

Meeting Date: 01/24/2023

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Information

Title:

Review Draft Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Purpose/Background:

The purpose of this discussion is to review the attached draft policy with the City Council regarding the Boards and Commission Recruitment, Application, and Interview Process Policy.

Once adopted, the updated policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members will be followed for the upcoming 2023 annual process. in March.

Attached to this case are the following documents:

- The current application
- Three sets of work session minutes
- A marked-up redline copy of the policy
- A clean draft of the policy without mark-up

Key revisions to the draft policy include:

- A change to the title of the document to include "and Chair member term rotations"
- Purpose: Chair member term language
- Scope: Clarify Charter Commission as a separate policy with link as requested
- Many changes to the incumbent reappointment process based on multiple comments within the attached minutes, including language regarding incumbents being considered in one concurrent process with new applicants
- Language related to maintaining a continuous recruitment and processes for receipt of new applications
- Additional changes as noted
- Formatting changes
- Footer to be added upon adoption

Based on City Council direction, the draft policy can be revised as needed.

Timeframe:

This discussion is estimated to take 15 minutes.

Funding Source:

There is no funding needed.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

To receive City Council approval, by consensus, to bring the attached draft policy forward for adoption at the

next regular City Council meeting.

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### Attachments

Application

01-25-22 Minutes

02-08-22 Minutes

04-12-22 Minutes

Draft with Mark-up

Draft Without Markup 2

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### Form Review

Inbox

Reviewed By

Date

Brian Hagen

Brian Hagen

01/19/2023 02:36 PM

Form Started By: Colleen Lasher

Started On: 01/10/2023 12:09 PM

Final Approval Date: 01/19/2023

Councilmember Specht asked about the firearms sections and who does the approval of allowing these.

City Administrator Hagen assumed that they would need to contact Police Chief Katers and that it would just be a warning to the City that the individual holds a permit and intends to bring a firearm onto the premises.

The consensus of the Council was to eliminate the category regarding HOAs and business networking, add students to the non-profit and youth organization category and set the fees at \$45 for residents and \$65 for non-residents.

**2.04: Review Draft Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members**

City Administrator Hagen reviewed the Staff report and stated that the application process is open for the upcoming appointments and reviewed a few revisions and changes.

Administrative Services Director Lasher stated that there is a current commission member that does not wish to be reappointed and stated that it is in the policy that members who do not wish to be reappointed can reach out to their Councilmember. She looked for clarification on how new Councilmembers would meet with commissions and if she would need to be involved or if the Councilmember would reach out to the commissions on their own.

Councilmember Olson shared his intent to reach out to the commissions on his own.

The consensus of the Council was to move forward with this policy.

**3. TOPICS FOR FUTURE DISCUSSION**

**3.01: Review Future Topics/ Calendar**

Noted.

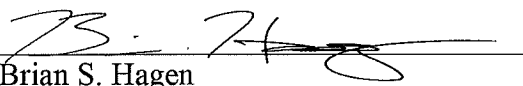
**4. MAYOR / COUNCIL / STAFF INPUT**

None.

**5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:41 p.m.

Respectfully submitted,

  
Brian S. Hagen