



CHARTER COMMISSION

November 01, 2021

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

AGENDA

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

- [1.](#) Approval of May 3, 2021 Charter Commission Meeting Minutes

Administrative Matters

- [2.](#) 2021 Annual Report
- [3.](#) 2022 Charter Commission Meeting Dates
- [4.](#) Format of Charter Commission Meetings Update
- [5.](#) Resignation of Commissioner Reiland

New Business

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

Future Meeting Topics/Communications

Adjournment



AGENDA REPORT

Meeting Date: November 1, 2021

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Approval of May 3, 2021 Charter Commission Meeting Minutes

Background

Attached are the meeting minutes from May 3, 2021 for the Commission's consideration.

Recommendation

Staff recommend the approval of the May 3, 2021 Charter Commission Meeting Minutes.

Attachments and Other Resources

- May 3, 2021 Charter Commission Meeting Minutes

Vision Statement

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



CHARTER COMMISSION

May 03, 2021

7:00 PM

MINUTES

Call to Order

Chairperson Nelson called the Charter Commission meeting to order at 7:00 p.m.

Roll Call

Members Present: Commissioners Kelli Brillhart, Donald Findell, Manuel Granroos (arrived at 7:15 p.m.), Nikki Karnopp, Ted Kranz, Rick Nelson, Oluwaseyi Olawore, Courtney Rathke, Barb Reiland, Pam Reynolds, Cynthia Soule, and Avonna Starck

Members Absent: Commissioner Gary Braam, Bruce Nelson, Courtney Rathke, and Val Rolstad

Others Present: Melissa Moore, Admin. Services Coord./Deputy City Clerk/Staff Liaison
Dan Tienter, Finance Director/City Treasurer/City Clerk

Approval of Agenda

MOTION by Commissioner Reynolds, approving the meeting agenda. Seconded by Commissioner Findell.

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

Approval of Meeting Minutes

1. Approval of April 5, 2021 Charter Commission Meeting Minutes

MOTION by Commissioner Findell to approve the meeting minutes of April 5, 2021 as presented. Seconded by Commissioner Brillhart.

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

Administrative Matters

2. Reappointment of Commissioner Brillhart

It was noted that Commissioner Brillhart is up for reappointment.

Commissioner Brillhart confirmed that she would like to continue to serve.

MOTION by Commissioner Reynolds, to recommend the reappointment of Commissioner Brillhart. Seconded by Commissioner Reiland.

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

3. City Charter Commission Presentation, League of Minnesota Cities

Kevin Toskey, League of Minnesota Cities, provided background information on the League of Minnesota Cities and the work his department does related to charter cities. He provided a presentation to the Commission on city government, the differences between statutory cities and charter cities, and understanding charter cities.

Commissioner Kranz referenced the prohibition of residential picketing and asked for more information and whether it is appropriate for cities to add that type of language to their charter.

Mr. Toskey stated that several cities have recently adopted ordinances related to residential targeted picketing. He stated that type of action has been done through Council adopted ordinance rather than City Charter.

Commissioner Karnopp asked why a city would choose to abandon its charter.

Mr. Toskey stated that some of the cities that abandoned their charter did so in the 1980s and he was not able to find that historical information. He stated that in the city he mentioned that is currently considering that option it seems to be political. He stated that things are more certain for statutory cities, but there is less voter control.

Commissioner Karnopp noted that it would seem difficult to enact a charter and therefore she was unsure why those cities would want to relinquish that power. She asked if there is any documentation as to why a judge would deny an appointment to a Charter Commission.

Mr. Toskey stated that he worked with the Anoka County Courts for a number of years and perhaps they do not have the time or resources to look into an appointment and often approve a City or Commission recommended appointment. He stated that perhaps if someone were not a qualified voter or resident of the city they would not be appointed.

Chairperson Nelson asked if members interested in more information should go through Ms. Moore or contact Mr. Toskey directly.

Mr. Toskey replied that his research service is included in the City contract but noted that questions could be passed through City staff.

Old Business

None.

New Business

Ms. Moore recognized that this is the first meeting with Commissioner Olawore as a member.

Future Meeting Topics/Communications

Chairperson Nelson noted that the next meeting is scheduled for October 4, 2021.

Mr. Tienter stated that at that meeting the Commission will go through work planning to discuss upcoming goals and priorities. He stated that as the date nears October, staff will work with Chairperson Nelson to determine how the meeting should be held.

Chairperson Nelson stated that he would anticipate that the guidance would be in place by that time as to how meetings could be conducted.

Adjournment

MOTION by Commissioner Reynolds to adjourn the meeting. Seconded by Commissioner Brillhart.

UPON A ROLL CALL VOTE, ALL VOTING AYE, CHAIRPERSON NELSON DECLARED THE MOTION CARRIED AND THE MEETING ADJOURNED AT 8:16 P.M.

Respectfully submitted,

Commissioner Karnopp, Charter Commission Secretary

Amanda Staple, Recording Secretary



AGENDA REPORT

Meeting Date: November 1, 2021

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

2021 Annual Report

Background

Pursuant to Minnesota Statute § 410.05 Subd. 2, "the Commission shall submit to the Chief Judge of the District Court, on or before December 31 of each year, an annual report outlining its activities and accomplishments for the preceding calendar year." Attached is a draft letter outlining work done in 2021 by the Charter Commission.

Recommendation

Staff recommend the Commission review the Annual Report, provide any direction on revisions, and make a motion to approve.

Attachments and Other Resources

- 2021 Annual Report

Vision Statement

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



Fridley Civic Campus

7071 University Ave N.E. Fridley, MN 55432
763-571-3450 | FAX: 763-571-1287 | FridleyMN.gov

Item 2.

November 2, 2021

Honorable Stoney Hiljus
Tenth Judicial District
Kanabec County Courthouse
18 North Vine Street, Suite 318
Mora, MN 55051

Re: Fridley Charter Commission 2021 Annual Report

Dear Honorable Judge Hiljus,

Pursuant to Minnesota Statute § 410.05 Subd. 2, please accept this 2021 Annual Report of the Fridley Charter Commission (Commission).

The Commission met on the following dates in 2021: January 11, February 1, March 1, May 3, and November 1. The regularly scheduled meeting on October 4 was cancelled by the Chair.

At its Annual Meeting the Commission held its election of officers and selected the following members to serve as 2021-2022 Commission Officers: Rick Nelson as Chair, Bruce Nelson as Vice Chair and Nikki Karnopp as Secretary.

In 2021 the Commission reviewed and/or updated the following items:

- Review of Chapter 12 (Miscellaneous Provisions) resulting in a Charter amendment, which the City Council approved on June 14, 2021.

If you have any questions or comments, please contact me.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Melissa Moore'.

Melissa Moore
Staff Liaison, Fridley Charter Commission
City Clerk
763-572-3523, melissa.moore@fridleymn.gov



AGENDA REPORT

Meeting Date: November 1, 2021

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

2022 Charter Commission Meeting Dates

Background

Chair Nelson requested staff to prepare a draft schedule of meeting dates for 2022, which is attached as Exhibit A. Staff consulted the City Council calendar (Exhibit B) in an attempt to have no overlapping meeting dates with the City Council.

Chair Nelson asked staff to schedule a proposed meeting in September and remove a proposed meeting in November due to the General Election, which will be held on November 8, 2022. Staff would like to call out the proposed meeting date of September 19, 2022, which does overlap with a scheduled City Council Conference Meeting. Due to the Labor Day holiday, and two scheduled City Council meetings, this was the date staff felt the Commission would be most comfortable with.

Recommendation

Staff recommend the Commission discuss the proposed meeting dates for 2022 and entertain a motion to formally approve meeting dates for next year.

Attachments and Other Resources

- Exhibit A: Draft schedule of meeting dates for 2022
- Exhibit B: City Council meeting schedule for 2022

Vision Statement

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



2022

Charter Commission Meetings

Meetings held at 7:00 pm
Fridley Civic Campus
7071 University Avenue N.E.

Melissa Moore, City Clerk
763-572-3526
melissa.moore@fridleymn.gov

To ensure a quorum, please notify
Melissa by 10 am on the meeting
date.

No meetings will be held in June,
July, August, November, or
December unless called by the
Chair.

JANUARY

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City of Fridley Calendar

Item 3.

2022

IMPORTANT DATES

JANUARY

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FEBRUARY

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APRIL

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MAY

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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January

3 Conference Meeting
City Council Meeting

17 **Martin Luther King Jr. Day**

24 Conference Meeting
City Council Meeting

February

14 Conference Meeting
City Council Meeting

21 **Presidents Day**

28 Conference Meeting
City Council Meeting

March

14 Conference Meeting
City Council Meeting

28 Conference Meeting
City Council Meeting

April

11 Conference Meeting
City Council Meeting

18 Comm. App. Dinner

23 Town Hall Meeting

25 Conference Meeting
City Council Meeting

May

9 Conference Meeting
City Council Meeting

23 Conference Meeting
City Council Meeting

30 **Memorial Day**

June

13 Conference Meeting
City Council Meeting

20 **Juneteenth (Obs.)**

21 Conference Meeting

27 Conference Meeting
City Council Meeting

July

4 **Independence Day**

11 Conference Meeting
City Council Meeting

25 Conference Meeting
City Council Meeting

August

8 Conference Meeting
City Council Meeting

22 Conference Meeting
City Council Meeting

26 Emp. App. Breakfast

September

5 **Labor Day**

12 Conference Meeting
City Council Meeting

19 Conference Meeting

26 City Council Meeting

October

10 Conference Meeting
City Council Meeting

17 Conference Meeting

24 Conference Meeting
City Council Meeting

November

11 **Veterans Day**

14 Conference Meeting
City Council Meeting

24 **Thanksgiving**

25 **City Holiday**

28 Conference Meeting
City Council Meeting

December

1 Annual Meeting

12 Conference Meeting
City Council Meeting

19 City Council Meeting

23 **City Holiday**

26 **Christmas (Obs.)**

✕ - Holiday ○ - City Council Meeting □ - Council Conference Meeting △ - Other Meeting

One floating holiday in addition to 11 holidays.



AGENDA REPORT

Meeting Date: November 1, 2021

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Format of Charter Commission Meetings Update

Background

At the May 3, 2021 meeting Chair Nelson asked staff to prepare an update for the Commission on format of meetings related to the COVID-19 health pandemic.

With the onset of the pandemic, and the resulting declarations of local emergencies, the regulations of the Open Meeting Law (OML) were relaxed, allowing cities to conduct virtual (e.g., Zoom), or hybrid meetings (in person and Zoom). Governor Walz ended the state emergency declaration on July 1, 2021, which meant the temporary laws offering relaxed OML restrictions ended August 30, 2021.

If any member of the Charter Commission wishes to participate in a scheduled meeting via interactive technology, they must do so in a public location, which is open and accessible to any member of the public to watch the Commissioner's participation in the meeting. The City is required to post a public notice of a hybrid meeting three days prior to the scheduled meeting date, which must include the address of the location a Commissioner participates from.

Recommendation

None.

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: November 1, 2021

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Resignation of Commissioner Reiland

Background

On September 29, 2021 Commissioner Barb Reiland resigned from the Fridley Charter Commission. Her resignation creates one opening on the Commission.

Recommendation

Staff recommend the Commission accept Commissioner Reiland's resignation and direct staff to advertise the opening to solicit applications.

Attachments and Other Resources

- Exhibit A: Commissioner Reiland resignation

Vision Statement

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

From: [Barb Reiland](#)
To: [Moore, Melissa](#)
Cc: [Reiland Barb](#); [Avonna Starck](#); [Bruce Nelson](#); [Courtney Rathke](#); [Cynthia Soule](#); [Donald Findell](#); [Gary Braam](#); [Kelli Brillhart](#); [Manuel Granroos](#); [Nikki Karnopp](#); [Oluwaseyi Olawore](#); [Pam Reynolds](#); [Rick Nelson](#); [Ted Kranz](#); [Valerie Rolstad](#); [Tienter, Daniel](#); [Wysopal, Wally](#)
Subject: Re: October 4, 2021 Charter Commission Agenda Packet
Date: Wednesday, September 29, 2021 9:19:31 PM

I just purchased a home outside of the Fridley limits. Therefore, I will be leaving the commission.

On Sep 29, 2021, at 12:10 PM, Moore, Melissa <Melissa.Moore@fridleymn.gov> wrote:

Good morning,

This is a reminder that the next Charter Commission meeting will be held October 4, 2021 at 7:00 p.m.

Pursuant to the Open Meeting Law, any member of the Commission who would like to participate via interactive technology (e.g., Zoom), must notify me no later than **10:00 a.m. this Friday**, to allow the City to post a public notice of hybrid meeting. State law requires the City to create a public notice, three days in advance, detailing any remote participation in City meetings. Anyone participating via Zoom must do so from a public location, which is accessible to anyone wanting to review your participation in the meeting. The physical location of anyone participating remotely must be included in the City's public notice.

If you are sick with COVID-19 or think you may have been in contact with someone positive with COVID-19, I encourage you to follow the [CDC's guidelines](#).

Attached is the agenda packet for your review. For those who wish to receive a hard copy of the packet in the mail, they will go out in today's mail. If you no longer need a hard copy mailed to you please let me know.

In order to ensure a quorum, Charter Commission policy requires each member to call or email staff before 10:00 a.m. on October 4. Please contact me at 763-572-3523 or at melissa.moore@fridleymn.gov about your attendance.

If we do not have a quorum by 10:00 a.m., staff will send out an email to see if additional members will attend. If by noon there will not be a quorum, staff will send out a follow-up email to all members of cancellation of the meeting and post a cancellation notice on the door.

Thank you,

Melissa Moore, MCMC
City Clerk
City of Fridley



AGENDA REPORT

Meeting Date: November 1, 2021

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. At its first meeting in January, 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 its February 2022 meeting, 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.

At its March 2022, the Commission will review the draft Mission and its strategic values, and formally approve them. The Commission will also be asked to examine and discuss the Charter generally and consider a work plan for the coming years.

Recommendation

None.

Attachments and Other Resources

Vision Statement

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