AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
6:00 P.M. Monday, January 23, 2023
City Hall, Council Chambers

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. UNFINISHED BUSINESS
None

E. NEW BUSINESS
1. Commissioner Interviews

F. ADJOURNMENT

RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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CITY COUNCIL WORKSHOP STAFF REPORT
Meeting Date January 23, 2023

REPORT TO:	Melinda Coleman, City Manager
REPORT FROM:	Lois Knutson, Administrative Services & Performance Measurement Coordinator
PRESENTER:	Melinda Coleman, City Manager
AGENDA ITEM:	Commissioner Interviews

Action Requested: ☐ Motion ✓ Discussion ☐ Public Hearing
Form of Action: ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

Policy Issue:

The City Council will be interviewing six candidates for two commission openings. Currently there are two openings on the Environmental and Natural Resources Commission and we have six applicants.

Recommended Action:

Staff recommends that the Council interview the candidates as indicated in the schedule below. The suggested questions will be submitted under separate cover to the Council. During the interview process, Council Members should score each applicant. Once all of the interviews have concluded, Council Members should rank the candidates for each opening and submit their score sheets. The scores will be tallied and the results and recommendation for appointment will be brought back to the City Council during the meeting on February 13, 2023.

Time	Candidate	Commission
6:00 pm	Nancy Edwards	Environmental & Natural Resources Commission
6:10 pm	Kayley Gamm	Environmental & Natural Resources Commission
6:20 pm	David Lates	Environmental & Natural Resources Commission
6:30 pm	Robert Waid	Environmental & Natural Resources Commission
6:40 pm	Patricia Timmons	Environmental & Natural Resources Commission
6:50 pm	Jen Owens	Environmental & Natural Resources Commission

Fiscal Impact:

Is There a Fiscal Impact? ✓ No ☐ Yes, the true or estimated cost is $0.00
Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source
☐ Use of Reserves ✓ Other: n/a

Strategic Plan Relevance:

☐ Financial Sustainability	☐ Integrated Communication	☐ Targeted Redevelopment
☐ Operational Effectiveness	✓ Community Inclusiveness	☐ Infrastructure & Asset Mgmt.

The City's Commissions and Boards provide an opportunity for citizens to become involved in City government and be a part of the decision making process.

Background

N/A

Attachments

1. Candidate Applications

BOARDS AND COMMISSIONS APPLICATION FORM

Contact Information

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First Name * Nancy

Last Name * Edwards

Home Address *

Street Address
1021 Crestview Dr S
Address Line 2
City
Maplewood
State / Province / Region
MN
Postal / Zip Code
55119
Country
United States

[redacted]

Minnesota State Statute §13.601 states that once an individual is appointed to a public body, the following additional items of data are public:

(1) residential address; and
(2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

Application Questions

Please check which Board and/or Commission you are interested in serving? *

- ☐ Community Design Review Board
- ☐ Heritage Preservation Commission
- ☑ Parks & Recreation Commission
- ☑ Environmental & Natural Resources Commission
- ☐ Housing & Economic Development Commission
- ☐ Planning Commission

How long have you lived in the City of Maplewood? * 5.0

Will other commitments make regular attendance at meetings difficult? *	○ Yes ◉ No
Please list specific reasons why you would like to serve on this Board or Commission. *	I am an avid environmentalists, concerned with preserving our world.
Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *	Recycling Reducing our dependence on single use and non renewable items. Community gardens, utilizing our parks and wild areas for multiple uses.
List any community organizations or activities in which you have recently or are now an active participant. *	None, unfortunately. I am an RN, retiring summer of 2023 and excited to have time to focus on my passions!
Please share any additional comments on why you should be selected by the City Council.	
You may attach a resume or other summary of your background and experience for appointment to this.	pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature	**Submitted On** *
	11/9/2022 04:38:11 PM

BOARDS AND COMMISSIONS APPLICATION FORM

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First Name * Kayley

Last Name * Gamm

Home Address *

Street Address
2647 Van Dyke St
Address Line 2
City
Maplewood
State / Province / Region
MN
Postal / Zip Code
55109
Country
United States

[redacted]

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- ☑ Environmental & Natural Resources Commission
- ☐ Housing & Economic Development Commission
- ☐ Planning Commission

How long have you lived in the City of Maplewood? * 1.5

Will other commitments make regular attendance at meetings difficult? *	○ Yes ◉ No
Please list specific reasons why you would like to serve on this Board or Commission. *	I am new to the community and am interested in bettering my community. Learn about the environmental initiatives of the community
Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *	Conservation efforts Water quality
List any community organizations or activities in which you have recently or are now an active participant. *	None so far, but hoping to change that!
Please share any additional comments on why you should be selected by the City Council.	I would love to be part of this commission. My father was environmental quality director for Dodge County and my brother works for water quality in Olmsted County, so I was instilled with passion for the environment and am really looking forward to learning more about my new community.
You may attach a resume or other summary of your background and experience for appointment to this.	KGammresume.pdf 66.04KB pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature

Submitted On *

11/20/2022

08:00:25 PM

KAYLEY GAMM RDN, LD

[redacted]

EDUCATION

Viterbo University, LaCrosse, Wisconsin
Major: Bachelor of Science in Community-Medical Dietetics
- Minor: Psychology

Coordinated Program Internships: Belize, Central America and Tri-County Memorial Hospital, Whitehall Wisconsin

EMPLOYMENT

M Health Fairview, Maplewood, Minnesota
Metabolic and Bariatric Surgery Dietitian (Part Time) **October 2018-Present**
- Provides guidance and counseling of dietary recommendations and implementation to metabolic and bariatric surgery patients.
- Assess patient nutrition nutritional and health needs and provides Medical Nutrition Therapy for non-surgical patients for weight loss, diabetes and heart disease.

Summit Orthopedics, Woodbury, Minnesota
Registered Dietitian (Part Time) **July 2018-Present**
- Provides Medical Nutrition Therapy to clients in a wellness clinic setting for sports nutrition, weight loss and injury recovery.

Hy-Vee, Rochester, Minnesota
Registered Dietitian **February 2017-July 2018**
- Provided one on one nutrition counseling to clients and customers, including counseling for eating disorders, GI diseases, diabetes and weight loss.
- Developed community nutrition education programs and taught wellness based community classes.

Novocare American Clinic, Addis Ababa, Ethiopia, Africa
Registered Dietitian/Medical Director **August 2015-November 2016**
- Assessed and educated patients for a variety of nutrition related issues such as diabetes, HIV/AIDS and underweight.
- Oversaw and managed the larger operations of running the medical clinic such as policy development, training and staff retention as well as finances and bookkeeping.

Asante Health System, Medford, Oregon
Registered Dietitian/Diabetes Educator **July 2014-November 2015**
- Performed nutritional assessments, nutrition care services, diabetes self-management education and behavior change support for patients with diabetes and gestational diabetes.
- Participated in the development, implementation, monitoring and evaluation of diabetes educated programs for individuals and groups including facilitation of support groups. .

Blessing Hospital, Quincy, Illinois
Registered Dietitian/Diabetes Educator **May 2011-July 2014**
- Worked with a team to develop and implement the curriculum for an accredited Diabetes Self Management Training program.
- Provided individual and group nutrition assessment and Medical Nutrition Therapy for patients with diabetes, obesity and chronic kidney disease.

LEADERSHIP IN THE COMMUNITY

- Certified Diabetes Prevention Program Lifestyle Coach- **CDC**
- **Certificate of Training in Obesity Management-** Commission on Dietetics Registration
- **Certified Food Safety Manager-**C National Register of Food Safety Professionals
- **Minnesota Academy of Nutrition and Dietetics Education Lead for Southwest Chapter**- 2018-2019
- Key Presenter- Minnesota School Nutrition Association Conference- 2018, 2019

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First Name * David

Last Name * Lates

Home Address *

Street Address
1976 Maryknoll Ave
Address Line 2
City
Maplewood
State / Province / Region
MN
Postal / Zip Code
55109
Country
USA

[redacted]

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- ☑ Environmental & Natural Resources Commission
- ☐ Housing & Economic Development Commission
- ☐ Planning Commission

How long have you lived in the City of Maplewood? * 7.0

Will other commitments make regular attendance at meetings difficult? *	○ Yes ◉ No
Please list specific reasons why you would like to serve on this Board or Commission. *	I have long had an interest and passion for sustainability and environmental stewardship. I have professional experience in environmental engineering working for the NYSDEC, and in greenhouse gas accounting and product stewardship at 3M. I have been looking for opportunities to volunteer and serve my local community.
Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *	Furthering the city's renewable energy goals and helping to make Maplewood more climate resilient.
List any community organizations or activities in which you have recently or are now an active participant. *	Native Planting Restoration project for Ramsey-Washington Metro Watershed District (volunteer opportunity at Goodrich Golf Course).
Please share any additional comments on why you should be selected by the City Council.	In addition to serving in a capacity that aligns with my interests and experience, I would love the opportunity to get connected with more people within the Maplewood community.
You may attach a resume or other summary of your background and experience for appointment to this.	pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature	**Submitted On** *
David Gates	11/14/2022 06:07:45 PM

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First Name * PATRICIA

Last Name * TIMMONS

Home Address *

Street Address
536 Sterling St S
Address Line 2
City
Maplewood
State / Province / Region
MN
Postal / Zip Code
55119
Country
United States

[redacted]

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- ☑ Housing & Economic Development Commission
- ☐ Planning Commission

Housing and Economic Development Commission Member type *	○ Business Representative ◉ Resident
How long have you lived in the City of Maplewood? *	15.0
Will other commitments make regular attendance at meetings difficult? *	○ Yes ◉ No
Please list specific reasons why you would like to serve on this Board or Commission. *	I have previously been a city council member. I find serving the community important. I want to help ensure where we all reside provides a safe community with excellent services and amenities, adequate housing types for all income levels and natural space to enjoy family and friends.
Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *	I am honestly willing to help in whatever capacity I can. Once I get involved I will be able to assess the tasks that best suit my skill.set.
List any community organizations or activities in which you have recently or are now an active participant. *	AARP volunteer Scott County Volunteer Scott County 50x30 Scott County Workforce Readiness Committee Scott County human Resource Board I35 Coalition MVTA Board Elko New Market City Council and EDA
Please share any additional comments on why you should be selected by the City Council.	I am a hard working, dedicated, logical, and fair minded individual. I plan on living in Maplewood for a long time and would be honored to help guide its future state.
You may attach a resume or other summary of your background and experience for appointment to this.	pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature	**Submitted On** *

9/28/2022

06:12:11 PM

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First Name * Robert

Last Name * Waid

Home Address *

Street Address
2315 Timber Trail E.
Address Line 2
City
Maplewood
State / Province / Region
MN
Postal / Zip Code
55119
Country
United States

[redacted]

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- ☑ Environmental & Natural Resources Commission
- ☐ Housing & Economic Development Commission
- ☐ Planning Commission

How long have you lived in the City of Maplewood? * 7.0

Will other commitments make regular attendance at meetings difficult?*	○ Yes ◉ No
Please list specific reasons why you would like to serve on this Board or Commission.*	I have a strong interest in environmental preservation and reclamation. This includes recycling and sustainability efforts and applicable technology.
Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?*	I'm interested in open space preservation and control of invasive species. I am also concerned about the impact of climate change on indigenous plants and animals and resulting migration of new species into the biome.
List any community organizations or activities in which you have recently or are now an active participant.*	None.
Please share any additional comments on why you should be selected by the City Council.	I am a retired scientist (chemist). I have a good general knowledge base about human impacts on the environment and the fate of materials introduced into it. Several of my work projects during my 37 year career were intended to reduce environmental impacts but turned out to create their own unique sets of issues. I understand the confusion and inaction that can result from inability to compromise or find the best available solution. I am non-ideological, but I know that human-induced climate change is real and must be dealt with.
You may attach a resume or other summary of your background and experience for appointment to this.	pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature	**Submitted On***
Robert D Waid	11/23/2022 11:21:47 AM

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First Name *
Jen

Last Name *
Owens

Home Address *
Street Address
89 Century Avenue Nort
Address Line 2
315
City
Maplewood
State / Province / Region
Minnesota
Postal / Zip Code
55119
Country
United States

[redacted]

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- ☐ Parks & Recreation Commission
- ☑ Environmental & Natural Resources Commission
- ☐ Housing & Economic Development Commission
- ☐ Planning Commission

How long have you lived in the City of Maplewood? *	6.0
Will other commitments make regular attendance at meetings difficult? *	○ Yes ◉ No
Please list specific reasons why you would like to serve on this Board or Commission. *	I am interested in public office and would like to be involved in the work for Climate Adaption Plan and HPC.
Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *	I would like to suggest agenda items; be involved in the CAP and development, as well as prevention.
List any community organizations or activities in which you have recently or are now an active participant. *	SRAC: Univ of MN-Twin Cities EAC- Metro Council NAACP- Civil and Human Rights
Please share any additional comments on why you should be selected by the City Council.	I have run for public office in the past and want to put the work in at the City Council so that I can be a better public advocate and prevention for human rights abuse.
You may attach a resume or other summary of your background and experience for appointment to this.	Resume Jen Owens (MPP).docx 37.07KB pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature	**Submitted On** *
Jen Owens	11/16/2022 10:18:12 AM

JEN OWENS

[redacted] [redacted] [redacted]

Summary: Professional interested in assisting K-12 Educational system get better in society.

PROFESSIONAL EXPERIENCE:

Executive Director, Path Forward Program, St. Paul, MN , January. 2010 – Present

- Promote a diverse, culturally competent, and respectful workplace.
- Civil Rights Advocate
- Human Rights Advocate
- Program design to include business coaching cohorts, technical assistance support, and small business grant distribution
- Staffing protocols
- Marketing materials
- Manage all aspects of programming and cohort experience for the 10,000 Black Business Program
- Facilitator of cohorts
- Registration management, program coordination and follow up.
- Events logistics and partnerships - shoring up our relationships with vendors and partners for event execution, including consultants/speakers, venues, catering, etc.
- Connect businesses to resources, introductions, and requested assistance to help them expand and grow their business
- Other duties as assigned
- Provide project management services for upcoming cohort of the MBCC Mentorship Program
- Update mentorship program design and guidelines
- Develop mentor and mentee criteria o Secure mentors and mentees for the mentorship program
- Assist in effectively matching mentors and mentees
- Coordinate cohort kickoff meeting o Coordinate cohort wrap up meeting
- Experience and demonstrated ability to work effectively and collaboratively with diverse staff, coalitions, and community groups..
- Conduct other duties and projects as assigned or apparent.

CEO*, JAO Companies, St. Paul, MN ,January. 2013 – Present*

- Respond to routine inquiries about city activities, programs and services or refer inquiries to the appropriate department or division.
    - Research and draft memorandums, correspondence, policies; develop proposals and present gathered information; prepare presentations, documents and spreadsheets.
    - Develop and deliver high quality presentations.
    - Participate on and lead cross-departmental teams, work groups and committees.
    - Attend and participate in various organizational meetings and city meetings as directed.
    - Actively pursue education to increase knowledge of best practices in community outreach, engagement, diversity, equity and inclusion. Actively encourage other city leaders to do likewise.
    - Foster an inclusive work culture and advance the city's diversity, equity and inclusion goals.
    - Maintain and foster an environment, which facilitates the Exceeding Expectations (professional, responsive, leaders) philosophy of the city.
    - Conduct other duties and projects as assigned or apparent.

Imani Homecare, St. Paul, MN
Office Manager/Consultant, Aug. 2015 – January 2020

- Clerical
- Database Management
- Organizational culture and individual leadership
- Facilitate groups
- Work collaboratively with Senior administration and peers
- Experience working with diverse backgrounds
- Experience applying change management with unique cultures
- Leadership development
- Collaborating with all levels of leaders
- Developing complex projects & monitoring progress & outcomes
- Data entry
- Follow HIPAA/DHS Rules and Regulations
- Experience in developing programs around diversity, equity and inclusion
- HR, Interviewing, On-boarding process, Coaching, Performance reviews
- Staffing of PCA/HMK
- Implement Workplace Strategies
- Developed Employee Engagement Initiatives
- Recruiting
- Billing
- Proven ability to improve existing processes and procedures
- Customer Service
- Ability to determine and ensure compliance with all federal, state, and local laws and regulations
- Functioned independently as Office Manager
- Prepared memos, letters/ emails, spreadsheets, learning resources, and other related documents.

Program Mentor ***Prevent Child Abuse MN*** ***Saint Paul, MN***
Oct 2016 – Oct. 2017

- Coordinate for 3 programs statewide (Parent Leadership, ACES & Circle of Parents)
- Prepare training materials & coordinate training dates, training locations, etc.
- Data entry
- Community Engagement/Community Cohorts
- Database management
- Clerical work (Answering phones, greeting customers, manage meetings, etc.)
- Evaluations
- Process improvement

KP Companies, Golden Valley, MN
***Recruitment Coordinator Consultant*, May. 2014 – July. 2015**

- Recruited and screened qualified candidates
- Scheduled internal/external interviews for Health East Hospitals & Clinics
- HR
- Staffing
- Payroll
- Data Analyzation for recruitment, business partners, and community needs
- Make recommendations and prepare reports
- Office management
- Compare performances and other methods

- Managed domestic travel to one Director and 15 Staff members

Nystrom & Associates LLC, New Brighton, MN
***Insurance Specialist,* 04/2010 - 03/2014**

- Verified insurance coverage and benefit eligibility for mental health patients for over 40 doctors
- Communicated effectively with insurance providers and patients on mental health services offered and options
- Provided solutions and answered questions to uninsured patients who needed mental health services
- Organizational skills sufficient to prioritize work across varied responsibilities accomplish multiple program activities and ensure standardized documentation for insurance companies and eligibility
- Knowledge of applicable state and federal guidelines and requirements for mental health eligibility criteria and qualifications
- Credentialing qualifications for providers with insurance companies

FirStat Nursing Services, St. Paul, MN
***Supplemental Coordinator/Intake Specialist,* Nov. 2006 – Mar. 2010**

- Managed intake processes; retained insurance authorizations, collected demographics, verified insurance, staffed disciplines, and disseminated documents to professionals
- Successfully trained staff with on-boarding process (applications, reference checks, assessments, and license verifications)
- Managed high volume of phone lines
- Developed and implemented human resources strategies, solutions and plans aligned with overall business objectives and strategies
- Produced offer letters for new recruits including orientation schedules and confidentiality agreements
- Staffed RN, LPN, Phlebotomists, Specialty Nurses, Physical Therapists, etc. for Supplemental contacts and when facilities were "short staffed"
- Administered drug screens, assessment tests for specialties (professionals), etc.
- Supervised subordinate employees including developing performance plans, conducting performance evaluations, making or approving selections, recommending disciplinary actions, etc.
- Managed Allied staff for group homes, nursing homes, hospitals and assisted living facilities
- Entered new hires in all office systems and databases and provided orientation on policies and procedures
- Reviewed and submitted accurate and timely payroll information to Corporate Office
- Initiated/Maintained solid relationships with all Supplemental contracts
- Listened to all customer service and client feedback and made policy recommendations/changes accordingly
- Prepared agendas for Supplemental updates to Supervisor
- Gathered information and perform online research for special projects

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EDUCATION:

BS. Business & Marketing & Education, University of MN-Twin Cities, 2011
(*Graduation Commencement Speaker)*

JD Mitchell Hamline School of Law In Process

PROFESSIONAL AFFILIATIONS:

Univ of MN College of Education and Human Development Alumni Society (Minneapolis, MN)

General Member NAACP (Baltimore, Maryland)

COMPUTER SKILLS:

Microsoft Office, Outlook, Word, Excel,

INTERESTS:

Creative; BIPOC; LGBTQ: Women Studies

**Jeannette Lewis*	*Employee/Co Worker*	*651-270-5650*	*Maplewood, MN*
** Carly Mueller*	*Co-Worker*	*651-300-0879*	*Woodbury, MN*
** Victoria Stovall*	*Previous Supervisor*	*612-735-0610*	*Woodbury, MN*