

Brooklyn Park Charter Commission Meeting Agenda
Wednesday, October 8, 2025, 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. 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 October 8, 2025
4. Approval of Minutes
 - 4.1** JUNE 11, 2025, MEETING
5. Old Business
6. Reports of Officers, Boards, and Standing Committees
7. New Business
 - 7.1 Charter City Petition Requirements
 - 7.1A** EMAIL FROM CITY MANAGER, RE: CHARTER CITY PETITION REQUIREMENTS
 - 7.1B** MINNESOTA RULE 8205.1010 FORM OF PETITIONS
 - 7.1C** PROPOSED PETITION, LMC MODEL FORM
 - 7.1D** PETITIONS WITHIN THE CITY CHARTER
8. Correspondence/Communications
 - 8.1 Council Liaison Update on Council Actions
 - 8.2 Amendments to Sections 2.06 and 4.03
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:	October 8, 2025
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

4.1 JUNE 11, 2025 MEETING MINUTES

Brooklyn Park Charter Commission Meeting Minutes

Wednesday, June 11, 2025

1. Call to Order/Roll Call

Present: Chair Dennis Secara, Commissioners Barbara Bor, Shamara Freeman Amy Hanson, Peggy Larkin, Susan Maberera, LaDawn Severin; Paula Weakly; and Staff Liaison Jennifer Gooden.

Absent: Gregory Szach (excused), Sheldon Williams (excused), Sunday Alabi, Council Liaison Nichole Klonowski and Alt Council Liaison Xiong.

2. Public Comment – None.

3. Additions/Approval of the Agenda of June 11, 2025 – None.

Motion Commissioner Bor, Second Commissioner Larkin to approve the agenda as amended. The motion passed unanimously.

4. Approval of Minutes

4.1 May 14, 2025, MEETING

Chair Secara asked the Commissioners if there were any substantial changes to the minutes.

Commissioner Hanson reported a correction to the motion to increase the Council Member's compensation salary by 3% effective January 2027. The minutes stated that it passed unanimously. She stated that she voted no. Note: The correction was made to the May 14, 2025, minutes.

Motion Chair Secara, Second Commissioner Hanson to approve May 14, 2025, meeting minutes with corrections. The motion passed.

5. Old Business – None.

6. Reports of Officers, Boards, and Standing Committees – None.

7. New Business

7.1 City Manager's Population Report

7.1A MEMO FROM GIS & DATA ANALYSIS COORDINATOR JOHN NERGE RE: 2024 POPOULATION ESTIMATES

Chair Secara reported that the City's charter requires that population estimates by the City Council District be provided to the Charter Commission in odd-numbered years. GIS and Data Analysis Coordinator Nerge provided the Commission with a population estimate for 2024 to be 86,266. He reported that the 2020 Census population estimate was 84,266.

Chair Secara reported that the Central District of Brooklyn Park continues to develop and grow, and the East and West District are shrinking somewhat. He stated that there will be new development occurring with the Bio Tech district and development of new homes.

7.1B DISTRICT POPULATION ESTIMATES AND DISTRICT DEVIATION

PERCENTAGES

Chair Secara reported that state law requires that the three districts be balanced with equal population numbers. He stated that the City Charter allows for the five percent deviation for the Brooklyn Park City Council Districts. He reported that the Charter states that if there is a greater than five percent deviation, redistricting would be required. He reported that the District population deviations are all under five percent.

7.1C CITY CHARTER SECTION 2.04, DISTRICTS AND REDISTRICTINGS PROCEDURES

Chair Secara stated that the City Charter Section 2.04, explains Districts and redistricting procedures.

7.1D 2024 COUNCIL DISTRICTS, PRECINCTS AND POLLING PLACES MAP

Chair Secara provided the Commission with the current Council Districts, Precincts and polling places for 2024.

Commissioner Bor stated that with the last redistricting that was completed, caused a shift to city council member representation. She stated that the Charter allows a Council Member to complete their term in the current district that they are representing should there be a change.

Chair Secara reported that with the 2022 redistricting, the Commission tried to respect the political boundaries and school districts. He stated that the outcome was equitable.

Chair Secara asked the Commission if they felt new redistricting was necessary at this time. He stated that if any changes were made, they would be effective for the 2026 election year.

Commissioner Larkin stated that she did not think redistricting was needed at this time.

The Commission was unanimous on the decision not to proceed with any redistricting based on the estimated population number provided to them.

Commissioner Bor inquired if a motion was needed and if not, it should be noted on the work plan as completed.

Chair Secara stated that he would see that it marked completed. He stated that the City Manager report will be in 2027, and Census population report will be available in 2030. He stated that at time, adjustments to the Central district might be necessary depending on the five percent deviation. He stated that the East District possibly change which could be minor impacting only one voting precinct.

7.1E EMAIL FROM GIS & DATA ANALYSIS COORDINATOR JOHN NERGE, RE: MET COUNCIL POPULATION ESTIMATES

Chair Secara provided data from Metropolitan Council on the population estimated based on their methods for tracking housing units and household data.

8. Correspondence/Communications

8.1 Council Liaison Update – None.

8.2 Public Hearing and First Reading Amendments to Sections 2.06 and 4.03

Chair Secara stated that the amendments were not able to be presented to the Council for a second reading as there were not enough Council Members present at the City Council meeting on Monday, June 9, 2025. He reported that the amendment items will be placed on June 23, 2025, City Council agenda.

9. Adjournment

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

The meeting adjourned at 7:28 p.m.

Respectfully submitted,

Jennifer Gooden
Staff Liaison

City of Brooklyn Park
CHARTER COMMISSION Attachments

Agenda Item No.:	7.1A	Meeting Date:	October 8, 2025
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

7.1A EMAIL FROM CITY MANAGER, RE: CHARTER CITY PETITION REQUIREMENTS

From: [Jay Stroebel](#)
To: [Devin Montero](#)
Cc: jthomson@Kennedy-Graven.com; [Katrina Doshier](#)
Subject: FW: Charter City Petition Requirements
Date: Tuesday, August 26, 2025 1:48:46 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Devin,

See below. Can you please share with Chair Secara and the Charter Commission. Thank you.

Jay

Jay Stroebel

City Manager

763-493-8002 Office

Jay.stroebel@brooklynpark.org

Brooklyn Park 
Unique. Unifed. Undiscovered.

   www.brooklynpark.org

5200 85th Avenue N, Brooklyn Park, MN 55443

From: Rosene, Josephine <JRosene@lmc.org>

Sent: Tuesday, August 26, 2025 11:35 AM

Subject: Charter City Petition Requirements

Good afternoon,

The League is reaching out to charter cities across the state to bring to attention an important compliance issue regarding requirements for petitions submitted by city residents. Under [Minnesota Rule 8205.1010](#), all petitions for elections in the state must include a space for signatories to provide their year of birth. Petitions must include each signatory's year of birth to confirm that each individual who signs the petition is in fact a qualified voter in the city.

Upon review, it appears that your city's current charter provisions and/or model petition forms may not include this required field. To ensure alignment with state regulations, the League recommends that charter cities notify their charter commissions of this requirement so they can consider any necessary updates to charter language and/or

petition forms.

The League recently developed a Proposed Petition model form that charter cities can use to guide any required updates to their charter provisions and/or model petition forms. You can find the model form, along with the recently updated Handbook for Minnesota Cities Chapter 4: The Home Rule Charter City, on the League's website using this link: [Handbook for Minnesota Cities Chapter 4: The Home Rule Charter City - League of Minnesota Cities](#).

If you have any questions, please feel free to reach out to the League's Research Department by email at research@lmc.org or by phone at (651) 281-1200.

Thank you for your attention to this matter and for your continued commitment to maintaining transparent and compliant election procedures.

Best,

Josie Rosene (she/her) | Staff Attorney

Phone: (651) 281-1205

jrosene@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

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This response is intended to convey general information and should not be taken as legal advice or as a substitute for competent legal guidance. Consult your city attorney for advice regarding specific situations.

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	7.1B	Meeting Date:	October 8, 2025
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

7.1B MINNESOTA RULE 8205.1010 FORM OF PETITIONS

8205.1010 FORM OF PETITIONS.

Subpart 1. **Applicability.** This part applies to any petition required for any election in this state, including nominating petitions, recall petitions, and proposed recall petitions.

Subp. 2. **General form requirements.** Petitions must be prepared in accordance with items A to I.

A. A petition must be prepared on paper no larger than 8-1/2 inches wide and 14 inches long. The signer's oath and the signature lines must be on the same side of the paper.

B. The language on the petition must be printed in no smaller than 10-point type.

C. Each petition page must have a short title describing the purpose of the petition.

D. Each petition page must have a statement summarizing the purpose of the petition.

E. If the purpose of the petition is to put a question on the ballot, each petition page may have a statement of 75 words or less summarizing the ballot question.

F. Each petition page must have a signer's oath in no smaller than 12-point bold type. If the form of the signer's oath is not specified by statute, the following oath must be used: "I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will."

G. Each petition page must include the following statement immediately above the signature lines: "All information must be filled in by person(s) signing the petition unless disability prevents the person(s) from doing so."

H. Each petition page must have no more than ten signature lines. The signature lines must be consecutively numbered. Each signature line must have space for the date of signature; a signature; and each signatory's year of birth; printed first, middle, and last name; and residence address, municipality, and county.

I. Each petition page must include the following statement: "All information on this petition is subject to public inspection."

Statutory Authority: *MS s 204B.071; 211C.03; 211C.04; 211C.06*

History: *25 SR 616; 34 SR 1561*

Published Electronically: *May 26, 2010*

City of Brooklyn Park
CHARTER COMMISSION Attachments

Agenda Item No.:	7.1C	Meeting Date:	October 8, 2025
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

7.1C PROPOSED PETITION, LMC MODEL FORM

Proposed Petition, LMC Model Form

League staff thoughtfully develop models for a city's consideration. This model is based on the Office of the Minnesota Secretary of State's 'Proposed State Officer Recall Petition' model form and 'Proposed County Official Removal Petition' model form. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the [Handbook for Minnesota Cities Chapter 4: The Home Rule Charter City](#) and in the [City Special Elections Information Memo](#).



This icon marks places where the city must customize the model. The icon offers additional provisions, optional language, or comments for your consideration. The icon and language directly following the icon should be deleted from this model before use.

PROPOSED _____ PETITION



In the blank, insert the name of the type of petition that is sought to be brought forward (i.e., initiative, referendum, recall, ballot question). For recall petitions, the words "PROPOSED RECALL PETITION" must be printed at the top of each page of the petition.

We, the undersigned registered voters, request:



In the blank, insert a statement summarizing the purpose of the petition. If the purpose of the petition is to put a question on the ballot, each petition page may have a statement of 75 words or less summarizing the ballot question. For recall petitions, include the grounds upon which the elected city official is sought to be removed, including a concise, accurate, and complete synopsis of the specific facts that are alleged to warrant the removal on those grounds. Note that grounds for recall are generally limited to malfeasance or nonfeasance of duties.

SIGNER'S OATH

"I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will."



Each petition page must have a signer's oath in no smaller than 12-point bold type. The above signer's oath should be used if the form of the signer's oath is not otherwise specified in state statute. For recall petitions, insert the following signer's oath in place of the signer's oath above: "I solemnly swear (or affirm) that I am an eligible voter residing in the city where the city officer serves; I know the purpose and content of the petition; and I signed the petition only once and of my own free will."

A REMOVAL ELECTION, IF CONDUCTED, WILL BE CONDUCTED AT PUBLIC EXPENSE




For recall petitions, the above statement must be included. For all other petitions, the above statement may be omitted.

ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION





Each petition page must include the above statement.

*******ALL INFORMATION MUST BE FILLED IN BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO*******

 *Each petition page must include the above statement immediately above the signature lines.*

	DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH	SIGNATURE	RESIDENCE ADDRESS (number and street not a P.O. Box)	CITY	COUNTY
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

 *In the blanks, petitioners will insert the date; their first, middle, and last names; their year of birth; their signature; their residence address; their city; and their county. Each petition page must have no more than ten signature lines, which must be consecutively numbered.*

 *A petition must be prepared on paper no larger than 8-1/2 inches wide and 14 inches long. The signer's oath and the signature lines must be on the same side of the paper. The language on the petition must be printed in no smaller than 10-point type.*

City of Brooklyn Park
CHARTER COMMISSION Attachments

Agenda Item No.:	7.1D	Meeting Date:	October 8, 2025
Prepared by:	Devin Montero	Presented By:	Dennis Secara, Chair

Attachments:

7.1D PETITIONS WITHIN THE CITY CHARTER

PETITIONS WITHIN THE CITY CHARTER

CHAPTER 4 – NOMINATIONS AND ELECTIONS

SECTION 4.07 NOMINATION PETITIONS (Amended by Ordinance #2000-941 Effect. 3/6/01; #2007-1073 Effect. 10/30/07; #2011-1129 Effect. 1/6/12; #2019-1244 Effect. 11/20/19)

Petitions for the nomination of candidates for elective office shall be in writing, signed by the petitioning voters, with the street and number, if there by such, of their respective residences. Each petition may consist of one or more pages, and the signatures need not all be on the same page. The nomination petition shall contain only one signature on each designated line and no more than 10 signatures on each side of the page. Each page of the nomination petition shall be in the following form provided by the City Clerk’s office. Nomination Petitions and Candidate Packets are only available at the City Manager’s Office.

NOMINATION PETITION

We, the undersigned registered voters in the City of Brooklyn Park, hereby nominate _____, whose residence is _____ in the City of Brooklyn Park, for the office of _____, to be voted for at the regular municipal election to be held on _____, 20____; and we individually certify that we are qualified registered voters and that we have not signed more nomination petitions of candidates for this office than there are persons to be elected thereto.

Name (Legal Signature)	Print Name	Address	Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

_____, being duly sworn, deposes and says that he/she circulated the foregoing petition containing no more than 10 signatures, and that the signatures appended thereto were made in his/her presence and are the signatures of the persons whose names they purport to be and that such persons signed the petition of their own free will.

(Circulator)

Subscribed and sworn to before me this _____ day of ____ 20__

Notary Public

This petition, if found insufficient, shall be returned to _____
at _____.

There must also be filed in the office of the City Clerk by the end of the filing period a written statement signed by the person nominated in a nomination petition, indicating his/her willingness to accept the office for which he/she is nominated, which statement should be in substantially the following form:

I hereby indicate my willingness to accept the office of _____ DISTRICT COUNCIL MEMBER if elected.

(Signature of Candidate) (Date)

Page ____ of ____

CHAPTER 5 – RECALL OF ELECTIVE OFFICERS

SECTION 5.02 PETITION (Amended by Ordinance #2006-1066 Effect. 3/7/07)

Registered voters equal in number to twenty-five (25) percent of the total number of registered voters in the city in case of the Mayor and twenty-five (25) percent of the total number of registered voters in a district in case of a Council member may file with the City Clerk their petition asking for the removal of any elective officer, and for the election of a successor to such officer. Such petition shall be in writing, and signed by said voters, with the street and number, if there be such, of their respective residence. It may consist of one or more petition pages, and such signatures need not all be on the same petition page. The petition shall contain a specific statement in not more than two hundred (200) words of the grounds upon which removal is sought, which shall be alike in all such petition pages. Said petition shall be accompanied by the affidavit of one of the signers of each of the petition pages constituting the same to the effect that the statements made in the petition page on which his/her name appears are true to the best of his/her knowledge and belief, and that each and every signature is the genuine signature of the person it purports to be, and was signed by such person; provided, however, that no such petition shall be made and filed against any officer until he/she has actually held his/her office for at least three months.

CHAPTER 6 – INITIATIVE AND REFERENDUM

SECTION 6.04 FORM OF PETITION AND SIGNATURE PAPERS (Amended by an Election held 11-7-00; Ordinance #2007-1073 Effect. 10/30/07; #2019-1244 Effect. 11/20/19)

The petition for the adoption of any ordinance shall consist of the ordinance, together with all the signature papers and affidavits attached. Such petition shall not be complete unless signed by a number of registered voters in the City of Brooklyn Park equal to at least 15 percent, of the total number of votes cast in the City of Brooklyn Park at the last Gubernatorial election. All the signatures need not be on one signature paper, but the circulator of every signature paper shall make an affidavit that each signature appended to the paper is the genuine signature of the person whose name it purports to be. Each signature paper shall be in substantially the following form: Sample Forms must be available at the City Manager’s Office.

INITIATIVE PETITION

Proposing an ordinance to _____ (stating the purpose of the ordinance), a certified copy of which is attached. The following committee of registered voters _____ sponsors this proposed ordinance:

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

The undersigned registered voters, understanding the terms and nature of the ordinance attached, petition the Council for its adoption, or, in lieu thereof, for its submission to the voters for their approval.

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

(The affidavit of the person circulating the petition must be attached at the end of the list of signatures.)

SECTION 6.12 FORM OF PETITION AND SIGNATURE PAPERS (Amended by an Election held 11-7-00; Ordinance #2007-1073 Effect. 10/30/07; #2019-1244 Effect. 11/20/19)

The petition for the repeal of any ordinance shall consist of the ordinance, together with all the signature papers and affidavits attached. Such petition shall not be complete unless signed by a number of registered voters in the City equal to at least 15 percent of the total number of votes cast in the City at the last Gubernatorial election. All the signatures need not be on one signature paper, but the circulator of every signature paper shall make an affidavit that each signature appended to the paper is the genuine signature of the person whose name it purports to be. Each signature paper shall be in substantially the following form: Sample Forms must be available at the City Manager’s Office.

REFERENDUM PETITION

Proposing the repeal of an ordinance to _____ (stating the purpose of the ordinance) a certified copy of which is attached. The following committee of registered voters sponsors this proposed repeal:

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

The undersigned qualified registered voters, understanding the nature of the ordinance attached and believing it to be detrimental to the welfare of the City, petition the Council for its submission to a vote of the voters for their approval or disapproval.

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

(The affidavit of the person circulating the petition must be attached at the end of the list of signatures.)