



**CITY OF  
AUSTIN  
MINNESOTA**

**APPLICATION FOR  
APPOINTMENT TO  
BOARDS AND COMMISSIONS**

**DATA CLASSIFICATION ADVISORY:** Please be advised that the information you are requested to provide is classified as private data pursuant to Minnesota Statute 13.601, Subd. 3, except for the following data which is classified as public data: 1) name, 2) city of residence except when the appointment has a residency requirement that requires the entire address to be public, 3) education and training, 4) employment history, 5) volunteer work, 6) awards and honors, 7) prior government service.

If you are appointed to a position on a board or commission, the following additional data will be classified as public data: 1) residential address, 2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee. Any electronic mail address or telephone number provided by the city for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

Name	Date
Address	Day Phone
Employer	Evening Phone
Occupation	Email

**Please check the following boards on which you are willing to serve.**

- |   |   |
|---|---|
| <input type="checkbox"/> <i>Board of Appeal &amp; Equalization</i>    | <input type="checkbox"/> <i>Library Board</i>                   |
| <input type="checkbox"/> <i>Cable TV Committee</i>                    | <input type="checkbox"/> <i>Parks &amp; Rec Board</i>           |
| <input type="checkbox"/> <i>Charter Commission</i>                    | <input type="checkbox"/> <i>Pillars of the City Committee</i>   |
| <input type="checkbox"/> <i>Culture and Arts Commission</i>           | <input type="checkbox"/> <i>Police Civil Service Commission</i> |
| <input type="checkbox"/> <i>Planning Commission</i>                   | <input type="checkbox"/> <i>Port Authority</i>                  |
| <input type="checkbox"/> <i>Fire Civil Service Commission</i>         | <input type="checkbox"/> <i>Sustainability Taskforce</i>        |
| <input type="checkbox"/> <i>Housing &amp; Redevelopment Authority</i> | <input type="checkbox"/> <i>Honorary Council Member</i>         |
| <input type="checkbox"/> <i>Human Rights Commission</i>               | <i>(additional application required)</i>                        |

Summarize your reasons for wanting to serve on this board:

What is your background applicable to serving on this board:

**Return to:  
City Administrator's Office  
500 4<sup>th</sup> Avenue NE  
Austin, MN 55912  
or email to [annk@ci.austin.mn.us](mailto:annk@ci.austin.mn.us)**

THIS APPLICATION WILL BE KEPT ON FILE FOR TWO YEARS FROM DATE OF SUBMITTAL.

Members are appointed by the Mayor with the consent of the City Council at the first meeting in December of each year. You must be a resident of the City of Austin to serve on any of the following boards.

The **Board of Appeal and Equalization** meets once in the spring to determine whether taxable property in the City of Austin has been properly valued and classified by the assessor, and also to determine whether corrections need to be made. The board is comprised of four members, one from each ward and one at-large representative. Members are asked to take a half-day training session.

The **Cable TV Committee** oversees franchise agreements for cable TV as well as the government access channel. A term on the board is three years. The board does not meet on a regular basis.

The **Charter Commission** consists of seven to fifteen members. The commission is charged with reviewing and revising the City Charter, which acts as the city's constitution. A term on the Charter Commission is four years. The commission meets once each year and for special meetings as called.

The **Culture and Arts Commission** consists of seven to nine members that advise the City Council on the development of arts and cultural activities, organization and facilities in Austin. A term on the Commission is three years.

The **Planning Commission** consists of nine members whose purpose is to conduct hearings and advise the city council on land-use matters, including zoning and development plans. A term on the Planning Commission is four years. Meets second or third Tuesday of every month at 5:30 pm and for special meetings as called.

The **Fire Civil Service Commission** consists of three members. The commission has supervision over the employment, promotion, discharge and suspension of all officers and employees of the Fire Department. A term on the commission is three years. The board meets for special meetings as called.

The **Housing and Redevelopment Authority Commission** consists of seven members – three city council members, a Port Authority representative, one public housing or Section 8 resident, and two non-elected citizens. The purpose of the board is to provide decent, safe and sanitary housing to low income individuals and to facilitate economic development and redevelopment efforts. A term on the commission is five years. Meets the fourth Tuesday of every month at 3:30 pm.

The **Human Rights Commission** consists of nine members whose purpose is to act informally to eliminate unfair discriminatory practices that are contrary to the public policies of the State of Minnesota. A term on the Human Rights Commission is three years. Meets fourth Monday of each month at 5:30 pm and for special meetings as called.

The **Library Board** consists of nine members whose purpose is to oversee the functions of the public library. One seat is traditionally held by a council member. A term on the board is three years. All members must be qualified voters of the city. Meets second Monday of each month at 4:30 pm and for special meetings and committee meetings as called.

The **Park and Recreation Board** consists of seven members – one School Board District 492 representative and five citizens. One seat is traditionally held by a council member. The board's purpose is to oversee the public parks and recreation activities of the City of Austin. A term on the board is four years. Meets first Wednesday of each month at 5:15 pm and for special meetings as called.

The **Pillars of the City Committee** consists of nine members who make annual recommendations to the City Council on individuals to be recognized on honorary plaques placed on the Mill Pond flood protection wall pillars.

The **Police Civil Service Commission** consists of three members. The commission has supervision over the employment, promotion, discharge and suspension of all officers and employees of the Police Department. A term on the commission is three years. The board meets for special meetings as called.

The **Port Authority** consists of seven members – five citizens and two council members. The board carries out economic and industrial development and redevelopment within the city. A term on the board is six years. The board meets quarterly on the fourth Wednesday at 4:30 pm and for special meetings as called.

The **Sustainability Taskforce** consists of up to 15 members whose purpose is to advise the City on sustainability issues and to facilitate GreenStep Cities Best Practices implementation. A term on the board is three years. The full board meets the second Wednesday of every other month at 4:00 p.m.