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## City Council Regular Meeting

**DEPARTMENT:** City Secretary's Office  
**FROM:** Monica Solko, Deputy City Secretary  
**MEETING:** September 15, 2025

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**SUBJECT:**

Consider and take possible action on the appointments of council committees for the 2025-2028 term. *(Staff Contact: Monica Solko, Deputy City Secretary)*

**SUMMARY:**

The City Council adopted Council Policy #42 creating council committees to provide staff direction on larger projects before bringing them forward to the full city council and to work to aid staff. Council Policy #42 defines the council committees and their objectives, as well as setting the membership and terms for all the committees.

Council Policy #42: **Section II – Council Committees structure**

Number of members per committee

- 3 council members per committee
- 2 council member are needed for a quorum
- Each council committee selects their own chair

Term of appointment

- 2 year terms
- 2 year term for chair

Selection and Appointment to each committee

The city council will generally start the process in July.

1. The City Secretary will send out a preference ranking sheet to each council member to begin the process
2. Each council member shall fill out the preference sheet in the prescribed time frame making sure to rank ALL council committees
3. The City Secretary at a regular council meeting will present to the city council a matrix of all council member ranking sheets and action to make appointments to each council committee
4. The city council will determine their own appointments taking into consideration each council members ranking sheet. The council should work to grant each council member their 1<sup>st</sup> preference if possible

5. Once all selections are done the City Secretary will ask the city council to take action to appoint council members to the city council committees for a 2 year term
6. If any changes occur in the council membership before the 2 year term is expired the City Secretary will present current appointments to the full council for their consideration
7. Council shall provide direction to the City Secretary if they want to go through the selection/appointment process again or leave as is waiting until the terms expire

Council members reviewed the preference sheet and rank their choices of appointment for each committee. Those preferences are Exhibit 2 to this agenda item. Color coded with rankings. Council will need to review these and make a decision on appointments.

**RECOMMENDATION:**

N/A

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

Council completed preference forms and turned into the City Secretary.

**REFERENCE:**

Council Preference Sheet summary

**FISCAL IMPACT:**

N/A:

**STAFF CONTACT:**

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