

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:15 P.M. Monday, April 23, 2012  
Council Chambers, City Hall

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. UNFINISHED BUSINESS**

**E. NEW BUSINESS**

1. Commissioner Interviews

a. Parks & Recreation Commission

b. Human Rights Commission

2. Annexation: Presentation on Process for Consideration – Approximate Start 6:00 p.m.

**F. ADJOURNMENT**

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**AGENDA REPORT**

**TO:** James Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
Sarah Burlingame, Senior Administrative Assistant  
**DATE:** April 23, 2012  
**SUBJECT:** Commission Interviews  
a. Parks & Recreation Commission  
b. Human Rights Commission

**INTRODUCTION**

The City Council will be conducting a continuation of interviews of candidates for the Human Rights Commission and the Parks & Recreation Commission. There are a total of thirteen (13) openings; one (1) on the Business & Economic Development Commission; one (1) on the Community Design Review Board, two (2) on the Heritage Preservation Commission, four (4) on the Human Rights Commission, two (2) on the Parks & Recreation Commission and three (3) on the Planning Commission. These are vacancies due to terms expiring and some resignations. Over the next few workshops, the City Council will interview twelve (12) applicants. Applicants are given 15 minutes to interview.

Due to limited available Workshop times, interviews will occur during 3 Workshops on April 9, April 23, and May 7.

**RECOMMENDATION**

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 fill out their ballots. Once the Interviews have concluded, Council Members should submit their ballots to staff, which will be tallied with the results brought back to the Council during a regular meeting at a later date with recommendations for appointments.

<b>Time</b>	<b>Candidate</b>	<b>Commission</b>
5:15	Question Selection	
5:20	Lisa Li	Parks & Recreation Commission
5:35	Tim Kinley	Human Rights Commission
5:50	*Therese Sonnek	Parks & Recreation Commission

*\* Indicates Candidate is Seeking Reappointment*

**Attachments:**

1. Candidate Applications in order of interview schedule
2. Human Rights Commission Candidate Application (Interviewed 4-9-12)



# CITY OF MAPLEWOOD BOARDS AND COMMISSIONS APPLICANT INFORMATION FORM

Name: Lisa Li

Date: March 8, 2012

### Personal Information

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.

ADDRESS: \_\_\_\_\_ Zip \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

You may attach a resume or other summary of your background and experience for appointment to this Commission

1. On which board are you interested in serving? (please check)

- |                                                                                    |                                                                   |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Business & Economic Development Commission                | <input type="checkbox"/> Housing & Redevelopment Authority        |
| <input type="checkbox"/> Business Representative <input type="checkbox"/> Resident | <input type="checkbox"/> Human Rights Commission                  |
| <input type="checkbox"/> Community Design Review Board                             | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Environmental & Natural Resources Commission              | <input type="checkbox"/> Planning Commission                      |
| <input type="checkbox"/> Heritage Preservation Commission                          | <input type="checkbox"/> Police & Civil Service Commission        |

2. How long have you lived in Maplewood? 2 years

3. Will other commitments make regular attendance at meetings difficult?    Yes                       No

4. Please list specific reasons why you would like to serve on this Board or Commission?  
The Parks and Recreation Department and Commission play a vital role in the City of Maplewood. For years, we have planned all of our vacation and travelling over a visit to a park- Local, State, and National. Our children began their first entry into sports via Parks and Recreation classes. It is time to give back, and contribute to Maplewood's heritage.

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?  
I would like to help foster further community involvement, including local business interest in our Parks.

6. List any community organizations or activities in which you have recently or are now an active participant.  
Director of The Lighthouse Program's Community Support Group.

Please share any additional comments on why you should be selected by the City Council.  
My undergraduate degree is in Exercise Science. My specialization was in fitness and health with populations over 55. I have held positions such as Director of Fundraising for Ballet Tucson, and Community Volunteer for the Arts in Tucson and Minnesota.

**THE INFORMATION CONTAINED IN THIS APPLICATION SHALL BE CLASSIFIED AS PUBLIC EXCEPT FOR HOME AND WORK TELEPHONE NUMBERS, HOME ADDRESS AND E-MAIL ADDRESS.**

Return or mail this application to: City of Maplewood, 1830 County Road B East, Maplewood, MN 55109



CITY OF MAPLEWOOD  
BOARDS AND COMMISSIONS  
APPLICANT INFORMATION FORM

Name: Timothy C. Kinley Date: 3-16-12

Personal Information

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.

ADDRESS: \_\_\_\_\_ Zip \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

You may attach a resume or other summary of your background and experience for appointment to this Commission

1. On which board are you interested in serving? (please check)
- |                                                                                    |                                                             |
|------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Business & Economic Development Commission                | <input type="checkbox"/> Housing & Redevelopment Authority  |
| <input type="checkbox"/> Business Representative <input type="checkbox"/> Resident | <input checked="" type="checkbox"/> Human Rights Commission |
| <input type="checkbox"/> Community Design Review Board                             | <input type="checkbox"/> Parks & Recreation Commission      |
| <input type="checkbox"/> Environmental & Natural Resources Commission              | <input type="checkbox"/> Planning Commission                |
| <input type="checkbox"/> Heritage Preservation Commission                          | <input type="checkbox"/> Police & Civil Service Commission  |

2. How long have you lived in Maplewood? 10+ years

3. Will other commitments make regular attendance at meetings difficult? Yes  No

4. Please list specific reasons why you would like to serve on this Board or Commission?  
The primary purpose of Gov't is to protect individual's constitutional rights. THIS IS NOT HAPPENING FOR MANY PEOPLE. This is a passion of mine because I have many friends and myself whom the govt has trampled their rights.

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?  
Setting up panel discussions or speakers to come before the commission and the community on various issues related to human rights.

6. List any community organizations or activities in which you have recently or are now an active participant.  
R-KIDS of Minnesota - Remember Kids in Divorce Settlements TO HELP GOOD PARENTS REMAIN in the lives of their children  
NCFM - NATIONAL COALITION FOR MEN: END BIAS + Sexism against men and boys  
Host "speechless" a local cable TV show dealing with Family Law + judicial reform.

Please share any additional comments on why you should be selected by the City Council.  
I HAVE organized panel discussions and hearings. Some at the CAPITOL, CHURCHES, Civic organizations.  
I have organized press conferences  
I have advocated for individuals who's liberties are or have been taken away.  
I have many resources (people) who would love to debate human rights issues.

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# CITY OF MAPLEWOOD BOARDS AND COMMISSIONS APPLICANT INFORMATION FORM



Name: Therese Sonnek Date: 3/16/2012

### Personal Information

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.

ADDRESS: \_\_\_\_\_ Zip \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

You may attach a resume or other summary of your background and experience for appointment to this Commission

1. On which board are you interested in serving? (please check)
- |                                                                                    |                                                                   |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Business & Economic Development Commission                | <input type="checkbox"/> Housing & Redevelopment Authority        |
| <input type="checkbox"/> Business Representative <input type="checkbox"/> Resident | <input type="checkbox"/> Human Rights Commission                  |
| <input type="checkbox"/> Community Design Review Board                             | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Environmental & Natural Resources Commission              | <input type="checkbox"/> Planning Commission                      |
| <input type="checkbox"/> Heritage Preservation Commission                          | <input type="checkbox"/> Police & Civil Service Commission        |

2. How long have you lived in Maplewood? 14 years

3. Will other commitments make regular attendance at meetings difficult? Yes  No

4. Please list specific reasons why you would like to serve on this Board or Commission?  
I have been a member of the Commission for 4-5 years now. I have been active in the Dog Park community, and the Geocaching community so can represent their views. I have been an active volunteer in park and trail litter cleanups for 15 years and buckthorn removal for many years.

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?  
I want to help establish a permanent, safe, and attractive Off-leash area in northern Maplewood.

6. List any community organizations or activities in which you have recently or are now an active participant.  
Early member (1999) of the now defunct ROMP (Responsible Owners of Mannerly Pets) and of the Minnesota Geocaching Association since 2005. I have adopted a park in my neighborhood.

Please share any additional comments on why you should be selected by the City Council.  
I want to advocate for a strong Parks Department, where needs are met to maintain our parks, facilities, and programs and keep them safe and desirable for prospective residents as well as current residents.

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CITY OF MAPLEWOOD  
BOARDS AND COMMISSIONS  
APPLICANT INFORMATION FORM

Name: Teresa Ryan Manzella Date: 3-5-12

Personal Information

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.

ADDRESS: \_\_\_\_\_ Zip \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

You may attach a resume or other summary of your background and experience for appointment to this Commission

1. On which board are you interested in serving? (please check)

- |                                                                                    |                                                             |
|------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Business & Economic Development Commission                | <input type="checkbox"/> Housing & Redevelopment Authority  |
| <input type="checkbox"/> Business Representative <input type="checkbox"/> Resident | <input checked="" type="checkbox"/> Human Rights Commission |
| <input type="checkbox"/> Community Design Review Board                             | <input type="checkbox"/> Parks & Recreation Commission      |
| <input type="checkbox"/> Environmental & Natural Resources Commission              | <input type="checkbox"/> Planning Commission                |
| <input type="checkbox"/> Heritage Preservation Commission                          | <input type="checkbox"/> Police & Civil Service Commission  |

2. How long have you lived in Maplewood? Sixteen years

3. Will other commitments make regular attendance at meetings difficult? Yes  No  - after April 24, 2012

4. Please list specific reasons why you would like to serve on this Board or Commission?

*I feel that I can contribute expertise and passion to the goal of equal rights advocacy. I have years of experience as an advocate for Gifted Youth, and I would like to apply my master's-level research in Gender Studies to efforts that benefit my community.*

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?

*I am particularly interested in ensuring equal opportunities for GLBT youth - in education and in all areas of their lives as community members.*

6. List any community organizations or activities in which you have recently or are now an active participant.

*MN Mensa - Board member and Gifted Children's Coordinator; National Assoc. for Gifted Children - Advocacy Liaison for GLBT Special Interest Group; MN Council for the Gifted and Talented - Advocacy Project member; Metropolitan State University - past Treasurer of GLBT Student Organization (all volunteer)*  
Please share any additional comments on why you should be selected by the City Council.

*I also have several years' experience working for the State of MN, so I am able to interpret policies and statutes. I also write and edit professionally, so I am able to construct effective written communications for groups of which I am a member.*

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## MEMORANDUM

TO: City Council  
FROM: H. Alan Kantrud, General Counsel  
SUBJECT: **Annexation Presentation**  
DATE: April 17, 2012

### INTRODUCTION

The City Council has been presented with the issue of annexation/detachment several times over the past several years, owing primarily to the mix of responsibilities shared between Maplewood and North Saint Paul. Ms. Christine Scotillo has a small presentation on the issue and comes to the Council with a wealth of knowledge on the subject.

### BACKGROUND

Historically annexation and/or detachment proceedings involve Townships and incorporated cities. The struggle is as cities grow they tend to need 'space' to expand into and invariably the land has to be taken from a County or Township through annexation proceedings. Detachment is the flip-side of that and involves the removal from one jurisdiction and movement to another. Boundary adjustments are commonplace when Cities agree that an area is better suited, geographically, to be part of a different jurisdiction.

### DISCUSSION

The issue of annexation has been brought to the fore by residents of the City who have opined that they would like the City to consider 'letting them go' or supporting their residences' detachment from Maplewood and/or annexation by North Saint Paul. Minnesota guides these issues by way of Statute, Minn. Stat. 414, and unless fully supported by the parties (detaching and annexing) the process includes a petition and hearing in front of the municipal boundary adjustment board.

To inform the Council regarding the process, Ms. Christine Scotillo, an attorney with 30 year's experience, the last 16 years of which was spent as executive director of boundary adjustments for the Office of administrative Hearings, is going to provide a short presentation. Her resume and bio are attached by way of introduction. She is well-respected within the legal community and brings a wealth of knowledge to the Council regarding the issue(s) of annexation and detachment. She will provide a general primer as well as focus on the Maplewood Heights area as it has a mix of services being provided to it. She will also touch on the recently-passed legislation that primarily affects Townships, but may be a harbinger of future legislation.

### RECOMMENDATION

The presentation is for informational purposes and does not require any action be taken.

CL "

**CHRISTINE M. SCOTILLO**

ATTORNEY

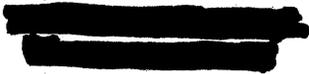
  
[www.linkedin.com/in/christinescotillojd](http://www.linkedin.com/in/christinescotillojd)

After receiving her law degree, Ms. Scotillo worked with public school districts, educational cooperatives, suburban municipalities and counties throughout the state, as well as private sector employers. Ms. Scotillo has represented these entities before state and federal courts and state and federal agencies, and has extensive administrative hearing experience.

Ms. Scotillo served as the executive director for the state Municipal Boundary Adjustment program for the past 16 years. In that capacity, Ms. Scotillo worked extensively with cities, townships, property owners, county personnel and planning boards and their legal representatives throughout the state. She has drafted legislation, testified at the state legislature and served on legislative task forces and work groups on matters relating to municipal boundaries.

Currently, Ms. Scotillo serves as a consultant and project attorney on issues arising from municipal boundary changes.

**CHRISTINE M. SCOTILLO**



[www.linkedin.com/in/christinescotillojd](http://www.linkedin.com/in/christinescotillojd)

*Self-directed professional with strong communication and presentation skills; experienced advocate litigating education and municipal issues in administrative, state and federal courts; accomplished leader, excellent collaborator, resourceful problem-solver.*

**Executive Director Boundary Adjustments - Minnesota Office of Administrative Hearings (2005-2011)**

**Minnesota Department of Administration (2003-2005)**

**Minnesota Office of Strategic and Long Range Planning (1999-2003)**

**Executive Director Minnesota Municipal Board (1995-1999)**

Provide legal direction in the management and administration of statewide municipal boundary adjustments under Minn. Stat. Ch. 414 and other related statutes. Subject matter expert responsible for providing legal, policy and technical advice. Under delegation of authority, issue orders and otherwise discharge statutory responsibilities relating to adjudication and disposition of pending proceedings including: conducting prehearing conferences, motion and evidentiary hearings. Swear in or affirm witnesses. Take and receive testimony and demonstrative evidence as needed to develop an adequate hearing record. Draft and execute all legal orders and other directives. Mediate and/or advise on pending proceedings and other related disputes. Maintain order, decorum, and civility in hearings and in all communications with hearing participants. Direct and control development of documents for proceedings in state and federal courts including petitions for injunctive relief, motions, declaratory judgments and appeals.

Manage and conduct the administrative functions of the boundary adjustment unit: staff supervision, prioritization of assigned substantive work, time management, and evaluation of performance goals. Manage and evaluate budgetary needs and allocation of resources, including development and management of unit web site; drafting web content and managing the input procedures to maximize accessibility of information to the public. Direct docket development and file entry process for case management system. Execute and administer professional contracts with service providers to maintain and support boundary adjustment website and case management system.

- Prevented legislative limits on authority to adjust municipal boundaries earning positive feedback from legislators, lobbyists and stakeholders.
- Reduced turnover of boundary adjustments decisions on appeal to less than 1% by implementing consistent technical review and editing.
- Convened policy seminar for chairs of municipal consolidation commissions to share experiences and techniques of facilitation and management of study commissions resulting in recommended legislative reforms to the process.
- Entered joint venture with Iowa State University resulting in professional contract for the University to establish a searchable database for Minnesota's joint boundary agreements.
- Facilitated meetings with boundary adjustment professionals in other states to study Wisconsin's model for resolving boundary disputes in order to develop best practices model.

**Attorney Severson, Sheldon, Dougherty & Molenda (1989-1990)**

**Attorney Ratwik, Roszak & Maloney (1984-1989)**

**Attorney Knutson, Flynn, Hetland & Deans (1982-1984)**

Provide staff attorney services for law firms representing public school districts, educational cooperatives, counties, municipalities, and private sector employers on issues of scope of authority, labor and employment, administration, curriculum and program requirements.

Conduct legal research on issues of organization and authority of school board members and public officials; disability and accessibility; data privacy; interpretation and application of state and federal legislation; gender discrimination and harassment; special education; student discipline; employee compensation and benefits; employee transfer and reassignment; employee discipline and termination; drug testing procedures; teacher contract rights; veterans preference and workers compensation issues. Investigate cases of employee and student misconduct, gender and racial discrimination, harassment and special education issues; analyze facts and make determinations and recommendations on disposition.

Draft legal opinion letters, litigation documents, appellate briefs, contracts, employment handbooks, personnel and administrative policies, drug testing procedures, collective bargaining documents, findings of fact and orders. Litigate school and municipal issues in state and federal courts; conduct administrative hearings and appeals. Conduct in-seminars on topical issues for administrators, educators and student and employee groups regarding issues of legal liability.

- Reviewed employment policies and drafted legal opinion letters highlighting potential legal liabilities.
- Investigated employee misconduct cases resulting in out of court settlements and significant savings of potential litigation costs for all parties.
- Successfully argued special education case in federal district court and on appeal at the Eighth Circuit Court of Appeals. See Digre v. ISD No. 623, 841 F2d 245 (8<sup>th</sup> Cir. 1988).
- Served as second chair in state court trials on employee misconduct and special education cases.

**COURT ADMISSIONS**

State of Minnesota  
United States District Court-District of Minnesota  
United States Eighth Circuit Court of Appeals

**EDUCATION**

Management Mastery Certification  
Jurist Doctor  
Master of Science  
Bachelor of Science

University of Minnesota – College of Continuing Education  
William Mitchell College of Law  
University of Wisconsin-Madison  
Illinois State University