT

City of Brooklyn Park
CHARTER COMMISSION Attachments

Agenda Item No.:	5.1C	Meeting Date:	March 13, 2024
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

5.1C MAYOR/CITY COUNCIL MEMBER APPLICATION AND APPOINTMENT POLICY



MAYOR/CITY COUNCIL MEMBER APPLICATION AND APPOINTMENT POLICY

A. Purpose:

The purpose of this policy is to establish application and appointment procedures to appoint a Mayor or Council Member to fill a Council vacancy declared by the Council and there is less than 365 days remaining on the term as the result of the following:

1. The failure of any person elected to qualify on or before the date of the second regular meeting of the new Council.
2. Death.
3. Resignation.
4. Failure to perform any of the duties of Council Member for a continuous period of ninety (90) days.
5. Conviction of a felony.
6. A judgment of incompetence by a court of competent jurisdiction.
7. Member removed by recall.
8. Council Member is elected Mayor or Mayor is elected to a Council seat.
9. Member no longer resides in the City of Brooklyn Park or, in the case of a Council Member, the district the member represents. If the process of redistricting changes a Council Member's district, that Council Member shall continue to represent the district until the member's term expires.
10. Council Member forfeits office in accordance with Section 14.04 (B) or any reason specified by law.

B. Procedure:

If any of the foregoing is determined to have happened, the Council shall, by resolution at the next regular or special Council meeting declare a vacancy on the Council to exist. Declaration date of vacancy shall be the date of the Council meeting at which the resolution is adopted. Vacancies must be publicly declared by resolution, posted at City Hall, and with notification to be given by any other practical means.

If less than 365 days remain in the term, the Council may appoint an eligible person to fill the office for the balance of the unexpired term using the procedure. The candidate receiving a majority of votes of all members of the Council must be appointed to fill the vacancy. If no candidate receives a majority of votes, additional votes may be taken. If the Council fails to make an appointment within 45 days after the declaration, or if the Council votes three times on the appointment and fails to fill the vacancy, the Mayor must, within 60 days after declaration appoint an eligible person to fill the vacancy.

C. Public Notices

Upon declaration of the vacancy the city clerk will post notices in the local newspaper, city website, social media and at City Hall. (Example attached)

D. Application Process

Applications will be available online at www.brooklynpark.org and at Brooklyn Park City Hall, City Manager's Office, 5200 85th Avenue North, between 8:00 a.m. and 4:30 p.m. Contact the City Clerk at 763-493-8180 for further information. Applications are due no later than 4:30 p.m. on the date specified by the Council. Applications can be returned City Hall by mail, in person, or by email to bpcityclerk@brooklynpark.org.

E. Selection of Finalists

The City Council will review all applications. If there is only one applicant, the recruitment period shall be extended provided that the deadline established in Section 2.06 of the City Charter for making an appointment is not jeopardized. After reviewing all candidate applications, the City Council will announce the finalists and the process for the interviews at a regular or special meeting.

F. Finalist Interviews

The City Council will interview finalists at a regular or special meeting to be held in the Council Chambers at City Hall.

G. Selection

Voting on the selection of a Council Member or Mayor will be scheduled at a regular or special meeting. (See attached selection Instructions.) The selected candidate will be sworn in at a regular or special meeting.

MAYOR/CITY COUNCIL SELECTION INSTRUCTIONS

The City Council will receive applications for Mayor or Council Member until the determined deadline. If there is only one applicant, the recruitment period shall be extended provided that the deadline established in Section 2.06 of the City Charter for making an appointment is not jeopardized.

Council Member Vacancy

1. The City Council will review the applications and select at least two applicants for interviews.
2. The selected applicants will be interviewed by the City Council at a regular or special meeting.
3. After the interviews are completed, at the next Council meeting, a motion to appoint a Council Member shall be made as follows: "Motion to appoint _____ to serve the balance of the unexpired term of [DISTRICT] Council Member [NAME]."
4. If the motion fails, the Council has two more votes to appoint an applicant.
5. If a Council Member applicant is not appointed by the Council within 45 days, the Mayor must within 60 days of the declaration make the appointment from the applicants selected by the Council.
6. At a regular or special meeting the Mayor will state "I Mayor [NAME] appoint _____ to serve the balance of the unexpired term of [DISTRICT] Council Member [NAME]."
7. The applicant appointed will take their Oath of Office as soon as possible to begin their term on the City Council.

Mayor Vacancy

1. The City Council will review the applications and select at least two applicants for interviews.
2. The selected applicants will be interviewed by the City Council and Mayor Pro Tem at a regular or special meeting.
3. After the interviews are completed, at the next Council meeting, a motion to appoint a Mayor shall be made as follows: "Motion to appoint _____ to serve the balance of the unexpired term of Mayor [NAME]."
4. If the motion fails, the Council has two more votes to appoint an applicant.
5. If a Mayor applicant is not appointed by the Council within 45 days, the Mayor Pro Tem must within 60 days of the declaration make the appointment from the applicants selected by the Council.
6. At a regular or special meeting the Mayor Pro Tem will state: "I Mayor Pro Tem [NAME] appoint _____ to serve the balance of the unexpired term of Mayor [NAME]."
7. The applicant appointed will take their Oath of Office as soon as possible to begin their term on the City Council.

(Notice Example)

NOTICE OF COUNCIL VACANCY

NOTICE IS HEREBY GIVEN that the City of Brooklyn Park is accepting applications from Brooklyn Park residents interested in an appointment to fill the remaining term of a Mayor/Council seat. The term expires on [DATE].

The Council may appoint any individual who is eligible for election to the office of City Council. To be eligible, a person must be a U.S. citizen, a resident of the City and at least 21 years old.

Application forms are available at City Hall, 5200 85th Avenue North, Brooklyn Park, MN 55443, or by contacting the City Clerk at 763-493-8180, or via e-mail at bpcityclerk@brooklynpark.org.

Applications are due by 4:30 p.m. on [DATE]. Applications will be reviewed and interviews conducted with the City Council prior to the Council making an appointment to fill the position.

Devin Montero, City Clerk

To be published in the Sun Post on [DATE]

Other Suggested Postings:

- *Brooklyn Park City Hall*
- *Cable Access Channel*
- *City of Brooklyn Park website*
- *Twitter*
- *Facebook*
- *Minority Newspapers*

(Example Letter)

TO: Mayor/Council Member Applicants

RE: City Council Appointment

Thank you for your interest in being appointed to the Brooklyn Park City Council.

The position involves three regular Council meetings each month which are held on the first, second and fourth Mondays at 7:00 p.m. in the City Hall Council Chambers and an Economic Development Authority meeting which is held on the third Monday of each month at 7:00 p.m. at City Hall.

Special meetings may be called as the need arises. The Mayor/Council Member will be appointed to serve on other boards, committees, or task forces.

Enclosed is an application and questionnaire to be completed and returned to City Hall. The forms returned will be given to the Council for their review. The Council will then interview all interested applicants prior to their [DATE], City Council Meeting beginning at 7:00 p.m. in the City Hall Council Chambers.

If you have any further questions, please feel free to contact City Hall. The application and questionnaire should be returned to City Hall no later than [DATE], at 4:30 p.m.

Sincerely,

Jay Stroebel
City Manager

APPOINTMENT SCHEDULE:

[DATE], [TIME]	Deadline for Applications
[DATE], [TIME]	Council Reviews Applications and selects Finalist
[DATE], [TIME]	Council conducts interviews at a regular or special meeting
[DATE], [TIME]	Council makes the appointment to fill the remaining term at a regular or special meeting

(Example Application)

**CITY OF BROOKLYN PARK
5200 85TH AVENUE NORTH
BROOKLYN PARK, MN 55443**

APPLICATION FOR POSITION OF MAYOR/COUNCIL MEMBER

The City prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership, or activity in a local commission, disability, or age in all aspects of our personnel policies, practices, and operations.

The position involves three regular meetings each month, held on the first, second and fourth Mondays at 7:00 p.m. at City Hall, and an Economic Development Authority meeting on the third Monday of each month at 7:00 p.m. at City Hall. Special meetings are called as needed. A Council Member will be appointed to serve on other boards, committees, and task forces.

NAME: _____

HOME ADDRESS: _____ City _____ State _____

Email: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

(Example Questions)

1. How long have you lived in Brooklyn Park?
2. What is your current occupation and where do you work?
3. Being part of the City Council requires attendance at nighttime meetings and functions. Does your work schedule allow you to attend those occasional meetings?
4. Briefly describe your involvement in the Brooklyn Park Community including the organizations to which you currently belong as well as organizations in which you've been active in the past.
5. What aspects of your current or past occupation(s) will help you as a Mayor/Council Member?
6. Have you ever participated as a citizen on any advisory committee? Explain your experience.
7. What do you think are the major issues currently facing the City?
8. Why does the appointment to this elective office interest you? Why should the City Council appoint you to this vacancy?

Qualifications for Office:

- I will be 21 years of age.
- I will have been a resident of the City of Brooklyn Park for 30 days prior to [Date/Month].
- I have not been convicted of a felony, or if convicted, I have had my civil rights restored.

I have read and understand the above qualifications of office and they are true. I also attest that the answers on this application are true and correct.

Signed: _____ Date: _____

City of Brooklyn Park
CHARTER COMMISSION Attachments

Agenda Item No.:	5.1D	Meeting Date:	March 13, 2024
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

5.1D CITY CHARTER CHAPTER 2

CHAPTER 2

FORM OF GOVERNMENT

SECTION 2.01 FORM OF GOVERNMENT (Amended by Ordinance #2009-1098 Effect. 7/30/09)

The form of government established by this Charter is the Council-Manager plan. The Council shall exercise the legislative and executive power of the city and determine all matters of policy. The Council shall have complete control and be responsible for city administration, but shall exercise this control exclusively through the City Manager and the Council shall not attempt to perform any administrative work.

SECTION 2.02 BOARDS AND COMMISSIONS (Amended by Ordinance #2009-1098 Effect. 7/30/09)

The Council shall itself be and perform the duties and exercise the powers of all local boards and commissions. The Council may, however, establish by ordinance, boards or commissions to advise the Council with respect to any municipal function or activity, or to investigate any subject of interest to the city. The Council shall determine by ordinance, the size, terms of office, and vacancy procedures of each board and commission. Members of such boards and commissions shall be appointed by the Council and shall: 1) select their own officers, 2) establish their own procedural rules, 3) conduct as many meetings as necessary.

No more than one of the appointees shall hold any other office or position in the city government. However, the Council may appoint a city officer or employee to a board or commission to serve as a non-voting staff consultant or advisor. In no case shall a city officer or employee be chair of a board or commission.

SECTION 2.03 MAYOR AND COUNCIL MEMBERS: QUALIFICATIONS AND TERMS

(Amended by Ordinance #1975-208A Effect. 11/23/75; #1986-537A Effect. 11/28/86; #2009-1098 Effect. 7/30/09)

The Council shall be composed of a Mayor and six Council Members who shall be qualified voters, and shall hold no other elected office, nor any non-elective paid municipal office or employment for the city, and who shall qualify as provided in this Charter.

The Mayor and Council Members must reside within the boundary limits of the city. The Council Members must reside within the boundary limits of the district that they are elected to represent.

The Mayor shall be elected at-large. Each of the district Council Members shall be elected by the qualified voters of the district in which they reside. There shall be two Council Members elected from each district.

The Council Members shall be elected for a term of four years and shall serve until their successors are elected and qualified. There shall be one Council Member elected from each district each even numbered year. The Mayor shall be elected at-large every four years commencing in 1990.

The transition from two year terms for Council Members to four year terms shall be as follows:

Council Members who are elected at the regular election in 1986 shall have a term of two years and those three Council Member positions shall be on the ballot in November of 1988 for a term of four

years, and the new four term terms shall commence in January of 1989.

Council Members who are elected at the regular election in 1987 shall have a term of three years and those three Council Member positions shall be on the ballot in November of 1990 for a term of four years, and the new four year terms shall commence in January of 1991.

The transition from a three year term for the Mayor to a four year term shall be as follows:

The Mayor elected at the regular election to be held in November, 1987, shall serve a three year term; the Mayor elected at the regular election to be held in November, 1990, shall serve a four year term commencing in January of 1991. The Mayor's term from that date forward shall be for four years.

SECTION 2.04 DISTRICTS AND REDISTRICTING PROCEDURES (Amended by Ordinance #1971-33A Effect. 2/17/72; #1981-357A Effect. 7/2/81; #1982-388A Effect. 8/20/82; #1986-538A Effect. 12/1/86; #1992-691 Effect. 7/7/92; #1994-757 Effect. 9/5/94; #2000-941 Effect. 3/6/01; #2002-968 Effect. 9/10/02; #2003-993 Effect. 7/3/03; #2009-1098 Effect. 7/30/09; #2019-1244 Effect. 11/20/19.

The city shall be divided into three representative districts whereby population within the boundaries of each district shall be as near equal as practical in keeping with the one-person, one-vote concept.

The district boundaries of the city shall be evaluated biennially by the Charter Commission.

The City Manager shall issue a City Population Report by the first day of March of each odd-numbered year, to commence in 1973, that shall contain the current estimates of population per district, based on any and all of the following sources: (1) The United States Census, (2) Any special census, (3) Building permit records, and/or (4) Any other information available that will provide the most current population estimate per district.

If the Charter Commission determines that the population within each district is not as equal as practicable in keeping with the one person, one vote concept, as evidenced by the Biennial City Manager's Population Report, the Charter Commission shall provide a Redistricting Report to the City Council.

The Charter Commission shall submit this report to the Council within 45 days after the receipt of the Manager's City Population Report. This Redistricting Report, upon its release to the Council, shall be published in two consecutive issues of the official newspaper of the city and on the city's website. The Council shall consider the report of the Charter Commission and within 45 days of its receipt enact a redistricting ordinance which shall take effect 30 days after publication. If the Council does not enact by ordinance a plan for redistricting within the specified time, no further remuneration shall be paid to the Mayor or Council until the districts of the city are duly redetermined as required by this Charter.

The City Manager shall report to the Charter Commission recommended or required changes in district or precinct boundaries as a result of the U. S. Census or any court or legislative ordered redistricting or apportioning which affects districts or precinct boundaries. The Charter Commission and the City Council shall then proceed to redistrict pursuant to the afore described provisions of this section of the Charter and of any applicable State statutes.

No redistricting shall occur at any time by the City Council unless and until the Charter Commission

has the opportunity to provide a redistricting report to the City Council in accordance with this Section.

SECTION 2.05 INCOMPATIBLE OFFICES (Amended by Ordinance #2005-1037 Effect. 8/31/05)

No member of the Council shall be appointed City Manager, nor shall any member hold any non-elective paid municipal office or employment under the city except as otherwise permitted by state law; and until one year after the expiration of his/her term as Mayor or Council Member, no former member shall be appointed to any non-elective paid appointive office or employment under the city.

SECTION 2.06 COUNCIL VACANCIES (Amended by Ordinance #1972-124A Effect. 12/20/72; #1998-883 Effect. 9/3/98; #2003-995 Effect. 7/3/03; #2009-1098 Effect. 7/30/09; #2014-1167 Effect. 07/2/14); #2017-1213 Effect. 08/04/17.

A vacancy in the City Council or office of Mayor shall be declared when any of the following occur:

1. The failure of any person elected to qualify on or before the date of the second regular meeting of the new Council.
2. Death.
3. Resignation.
4. Failure to perform any of the duties of Council Member for a continuous period of ninety (90) days.
5. Conviction of a felony.
6. A judgment of incompetence by a court of competent jurisdiction.
7. Member removed by recall.
8. Council Member is elected Mayor or Mayor is elected to a Council seat.
9. Member no longer resides in the City of Brooklyn Park or, in the case of a Council Member, the district the member represents. If the process of redistricting changes a Council Member's district, that Council Member shall continue to represent the district until the member's term expires.
10. Council Member forfeits office in accordance with Section 14.04 (B) or any reason specified by law.

If any of the foregoing is determined to have happened, the Council shall, by resolution at the next regular or special Council meeting declare a vacancy on the Council to exist. Declaration date of vacancy shall be the date of the Council meeting at which the resolution is adopted. Vacancies must be publicly declared by resolution, posted at City Hall, and with notification to be given by any other practical means.

The Council shall adopt an application and appointment procedure, make the procedure available to the public, and periodically review the procedure. This procedure must be codified in the code of ordinances.

If less than 365 days remain in the term, the Council may appoint an eligible person to fill the office for the balance of the unexpired term using the procedure. The candidate receiving a majority of votes of all members of the Council must be appointed to fill the vacancy. If no candidate receives a majority of votes, additional votes may be taken. If the Council fails to make an appointment within 45 days after the declaration, or if the Council votes three times on the appointment and fails to fill the vacancy, the Mayor must, within 60 days after declaration

appoint an eligible person to fill the vacancy;

If 365 days or more remain in the term, the Council must within 45 days of the declaration date order a special municipal election to fill the vacancy for the balance of the unexpired term. The Council shall set times for candidates to file for such office, however, filings may close no sooner than 7 days after the election is ordered. If a special primary election is required by Section 4.03 of this Charter, the special election must be held no more than 120 days after the election is ordered. If a special primary election is not required, the special election must be held no more than 75 days after the election is ordered. Except as provided in this section of the City Charter, all of the provisions of the Minnesota election law are applicable to the election as far as practicable.

SECTION 2.07 THE MAYOR (Amended by Ordinance #1972-125A Effect. 12/20/72; #2009-1098 Effect. 7/30/09)

The Mayor shall be the presiding officer of the Council. The Council shall choose from its members a Mayor Pro-Tem who shall hold office at the will of the Council and shall serve as Mayor in case of the Mayor's disability or absence from the city, or in case of a vacancy in the office of Mayor until a qualified successor has been elected or appointed. The Mayor shall have a vote as a member of the Council. The Mayor shall exercise all powers and perform all duties conferred and imposed upon him/her by this Charter, the ordinances of the city, and the laws of the State. The Mayor shall be recognized as the official head of the city for all ceremonial purposes, by the courts for purpose of serving civil process and by the Governor for purposes of martial law.

SECTION 2.08 SALARIES (Amended by Ordinance #2009-1098 Effect. 7/30/09)

The Mayor and members of the Council shall receive such compensation for their services as may be prescribed by ordinance enacted by a simple majority vote of all the members of this Council. The City Manager and all subordinate officers and employees of the city shall receive such salaries or wages as may be fixed by the Council.

SECTION 2.09 INVESTIGATIONS AND AUDITS (Amended by Ordinance #1999-907 Effect 01/20/2000; #2009-1098 Effect. 7/30/09)

The Council shall have power to make investigations into the city's affairs, subpoena witnesses, administer oaths and compel the production of books, papers and other documentary evidence including electronic format. The Council shall provide for an audit of the city's accounts at least once a year by the Minnesota State Auditor or by a certified public accountant. The Council may at any time provide for an examination or audit of the accounts of any office or department of the city government and it may cause to be made any survey or research study of any subject of municipal concern.

SECTION 2.10 INTERFERENCE WITH ADMINISTRATION (Amended by Ordinance #2009-1098 Effect. 7/30/09)

Except for the purpose of inquiry in Section 2.09, the Council and its members shall deal with and control the administrative services solely through the City Manager, and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Manager, either publicly or privately.

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.1A	Meeting Date:	March 13, 2024
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

6.1A EMAIL, RE: CHARTER COMMISSION STEERING COMMITTEE VOLUNTEER

6.1A EMAIL, RE: CHARTER COMMISSION STEERING COMMITTEE VOLUNTEER

From: [Devin Montero](#)
To: [Adam Hunt](#); [Amy Hanson](#); [Barbara Bor](#); [Beatrice Achieng](#); [David Williams](#); [Dennis Secara](#); [Devin](#); [Gregory Szach](#); [Jay Stroebel](#); [Jim Thomson](#); [LeDawn Severin](#); [Nichole Klonowski](#); [Scott Simmons](#); [Sunday Alibi](#); [Susan Mabera](#)
Subject: Charter Commission Steering Committee Volunteer
Date: Wednesday, February 7, 2024 2:16:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
Importance: High

Commissioners,

Chair Secara asked that I send this email to you, seeking a volunteer from the Charter Commission for this Steering Committee. Below is information about the Steering Committee. Please send me an email if you are interested in serving on this Committee so that I can forward it to staff working on this task. If we have more than one name, it will be discussed at the March 13 Charter Commission meeting as the CLIC meeting will be on March 14. Please send your response to me to avoid any open meeting law violations. Our February meeting was cancelled due to lack of agenda items. Thanks.

You may be aware that we are in the beginning stages of the process to update the organizational strategic plan, *Brooklyn Park 2025*. We anticipate finalizing updated community goals by the end of this calendar year. The City Council endorsed a steering committee concept during their most recent meeting to help guide the process. The plan for the steering committee is to have two Council Members, the Mayor, and 4-8 staff representatives, in addition to representatives from each City commission. **The Council has asked each commission to identify during their February meetings one volunteer to represent their colleagues on the steering committee.** The Council has also asked CLIC to identify a sub-committee of its commissioners to help lead this work as members of the steering committee. We anticipate the steering committee will meet during a portion of 4-5 CLIC meetings (which are once a month on the 2nd Thursday evenings) through November. Please share the name and email address of the commission representative with me once you have it

Background given to the Council at the January 22, 2024 Council Meeting:

Beginning in 2016, community engagement began to inform the development of the City of Brooklyn Park's strategic plan, *Brooklyn Park 2025*, and the City Council formally adopted this plan in 2017. The City's strategic plan/community plan sets the direction for the entire organization. Annual department work plans are used to ensure department work is aligned with *Brooklyn Park 2025* goals.

As 2025 approaches, now is the time to update the City's strategic plan. The update process will include providing an assessment to the community regarding the extent to which the goals identified in *Brooklyn Park 2025* have been achieved. A broad timeline

6.1A EMAIL, RE: CHARTER COMMISSION STEERING COMMITTEE VOLUNTEER

contains robust community engagement in the spring and early summer, analysis of engagement themes and drafting of the new plan language in late summer and early fall, followed by City Council and community feedback of proposed language in the late fall. Adoption of the next community plan is proposed to take place by the end of the calendar year 2024.

Staff are recommending a steering committee structure to guide the development of the City's next strategic plan. A consultant will also be engaged to assist the steering committee with community engagement design and analysis of engagement themes. Proposed membership of the steering committee is identified below.

The proposed steering committee will guide the engagement process and help draft new goal language during five regularly scheduled Community Long-range Improvement Commission (CLIC) meetings throughout the spring and summer. Significant changes from the proposed committee structure may extend the overall project timeline.

NOTE: The next CLIC meeting is Thursday, March 14, 2024. Room A203 at 6pm. The Charter Commission Representative is required to attend this meeting.

Brooklyn Park 
Unique. United. Undiscovered.

   www.brooklynpark.org

Devin Montano, CMC
City Clerk

W. 763-493-8180 C. 763-439-1883

"Proudly Serving You and the Community"