

2024 Board, Committee, or Commission Application

Due: November 17, 2023



Contact Information

Name	
Street Address	
City, State ZIP	
Home Phone	
Work Phone	
E-Mail Address	

Interest

Which Board, Committee or Commission would you like to serve upon (see attached descriptions):
(Select no more than two.)

1. _____
2. _____

Applicants typically must reside in the City of Alexandria. Please note, however, that the bylaws of some boards, committees, and commissions allow members to serve if they do not live in the city.

Why are you interested in this position?

What knowledge, skills, or experience can you bring to this position?

Agreement and Signature

By submitting this application, I affirm that the facts set forth are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature	
Date	

Our Policy

It is the policy of this organization to provide you with the roles and responsibilities form (see attached) Please initial here to acknowledge you have reviewed this document.

Thank you for completing this application form and for your interest in volunteering for us.



Roles and Responsibilities:

Thank you for your service to the City of Alexandria as a Board, Committee or Commission member. Your decision to give of your time to help in the business of the City is highly commendable and appreciated.

The City of Alexandria encourages and promotes involvement by residents in the decision-making process through participation in a variety of Boards, Commissions and Committees. The majority of these make recommendations to the City Council, who then act upon those recommendations.

Serving on a Board, Commission or Committee can be a rewarding experience and an excellent way to contribute to the quality of life of the community in which you live or work. We rely greatly on the interest and involvement of those volunteers who seek a more active role in the functioning of their local government.

Selection for appointment to one of our Boards, Commissions or Committees is generally based on the following characteristics:

- A broad perspective and concern for the welfare and progress of the City
- A familiarity with the City's history, issues and goals
- Interest in the functions/responsibilities of the Board, Commission or Committee under consideration
- City residency, in most cases
- A willingness to devote time and effort to the work of said Board, Commission or Committee
- Awareness of and understanding of the City Charter, City Code, City Ordinances , and policies
- Balanced and diverse representation on Boards, Commissions or Committees as feasible

Personal Conduct: All members of City Boards, Commissions or Committees are required to conduct themselves at all times in accordance with the City's Code of Ethics, Code of Conduct or similar policies adopted by the City Council.

Members of Committees are also required to:

- Understand the Board, Commission or Committee's role and purpose within the City.
- Stay informed about relevant matters affecting the Board, Commission or Committee's business.
- Attend all meetings or where attendance is not possible, submit notification
- Participate actively and work cooperatively with other members and City staff.
- Prepare for all meetings by reading and considering the agenda items, papers circulated and other relevant documents.
- Not improperly influence other members.
- Make new points succinctly without reiterating at length points already made.
- Avoid meeting separately or in sub-groups with individual Council members not appointed to their given Board, Commission or Committee.

Accountability: All members have a responsibility to ensure efficient and effective operations of the Board, Commission or Committee, avoid extravagant and wasteful use of resources and ensure actions are consistent with the role and purpose of the Board, Commission or Committee.

Members are also required to:

- Participate constructively in Board, Commission or Committee activities in a lawful, ethical and justifiable manner.
- Ensure decisions are consistent with any statutory and legal requirements.
- Ensure resources, funds and staff are used effectively and economically for Board, Commission or Committee business.
- Record keeping and use of information: All documentation produced by the committee forms part of the City's records and should be maintained in accordance with City's Record Retention policies.

In conjunction with specific responsibilities of the Executive Officer, members of Boards, Commissions or Committees are also required to:

- Ensure adequate procedures are followed for documenting decisions and actions of the Board, Commission or Committee
- Maintain confidentiality of Board, Commission or Committee business where necessary, ensuring confidential records are subject to appropriate storage and access procedures.
- Respect confidential discussions and not misuse any information obtained through membership of the Board, Commission or Committee.
- Openly declare any matters of private interest and record any issues with the potential for conflict or perceived conflict to ensure they are transparent and capable of review.
- Where appropriate, disqualify themselves from discussions and decisions where a conflict of interest occurs.

Where members are unsure of their obligations or responsibilities, the member should contact the Chair or City Administrator for assistance.

Again, thank you for your participation in our local government. We hope that this information will help make your participation productive and enjoyable.

Adopted by the Alexandria City Council on January 25, 2016.

CITY OF ALEXANDRIA'S BOARDS, COMMITTEES & COMMISSIONS

AIRPORT COMMISSION: The Airport Commission oversees the operations and management of the Alexandria Airport. The City has a contracted Airport Manager with City staff support coming from the Public Works Coordinator. Member term is 3 years.

ALEXANDRIA AREA ECONOMIC DEVELOPMENT COMMISSION: The mission of the Alexandria Area Economic Development Commission is to drive the economic wealth and stability of our communities. A number of individuals, business & community leaders with diverse backgrounds have served on the AAEDC Board. The AAEDC works to maintain a balance of industry representatives on its Board of Directors. Backgrounds include financial, manufacturing, education, retail, service, non-profit and government. Since the AAEDC's focus is on manufacturing and industrial development, multiple representatives from the sector are appropriate for the board. Member term is 3 years.

ALEXANDRIA LAKES AREA SANITARY DISTRICT (ALASD): ALASD is a regional sanitary sewer district established in 1971. In addition to the City of Alexandria, the townships of Alexandria, Carlos, Hudson, LaGrand, Ida and Lake Mary are members of the district. The board is assigned by law the responsibility of carrying on a continuous long range program of planning with respect thereto and given the authority to take over, acquire, construct, better, administer, operate and maintain any and all interceptors and treatment works needed for the collection, treatment and disposal of sewage in the district, as well as local sanitary sewer facilities over which the board assumes operation and maintenance responsibility at the request of any local government unit. The City of Alexandria appoints three members to the 11-person ALASD Board of Directors. Member term is 3 years.

BOARD OF PUBLIC WORKS (ALEXANDRIA LIGHT AND POWER): Alexandria Light and Power is governed by a five member utility board known as the Board of Public Works. The Alexandria Board of Public Works establishes rates for consumers and is the policy making entity that regulates the operations of Alexandria Light and Power. Member term is 3 years.

CABLE TV COMMISSION: The Cable TV Commission consists of five members and a representative of School District 206. The duties of the Cable TV Commission include monitoring the performance of the cable television franchisee, guaranteeing access to public channels, and keeping abreast of developments in the cable communications industry, among other tasks. Member term is 2 years.

CULTURAL INCLUSIVENESS COMMITTEE: The Cultural Inclusiveness Committee shall serve as an advisory body to the City Council in matters intended to develop and implement inclusive policies, programs and practices to foster a community which is welcoming, vibrant and inclusive of diversity. It shall also advise the City Council on services and programs that may be of special concern to the City's growing and diverse populations within the City. Member term is 2 years.

ECONOMIC DEVELOPMENT BOARD: The Economic Development Board must have one member from each of the City's five wards. The duties of the Economic Development Board shall be to review all tax increment financing, tax abatement, Job Opportunity Building Zones (JOBZ), and industrial development bond (IDB) applications to determine its legality and conformity to the City's policy statement, conduct hearings to solicit public comment, make recommendations to the City Council on projects, and advise the City Council of economic development matters. Member term is length of office held.

HOME RULE CHARTER COMMISSION: The Home Rule Charter Commission consists of seven members. The duties of the Home Rule Charter Commission include meeting a minimum of once a year to review the Home Rule Charter and/or propose amendments to the City Charter. Member term is 4 years.

HOUSING AND REDEVELOPMENT AUTHORITY: The mission of the Alexandria HRA is to, “Promote and provide affordable housing solutions and community development programs through public and private partnerships”. Commissioners exercise fiduciary responsibility for the agency and help HRA staff determine what programs to administer within the HRA’s area of operation. Individuals interested in serving as a commissioner would most likely have an interest in workforce housing, subsidized housing, local government, real estate, finance and/or community development programs targeted to improve the overall housing stock for the city of Alexandria. Member term is 5 years.

JOINT AIRPORT ZONING BOARD: The Joint Airport Zoning Board shall have the power to adopt, administer, and enforce airport zoning regulations applicable to the airport hazard area. The Joint Airport Zoning Board shall have all powers and duties for airport zoning set forth in Minnesota Statutes Chapter 360 as now established or hereafter amended. Member term is 2 years.

PARK BOARD: The Park Board's duties shall consist of advising the City Council on matters pertaining to the City Parks. Member term is 3 years.

PLANNING COMMISSION: The Planning Commission shall serve as an advisory body to the Council in matters of directing the future physical development of the City. The Planning Commission shall, upon request of the Council, make studies, investigations and recommendations to the Council regarding matters affecting zoning, platting and public improvements. The Planning Commission shall adopt a plan and map for future development and land use. Member term is 3 years.

POLICE COMMISSION: The commission shall recommend to the City Council a process for hiring and promotions of police officers, review preliminary police budget for the upcoming year, make recommendations to the City Council in regard to hiring, promotion, and budget considerations. Member term is 3 years.

RUNESTONE COMMUNITY CENTER COMMISSION: The Commission shall cause the facilities to be maintained in good repair and working condition and shall cause them to be continually operated in an efficient manner at reasonable cost from time to time and from time to time shall cause to be made all needed repairs, renewals and replacements. The Commission shall regulate and control the activities and uses of the Commission's facilities for all purposes. Member term is 3 years.

STORMWATER MANAGEMENT COMMITTEE: The Storm Water Utility Committee shall serve as an advisory body to the City Council in matters relating to the Storm Water Utility Program and the surface water management program including, but not limited to storm sewers, surface drainage, wetlands, on-site drainage, lake water control and quality, related capital improvements and various financing or funding options. It shall advise the City Council on services, programs and improvements related to the City’s storm and surface water management program. Member term is 2 years.

Applications are available at City Hall, 704 Broadway, Alexandria, or by email addressed to ariedel@alexandriamn.city Or on-line at www.alexandriamn.city. (Click on the Boards and Commission link at the top of the page). Applications should be returned to Amy Riedel, Administrative Assistant, City of Alexandria, 704 Broadway, Alexandria, MN 56308. For more information, please call Amy Riedel at 320-759-3622.