



Ad-Hoc Committee on the Quasi-Judicial Board Approval Process
Draft Meeting Minutes
October 29, 2025
City Hall, Second Floor Conference Room
12:00 Noon

1. Call to Order

Chair Judith Kurtz called the meeting to order at 12:04 p.m.

2. Roll Call

Present: Mayor Byron Champlin, Councilor Nathan Fennessy, Chair Judith Kurtz, Councilor Todd, and Deputy City Clerk Deborah Tuite

3. Approval of the October 1, 2025 Meeting Minutes.

Councilor Todd moved to approve the minutes. The motion was duly seconded by Councilor Fennessy and passed unanimously. Mayor Champlin did not vote.

4. Committee Work Session.

Chair Kurtz noted that she had drafted potential language for an Appointment Process Guideline for the Committee's review.

The Committee noted that the City's Board and Commissions Vacancies webpage should refer to the application, in an effort to provide clarity for potential applicants.

Mayor Champlin recalled that at the previous meeting, Councilor Fennessy had moved to recommend that, for a quasi-judicial board application, applicants submit a completed application, a letter of interest, and at least one community recommendation. He asked for clarification on whether applicants would also be expected to submit a resume.

Councilor Todd stated that he understood a resume would be required.

The Committee discussed clarifying that the proposed guidelines would apply to new appointments only. They reviewed the suggestion for applicants to provide at least one, but no more than three, community recommendations, and to submit either a resume or a letter of intent. Members emphasized maintaining higher standards for quasi-judicial boards, while balancing the process for applicants.

Councilor Todd noted that the intent of the letter of interest would be to obtain the applicant's

motivation, integrity, and open-mindedness, even if they did not have direct experience, which could be valuable when evaluating multiple candidates.

Mayor Champlin noted that discernment in appointments occurs at the level of the City Manager or the Mayor before nominations are presented to the Council.

Chair Kurtz referenced Section D of the draft which states: "Appointments should be based on qualifications, primarily one's capacity and willingness to engage in thoughtful public service." She asked whether the Committee wished to revise the draft and forward to the Council.

Councilor Fennessy expressed concern with labeling the document as a guideline.

Following discussion, the Committee agreed to change the title to: "Suggestions for Considering First-Time Nominees to Quasi-Judicial Boards."

Members discussed the document could serve as a resource for new Councilors during orientation, clarifying the vetting process and what steps they are allowed to take, as well as explaining what a quasi-judicial board is. The Committee noted that during the vetting process, questions should be directed to the City Manager or Mayor who made the appointment, and not the City Clerk or City Solicitor.

The Committee reviewed edits throughout the draft in order to convey a lighter tone, as the intent of the document is more of a suggestion. Members discussed revising or removing references to consulting and confidentiality in Section C, and emphasized the need for clear language in Section 2 regarding avoiding online communications about nominees.

The Committee concluded by agreeing to: update the draft as recommended, hold a short follow-up meeting to review the revised version, and to revisit the motion from the October 1st meeting to align with the updated language.

5. Setting of Future Meeting Dates

The following dates were proposed for a future meeting date: November 12th, or November 19th, with a Date TBD.

6. Adjournment

Councilor Todd moved to adjourn the meeting at 12:51 p.m. The motion was duly seconded by Councilor Fennessy and passed unanimously. Mayor Champlin did not vote.

A true copy; I attest:

*Deborah Tuite
Deputy City Clerk*