

  
**REQUEST FOR COUNCIL ACTION**

Date: December 3, 2012  
Item No.: 12.i

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Department Approval

City Manager Approval



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Item Description: Confirm Citizen Advisory Commission Reappointment/Appointment Schedule

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1 **BACKGROUND**

2  
3 The City has six standing commissions. The Council annually appoints citizens to the  
4 commissions. Commissions advise the Council on specific actions and offer citizens a way to  
5 provide input on issues of importance.

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

15  
16 The commission application process has been refined over the years to efficiently and effectively  
17 recruit candidates for commissions. To ensure availability for interviews, staff includes the  
18 interview dates in the Requests for Council Actions and in the news releases and website  
19 postings. By including the interview date in the notices, candidates can plan to be available that  
20 day.

21  
22 Once the application deadline closes, staff determine the number of applicants and set the  
23 interview times. Candidates are notified by email and a follow up phone call. If we do not  
24 receive confirmation, staff now send a letter confirming the interview date and time.

25  
26 Commissioners are appointed to terms that begin April 1 of each year. The following  
27 Commissioners’ terms expire March 31, 2012:

28  
29 Ethics Commission

30 LuAnne Pederson – not eligible for reappointment

31  
32 Human Rights Commission

33 David Singleton - eligible, interested in reappointment (attended 10 of 10 meetings)

34 Scot Becker – eligible, interested in reappointment (attended 1 of 1 meeting)

35

36 Parks and Recreation Commission

37 Erin Azer – eligible, interested in reappointment (attended 7 of 9 meetings, two excused)

38 Randall Doneen – eligible, interested in reappointment (attended 8 of 9 meetings, one  
39 excused)

40 David Holt – eligible, interested in reappointment (attended 8 of 9 meetings, one  
41 excused)

42 Harold Ristow – not eligible for reappointment

43  
44 \*In addition to the reappointments, Commissioner Jason Etten was elected to the City Council,  
45 so that creates a vacancy for a term that expires March 31, 2015.

46  
47 Planning Commission

48 Daniel Boerigter – not eligible for reappointment

49 Jeff Lester – eligible, interested in reappointment (attended 10 of 11 meetings)

50  
51 Police Civil Service Commission

52 Dan Drackert – eligible, interested in reappointment (attended 10 of 11 meetings)

53  
54 Public Works, Environment and Transportation Commission

55 Duane Stenlund – eligible, interested in reappointment (attended 10 of 11 meetings)

56  
57 Applications for commissioners who wish to be reappointed will be available at the January 7  
58 Council meeting.

59 Staff will contact commission chairs to get recommendations of reappointments.

60  
61 **REQUESTED COUNCIL ACTION**

62  
63 Confirm Citizen Advisory Commission Reappointment/Appointment Process

- 64
- 65 • January 7 – Applications from commissioners seeking reappointment will be included in
  - 66 Council packet. Council will reappoint and determine which commissioners to interview.
  - 67 • January 28 – Interview returning commissioners (if applicable) before regular meeting.
  - 68 • February 11 – Reappoint returning commissioners and declare vacancies. Authorize staff
  - 69 to advertise for the commission vacancies with a March 14 at 4:30 p.m. deadline for
  - 70 applications.
  - 71 • March 18 – Interview commission applicants before regular meeting. Start time depends
  - 72 upon how many applicants to be interviewed.
  - 73 • March 25 – Appoint applicants to fill vacancies.
- 74

Prepared by: **Bill Malinen, City Manager**

Attachments: A: Resolution 10782

**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 25<sup>th</sup> day of January, 2010, at 6:00 p.m.

The following members were present: Pust, Roe, Johnson, Ihlan and Klausing,  
and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

**Resolution No. 10782**  
(supersedes Resolution 10266)

**Reappointment Process and Term Limits Policy  
Roseville Citizen Advisory Commissions**

WHEREAS, the City of Roseville has six standing Advisory Commissions: Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; and

WHEREAS, the City also establishes other advisory groups as needed; and

WHEREAS, 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;

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council hereby adopts a Reappointment and Term Limit Policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Pust, Roe, Johnson, Ihlan and Klausing,

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, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of said City held on the 25th day of January, 2010, with the original thereof on file in my office, and the same is a full, true and complete transcript.

Adopted by the Council this 25th day of January, 2010.

(SEAL)

  
\_\_\_\_\_  
William J Malinen, City Manager

CITY OF ROSEVILLE

REAPPOINTMENT PROCESS AND TERM LIMITS POLICY  
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

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

POLICY STATEMENT:

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

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 the interviews shall be no more 30 days.
- B. Commission vacancies will be advertised in the City's legal newspaper and, if different, the Roseville Review at least two 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 or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and 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 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.

## APPOINTMENT 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 terms. 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.