

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 20, 2015**

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Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 20, 2015, at 7:00 p.m. The following members were present:

Council Members Quigley, Springhorn, Wickstrom and Acting Mayor Johnson, and the following members were absent: Mayor Martin

Member Quigley introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-05**

**OPEN APPOINTMENT POLICY FOR CITY COMMITTEES AND COMMISSIONS**

**WHEREAS**, the purpose of this policy is to provide an open, accessible and fair appointment process which provides opportunity for interested citizens to become involved in city government through services on various Committees and Commission; and,

**WHEREAS**, it is the City Council's goal to have active citizen participation in the development and implementation of the policies of the City of Shoreview; and,

**WHEREAS**, it is the City's policy that membership on various committees and commission are open to all residents of the City;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shoreview that the following policies be adopted regarding appointments for City Commissions and Committees:

General Guidelines to Committee/Commission Appointment

1. Announcement of vacancies on Committees and Commissions will be advertised in the city's local newspapers, on the city website and other usual sources at least once per year, typically during the fall, unless a Committee/Commission membership falls below quorum requirements.
2. A minimum application period of four weeks will be provided and a deadline date will be specified. The City Council may consider applications received after the deadline date as long as they are received prior to review by the City Council.

3. The City will maintain a central file of Committee/Commission applicants.
4. Applications from all candidates will be provided to the City Council prior to the consideration of appointments. Except in unusual circumstances, appointments will be made only from individuals who have submitted an application for a specific Committee/Commission.
5. Individuals may only serve on one Committee/Commission at a time. The exception is the Economic Development Authority that has three Council members and at least one member of the Economic Development Commission.

#### Appointment Process

1. All appointments are made by the City Council. However, applications will be forwarded to the respective Committee/Commission for a review and recommendation following the close of the application period. Prior to making a recommendation to the Council, Committees/Commissions may either interview applicants or review the applications. The exception to this is the Planning Commission and the Economic Development Authority where the City Council will review, interview and appoint applicants directly.
2. Applications will be considered in a timely manner and scheduled for appointment by the City Council after the following:
  - a. Scheduled interviews with the applicants, or a review of the applicants by the Committee/Commission; and
  - b. Committee/Commission provides a recommendation to the City Council.

#### Reappointment

Any person who has served two full terms on the Planning Commission or has served at least 1 full term on the Economic Development Authority and reaches the end of their term must reapply and will be considered along with any new applicants. If the member has not yet served the time frame noted above, the staff will check to see if they wish to be reappointed and convey their interest in being reappointed to the City Council.

#### Resignation

In the event a member is unable to continue serving because of change in residence, health, business requirements or personal reasons, a formal letter or e-mail of resignation shall be submitted to the staff liaison and City Manager. Upon completion of service to the community, members are required to return any City-owned equipment acquired during the term. Examples include: computers, copies of Shoreview's city code and key cards.

#### Removal

The City Council may consider the attendance records, behaviors and actions of Committee/Commission members and may take action to remove any member in violation

of the code of conduct or attendance requirements at any time. The City Council is responsible for appointment to all City Committees/Commissions and reserves the right to appoint, reappoint or remove any individual from a Committee/Commission at any time.

Adopted by the City of Shoreview this 20<sup>th</sup> day of January, 2015.

STATE OF MINNESOTA        )  
COUNTY OF RAMSEY        )  
CITY OF SHOREVIEW         )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 20<sup>th</sup> day of January, 2015 with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the Open Appointment Policy.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 20<sup>th</sup> day of January, 2015.



Terry Schwerm  
City Manager

SEAL