



STAFF REPORT

TO: Mayor Fischer and Members of the City Council

FROM: Heidi Heller, City Clerk/HR Manager
Chris Heineman, City Administrator

DATE: January 25, 2023

RE: Accept McGraw Resignation and Declare a Vacancy on the City Council
Discuss City Council Appointment Process

ACTION TO BE CONSIDERED

Accept McGraw Resignation and Declare a Vacancy on the City Council. Discuss City Council appointment process.

BACKGROUND

Council Member McGraw has submitted his resignation from the City Council effective February 10, 2023. McGraw's term does not end until December 31, 2024 so a new Council member should be appointed to fill the remainder of the term. Applications for this Council position are being accepted from January 1 – 31, 2023. Residents can apply online through the City website or contact the City Clerk if a paper application is preferred.

After the January 31 deadline, staff will prepare the submitted applications for distribution to Council members. Staff recommends Council discuss the process for reviewing the applications and potential interview dates. Depending on the number of applications received, the February 8 Workshop is available for Council to meet to review the applications and discuss which candidates will be invited for an interview. A special meeting would need to be called at the February 8 Council meeting for the interview day.

RECOMMENDATION

Staff recommends approving the resolution accepting Michael McGraw's Resignation effective February 10, 2023 and Declaring a Vacancy on the City Council.