CHARTER COMMISSION

May 02, 2022
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 April 4, 2022 Charter Commission Meeting Minutes

Administrative Matters

2. Upcoming Term Expiring: Manuel Granroos

Old Business

3. Mission Statement and Strategic Values

New Business

Future Meeting Topics/Communications

Adjournment

AGENDA REPORT

Meeting Date: May 2, 2022 **Meeting Type:** Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Approval of April 4, 2022 Charter Commission Meeting Minutes

Background

Attached are the meeting minutes from April 4, 2022 for the Commission's consideration.

Recommendation

Staff recommend the approval of the April 4, 2022 Charter Commission Meeting Minutes.

Attachments and Other Resources

- April 4, 2022 Charter Commission Meeting Minutes

CHARTER COMMISSION

April 4, 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 7:00 p.m.

PRESENT
Kelli Brillhart
Ibsen Gabriel
Greg Gardner
Manuel Granroos
Nikki Karnopp
Ted Kranz
Bruce Nelson
Rick Nelson
Oluwaseyi Olawore
Pam Reynolds
Val Rolstad
Cynthia Soule
Avonna Starck
Melissa Moore, City Clerk

APPROVAL OF AGENDA

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

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

APPROVAL OF MEETING MINUTES

1. Approval March 7, 2022, Charter Commission Meeting Minutes

Commissioner Reynolds suggested the March 7, 2022 minutes be amended to make a notation that the ballots from the 2022 Election of Officers should have been read aloud for the record, pursuant to Minnesota Statute 13D.

Motion by Commissioner Reynolds to approve the meeting minutes of March 7, 2022 as amended. Seconded by Commissioner Granroos.

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

ADMINISTRATIVE MATTERS

2. Fridley Commission Appreciation Dinner

Ms. Moore reminded the Commission of the upcoming Appreciation Dinner to be held Monday, April 18 at 6:00 p.m. at Springbrook Nature Center.

OLD BUSINESS

3. Mission Statement and Strategic Values

Ms. Moore reviewed the Agenda Report, which included a summary of the March 7 mission statement and strategic values discussion that was facilitated through a Strengths, Opportunities, Aspirations and Results (SOAR) Activity. Ms. Moore asked for any questions, revisions or clarifications of the summary.

The Commission directed revision to the Results portion, point number one to read: "Mutual cooperation with the Fridley City Council to enact the Commission's proposed amendments."

The Commission discussed adding an item to the resources section regarding an orientation for new Commission members.

The Commission reviewed and discussed the draft Mission Statement crafted by Ms. Moore. The Commission directed it be changed to: "The Fridley Charter Commission's mission is to collaboratively evaluate and propose changes to the City Charter that reflect the importance of the City Charter, to enable effective government operations and reflect the values of the residents of Fridley." The Commission agreed this is a draft statement that will continue to be refined through ongoing discussions.

The Commission reviewed and discussed the draft Strategic Values crated by Ms. Moore. The Commission directed point number one under Collaboration be changed to: "Active communication with the City Council." The Commission directed point number one under Stewardship be changed to: "Act ethically." The Commission directed point number three under Engagement be changed to: "When Commission openings occur, actively recruit new voices that reflect the changing demographics of Fridley."

The Commission asked Ms. Moore to revise the SOAR Activity summary and draft mission and values. Ms. Moore agreed and said she would email the document to the Commission for review and additional work.

FUTURE MEETING TOPICS/COMMUNICATIONS

No comments.

ADJOURNMENT

MOTION by Commissioner Kranz 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 8:52 P.M.

AGENDA REPORT

Meeting Date: May 2, 2022 **Meeting Type:** Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Upcoming Term Expiring: Manuel Granroos

Background

Commissioner Granroos' appointment to the Fridley Charter Commission (Commission) expires September 2, 2022. If Commissioner Granroos wishes to be reappointed, a motion to recommend his reappointment to the Chief Judge would be required.

If Commissioner Granroos does not wish to be reappointed, a motion to declare an opening on the Commission would be in order.

Recommendation

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

Attachments and Other Resources

AGENDA REPORT

Meeting Date: May 2, 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. At its March 7 meeting, the Commission participated in a Strengths, Opportunities, Aspirations and Results (SOAR) Activity. At the end of the discussion the Commission asked staff to distill the conversation notes into a synopsis of the discussion and ideas shared, as well as provide drafts of an amended mission statement and drafts of strategic values that will assist the Commission in staying true to its mission. At its April 4 meeting, the Commission reviewed staff's summary and provided revisions (Exhibit A).

The Commission directed staff to revise the draft mission statement and drafted strategic values, and email the document to the Commission so they may consider additional changes to discuss at this evening's meeting (Exhibit B). To aid the Commission's work, a compilation of Charter Commission mission statements from other cities is attached as Exhibit C.

If the Commission came to a consensus on a revised mission statement and strategic values, the group may choose to amend the Commission's Bylaws to insert the new mission statement, and the strategic values if desired.

Staff's recommended next step is to work on setting detailed goals related to specific initiatives that would satisfy the Commission's strategic values (Exhibit D). Staff reviewed Exhibit A to provide examples of how the Commission may set a course to fulfill their strategic values. These are not meant to be exhaustive or restrictive in any way. The specific initiatives were chosen by staff because of their ease of implementation and relatively quick turnaround.

Recommendation

Staff recommend the Commission evaluate the exhibits, discuss the draft mission statement and strategic values, and consider specific initiatives to engage in for the year.

Attachments and Other Resources

- Exhibit A: Summary of March 7, 2022 discussion, with directed revisions added April 4, 2022
- Exhibit B: Revised draft mission statement and strategic values document
- Exhibit C: Other Charter Commission mission statements
- Exhibit D: Specific initiatives to support strategic values

Summary of March 7, 2022 Discussion, with directed revisions added April 4, 2022.

Strengths

What are we most proud of?

1. The Commission's long-standing existence.
2. The Commission's relationship with the City Council (Council).
3. The Commission's role in listening to the will of residents and bringing that to bear in the City Charter.
4. The forward momentum of the Commission in reflecting the diversity of the City.
5. The commitment and passion of the Commission members for the work they do.

What makes the Commission unique?

1. Commission members are not appointed by the Council.
2. Commission members are not paid or otherwise compensated for their work.
3. The Council respects the recommendations of the Commission.
4. The Commission is an active advisory commission that proactively seeks to refine the City's Charter.
5. Commission members care deeply about doing what is right for the City, not what is easy.
6. Commission members may disagree on issues, but through its deliberations, the group always works its way to consensus on proposed amendments to the Charter.

What do we excel at?

1. Tenacious deliberations and work in the Commission's effort to exhaustively examine each proposed amendment to the Charter.
2. Commission members respect differing opinions on matters and work toward finding consensus.

How do we use our strengths to get results?

1. Commission members actively debate important issues and ultimately agree on compromise.
2. The Commission's dynamic is one that welcomes differing opinions and stances on issues. Those differences are encouraged
3. Commission members are steadfast in their commitment to making the City Charter best reflect the will of the people, and are willing to stand up to any outside special interests.

What are our greatest accomplishments?

1. The multi-year update to Chapter 7.
2. A good working relationship with the Council, and attendance of Councilmembers at Commission meetings.

Opportunities

What can we build on?

1. Continuously reflect on the Commission's past work.
2. Engage in more community outreach when considering proposed amendments to the Charter.
3. Increased education on the role of the Charter in municipal government, and the roles and responsibilities of the Commission.
4. Better market the role of the Commission, the scope of its work, its methodologies through outreach and marketing (e.g., social media, the City's website, Townhall Meeting, summer concerts, Block Captains, etc.).

How can we best meet the needs of those we serve?

1. Active community engagement so that the Charter, the Commission, the Council, and the administration of the City will reflect the community they serve.

What changes and trends should we consider for our work?

1. The changing demographics of the City.

Aspirations

What do we care deeply about?

1. Maintaining the integrity of the Charter as the document that defines powers, functions, and essential procedures of the City government.
2. Serving and upholding the community's values.
3. Actively engaging with residents to ensure the Commission is executing their will.
4. Respectfully engaging in our work and acknowledging our role as public officials.

What are some strategic initiatives that would support our aspirations?

1. Begin community engagement through previously mentioned methods.
2. Soliciting educational opportunities from outside sources.
3. Network with and engage in reciprocal support with other Charter Commissions.

Results

How do we know we are succeeding?

1. Mutual cooperation with the Fridley City Council to enact the Commission's proposed amendments.

2. New applicants to the Commission have a good understanding of what the Charter is, and the role of the Commission.
3. Continued forward momentum of the Commission's work in creating proposed amendments.

What resources are needed to implement our opportunities and aspirations?

1. Continue to build on working relationships with staff and the Council.
2. Examine the possibility of hiring an independent Attorney for the Commission.
3. Possibly amend the Bylaws to encourage cooperation and mutual respect of all Commissioners.
4. Veteran Commissioners reach out to, and possibly mentor, new members.
5. Ongoing education opportunities through planned outside speakers coming to meet with the Commission.
6. Annual revision of the Commission's work, mission, and strategic values.
7. Consultation with the City's Communications and Marketing Division to better market the role, mission, strategic values, and outreach initiatives of the Commission.
8. A Commission email where residents may submit comments/questions that will be presented to the Commission for review at a meeting. Add a standard section on the agenda that will address any public comment.
9. A list of Commissioners by Ward.
10. Develop an orientation process for new Charter Commission members.

Exhibit B

Draft Mission Statement

The Fridley Charter Commission's mission is to collaboratively evaluate and propose changes to the City Charter that reflect the importance of the City Charter, to enable effective government operations and reflects the values of the residents of Fridley.

Draft Strategic Values

Strategic Value	Attained Through
Collaboration	1. Active communication with the City Council. 2. Respecting differing opinions on matters and working to find consensus. 3. Continuous refinement and improvements to the Charter to ensure it is a document which best serves the residents and City government.
Stewardship	1. Act ethically. 2. Maintaining responsibility for the applicability and efficacy of the Charter. 3. Ensuring the directives of the Charter reflect the will of Fridley residents.
Engagement	1. Educating the residents of Fridley on the role of the City Charter and Charter Commission. 2. Participating in community events to listen and learn how residents feel about certain issues. 3. When Commission openings occur, actively recruit new voices that reflect the changing demographics of Fridley.

Exhibit C

Other Charter Commission Mission Statements

Coon Rapids:
The City Charter is the written instrument which creates and defines powers, rights and privileges for the City of Coon Rapids. The Charter Commission exists for the purpose of advising the City Council regarding the City Charter.

St. Louis Park:
The group's mission is to evaluate and propose changes that are warranted in the city's home rule charter as provided by state statute.

Minneapolis:
The Charter Commission maintains the home rule charter for the people of the City of Minneapolis.

Ramsey:
The Charter Commission is like a standing constitutional convention. It has the power to propose charter changes at any time. The Commission's function is to continue to study the local charter and government and if they find that it is not working or proves to be faulty in operation, it is the Commission's duty to propose improvements.

Willmar:
As a home rule charter city, the Charter Commission is charged with the continual review of the Willmar City Charter to offer amendments to its rules for full Council approval or to make proposed amendments to a vote of the people for recommended changes.

Mounds View:
The purpose of the Charter Commission is to serve as custodians of the Mounds View City Charter in accordance with state laws to ensure that the Charter is an effective and workable document that will benefit our residents in overseeing city operations and expenditures.

Minnetonka:
The Minnetonka Charter Commission's mission is to oversee the city's charter, which is similar to a local constitution. The charter establishes the city's organization and legal power, subject to requirements under state law. As an independent body, the charter commission represents resident viewpoints and considers, recommends and proposes appropriate charter revisions and amendments, balancing the best interests of city government and residents.

Specific Initiatives to Support Strategic Values

Strategic Value	Attained Through	Specific Initiative(s)
Collaboration	1. Active communication with the City Council. 2. Respecting differing opinions on matters and working to find consensus. 3. Continuous refinement and improvements to the Charter to ensure it is a document which best serves the residents and City government.	1. Schedule annual Conference Meeting check-in with the City Council. 2. Commission work planning session to forecast and plan what chapters of the Charter the group would like to work on.
Stewardship	1. Act ethically. 2. Maintaining responsibility for the applicability and efficacy of the Charter. 3. Ensuring the directives of the Charter reflect the will of Fridley residents.	1. Schedule annual training opportunity for the Commission, setting specific topics to be addressed. 2. Schedule annual review of the Commission's Bylaws, mission statement, and strategic values. Set any new specific initiatives.
Engagement	1. Educating the residents of Fridley on the role of the City Charter and Charter Commission. 2. Participating in community events to listen and learn how residents feel about certain issues. 3. When Commission openings occur, actively recruit new voices that reflect the changing demographics of Fridley.	1. Schedule annual proclamation by the City Council regarding the role and importance of the City Charter, and the responsibilities of the Charter Commission. 2. Review the City's website regarding the Commission's roles and responsibilities. Provide suggested revisions. 3. Amend Bylaws to include "Resident Feedback" section to Commission agendas. 4. Forecast and plan future engagement opportunities for 2022-2023.