

Brooklyn Park Charter Commission Meeting Agenda
Wednesday, January 14, 2026, 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 January 14, 2026
4. Approval of Minutes
 - 4.1** DECEMBER 10, 2025, REGULAR MEETING MINUTES
5. Old Business
 - 5.1 Second Reading of an Ordinance to Consider the Recommendation of the Brooklyn Park Charter Commission to Amend Chapter 4, Section 4.07 And Chapter 6, Sections 6.04 and 6.12 of the Home Rule City Charter
6. New Business
 - 6.1 2025 Treasurer's Annual Report
 - 6.1A** 2025 TREASURER'S ANNUAL REPORT
 - 6.2 Work Plan for 2026
 - 6.2A** CHARTER COMMISSION WORK PLAN
 - 6.3 Review of By-Laws
 - 6.3A** CHARTER COMMISSION BY-LAWS
 - 6.4 Review Meeting Schedule
 - 6.4A** CHARTER COMMISSION 2026 MEETING SCHEDULE
 - 6.5 Review of 2025 Draft Annual Report
 - 6.5A** CHARTER COMMISSION 2025 ANNUAL REPORT (*Draft*)
 - 6.6 Charter Amendment List
 - 6.6A** CHARTER AMENDMENT LIST 2026 (*Draft*)
7. Reports of Officers, Boards, and Standing Committees
 - 7.1 Council Liaison 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:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

4.1 DECEMBER 10, 2025, MEETING MINUTES

**Brooklyn Park Charter Commission Meeting Minutes
Wednesday, December 10, 2025**

1. Call to Order/Roll Call

Present: Chair Amy Hanson, Commissioners Sunday Alabi, Peggy Larkin, LaDawn Severin, Paula Weakly, Sheldon Willaims, Alternate Council Liaison Amanda Xiong, and Staff Liaison Devin Montero

Absent: Commissioners Barbara Bor, Susan Maberera (excused), Dennis Secara(excused), Gregory Szach (excused), Shamara Freeman (excused)

2. Public Comment – None.

3. Additions/Approval of the Agenda of December 10, 2025

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

4. Approval of Minutes

4.1 NOVEMBER 12, 2025, MEETING

Chair Hanson asked the Commissioners if there were any substantial changes to the minutes. Commissioner Larkin had a sentence correction:

“He stated due to a shift change at his employment; he would take a leave from the Charter Commission and step down as Chair.”

Motion Chair Hanson, Second Commissioner Larkin to approve November 12, 2025, meeting minutes as amended. The motion carried unanimously.

5. Old Business

5.1 Public Hearing Set to Consider Amendments to Chapter 4, Section 4.07 and Chapter 6, Sections 6.04 and 6.12 of the Home Rule City Charter

Chair Hanson stated the public hearing would be held on January 5, 2026, and previously past Chair Secara prepared a speech for her and would use it for the January Council meeting.

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

7. New Business

7.1 Nomination Petition Requirements Follow Up.

Staff Liaison Montero stated at a past Charter Commission meeting, Commissioner Larkin brought up the question on the nomination petition that had “residence” at the top of the petition and if it was needed.

“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...”

He stated he sent that question to the city attorney's staff and Attorney Tierney responded with an email saying that it could be removed from the petition. He stated the reason for the question was because of the assassination of Representative Hortman in June that started things to protect addresses. He stated there was another part of the petition at the bottom that had:

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

He stated if the candidate was the circulator and found the petition to be insufficient, the petition would be returned to the candidate at their address and it could probably be changed too.

Commissioner Severin asked if those documents were publicly posted.

Staff Liaison Montero stated the petitions were not publicly posted and if someone made a data request, he would have to provide the petitions. He stated he didn't have authority to redact the addresses from the petition.

Commissioner Alabi clarified that anyone could ask for the petitions and the petitions would be provided including the address.

Staff Liaison Montero stated he would have to provide the petitions, including the addresses. He stated Hennepin County provided a flyer, "Candidates-Private Residence Address", regarding how to protect their address when filing as a candidate. He stated the candidate would also submit an Affidavit of Candidacy and had to check a box to protect their address. Doing so would require them to fill out another form, "Address of Residence Form". He stated that the Commission would have to decide on amending the nomination petition.

Commissioner Alabi asked if that would give authorization to protect the address or would the Commissioners still need to take action on the nomination petition.

Staff Liaison Montero stated the Affidavit of Candidacy would be sent to Secretary of States office and would not have the candidates residential address on it but would be on the Address of Residence form. He stated they could use a P.O. box or someone else's address.

Chair Hanson stated when she ran for office, she had the Treasurer's address listed. She stated a candidate would have to prove where they lived when they filed.

Commissioner Alabi stated when the candidate put their address on it, it would validate the candidate running for city council was living within the district they represent.

Commissioner Larkin stated that it was by oath.

Staff Liaison Montero stated the address was also on the top of the nomination petition.

Commissioner Larkin stated they were talking about taking that out of the nomination petition.

Staff Liaison Montero stated when a candidate filed, they would use the Affidavit of Candidacy and if they wanted to protect their address, he would still know where the candidate lived, but would require the second form completed.

Commissioner Weakly stated if the nomination petition was being circulated by the candidate, they had a right to know where they lived. She stated she wouldn't sign the petition if she didn't know for sure where they lived. She suggested the nomination petition could be changed to, "*whose residence is in the West District of the City of Brooklyn Park.*" She stated if people had problems or didn't want to sign the petition because of that, the candidate would have to explain to the people what the nomination petition was. She stated that on the other part of the petition, the address would be provided. She stated the Commissioners would have to amend the Charter to make those changes.

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

Commissioner Severin asked if there would be an option to amend the Charter to redact or block out the information if a data request was received. She stated normally no one would see the nomination petitions except the people the candidate was asking to sign the nomination petition.

Commissioner Alabi clarified that if the candidate asked people to sign the petition, they probably knew the candidate and knew where they lived. He stated if someone wanted to get the petitions, they could be given but the addresses would be redacted.

Staff Liaison Montero stated he didn't have the authority to redact the address.

Commissioner Weakly stated they could amend the petition to not have the address of the candidate.

Commissioner Alabi stated they could amend the heading and asked if the city attorney was okay with the change to the petition.

Staff Liaison Montero stated the staff attorney was okay with the heading change as indicated in her email.

Council Liaison Xiong asked if they could find the Affidavit of Candidacy publicly on the Secretary of State's website and would they still have access to the address.

Staff Liaison Montero stated there was a box on the Affidavit of Candidacy, stating "*my residents address is to be classified as private data*" and the address would be protected. He stated the candidate would have to complete a second form to make the address private.

He stated that next year in 2026 he was going to encourage candidates to open a P.O. box, but they would still have to provide their official address on the Affidavit of Candidacy and check the box as wanting their address classified as private data.

Chair Hanson asked how often the nomination petitions were requested through a data request.

Staff Liaison Montero stated it was less than five times while he has been the City Clerk.

Commissioner Larkin asked if the candidates were made aware if someone made a data request for the petitions.

Staff Liaison Montero stated he would notify the candidates and currently there were two 2026 candidates that started submitting their campaign financial reports and understood those were public documents. He stated one had a P.O. box and the other had the Treasurer's address and not the candidate's address.

Commissioner Larkin stated there were two competing things, the elected officials who were assassinated, an attempted assassination and had a situation where someone gave a false address in a special election. She stated she saw two things. She saw the public's need to know because how would someone make a challenge to an address and what would happen. She asked if she called and said she believed a candidate didn't live in the West District, what would happen.

Staff Liaison Montero stated he would start investigating to make sure their address was in the district and would go to Hennepin County and check on the property address.

Commissioner Larkin asked if the address was not in the district, what would be done.

Staff Liaison Montero stated he would notify the candidate and let them know they were in the wrong district. He stated when the candidate was filing, he would make sure the address was in the district they were representing.

Commissioner Weakly asked what if it was a rental situation and couldn't tell that from Hennepin County records. She asked if the city clerk would ask for a copy of the lease as it would be the only way to prove they lived in the district.

Staff Liaison Montero stated the candidate was affirming they lived in the district they were representing and qualified as a candidate. He stated it was also based on the signatures the candidate got from the registered voters in that district and he looked up every address.

Commissioner Williams asked about a candidate who moved from one address to a new address and how would the city clerk know what the real address was.

Staff Liaison Montero stated the candidate had to live at their new address 30 days prior to the election and if they moved, they would have to meet that requirement. He stated he had a call from a potential candidate who wanted to run as a candidate but did not want to compete with Council Member Klonowski. She had property in the West District and was thinking about moving to the West District. He stated she could run for council in the West District as long as she lived on that property at least 30 days before the election.

Chair Hanson asked if the Commissioners wanted to move on the change and give direction to the staff liaison to see what the form looked like for the January meeting and then make motions for it.

Staff Liaison Montero stated it would require a Charter amendment, with setting the public hearing, first reading and second readings of the ordinance and had to have the form in time for the filing period in May 2026.

Chair Hanson stated that knowing the Affidavit of Candidacy would be on the Secretary of States webpage for everyone to see, the address could be private, the candidate had that option, only had five data requests in all of the years the City Clerk had been doing elections, and given the situation that happened in the city this year, she was okay with leaving the nomination petition as it was. She stated the city clerk would be encouraging candidates to use a P.O. box and took other measures of protection. She thought of it over the past few days and anyone could Google anyone's name and find out the address easily just by using the internet. She stated she didn't know how much they were saving of private information if they were to remove the candidate's address requirement from the nomination petition. She stated she did like the address where the candidate lived, when people were circulating the petition.

Commissioner Alabi stated he knew anyone could Google anyone's address, only had five requests for the petitions and didn't think that made a difference. He stated even one request could lead to someone getting harmed. He thought they should do their part and not make it easy for anyone. He stated if they didn't Google the address, and wanted to use the petitions, they needed to find a way to close that.

Commissioner Larkin stated she heard the City Clerk would notify the candidate. She stated when residents spoke at the council meeting during public comment, they had to give their address, and her opinion was to leave it for now.

She stated if someone ran for council, they wanted them to be safe but also owed it to their constituents to let them see that they are their neighbor. She stated she would have to give her address if she spoke at the council meeting during public comment. She stated when she emailed the council, her email address was public data. She stated if there were data request for the petitions, the city clerk would notify the candidate and would take the appropriate steps needed. She thought the public should not have to give their address if they were considering protecting the candidates. She thought there were measures in place.

Commissioner Alabi stated they should not be handling the candidates filing with their address in light of what happened in the city. He acknowledged a person could use Google or other ways, but the Commission should not be making it easy for someone that might harm someone else.

Commissioner Weakly asked if he had a suggestion.

Commissioner Alabi stated they could give the city clerk the authority or whatever it took to allow him to redact the address. He stated he could still verify if that candidate lived at the address they had filed. He asked about the situation in Roseville where someone challenged the candidate's address.

Commissioner Larkin stated someone challenged a candidate where they lived because they knew where the candidate lived. She stated that was because the public was able to access that information and determine that person did not live there.

Commissioner Alabi stated if he had personal knowledge that his neighbor did not live in the West District, that was personal knowledge. He stated if someone did that, they didn't have to jeopardize everyone. He stated something bad might happen and the Commissioners didn't legislate it but they also had to protect everyone. He stated some people might abuse it and live in the West and run in the East districts.

Commissioner Wheatly stated if anyone had worked for a campaign for a major party, used the VAN, Voter Action Network, they would know their address, know how they voted, and other things. She stated that information was out there anyway, out on Google and everything else, and they couldn't put a stop to it. She stated it seemed to be over-kill to not have it there.

Council Liaison Xiong asked if that was something the Charter had authority over or was it a Secretary of State issue regarding the Affidavit of Candidacy. She asked if they could turn it into an opt-out box instead, where it automatically then turns it to the candidate to fill out the Address of Residence form as a requirement. If the candidate wanted their residency to be public, they would opt-in, instead of opting-in for private data.

Staff Liaison Montero stated it was a state form and would have to go to the state for that recommendation. He stated that on the nomination petition, it also asked for the registered voters addresses too.

Commissioner Williams asked about the candidate's address if it was a statutory mandate that it had to be done when a candidate was applying for the position.

Chair Hanson stated that according to the attorney, it was not required on the nomination petition and there was no state law about it.

Commissioner Larkin stated it was required by the Charter and had the authority to change it in the Charter or not. She stated it only impacted the petitions in the Charter and not the State form.

Commissioner Alabi asked if they knew the reason why it was not required by Secretary of State to have the address there.

Staff Liaison Montero stated it was required on the Affidavit of Candidacy form, however, if they marked the box to have the address classified as private data, the address would be omitted but would be on the Residence of Address form and would not be on the Secretary of States website.

Commissioner Alabi asked if they could request the forms.

Staff Liaison Montero stated if someone requested the forms, it would fall under a different authority, if that form was sent out, the address was going to be redacted because it was private data.

8. Correspondence/Communications

8.1 Council Liaison Update on Council Actions.

Council Member Xiong briefed the Commissioners on the items from Monday's council meeting.

State Legislative Priorities-She stated they went over the council's state legislative priorities and a lot of them had to do with the development and asked for money from the legislature. She stated they didn't see much money for the last couple of years. She stated they had a list of Legislative priorities and some items on the list were: housing, displacement, blue line extension, HOAs and was a diverse list.

Staff Liaison Montero stated one of the items on the list was the absentee voting. He stated the absentee voting was 46 days prior to an election and 18 days of early voting before the election where the ballot box was used. He stated the city's stance was to shorten the 46 days because it cost money and should have the choice of shortening it.

Tax Levies-She stated the council approved the tax levies, including the EDA tax levies and reduced it down to 4.25% when originally, they were trying to aim at 7.5%, but staff were able to lower it down to 4.25%.

Commissioner Larkin asked if she had some highlights on what was cut to get it down from 7% to 4%.

Council Liaison Xiong stated it was the bonding for the fire station that was pushed to next year and a lot of the increases to the budget came down to the employee full-time wages.

She stated Council Member Klonowski was attending a conference and wanted to acknowledge Chair Secara for leading the Charter Commission and contributing to the community. Council Liaison Xiong thanked Chair Hanson for volunteering to be the new Chair.

Chair Hanson stated Commissioner Bor asked about how the process worked regarding the agenda. She stated the Staff Liaison would email her and Commissioner Bor a draft agenda before the final packet went to the Commissioners. She stated Commissioner Bor thought of recognizing Chair Secara for his work on the Commission and knew a lot of times the council would recognize outgoing commissioners at their meeting and didn't know if the council did a proclamation. She asked if the staff liaison could check in January or February to get the recognition before the council.

Staff Liaison Montero stated Chair Secara had not officially resigned and would need his resignation before he would be recognized by the council and getting a plaque.

Chair Hanson stated they would move forward with something when he resigned.

9. Adjournment

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

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Devin Montero
Staff Liaison

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.1A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.1A 2025 TREASURER'S ANNUAL REPORT



Memorandum

Date: January 14, 2026

To: Charter Commission

From: Chair Amy Hanson

Subject: **TREASURER'S ANNUAL REPORT 2025**

No expenses were accrued for the Charter Commission for calendar year 2025.

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.2A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.2A CHARTER COMMISSION WORK PLAN

Work Plan | CHARTER COMMISSION

JANUARY 2026

Time Frame CC Meeting	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
TBD	Review Non-Planning ordinance changes not affecting land use that affect city laws and City Charter	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: From the Governance Task Force Recommendation, Final Report-5/17/2011; Work Plan reviewed and updated 1/11/23; 1/8/24; 1/8/25
TBD	Review what other Charter Commissions are doing (work plans, ordinances, etc.)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: Discussed at December 11, 2019 meeting. Work Plan reviewed and updated 1/11/23; 1/8/24; 1/8/25
TBD	Review of Charter Sections - For Outdated Information	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Notes: Discussed June 8 2022. Work Plan reviewed and updated 1/11/23; 1/8/24; 1/8/25;

1: Inclusive & Engaged Community 2: Safe Community 3: Equitable Outcomes 4: Beautiful Places 5: Thriving Economy 6: Innovative Responsive Gov't

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.3A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.3A CHARTER COMMISSION BY-LAWS

BROOKLYN PARK CHARTER COMMISSION BY-LAWS

1. **Meetings:** Regular meetings of the Charter Commission shall be convened on the second Wednesday of each month at 7:00 p.m. at the City Hall. Special meetings shall be held at the call of the Chair of the Commission. Members of the Commission shall have a minimum of a three-day notice prior to the call of any Charter Commission meeting. The Charter Commission is required to have at least one meeting per (calendar) year.
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.
3. **Conduct of Meetings:** The most recent version of "Robert's Rules of Order" shall govern the proceedings of the Brooklyn Park Charter Commission.
4. **Notice of Meetings:** Regular meetings shall adjourn to a time and place certain. If a regular meeting is not adjourned to a time and place certain, the recording secretary of the Commission shall notify all members of the Commission by mail and or email as to the date and place where the meeting will reconvene and said written notice shall be sent at least three days before said meeting.
5. **Telephone or Email Notice:** A notice reminding Commission members of a regular meeting is for the convenience of the membership only and failure of a member to receive notice shall not be a valid excuse for an absence from the meeting.
6. **Statutory Meetings:** Notwithstanding any provision of these bylaws to the contrary, the Charter Commission shall be convened upon presentation of a petition signed by at least ten percent of the voters of the city as shown by the returns of the last General municipal election. The Charter Commission shall also convene upon an approved resolution by the City Council.
- 7a. **Removal:** Any member of the Commission may be removed at any time from office by written order of the Hennepin District Court, the reason for such removal being stated in the order.
- 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. However, the Commission shall give strong consideration to said member's failure to attend four scheduled meetings of the Commission. If at any time the Commission determines that the Commissioner has failed to attend four 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.

This section shall not be interpreted to imply automatic removal upon meeting a threshold listed above. The Commission shall retain the right to consider any special circumstances a member may wish to present.

- 7c. **Failure to Perform the Duties:** If at any time the Commission determines that a

Commissioner has failed to perform the duties of his/her office, the Chief Judge shall be notified. The District Court shall thereupon make its order of removal, and the Chief Judge shall fill the vacancy.

- 8a. **Reporting Requirements:** The Commission's Chair shall prepare a draft annual report and present it to the Commission at its first meeting in January for approval by the Commission. The Commission's Chair shall submit to the Chief Judge of the Hennepin District Court on or before February 1 of each year an annual report outlining its activities and accomplishments for the preceding year. The Commission Chair shall forward a copy of the report to the Clerk of the City of Brooklyn Park. The secretary/treasurer shall obtain an annual expense report from the City and present it to the Commission at their first meeting in January. The report shall be entered into the minutes.
- 8b. **Legislative Update:** Within 60 days of the conclusion of any legislative session, the Commission shall contact the City Attorney to receive a written update on legislative changes that may have been imposed by the Legislature that affect the City Charter.
9. **Commission Year:** A Commission year will commence January 1 and terminate December 31 of each calendar year.
10. **Members Term:** Terms of Commission members are for four years, with appointments on June 1 of an even numbered year. Terms are staggered with six members being appointed to serve four years and five members being appointed two years later to serve four years.
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 consecutive officer terms unless there are no other nominees. 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. Notice of the convening of the meeting of the election of officers shall be sent to each member of the Commission at least three days prior to said meeting. The officers shall serve until their successors have been duly elected. The Chair shall preside at all Commission meetings and shall be empowered to call a special meeting upon complying with the notice requirements herein before set forth. The vice-chair shall exercise all of the powers of the Chair in the absence or disability of the Chair. The secretary/treasurer shall keep the minutes of all Commission meetings and ensure the same are preserved in the official records maintained and preserved by the Commission. The recording secretary shall also be charged with the responsibility of giving notice of the convening of any special meeting of the Commission.
12. **Officer Vacancy:** If an officer of the Commission shall resign or be unable to perform the duties of his/her office, the Commission shall be empowered to fill said vacancy at a regularly scheduled meeting of the Commission by majority vote of the members present so long as a quorum is present. An officer elected to complete an unexpired term may be subsequently elected to a full two-year term in that office.
13. **Committees:** The Chair shall designate and appoint any committee he/she feels is necessary to conduct the business of the Commission. The membership of the committee shall be made up of members of the Commission only, and the Chair may designate one

of the committee members to serve as Chair. A committee so designated shall report its recommendations to the Charter Commission, which has the power to either accept, reject, or modify said recommendations.

The Commission may appoint a subcommittee and or task force(s) as it deems necessary to facilitate investigations and research for the Commission. These members serve in an advisory capacity only to the Commission. Subcommittees and or task force(s) shall not contain a quorum of the Commission.]

14. **Attendance:** Members of the Commission are expected to faithfully participate in the meetings or other activities of the Commission to which they have been appointed. A Commission member shall notify his/her staff liaison, Commission chair, or designated officer if he/she is unable to attend a Commission meeting.
15. **Order of business.** The order of business shall be as follows:
 - Call to Order/Roll Call
 - Public Comment
 - Additions/Approval of the Agenda
 - Approval of Minutes
 - Old Business
 - Reports of Officers, Boards, and Standing Committees
 - New Business
 - Correspondence/Communications
 - Adjournment
16. **City Charter Amendment Process.** The Charter Commission shall give equal weight and appropriate consideration to all proposed amendments to the City's Charter.
 - 16a. *Proposals originating from either the city council, or residents must come to the Commission through the city clerk.*
 - 16b. *Proposals originating from within the Commission shall be considered received by the city clerk.*
 - 16c. *If Commissioners determine that an issue is not Charter related, the issue shall be returned to its' originator with an explanation of the Commission's decision. Issues that Commissioners determine to be Charter related, may be added to the Commission's work plan.*

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.4A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.4A CHARTER COMMISSION 2026 MEETING SCHEDULE



**CHARTER COMMISSION
2026 REGULAR MEETING SCHEDULE
7:00 P.M.**

The Charter Commission meets on the second Wednesday of each month.
The 2026 schedule is as follows:

January 14	July 8
February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 11
June 10	December 9

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.5A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.5A CHARTER COMMISSION 2025 ANNUAL REPORT (Draft)

BROOKLYN PARK CHARTER COMMISSION

2025 Annual Report

MEETINGS

- The Charter Commission held monthly meetings on **January 8, February 12, April 9, May 14, June 11, October 8, and November 12, December 10**. The meetings of **March 12, July 9, August 13, and September 10**, meetings were canceled.

CHARTER ACTION ITEMS IN 2025

City Charter Section 2.06 and 4.03

April 9, 2025, Charter Commission meeting. Chair Secara and Vice Chair Bor briefed the Commissioners on their presentation to the Council at the April 7 Council Work Session. They briefed on the Commission's work up to last October on Sections 2.06 and 4.03, shortening the council vacancies and reducing costs of special elections. He also briefed on the previous elections and vacancy gaps, options they discussed included appointments and the proposed amendments to Section 2.06 and 4.03. The basis for the amendment to Section 2.06, if the council declared a vacancy and called for a special election on the same day, instead of the 45 days duration, they could have the election on an earlier date. He gave an example-if their proposal of the 50% plus one vote had been in effect on May 9, 2023, (Special Primary), Tony McGarvey had 69% of the vote more than enough to clear the threshold. Mr. McGarvey would have filled in the vacancy that day and not need the special election, saving costs, and not being a delay in any city business.

Chair Secara stated, based on the consensus of the Council, they liked what they saw and put things in clear and concrete terms for them and the Council was willing to give it another try. He also briefed on the uniform dates to hold a special election, as determined by the state. He briefed the Council prior to 2014 there weren't special primaries regardless of the number of candidates according to the Charter and that same year, the Charter was amended to include special primary elections.

A motion was unanimously approved by the Commissioners to resubmit Charter amendments to Section 2.06 and 4.03 as proposed. (*Note: The Second reading of the ordinance amending sections 2.06 and 4.06 failed at the October 28, 2024, Council meeting.*)

May 27, 2025, City Council meeting. Chair Secara presented the Charter's recommendations to Sections 2.06 and 4.03. The public hearing and first reading of the ordinance was held and the first reading of the ordinance passed unanimously.

June 11, 2025, Charter Commission meeting. Chair Secara reported the amendments could not be presented to the Council for a second reading because there were not enough Council Members in attendance at the June 9, 2025, City Council meeting. He stated the second reading of the amendments would be held on June 23, 2025, City Council meeting.

June 23, 2025, Council meeting. Chair Secara presented the Charter Commission's amendment recommendations to Sections 2.06 and 4.03 and the second reading of the ordinance was adopted by the Council.

Population Report

June 11, 2025, Charter Commission meeting. The Commissioners reviewed the population estimates and deviation percentages in the Central, East and West Districts. Discussions were held on the 2020 Census and the 2022 Redistricting process. It was the consensus of the Commissioners not to proceed with any redistricting based on the estimated population and deviation percentages in each district. Chair Secara stated the next City Manager's Population Report would be in 2027 and the Census population report in 2030.

City Charter Petition Requirements Charter Sections 4.07, 5.02, 6.04, and 6.12

October 8, 2025, Charter Commission meeting. Chair Secara stated the city received information from the League of Minnesota Cities (LMC) bringing attention to a potential compliance issue on petitions in the City Charter as the result of a Minnesota Rule. He stated there was the requirement for a column or space for the "date of birth" when signing the petition. He stated the city charter had various petition forms and the LMC provided an example petition to follow. The petitions in the Charter were to Sections 4.07, Nomination Petitions, 6.04, Form of Petition and Signature Papers (Initiative), and 6.12, Form of Petition and Signature Papers (Referendum).

He stated there were additional items to add to the petition according to the Minnesota Rule and would clarify them with the city attorney:

- *Signers 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.*
- *All information must be filled in by person(s) signing the petition unless disability prevents the person(s) from doing so.*
- *All information on this petition is subject to public inspection.*

November 12, 2025, Charter Commission meeting. The Commissioners reviewed examples of the amended petitions of the Charter.

Discussions were held on the nomination petition being available on one page, removing quotation marks from the statements, candidates printing the nomination petition and candidate packets available two weeks prior to the filing period.

A motion was unanimously approved to forward the recommended amendments to the nomination, initiative and referendum petitions to the Council for consideration.

December 10, 2025, Charter Commission meeting. Chair Hanson reported the public hearing and first reading of the ordinance regarding the amendments to the petitions in the Charter would be held on January 5, 2026.

Discussion was held on the language of the Nomination Petition relating to the residency of the candidate on the 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..."

Discussion was held on classifying the candidate's residence address as private per Hennepin County's information, "Candidates – Private Residence Address" as the result of the tragic events that occurred in June, if the nomination petition could be amended to remove the "residence" address to protect the candidates. Per city attorney staff, the nomination petition could be amended to remove the "residence" portion on the Nomination Petition.

Further discussion was held on validating the candidate's address and the district they were representing; if the nomination petitions were posted online or were provided during a data request-the minimal amount of data requests for the nomination petitions and the registered voters provided their addresses on the petitions.

It was the consensus of the Commissioners to leave the nomination petition as is related to the "residence" of the candidate.

CHARTER PROVISIONS AND ISSUES DISCUSSED IN 2025

By - Laws

January 8, 2025, Charter Commission meeting. Commissioners held discussions on their By-Laws, Section 11, Officers, Terms, Duties relating to terms and nominees where an officer could serve more than two full terms if there were no other nominees. A motion was made and approved to amend the By-Laws to read:

"Officers may not be elected to serve more than two full consecutive officer terms unless there are no other nominees."

The Commissioners held discussions on 7B, Unexcused Absences, clarifying the unexcused absence and amending it to read:

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.

Mayor Council Salaries

April 9, 2025, Charter Commission meeting. The Commissioners began discussions of the mayor and council salaries per the city manager's memo regarding council compensation. The Commissioners reviewed the Mayor/Council salary comparisons for 2025 from a list of cities of similar size in the metro area; responsibilities of the Mayor and Council Members and tabled the discussion to the May meeting to get more information from Bloomington, Plymouth and Lakeville.

May 14, 2025, Charter Commission meeting. Some members of the Budget Advisory Commission (BAC) were in attendance for the discussion of the Council salaries. BAC Chair Blake addressed the Charter Commissioners relating to the adjustments, making it sustainable and other parameters they would like to see.

Chair Secara briefed the BAC on what the Charter Commission had previously discussed relating to comparing neighboring communities, strong mayor versus mayor or city manager format, duties and responsibilities of other city councils and salary comparison data.

Other discussions were held on the two-year budget provided by Finance Director Green; the last salary adjustment made in 2024 was 20% for the mayor and no recommendation for the council members; the \$50 supplemental compensation per meeting and the history of paying the supplemental compensation; and suggesting a 5% increase for the Mayor and a 3% increase for the Council Members effective January 2027 and recommending to the Council and updated process relating to the supplemental compensation to approve \$50 in instances where a council member or mayor might request it.

A motion was made to recommend to the city manager a 5% increase for the mayor and 3% for the council members effective 2027.

June 23, 2025, Council Meeting. Vice Chair Bor presented the Charters recommendation on the Mayor and Council salaries.

OTHER

- **February 24 2025**, City Council meeting. Chair Dennis Secara gave the Annual Verbal Charter Commission report.
- **March 28, 2025**, Paula Weakly and Sheldon Williams met all statutory requirements and were appointed as a duly qualified member of the Brooklyn Park Charter Commission by Chief District Court Kerry Meyer.
- **August 4, 2025**. The Charter Commissioners attended the Annual Commission Joint Goal Setting meeting with the City Council.
- **November 12, 2025**, Charter Commission meeting. Chair Secara stepped down as Chair and Commissioner Amy Hanson was elected as the new Chair for the remainder of the term. Commissioner Peggy Larkin was elected as the new Secretary/Treasurer vacated by Commissioner Hanson for the remainder of the term.

Respectfully submitted,

Amy Hanson, Chair
Brooklyn Park Charter Commission

cc: Mayor & Council Members
Jay Stroebel, City Manager
Jim Thomson, City Attorney

Devin Montero, City Clerk
Chief Judge Kerry Meyer
Charter Commission Members

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.6A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.6A CHARTER AMENDMENT LIST 2026 (Draft)

CHARTER AMENDMENT LIST

As of January 2026

ORDINANCE#

EFFECTIVE DATE

CHAPTER 1

1.01	#2009-1098	7/30/2009
1.03	#2009-1098	7/30/2009
1.04	#2014-1167	7/2/2014 (added)

CHAPTER 2

2.01	#2009-1098	7/30/2009
2.02	#2009-1098	7/30/2009
2.03	#1975-208A	11/23/1975
	#1986-537A	11/28/1986
	#2009-1098	7/30/2009
2.04	#1971-33A	2/17/1972
	#1981-357A	7/2/1981
	#1982-388A	8/20/1982
	#1986-538A	12/1/1986
	#1992-691	7/7/1992
	#1994-757	9/5/1994
	#2000-941	3/06/2001
	#2002-968	9/10/2002
	#2003-993	7/3/2003
	#2009-1098	7/30/2009
	#2019-1244	11/20/2019
2.05	#2005-1037	8/31/2005
2.06	#1972-124A	12/20/1972
	#1998-883	9/3/1998
	#2003-995	7/3/2003
	#2009-1098	7/30/2009
	#2014-1167	7/2/2014
	#2017-1213	8/4/2017
	#2025-1314	9/30/2025
2.07	#1972-125A	12/20/1972
	#2009-1098	7/30/2009
2.08	#2009-1098	7/30/2009
2.09	#1999-907	1/20/2000
	#2009-1098	7/30/2009
2.10	#2009-1098	7/30/2009

CHAPTER 3

3.01	#1978-277A	1/20/1979
	#1993-736	1/10/1994

	<u>ORDINANCE#</u>	<u>EFFECTIVE DATE</u>
	#2006-1066	3/7/2007
3.02	#2006-1066	3/7/2007
3.04	#1972-126A	12/20/1972
	#2005-1035	8/10/2005
	#2006-1066	3/7/2007
3.06	#1972-127A	12/20/1972
3.07	#1972-105A	8/16/1972
	#1982-394A	11/5/1982
	#2000-941	3/06/2001
	#2003-1001	11/28/2003
	#2019-1244	11/20/2019
3.11	#2009-1102	10/30/2009
	#2019-1244	11/20/2019

CHAPTER 4

4.01	#2019-1244	11/20/2019
4.02	#1986-537A	11/28/1986
	#2019-1244	11/20/2019
4.03	#2019-1244	11/20/2019
	#2021-1260	6/6/2021
	#2021-1265	1/7/2022
	#2025-1314	9/30/2025
4.04	#2019-1244	11/20/2019
4.06	#1995-782	8/15/1995
	#2000-941	3/06/2001
	#2007-1073	10/30/2007
	#2011-1129	1/6/2012
	#2014-1167	7/2/2014
4.07	#2000-941	3/06/2001
	#2007-1073	10/30/2007
	#2011-1129	1/6/2012
	#2019-1244	11/20/2019
	#2026-XX	4/21/2026
4.08	#2000-941	3/06/2001
4.09	#2000-941	3/06/2001
	#2006-1066	3/7/2007
	#2011-1129	1/6/2012

CHAPTER 5

5.02	#2006-1066	3/7/2007
5.03	#2019-1244	11/20/2019
5.04	#2006-1066	3/7/2007
5.05	#2006-1066	3/7/2007
5.06	#2006-1066	3/7/2007

	<u>ORDINANCE#</u>	<u>EFFECTIVE DATE</u>
5.07	#2019-1244	11/20/2019

CHAPTER 6

6.01	<i>Amended by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.02	<i>Amended by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.03	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
6.04	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
	#2026-XX	4/21/2026
6.05	<i>Amended by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.06	<i>Amended by Election held.....</i>	11-7-2000
6.07	#2019-1244	11/20/2019
6.09	<i>Amended by Election held.....</i>	11-7-2000
6.10	<i>Amended by Election held.....</i>	11-7-2000
6.11	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
6.12	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
	#2026-XX	4/21/2026
6.13	<i>Added by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.14	<i>Added by Election held.....</i>	11-7-2000

CHAPTER 7

7.01	#2019-1244	11/20/2019
7.02	#1971-35A	2/17/1972
	#1980-329A	10/10/1980
	#1986-518A	5/20/1986
	#1989-631A	2/2/1990
	#2000-941	3/06/2001
	#2006-1053	4/26/2006
7.04	#1980-329(A)	10/10/1980
	#2000-941	3/06/2001
	#2005-1035	8/10/2005

	#2006-1053	4/26/2006
	#2006-1066	3/7/2007
7.05	#1975-193(A)	8/28/1975

ORDINANCE#

EFFECTIVE DATE

	<i>*Amended by Election Held</i>	11/8/1994
	<i>Effective: 12/8/1994</i>	
7.06	#1975-193(A)	11/26/1975
	#1999-908	1/20/2000
	#2019-1244	11/20/2019
7.07	#2002-980	12/17/2002 (Added)
	#2005-1037	8/31/2005
	#2023-1298	3/19/2024
7.08.....	#2006-1053	4/26/2006 (Added)

CHAPTER 8

8.04	#1976-217A	5/18/1976
	#1999-893	5/3/1999
	#2002-979	11/19/2002
	#2019-1244	11/20/2019
8.05	#1994-758	9/5/1994
	#1999-909	1/20/2000
8.06	#1999-758	9/5/1994
	#1999-909	1/20/2000
	#2019-1244	11/20/2019
8.07	#1999-909	1/20/2000
	#2008-1094	2/27/2009
8.08	#1999-909	1/20/2000
8.10	#1999-909	1/20/2000
	#2008-1094	2/27/2009
8.11	#1999-909	1/20/2000
	#2008-1094	2/27/2009
8.12	#1994-759	9/5/1994
	#1999-909	1/20/2000
	#2008-1094	2/27/2009
	#2019-1244	11/20/2019
8.13	#1980-329A	10/10/1980
	#2008-1094	2/27/2009
8.15	#1971-36A	2/17/72
8.16	#1999-909	1/20/2000
8.17	#1978-276A	1/20/1979 (Added)
	#2008-1094	2/27/2009

CHAPTER 9

9.01	#1999-910	1/20/2000
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	<u>ORDINANCE#</u>	<u>EFFECTIVE DATE</u>
	#2006-1053	4/26/06
9.02	#1980-329(A)	10/10/1980
	#1999-910	1/20/2000
9.03	#1993-730	12/13/1993
9.04	#1975-178(A)	4/13/1975
	#1986-518(A)	5/20/1986(repealed)
	<i>Added by Election held</i>	11/8/94 <i>Effective: 12/8/1994</i>
9.04.....	#1998-866	5/27/1998
	#2006-1053	4/26/2006
	#2006-1066	3/7/2007
	#2018-1229	7/4/2018
	#2020-1251	7/1/2020

CHAPTER 10

10.02	#2007-1073	10/30/2007
10.03	#1986-539A	11/28/1986
10.04	#1986-539(A)	11/28/1986 (repealed)
10.05	#1976-222A	6/10/1976
	#1986-539(A)	11/28/1986 (repealed)
10.06	#1999-911	1/20/2000
	#2007-1073	10/30/2007

CHAPTER 11

11.01	#1993-731	12/13/1993
	#2020-1251	7/1/2020
11.02	#1993-731	12/13/1993
	#2020-1251	7/1/2020
11.03	#1993-731	12/13/1993 (repealed)
11.04	#1999-731	12/13/1993 (repealed)
11.05	#1993-731	12/13/1993 (repealed)

CHAPTER 12

12.03	#2019-1244	11/20/2019
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CHAPTER 13

13.07	#2019-1244	11/20/2019
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CHAPTER 14

14.01	#2005-1035	8/10/2005
14.01A.....	#2019-1244	11/20/2019
14.02	#2022-1272	5/25/2022
14.03	#2000-941	3/06/2001

#2005-1035

8/10/2005

ORDINANCE#

EFFECTIVE DATE

14.04	#1991-670(A)	5/6/1991 *(repealed 14.04 A-4)
	#2005-1035	8/10/2005
	#2017-1218	11/24/2017
14.05	#1980-329(A)	10/10/1980
	#2002-966	7/3/2002
	#2019-1244	11/20/2019
14.11	#2005-1035	8/10/2005
14.13	#2005-1037	8/31/2005 (Repealed)
14.14	#1997-852	10/2/1997
	#2005-1037	8/31/2005 (Repealed)
14.15	#2005-1035	8/10/2005
14.17	#2005-1035	8/10/2005
14.18	#1990-653A	8/21/1990
14.19	#1998-875	7/22/1998
	#2009-1102	10/30/2009