CITY OF
BLOOMINGTON
MINNESOTA

DATE: December 29, 2014

TO: Mayor, City Council and City Manager

FROM: Debbie Smith

RE: Council Advisory Board/Commission Appointments

The attached information pertains to the Council's appointment process for advisory boards/commissions terms expiring on 12/31/14. It is meant as a tool for your use in considering reappointments or new appointments to vacant positions. Please feel free to call me with any questions you may have regarding this information (952-563-8785).

The solicitation for applications process included a news release sent to the Sun Current, inclusion on the City's Web site and Community Television and the Briefing.

PACKET ATTACHMENTS:

- Attachment A: Council Appointments Guidelines (Adopted by City Council 01/29/96; Amended: 4/7/97, 12/15/97, 4/20/98, 7/6/98, 12/02/02);
- Attachment B: Appointments Guide Sheet for your use when considering individuals for nomination;
- Attachment C : (Grouped with corresponding agenda item number)

  1. 2014 Board/Commission membership roster.
  2. Advisory Boards/Commissions 2014 attendance rosters. (Attendance rosters are not required for Board of Appeal & Equalization or Merit Board since they do not meet on a regular basis.)
  3. Maps indicating location of commissioner and current applicant residences *(for Commissions with current applications only)*. ***(A reminder that the home addresses and telephone numbers for commissioners are private information under Data Practices.)***
  4. Applications received through 12/29/14. Also, included with this group are any emails, letters desiring reappointment and/or other information relevant to the application process.

BLOOMINGTON CITY COUNCIL
ADVISORY BOARDS AND COMMISSIONS
APPOINTMENTS GUIDELINE

NEW APPLICANTS:

1. All applicants must be residents of the City of Bloomington.

2. Advertising seeking nominees will begin in the later part of October via the local community newspaper, The Briefing City newsletter, and City cable television.

3. Application forms are available through the City Manager's Office, and the respective departments/divisions responsible for the overseeing of individual boards/commissions.

4. Applications for terms expiring on 12/31 of any given year will be accepted through December 30 of that same year. Applicants who mail an application after the due date will be sent a letter informing them their application will not be considered at the Organizational Meeting, but will be retained on file for consideration should a vacancy occur during the year. Applications will continue to be accepted throughout the year for consideration of appointment if a vacancy should occur during that calendar year.

5. Applicants may apply for more than one commission, based on their background and interests. However, applicants are requested to complete a separate application for each commission they wish to be considered for.

6. The Council will review the applications and contact applicants for further background information, or to respond to any questions they may have, prior to the Council consideration of nomination.

RE-APPOINTMENTS; CURRENT APPLICATIONS ON FILE:

1. Individuals serving on a board or commission with a term expiring 12/31, but who are eligible for *reappointment* (having served less than 6 consecutive years), and have expressed their desire to serve another term, could be re-appointed at the Council's organizational meeting in January. Reappointments are subject to a minimum attendance of 75% of all board/commission meetings, annually. A member must be present for at least two-thirds (2/3) of an entire commission meeting in order to qualify as having attended the meeting.

   An advisory board/commission member will be automatically removed from their seat for failing to comply with the 75% attendance requirement.

   If an individual is removed from a commission for failing to meet the attendance requirements he/she must wait one full year from date of removal before being considered for reappointment to the same commission or a new commission. Reappointment or a new appointment will be based on the individual meeting eligibility criteria.

2. Current applicants on file (but not appointed) receive a phone call asking them if they wish to be considered for appointment for the next calendar year.

APPOINTMENT PROCESS:

1. Appointments to expired terms or terms vacant at year-end take place at the Council's organizational meeting each January. Throughout the year, as vacancies occur, the Council will consider nominations from applications on file.

2. The Council may choose to make nominations and appointment(s) at the same meeting.

3. Applicants for each board/commission should be considered, whenever possible, from various districts throughout the City to allow for City-wide representation.

4. Once appointments are made, an orientation session will be held for newly appointed individuals to familiarize them with City staff, the function of the City departments versus advisory commissions, responsibilities and procedures of an advisory board/commission, education on the Open Meeting Law, and receive an overview of their commission's purpose, attendance requirements, meeting dates, etc. from the staff liaison to that particular commission.

5. Individuals who are appointed receive a letter from the City Clerk's Office regarding taking the oath of office and a letter of congratulations from the Mayor's Office. Applicants who are not appointed receive a letter of appreciation for their interest from the Mayor's Office, and their application will be retained on file for one year (see #2 under Reappointments).

OTHER:

1. Every 3 years, an evaluation of a commission's role and function will be conducted by a sub-committee of the City Council, including review of goals, areas of focus, function, role, etc.

2. Advisory boards/commissions will submit annual reports and work plans to the Council.

3. During the year, applications will continue to be received, and placed on file for consideration should a vacancy occur mid-year.

Adopted by City Council: 01/29/96
Amended: 4/7/97, 12/15/97, 4/20/98, 7/6/98, 12/2/02

2015 ADVISORY COMMISSION APPOINTMENTS GUIDE SHEET "B"

ADVISORY BOARDS/ COMMISSIONS	ACTIVE AND EXPIRED TERMS as of 12/31/14	NEW APPLICANTS	NOMINATIONS / APPOINTMENTS TO BE CONSIDERED
Advisory Board of Health (7 members - 3 Consumer; 4 Providers - 2 yr terms)	Cindy McKenzie (provider) Nicholas Kelley (provider) **Need to Fill** Greg Harms (provider) *(Resigned)* Alice Chu (consumer) * Allyson Schlichte (provider) * David Drummond (consumer)** Michael Harristhal (consumer) **	Joe Lawless (consumer) Joshua Courthouse (provider or consumer) Sharon Mills (consumer) Jahana Berry (provider)	2 Provider Position 3 Consumer Positions
Local Board of Appeal & Equalization (5 members - 2 yr terms)	Clay Dodd Dwight Dahlen Dale Hildestad **Need to Fill** Eric Bjorklund ** Tom Meyers ** Ordinance Change on 12/19/11 changed the maximum years to serve for this Commission	*No new applicants. Position not advertised, desire reappointment.*	2 positions
Housing & Redevelopment Authority (5 members - 5-yr terms)	Mark Thorson Councilmember Andrew Carlson Cheryl Lewis **Need to Fill** Mike Fossum ** Steve Mahowald (resigned)	Nathan Coulter Susan Tellers Faisal Ahmed	1 position full term 1 unexpired term

*No longer eligible--Served maximum terms

**Eligible and wants reappointed

***Desires reappointment, not eligible due to attendance issues.

+Does not wish reappointment

2015 ADVISORY COMMISSION APPOINTMENTS GUIDE SHEET "B"

ADVISORY BOARDS/ COMMISSIONS	ACTIVE AND EXPIRED TERMS as of 12/31/14	NEW APPLICANTS	NOMINATIONS / APPOINTMENTS TO BE CONSIDERED
Human Rights (9 members - 2 Youth, 7 Adults - 2 yr terms; youth term 1 yr)	Whitney Batterson (youth) Daniels Kunkel (youth) Dennis Kane **To Be Filled** Shelia Fishman** John Doble ** Mary Rice Manzke * Rachel Weber (resigned) Yasin Osman + Hanna Haileyesus (vacant absentee issues)	Shelley Burns Johnathon McCellan Karl Sommer Cindy Chien Jared Leese Jessica Kietzman Joe Lawless Nathan Coulter	6 Positions
Merit Board (3 members - 3 yr terms)	Nels Erickson John Laux ** Mark Vacura **	*No new applicants. Position not advertised, desire reappointment.*	2 position
Parks, Arts & Recreation (7 members - 1 Youth, 6 Adults - 3 yr terms; youth term 1 yr)	Ben Murphy (youth) Peter Moe Gordie Holm James McCarthy Marie Holm **To Be Filled** Gregg Thompson * Zack Lee +	John Doble *(sits on HRC per Legal can sit on another Board and he is willing to do so)* Susan Tellers Dave Rickert	2 Adult positions
Planning Commission (7 members - 3 yr terms)	Budd Batterson Kelley Spiess Ted Fischer Tom Goodrum Kalli Bennett Roger Willette Craig Nordstrom	*No new applicants. Position not advertised.* **Not part of the 2015 Organizational Meeting, being brought forth in June 2015**	Spiess and Batterson expire in June of 2015

*No longer eligible--Served maximum terms

**Eligible and wants reappointed

***Desires reappointment, not eligible due to attendance issues.

+Does not wish reappointment