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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2025 BOARD AND COMMISSION ATTENDANCES
DATE: DECEMBER 12, 2025

Each spring, the City Council looks at openings on boards and commissions and appointments members to fill those openings. Sometimes the openings are filled by incumbents who wish to be re-appointed and other times, the Council places new members on these boards.

One of the main responsibilities of a board and commission member is to be present so that meetings are able to take place. Section 30.10(H) of the City Code addresses attendance for boards and commissions. According to City Code:

If a commission or board member misses three meetings within a year without being excused prior to the meeting, such member may be removed therefrom any time during or at the end of the appointive year. Any board or commission member may be removed by the City Council for misfeasance, malfeasance, nonfeasance, or without cause by a majority vote of the City Council. The removed person's position may be filled as in the case of any other vacancy. The removal process shall be without a hearing, and it shall not be necessary that the City Council establish cause for removal. This paragraph (H) does not apply to the removal of an Economic Development Authority commissioner, as the removal process shall instead be conduct pursuant to Minnesota statutes.

I am not bringing forward any recommendations at this time to remove any members from any boards. I wanted to merely bring forward attendance information so that the Council is more aware of the dealings of the various boards and commissions. This will allow the Council to better oversee the boards and commissions to which it appoints. I plan on bringing this forward each year in January for the City Council's information.

When looking at the attached attendance records, the letter "P" signifies that a person was either present, or able to be present if a meeting was canceled. Green boxes signify that a meeting was canceled due to either weather or lack of agenda items. Orange boxes signify meetings that were canceled due to a lack of quorum.