



# CITY OF RICHFIELD

## APPLICATION FOR BOARDS & COMMISSIONS

<b>PLEASE RETURN COMPLETED FORM TO:</b> City Manager's Office, Richfield City Hall, 6700 Portland Avenue, Richfield, MN 55423 Phone: 612-861-9700 * Fax: 612-861-9749			
Last Name	First Name	Middle Initial	Date
<input type="checkbox"/> Address			
<input type="checkbox"/> Home Phone	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Cell Phone	
<input type="checkbox"/> Email Address			

**Check box(es) above if you want this information designated for public contact, if you are appointed.**

APPOINTMENT PREFERENCE: (Number in order of preference)

	Advisory Board of Health		Friendship City Commission
	Arts Commission		Human Rights Commission
	Civil Service Commission		Planning Commission*
	Community Services Commission*		Transportation Commission

*\*Most popular and sought after commissions -- very beneficial to indicate an additional preference.*  
 Occasionally, there are vacancies that occur during the year. Are you interested in a mid-year appointment?

	Yes		No
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Briefly list aspects of your experience which you believe qualify you for this advisory board/commission and why you are interested in serving:
Civic, Professional and Community Activities:
References: (optional)
Occupation:

**ATTENTION COMMISSION APPLICANTS:**

Regular attendance at scheduled board and commission meetings is expected of all board and commission members. Members who miss more than three regularly scheduled meetings in a 12-month period may be removed from the commission unless extenuating circumstances can be demonstrated.

DATA PRIVACY NOTICE: All information that you supply is classified as private data except the following, which is public: name, city of residence, education and training, employment history, volunteer work, awards and honors, prior government service or experience. You are not legally required to provide the data classified as private. If you provide the data, your home address may be used for purposes of assuring diversity of board membership in various parts of the City. Otherwise, the private information that you supply is used for purposes of contacting you regarding board or commission business. Failure to provide any means of contacting you may negatively affect the City Council's consideration of your appointment. The private information that you supply will be made available to City staff whose job assignments require access and to persons whom you authorize to have access. If you are appointed, the following private data will become public: street address, telephone OR e-mail address (or both) that you designate for public contact.

## CITY ADVISORY BOARDS & COMMISSIONS

Because citizen participation is an important ingredient for good government, Richfield's City Council has established various advisory commissions to encourage citizen participation in City matters, as well as to suggest new programs or policies and to serve as residential liaisons with the City Council. The City Council will be making appointments to the following commissions. Residents are encouraged to apply if they are interested in serving on one of these commissions. The three-year terms of the members of each commission are staggered so that not all positions are vacant at one time. The commissions include:

**ADVISORY BOARD OF HEALTH:** The Advisory Board of Health is charged with monitoring health programs in the City to ensure that the services are addressing the health needs of Richfield's citizens. As part of this responsibility, the board prepares an annual "Community Health Services Plan" which analyzes Richfield's health needs and how the present personal and environmental health programs meet those needs. This plan also serves as the City's application for state funding that helps support the health services. The board meets the third Monday, January through June, September and October at Richfield City Hall at 6 p.m. This board is composed of ten members who are appointed for three-year terms and one youth member appointed for a one-year term.

**ARTS COMMISSION:** The Arts Commission is charged with promoting activities, events and an awareness of various art forms such as theatre arts, art and design as well as community beautification. The commission is composed of 15 members. Meetings are held on the first Thursday of each month at the Community Center at 7 p.m.

**CIVIL SERVICE COMMISSION:** The Civil Service Commission is charged with the recruitment and screening of Police Officer and Firefighter applicants. The duties and authority of this commission are prescribed by State Statutes. This commission is composed of three members. Meetings are held on an as needed basis throughout the year.

**COMMUNITY SERVICES COMMISSION:** The Community Services Commission's major goal is to help City staff develop a year-round program of diversified recreational activities to meet the wishes of Richfield citizens, as well as consider neighborhood recreational redevelopment and to review and make recommendations to the City Council regarding the City's public works activities. For instance, the commission holds informational meetings with neighbors in an area scheduled for park development or redevelopment. Based on these discussions with residents, the commission makes recommendations to the City Council for the facilities to be included in the park. The Community Services Commission meets the third Tuesday of each month at 7 p.m. at the Community Center. This commission is composed of 11 members.

**FRIENDSHIP CITY COMMISSION:** The Friendship City Commission is charged with maintaining an ongoing friendship city relationship with Heredia, Costa Rica for mutual community-wide enrichment. Meetings are held the third Thursday of each month at 7 p.m. at the Richfield City Hall. The commission is composed of nine members who are appointed for three-year terms and two youth appointments for a one-year term.

**HUMAN RIGHTS COMMISSION:** The Human Rights Commission seeks to inform Richfield residents of their rights. It is available to help citizens who feel they have been discriminated against, or who need information regarding their civil rights. The commission also serves as a community relations board and sponsors an annual "Citizen of the Year" award to honor individuals who have been responsible for activities and programs contributing to human understanding. Meetings are held the first Tuesday of each month at the City Hall offices at 7 p.m. This commission is composed of 11 members who are appointed for three-year terms and two youth appointments for a one-year term.

**PLANNING COMMISSION:** The Planning Commission is charged with guiding orderly and compatible development of Richfield, the commission holds public hearings and makes recommendations to the City Council regarding land uses and zoning ordinance changes. They also maintain a comprehensive plan for Richfield. The commission conducts a study session workshop the second Monday of February, March, April, June, July, September and November at 7 p.m. and a regular Planning Commission meeting on the fourth Monday of each month at 7 p.m. in the Richfield City Hall Council Chambers. This commission is composed of nine members.

**TRANSPORTATION COMMISSION:** The Transportation Commission is responsible for making recommendations to the City Council on transportation planning including reviewing policy plans, conducting transportation studies and overseeing the planning of transportation projects. The commission will also be charged to recommend transportation capital improvements and prepare reports to Council on other related topics that the Council refers to the commission. Meetings are held on the first Wednesday of each month at 7 p.m. at Richfield City Hall. This commission consists of nine members who are either residents or the owner/manager of a Richfield business.