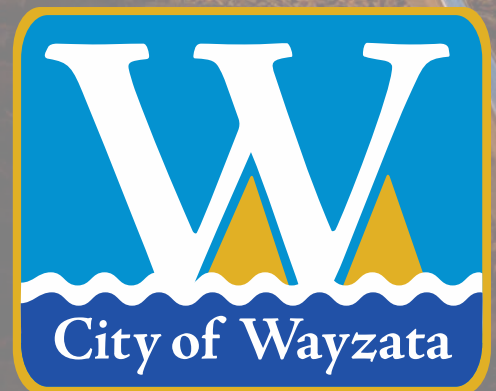


Service to Your Community:
Commission, Authority, or Board
Application Packet





City Council
Mayor Ken Willcox
Jeff Buchanan
Dan Koch
Johanna McCarthy
Alex Plechash

City Manager
Jeffrey Dahl

Dear Wayzata Resident:

On behalf of the City of Wayzata, I would like to thank you for your interest in volunteering to serve on a Commission, Authority or Board (CAB). The Wayzata City Council places a high value on obtaining citizen input. One of the ways they accomplish this is through our advisory boards. Civic engagement is an important component to making Wayzata a great place to live. If appointed to a serve a position, you would help shape, plan, and provide your expertise on important decisions for the City of Wayzata. Applicants must have a desire to serve their community in a volunteer capacity and be willing to contribute the number of hours necessary for the particular group to which they are applying. Civic engagement helps our City flourish as a community and is the key to making well-informed, thoughtful, and creative decisions for challenges now and in our future.

This packet has been prepared to inform you of how you can be involved in local government through citizen advisory commission, authority or boards. It includes basic information, responsibilities, any necessary qualifications, and how to apply for a city commission, authority or board.

By serving on a City advisory CAB, you can help plan Wayzata's future. These advisory groups are making recommendations that affect life in Wayzata. It is important that prospective members understand the functions and responsibilities of the position before actively seeking appointment. A great deal of personal satisfaction can be received through public service, and the knowledge and experience gained will be invaluable to you.

If you are interested in serving on a CAB, please fill out the application included in this packet. Feel free to include a résumé or other information you feel would help the City Council to decide if your expertise matches the requirements of the group of which you are seeking appointment. Information about specific vacancies is published annually by the City. For further information, contact the City Clerk at (952) 404-5303 or visit our website at www.wayzata.org.

We welcome your attendance at any of our commission, authority or board meetings. Please see a listing of all advisory groups and their general meeting times in this document and feel free to contact city hall to speak with the staff representative for further information.

We appreciate your interest in applying and serving the City of Wayzata.

Sincerely,

Ken Willcox

Ken Willcox
Mayor



City of Wayzata

Commission, Authority or Board (CAB) DESCRIPTIONS OF CAB ROLES & OUTLINE OF DUTIES

Charter Commission

The Charter Commission's function is to continue to study the local charter and government. State law and Wayzata's Charter require a complete and active Charter Commission. It is essential to the process of revising, updating and amending the City's Charter. The Commission meets semi-annually or as necessary.

Preferred candidates will have a background and interest in how local governments operate. After an application and interview process with the Wayzata City Council, the Council suggests eligible nominees to the District Court for consideration. The Chief Judge appoints new members every two years. The Commission is comprised of between seven and fifteen members who serve four-year terms. Commissioners must be a qualified voter of the City.

Heritage Preservation Board (HPB)

In September 1998, the Wayzata City Council adopted Heritage Preservation Ordinance which:

- Created an advisory Heritage Preservation Board
- Established criteria and a process for the City Council to designate Heritage Preservation Sites.
- Established oversight of designated Heritage Preservation Sites including the effect of designation, review of site alteration permits, and the criteria and process for the City Council to remove a Heritage Preservation Site designation.



The City Council approved the Depot as the City's first Heritage Preservation Site.

The HPB consists of up to five voting members, and a minimum of three shall be residents. HPB candidates should have a strong knowledge of and interest in preserving Wayzata's heritage.

Housing and Redevelopment Authority (HRA)



The HRA's mission is to assist the Wayzata City Council in addressing the City's housing and redevelopment goals and objectives in accordance with the Comprehensive Plan. The governing body consists of a five-member board of commissioners who are residents. The Wayzata City Council appoints commissioners. The HRA is a separate legal entity from the City Council guided by Legislative Statute. All HRA administrative and financial functions are performed by City staff.

The Wayzata HRA has been actively involved in authorizing the creation of several Tax Increment Financing Districts throughout the City:

- 1) Boardwalk/Nature Center – closed 2001
- 2) Central Area Redevelopment District (CARD) I – Closed 2009
- 3) Central Area Redevelopment District (CARD) II – Closed 2012
- 4) West Lake Street – Closed 2008
- 5) Widsten
- 6) Replacement District #5 (Bay Center)
- 7) Downtown West TIF District #6

Since the HRA's creation in 1967, the HRA has acquired property for the following projects: Boardwalk Low-income Senior Housing Apartments on Wayzata Boulevard, Lake Street Extension West of Ferndale, Heritage Park at Batson's Corner, and the Mill Street parking lot and ramp.

Examples of how tax increment funds have been used are to: finance streetscape improvements, sidewalk expansions, water, sewer, stormwater replacements and relocating utilities underground on or near Lake Street, additional parking spaces in the Carisch ramp, upgrades to the City's marina and beach area, public docks near the Depot and Broadway Ave., water treatment facility located on Lake Street West of Ferndale, parking lot and ramp on Mill Street, reconstruction of city roads throughout the city, and the library building.

Strong HRA candidates have experience with one or more of the following:

- Redevelopment, as a former Planning Commissioner/City Council member;
- Ability to understand complex financial tools such as tax increment financing; and
- Housing related issues.

HRA meetings are usually held quarterly at 7:30 a.m.

Lake Minnetonka Conservation District (LMCD)



The vision of the LMCD is “to protect and preserve Lake Minnetonka.” The mission statement is to provide leadership in protecting, improving, and managing Lake Minnetonka.

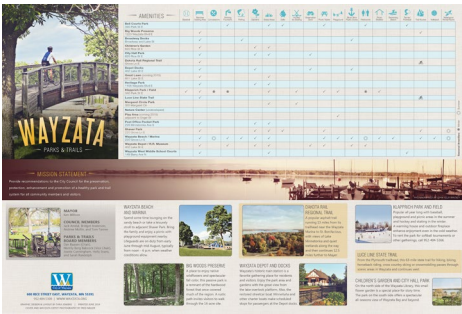
The LMCD was created in 1967 by the Minnesota legislature to manage the surface use area on Lake Minnetonka on a number of activities. An example of these activities include the establishment of boating and navigational safety regulations, the management of Eurasian watermilfoil (EWM), the management of regulations that apply to all dock structures (licensed and unlicensed) year round, and the licensing of watercraft for hire (charter boat) operations; including liquor licenses. In 1967, the pollution of sanitary sewer was at the forefront of the LMCD's concerns. Currently, the management of aquatic invasive species (AIS), in particular (EWM), and the prevention of new AIS, in particular zebra mussels, are a few of the issues of great interest to the LMCD.

Strong candidates should have the following background:

- A general knowledge of rules and regulations pertaining to Lake Minnetonka is preferred; and
- The ability to read and digest a large volume of information and
- The ability to regularly attend LMCD Board of Director Meetings; and
- A willingness to actively participate in some of the advisory committees facilitated by the LMCD.

There are 14 communities on Lake Minnetonka, with each community appointing a resident to the LMCD Board of Directors. LMCD Board Meetings are scheduled for the second and fourth Wednesday of each month at 7:00 p.m., at Wayzata City Hall.

Parks and Trails Board



The Parks and Trails Board, working with staff, is an advisory board to champion parks and trails in the City and advise the City Council on issues related to park improvements, trail expansion, maintenance needs, programming, and master planning for all of Wayzata's parks and trails, as well as how to allocate Capital Improvement Plan (CIP) funds.

The board is made up of five to seven members appointed by the City Council. One of these members may be a non-resident or Wayzata based business owner. Advisory Board members are citizens appointed for staggered three-year terms.

Parks and Trails Board candidates should have knowledge of and an interest in Wayzata's parks and trails.

Parks and Trails Board meetings are held usually in the evening on the third Wednesday of each month.

Planning Commission



The Planning Commission is an advisory board that reviews and studies land use and development applications, and makes recommendations to the City Council. The Planning Commission holds public hearings on all developments including applications for zoning amendments, variances, conditional use permits, and subdivisions.

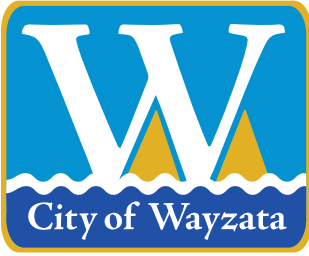
The Planning Commission consists of seven residents who are eligible voters residing in the City of Wayzata. The seven member Planning Commission is appointed by the City Council to assist and advise the City Council in the administration of the Zoning Ordinance, Comprehensive Plan, Design Standards and Subdivision Ordinance and any other matters referred to it by the City Council.

The Planning Commission may hold public hearings and public informational meetings on other development matters deemed necessary by the City Council and may make recommendations regarding same.

Strong Planning Commission candidates have:

- The ability to read and digest a large volume of information
- A willingness to assert a position and the rationale behind it in a public forum
- Listen to feedback and comments from applicants, residents and other community stakeholders
- Ability to balance varying opinions and perspectives in making recommendations to the City Council

The Planning Commission meetings are held in the evening usually on the first and third Monday of each month.



City of Wayzata

APPLICATION FOR APPOINTMENT TO CITY COMMISSION, AUTHORITY OR BOARD (CAB)

2020 Commission, Authority, or Board Application

Eligible applicants may apply for appointment to any of the advisory boards established by the City Council. Please complete the following information, and attach extra sheets if necessary. You may also attach a resume if you wish. The selection process will vary by board and according to the number of applicants and vacancies, and includes interviews with candidates.

If you are applying for more than one position, please rank in the order of preference.

- _____ Charter Commission (Four 4-year terms expiring Dec. 31, 2023)
- _____ Heritage Preservation Board (Four 2-year terms expiring Dec. 31, 2021)
- _____ Housing & Redevelopment Authority (One 4-year term expiring Dec. 31, 2023)
- _____ Housing & Redevelopment Authority (One 5-year term expiring Dec. 31, 2024)
- _____ Parks and Trails Board (Two 3-year terms expiring Dec. 31, 2022)
- _____ Planning Commission (Two 3-year terms expiring Dec. 31, 2022)

Data Practices Advisory

DATA PRIVACY NOTICE: Our application requests that you furnish both public and private information about yourself. Your name, address, current employment position, previous work history, education and training are public data under the Minnesota Data Act (Minn. Stat. Sect. 13.43, subd. 2 & 3). It is available to anyone who requests the information. The data you give us about yourself is needed to identify you and assist in determining your suitability for the commission, authority or board for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to evaluate your application. If you have concerns about providing any of the requested information, please contact the City Clerk at 952-404-5303.

Applicant Information

_____ First Name _____ Last Name _____ M.I.

_____ Street Address _____ Apartment/Unit #

_____ City _____ State _____ Zip

_____ Daytime Phone _____ Evening Phone _____ Mobile Phone

_____ Email

How long have you been a Wayzata Resident? _____

Check here if you are not a Wayzata Resident

Do you have any current or prior service on a City Commission, Authority or Board?

Yes

No

If Yes, explain _____

Have you or any of your family members been employed by the City of Wayzata or served on any City Commission, Authority or Board?

Yes

No

If Yes, explain _____

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual had 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 interest in any business, however organized, which could be constructed as a conflict of interest?

Yes

No

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

Yes

No

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

Yes

No

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 Commission, Authority or Board members and staff.

Yes

No

I agree to contact and notify in advance the appropriate staff person when I cannot attend a regularly scheduled meeting.

Yes

No

Experience, Education and Related Activities

Education: _____

Memberships: _____

Name of Employer: _____

Occupation: _____

Does your work require you to travel?

If so, please select the category that best fits your travel frequency.

- A great deal
- Periodically
- Very Little
- None

Community Service, Civic and Professional Activities:

Additional Information (attach additional sheets if necessary):

What is your primary interest in serving on a Commission, Authority or Board?

What strengths and abilities would you bring to the CAB? Do you have any special interests or training which you feel a particular board or commission could use?

As a CAB member, are there any issues that might cause conflict between civic responsibility and personal/professional interests?

Public Contact Information and Disclaimer

The following contact information may be given to residents/others should they want to reach you.

Phone: _____ Email: _____

I authorize the City of Wayzata to share my public contact information with others. Please check the box above to affirm that you have read this notice.

Application Signature

Thank you for your interest in serving on a Commission, Authority or Board for the City of Wayzata.

Signature: _____ Date: _____

Return completed application by deadline of November 15, 2019 by 11:00 a.m. to:

City of Wayzata
Attention: City Clerk
600 Rice Street East
Wayzata, MN 55391

The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.