



# CHARTER COMMISSION

February 07, 2022

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

## AGENDA

Pursuant to Minnesota Statute § 13.02 the February 7, 2022 meeting of the Fridley Charter Commission will be a hybrid meeting. Chair Rick Nelson will be participating remotely from 7591 West Battaglia Drive, Lot B-14, Casa Grande, AZ 85193. Commissioner Kelli Brillhart will be participating remotely from 830 W. Moore Lake Drive, Fridley, MN 55432. Commissioner Don Findell will be participating remotely from 1400 Zillock Road, Lot L29, San Benito, TX 78586.

In Person: Fridley City Hall, 7071 University Avenue, NE, Fridley, MN 55432.

Virtual: <https://us06web.zoom.us/j/85897896562> or call 312-626-6799, webinar ID: 858-9789-6562.

### Call to Order

### Roll Call

### Approval of Agenda

### Approval of Meeting Minutes

- [1.](#) Approval of January 10, 2022 Charter Commission Meeting Minutes

### Administrative Matters

- [2.](#) Resignation of Commissioner Rathke
- [3.](#) 2022 Nominating Committee Report

### Old Business

- [4.](#) Mission Statement and Strategic Values

### New Business

### Future Meeting Topics/Communications

### Adjournment



# AGENDA REPORT

**Meeting Date:** February 7, 2022

**Meeting Type:** Charter Commission

**Submitted By:** Melissa Moore, City Clerk

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## Title

Approval of January 10, 2022 Charter Commission Meeting Minutes

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## Background

Attached are the meeting minutes from January 10, 2022 for the Commission's consideration.

The Fridley City Charter (Charter) establishes the authority of the City Manager to control the administrative affairs of the City of Fridley (City). To establish a consistent format and style for public meeting minutes, the City Manager directed staff to draft a policy to standardize meeting minutes for the Fridley City Council and advisory commissions.

The Public Meeting Minutes Policy and Style Guide (Guide) establishes a standard format for all public meeting minutes of the City. The Guide provides that all public meeting minutes will be in summary format, which includes a synopsis of the key discussion points, along with the final disposition of the item. To ensure a complete and verbatim record of any proceedings remains available to the City and public, the Guide further directs that the City will retain video recordings of certain public meetings (all Council and advisory commission meetings, and others the City Manager may direct) for at least 20 years.

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## Recommendation

Staff recommend the approval of the January 10, 2022 Charter Commission Meeting Minutes.

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## Attachments and Other Resources

- January 10, 2022 Charter Commission Meeting Minutes
- Exhibit A: Resolution No. 2021-95
- Exhibit B: City of Fridley Public Meetings Minutes Policy and Style Guide

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## Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



**CHARTER COMMISSION**  
**January 10, 2022**  
**7:00 PM**  
**Fridley Civic Campus, 7071 University Ave N.E.**

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## **MINUTES**

### **Call to Order**

Chair Rick Nelson called the meeting to order at 7:02 p.m.

### **Roll Call**

Present: Ted Kranz, Gary Braam, Pam Reynolds, Val Rolstad, Bruce Nelson, Nikki Karnopp, Avonna Starck, Donald Findell, Oluwaysei Olawore, Kelli Brillhart, Rick Nelson, Cynthia Soule

Absent: Manuel Granroos, Courtney Rathke

Others Present: David Ostwald, Councilmember-at-Large, Melissa Moore, City Clerk, Scott Brinkhaus, Justin Dritz, Gregory Gardner, Ibsen Maldonado, Alesia Thompson

### **Approval of Agenda**

MOTION by Commissioner Braam, approving the meeting agenda. Seconded by Commissioner Rolstad.

UPON A ROLL CALL VOTE, ALL VOTING AYE, CHAIR NELSON DECLARED THE MOTION CARRIED.

### **Approval of Meeting Minutes**

1. Approval of November 1, 2021 Charter Commission Meeting Minutes

MOTION by Commissioner Starck, approving the meeting minutes. Seconded by Commissioner Kranz.

Due to technical difficulties Vice Chair Nelson facilitated the remainder of the meeting.

UPON A ROLL CALL VOTE, KRANZ, BRAAM, ROLSTAD, BRUCE NELSON, KARNOPP, STARCK, OLAWORE, BRILLHART, AND SOULE VOTING AYE, REYNOLDS VOTING NAY, AND RICK NELSON ABSTAINING, VICE CHAIR NELSON DECLARED THE MOTION CARRIED.

### **Administrative Matters**

2. 2022 Nominating Committee

Vice Chair Nelson asked for volunteers to serve on the 2022 Nominating Committee. Commissioners Rolstad, Reynolds and Starck volunteered. The group agreed to meet after this evening's meeting to make nominations.

### 3. New Member Interviews

Melissa Moore welcomed the five candidates present to interview with the Commission for the seat vacated by Commissioner Reiland in 2021. Vice Chair Nelson facilitated a discussion with each of the candidates, who in turn asked questions of the Commission. Upon completion of the interview the candidates were welcomed to stay at the public meeting or leave while the Commission discussed who they would recommend for appointment.

The Commission discussed the applicant's qualifications and reviewed their answers to questions.

MOTION by Commissioner Reynolds to nominate Ibsen Maldonado for appointment to the Fridley Charter Commission. Seconded by Commissioner Rolstad.

UPON A ROLL CALL VOTE, BRILLHART, KARNOPP, BRUCE NELSON, RICK NELSON, OLAWORE, REYNOLDS, ROLSTAD, SOULE AND STARCK VOTING AYE, BRAAM AND KRANZ VOTING NAY, VICE CHAIR NELSON DECLARED THE MOTION CARRIED.

Commission Starck asked the Commission how they felt about creating a list to rank the candidates in the event there is another opening in the near future.

MOTION by Commissioner Starck to designate Greg Gardner as candidate #2. Seconded by Braam.

UPON A ROLL CALL VOTE, BRAAM, BRILLHART, KRANZ, BRUCE NELSON, RICK NELSON, OLAWORE, REYNOLDS, ROLSTAD, SOULE AND STARCK VOTING AYE, KARNOPP VOTING NAY, VICE CHAIR NELSON DECLARED THE MOTION CARRIED.

MOTION by Commissioner Starck to designate Alesia Thompson as candidate #3. Seconded by Commissioner Braam.

UPON A ROLL CALL VOTE, BRAAM, KARNOPP, KRANZ, BRUCE NELSON, RICK NELSON, OLAWORE, ROLSTAD, SOULE AND STARCK VOTING AYE, BRILLHART AND REYNOLDS VOTING NAY, VICE CHAIR NELSON DECLARED THE MOTION CARRIED.

### Old Business

### 4. Mission Statement and Strategic Values

MOTION by Commissioner Kranz to table the item to the February 7, 2022 meeting. Seconded by Commissioner Rolstad.

UPON A ROLL CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED.

**Adjournment**

MOTION by Commissioner Kranz, to adjourn. Seconded by Commissioner Rolstad.

UPON A ROLL CALL VOTE, ALL VOTING AYE, VICE CHAIR NELSON DECLARED THE MOTION CARRIED.

The meeting adjourned at 8:31 p.m.

**Resolution No. 2021-95****Adopting a Public Meetings Minutes Policy and Style Guide for the City of Fridley**

**Whereas**, pursuant to Minnesota Statutes § 15.17 and Chapter No. 3 of the Fridley City Charter, the City of Fridley (City) must create and maintain full and accurate records of the proceedings of the Fridley City Council and its applicable advisory commissions; and

**Whereas**, meeting minutes preserve the actions and records necessary to fulfill this statutory requirement; and

**Whereas**, meeting minutes are a permanent record pursuant to the Minnesota Government Data Practices Act; and

**Whereas**, to create a consistent style and format of meeting minutes the City Manager directed staff to draft a Public Meetings Minutes Policy and Style Guide, attached hereto as Exhibit A; and

**Whereas**, on September 27, 2021, the City Council (Council) reviewed the proposed Policy and guided staff to present a resolution for their consideration at a future City Council meeting; and

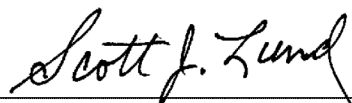
**Whereas**, the Secretary of the Council informed the City of their upcoming retirement; and

**Whereas**, pursuant to the Fridley City Charter Section 3.02, the Council must appoint a new Secretary to the Council.

**Now, therefore, be it resolved**, that the City Council of the City of Fridley hereby approves the Public Meetings Minutes Policy and Style Guide, attached hereto as Exhibit A, effective January 1, 2022.

**Be it further resolved**, that the City Council hereby appoints Melissa Moore, City Clerk, as the Secretary to the Council.

**Passed and adopted by the City Council of the City of Fridley this 11<sup>th</sup> day of October, 2021.**

  
\_\_\_\_\_  
Scott J. Lund – Mayor

Attest:

  
\_\_\_\_\_  
Melissa Moore – City Clerk



# PUBLIC MEETINGS MINUTES POLICY AND STYLE GUIDE

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## Introduction

The purpose of this Public Meetings Minutes Policy and Style Guide (Guide) is to establish and maintain a consistent style of writing for meeting minutes. This Guide will help staff establish a consistent and standardized style to provide uniformity and clarity for all legislative bodies of the City of Fridley (City).

Meeting minutes for the City Council (Council) and advisory commissions are required pursuant to Minnesota Statute § 15.17, subdivision 1 to provide a permanent, legal record of what actions occurred at a meeting and facilitate the identification and tracking of such actions. The City shall retain Council and advisory commission minutes on a permanent basis pursuant to the Minnesota Government Data Practices Act.

## Format and Structure

City minutes are a permanent record of actions taken at a meeting, not a record of each statement that was made by those attending. The goal of minutes is to serve as a clear record of actions taken by the City Council or advisory commissions. They are not to be a transcription of dialogue.

## Agenda Management System

City agendas are built using an agenda management system that allows staff to collaborate on items that go before the Council or advisory commissions. Such a system will generate a template using each agenda, to ensure all meeting minute documents are uniform in layout and formatting.

## Summary Minutes

All minutes for the Council and advisory commissions shall be summary minutes. Summary minutes include a summarization of the key points of discussion and must always include:

- name of who made and seconded a motion;
- vital components of discussion among the body, or attendees;
- the final disposition of the item (passed, failed, or continued); and
- results of a voice call vote or roll call vote if the meeting was hybrid/virtual.

Summary minutes should not include:

- a motion that died from lack of a second;
- withdrawn motions;
- personal opinions, or verbatim recording of dialogue;
- detailed public input; or
- bias, prejudice or opinion of the Recording Secretary.



# PUBLIC MEETINGS MINUTES POLICY AND STYLE GUIDE

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## **Closed Meetings, Conference Meetings and Special Meetings**

Conference Meetings are meetings of the Council pre-established to discuss certain topics. They are open to the public and require minutes to be prepared and filed. Special Meetings of the Council may be held throughout the year and require a three-day notice period. They are open to the public and require minutes to be prepared and filed. Closed meetings of the Council require a three-day notice period and require minutes to be prepared and filed. The minutes of closed meetings of the Council shall only reflect the date, time, and location of the meeting, those who were in attendance, the topic of discussion and the time of adjournment.

## **Style Consistency**

Minutes for all City meetings shall follow preferences of The Associated Press (AP) Stylebook. A helpful reference for AP style may be found [here](#).

## **Layout**

The minutes must always include the following information: date, time, place, members present, members absent, the purpose(s) for which the meeting was held, any decisions that were made, all roll call votes and the time of adjournment. Using the minutes document from the City's agenda management system, Recording Secretaries shall use that document to complete the meeting minutes, entering any decisions that were made, dialogue that is critical to the decision and a record of all votes.

## **Font and Typography**

The official font for City communications is Segoe UI font, 11 point.

## **Motions**

All motions with a second must be recorded in the minutes. The record of each motion must include the name of the person making the motion, and the name of the person making the second.

## **Voting**

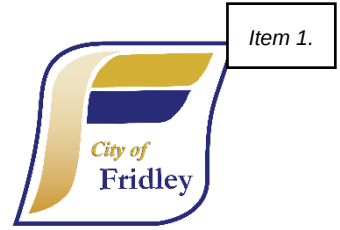
When a motion receives a second, the minutes shall reflect that a voice call vote occurred. A roll call vote is only required if the meeting is virtual, hybrid, or a member of the body calls for a roll call vote. If a roll call vote occurs, member names must be listed with an indication of how they voted.

## **Figures**

Occasionally there may be images, graphs, tables or other figures that are discussed during a meeting. These items may be inserted into the minutes document as a figure if that figure greatly

# PUBLIC MEETINGS MINUTES POLICY AND STYLE GUIDE

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enhances the clarity of the conversation. The figure must be referenced in the minutes and clearly labeled.

## **Signatures**

All minutes must document who the Recording Secretary was for each set of minutes. Council minutes shall be signed by the Mayor. Advisory commission agendas do not require signatures. Digital signatures are allowed.

## **Retention**

Pursuant to the Minnesota Government Data Practices Act, meeting minutes of the Council and advisory commissions are a permanent record. All approved minutes shall be retained in the archiving software or records repository of the City.

## **Meeting Recordings**

The City shall retain audio recordings of Council and advisory commission meetings for a period of 20 years. If the need arises for a meeting to be transcribed, the City Clerk will hire a Recording Secretary to provide a verbatim transcription of the meeting.

## **Supplemental Presentations and Materials**

Presentations given during City Council meetings on the Regular Agenda shall be retained for a period of five years and filed on the [City's website](https://fridleymn.gov/214/City-Council-and-Commissions) (<https://fridleymn.gov/214/City-Council-and-Commissions>).

## **Recording Secretaries**

Section 3.02 of the Fridley City Charter directs that the Council shall appoint a Secretary to prepare minutes of its proceedings. The Secretary may contract with an external entity to perform such duties related to creating meeting minutes for the City, subject to the approval of the City Manager or their designee.

## **Questions**

If you have questions about the information shared in this Guide, please contact the City Clerk.



# AGENDA REPORT

**Meeting Date:** February 7, 2022

**Meeting Type:** Charter Commission

**Submitted By:** Melissa Moore, City Clerk

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## Title

Resignation of Commissioner Rathke

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## Background

On January 18, 2022 Commissioner Courtney Rathke resigned from the Fridley Charter Commission (Commission).

At its January 10, 2022 meeting, the Commission interviewed applicants to fill one opening on the Commission. In doing so, the Commission made formal motions to select alternate appointees if another position were to become open. The Commission designated applicant Greg Gardner as the second in line for an opening. Staff have consulted with Mr. Gardner who confirmed his willingness to be appointed.

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## Recommendation

Staff recommend the Commission accept Commissioner Rathke's resignation. Staff also recommend the Commission make a formal motion to recommend Greg Gardner for appointment by the Chief Judge.

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## Attachments and Other Resources

- Exhibit A: Commissioner Rathke resignation

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## Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

**From:** [Courtney Rathke](#)  
**To:** [Moore, Melissa](#)  
**Subject:** Resignation from Charter Committee  
**Date:** Tuesday, January 18, 2022 4:55:50 PM

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Hi Melissa,

Please accept this email as notification of my resignation from the Charter Committee, effective as soon as practicable. My work schedule and volunteer roles seem to collide far too often, and the volunteer positions are, unfortunately, on the losing side of that collision. As a result, I am dialing back my obligations to better maintain a work/life balance.

If there is anything further I need to do, or communications I should send, please let me know asap.

Thank you for everything. The City of Fridley is fortunate to have you!

Take care,

Courtney Rathke  
[courtney.rathke@gmail.com](mailto:courtney.rathke@gmail.com)  
763-360-2817



# AGENDA REPORT

**Meeting Date:** February 7, 2022

**Meeting Type:** Charter Commission

**Submitted By:** Melissa Moore, City Clerk

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## Title

2022 Nominating Committee Report

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## Background

Pursuant to Section VI of the Charter Commission Bylaws, Vice Chair Nelson appointed three or more members to the 2022 Nominating Committee (Committee). The Committee consisted of Commissioners Starck, Rolstad and Reynolds.

The Committee met on January 10, 2022 following the Charter Commission meeting. The Nominating Committee offered the following nominations to serve as the 2022-2023 Charter Commission Officers:

Chair: Bruce Nelson

Vice Chair: Pam Reynolds and Avonna Starck

Secretary: Oluwaysei Olawore

Pursuant to Section V of the Bylaws, nominations may be made from the floor. If two or more Commissioners wish to serve in a particular office, the Commission will hold a contested election at its March meeting.

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## Recommendation

Staff recommend a motion accepting the 2022 Nominating Committee Report.

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## Attachments and Other Resources

### Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



# AGENDA REPORT

**Meeting Date:** February 7, 2022

**Meeting Type:** Charter Commission

**Submitted By:** Melissa Moore, City Clerk

## Title

Mission Statement and Strategic Values

## Background

In 2015 the City Council (Council) adopted the City's Vision Statement to guide the operations, programs, and projects of the City: *We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.* The Council also established three primary organizational values to guide the behaviors and culture of the organization. In all things, the City shall be: *Friendly, Responsive and Driven.*

The Charter Commission (Commission) holds a unique opportunity to weave the City's Vision Statement into the Fridley Charter through the work it performs. On March 1 and May 3, 2021 the Commission agreed to conduct work planning sessions to evaluate and plan the direction of its work and create a strategic direction.

Chair Nelson asked staff to prepare this Agenda Report as an introduction to a potential strategic planning exercise. To begin, the Commission will explore how each member sees the role, direction, and goals of the Commission. Staff will facilitate a Strength, Opportunities, Aspirations and Results (SOAR) Activity for the group. The Commission will be asked to consider:

- **Strengths:** What are we most proud of? What makes the Charter Commission unique? What do we excel at? How do we use our strengths to get results? What are our greatest accomplishments?
- **Opportunities:** What can we build on? How can we best meet the needs of those we serve? What changes and trends should we consider for our work? What partnerships would lead to greater success?
- **Aspirations:** What do we care deeply about? What are some initiatives that would support our aspirations? What do our future meetings look like? How can we positively impact our community?
- **Results:** How do we know we are succeeding? What resources are needed to implement our opportunities and aspirations? How do we choose what we work on next? How do we translate our goals into tangible outcomes?

## Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

After a review of responses for each area, the group will work to find consensus and common themes from the exercise. Those themes will serve as the beginning work in creating a Mission Statement (Mission) and several strategic values.

At subsequent meetings, the Commission will reflect on and consider the results from its SOAR Activity and work to craft a Mission and strategic values. Both documents will:

- Provides clarity on the group's purpose;
- Assist the Commission, and staff, in prioritizing specific goals and issues affecting the group;
- Support the continued transformation of working dynamics and culture;
- Serve as an aspirational guide for the Commission; and
- Steer productive meetings for the group.

### **Recommendation**

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None.

### **Attachments and Other Resources**

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### **Vision Statement**

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.