

AGENDA

CITY OF MINNETONKA

SPECIAL STUDY SESSION

MONDAY, APRIL 11, 2005

6:15 P.M.

CITY COUNCIL CHAMBERS

1. Boards and Commissions interviews.
2. Adjournment.

The purpose of a study session is for the council to discuss matters informally and in greater detail than is allowed at formal council meetings. All meetings of the council including study sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the council, staff and consultants, the mayor may open a discussion from the floor.

**City Council Special Study Session Item #1
Meeting of April 11, 2005**

Boards and Commissions Interviews

Background

The city council will interview two residents who have indicated an interest in serving on a Minnetonka board or commission. The interviews will begin at 6:15 p.m. The interviews will last approximately five to eight minutes. At the start of the study session, the applicants will be asked to give a brief (about three minutes) presentation of their background. Following that, the applicants will then be asked to respond to questions from the council. The applicants can also ask the council any questions they may have at this time.

The candidates to be interviewed are listed below. Their applications are also attached.

Interview Candidate

Name	Ward	Address	Yrs Residency
Michael Brandt	4	15609 Randall Lane	30
Sarah Frisque	4	5809 High Park Drive	1

Submitted through:

Karen J. Anderson, Mayor
John Gunyou, City Manager

Originated by:

Karen Telega, Administrative Assistant



Please return application to:
Karen Telega
Administrative Assistant
 City of Minnetonka
 14600 Minnetonka Boulevard
 Minnetonka, MN 55345
 952.939.8211 - Phone
 952.939.8244 - Fax

BOARDS & COMMISSIONS APPLICATION

received 3/15/05

Please indicate by order which of the following you are interested in (1,2,3, etc.):

- Planning Commission
- Economic Development Authority
- Charter Commission
- Police Advisory Committee
- Ad Hoc Task Force
- Park Board
- Community Heritage Commission
- Lake Minnetonka Conservation District
- Senior Citizens Advisory Board

We welcome you as an applicant for one of the City's commissions, boards or ad hoc task forces. Residents of Minnetonka are eligible for nomination to any of the City's advisory boards as established by the City Council. Please complete the following information, and attach extra sheets if necessary.

Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process. For more information, contact Karen Telega (952.939.8211).

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to a board or commission, the following information will also be public: education and training background, previous work experience, work location, a work telephone number, and any expense reimbursement. The other information requested below is classified as private. This information will be used by the City Council in determining whether you should be appointed to a board or commission. Therefore, all of the information will be provided to the City Council in a public forum and will be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment. If you have concerns about providing any of the requested information, please contact Kathy Magrew (952.939.8218).

PERSONAL INFORMATION

Name MICHAEL K. BRANOT Ward 4
 Address 15609 RANDALL LANE Zip Code 55345-5519
 Phone (H) 952-934-3669 (B) 612-348-2311 (FAX) 612-348-8532
 E-mail BRANOTMS@HOTMAIL.COM

How long have you been a resident of Minnetonka? 30 YEARS

Are you or any of your family members presently employed by the City of Minnetonka or serving on any of the City's advisory boards?

Yes ___ No * If yes, explain: _____

EXPERIENCE AND EDUCATION

Name of Employer: HENNEPIN COUNTY, DEPT OF ENVIRONMENTAL SERVICES

Occupation: CONSERVATION DIVISION MANAGER

Education: B.S. FORESTRY, U. OF MINN. - MBA, ST THOMAS

Community Service/Activities: MINNETONKA JAYCEES, COACHING MANY SPORTS FOR DAUGHTER AND SON, TROOP 290 BOY SCOUTS - NONE CURRENTLY

Please list major responsibilities that you have had or currently have in a community project or organization or in your occupation:

MANAGE DIVISION OF 15 PROFESSIONALS WITH \$6.5M BUDGET
A NUMBER OF YEARS AS TREASURER OF BOY SCOUT TROOP & GLEN LAKE OPTIMIST

Civic/Professional Organization Memberships:

GLEN LAKE OPTIMIST - TREASURER 2000 - 2002

ADDITIONAL INFORMATION

Please indicate why you are interested in being appointed to an advisory board, and why you feel you are qualified to serve on the advisory board(s) previously indicated.

WISH TO BE INVOLVED AND SERVE THE COMMUNITY
THAT I HAVE LIVED IN FOR 30 YEARS

What do you believe you could contribute if appointed to an advisory board?

THIRTY ONE YEARS OF PUBLIC SERVICE EMPLOYMENT WITH 20 YEARS AS A SUPERVISOR, I ALSO BRING A GOOD COMMON SENSE APPROACH TO DECISION MAKING.

How do you believe you would benefit if appointed to a Board or Commission?

DEEP SENSE OF SATISFACTION IN SERVING AS A
VOLUNTEER COMMISSIONER FOR MY CITY OF RESIDENCE.

I am **NOT available** for Board/Commission meetings on the following evenings (circle):

Monday Tuesday Wednesday Thursday Friday

CONFLICT OF INTEREST

Conflict of interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in a City advisory board, could give rise to a conflict of interest?

Yes ___ No If yes, please provide details on a separate sheet of paper.

Do you own any real property located in Minnetonka, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a City advisory board, could give rise to a conflict of interest?

Yes ___ No If yes, please provide details on a separate sheet of paper.

As a Board or Commission members, what issue(s) might cause conflict between civic responsibility and personal/professional interests?

ISSUES INVOLVING HENNEPIN COUNTY

You may attach a resume if you desire. The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

Thank you for your interest in serving on an advisory board for the City of Minnetonka.

Date: 3/14/05

Michael K. Brandt
Signature



Please return application to:
Karen Telega
Administrative Assistant
 City of Minnetonka
 14600 Minnetonka Boulevard
 Minnetonka, MN 55345
 952.939.8211 - Phone
 952.939.8244 - Fax

BOARDS & COMMISSIONS APPLICATION

*Received 3/30/05
 Entered 3/31/05*

Please indicate by order which of the following you are interested in (1,2,3, etc.):

- | | |
|---|--|
| <u> 1 </u> Planning Commission | <u> 2 </u> Park Board |
| <u> 3 </u> Economic Development Authority | <u> 5 </u> Community Heritage Commission |
| <u> 6 </u> Charter Commission | <u> 4 </u> Lake Minnetonka Conservation District |
| <u> 7 </u> Police Advisory Committee | <u> 8 </u> Senior Citizens Advisory Board |
| <u> </u> Ad Hoc Task Force | |

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PERSONAL INFORMATION

Name Sarah Frisque Ward 4

Address 5809 High Park Drive, Minnetonka Zip Code 55345

Phone (H) 763-234-9181 (cell) (B) 612-371-1318 (FAX)

E-mail sarahfrisque@yahoo.com

How long have you been a resident of Minnetonka? Less than one year

Are you or any of your family members presently employed by the City of Minnetonka or serving on any of the City's advisory boards?

Yes ___ No x If yes, explain: _____

EXPERIENCE AND EDUCATION

Name of Employer:
Meagher & Geer, P.L.L.P.

Occupation:
attorney

Education:
J.D. from Hamline Law School 5/2004; B.A. from UW-Eau Claire 12/98

Community Service/Activities:
Currently a volunteer with Management Assistance Program for Non-Profits; Prior Volunteer work in Green Bay: Homework Help Center Volunter, Big Brother/Big Sisters Mentor, United Way Fund Distribution Team, Single Volunteers of Washington D.C.

Please list major responsibilities that you have had or currently have in a community project or organization or in your occupation:

Organized campus and community public relations and coordinated activities as public relations chair for campus telethon; organized voter registration and political campaign rallies on campus. At my jobs, I have I have written articles and coordinated nationally distributed newsletter on Drug Abuse Warning Network results, researched and written the public law update of new case law in Minnesota for a Continuing Legal Education program; written and researched chapter for the Minnesota CLE on Advertising Injury.

Civic/Professional Organization Memberships:
American Bar Association, Minnesota State Bar Association, Hennepin County Bar Association.

ADDITIONAL INFORMATION

Please indicate why you are interested in being appointed to an advisory board, and why you feel you are qualified to serve on the advisory board(s) previously indicated.

Prior to attending law school, I worked in several Wisconsin cities of varying sizes, from the Human Resources Department to the Park and Recreation and Public Works Departments. During law school, I worked with a business agent to a public sector union and later worked as a clerk for Kennedy & Graven, assisting in researching and providing legal advice to several Minnesota cities and other public corporations. I enjoy working in local government. Now that I have begun to practice in another area of law, I would like to revive my involvement in local government and bring my experiences working for different cities and from different perspectives to the community I now call home.

What do you believe you could contribute if appointed to an advisory board?

I have vast experience working in several different departments within local governments that would enable me to bring an unique perspective to the problems and issues facing the City of Minnetonka.

How do you believe you would benefit if appointed to a Board or Commission?

I am seeking to renew my involvement in local government, an area I have spent a great deal of my past working experience in. As a newer community member, appointment to a Board would allow me a greater opportunity to better understand the community I live in and to meet other residents who share this same interest.

I am **NOT available** for Board/Commission meetings on the following evenings (circle):

Friday

CONFLICT OF INTEREST

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Yes ___ No x If yes, please provide details on a separate sheet of paper.

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Yes ___ No x If yes, please provide details on a separate sheet of paper.

As a Board or Commission members, what issue(s) might cause conflict between civic responsibility and personal/professional interests?

Attorney/client privilege

You may attach a resume if you desire. The selection process will vary according to the number of

applicants and vacancies, and may not include interviews with all candidates.

Thank you for your interest in serving on an advisory board for the City of Minnetonka.

Date: ____January 4, 2005__

_____*Sarah R. Frisque*_____
Signature

SARAH R. FRISQUE

1260 W. Larpenteur Ave. #206
Saint Paul, MN 55113
(762) 234-9181 (cell)
sarahfrisque@yahoo.com

EDUCATION AND ACADEMIC ACHIEVEMENT

Hamline University Law School

St. Paul, MN

Juris Doctor May 2004; GPA: 3.36; Rank 29/161; Upper 18th Percentile

Honors: Dean's List; CALI award for highest grade in Legal Research and Writing, Labor Law, and Commercial Real Estate

Law Review: **Published:** *Preventing Mudslinging in Chambers: Alternatives After the Demise of the Announce Clause in Republican Party of Minnesota v. White*, 122 S. Ct. 2528 (2002), 26 Hamline L. Rev. 50 (2003).
Editor, Hamline Law Review (2003-2004)

Moot Court: Negotiations Moot Court Team; International On-Line Arbitration

Certificates: Alternative Dispute Resolution (Expected May 2004)

St. Paul, MN

University of Wisconsin-Eau Claire

Eau Claire, WI

*Bachelor of Arts Granted December 1998; Magna Cum Laude (GPA 3.67)
Organizational Communication/Business Emphasis*

LEGAL EXPERIENCE

Law Clerk (October 2002 – Present)

Kennedy & Graven, Chartered

Minneapolis, MN

Assist thirty city attorneys with municipal and public financing research; draft legal memoranda, city ordinances, legislation, affidavits, initial arguments, appellate briefs, mediation submissions; research and prepare materials for annual Public Law Update conference. Represented pro bono client in three criminal expungement hearings.

Law Clerk/Intern (January 2004 – ending May 2004)

Hennepin County Attorney's Office

Minneapolis, MN

Negotiated plea agreements, represented the state in arraignments and pretrial hearings; conducted and prepared trials to prosecute juvenile traffic offenders; assisted in creation of attorney training programs.

Legal Research Assistant (September 2003 – ending May 2004)

St. Paul, MN

Researched and prepared legal memoranda and an appellate brief to aid Hamline Law School Research and Writing faculty in assessing assignments.

Property Research Assistant (November 2003 – ending May 2004)

St. Paul, MN

Assisted Hamline Law School professor in writing and citing paper for publication on regulatory takings; will write publishable paper on similar topic.

Teaching Assistant (August 2003 – December 2003)

St. Paul, MN

Created lesson plans and taught two classes of approximately 25 Hamline Law School first year students legal research techniques.

Law Clerk (November 2001 – October 2002)

Bethel & Associates

St. Paul, MN

Assisted solo-practitioner in his role as a Business Agent for a local union. Research for and draft memoranda on union contract, Civil Service Rules and real estate.

OTHER WORK EXPERIENCE

- Regional Coordinator** (October 2000 - July 2001)
Project: *Drug Abuse Warning Network*
Johnson, Bassin & Shawn, Inc. / Client: SAMHSA Silver Spring, MD
Conducted data editing, coding, and quality control for drug-related episodes reported by over 150 hospitals and medical examiners in the Southeastern United States participating in the National Drug Abuse Warning Network (DAWN). Monitored data submissions, identified reporting problems, and provided technical assistance to DAWN reporter. Collaborated, wrote, and researched articles for quarterly DAWN newsletter.
- Assistant Team Leader** (January - June 1999) De Pere, WI
Shopko Stores, Inc.
Managed three departments and scheduled 50+ employees. Wrote performance appraisals and interviewed new team members. Coordinated Peer Training program and Team Relations Boards. Tracked and reported on department status and sales.

MUNICIPAL EXPERIENCE

- City of Green Bay Public Works/Engineering Department** (1999 - 2000)
Clerk Typist
- City of De Pere Park and Recreation Department** (1995 - 1998)
Administrative Assistant
- City of Eau Claire Human Resources Department** (1998)
Benefits Intern

OTHER VOLUNTEER EXPERIENCE

- United Way Fund Distribution Team** Green Bay, WI
Served as part of a team that interviewed prospective non-profit organizations seeking funds. Determined estimated distribution based on limited budget, presented decisions to Board of Directors
- Homework Help Center at the Brown County Library** Green Bay, WI
Assisted middle and high school, including special education students, with homework and research assignments.
- Big Brothers/Big Sisters** Green Bay, WI
Served as a mentor to a local youth.
- Management Assistance Program (MAP) for Non-Profits** St. Paul, MN
Volunteered and partnered with an emerging non-profit organization; worked with Board of Directors and founders to complete IRS non-profit tax forms and accompanying documentation; formulated organizational by-laws and constitution.