CHARTER COMMISSION

March 07, 2022
7:00 PM
Fridley Civic Campus, 7071 University Ave N.E.

AGENDA

Pursuant to Minnesota Statute § 13.02 the March 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 Findell will be participating remotely from 1400 Zillock Road, Lot L29, San Benito, TX 78586, Commissioner Brillhart will be participating remotely from 830 W. Moore Lake Drive, Fridley, MN 55432.

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

Virtual: https://us06web.zoom.us/j/82539670014 or call 312-626-6799, webinar ID: 825-3967-0014.

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

1. Approval of February 7, 2022 Charter Commission Meeting Minutes

Administrative Matters

2. Upcoming Term Expiring: Ted Kranz

3. Election of Officers

4. Dates of City Charter Updates

Old Business

5. Mission Statement and Strategic Values

New Business

Future Meeting Topics/Communications

Adjournment

AGENDA REPORT

Meeting Date: March 7, 2022 **Meeting Type:** Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Approval of February 7, 2022 Charter Commission Meeting Minutes

Background

Attached are the meeting minutes from February 7, 2022 for the Commission's consideration.

Recommendation

Staff recommend the approval of the February 7, 2022 Charter Commission Meeting Minutes.

Attachments and Other Resources

- February 7, 2022 Charter Commission Meeting Minutes

CHARTER COMMISSION

February 7, 2022
7:00 PM
Fridley Civic Campus, 7071 University Avenue N.E.

MINUTES

CALL TO ORDER

Chair Nelson called the Charter Commission meeting to order at 7:05 p.m.

PRESENT

Gary Braam
Kelli Brillhart
Donald Findell
Ibsen Gabriel
Manuel Granroos
Nikki Karnopp
Ted Kranz
Bruce Nelson
Rick Nelson
Oluwaseyi Olawore (arrived at 7:11 p.m.)
Pam Reynolds
Val Rolstad
Avonna Starck
Melissa Moore, City Clerk

APPROVAL OF AGENDA

Motion by Commissioner Braam to approve the meeting agenda. Seconded by Commissioner Rolstad.

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

APPROVAL OF MEETING MINUTES

1. Approval January 10, 2022, Charter Commission Meeting Minutes

Motion by Commissioner Braam to approve the meeting minutes of January 10, 2022 as presented. Seconded by Commissioner Karnopp.

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

ADMINISTRATIVE MATTERS

1. Resignation of Commissioner Rathke

Chair Nelson referenced the resignation received and asked for a motion to accept the resignation.

MOTION by Commissioner Rolstad to accept the resignation of Courtney Rathke. Seconded by Commissioner Starck.

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

2. 2022 Nominating Committee Report

Chair Nelson reviewed the recommendations from the committee.

Commissioner Starck informed the Commission she wished to remove her name from the nomination to the Vice Chair position, and Chair Rick Nelson wished to be nominated.

MOTION by Commissioner Rolstad to accept the amended recommendations from the 2022 Nominating Committee Report. Seconded by Commissioner Kranz.

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

Chair Nelson welcomed any other nominations to be considered at the March meeting. There were no other nominations.

Melissa Moore, City Clerk, introduced Ibsen Gabriel, the newly appointed member of the Commission. She also welcomed Gregory Gardner, the alternate applicant that the Commission voted to recommend for appointment if there was an opening on the Commission. Ms. Moore reported she will pass along the Commission's recommendation to remove Commissioner Rathke and appoint Mr. Gardner to the Chief Judge.

OLD BUSINESS

3. Mission Statement and Strategic Values

Ms. Moore provided background information on a strategic planning exercise to enable the Commission to work on potentially updating its mission and come up with a number of strategic values that would support its mission.

MOTION by Commissioner Karnopp to move forward with the planning exercise. Seconded by Commissioner Starck.

A ROLL CALL VOTE WAS PERFORMED:

BRAAM	NAY
BRILLHART	AYE
FINDELL	NAY

GABRIEL	AYE
GRANROOS	NAY
KARNOPP	AYE
KRANZ	NAY
NELSON	AYE
NELSON	AYE
OLAWORE	AYE
REYNOLDS	NAY
ROLSTAD	AYE
STARCK	AYE

THE MOTION CARRIED.

Ms. Moore noted that she will work with Chair Nelson to develop steps forward to complete this activity at the March meeting.

NEW BUSINESS

FUTURE MEETING TOPICS/COMMUNICATIONS

Chair Nelson asked all members to provide updated contact information to staff. It was noted that at the next meeting the group will continue its strategic planning exercise. It was requested to review Chapter 5 at some point. The Commission will also complete the election of officers at the March meeting.

ADJOURNMENT

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

UPON A ROLL CALL VOTE, ALL VOTING AYE, CHAIR NELSON DECLARED THE MOTION CARRIED AND THE MEETING ADJOURNED AT 7:50 P.M.

Respectfully submitted,

Amanda Staple, Recording Secretary

AGENDA REPORT

Meeting Date: March 7, 2022 **Meeting Type:** Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Upcoming Term Expiring: Ted Kranz

Background

Commissioner Kranz's appointment to the Fridley Charter Commission (Commission) expires April 22, 2022. If Commissioner Kranz wishes to be reappointed, a motion to recommend his reappointment to the Chief Judge would be required.

If Commissioner Kranz does not wish to be reappointed, a motion to declare an opening on the Commission would be required.

Recommendation

Staff recommend a motion to either reappoint Commissioner Kranz to another four-year term, or a motion to declare a vacancy on the Commission.

Attachments and Other Resources

AGENDA REPORT

Meeting Date: March 7, 2022 **Meeting Type:** Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Election of Officers

Background

Pursuant to Section V of the Charter Commission (Commission) Bylaws, officers of the Commission are to be elected at the Annual Meeting in March. At its February 7, 2022 meeting the Commission approved a motion accepting the Nominating Committee's report (Exhibit A). At that meeting Commissioner Starck removed her name from those to be considered for the Vice Chair position, and Chair Nelson added his name to those to be considered for the Vice Chair position (Exhibit B).

Section V of the Bylaws directs the Chair to ask for a teller committee of two to count ballots. To comply with Minnesota Statute (M.S.) § 13D.01 subd. 4, and M.S. § 13.02D (Open Meeting Law) staff recommend the teller committee review the ballots (Exhibit C) then read the name of each Commissioner and who they voted for. Any Commissioner participating remotely, whose participation complied with M.S. § 13D.02, may hold up their ballot for the group to witness.

All officers are elected by a simple majority and begin their terms of office upon election.

Recommendation

Staff recommend any further nominations from the floor be added to the ballot. Staff recommend Chair Nelson appoint a teller committee to count and read aloud each ballot.

Attachments and Other Resources

- Exhibit A: Nominating Committee Report
- Exhibit B: Excerpt of February 7, 2022 meeting minutes
- Exhibit C: Official Ballot for Election of Officers

From: Pam Reynolds
To: Moore, Melissa
Subject: Nomination Committee Report
Date: Monday, January 10, 2022 9:25:28 PM

Melissa,
The nominating committee, comprised of Avonna Starck, Valerie Rolstad and Pam Reynolds, met after the regular charter committee meeting. The following is our recommendation: Chair, Bruce Nelson, Vice Chair, Avonna Starck and Pam Reynolds and for Secretary, Oluwaseyi Olawore.

Respectfully submitted,
Pam Reynolds

1. Resignation of Commissioner Rathke

Chair Nelson referenced the resignation received and asked for a motion to accept the resignation.

MOTION by Commissioner Rolstad to accept the resignation of Courtney Rathke. Seconded by Commissioner Starck.

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

2. 2022 Nominating Committee Report

Chair Nelson reviewed the recommendations from the committee.

Commissioner Starck informed the Commission she wished to remove her name from the nomination to the Vice Chair position, and Chair Rick Nelson wished to be nominated.

MOTION by Commissioner Rolstad to accept the amended recommendations from the 2022 Nominating Committee Report. Seconded by Commissioner Kranz.

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

Exhibit C

Fridley Charter Commission

Official Ballot for Election of Officers

Commission Member Name: ______________________________

Please select one per office.

Chair:	Bruce Nelson	☐	
	Nomination from the floor	☐	______________________________
Vice Chair:	Rick Nelson	☐	
	Pam Reynolds	☐	
	Nomination from the floor	☐	______________________________
Secretary:	Oluwaseyi Olawore	☐	
	Nomination from the floor	☐	______________________________

AGENDA REPORT

Meeting Date: March 7, 2022 **Meeting Type:** Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Dates of City Charter Updates

Background

At its February 7, 2022 meeting Chair Nelson asked staff to provide a list of chapters with the dates each were most recently updated:

Chapter Number	Chapter Title	Revised
Chapter 1	Name, Boundaries, Powers and Construction of Government	10-05-1989
Chapter 2	City Council Organization	03-13-2017
Chapter 3	Procedure of Council	04-28-2014
Chapter 4	Nominations and Elections	04-22-2013
Chapter 5	Initiative, Referendum and Recall	04-22-2013
Chapter 6	Administration of City Affairs	03-23-2020
Chapter 7	Taxation and Finances	01-22-2018
Chapter 8	Public Improvements and Special Assessments	09-10-2018
Chapter 9	Eminent Domain	10-05-1989
Chapter 10	Franchises and Public Utilities	10-05-1989
Chapter 11	Public Ownership and Operations of Utilities	12-02-2013
Chapter 12	Miscellaneous Provisions	06-14-2021

If any member has outdated chapters in their printed materials, please notify staff prior to the meeting and staff will provide hard copies.

Recommendation

Attachments and Other Resources

AGENDA REPORT

Meeting Date: March 7, 2022 **Meeting Type:** Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Mission Statement and Strategic Values

Background

On March 1 and May 3, 2021 the Fridley Charter Commission (Commission) agreed on the need to conduct work planning sessions to evaluate and plan the direction of its work that may result in an amended mission statement and corresponding strategic values. Chair Nelson asked staff to prepare this Agenda Report as an introduction to a strategic planning exercise.

When considering strategic planning there are several common definitions that may be helpful in these discussions:

- Mission: a formal summary of the aims of a company, organization, or group. Often a short statement of why a group exists to identify the goals of its operations.
- Strategic Values: core, guiding principles of a company, organization, or group. They define what a group believes in and steer how those within the group will engage with each other and complete their work.

Roles – who will do what?

For this exercise it will be helpful for all to understand what expected roles and responsibilities are to enable a successful exercise:

- Charter Commission Chair: provide leadership for the exercise and steer conversation;
- Charter Commission Members: participate in providing input and ideas; and
- Staff Liaison: facilitate Strength, Opportunities, Aspirations and Results (SOAR) Activity by introducing processes, posing questions for consideration, note taking, and facilitating the Commission in finding common themes from discussions.

Process – how will this work?

As a large 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?

After a review of responses for each area, the Chair and staff will lead the group to find common themes from the exercise. Those themes will serve as the beginning work in creating a Mission Statement (Mission). The responses and discussion from the activity will also enable the Commission to determine any number strategic values.

Payoff – what do we get out of this?

The Commission will reflect on and consider the results from its SOAR Activity and work to craft a Mission and strategic values. Both will:

- 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;
- Steer productive meetings for the group; and
- Potentially be integrated into the Commission's Bylaws.

Recommendation

None.

Attachments and Other Resources

- Exhibit A: SOAR Activity Notes

Strengths

- What are we most proud of?
- What makes the Commission unique?
- What do we excel at?
- How do we use our strengths to get results?
- What are our greatest accomplishments?

Notes

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?

Notes

Aspirations

- What do we care deeply about?
- What are some strategic initiatives that would support our aspirations?

Notes

Results
• How do we know we are succeeding? • What resources are needed to implement our opportunities and aspirations?
Notes