

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 12, 2009
Item No.: 13.b

Department Approval

City Manager Approval



Item Description: Advisory Commission Term Expirations and Appointment/Reappointment Process

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

BACKGROUND

The City has six standing commissions. The Council annually appoints citizens to the commissions. Commissions advise the Council on specific actions and offer citizens a way to provide input on issues of importance.

The City Council requests interviews, re-appoints Commissioners and/or declares vacancies on the standing Commissions. At the December 6, 2004 City Council meeting, the Council passed a resolution limiting Commissioners to two consecutive, three-year terms and requiring Commissioners to reapply for reappointment to a second term. The resolution states that “A. No later than sixty days...the Council will consider whether to interview the commissioner; if two council members request, a commissioner seeking reappointment will be scheduled to attend an interview before the entire Council. B. Should the Council determine that the individual merits reappointment, that person will be reappointed.”

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners’ terms expire March 31, 2009:

Ethics Commission

- Duane Cady – eligible for reappointment
- Margo Fjelstad – eligible for reappointment

Human Rights Commission

- Phil Crump – not eligible for reappointment
- Janet Delmore - eligible for reappointment
- Tam McGehee – eligible for reappointment

Parks and Recreation Commission

- Gale Pederson – eligible for reappointment
- Mark Kamrath – not eligible for reappointment
- Michelle Kruzel – not eligible for reappointment

33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64

Planning Commission

- Mark Bakeman – not eligible for reappointment
- Barbara Martinson – eligible for reappointment
- Joe Wozniak – eligible for reappointment

Police Civil Service Commission

- Linda Lange – not eligible for reappointment

Public Works, Environment and Transportation Commission

- Ernie Willenbring – not eligible for reappointment
- Joan Felice – eligible for reappointment

In addition to these vacancies, Bob Venters has resigned from the Human Rights Commission. His term expires in 2011. Jeff Johnson has resigned from the Parks and Recreation Commission. His term expires in 2010.

Staff will contact commissioners who are eligible for reappointment. Applications for commissioners who wish to be reappointed will be available at the January 26 Council meeting.

Staff will check the attendance records of the eligible commissioners and will contact chairs of the commissions to get recommendations of reappointments.

REQUESTED COUNCIL ACTION

1. Authorize staff to advertise for the Commission positions with the 4:30 p.m. February 27 deadline for applications and schedule interviews on March 9. (Start time would depend upon how many returning Commissioners to be interviewed), and
2. Be prepared to appoint returning Commissioners at the January 26 meeting and/or identify those commissioners that Council Members wish to interview at the February 9 meeting.

Prepared by: Bill Malinen, City Manager
Attachments: A: Resolution 10266

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 6th day of December, 2004, at 6:00 p.m.

The following members were present: Ihlan, Kough, Schroeder, Maschka and Klausing

and the following were absent: none.

Member Kough introduced the following resolution and moved its adoption:

RESOLUTION No. 10266

Amending Resolution 9372 To Change The Reappointment Process and Term Limits for Roseville Citizen Advisory Commissions.

WHEREAS, the City of Roseville has five citizen advisory commissions – the Civil Service Commission; the Human Rights Commission, the Parks and Recreation Commission, the Planning Commission, and the Public Works, Environment and Transportation Commission; and

WHEREAS, Resolution 9372, dated January 30, 1997, outlines the process by which the City Council will interview applicants for Commission vacancies and how the Council will handle the reappointment process; and

WHEREAS, the City Council has been considering changes to the process by which the Council reappoints sitting commission members once their term expires;

WHEREAS, the Council invited comment from the public and from current commissioners about the organization of citizen advisory commissions and the reappointment process;

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council hereby amends Resolution 9372 to read as follows:

Resolution 10266
Amending Resolution 9372

BACKGROUND:

The City of Roseville has five standing Advisory Commissions: Public Works, Environment and Transportation; Human Rights; Parks and Recreation; Planning; and Police Civil Service. The City also establishes other advisory groups as needed.

Numerous Roseville residents have volunteered their time and skills serving as Commission members. The efforts and commitment of these volunteers have been an important ingredient in Roseville's quality of life.

POLICY STATEMENT:

It is the intent of this policy to establish a fair and open notification and selection process which encourages all Roseville residents to apply for appointment.

PROCEDURE STATEMENT:

I.

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc., on any standing Advisory Commission, the following procedure will be used.

A. When a Commission vacancy occurs the City Council, at a regular meeting, will establish a deadline for receiving applications and the date of the Council Meeting to interview the applicants. The time between the application deadline and interviews shall be no more than thirty (30) days.

B. Commission vacancies will be advertised in the Roseville Review and Roseville Focus at least two (2) times before the application deadline. Vacancies will also be advertised on Cable Television and posted on the City Hall Bulletin Board.

C. Applications received after the deadline will not be accepted.

D. Names of applicants and applications will be provided to the City Council and the public after the application deadline.

E. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council Meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in "B" above.

F. Applicants will be interviewed by the City Council. The Chair and Vice Chair of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. A minimum of five members of the Interview Team must participate in the interview process. Interviews are open to the public.

G. If a new vacancy occurs after an application deadline and before an appointment is made, a new application process will be used as described in this procedure.

H. The City Council will make the appointments at the first Council meeting following interviews.

I. Advisory Commission applications shall be kept on file for one year. If during that year a vacancy occurs on any Commission, all applicants will be advised of the vacancy in writing.

II.

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

A. No later than sixty (60) days prior to the expiration of a term, each commission member whose term is expiring shall be contacted in writing and directed to complete a written application for reappointment if they desire to be reappointed. For persons seeking reappointment, the Council shall be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. At that time, the Council will consider whether to interview the commissioner; if two councilmembers request, a commissioner seeking reappointment will be scheduled to attend an interview before the entire Council.

B. Should the Council determine that the individual merits reappointment, that person will be reappointed.

C. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described in I. above.

APPOINTMENTS TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Sections I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

TERM LIMITS

Members of all Advisory Commissions may serve a maximum of two full consecutive three-year term. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City.

The motion for the adoption of the foregoing resolution was duly seconded by Member Maschka, and upon a vote being taken thereon, the following voted in favor thereof: Ihlan, Kough, Schroeder, Maschka and Klausung.

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 6th day of December, 2004 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 6th day of December 2004.



Neal J. Beets, City Manager

SEAL