

Brooklyn Park Charter Commission Meeting Minutes
Wednesday, January 8, 2025, 7:00 p.m.
City Hall Room A203

1. Call to Order/Roll Call

Present: Commissioners Sunday Alabi, Barbara Bor, Shamara Freeman, Amy Hanson, Adam Hunt, Peggy Larkin, Dennis Secara, LaDawn Severin, Gregory Szach.

Absent: Commissioners Susan Mabera, Scott Simmons (excused) and Council Liaison Nichole Klonowski.

Staff Liaison Present: Jennifer Gooden, Deputy City Clerk

2. Public Comment – None.

3. Additions/Approval of the Agenda of January 8, 2025

Motion Chair Secara, Second Commissioner Larkin to approve the agenda as submitted. The motion passed unanimously.

3.1 Approval of December 11, 2024 Meeting Minutes

Chair Secara stated the December 11, 2024, minutes would be provided at the February meeting for approval.

4. Old Business – None.

5. New Business

5.1 Treasurer's Report

Secretary/Treasurer Hanson reported no expenses were accrued for the Charter Commission for calendar year 2024. The report was accepted unanimously by the Commission as submitted.

6. New Business

6.1 Election of Officers

Chair Secara stated the Chair, First Vice Chair, Second Vice Chair, and Secretary Treasurer positions to be filled. He stated it was the tradition the First Vice Chair to move up to be Chair, Second Vice Chair to move up to be First Vice Chair.

Chair Secara stated the positions served two-year terms. He asked for nominations for Secretary Treasurer. Hearing none, he asked if Commissioner Hanson would like to continue for a second term.

Commissioner Hanson stated she would fulfill the second year of her term.

Chair Secara asked for oppositions, hearing none, the nomination passed unanimously. Commissioner Hanson was selected as Secretary/Treasurer.

Chair Secara stated the Second Vice Chair position was the next position to be filled.

Commissioner Bor stated she was concerned with the spotty attendance of Commissioner Mabera.

Chair Secara asked for nominations. Commissioner Szach stated he would volunteer for the position.

Chair Secara asked for oppositions, hearing none. The nomination passed unanimously. Commissioner Szach was selected as Second Vice Chair.

Commissioner Bor stated she would not like to move to Chair of the Charter Commission and would like to complete the two-year term as First Vice Chair.

Chair Secara asked for oppositions, hearing none. The nomination passed unanimously. Commissioner Bor was selected as First Vice Chair.

Chair Secara reported he had fulfilled two terms as Chair. There were no nominations for Chair.

Commissioner Hunt inquired what changes needed to be made in the Charter to allow members to serve longer than the two-year term. He inquired how long the process would take.

Chair Secara stated the By-laws would need to reflect that change and they could be ratified at tonight's meeting.

6.1 Motion Commissioner Hanson, Second Commissioner Alabi to table the Charter Commissioner Chair position until the ratification of the by-laws. The motion passed unanimously.

Commissioner Hunt stated the officers should be allowed to serve more than two terms.

Commissioner Alabi stated he would approve extending two-year terms to three-year terms.

Chair Secara stated there were no limits on the number of terms a commissioner could serve, only the offices in which they could serve.

Commissioner Hanson suggested after serving a two-year term and if there was no others interested in running for the position, the officer should have the option to serve an additional term.

Commissioner Alabi stated if an officer expressed an interest in taking an officer position, they should have the opportunity to challenge the current officer.

6.1 Motion Commissioner Hanson, second Commissioner Alabi to amend the By-laws, Section #11 Officers, Terms, Duties to read "Officers may not be elected to serve more than two full consecutive officer terms unless there are no other nominees." The motion passed unanimously.

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| 11. Officers, Terms, Duties: The officers of the Commission shall be the chair, two vice-chairs and a secretary/treasurer. A recording secretary may be hired by the City of Brooklyn Park to take the minutes of all meetings. Officers terms are two years. Officers may not be elected to serve more than two full <u>consecutive</u> officer terms <i>unless there are no other nominees</i> . Officers shall be elected by a majority of the Commission at the regularly scheduled meeting on the second Wednesday of January of each odd numbered year, provided that a quorum of the Commission is present. |
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Chair Secara asked for nominations for the Chair position.

6.1 Motion Commissioner Hanson, Second Commissioner Alabi to nominate Commissioner Secara as Chair of the Charter Commission serving a third term. The motion passed unanimously.

6.2 Review of By-Laws

Chair Secara presented the Charter Commission By-laws and asked if there were any questions.

Commissioner Larkin inquired for clarification of the definition of the unexcused absence regarding four unexcused absences.

Commissioner Hunt inquired as to what qualified as an unexcused absence.

Commissioner Bor stated it had been discussed previously and if there was no notification prior to the meeting to the Chair, it was an unexcused absence.

Commissioner Hunt suggested the wording be changed to four scheduled meetings in a 12-month rolling calendar for unexcused absences.

Commissioner Alabi inquired as to when the attendance record would start.

Commissioner Hunt suggested it start at tonight's meeting.

7b. Unexcused Absences. When any member has failed to attend four ~~consecutive~~ scheduled meetings of the Commission without excuse in a rolling 12 month period, the Commission shall determine whether said member is still performing the duties of his/her office satisfactorily. However, the Commission shall give strong consideration to said member's failure to attend four ~~consecutive~~ scheduled meetings of the Commission. If at any time the Commission determines that the Commissioner has failed to attend four ~~consecutive~~ scheduled meetings of the Commission without excuse, the Chief Judge shall be notified of the Commissioner's failure to perform the duties. The District Court may thereupon make its order of removal and the Chief Judge shall fill the vacancy.

6.2 Motion Commissioner Hunt, Second Hanson to amend By-laws Section 7b. Unexcused Absences. "When any member has failed to attend four scheduled meetings of the Commission without excuse in a rolling 12 month period, the commission shall determine whether said member is still performing the duties of his/her office satisfactorily." The motion passed unanimously.

Commissioner Larkin inquired if the new amendment could be applied to Council Liaison for the Commission.

Chair Secara reported he sent a request to the mayor for a new Council Liaison be assigned to the Charter Commission. He stated he suggested a replacement Council Member be in attendance if the appointed Council Liaison could not attend the meeting.

Deputy City Clerk Gooden reported the correspondence was received and the Mayor did not make appointments to commissions at the last council meeting due to him not able to attend the meeting.

Commissioner Alabi stated the Charter Commission needed a dependable Council Member appointed to the Commission.

Commissioner Larkin reminded the commissioners the Council Members took an oath they swore to uphold the Constitution and the City Charter. She stated a replacement council member should be sent when the assigned council member could not attend.

Commissioner Hanson suggested the Council Liaison send a report of what Council Members were working on or items of interest at the council meetings if they were not able to attend the Charter Commission meetings.

Commissioner Bor stated the Commissioners needed to be more verbal with the mayor regarding attendance of the assigned Council Liaison.

Commissioner Alabi inquired of the quorum requirements by law. He inquired as to what the determining number was for a quorum.

From the By-Laws:

#2. Quorum: No meeting shall be convened, and no official action taken by the Commission if less than a majority of the duly appointed members of the Commission then serving are present.

Chair Secara explained that a quorum of six members was needed if 11 members were appointed to hold a meeting to make decisions or vote on matters. He stated a quorum was 2/3 of its members present.

Commissioner Bor stated there was no set value in the number people present at the meeting. She inquired whether a quorum would be considered two thirds of the members or the majority of the members depending on the number appointed at the time.

Commissioner Hanson stated it was the majority of the appointed members.

6.3 Charter Commission 2025 Meeting Dates

Chair Secara briefed the Commissioners on the 2025 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 Charter Commission Work Plan

Chair Secara briefed the Commissioners on the Work Plan and reminded them of changes that could be brought up at any time to the Work Plan. He reported Section 4.03, Primary Municipal Elections item could still be reviewed and presented to the City Council again. He stated a work session with the City Council might be the best option to present it again and receive feedback from the Council. He stated if there was no interest from the Council in pursuing the changes, then the item would be removed from the Work Plan.

The consensus of the Commission was to leave Section 2.06, Council Vacancies, on the Work Plan as they felt it needed more discussion.

Commissioner Bor requested the date be changed on the Work Plan to reflect 2025.

6.4 Motion Chair Secara, Second Commissioner Alabi, to accept the Work Plan as amended.

The motion passed unanimously.

7. Correspondence/Communications

7.1 Council Liaison Update on Council Actions – None.

Chair Secara reported Commissioner Hunt would be leaving the Commission due to moving out of Brooklyn Park.

Commissioner Hunt reported he appreciated all what the Commission did and would stay tied to the Brooklyn Park community.

Chair Secara reported that Commissioner Simmons would also be leaving the Commission due to moving out of the city.

8. Adjournment

Motion Chair Secara, second by Commissioner Larkin to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

Jennifer Gooden,
Staff Liaison