



## **MAYOR & COUNCIL COMMUNICATION**

**DATE: January 6, 2014**

**REGULAR**

**ITEM # 14**

**AGENDA ITEM:** Appointment of Required Officials to Fire Relief Association Board of Trustees

**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Beckie Gumatz, Deputy Clerk

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** N/A

**SUMMARY AND ACTION REQUESTED:** The by-laws of the Lake Elmo Firefighters Relief Association provide that there be two officials of the City that serve on its Board of Trustees. One must be an elected official and the other may be an elected or appointed official. The Council should select one of its members (as required) and one other official (either a councilmember by name or a staff position by title) to the Firefighters Relief Association Board of Trustees. As part of its Consent Agenda, no formal motion is required. However, should Council remove this item from Consent, the recommended motion is as follows:

***“Move to appoint Fire Chief Malmquist, Finance Director Bendel, and Council Member \_\_\_\_\_ to the Fire Relief Association Board of Trustees for 2014.”***

**LEGISLATIVE HISTORY:** The practice in the past regarding City membership on the Board of Trustees has been that the Fire Chief, the Finance Director, and one Council Member have

filled these positions. These positions were held in 2013 by Fire Chief Malmquist, Finance Director Bendel, and Council Member Nelson.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** Maintaining the same membership provides continuity to the Board of Trustees as well as familiarity with the subject matter by the board members. Appointing the Finance Director provides the Board with a valuable set of financial management skills.

**Weaknesses** Despite the above mentioned benefits, appointing the same people each year can limit the perspective of the Board. New and additional input and perspectives can be beneficial as well as continuity.

**Opportunities** Unknown at this time.

**Threats** There are no specific identifiable threats.

**RECOMMENDATION:** The by-laws of the Lake Elmo Firefighters Relief Association provide that there be two officials of the City that serve on its Board of Trustees. One must be an elected official and the other may be an elected or appointed official. The Council should select one of its members (as required) and one other official (either a councilmember by name or a staff position by title) to the Firefighters Relief Association Board of Trustees. As part of its Consent Agenda, no formal motion is required. However, should Council remove this item from Consent, the recommended motion is as follows:

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