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# DAKOTA COUNTY POLICIES AND PROCEDURES MANUAL

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## Policy 1015 Citizen Advisory Committee Membership

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11/28/2017

Last Reviewed: 11/28/2017

Department: County Administration

Board/Administrative: Board

Related Policies: Policy 1014 Open Appointments; Policy 1550 Volunteer/Advisory Committee  
Reimbursement

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### **POLICY STATEMENT**

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Dakota County citizen advisory committees (committees) serve a statutory, policy, or operational purpose. These committees support County government for a variety of purposes:

1. To seek advice from members of the public in the decision-making processes of the County Board.
2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.
7. To reflect the diverse interests of County clientele and residents.

Some committees have specific staff assigned and designated to support its function. The function and reporting relationship to the County Board vary from committee to committee.

### **DEFINITIONS**

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*Citizen advisory committee:* any board or committee to which the County Board regularly appoints members of the public.

### **SOURCE**

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Authority for this policy is through the Dakota County Board of Commissioners:

- Resolution No. 97-602 as adopted on September 23, 1997
- Resolution No. 97-710 as adopted on November 18, 1997
- Resolution No. 98-17 as adopted on January 6, 1998
- Resolution No. 03-644 as adopted on December 23, 2003

Resolution No. 05-560 as adopted on November 15, 2005  
Resolution No. 06-465 as adopted on November 14, 2006  
Resolution No. 07-19 as adopted on January 9, 2007  
Resolution No. 10-102 as adopted on February 23, 2010  
Resolution No. 10-571 as adopted on November 16, 2010  
Resolution No. 12-006 as adopted on January 10, 2012  
Resolution No. 13-009 as adopted on January 8, 2013  
Resolution No. 14-005 as adopted on January 7, 2014  
Resolution No. 14-598 as adopted on November 25, 2014  
Resolution No. 16-614 as adopted on December 13, 2016

## **GENERAL**

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### **Roles and Relationships**

Citizen advisory committees either advise the County Board or may report directly to the County Board. The County Board provides direction regarding the Citizen Advisory Committee work. Communications between the County Board and the committees are routed through the County Manager or, when a committee has a County staff person assigned to it, the department staff liaison. Periodic committee reports may be scheduled on the appropriate County Board Committee agendas.

#### ***County Manager***

The County Manager coordinates all staff activities for citizen advisory committees. When applicable, the County Manager is represented at all committee meetings by a staff liaison who is assigned by and responsible to the County Manager, through the appropriate Division Director. The County Manager maintains committee membership records and coordinates appointment procedures.

#### ***Staff Liaison***

With the exception of the Extension Committee and Dakota-Scott Workforce Development Board, a County staff person is assigned to each citizen advisory committee. The staff liaison serves as the County Manager's representative to the citizen advisory committee. The principal role of the staff liaison is to provide technical support and to facilitate the flow of information between the committee, the County Manager, and the County Board. Other general staff responsibilities include:

- Orient and educate new committee members.
- Assist in developing meeting agendas.
- Prepare and maintain official minutes of meetings and other records.
- Distribute committee meeting notices and agendas.
- Ensure the committee's work complements County mission and goals.
- Coordinate and provide information on County Board agenda items or actions that are of interest to the committee.
- Provide information on committee activities to the County Board.
- Research and provide background information and analysis on issues under consideration by the committee, including policy recommendations.
- Provide administrative assistance such as preparing committee correspondence and reports.
- Provide public notice of regular and special meetings as required by policy and law.

- Support committee in the maintenance of by-laws in accordance with this policy.

While the staff liaison is assigned to assist the committee in many ways, the committee's authority is limited and does not include directing staff for such tasks as project work, reports, or budgetary decisions; however, tasks may be undertaken on a mutually agreed basis provided the tasks are within the mission of the committee and are not contrary to County Board direction or policy. If consensus cannot be achieved on the need for a particular project or task the committee desires, this is then communicated to the Division Director or County Manager, who may direct the staff to undertake the task.

### ***Committee Chair***

Designation of a committee chair varies by committee. In some cases, the County Board appoints the committee chair; in others, the committee elects its chair.

Pursuant to Board policy, the following committee chair is appointed by the County Board: Special Board of Appeal and Equalization.

Pursuant to internal by-laws, the following committee chairs are selected by their respective bodies: Library Advisory Committee, Planning Commission, Personnel Board of Appeals, Zoning Board of Adjustment, Dakota-Scott Workforce Development Board, Extension Committee, Public Art Citizen Advisory Committee, and Solid Waste Management Advisory Committee.

Committee chair responsibilities include:

- Lead meetings in an orderly fashion.
- Plan meeting agendas in cooperation with the staff liaison.
- Encourage participation by all members at meetings.
- Serve as a primary contact to the County Board and staff liaison.

### **Ex-Officio Members**

Ex-officio members of any committee are non-voting members.

### **Youth Members**

Youth members are current high school students (including homeschooled students) living in Dakota County that are a Sophomore, Junior, or Senior at the time of their appointment to a citizen advisory committee. Youth members have the same rights and responsibilities as the adult members of advisory committees.

### **By-Laws**

Each citizen advisory committee shall have the responsibility to prepare and adopt by-laws prescribing the rules by which the committee will conduct its business. All by-laws shall be consistent with Policy No. 1015 and any applicable laws and regulations. All by-laws shall include an article prohibiting a member from participating in committee business where the member has a conflict of interest.

By-laws of the Public Art Citizen Advisory Committee, Solid Waste Management Advisory Committee, and Special Board of Appeal and Equalization shall be reviewed by the County Attorney and approved by the County Board.

## County Board Statement of Expectations

The Dakota County Board of Commissioners believes a citizen advisory committee will work most productively when its members are committed and knowledgeable, and work together as a team.

The County Board expects its citizen advisory committee appointees to:

- Attend new member orientation.
- Make a serious commitment to regularly attend and actively participate in the committee's work, including substantive participation in committee meetings and discussions.
- Notify the staff liaison, in advance, if unable to attend meeting.
- Understand the roles and relationships of the committee, staff liaison, County staff, and County Board.
- Become familiar with the County's and committee's role and mission.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Get to know other committee members and build a working relationship that contributes to consensus.
- Conduct themselves in a professional manner.
- Show respect for and tolerance of differing views and opinions.
- Reflect the perspectives of the County's diverse constituency in committee discussions and decision-making processes, where appropriate.
- Comply with the County's policy prohibiting sexual and general harassment. This policy prohibits unwelcome verbal, nonverbal, visual, or physical conduct relating to an individual's race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, status with regard to public assistance, or status as disabled which interferes with an individual's employment or volunteer service or which creates an intimidating, hostile, or offensive environment.
- Refrain from accepting gifts from individuals or organizations that do business with Dakota County in accordance with gift ban laws.

## COMMITTEE IDENTIFICATION/ESTABLISHMENT

The following citizen advisory committees are hereby continued and reconstituted as follows, with the membership appointed by the county board unless otherwise noted:

● ***Dakota-Scott Workforce Development Board***, established by the county board, consisting of 27 Dakota County and Scott County members serving staggered two-year terms; 15 members represent private business and the following represent the public sector:

- Two representing organized labor
- Three representing educational agencies, including at least one representative from a local adult basic education program approved under section 124D.52
- Two or more representing community based organizations
- One or more representing economic development agencies
- One representing public vocational rehabilitation agencies
- One representing public employment service agencies

- One representing public assistance agencies

- **Extension Committee**, established by the county board, consisting of nine members. There are seven adult members, one from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.

- **Library Advisory Committee**, established by the county board, consisting of nine members. There are seven adult members, one from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.

- **Personnel Board of Appeals**, established by the county board, consisting of four at-large members serving staggered three-year terms, with a limit of two consecutive terms.

- **Planning Commission**, established by County ordinance, consisting of 14 members, two from each commissioner district, serving one-year terms.

- **Public Art Citizen Advisory Committee**, established by the county board, consisting of 11 members. There are nine adult members, one from each commissioner district and two at-large, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.

- **Special Board of Appeal and Equalization**, established by the county board, consisting of seven members, one from each commissioner district, serving staggered two-year terms; at least one member is an appraiser, realtor or other person familiar with property valuation; treasurer/auditor is a non-voting member.

- **Zoning Board of Adjustment**, established by county ordinance, consisting of 3 at-large members and 1 alternate, including at least 1 member from the Planning Commission, serving two-year terms.

If a district-specific position remains vacant for 60 days, the Board may make the appointment on an at-large basis.

### **Notification**

A copy of this policy is made available to all citizen advisory committee appointees.

### **Per Diem/Reimbursement**

See Policy 1550 Volunteer/Advisory Committee Reimbursement.

County Board appointees to the following committees, 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:

Dakota-Scott Workforce Development Board  
Extension Committee

Library Advisory Committee  
Public Art Citizen Advisory Committee  
Planning Commission  
Zoning Board of Adjustment

For those committees listed above, at the start of each appointee's term, the committee staff liaison distributes to the appointee a Statement of Representation. Each appointee signs a Statement of Representation confirming or waiving individual eligibility for per diem compensation. These forms will be used to determine per diem eligibility. The committee staff liaison retains these forms for the length of the appointee's term.

Citizen advisory committee members who serve informally as liaisons from one advisory committee to another are not eligible to receive per diem for attendance at regular or special meetings of any committee to which they were not appointed by the County Board.

County Board appointees to the Personnel Board of Appeals receive \$35 per diem plus expense reimbursement for attendance at meetings of the Personnel Board of Appeals.

County Board appointees to the Special Board of Appeal and Equalization receive \$175 per day or \$87.50 per half-day plus mileage reimbursement for attendance at meetings of the Special Board of Appeal and Equalization.

Applicants who wish to decline the per diem must do so at the time of application.

### **Appointment of County Employees**

No paid employee of Dakota County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law.

### **Eligibility**

No paid employee of Dakota County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law. Persons currently under contract with or employed by a contractor of Dakota County, in the discretion of the County Board, may be excluded from appointment.

Persons currently on probation for a felony offense and persons with a felony or gross misdemeanor conviction for the following offenses may, in the discretion of the County Board, be excluded from appointment: 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.

### **Terms**

For the purpose of calculating the number of terms served by an appointee:

1. If an individual is appointed between January and June their first term will be considered to have begun on January 1 of that calendar year.
2. If an individual is appointed between July and December their first term will be considered to have begun on January 1 of the following calendar year.

## **Resignations**

Written or verbal resignations from citizen advisory committee members are forwarded to the County Manager. When a letter of resignation is received from a citizen advisory committee member, acceptance of the resignation is placed on the County Board consent agenda. When the resignation is accepted, the County Board authorizes the process of filling the vacancy. Mid-term resignations are filled in accordance with the Open Appointments Policy.

## **Attendance Reports**

Semi-annual attendance reports are submitted by the appropriate departments to County Administration for each committee where members receive per diems. The County Manager transmits the attendance reports to the County Board.

## **Removal of Members**

The County Manager notifies an appointee if he/she is removed from a citizen advisory committee. A copy of this notification is also sent to the respective commissioner and committee staff liaison. The position is then vacant and to be filled in accordance with the Open Appointments Policy. A member who has been automatically removed from a citizen advisory committee may apply for reappointment.

### ***I. Automatic Removal***

A. Automatic removal of an appointee to the following citizen advisory committees occurs when an appointee is absent for three consecutive Regular or Special meetings, or 50% of the meetings, during any consecutive 12-month period:

- Extension Committee
- Planning Commission
- Public Art Citizen Advisory Committee

B. Automatic removal of appointees to the following citizen advisory committees occurs when an appointee fails to maintain a principal residence within the county commissioner district from which he/she was appointed:

- Extension Committee (all members)
- Planning Commission (all members)
- Public Art Citizen Advisory Committee (all district-specific members)
- Special Board of Appeal and Equalization (all members)

C. Automatic removal of appointees to the following citizen advisory committee occurs when an appointee fails to maintain a principal residence within the county:

- Personnel Board of Appeals

### ***II. Removal for Cause***

A. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct detrimental to the accomplishment of the citizen advisory committee's mission or engages in conduct which is contrary to the County Board statement of expectations:

- Extension Committee
- Personnel Board of Appeals
- Planning Commission
- Public Art Citizen Advisory Committee
- Special Board of Appeal and Equalization
- Library Advisory Committee

B. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct which meets the statutory or ordinance basis for removal:

- Zoning Board of Adjustment

### **Public Meeting Requirements**

The following citizen advisory committees, and any of their subcommittees, are subject to all requirements of the Minnesota Open Meeting Law, Minn. Stat. Ch. 13D:

- Dakota-Scott Workforce Development Board
- Library Advisory Committee
- Planning Commission
- Special Board of Appeal and Equalization
- Zoning Board of Adjustment

The committee staff liaison insures compliance with the Open Meeting Law for the committees, and any of their subcommittees, listed above.

Meetings of the following citizen advisory committees, and any of their subcommittees, although not subject to the Minnesota Open Meeting Law, will be open to the public:

- Extension Committee
- Public Art Citizen Advisory Committee

The committee staff liaison provides reasonable public notice for meetings of the committees listed above.

### **Annual Work Plans**

Committees consult, through staff liaison or committee chair, at least annually with the County Board Committees of the Whole to seek direction regarding the topics on which they will advise the County Board (annual work plan), including the schedule and method of communication with the Board.

The Personnel Board of Appeals, Special Board of Appeal and Equalization, and Zoning Board of Adjustment are exempt from this requirement.



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Board Resolution or Manager Signature:                      Res. 17-608                      11/28/2017

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