

**CITY OF SHAKOPEE  
APPLICATION FOR COUNCIL ADVISORY  
BOARDS AND/OR COMMISSIONS**

---

**DATA PRIVACY NOTICE**

The data you supply on this application will be used to consider you for appointment to a city volunteer board or commission. You are not required to provide the information, but we will not be able to consider you for an appointment without it. Some of the information that you provide is private and is available only to city officials, city staff, and members on a board or commission to which you may be appointed. Should you be appointed to a board or commission, your residential address and a designated telephone number and/or email address also become public.\*

---

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Designated public phone \_\_\_\_\_ and/or email \_\_\_\_\_

How long have you been a Shakopee Resident? \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Does your work require you to travel? (Check one)

\_\_\_\_\_ A great deal    \_\_\_\_\_ Periodically    \_\_\_\_\_ Very Little    \_\_\_\_\_ None

Do you have any special interests or training, which you feel a particular board or commission could use? (Use a separate sheet if necessary)

---

---

---

Board or Commission in which you are interested? (If more than one, please indicate order of preference)

---

---

Please state briefly why you are interested in serving on this Board/Commission for which you are submitting an application:

---

---

---

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it be direct or indirect.

In accordance with this definition, do you have any legal or equitable interested in any business, however organized, which could be constructed as a conflict of interest? Yes\_\_\_ No\_\_\_. If yes, please provide the details on a separate sheet of paper.

Please list three references (Name, Address, Phone):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I hereby certify that the facts within the foregoing application are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RETURN APPLICATION AND PLEDGE TO:

City Clerk  
City of Shakopee  
129 Holmes Street South  
Shakopee, MN 55379  
(952-233-9300)

Date Received: \_\_\_\_\_

CITY OF SHAKOPEE

BOARDS AND COMMISSIONS  
VOLUNTEER PARTICIPATION PLEDGE

1. I agree to attend an annual Board/Commission evening orientation held in January once during my first two years on the Board/Commission.

YES \_\_\_\_\_ NO \_\_\_\_\_

2. I agree to read the agenda material provided prior to the Board/Commission meetings so that I am prepared to participate in discussion.

YES \_\_\_\_\_ NO \_\_\_\_\_

3. I agree to read and use the attached "How To Aid Discussion By Asking the Right Questions" to enhance my performance as an active Board/Commission member.

YES \_\_\_\_\_ NO \_\_\_\_\_

4. I agree to offer discussion on the pros and cons of the policy/issue being discussed and agree to refrain from personal criticism directed toward citizens, applicants, fellow Board/Commission members and staff.

YES \_\_\_\_\_ NO \_\_\_\_\_

5. I acknowledge the City's requirements regarding attendance (Outlined in Section B, Subparagraph I) and understand that I can be removed from a Board/Commission because of poor attendance.

YES \_\_\_\_\_ NO \_\_\_\_\_

6. I agree to call City Hall to notify the appropriate staff person when I cannot attend a regularly scheduled meeting.

YES \_\_\_\_\_ NO \_\_\_\_\_

7. I agree to refrain from voting on issues where I have a conflict of interest.

YES \_\_\_\_\_ NO \_\_\_\_\_

---

Applicant Signature

---

Date

# **CITY OF SHAKOPEE**

## **BOARDS AND COMMISSIONS**

### **GUIDELINES FOR APPOINTMENTS AND OPERATION**

#### Purpose And Need For A Policy

It is the Council's desire to assure equal and open access to the selection process for all City Council appointed boards and commissions. The Council, therefore, sets up the following recruitment and selection process for members to all Council boards and commissions.

#### Policy

The boards and commissions, except Shakopee Public Utilities Commission, shall be advisory bodies to the City Council charged with the responsibility of researching, reviewing and making recommendations on related issues.

It is the policy of the City of Shakopee to obtain the best possible appointments for boards and commissions through a standardized recruitment and selection process.

#### SECTION A. APPOINTMENTS:

##### I. Qualifications and Procedures

- A. All persons making application to the City Council for a position on a board or commission shall be a resident of the City of Shakopee, except where the enabling resolution states otherwise.
- B. Persons interested in being considered for appointment or reappointment to a City board or commission shall complete an "Application for Council Advisory Board and/or Commissions" form furnished by the City.
- C. No person shall serve as a regular voting member on more than one board or commission that meets monthly or more frequently, except that the same person may serve on both the Board of Adjustment and Appeals and on the Planning Commission.
- D. When an individual's regular employment may potentially cause a conflict of interest with the normal items of business of a City board or commission, he or she shall divulge such possible conflict in writing prior to the consideration for appointment. Prior to making an appointment, the City Council shall determine whether or not such potential conflict of interest would preclude the appointment of the applicant.

- E. Anyone already holding an elective County, State or Federal office shall not be eligible to serve in a regular voting position on any of the boards or commissions.
- F. No permanent full-time or part-time City of Shakopee employee shall hold a regular voting position on any board or commission except employees may serve as ex-officio (non-voting) members.
- G. A diversity of professions and occupations should be represented on all boards and commissions and, as a general guideline, at no one time should one-third of any one board or commission be comprised of individuals of like professions or occupations.
- H. As a general guideline, the members of each board or commission should be comprised of members representing a wide range of civic groups and interests.

## II. Recruitment and Selection

Ninety days prior to the expiration of commission terms each year, the Council shall be advised of the pending vacancies and the attendance record of the individuals whose terms are expiring, should those individuals be eligible for reappointment. At that time the Council shall consider the reappointment of those individuals. Should the Council determine that the individuals merit reappointment, they will be contacted to determine if they wish to seek reappointment. Council will also announce the vacancies on the City commissions at least sixty days prior to the expiration of terms each year and applications will be accepted from all interested citizens of Shakopee.

Sixty days prior to the expiration of commission terms each year, a notice of the expiring terms shall be placed in the official newspaper, posted on the bulletin board at the Marquette Bank, Citizens State Bank, Post Office and Library (if a bulletin board exists) and sent to the Chamber of Commerce, Shakopee Jaycees, Lions, and any other local organizations the Council so desires.

Thirty days prior to the expiration of commission terms, a committee comprised of two Councilmembers and the Vice-Chair of the board/commission for which applications are being made, will meet to review all applications and interview applicants. If there is no Vice-Chair of the board/commission, or if the Vice-Chair is to be considered for reappointment as a board/commission member, the Mayor shall make an appointment of an individual who is knowledgeable about the position being filled, but who is not Vice-Chair.

Incumbent members whose terms are expiring and who wish to seek reappointment may choose to be interviewed if they so desire. The qualifications of the members of the commissions shall be those that, in the judgment of the committee, are representatives of the Community and are qualified by training, experience and interest for the fulfillment of the commission's responsibility. The committee shall recommend all qualified candidates per position to the Council for consideration.

## III. Nominations and Appointments

Nominations and appointments shall be made annually by the Council in February, pursuant to Resolution No. 2206, A Resolution Setting Forth City Council Procedural Policy On Appointments to City Boards and Commissions. (Pursuant to Resolution 2559, Appointments to Shakopee Public Utilities Commission shall be made in January and shall become effective April 1st.)

## SECTION B: OPERATIONS:

This section pertains to the operations of various advisory boards and commissions of the City of Shakopee. The Shakopee Public Utilities Commission is not advisory and does make its own policy, which it deems in the best interest of the community.

### I. Attendance

- A. Should a board/commission member be unable to attend a meeting, it shall be his/her responsibility to contact City staff 24 hours in advance of the scheduled meeting date. Failure to do so shall count as a unexcused absence.
- B. Attendance at the meetings of these advisory bodies is critical to their effectiveness; therefore, one unexcused absence, three consecutive excused absences, or absence at more than 25% of the meetings in a six month period will cause the board/commission chairperson to review the nature of the absences with the member and, pending the outcome of that review, it may be necessary for the chairperson to forward a recommendation to the board/ commission as a whole for discussion and recommendation to the City Council that the member of the board/ commission be removed for poor attendance.
- C. Individual boards/commissions may grant extended leaves not to exceed 6 months in length at the request of a board/commission member; provided, however, that the board/commission is comprised of six or more members. During the extended leave the vacated seat shall not apply to the quorum requirements of the board or commission.

### II. Terms of Office

All members shall be appointed for the term stated in the City Code or in the enabling resolution establishing the board or commission; however, said term may be terminated early by the Council. A member serving on a board or commission that meets monthly or more frequently may serve a maximum of three (3) consecutive terms. For purposes of this policy, an incumbent at the time of writing of this policy shall be considered to be serving his/her first term and shall be eligible for two additional terms. Any person appointed to fill the remainder of a term shall be eligible for three terms, beginning on his/her next appointment date.

### III. Compensation

There is no statutory provision for compensation to volunteers serving on municipal boards and commissions. The City will however, pay for training workshops, mileage, meals and lodging for members attending budgeted board/commission functions.

#### IV. Orientation Program

It is in the best interest of the City to provide basic information to all board/commission members about the City, the purpose and responsibility of the board/commission, and additional information to help the member to perform intelligently in his/her position. The City will, therefore, conduct an annual orientation program for all board/commission members appointed since the last orientation program.

Members appointed to a board/commission in the middle of the year (because of a resignation) shall meet with the Department Head staffing the board/commission prior to assuming his/her position. This member will also be expected to attend the next annual orientation program.

Members not attending an annual orientation meeting during their first two years of services may be removed by the Council.

#### V. Annual Board/Commission Organizational Meeting

In March the members of a board/commission shall elect a Chairperson from among its appointed members for a term of one year and they may create and fill such other offices as they may determine. No member shall serve as Chairperson until after he/she has served one full year on the board/commission unless there is no member with one years experience. Roberts Rules of Order (Newly Revised) shall govern all meetings as to procedural matters not set forth in the Statutes or City Code; with one exception, when an extended leave is granted by a board/commission, the vacated seat shall not apply to the quorum requirements of the board/commission. A record shall be kept of all transactions and findings which record shall be a public record.

**COUNCIL ADVISORY BOARDS AND/OR COMMISSIONS**  
**City of Shakopee**  
**129 Holmes Street South**  
**Shakopee, MN 55379**

We welcome you as a possible applicant for one of our City Boards and/or Commissions.

What are the qualifications for serving on these advisory Boards and Commissions? You must be a resident of Shakopee, except where non-residency is permitted by Council resolution, and more importantly, you must have an interest in serving your community.

The Boards and Commissions meet during the evening and typically have from one to two meetings per month, as follows:

Planning Commission/Board of Adjustment and Appeals	1st Thursday after the 1st Tuesday of the month at 7:00 p.m.
Shakopee Public Utilities Commission	1 <sup>st</sup> and 3rd Mondays at 5:00 p.m.
Park & Recreation Advisory Board	4th Monday at 7:00 p.m.
Economic Development Advisory Committee	3rd Wednesday at 6:00 p.m.
Environmental Advisory Committee	2nd Wednesday at 7:00 p.m.
Telecommunications Advisory Commission	4th Wednesday at 7:00 p.m. Jan. Mar. May July Sept. Nov.
Historic Preservation Advisory Commission	2nd Monday at 7:00 p.m.
Transit Commission	2 <sup>nd</sup> Thursday at 6:30 p.m.
Police Civil Service Commission	As Needed

## **CITY VOLUNTEER BOARDS AND COMMISSIONS**

**Planning Commission, Board of Adjustment and Appeals** - makes decisions and recommendations to the City Council relating to land use including the enforcement of the City's zoning and subdivision ordinances.

**Shakopee Public Utilities Commission** - oversees the operation of the publicly owned water and electric utilities.

**Park and Recreation Advisory Board** - makes recommendations to the City Council relating to recreation programs, activities and fees.

**Economic Development Advisory Committee** – advises the City's Economic Development Authority (EDA) regarding economic development matters such as retention and expansion of existing businesses, business attraction, new business development, and redevelopment.

**Environmental Advisory Committee** - makes recommendations to the City Council regarding the use and management of the City's natural resources.

**Telecommunications Advisory Commission** – oversees the cable franchise as well as public and government access television, makes recommendations to the City Council regarding telecommunications policies and issues.

**Police Civil Service Commission** - administers the civil service personnel policies of the Shakopee Police Department, screens applicants and makes recommendations to the City Council concerning the appointment of police officers.

**Historic Preservation Advisory Commission** – will investigate and recommend actions to the City Council intended to safeguard the heritage of the City of Shakopee by preserving properties which reflect elements of the City's cultural, social, economic, political, visual, or architectural history.

**Transit Commission** – makes recommendations to the City Council regarding types of transit service, funding, and rules and regulations governing the operation of City transit services.

**HOW TO AID DISCUSSION  
BY ASKING THE RIGHT QUESTIONS\***

To Define Problems:

1. As I understand it, the problem is..... does anyone have additional information on the issue?
2. Would anyone care to suggest facts we need to better understand the issues involved?

To Broaden Participation:

1. We've heard from some of you. Would others who have not spoken like to add their ideas?
2. How do the ideas presented so far sound to those of you who have been thinking about them?
3. What other issues related to this problem should we discuss?

To Limit Participation:

1. (To a dominating participant) We appreciate your ideas but perhaps we should hear from others. Would some of you who have not spoken care to add your ideas to those already expressed?
2. You have made several good comments and I wonder if someone else might like to ask a question or make a statement.
3. Since all of the group has not yet had an opportunity to speak, I wonder if you would hold your comments until a little later.

To Focus Discussion:

1. Where are we in relation to the decision we need to make?
2. Would you like to have me review my understanding of what's been said and where we are?
3. That's an interesting comment. However, I wonder if it relates exactly to the problem that is before us?
4. As I understand it, this is the problem..... Are there additional comments before we come to a decision?

To Move The Meeting Along:

1. I wonder if we have spent enough time on this and are ready to move along to..... ?
2. Have we gone into this aspect of the problem far enough so that we could shift our attention to..... ?
3. In view of the remaining agenda items (or time we have set to adjourn) would it be well to go on to the next question before us?

To Help The Group Evaluate Where It Is:

1. Do any of you have the feeling we are at an impasse on this issue?
2. Should we look at our original objective for this discussion and see how close we are to it?
3. Now that we are nearing the end of the meeting would anyone like to suggest how we might improve our next meeting?

To Help Reach A Decision:

1. Do I sense an agreement on these points.....?
2. We seem to be moving toward a decision that would..... (Chairperson describes decision) Should we consider what it will mean in terms of..... if we decide this way?
3. What have we accomplished up to this point?
4. Would someone care to sum up our discussion on this issue?

To Provide Continuity:

1. At our last meeting we discussed this issue. Would someone care to review what we covered then?
2. Since we will not complete this discussion at this meeting, what are some of the issues we should take up at the next meeting?

\*Adapted from "Working with Groups", Lizette Weiss, Director of Public Affairs, Association of Bay Area Governments, Berkeley, California.