

**Appointment Committee Minutes**  
**February 17, 2026**  
*Submitted by Committee Clerk Jadczak*

**Members present:** Councilor Smith, Councilor Jadczak, Councilor Markee

**Members of the public present:** None

1. The meeting was called to order by Councilor Smith at 5:05 PM.

**2. Approval of the meeting minutes:**

Councilor Markee made a motion to approve the meeting minutes from 1/27/26, Councilor Jadczak seconded the motion. Vote 3-0 in favor.

**3. Public Speak Time:**

None.

**4. Continuing Business**

- a. Chair Smith reorganized the agenda order to move to discussion and updates on continuing business first. Chair Smith shared updates from her meeting with Evan LeBeau, Mayor Derby's assistant, to discuss the appointment process. As far as he is aware, any application comes through the city clerk's office and gets routed to the Mayor's office from them, through Evan. So far, once he receives the applications, he puts them on the Mayor's desk. They do not have a timeline by which they need to review, and he gave no comment on how the Mayor determines who to put forward aside from the fact that the Mayor calls them to interview. Per the city clerk, once the Mayor approves, they send the applications to us and then have nothing further to do with the process.

Question from Councilor Markee: If multiple people apply for a single spot, who determines who gets through? The Mayor's office, Appointments committee, etc.? Who decides in the case of a tie/multiple applicants? The Mayor's office needs to flesh out their guidelines and standards further. If they have more than one applicant, it would be helpful to know why the Mayor would choose one person over the other. From our viewpoint, we want to avoid any potential bias because of personal relationships, political ties, etc.

Ideally we (the Appointment Committee) would receive notice of any applicant rejections. Ask the Clerk to copy the Chair of the Appointments Committee on emails forwarding applicants to the Mayor's office. We will request that Mary Ann (Clerk) updates her process to do this going forward.

Question: who alerts Chairs that they have vacancies on their committees? Appointments, Mayor's Office, or Clerk? Evan has exclusive access to update the website, per Evan. However, Councilor Markee asked the Clerk's office and they said that they are also involved in updating the website. We think the Clerk should be handling this piece of the process.

Once people are appointed, Mary Ann (Clerk) sends the letter to the new applicants as well.

- b. Relatedly, Councilor Jadczyk asked how quorum was calculated, since she's received questions from a committee Chair. Per Councilors Smith and Markee, quorum is calculated by number of members, not total spots possible (i.e. a committee could have 7 active members vs 9 possible spots, and quorum would be calculated on the 7). Perhaps this should be on the website— 'what is a quorum?' Vacancies don't count. Councilor Smith will request a new packet from the Clerk's office so we can see if the info is included in there or not. (Packets that all new appointees get).
- c. The Handbook draft is still being worked on.

## **5. Appointments-Reappointments**

We have not heard back from Marlene Michonski yet. We are still waiting for further information and for her to attend a future meeting. Councilor Smith will reach out to her again. Councilor Smith will also reach out to the Parks & Rec Committee to see if there were any concerns. Councilor Smith made a motion to approve Marlene for re-appointment, barring any concerning information that may arise in the interim. C. Markee seconded, Vote 3-0 in favor.

## **6. New Business**

The Committee held a discussion of the BEES committee appointment of Tamara Smith to the BEES Committee as the City Council representative, with a term expiration date of 12/31/2028. While this appointment does not need to be approved by our committee, the committee agreed that if possible in the future we will invite city council presidential appointees to meet with this committee for the sake of transparency and prudence.

Councilors Jadczyk and Markee held a conversation with Councilor Smith and reviewed her interest and qualifications to serve on the BEES committee. She has extensive experience with gardening, nature, and more. She brought up the question of pesticide application in Precinct 5 and how it might be impacting the aquifer, and how that's a topic she is interested in exploring further.

Councilor Smith made a motion to adjourn, and Councilor Jadczak seconded. Vote: 3-0 in favor.  
Meeting adjourned at 5:45 PM

Next meeting: TBD