



Open Appointments Application for
Citizen Advisory Committees/Commissions/Boards

Part 1: Applicant Information

Applicant Name: Last Name First Name M.I. Mr. Mrs. Ms.

Home Address: Street Address
City State Zip County of Residence

Commissioner District: (Leave blank if you do not know the number of your commissioner district.)

Telephone/Fax: Home Business Fax

E-mail Address:

Part 2: Committee Selection

Indicate below the name of the committee(s) for which you are seeking appointment. If more than one, number them according to preference (1 being your first choice). All applicants: complete Parts 3-5. Review Parts 6-11 and complete only those that apply to the committee(s) you select below.

- Community Corrections Advisory Board
Dakota-Scott Workforce Investment Board
Extension Committee
Farmland and Natural Area Advisory Committee
Human Services Advisory Committee
Library Board
Parks and Recreation Advisory Committee
Planning Commission
Public Art Citizen Advisory Committee
Special Board of Appeal and Equalization
Vermillion River Watershed Planning Commission
Zoning Board of Adjustment
Other:

Part 3: Your Rights as a Subject of Data/Applicant Declaration

Pursuant to Minnesota Statutes Chapter 13, Dakota County informs you that the following information which you are asked to provide in this application is private data: telephone and/or fax number, residential street address, email address, business/financial interest, and status as recipient of human services. Unless and until you are appointed to an advisory committee, this information will be available only to you and county officials who need it to perform their job duties. Furnishing this information is voluntary. Failure to provide the information requested in Parts 5-11 of this application may disqualify you from appointment to one or more advisory committees. The remainder of the information in this application is public.

If you are appointed to an advisory committee, your residential street address and either your email address or a telephone number where you can be reached (or both if you so request) must be available to the public.

If appointed, I agree that Dakota County may release the following information to the public (at least one must be released):

Email Address:

Telephone Number:

Signature of Applicant

Date

**Part 4: Per Diem**

Most County Board citizen advisory committee appointees, who are not representing a governmental unit, receive \$35 per diem (but no additional expense reimbursement) for attendance at regular and special meetings of the committee. Exceptions are appointees to the Personnel Board of Appeals (\$35 per diem plus expense reimbursement for attendance), Special Board of Appeal and Equalization (\$175 per day or \$87.50 per half-day plus mileage reimbursement), and Community Development Agency Board (as determined by the Community Development Agency). Applicants may choose to decline the per diem at the time of application.

Please check this box if you wish to decline the per diem:  Decline

**Part 5: Statement of Qualifications (You may supplement this section by attaching a resume or additional information.)**  
**PLEASE NOTE: In accordance with County policy, no paid employee of Dakota County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law.**

**Business/Employer:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
Street City County State Zip

**Job Title:** \_\_\_\_\_

**Current Responsibilities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Work Experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vocational/Educational Background:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Service:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interests:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: Some committees require additional information from applicants.**  
**Review Parts 6–11, and complete only those that apply to the committee(s) you selected in Part 2.**

**Part 6: Community Corrections Advisory Board Applicants Only**

Minnesota Statutes Section 401.08, subdivision 1, requires that the board “shall be representative of law enforcement, prosecution, the judiciary, education, corrections, ethnic minorities, the social services, and the lay citizen.”

**Which do you represent?** (Check all that apply.)

- Citizen
- Corrections
- Education
- Social Services
- Ethnic Minorities
- Prosecution
- Judiciary
- Law Enforcement

**Part 7: Dakota-Scott Workforce Investment Board Applicants Only**

Minn. Stat. § 268.666, subd. 3, requires that local workforce councils include as members representatives of the private sector (owners of business concerns, chief executives or chief operating officers of nongovernmental employers, or other private sector executives who have substantial management or policy responsibility), organized labor, workforce and community-based organizations, educational agencies that are representative of all educational agencies within the workforce service area, vocational rehabilitation agencies, public assistance agencies, economic development agencies, and public employment service agencies.

Private sector applications must be accompanied by a letter of support from a general purpose business organization (e.g. chamber of commerce). Public sector applications must be accompanied by a letter of support from the parent agency. For further information on the Workforce Investment Board, please call Dakota County Workforce Services at 651-554-5633.

**Nominating Agency:** \_\_\_\_\_

**Which do you represent:** (Check all that apply.)

- Private Sector/Small Business
- Private Sector/Large Business (>500 employees)
- Private Sector/Minority Business
- Organized Labor
- Community-Based Organizations
- Educational Agencies
- Vocational Rehabilitation Agencies
- Public Assistance Agencies
- Economic Development Agencies
- Public Employment Service

**Part 8: Human Services Advisory Committee Applicants Only**

Minnesota Statutes Section 402.03, requiring appointment of a human services advisory committee, requires that the committee consist of representatives of persons receiving human services from Dakota County, providers or employees of providers of human services in Dakota County, a member of the health advisory committee, a member of the Community Corrections Advisory Board, and citizens of Dakota County. In lieu of appointing a health advisory committee pursuant to Minnesota Statutes Section 145A.10, subdivision 10(b), Dakota County includes representatives of health care providers in Dakota County on the Human Services Advisory Committee.

**Which do you represent?** (Check all that apply.)

- Persons receiving human services from Dakota County (does not require status as current recipient of human services)
- Providers or employees of providers of human services in Dakota County
- Community Corrections Advisory Board
- Citizens of Dakota County
- Health care providers in Dakota County

**Part 9: Parks and Recreation Advisory Committee Applicants Only**

1. In accordance with County Ordinance No. 120, through which the Parks and Recreation Advisory Committee was established, anyone owning land within or adjacent to a county park or having other financial interests in such land, shall not be eligible to serve on the Parks and Recreation Advisory Committee. Do you own land within or adjacent to a County Park or have other financial interests in such land?  
 Yes     No
2. Anyone already holding an elective city, county, state or federal office shall also not be eligible to serve in a regular voting position on the Parks and Recreation Advisory Committee. Do you currently hold an elective city, county, state or federal office?  
 Yes     No
3. Parks and Recreation Advisory Committee meetings are occasionally scheduled to be held on weekday afternoons at 4:00 p.m. to allow for daylight tours of county recreational facilities throughout the year. Will you be able to attend meetings at this time?  
 Yes     No

**Part 10: Planning Commission Applicants Only**

Minnesota Statutes Section 394.30, subdivision 1, the statutory authority under which the Dakota County Planning Commission has been created, requires that: "No voting member of the commission shall have received, during the two years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban or urban related purposes."

During the last two years, have you received any substantial portion of your income from business operations involving the development of land within Dakota County for urban or urban related purposes?

- Yes     No

**Part 11: Vermillion River Watershed Planning Commission Applicants Only**

The Vermillion River Watershed Joint Powers Board, consisting of commissioners from Dakota and Scott Counties, makes appointments to the Watershed Planning Commission. Qualified applicants must reside in the watershed (residency will be verified upon receipt of this application) and may be elected officials. Employees of local governments located in the watershed are not eligible for appointment.

1. Are you an elected official?

- Yes     No    If yes, for what government entity? \_\_\_\_\_

2. Do you have personal or employment experience in a field related to watershed management?

- Yes     No    If yes, please specify relevant experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**THANK YOU!**

**Return completed form to:**

Sr. Administrative Coordinator to the Board  
Administration Center  
1590 Highway 55  
Hastings, MN 55033

Email: [board@co.dakota.mn.us](mailto:board@co.dakota.mn.us)

Fax: (651) 438-4405

**Office Use Only**

Date Received: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Term Ended Date: \_\_\_\_\_

Appointed:     Yes                       No

Retention Date: \_\_\_\_\_

Committee: \_\_\_\_\_