

City of the Village of Minnetonka Beach

2945 Westwood Road - P.O. Box 146
Minnetonka Beach, MN 55361
www.ci.minnetonka-beach.mn.us
952-471-8878

1. The vacancy shall be announced in the July 2023 issue of *The Beachcomber*, via the City's email list and posted on the City's web site requesting any resident interested in being appointed to send a signed letter to the City Council expressing their interest in serving and qualifications. In addition, respondents must answer the following questions in 750 words or less:
 - a. Why are you running for Council?
 - b. Describe your most important personal characteristics or traits as they relate to serving.
 - c. Describe the duties of a Council member in your own words. Which are the most important and why?
 - d. Describe your experience and qualifications that will contribute to your success serving as a City Council member.
 - e. What is the most important issue facing Minnetonka Beach residents?
2. Letters of interest with stated qualifications and brief answers to above questions are to be received on or before 4:30 p.m., Wednesday August 9, 2023.
3. All residents seeking appointment via letters provided shall be invited to make brief comments to the City Council at the August 14, 2023 City Council meeting.
4. The Mayor shall set the parameters giving a five-minute allotment for each candidate to make their presentation and answer questions. (Candidates will be advised of the process before the Council meeting.)
5. The public in attendance may make comments with time allotment set by the Mayor.
6. Council Members and Mayor shall discuss the candidates.
7. The appointment will be made by a motion, second and a vote.
8. The Council Member is sworn in and seated for the remainder of the Council meeting.