



June 12, 2023

Honorable Judge Caroline H. Lennon  
Judge of District Court  
Scott County Judicial Center  
200 Fourth Avenue West  
Shakopee, MN 55379

RE: City Council selection process for Charter Commission Member appointment recommendations.

Dear Judge Lennon:

I am writing today in response to your request to define the City Council's process of selecting and vetting potential Charter Commissioners, including what notice is given to the public and what opportunity for feedback is provided.

The Charter Commission has a dedicated webpage on the City of Red Wing's website, through which the public can view the current roster of members, their terms and contact emails, learn what the Commission does, and when their meetings are held. They can also apply directly through this webpage. Applications can also be printed off and mailed in or picked up in person at City Hall.

Once an application is received, administrative staff confirms the applicant's address and checks for anything that would preclude them from service, such as being a City of Red Wing employee or living outside the city limits. Once the application is vetted in this way, it is forwarded to me as the Staff Liaison for the Charter Commission and Council Administrator Kay Kuhlmann. Qualified candidates for Council consideration are added to a future Council meeting agenda.

Unredacted copies of the application and resume, if any, are emailed to City Council members in the days before the meeting. A redacted version, in which contact details such as address and phone number are blacked-out, is attached to the packet for public viewing. City Council meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month, and the packet is published to the City's website the Thursday before, giving four full days for the public to view the packet before the meeting.

Any person wishing to give input can submit their comments via email or voicemail before 3 p.m. the day of the Council meeting. Their comments are distributed to Council members and added to the public record. Additionally, people may attend the meeting in person and sign up to speak to the Council about the candidates.

Council members individually decide which candidate to recommend and vote accordingly during the meeting. Attached is the City Council Rules of Order and Procedure that speak to this. Basically, a motion is made and seconded and if there is a simple majority vote of the council in favor of recommending appointment the recommendation is forwarded to the district judge for consideration.

If openings persist and no qualified candidate applications are on file, the City's Communications staff may create social media posts to encourage applications. A promotional video feature about the Charter Commission may also be played on our local government access Channel 6 and may also be used on social media. Articles may be added to City Beat, the City of Red Wing's digital newsletter, and opening seats may be mentioned during City Council meetings under the Council Liaisons Commission Reports section of the Council agenda.

That summarizes our current process. Please let me know if I can provide any further information or clarification.

Sincerely,



Teri L. Swanson  
City Clerk, Charter Commission Staff Liaison