

**Brooklyn Park Charter Commission Meeting Agenda**  
**Wednesday, February 11, 2026, 7:00 p.m.**  
**City Hall Room A203**

*Si usted necesita esta información en español: 763-424-8000. Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj. If you need this information in another language or alternative format, email [access@brooklynpark.org](mailto:access@brooklynpark.org) or call 763-424-8000.*

1. Call to Order/Roll Call
2. Public Comment
3. Additions/Approval of the Agenda of February 11, 2026
4. Approval of Minutes
  - 4.1** JANUARY 14, 2026, REGULAR MEETING MINUTES
5. Old Business
6. New Business
  - 6.1** Amendment to Chapter 9 – Presentation by CLIC Chair
    - 6.1A** CITY CHARTER CHAPTER 9
    - 6.1B** Community Long-Range Improvement Commission (CLIC) Bylaws
  - 6.2 Parliamentary Workshop
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](mailto:devin.montero@brooklynpark.org)).*

**City of Brooklyn Park**

**CHARTER COMMISSION Attachments**

<b>Agenda Item No.:</b>	<b>4.1</b>	<b>Meeting Date:</b>	February 11, 2026
<b>Prepared by:</b>	Devin Montero	<b>Presented By:</b>	Amy Hanson, Chair

**Attachments:**

4.1 JANUARY 14, 2026, MEETING MINUTES

# Brooklyn Park Charter Commission Meeting Minutes

## Wednesday, January 14, 2026

### 1. Call to Order/Roll Call

Present: Chair Amy Hanson, Commissioners Sunday Alabi, Barbara Bor, Shamara Freeman, Peggy Larkin, LaDawn Severin, Gregory Szach, Paula Weakly, Sheldon Williams, Council Liaison Nichole Klonowski, and Staff Liaison Devin Montero

Absent: Commissioners Dennis Secara (excused) and Susan Mabera

### 2. Public Comment – None.

### 3. Additions/Approval of the Agenda of January 14, 2026

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

### 4. Approval of Minutes

#### 4.1 DECEMBER 10, 2025, REGULAR MEETING MINUTES

**Motion Commissioner Severin, Second Commissioner Szach to approve December 10, 2025, meeting minutes as presented. The motion carried unanimously.**

### 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

Vice Chair Bor briefed the Commissioners on the second reading of the ordinance approved by the city Council at the January 12, 2025, Council meeting.

### 6. New Business

#### 6.1 2025 Treasurer's Annual Report

Secretary Treasurer Larkin briefed the Commissioners on the annual report.

**Motion Commissioner Alabi, Second Commissioner Severin to accept the 2025 Treasurer's Report as presented. The motion carried unanimously.**

#### 6.2 Work Plan for 2026

Chair Hanson briefed the Commissioners on the work plan. Commissioners asked if the review of non-planning ordinance changes not affecting land use was still current.

Chair Hanson stated when she was the Chair for the Planning Commission, there were several members and the city attorney came and did a parliamentary workshop on how to run a meeting. She stated it was helpful to understand how they ran their meetings but also understand how the Council ran theirs and that process. She stated she would like to add it to the Work Plan as a parliamentary workshop.

Commissioner Bor asked if that would be presented at one of the Charter Commission's meetings.

Chair Hanson stated they could do it based on the city attorney's availability.

Staff Liaison Montero also suggested the city attorney could also attend via Teams meeting.

Commissioner Larkin asked if they had the city attorney do the workshop, did his hourly fee count toward the Charter Commission's budget. Staff Liaison Montero stated he would check into it.

Staff Liaison Montero stated the Charter Commission's annual verbal report was scheduled for February 23, 2026, Council meeting.

Commissioner Weakly asked about "Review of Non-planning ordinance changes not affecting land use that affect city laws and City Charter" in the Work Plan that already existed. She asked if they had already been identified for the Commissioners to review.

Staff Liaison Montero stated that it came out of the Governance Task Force recommendation in 2011 and to date the Commissioners had not reviewed anything.

Chair Hanson stated the three items in the work plan were to guide them as items came up for discussion or a proposed ordinance came up.

Commissioner Weakly clarified that they didn't have to go through the charter and review the planning ordinance changes. She asked about the "Review of what other Charter Commissions are doing".

Commissioner Bor gave example, the Commissioners were discussing salaries, increased cost of living items and the staff liaison provided background on what other cities populations as a charter city; She stated when an item made it to the agenda; either by the request of the Council or their own initiative, then it usually included some information of what other cities were doing.

Staff Liaison Montero stated Charter cities are supposed to submit their annual reports to the district judge and he would try to get a copy and provide them to the Commissioners.

Commissioner Weakly asked about the "Review of Charter sections for outdated information." She asked if the Commissioner should take that on again. She stated they didn't have a true work plan other than the Parliamentary Workshop.

Commissioner Alabi stated the Commissioners already did the review of the charter sections a few years ago and didn't think they needed to revisit it again. He stated they did look at each section in the Charter.

Commissioner Bor stated that in 2022 the Commissioners went through the charter, proofing, reading, if it needed adjustment and that point forward there had been items looked at, like the amendment they just completed and made a recommendation on petitions. She suggested leaving the item on the work plan because they were open to that if requested or necessary.

Commissioner Weakly asked if those items were things that required action now or needed them on the work plan.

Commissioner Severin stated in the "Purpose" section of the work plan it was not checked boxed in the "Act" box and wasn't anything to take action on but a comment, and almost like a guiding principle as to what the Commissioners kept their eyes on constantly.

Commissioner Weakly clarified they were ongoing as needed items and could be clarified.

Staff Liaison Montero stated as part of the Charter Commissions Annual Verbal Report, this work plan was also included when briefing the Council and they might have questions about the work plan too.

**Motion Chair Hanson, Second Commissioner Bor to accept the Charter Commission's Work Plan as amended. The motion carried unanimously.**

#### 6.3 Review of By-Laws

Chair Hanson briefed the Commissioners on the By-Laws.

Commissioner Bor stated the By-Laws were amended regarding the excused absences and asked who conducted the auditing on the attendance.

Staff Liaison Montero stated a quarterly attendance report is sent to the Administration Secretary where she compiles all attendance records from all of the commissions and submits them to the Council for review.

Commissioner Bor asked what happened to a Commissioner for unexcused absences.

Staff Liaison Montero stated the Chair would contact the Commissioner by phone call or email and if that didn't work a letter would be sent to the Commissioner to address the unexcused absences.

He stated the by-laws were also amended last year to address the two-year consecutive officer terms, where the officer could serve another term if there were no other nominees.

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

#### 6.4 Review Meeting Schedule

Chair Hanson presented the 2026 Charter Commission meeting schedule. Discussions were held on taking the summer off and the consensus of the Commissioners was to wait to cancel those meetings.

**Motion Chair Hanson, Second Commissioner Alabi to accept the 2026 Charter Commission meeting schedule as presented. The motion carried unanimously.**

#### 6.5 Review of 2025 Draft Annual Report

Chair Hanson briefed the Commissioners on the draft Annual Report.

**Motion Chair Hanson, Second Commissioner Alabi to approve the Charter Commission's 2025 Annual Report. The motion carried unanimously.**

Staff Liaison Montero stated the Charter Commission's Annual verbal report was scheduled for February 23, 2026.

#### 6.6 Charter Amendment List

Staff Liaison Montero briefed the Commissioners on the amendment list to include the amendments made to Sections 4.07, 6.04, and 6.12. The effective date of the amendments was April 21, 2026.

7. Reports of Officers, Boards, and Standing Committees  
7.1 Council Liaison Update on Council Actions

Council Liaison Klonowski briefed the Commissioners on:

**Martin Luther King Jr. Proclamation.** The Council recognized Martin Luther King Jr. Day in the city of Brooklyn Park on January 19, 2026.

**Charter Amendments.** Discussed the Charter Commission's recommendation of the amendments to Sections 4.07, 6.04, and 6.12 and the second reading passed.

**Housing Policy.** Discussion about recommendations from the Community Long-range Improvement Commission and recommendations from community organizations, ACER, would be on the Council's list to work through this year.

Commissioner Bor stated at the first Council meeting in January, each Council member was assigned Council liaison appointments to different commissions. She stated Council also discussed the Highway 252 project and Council Member Xiong would be on that group.

Council Liaison Klonowski stated there was an error on the Council Liaison appointment as Alternate Liaison to the Charter Commission, Council Member McGarvey was appointed as the Planning Commission Council Liaison, the same night the Charter Commission met. She stated Council Member Xiong might be appointed as the alternate Liaison as she had a passion for the Charter and would be a good fit to continue.

Commissioner Severin asked about the project being built by the Community Activity Center.

Council Liaison Klonowski stated it was the new Central Fire station, and the old Central Fire station would transition into a Senior Center in the future. Stated there was also work being schedule at the Community Center, moving the entrance and hoping to get funding to do the additional basketball courts.

Commissioner Alabi asked about the last update on Highway 252 and Brooklyn Center.

Council Liaison Klonowski stated Brooklyn Center had been proposing significant changes to Highway 252 making longer or decreasing the speeds. She stated the Metropolitan Council had been proposing various options for moving pedestrian traffic, as it was a dangerous corridor. She stated Brooklyn Park supported it as it was the community that suffered the most with traffic accidents and fatalities and was listed as one of the dangerous roads in the Twin Cities.

Commissioner Bor stated one of the reports made at the Council meeting was there was now a bus that ran east to west from Osseo to 85<sup>th</sup> Avenue and to the Highway 252 corridor. She stated it was critical about whatever went in as public transportation people had to get to it. She stated prior to that new bus route, it was impossible to get to the proposed LRT.

Council Liaison Klonowski stated that it was important to get that east to west bus route. She stated there were years of work by city staff and Council. She stated every meeting they had with the Blue Line commission, let them know the city needed east to west bussing and was highly inappropriate the community, the fifth or sixth largest city in the State, didn't have good transportation options. She stated someone living on the west side would have to go downtown Minneapolis to get to the east side.

8. Correspondence/Communications

9. Adjournment

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

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Devin Montero  
Staff Liaison

<b>City of Brooklyn Park</b> <b>CHARTER COMMISSION Attachments</b>			
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<b>Agenda Item No.:</b>	<b>6.1A</b>	<b>Meeting Date:</b>	February 11, 2026
<b>Prepared by:</b>	Devin Montero	<b>Presented By:</b>	Amy Hanson, Chair

**Attachments:**

6.1A CITY CHARTER CHAPTER 9

## CHAPTER 9

## BONDS

SECTION 9.01 POWER TO ISSUE, LIMITATIONS (Amended by Ordinance #1999-910 Effect. 01/20/00; Ordinance #2006-1053 Effect. 4/26/06)

The bonds of the City of Brooklyn Park may be issued as provided in this section:

In addition to all the powers in respect to borrowing and with reference to the issuance of bonds and other obligations implied or specifically granted by this Charter and any amendments thereto, the City of Brooklyn Park shall have all the powers in reference to these matters granted and authorized for cities of its class by the Statutes of the State of Minnesota as now in effect and as may be hereafter amended or supplemented. The city shall have the power to issue and sell its bonds to public and private purchasers.

No bonds shall ever be issued to pay current expenses. The total net debt of the city shall not exceed the net debt limit established by State law for cities of its class.

The City Council may issue the bonds of said city by a majority vote without submitting the issue thereof to a vote of the electors, for the purpose of paying, taking up and refunding outstanding bonds of said city and for the purpose of paying judgments lawfully rendered against said city, as to which the time to appeal has expired.

No bonds of the City of Brooklyn Park shall be issued for any purpose where State law requires that the question of the issuance of such bonds shall be submitted to an election without the approval first obtained of a majority of the electors of said city voting on the question at a special election called for that purpose, or at a general municipal election in the notice of which special or general municipal election the proposed issue shall have been plainly submitted for approval or rejection.

SECTION 9.02 PROCEEDS (Amended by Ordinance #1980-329A Effect. 10/10/80; Ordinance #1999-910 Effect. 1/20/00)

After the sale of said bonds according to law and the payment therefor to the Director of Finance of said city for the amount for which said bonds are sold, the bonds shall be executed and delivered to the purchaser thereof and the Director of Finance shall receive and hold the proceeds thereof as a separate fund or account for the purposes for which said bonds were issued. Upon retirement of the bonds any remaining balance in the fund may be transferred.

SECTION 9.03 BOND SALES (Amended by Ordinance #1993-730 Effect. 12/13/93)

The City Council shall have all the powers and responsibilities to conduct bond sales as authorized for cities of its class by the Statutes of the State of Minnesota as now in effect and as may be hereafter amended or supplemented.

SECTION 9.04 CAPITAL LONG-RANGE IMPROVEMENT COMMITTEE

Section 9.04 amended by Ordinance #1975-178(A) Effect. 4/13/75.; Section 9.04 repealed by Ordinance #1986-518(A) Effect.

5/20/86; Section 9.04 added by an Election held 11/8/94 Effect. 12/8/94.

**SECTION 9.04 COMMUNITY LONG RANGE-IMPROVEMENT COMMISSION** (Amended by Ordinance #1998-866 Effect. 5/27/98; Ordinance #2006-1053 Effect. 4/26/06; Ordinance #2006-1066 Effect 3/7/07; Ordinance 2018-1229 Effect. 7/4/18; Ordinance 2020-1251 Effect. 07/01/20)

A. ORGANIZATION. There shall be a Community Long-range Improvement Commission which shall consist of fifteen (15) members appointed by the Mayor with the approval of the City Council and up to two (2) non-voting city staff members recommended by the City Manager. The Mayor may appoint one additional non-voting youth liaison. Of the fifteen (15) members, a minimum of three (3) shall be from each district at all times. The Mayor shall also appoint a member of the City Council as liaison to the Commission who shall not be considered a member of the Commission. The Commission shall select its own officers, establish procedural rules and conduct as many meetings as necessary to perform its duties. The Commission shall be able to establish any subcommittees deemed necessary from time to time in order to more effectively perform its duties. The Commission may appoint a task force(s) as they deem necessary to facilitate investigations and research for the Commission. These task force members serve in an advisory capacity only to the Commission. Community Long-range Improvement Commission members may be members of a task force(s) as deemed necessary.

B. TERM OF OFFICE - VACANCIES. The Mayor shall appoint the Commission with the approval of the City Council with the following staggered terms of office from Brooklyn Park residents who have applied for Commission appointment. Five (5) members shall be appointed to serve one (1) year, five (5) members shall be appointed to serve (2) years, and five (5) members shall be appointed to serve three (3) years. Thereafter, five (5) members shall be appointed annually to serve three (3) year terms as terms of previous appointees expire. Terms of members shall expire on April 1 of the last year of their appointed terms. Any vacancy shall be filled by the Mayor with the approval of the Council. Appointments to the Commission replacing members whose terms are expiring shall be made by the Mayor with the approval of the City Council by April 1 of each year.

C. DUTIES. The Commission shall study all improvements consistent with the present and future needs and requirements of the City where improvements are defined as items that involve future development or redevelopment or that constitute significant budgetary changes proposed for future fiscal years. Commission study shall not be limited to proposed improvements, but shall exercise investigative functions, soliciting and taking inventory of community needs as necessary to perform and the duties whereby community-initiated requests for improvements are heard and considered. The Commission shall serve in an advisory capacity to the Council, and may also advise other committees, commissions, and task forces where their studies or projects involve long-range improvements. The Commission shall establish priority ratings of improvements, taking into consideration the following factors:

1. Public response as determined from informal public meetings or surveys.
2. Desired development direction for the City.
3. Proper usage of public monies and/or collected fees.
4. Any other factors necessary or helpful in determining improvements for the City.

D. REPORTS. The Commission shall submit reports on projects it has studied to the City Council as well as other committees deemed appropriate. In addition to such reports, the Commission shall prepare and submit an Annual Work Plan to the City Council by March 31 each year for consideration for the following year's budget. The recommendations of this Commission to the City Council shall be advisory. The Commission shall receive the full cooperation and support of all City officials (elected and non-elected) in the performance of their duties and preparation of their reports.

E. CONTENTS OF REPORTS. The Community Long-range Improvement Commission report(s) shall include the following, if applicable:

1. A concise summary of the report.
2. A list of all improvements which were considered by the Commission with appropriate supporting information concerning the need for such improvements.
3. A priority rating for each listed improvement.
4. An advisory opinion on any significant changes to the Capital Improvement Plan and Capital Equipment Plan (CIP/CEP).
5. General impact of the improvements in terms of community development.
6. Any matter about which the City Council has requested information.

F. RESPONSE BY COUNCIL. The City Council shall review the Long-Range Improvement Report(s) and respond to the Commission within sixty (60) days after the submission of the report(s).

**CITY OF BROOKLYN PARK  
COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)  
BYLAWS**

**1. This Community Long-Range Improvement Commission shall exercise those duties, privileges and responsibilities as provided in the Charter.**

**2. Meetings shall be scheduled on the second Thursday of the month at 7:00 p.m. The chair or five (5) members may call special meetings in accordance with the open meeting law. The date and time may be changed via approved motion of Commission. Notification of meeting changes shall be published 3 days prior as required by Open Meeting Law.**

**3. Attendance records will be reported to the City Council each quarter.**

**a. Excused absences:**

**Excused absences are defined as a member informing the Chair, Vice-Chair or Staff Member Liaison of his or her absence in advance of the meeting. This is to affirm the members' continued interest and ability to serve. As excused absences can also be abused, the commission may vote on the issue of sending a recommendation to the City Council for replacement of a member who is absent 25% or more (excused or not) during a calendar year.**

**b. Unexcused absences:**

**After two consecutive unexcused absences, the committee may vote to send a recommendation to the City Council for replacement of that member.**

**c. Leave of Absence:**

**Upon request to and approval of the commission, a member may be granted a three-month leave of absence from the commission. No more than two consecutive leave of absences may be granted.**

**d. Implementation:**

**These rules shall not be interpreted to imply automatic removal upon meeting a threshold listed above. The committee will retain the right to consider any special circumstances a member may wish to present.**

**4. A quorum consists of seven (7) members.**

**5. Commission Officers shall consist of a Chair, Vice-Chair, and Secretary. Officers may only be elected from the voting membership of the commission. The Chair shall preside over all attended regular and special meetings of the membership. The Vice-Chair shall assume these duties in the absence of or upon request of the Chair. In the absence of Chair, Vice-Chair, and**

Secretary, the committee shall appoint a presiding officer for that meeting from the membership in attendance.

6. Election of officers shall be scheduled for the first scheduled January meeting, for a term of one year or until a successor is elected. In the event of a vacancy in an office, the committee shall have an election to fill the term of the vacancy at the next meeting of the committee.

7. Robert's Rules of Order are adopted as the procedural rules for conducting meetings. Anyone addressing the commission should endeavor to keep remarks as brief and concise as possible.

8. Formal recommendations from this committee to the Council shall be in writing and state the attendance of the membership on the vote, the results of the vote, and also include a record of all pertinent information and discussion. Any member(s) may prepare and submit a minority report as an accompanying document for consideration.

9. Subcommittees shall be utilized as needed but shall not contain a quorum of the membership except in case of a committee-of-the-whole meeting. Task forces shall be utilized as necessary to facilitate investigations and research for the committee. Task force members shall serve in an advisory capacity to the committee.

10. Bylaws may only be amended by a two-thirds vote of the members present at each of two consecutive regularly scheduled meetings. Each amendment shall be a specific agenda item for the second meeting with notice of the meeting, agenda and specific language of the proposed amendment(s) delivered to each member of the commission prior to its consideration.

11. No member may vote on any matter without being present at the meeting at the time the vote is taken.

*Established: 5/24/95*

*Last Amended: 01/28/99 (Reference CLIC Minutes, 01-28-99)*

*Last Amended: 03/09/99 (Reference CLIC Minutes, 03/09/99)*

*Last Amended: 03/13/00 (Reference CLIC Minutes, 03/13/00)*

*Last Amended: 02/13/03 (Reference CLIC Minutes, 03/13/03)*

*Last Amended: 07/10/03 (Reference CLIC Minutes, 07/10/03)*

*Last Amended: 06/21/07 (Reference CLIC Minutes, 06/21/07)*

*Last Amended: 01/09/19 (Reference CLIC Minutes, 01/09/19)*

*Last Amended: 03/10/22 (Reference CLIC Minutes, 03/10/22)*

*Last Amended: 06/13/24 (Reference CLIC Minutes, 06/13/24)*