



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: Cell Business Home

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 3-7. Review Parts 8-10 and complete only those that apply to the committee(s) you select below.

- Dakota-Scott Workforce Development Board
Extension Committee
Library 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 numbers, fax number, residential street address, email address, business/financial interest, status as recipient of human services, and criminal record.

State law requires your residential street address and either your email address or telephone number be made public if you are appointed to an advisory committee. Unless you indicate otherwise, Dakota County will make your email address public.

If appointed, I request that Dakota County make public (check all that apply):

- Cell phone number:
Business phone number:
Home phone number:
E-mail address:

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), and Special Board of Appeal and Equalization (\$175 per day or \$87.50 per half-day plus mileage reimbursement). 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: Affiliation with Dakota County**

Dakota County employees are not eligible for appointment to any citizen advisory committee, unless otherwise provided by law.

Are you an employee of Dakota County?

Yes  No

Individuals affiliated with Dakota County are eligible for appointment to any citizen advisory committee but do not receive preference in the appointment process and are not automatically disqualified, unless otherwise provided by law. For purposes of this policy, affiliated means (1) has a contract with Dakota County, or (2) is employed by a Dakota County contractor.

Are you currently under contract with or employed by a contractor of Dakota County?

Yes  No

If yes, which contractor? \_\_\_\_\_

**Part 6: Criminal Record**

Having a criminal record does not automatically exclude an applicant from the appointment process. However, to protect the integrity of its Citizen Advisory Committees, Dakota County reserves the right to exclude from appointment individuals who are on probation for a felony level offense or who have been convicted of any of the following felony or gross misdemeanor offenses: homicide/murder, crimes against the person, sex crimes, crimes against the family, crimes against public safety and health, public misconduct or nuisance, or first-, second- or third-degree driving while impaired. Check one and complete as necessary.

I am not on probation for a felony level offense and do not have a felony or gross misdemeanor conviction as listed above.

I am not on probation for a felony level offense and I have the following above-listed felony or gross misdemeanor conviction(s): \_\_\_\_\_

**Part 7: 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 State Zip County

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Describe your interest in serving on a citizen advisory committee:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE: Some committees require additional information from applicants.  
Review Parts 8–10, and complete only those that apply to the committee(s) you selected in Part 2.**

**Part 8: Dakota-Scott Workforce Development 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 Development Board, please call Dakota County Workforce Services at 651-554-5633.

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> Private Sector/Small Business                  | <input type="checkbox"/> Public/Economic Development |
| <input type="checkbox"/> Private Sector/Large Business (>500 employees) | <input type="checkbox"/> Public/Education            |
| <input type="checkbox"/> Private Sector/Minority Business               | <input type="checkbox"/> Public/Labor                |
| <input type="checkbox"/> Public/Apprentice                              | <input type="checkbox"/> Public/Public Assistance    |
| <input type="checkbox"/> Public/Community Based                         | <input type="checkbox"/> Public/Public Employment    |
|   | <input type="checkbox"/> Public/Rehabilitation       |

**Part 9: 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 10: 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Retention Date: _____
Committee: _____	