



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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CRYSTAL CITY COUNCIL

SECOND WORK SESSION AGENDA Tuesday, December 3, 2013

To immediately follow the Regular City Council Meeting

Conference Room A

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the second work session of the Crystal City Council was held at _____ p.m. on Tuesday, December 3, 2013 in Conference Room A located at 4141 Douglas Drive, Crystal, Minnesota.

I. Attendance

Council members

___ Budziszewski

___ Deshler

___ Hoffmann

___ Libby

___ Peak

___ Selton

___ Adams

Staff

___ Norris

___ Therres

___ Norton

___ Revering

___ Serres

II. Agenda

The purpose of the work session is to discuss the following agenda item:

- Interview West Metro Fire District Board citizen representative candidate

III. Adjournment

The work session adjourned at _____ p.m.



Memorandum

DATE: November 25, 2013
TO: Mayor and City Council
FROM: Anne Norris, City Manager
SUBJECT: Position on West Metro Fire District Board

Earlier this year, Councilmember John Budziszewski agreed to serve in the position on the West Metro Fire District Board created by ReNae Bowman's resignation. Councilmember Budziszewski's term in this position expires December 31, 2013.

The Council agreed it would recruit for citizen representatives using the advisory commission application (candidates were required to submit a resume) as well as consider any interested councilmembers for the position. The Council also discussed with staff whether it was appropriate to have both councilmembers and citizens "compete" for this Board position or if the position should be reserved for a councilmember. That debate was never resolved.

To date, we have one resident candidate and Councilmember Budziszewski interested in this position. At its November 14 work session, the Council agreed to start with interviewing the resident candidate at a work session. The City Council will consider a resolution making an appointment to this position to a two-year term at its organizational meeting in January.

The citizen representative candidate will be at the December 3 work session for an interview with the City Council.



Memorandum

Staff report from August 20 discussion of W HFD citizen rep - decision was to have non-council candidates use application with resume included.

DATE: August 13, 2013
TO: Mayor and City Council
FROM: Anne Norris, City Manager *aln*
SUBJECT: West Metro Fire District Board – Citizen Representative

The West Metro Fire District is a joint powers organization between the cities of Crystal and New Hope. Article IV of the Joint Powers Agreement creating the West Metro Fire District provides for a governing board of seven members. The seven board members include:

- Two members representing the city of Crystal appointed by Council resolution and at least one of the two members shall be a current member of the Crystal City Council;
- Two members representing the city of New Hope appointed by Council resolution and at least one of the two members shall be a current member of the Crystal City Council;
- The two city managers; and
- One member appointed by joint resolution of both city councils that does not need to be a resident of either city.

In the past the City Council has appointed two of its members to serve, and has also appointed a non-elected official to serve in the capacity of a "citizen representative" on the Board. The City Attorney has advised previously that the Council may, but is not required to, appoint a "citizen representative", since the Joint Powers Agreement is silent on the city's options and there is no city ordinance or statute which directs whether the second appointee should be a citizen or an elected official.

The current Board members appointed by the Crystal Council are:

- Council representative Mark Hoffmann appointed by Resolution #2013-03 to a term expiring December 31, 2014;
- Council representative John Budziszewski filling in the citizen representative position, appointed by Resolution #2013-22 to a term expiring December 31, 2013; and
- 7th member Gary Laurant appointed by Resolution #2013-02 to a term expiring December 31, 2014.

When Councilmember Budziszewski was appointed to fill the citizen representative term earlier this year, the Council requested discussion of the future filling of this position and how to provide for both City Council and citizen applicants simultaneously.

If the Council wishes to seek applicants from both councilmembers and residents, the residents would go through the normal application process, including completing the attached application form. If the Council determines to have a "citizen representative", it is recommended that the Council reserve the second appointment to be one from among qualified citizens but not have elected officials competing against citizens for the second appointment. This would not be appropriate for councilmembers as they are elected. However, it may be appropriate for councilmembers to submit their name and interest in serving on the WMFD as the mandatory councilmember appointment (draft attached).

I am assuming all candidates would be interviewed by the entire Council at a work session, prior to the Council acting on an appointment.

As Councilmember Budziszewski's term expires at the end of the this year, the Council should discuss how to proceed with filling this Board position.

Attach:



APPLICATION FOR CITY BOARDS & COMMISSIONS

Return application to: 4141 Douglas Drive N, Crystal MN 55422

Fax: (763) 531-1188; Email: trudy.tassoni@crystalmn.gov.

Please check one: New Applicant Reappointment

Thank you for your interest in serving your community as a volunteer. Please indicate below the board or commission which you would like to be appointed to. (Note eligibility requirements - a member of a board or commission must be a lawful resident of Crystal and, if required, a resident of the Council ward from which they are appointed.) Your application will be kept on file for one year.

- Charter Commission
- Employee Review Board
- Environmental Quality Commission
- Human Rights Commission
- NW Hennepin Human Services Council

- Parks & Recreation Commission (Ward _____)
- Planning Commission (Ward _____)
- Watershed Mgt Organization - Bassett Creek
- Watershed Mgt Organization - Shingle Creek
- West Metro Fire Board

-resume required - please attach

PERSONAL INFORMATION (please print)

Name _____ Length of residence in Crystal _____
First Middle Last

Street Address _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Employer _____ Occupation _____

STATEMENT OF INTEREST

Why are you interested in serving on this City board or commission? _____

IMPORTANT ISSUES FACING OUR COMMUNITY

What do you think are the most important issues facing our community over the next several years? _____

Describe what issues and ideas you would like to see addressed by the board or commission you would like to serve on. _____

COMMUNITY, CIVIC, OR VOLUNTEER EXPERIENCE

Please list your volunteer experience. _____

ATTENDANCE AND CONFLICT OF INTEREST

Are you aware of the meeting schedule for this board or commission and are you able to attend meetings regularly? Yes _____ No _____
(For reappointments only: If you have not been able to attend meetings regularly, please explain:

_____)

A conflict of interest may arise by your participation in an activity, action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. Do you have any legal or equitable interest in any business which, in the course of your participation on this board or commission, could give rise to a conflict of interest? Yes _____ No _____
(If yes, please provide details on a separate sheet of paper.)

As a board or commission member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? How would you manage these conflicts?

NEW APPLICANTS ONLY:
Have you attended and observed a commission meeting for which you've made application?
Yes, on _____ (date of meeting) Not yet, but I will attend a meeting on _____ (date of meeting)

EDUCATION AND PROFESSIONAL EXPERIENCE
Describe your education and/or professional experience. _____

REAPPOINTMENTS ONLY:
COMMISSION OR BOARD HIGHLIGHTS
Describe a highlight(s) or accomplishment(s) of the board or commission during your last term.

IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

DATA PRIVACY NOTICE: Minnesota law requires that you be informed of the purposes and intended use of the information you are providing on this application. Pursuant to Minn. Stat. §13.601, your name, address, length of residence, occupation, education, training, civic affiliations, qualifications, and experience are public data and is available to anyone who requests the information.

The information you provide will be used to identify you as an applicant, enable us to contact you when additional information is required, send you notices, and assess your qualifications for appointment. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to accurately evaluate your application.

Should you be appointed to a board or commission, pursuant to Minn. Stat. §13.601, your residential address will become public information. In addition, either a telephone number or email address where you can be reached will become public. The purpose is to list contact information for commission members on a public roster.

Please select which of the following you will allow listed on a public roster (*you must select either email or one phone number*):

EMAIL OR PHONE (*may choose more than one*): home work cell

ALL OF THE ABOVE

I have read the data privacy notice given above and authorize investigation into all statements contained in this application. Furthermore, I authorize the City of Crystal to conduct a criminal history background check, pursuant to Crystal City Code Section 311.01, Subd. 2, for purposes of determining my eligibility for a volunteer position with the City.

MN Driver's License or MN State ID Number: _____

If known by previous name, provide: _____

Applicant's signature

Date

- Process**
- Step 1 Complete an application
 - Step 2 Return the completed application to the administrative services coordinator
 - Step 3 Participate in a 15-minute interview with the mayor or mayor pro tem, commission chair, and council liaison of the commission
 - Step 4 New applicants only: attend a council meeting to be formally appointed to the commission

