

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: 2024 Organizational Resolution & Committee Appointments
DATE: January 2, 2024



Background

At the City Council meeting on January 2, 2024, the City Council will approve its annual organizational resolution as required by State Statute. This resolution sets appointments and meeting times for the year.

Committee Openings

Below are the committee openings as of January 1, 2024 as well as Mayor Zierden's nominations for each position:

- Cemetery Commission: 2 seats
 - Gary Bakken
 - Tia McMonigal

- Parks & Recreation: 2 seats
 - Jim McKeller
 - Diane Williams

- Planning Commission: 1 seat
 - Roger Theis

City Council Appointments

In addition to the citizen appointments listed above, there are a number of positions that members of the City Council fill that will need to be appointed. They are:

- Acting Mayor
- Joint Powers Board Regular Member
- Joint Powers Board Alternate
- Heartland Cable Commission Member
- Cemetery Commission Liaison
- Parks & Recreation Committee Liaison
- Planning Commission Liaison

Over the last few months, staff has received comments from councilmembers about the liaison positions and the future of council liaisons. Options to consider include (but are not limited to):

- Keep liaisons in their current capacity (i.e. expected to show up to each committee meeting and provide reports back to the Council).
- Assign liaisons but identify when they are required to attend meetings (e.g. only attend when the City Council is directly sending something to a committee for consideration or when requested by the committee).
- Appoint the Mayor as the “universal” liaison who represents the Council to all committee as needed (see above).
- Eliminate council liaisons entirely. Staff will liaison between the Council and committees. Councilmembers may attend committee meetings as they choose (quorums should still be avoided).

City Council Meetings

Throughout 2023, City Council meetings have, on average, lasted over 3 hours. Much of this is due to the amount of work the City Council has set before it. While the City Council has held numerous workshops over the year to work through numerous topics and projects, this has not seemed to have any effect on meeting lengths.

Throughout the year, staff received many comments about the length of City Council meetings and the drain they are on councilmembers, staff, and the public. Current projects such as Buschmann Road and city hall will continue into 2024, and the City Council intends to commence work on new projects such as the City Code and a Streets CIP. Without some kind of change to the structure of meetings or their proceedings, staff sees little change to the length of meetings occurring.

Staff has prepared a separate memo on this issue (attached) and is recommending that the City Council also discuss the meeting date and times of their meetings for 2024.

Council Action

Staff recommends that the City Council approve the Mayor’s nominations for appointments, determine council appointments and meetings, and then adopt Resolution 05-2024, making annual appointments and designations for the organization structure for the City of Breezy Point for the year 2024.