



Please return application to:
City of Melrose
Patricia Haase
City Clerk
225 1st St NE
Melrose, MN 56352
320-256-4278 – Phone
320-256-7766 – Fax
www.cityofmelrose.com

BOARDS, COMMITTEES, & COMMISSIONS APPLICATION

Please indicate by order which of the following you are interested in (1,2,3, etc.):

- Melrose Area Development Authority
- Park & Recreation Board
- Planning and Zoning Commission
- CentraCare Health Services Board
- City of Melrose Public Utilities Commission
- Strategic Planning Steering Committee
- Public Safety Commission
- Housing Redevelopment Authority
- Community Connecting Cultures
- Other: _____

We welcome you as an applicant for one of the City's boards, commissions, or committees. Residents of Melrose are eligible for nomination to any of the City's boards, commissions, or committees as established by the City Council. Please complete the following information, attach extra sheets if necessary, and return. Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process.

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to a board, commission or committee, the following information will also be public: education and training background, previous work experience, work location, a work telephone number, and any expense reimbursement. The other information requested below is classified as private. This information will be used by the City Council in determining whether you should be appointed to a board, commission, or committee. Therefore, all of the information will be provided to the City Council in a public forum and will be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment.

PERSONAL INFORMATION

Name _____

Address _____

Phone (H) _____ (B) _____ (FAX) _____

E-mail _____

How long have you been a resident of Melrose? _____

Are you or any of your family members presently employed by the City of Melrose or serving on any of the City's boards, commissions, or committees or volunteer departments?

Yes ____ No ____ If yes, explain: _____

EXPERIENCE AND EDUCATION

Name of Employer: _____

Occupation: _____

Education: _____

Community Service/Activities: _____

Please list major responsibilities that you have had or currently have in a community project or organization or in your occupation:

Civic/Professional Organization Memberships:

ADDITIONAL INFORMATION

Please indicate why you are interested in being appointed to an advisory board, and why you feel you are qualified to serve on the advisory board(s) previously indicated.

What do you believe you could contribute if appointed to an advisory board?

How do you believe you would benefit if appointed to a Board or Commission?

I am NOT available for meetings on the following evenings (circle):

Monday Tuesday Wednesday Thursday Friday

CONFLICT OF INTEREST

Conflict of interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain, or other personal interest. A conflict of interest may also occur if you hold a private or other public position in addition to your City board, commission, or committee which may interfere with your discharge of your City responsibilities. In accordance with these definitions, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in a City board, commission, or committee, could give rise to a conflict of interest?

Yes ____ No ____ If yes, please provide details on a separate sheet of paper.

Do you own any real property located in Melrose, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a City board, commission, or committee, could give rise to a conflict of interest?

Yes ____ No ____ If yes, please provide details on a separate sheet of paper.

As a Board, Commission or Committee member, what issue(s) might cause conflict between civic responsibility and personal/professional interests?

You may attach a resume if you desire. The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

Thank you for your interest in serving on a board, commission, or committee for the City of Melrose.

Date: _____

Signature