



CHARTER COMMISSION

January 10, 2022

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

AGENDA

Pursuant to Minnesota Statute § 13.02 the January 10, 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 E-22, Casa Grande, AZ 85193. Commissioner Kelli 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/88014809647> or call 312-626-6799, webinar ID: 880-1480-9647.

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

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

Administrative Matters

- [2.](#) 2022 Nominating Committee
- [3.](#) New Member Interviews

Old Business

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

New Business

Future Meeting Topics/Communications

Adjournment



AGENDA REPORT

Meeting Date: January 10, 2022

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

Approval of November 1, 2021 Charter Commission Meeting Minutes

Background

Attached are the meeting minutes from November 1, 2021 for the Commission's consideration.

Recommendation

Staff recommend the approval of the November 1, 2021 Charter Commission Meeting Minutes.

Attachments and Other Resources

- November 1, 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
November 01, 2021
7:00 PM
Fridley Civic Campus, 7071 University Ave N.E.

MINUTES

Call to Order

Vice Chair Bruce Nelson called the meeting to order at 7:02 p.m.

Roll Call

Present: Ted Kranz, Gary Braam, Pam Reynolds, Val Rolstad, Bruce Nelson, Nikki Karnopp, Avonna Starck, Donald Findell, Oluwaysei Olawore

Absent: Kelli Brillhart, Manuel Granroos, Rick Nelson, Courtney Rathke, Cynthia Soule

Others Present: Melissa Moore, City Clerk

Approval of Agenda

MOTION by Commissioner Braam, approving the meeting agenda. Seconded by Commissioner Rolstad.

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

Approval of Meeting Minutes

1. Approval of May 3, 2021 Charter Commission Meeting Minutes

MOTION by Commissioner Braam, approving the meeting minutes. Seconded by Commissioner Kranz.

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

Administrative Matters

2. 2021 Annual Report

MOTION by Commissioner Karnopp, approving the 2021 Annual Report. Seconded by Commissioner Starck.

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

3. 2022 Charter Commission Meeting Dates

MOTION by Commissioner Braam, approving the 2022 Charter Commission meeting dates. Seconded by Commissioner Olawore.

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

4. Format of Charter Commission Meetings Update

Melissa Moore, Staff Liaison, reminded the Commission of the requirements if a commissioner wished to participate in a meeting via interactive technology.

5. Resignation of Commissioner Reiland

MOTION by Commissioner Reynolds, accepting the resignation of Commissioner Reiland and directing staff to solicit applications for new members. Seconded by Commissioner Braam.

Ms. Moore informed the commission that the City Manager's office has approximately five applications on file for various City commissions. The City will notify the public of the opening, and staff will line up applicants to be interviewed by the Commission at their January meeting.

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

New Business

6. Mission Statement and Strategic Values

MOTION by Commissioner Reynolds to table the item indefinitely. Seconded by Commissioner Findell.

UPON A VOICE VOTE, REYNOLDS AND FINDELL VOTING AYE; KRANZ, BRAAM, ROLSTAD, NELSON, KARNOPP, STARCK AND OLAWORE VOTING NAY, VICECHAIR NELSON DECLARED THE MOTION FAILED.

Commissioner Kranz supported the idea of discussing a mission statement, as all good organizations have one. Commissioner Reynolds stated the Commission has a purpose statement in the Bylaws. She asserted this exercise was an attempt to get the Commission to fit in with the City, which is not the Commission's purpose. The Commission is to amend the Charter based on how the citizens of Fridley want their government to behave.

Commissioner Kranz stated a mission statement is a simple statement to remind the group why they attend these meetings.

Commissioner Starck agreed. She asserted how the group interacts is a reflection of the City, specifically on social media. She expressed frustrations and concerns over how commissioners interact on social media and would like this exercise to eventually lead to a Code of Ethics for the Charter Commission.

Commissioner Olawore shared his concerns for the tone of emails sent and accusations made regarding the October agenda. That exchange, along with the interactions he has seen tonight have shown him there is a lack of respect among the commissioners, and for staff. He asked if the Commission had procedural policies that can make clear how the Commission does its work, and how the members will interact.

Commissioner Rolstad agreed that most organizations have mission statements, as they are good tools to hold groups accountable to each other and the community.

Commissioner Starck added that the community has a right to know how the Commission conducts itself, the ethics and values that guide the group's work, and how it arrives at its decisions.

Commissioner Karnopp stated she believes everyone on the Commission, and the staff, have the best intentions for the Commission and the work done. She asked Commissioner Reynolds for clarification on her assertion that the City has an agenda.

Commissioner Reynolds stated the Charter is the constitution of the City and is meant to guide the government on what the citizens want done. She recalled her experiences with the Commission's work on Chapters 4, 5, and 7. She does not believe the SOAR activity is applicable to the Commission.

Commissioner Starck offered rebuttal to Commissioner Reynolds' assertions on the rationale for why the Commission revised Chapters 4, 5 and 7. She added concern there is misrepresentation of what the group is doing, what its intentions are, and how the Commission does its work.

Commissioner Olawore summarized Commissioner Reynolds' sentiments that the Commission has become a "rubber stamp" for staff or the Council. She agreed. Commissioner Olawore reaffirmed the Commission needs procedural rules for how it conducts its business.

Commissioner Rolstad expressed support for the Commission being more open to flexibility in its work process and allowing staff to bring them suggested revisions. Communities are changing quickly, and the Commission should be a part of change and not be beholden to processes that are "archaic."

Commissioner Findell recalled his concerns with the processes the Commission uses to do its work. He asked for time on the January agenda to share his full sentiments.

Commissioner Starck said all of the questions of the SOAR activity circle back to what creates an organization that people can trust in, and an organization people want to be a part of.

Ms. Moore shared her thoughts and rationale for proposing the SOAR activity. The goal of the activity is to assist the Commission in finding consensus by working through the questions of the activity, collect their feedback, and use their feedback to fashion a mission statement.

Commissioner Findell said he would like to discuss the item further when more of the commissioners are present.

Ms. Moore informed the Commission she had discussed the activity with Chair Nelson, who was supportive of working on the activity.

Commissioner Reynolds asked for more information on where the idea of a SOAR activity came from. Ms. Moore informed the Commission on the background work that went into proposing this particular exercise.

MOTION by Commissioner Kranz, tabling the Mission Statement and Strategic Values discussion until January 10, 2021. Seconded by Commissioner Olawore.

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

Future Meeting Topics/Communications

Commissioner Findell asked for time on the January agenda to provide a brief presentation to the Commission on his views and memories of the Charter Commission over his tenure.

Adjournment

MOTION by Commissioner Rolstad, to adjourn. Seconded by Commissioner Findell.

The meeting adjourned at 8:02 p.m.



AGENDA REPORT

Meeting Date: January 10, 2022

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

2022 Nominating Committee

Background

Section VII of the Charter Commission's Bylaws call for the Chair to appoint a Nominating Committee of three or more members who will report the nomination of one or more candidates for each office. The committee's written report will be transmitted to the Commission with the February 7, 2022 agenda. An Election of Officers will take place at the Commission's March 7, 2022 Annual Meeting.

The current officers are: Rick Nelson, Chair; Bruce Nelson, Vice Chair; Nikki Karnopp, Secretary.

Pursuant to the Bylaws, Chair Nelson has held the position of Chair for two years, so is no longer eligible to be nominated to that position.

Recommendation

Staff recommend Chair Nelson appoint three or more Commissioners to the 2022 Nominating Committee. Staff recommend the Nominating Committee submit a written report to staff to include with the February 7, 2022 agenda.

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: January 10, 2022

Meeting Type: Charter Commission

Submitted By: Melissa Moore, City Clerk

Title

New Member Interviews

Background

The Charter Commission declared one vacancy for Commissioner Reiland's seat on November 1, 2021. Staff received the attached applications from Fridley residents who are interested in serving on the Fridley Charter Commission. Some of the applicant data is considered private data on individuals and has been redacted pursuant to Minnesota Statute § 13.601 subd. 3.

The applicants were asked to attend this meeting and are here to converse with the Commission.

Recommendation

Staff recommend a motion to approve one new member to the Fridley Charter Commission.

Attachments and Other Resources

- Exhibit A: Scott Brinkhaus Application and Questionnaire
- Exhibit B: Justin Dritz Application and Questionnaire
- Exhibit C: Gregory Gardner Application and Questionnaire
- Exhibit D: Ibsen Gabriel Maldonado Application and Questionnaire
- Exhibit E: Alesia Grace Thompson Application and Questionnaire

Vision Statement

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6431 University Avenue N.E.
Fridley, MN 55432

Commission Application

Name Scott Brinkhaus

Address [REDACTED]

Email Address [REDACTED]

Home Phone [REDACTED] **Number of Years (Months) Resident of Fridley** 16 years

Employer Vision Woodworking **Work Phone** [REDACTED]

Address 7890 Hickory St. NE **City** Fridley **Zip** 55432

Please rank in order, the commissions on which you wish to serve. (Leave blank any Commissions on which you do not wish to serve.)

X **Charter Commission**

 Housing & Redevelopment Authority

1 **Planning Commission**

 Appeals Commission

 Environmental Quality & Energy Commission

 Parks & Recreation Commission

Prior Experience on City Commissions, City Boards, etc.: I have no experience.

This would be my first time .

Work Experience: 15 years at Vision woodworking. Project manager / Estimator / Account Executive

Civic, Professional and Community Activities: Hockey coach , T-Ball coach

I worked for the chores and more program. I project managed all of the millwork for the new city hall and public works buildings. I was also the project manager for the all the millwork in Springbrook.

Why do you want to be on a commission? I love living and working in Fridley. I'm excited for the future of the city and want the opportunity to give back and help make it even better.

What skills, strengths or abilities do you believe you will add to the commission?

As a project manager I have great organization and attention to detail. I think of myself as being forward thinking.

Doe

Does your work require you to travel? Yes **How often?** Maybe once a year

Additional Comments: I understand you may want somebody with more experience but everybody needs to start somewhere and I believe I can be a great contribution to the committee.

References (Optional):

Name

Address

Phone No.

John Jarret

John Stewart

Aaron Pratt

Signature



Date

8-24-2020

The information provided by you on this application will be used to determine your suitability for appointment to a City of Fridley commission. Participation as a commission member is strictly voluntary, and you are not required by law to provide this information. If you do not furnish this information, however, the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the commission. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff or as provided for by Minnesota statutes.

*Please return the application to Roberta Collins,
City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432.*

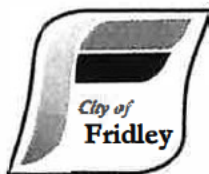


Charter Commission Candidate Questionnaire

Candidate Name: Scott Brinkhaus

1. Are you available for winter meetings (the months of January through May)?
Yes I am available. I am heavily involved in my children's extra curricular activities as long as I know when meetings are in advance I can make proper arrangements.
2. If you are appointed, what would your expectations be?
I don't currently have any expectations. Once I find out what the charter is I can set expectations.
3. Does your job require travel, that may inhibit your participation in evening meetings?
No I am not currently traveling for work and don't plan on it.
4. Why do you want to be on the Charter Commission? What could you bring to the table?
I'm not sure what the charter does. This interview will be for me as much as it is for the Charter. I may not be a good fit and I definitely don't want to set myself or the City up for failure. During the interview I want to learn more about the Charter Commission so I can decide if I want or should be on the Commission.
5. Are you familiar with what the City Charter is?

I am not familiar with the City of Fridley Charter. I hope to learn more at the interview.
6. Is there anything else or any other comments you would like to share with the Commission?
Not at this time.



Fridley Civic Campus

7071 University Ave N.E. Fridley, MN 55432
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Name Justin Dritz

Address [REDACTED]

Home Phone [REDACTED] **Number of Years/Months Resident of Fridley** 20 years

Employer Wells Fargo **Work Phone** [REDACTED]

Address 255 2nd Ave S, Minneapolis, MN

Email [REDACTED]

Please rank in order, the commissions on which you wish to serve. (Leave blank any Commissions on which you do not wish to serve.)

- 2 **Charter Commission**
- 3 **Housing & Redevelopment Authority**
- 1 **Planning Commission**
- 5 **Environmental Quality & Energy Commission**
- 4 **Parks & Recreation Commission**

Prior Experience on City Commissions, City Boards, etc.: no other civic commission/board exp.

Work Experience: 10 years Electro mechanical technician, 5 years Business Systems Consultant,
6 years Mainframe Engineer/Systems programmer

Civic, Professional and Community Activities: Election judge 2020

(Over)

Why do you want to be on a Fridley commission? Have always felt local government is as important or more than national level, and while I try to stay apprised, I felt I could be more active.

What skills, strengths or abilities do you believe you will add to the commission?

Troubleshooting and root cause analysis; to be willing to delve into topics and seek out answers as needed.

Does your work require you to travel? No **How often?** _____

Additional Comments: _____

References (Optional):

Name

Address

Phone No.

Signature

Justin I Drutz

2021/02/23

Date

The information provided by you on this application will be used to determine your suitability for appointment to a City of Fridley commission. Participation as a commission member is strictly voluntary, and you are not required by law to provide this information. If you do not furnish this information, however, the City may have difficulty determining your suitability for appointment and contacting you. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff or as provided for by Minnesota statutes.

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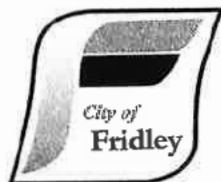


Charter Commission Candidate Questionnaire

Candidate Name: Justin Dritz

1. Are you available for winter meetings (the months of January through May)?
Yes - though occasionally take a multi week (2-3 weeks) vacation sometime between Feb-May.
Tentative plans for Feb this year.
2. If you are appointed, what would your expectations be?
To stay current with City Charter and attend the Charter Meetings for reviews & recommendations.
Possibly to attend other commissions periodically to stay current with city affairs.
3. Does your job require travel, that may inhibit your participation in evening meetings?
No
4. Why do you want to be on the Charter Commission? What could you bring to the table?
I have been looking to serve on a commission to be a better citizen and active role in local community.
My career experience covers a broad range skills. Working in a corporate environment has provided an understand of need for adherence and review of policies and frameworks
5. Are you familiar with what the City Charter is?

Yes, it provides a framework of the city operations
6. Is there anything else or any other comments you would like to share with the Commission?
If appointed I would expect myself to become more familiar with the Fridley commissions, while providing oversight and a voice as a citizen of Fridley. Overall to ensure the city continues to enable an excellent quality of life and services for the residents.



Fridley Civic Campus

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Name Gregory J Gardner

Address [REDACTED]

Home Phone [REDACTED] **Number of Years/Months Resident of Fridley** 42/2

Employer Retired **Work Phone** N/A

Address N/A

Email [REDACTED]

Please rank in order, the commissions on which you wish to serve. (Leave blank any Commissions on which you do not wish to serve.)

- 1 **Charter Commission**
- Housing & Redevelopment Authority**
- Planning Commission**
- Environmental Quality & Energy Commission**
- Parks & Recreation Commission**

Prior Experience on City Commissions, City Boards, etc.: None

Work Experience: 40 years in Child Protection Services, the last 37 at Hennepin County. Worked as direct service social worker & then 30 years as a unit supervisor.

Civic, Professional and Community Activities: Former president of FYSA, Former member of school district curriculum committee, currently chair of Needs Committee of Fridley Lions.

(Over)

Why do you want to be on a Fridley commission? Been involved in public service
service my entire life, since I'm now retired, I have the time & interest to
continue working for the Fridley community.

What skills, strengths or abilities do you believe you will add to the commission?
40 years of experience working in governmental organizations,
lots of experience with committees & workgroups, I believe and
have been told that I'm level headed & have good common sense,

Does your work require you to travel? N/A **How often?** N/A

Additional Comments: Fridley has been my home for over 40 years, I
look forward to continuing to be involved maintaining and
improving the quality of life in Fridley.

References (Optional):

Name **Address** **Phone No.**

Available upon request


Signature

11/4/21

Date

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Charter Commission Candidate Questionnaire

Candidate Name: Gregory Gardner

1. Are you available for winter meetings (the months of January through May)?
Yes

2. If you are appointed, what would your expectations be?
Hopefully be able to provide some meanful input on issues effecting the City and the City Charter, be able to provide some citizen perspective.

3. Does your job require travel, that may inhibit your participation in evening meetings?
No job, I'm retired

4. Why do you want to be on the Charter Commission? What could you bring to the table?
I enjoy being involved in my community & have been for the 42 yrs. that I've lived here, i.e. FYSA, school committees, Lions Club, Fridley Schools Foundation, etc. I bring 40 yrs of experience as a public employee (County employee, Child Protection Services), but also experience with city & State gov'n.

5. Are you familiar with what the City Charter is?

Not specifically with the Fridley City Charter, but I am familiar with the City Charter concept.

6. Is there anything else or any other comments you would like to share with the Commission?
Just to repeat that I worked in a public service capacity my entire career, and although I was a County employee I spent a lot of time working with a variety of cities and especially with the State of MN, Dept. of Human Services. I served on many County & State committees/task forces/work groups etc. and apparantly I was seen as providing valuable input, as I kept being asked to serve on more committees, etc.

**Fridley Civic Campus**

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Name Ibsen Gabriel Maldonado

Address [REDACTED]

Home Phone [REDACTED] **Number of Years/Months Resident of Fridley** 10 years

Employer Nelson Technologies Inc. **Work Phone** [REDACTED]

Address 6300 Bury Drive. Eden Prairie, MN 55346

Email [REDACTED]

Please rank in order, the commissions on which you wish to serve. (Leave blank any Commissions on which you do not wish to serve.)

- 1 **Charter Commission**
- 4 **Housing & Redevelopment Authority**
- 3 **Planning Commission**
- 5 **Environmental Quality & Energy Commission**
- 2 **Parks & Recreation Commission**

Prior Experience on City Commissions, City Boards, etc.: None

Work Experience: I've been a warehouse manager for the past 10 years or so.
I've been a tax preparation specialist for the past 16 years.

Civic, Professional and Community Activities: I am a volunteer election judge for the city of Fridley.

(Over)

Why do you want to be on a Fridley commission? To volunteer in my community and to give my input on amendments.

What skills, strengths or abilities do you believe you will add to the commission?

I believe I have good common sense. Living in Fridley and being around the residents from a working family man perspective is a good point of view to add to the commission.

Does your work require you to travel? Hardly ever **How often?** less than once a year

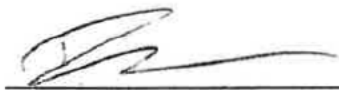
Additional Comments:

References (Optional):

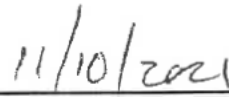
Name

Address

Phone No.



Signature



Date

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Charter Commission Candidate Questionnaire

Candidate Name: Ibsen Gabriel

1. Are you available for winter meetings (the months of January through May)?
Yes

2. If you are appointed, what would your expectations be?
To do my best in informing myself of what is needed of me to make the best recommendations for our community.

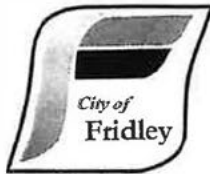
3. Does your job require travel, that may inhibit your participation in evening meetings?
No

4. Why do you want to be on the Charter Commission? What could you bring to the table?
To be active and help my community.
My views from a working, family man.

5. Are you familiar with what the City Charter is?

A little. Working with the city council and making suggestions on different topics.

6. Is there anything else or any other comments you would like to share with the Commission?
I've been a warehouse manager for the past 10 years. A tax preparations specialist for the past 16 years. I've dealt with people from different backgrounds and i hear their stories. I've always wished i could help them in a more meaningful way. I believe this could help.



Fridley Civic Campus

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Name Alesia Grace Thompson (Biro)

Address [REDACTED]

Home Phone [REDACTED] **Number of Years/Months Resident of Fridley** < 1 year

Employer State of Minnesota **Work Phone** [REDACTED]

Address Minnesota Department of Human Services, 444 Lafayette Road, 4th Floor
P.O. Box 64951, Saint Paul, MN 55164-0951

Email [REDACTED]

Please rank in order, the commissions on which you wish to serve. (Leave blank any Commissions on which you do not wish to serve.)

- 3 **Charter Commission**
- 1 **Housing & Redevelopment Authority**
- 4 **Planning Commission**
- 2 **Environmental Quality & Energy Commission**
- 5 **Parks & Recreation Commission**

Prior Experience on City Commissions, City Boards, etc.: As a graduate student at Northern Kentucky University in pursuit of my Master's in Public Administration (MPA) degree, I worked with the City of Covington Kentucky on several research projects included a commissioned study by City Council on the housing demographics within the city.

Work Experience: I am a highly-skilled professional with 15+ years of experience in governmental and nonprofit sectors, with a passion for helping people navigate complex regulatory requirements through building coalitions and collaborating strategically using my Minnesota Qualified Rule 114 status as a civil and family mediator/arbitrator.

Civic, Professional and Community Activities: Past Board Chair & Vice Chairperson - CaptiolRiver Council, Coaching: In 30-Hour Civil Mediation Training; "Alpha Beta" Exercise for Mediation Center Richfield, MN Sep 2019. please see www.linkedin.com/in/alesia-grace

(Over)

Why do you want to be on a Fridley commission? As a member of the City of Fridley's Environmental Quality and Energy Commission, I intend to use my extensive skills in mediation/arbitration and facilitation to create discussion opportunities that produce achievable and measurable benchmarks that our citizens own through a co-collaboration process with the City's management on what matters to our citizens, business owners, and visitors so that our combined efforts improve and protect the City of Fridley's' environmental quality and energy. It has and remains my philosophy to use, maintain, and model how to use civil discourse effectively. Recognizing that we will not all agree as a commissioned body, I see my role in facilitating and creating discussion opportunities. In this manner of being, I can help the City of Fridley become a more inclusive, diverse, and progressive representation toward environmental quality and energy.

What skills, strengths or abilities do you believe you will add to the commission? I believe in preventative mitigation to drive fairness, equity, and justice in the pursuit of solving problems. I work to thoughtfully communicate concerns, intervene appropriately where there are disagreements, establish and negotiate creative solutions.

Expertise: Program and Process Auditing, Proven ability to counsel and influence at the executive, C-level, Contract Assessment & Contract Administration, Program Leadership, Team Building & Leadership Development, Government Continuous Improvement, Government Contract Compliance, Interdisciplinary Collaborative Partnerships, Presenter & Public Speaker on Change Leadership and Entrepreneur.

Does your work require you to travel? periodically **How often?** As needed, however NOT during the pandemic.

Additional Comments: NA

References (Optional):

Name Verona Mitchell, Director of Equity and Inclusion Children and Family Services Minnesota Department of Human Services

Address



Phone No



Asia Grace Thompson
Signature

11 January 2021

Date

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**Please return the application to Roberta Collins,
City of Fridley, 7071 University Avenue N.E., Fridley, MN 55432.**



Charter Commission Candidate Questionnaire

Candidate Name: Alesia Grace Thompson Biro

1. Are you available for winter meetings (the months of January through May)?

I am willing and able to meet virtually or in person during the winter months as needed and with advance email or phone notification/scheduling.

2. If you are appointed, what would your expectations be? *If appointed to be a Commissioner to the Charter Committee for the City of Fridley, I will serve no less than four calendar years. During my tenure, and if re-appointed, I will work professionally and collaboratively with all persons. In this manner, the City of Fridley continues to operate in respect and adherence to all matters of governance following the laws, statutes, rules, and regulations to preserve and protect the public trust in us, our staff, elected officials, residents, and guests that live, work and travel in our City.*

3. Does your job require travel, that may inhibit your participation in evening meetings?

Yes, my current employment and work for my company may require me to travel. At this time, I am conducting work virtually due to the impact of the COVID-19 pandemic. However, I may experience instances that inhibit my participation in evening meetings. I will seek to limit conflicts in my schedule with stated meetings for the Charter Commission to the extent possible and with sufficient notice.

4. Why do you want to be on the Charter Commission? What could you bring to the table? *My philosophy is to use, maintain, and model civil discourse effectively—recognizing that we will not all agree as citizens, elected or appointed officials, and even as a commissioned body; I see my role in facilitating and creating discussion opportunities. In this manner, I can help the City of Fridley become a more inclusive, diverse, and progressive representative body. I will use my professional and personal skills facilitating opportunities for discussion, leading to achievable and measurable benchmarks that matter to our citizens, business owners, and visitors so that our combined efforts improve and protect the City of Fridley.*

5. Are you familiar with what the City Charter is? *In reviewing and exploring the City of Fridley's website, I learned that the City of Fridley has five commissions. Each commission is run by volunteers who advise City Council. Charter Commission members typically serve for four years per term and have approximately fifteen members. The City of Fridley maintains a Charter that enables the City to self-govern according to the State of Minnesota constitution and statutes. Members of this commissioned body review and make recommendations for amendments to the Charter during meetings held periodically throughout the year.*

6. Is there anything else or any other comments you would like to share with the Commission? *I have nothing further to add at this time.*

ALESIA GRACE THOMPSON

Greater Minneapolis-Saint Paul, MN • [REDACTED]

Summary

An astute leader with over 18 years of versatile experience in designing, developing, implementing, and managing programs and services in response to regulatory compliance needs.

Areas of Expertise

- Contract Compliance Monitoring & Risk Assessments
- Government Contracting & Budget Management
- Adjudicative Mediator & Arbitrator/A.D.R. Services
- Small Business Development
- Strategic Leadership & Forecasting
- Facilitator, Presenter & Public Speaker
- Strategic development and assessment of Interdisciplinary Collaborative Partnerships (I.C.P.)

Signature Achievements

- Conducted audit analysis during a competitive bidding process of sanitation services; this award netted a savings of \$1 million in one fiscal year for the City of Cincinnati Sanitation Department.
- Developed multiple projects plans up to \$10M, controlling for risk(s), monitoring work within scope, cost limits, quality assurance assessments until the construction & architectural contract, project, or program received completion status from the Federal U.S. Department of Veterans Affairs.
- Created, directed the execution of a request for equitable adjustment (R.E.A.) totaling \$10M+ exceeding the Federal U.S. Department of Veterans Affairs' minor capital fund.
- Designed and executed a curriculum training module and assessment leveraging extensive working knowledge of andragogy principles for the D.H.S. Compliance Office Leadership Team (COLT) as "Master Managers" in the evaluation of their management skills, temperament, and leadership style, saving the department an estimated \$1,500 savings per individual for a total savings of over \$25k to the State of Minnesota Department of Human Services Central Compliance Office.

Professional Experience

State of Minnesota, St. Paul, MN

Adjudicative Neutral – Alternative Dispute Resolution Civil & Family January 2003 – Current

- Serving as the Deputy Chief Steward for M.A.P.E local 201 regarding contract interceptions, coordination, discussions, and grievance management.
- Facilitate collaborative, problem-solving discussions, guiding parties in clearly identifying issues and resolutions leading to an agreement(s) that withstand judicial review(s).
- Navigate complex systems with multi-layers of requirements, often with confusing requirements with families and individuals. Serve to help laypersons trapped in governmental red-tape by demystifying the process in step-by-step guidance to arrive at their anticipated or intended outcome(s).
- Serving as a small business guide, I direct individuals, small business owners, and government vendors in navigating governmental systems requiring strict compliance protocols with federal & state policies, procedures, rules, and regulations.

Temporary Work-out-of-class (W.O.C.) Assignment as Certified Facilitator and Trainer of Real Colors®

- As the Real Colors® certified facilitator, I designed and implemented organizational-specific training, leveraging participants' understanding of each other and themselves in creating their D.H.S. Central Office compliance plan.
- Served as a strategic partner to develop, implement, and modify learning strategies or material to align with the vision of the Chief Compliance Officer and Deputy Chief Compliance Officer for the MN DHS Central Compliance Office Leadership Team (COLT.)
- Leveraged extensive working knowledge of andragogy principles with modern learner models in instructional design, facilitation, and evaluation of learning and development goals for the C.O.L.T.
- Delivered theory-based, relevant management topics through various learning mediums to aid COLT in applying and creating improved work environments.
- Executed training and assessment for the DHS COLT as "Master Managers" in evaluating management skills, temperament, and leadership style, saving the department an estimated \$1,500 per individual.
- Provided training status updates and stats to the Chief Compliance Officer and Deputy Chief Compliance Officer s, tracking proposal and curriculum progress, monitoring COLT participations, and completing various tasks and assignments associated with the DHS COLT Real Colors® Retreat.
- Performed administrative tasks to facilitate virtual instructor-led training (including scheduling, attendance documentation, and post-training assessments and feedback of DHS COLT.)
- Demonstrate the ability to consistently deliver practical and thoughtful user experience in a dynamic environment.

Coordinator Data Compliance & Business Continuity Planner II from August 2018 – April 2021, and October 2021 – current

- Designed a proposal for the MN DHS Children & Family Services implementation and improvement of the Economic Assistance & Employment Support Divisions (E.A.E.S.D.s') tracking of contracts for regulatory compliance.
- I developed and implemented compliance policy and procedures for E.A.E.S.D contracts, agreements, and M.O.U.s.
- Manage and provide technical expertise in the creation and management of contracts, data-sharing agreements for the Economic Assistance and Support Division.
- Provided support and served as the principal point of contact for interactions with regulatory bodies, including but not exclusive to the I.R.S. and S.S.A. for state E.A.E.S.D. contractual programs.
- Led contract compliance, solicitation requirements, and reporting outcomes.
- Collaborate with the D.H.S. contracts and legal compliance division to ensure that E.A.E.S.D. contracts, agreements, and memorandums of understanding (M.O.U) are current, including all the proper citations, and request a legal opinion from the D.H.S. data privacy office through 'E.A.E.S.D.'s attorney when necessary.
- Coordinate all functions and phases of 'E.A.E.S.D.'s agreements: reviewing, analyzing, developing, negotiating, implementing, and managing the administration compliance with outside entities including counties, tribes, and state and federal agencies on agreements terms, expectations, measures, termination, costs and budgetary factors; and resolution to agreement problems, changes or amendments.
- Coordinate senior-level management reviews and approval for payment(s) of the monthly invoices for I.E.V.S. and SAVE.

U.S. Federal Contract Specialist; Construction, Architecture & Engineering

- Created and directed the execution of a request for equitable adjustment (R.E.A.) totaling \$10M+ exceeding the V.A.'s minor capital fund.
- Resolved contract challenges resulting from ambiguous scope of work, delivery, production, quality, and inspections using preventive diplomacy to recommend appropriate procurement methods. Leveraging training/certification in ArcView G.I.S. (cartography and design) to read architectural & engineering schematics and drawings, highlighting disconnects in contracts scope versus project requirements and statements of work (S.O.W.).
- Managed and tracked vendor certificate of liabilities (C.O.L.) as required and submitted for governmental contracts, RFQ, R.F.B., and R.F.P. Created and implemented pre, and post-negotiation memorandums and source selection documents.

Ramsey County Administered | Saint Paul, MN

September 2007 – March 2017

Program Director – Client Directed Community Access for Disability Inclusion Waiver (CADI)

- Responsible for care coordination, monitoring health and safety needs of clients to ensure services were effectively met.
- Planned and arranged for services via Service Agreement(s) in MnChoices Support Plan and informed Ramsey County Clerk of the proposed services to be authorized, including service type, provider, cost, frequency, and the total number of units needed for authorization.
- Responsible for the Client-Directed CADI program growth and administrative functions to ensure service viability consistent with the State of Minnesota Department of Human Services, and various county Department of Children's Mental Health Services, and Mains'l Corporation (*as of fiscal agent for clients*) mission, vision, and values and contract compliance with all pertinent laws and regulations.

Education
Ph.D. Leadership and Change

Doctoral student at Antioch University Graduate School of Leadership and Change, Yellow Springs, OH

Masters of Public Administration

Certification in ArcView G.I.S., Northern Kentucky University, Highland Heights, KY

Bachelor of Philosophy in Liberal Arts

Miami University, Oxford, OH

Credentials, Certifications, or Licensures
Humanities Responsible Conduct of Research, November 2020 | C.I.T.I. Program, A Division of BRANY™**Responsible Conduct of Research for Administrators**, November 2020 | C.I.T.I. Program, A Division of BRANY™**Social and Behavioral Responsible Conduct of Research**, November 2020 | C.I.T.I. Program, A Division of BRANY™**AU Graduate School of Leadership and Change - Human Participants in Research**, November 2020 | C.I.T.I. Program, A Division of BRANY™**Certified Real Colors Facilitator**, September 2019 | Real Colors™**State of Minnesota Rule 114 Qualified Civil Mediations Training**, 2014 | Mediation Center | Bloomington, MN**State of Minnesota Rule 114 Qualified Family Mediations Training**, 2012 | Hamline University | Saint Paul, MN**Training in Public Policy & Race**, 2010 | University of Minnesota, Public Policy Institute | Minneapolis, MN

Presentations, Publications, Projects & Leadership

PRESENTATION

- Project description: Panel participants: Alesia G. Thompson with Helen Stewart, Ph.D., Ms. Finan Hagos, and Ms. Camay McClure at Sonoma State University Rohnert Park, California, for the Mediation Certification Course, "Culture, Bias, and Conflict," taught by Lorraine Segal, Contact Remedy. "Unpacking" cultural differences and bias without an understanding of their impact or awareness can contribute to conflict. Participants had the opportunity to hear a panel of African American and African women sharing their experiences of navigating racism and bias in life and at work on 29 October 2020

PUBLICATIONS

- "Cross-Sectional Analysis of Section-Eight Participant Demographics," A Commissioned Housing Study, for the City of Covington Kentucky Housing Department, 2001-2002
- "The Effects of Hostile Corporate Takeovers on Employees and the Community" Master's Thesis, 1990

PROJECTS

- Project description: Case Study Analysis – "Exploring 'Practitioner's Perspective on the Impact of the COVID-19 Pandemic has had on the Practice of Mediation and Arbitration';" in requirement as part of the doctoral learning achievement through Antioch University Graduate School of Leadership and Change. 2020
- Project description: Co-facilitating as a coach for the 30-hour General Skills Mediation Training sponsored by the Mediation Center, Richfield, Minnesota. This was a role-based simulation exercise with immediate feedback from coaches. 2019

LEADERSHIP & COMMUNITY PRESENCE

- Member, past chair, past vice-chair Board of Directors, CapitolRiver Council District 17, 2018-2020
- Past Chair CapitolRiver Council District 17, Fiscal Committee 2018-2020
- Past Chair, N.L.P.C. (faith-based organization) Personnel Committee 2019-2021, Fiscal Committee 2019-2021
- Member, Association for Conflict Resolution – Minnesota Association for Conflict Resolution, 2018 - present

COMPETENCY STATEMENT for ALESIA G. THOMPSON

Item 3.

LinkedIn: [REDACTED]

SUMMARY:

Highly skilled regulatory affairs professional experienced in governmental and nonprofit sectors, with a passion for helping people understand and navigate complex regulatory requirements. I leverage temperament analysis in designing, developing, implementing, and managing programs and services with broad compliance functions related to governmental contracting, vendor management, and program/service risk evaluations.

EXPERTISE:

- Charting paths for individuals and businesses through highly complex regulatory environments through the ability to apply rules to real-life facts
- Curriculum design and implementation leveraging personality temperament methodology as a certified Real Colors® facilitator
- Program and Process Auditing as part of a comprehensive risk assessment
- Program leadership & team building development, presenter, & educator

DIFFERENTIATORS:

- I am currently a second-year doctoral student at Antioch's Ph.D. in Leadership and Change doctoral program, researching the impact of mediation on how governments respond to scarce resource allocations environments.
- Master's Degree in Public Administration (M.P.A.) with a minor in Geographical Information Systems (G.I.S.) from Northern Kentucky University, Highland Heights, KY.
- Leverage prior residencies in Europe, Central Africa, West Africa, and the United States to manage diverse staff across varying cultures.
- Change Leader focusing on building and sustaining healthy multi-dynamic collaborations.
- Demonstrated proven success in facilitating complex multiple-party negotiations with competing interests.

EFFECTIVE COMPLIANCE FUNCTIONAL ASSETS/SKILLS:

I. Regulatory Affairs

- System owner for in-house regulatory information tools and systems, electronic document management systems.
- Serve as the subject matter expert (SME) with knowledge of governmental and nonprofit regulatory contracting authority, formatting, publishing, and transmittal requirements for submission and execution with close attention to detail and the ability to work on multiple projects with tight deadlines.
- Serve as a representative for regulatory operations in project teams to support vendor submission, planning, and coordination of system development activities.

II. Contract Administration

- Build upon industry evaluative knowledge in electronic submission and computerized system validation standards using strategic analysis in tracking and archiving regulatory communications and compliance requests.
- Demonstrate executive-level experience in administering and maintaining regulatory contract documents authoring templates using demonstrated robust project management and organizational skills to absorb new technical/strategic information with the flexibility to adapt accordingly.

III. Personnel Development/Supervision

- Leverage prior knowledge and use of the MAPE labor relations contract supporting a fair and equitable work environment in serving as Local 201's Deputy Chief Steward.
- Directed and assessed staff performance established performance ratings and expectations.
- Mediate and advise senior leadership in adjusting labor grievances according to the current labor relations contract or plan.
- Hired, trained, managed, and developed direct reporting staff to achieve high job satisfaction and departmental goals supporting organizational mission/objective.

IV. Financial Operations

- Routinely performed a cost/benefit analysis to ensure that sound financial and programmatic evidence supports divisional contracts/ data-sharing agreements.
- Developed a divisional "playbook" evaluating data sharing agreements (D.S.A.) and contracts for estimating implementation resource needs, driving the execution of regulatory contract activities under the agreement(s).

V. Program Management

- Directed, reviewed, prepared, and updated as appropriate, divisional business continuity plans.
- Assisted other divisional managers and supervisors in their compliance with I.R.S. Publication 1075 related to Federal Tax Information (F.T.I.) and Social Security data protection.
- Developed and monitored a SharePoint Site for the divisional tracking and monitoring of contract regulatory compliance documents.

CONSULTANCY EXPERIENCE

ClearVision Mediation Services, LLC Bloomington, MN

Chief Executive Officer and Principal Owner

(January 2003 – Present)

I. Compliance Audit & Internal Budget Analysis

- Provide independent appraisals of governance, risk, and control. Review the reliability and integrity of financial and operational information.
- Educate and direct staff on best practices related to safeguarding program/agency data.
- Review operations for consistency with operational goals and objectives.
- Recommend operating improvements. Facilitate the coordination of periodic audits of program & staff compliance.
- Identify and communicate with C-level managements' responsibility and risk-level with internal controls.
- Monitor staff/program compliance with laws, regulations, and policies.
- Create and present periodic reliability reports detailing compliance with state and federal laws.
- Manage organizational follow-up efforts with internal control/audits staff, stakeholders, and legal entities as warranted or required.
- Conduct situational analysis that examines customers' strengths and weaknesses, available external opportunities, and the threats they face from competitors. This SWOT analysis is for strategic planning and is about future economic, competitive, and technological conditions and their effects on anticipated long-term and short-term goals.

II. Project & Program Management

- Manage 10+ contract staff with direct supervision responsibility for screening, hiring, training, and terminating as needed.
- Evaluate the performance of contract staff per contract deliverables for promotions, merit increases, suspensions, or discharge as warranted and documented.

- Develop initial project scope plans and serve as project/program manager for projects from < \$1M to over \$10M. Control risk(s), monitor work within scope, cost limits, quality assurance assessments until project/program is completed.
- Direct and facilitate discussion of lessons learned in wrap-up discussions with stakeholders.
- Identify and manage interdependencies between strategic initiatives and operational areas to achieve intended objectives. Identify, aggregate, and manage macro-level risks across the same scope.
- Facilitate planning with dependent projects and products, including relevant stakeholders and owners, to align on program roadmap and goals, budget, and schedule.

III. Contract Negotiation/ Client Advocacy/Mediation & Arbitration

- Facilitate collaborative, problem-solving discussion serving as a court neutral, guiding parties in clearly identifying issues and resolutions leading to an agreement(s) that withstand judicial review(s).
- Mediate disputes among service providers/state/federal grantees and clients and advocating for their needs using Community Access for Disability Inclusion (CADI) waivers.
- Navigate complex systems with multi-layers of requirements, often with confusing requirements with families and individuals. Services help laypersons trapped in governmental red-tape by demystifying the process in step-by-step guidance to arrive at their anticipated or intended outcome(s).
- Led a team conducting regulatory intake, internal and external audit support, quality monitoring, measurement, reporting, and delivery of results to the state and federal grantees for CADI services clients.
- Negotiated and managed divisional computer data matching (C.M.A.s), data sharing agreements (D.S.A.s), and memorandums of understanding (M.O.U.s) for DHS CFS EAESD.

IV. Investigative and Corrective Action Determinations/Mediation & Arbitration

- As a privately hired adjudicative court neutral, led and facilitated data audits and reviews by external oversight agencies, working with state and federal program staff and technical and legal team to ensure compliance with contractual agreements and procedures.
- Led and facilitated risk assessments based on federal directives, state disaster policy, and industry best practices.
- Conducted workflow documentation during a competitive bidding process of sanitation services; this award netted a savings of **\$1 million** in one fiscal year.
- Created status reports, presented policy guidance briefings for C-level departmental staff, producing affidavits and correspondence to external entities.



AGENDA REPORT

Meeting Date: January 10, 2022

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 subsequent meetings, 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.

Recommendation

None.

Attachments and Other Resources

Vision Statement

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