



**MINUTES
APPOINTMENT REVIEW COMMITTEE
APRIL 9, 2012, 4:30 P.M.
CITY MANAGER'S CONFERENCE ROOM, 4TH FLOOR
CITY HALL
100 STATE STREET
BELOIT, WI 53511**

Chair Henry Clement called the regular meeting of the Appointment Review Committee to order at 4:30 p.m.

1. Roll Call:

Committee Members Present: Henry Clement, Kurt Reynolds, Doris Forbes, Merlin Kenitzer, Marlene Erickson, Kevin Leavy, and Jim Van De Bogart

Committee Members Excused: Louise Reidenbach

Guest: Norm Jacobs, Police Chief

Staff: Pam Lathrop

2. Minutes:

Minutes of the March 12, 2012 meeting were approved on a motion by Merlin Kenitzer, seconded by Marlene Erickson. Motion carried.

3. Review of City Council appointments

Last month the City Council appointed Steve Smith to the Community Development Authority and he attended one meeting. From his application the Appointment Review Committee was aware that he was a landlord but didn't realize there was a conflict. Julie Christensen, Community Development Director, notified Mr. Smith and the staff for Appointment Review Committee that, as a Section 8 landlord, the "HAP contract specifically states that you cannot be on the governing board for the Housing Authority, and the CDA is the governing board of the Housing Authority. Additionally, the Department of Housing and Urban Development regulations, which govern the Housing Authority, specify that the CDA board member cannot be a Section 8 landlord."

Mr. Smith resigned from the Community Development Authority and advised staff that he was interested in becoming a member of the Plan Commission.

Members of the Appointment Review Committee ask that staff screen applications for potential conflicts more closely in the future.

4. Review of applicants for the following vacancies with recommendations to City Council:

Plan Commission

There are two applications on file for the Plan Commission to fill the vacancy created when Dan Boutelle's term expired. He has served two full terms and is not eligible for reappointment. The ARC members discussed the applications. Marlene Erickson moved to appoint **Stephen F. Smith**, 2602 Chatsworth Drive (replacing Daniel Boutelle) to a term ending April 30, 2015. Merlin Kenitzer seconded. Following discussion, the motion carried 3 votes aye (Kenitzer, Erickson, Clement) to 2 votes nay (Forbes and Reynolds).

Marlene Erickson moved to recommend the reappointment of incumbents **Ana Kelly** and **Tom Seifarth** to terms ending April 30, 2015.

Appointment Review Committee

No applications on file.

Board of Ethics

No applications on file.

Disabled Parking Enforcement Assistance Council

No applications on file.

Municipal Golf Committee

Staff has been in touch with coaches at Beloit Memorial High School; there is an interested student to fill the vacancy, but no application has been submitted.

Municipal Library Board

Merlin Kenitzer moved to recommend the appointment of **Samantha Johnson**, 2518 Sunset Drive (replacing Theron Seitz who moved out of the area) to a term ending June 30, 2013. Doris Forbes seconded and the motion carried.

Park, Recreation and Conservation Advisory Commission

No applications on file from youth.

Police and Fire Commission

Chief Jacobs was welcomed to the meeting. He gave a few brief comments on the importance of PFC members represent the different segments of the Beloit community. He sent out several letters inviting residents to apply for this commission and answered questions about the responsibilities of the commission members.

Marlene Erickson asked about the political make-up of the commission since there is a Wisconsin State Statute that states "...no appointment shall be made which will result in more than three members of the board belonging to the same political party." The Appointment Review Committee then discussed the various applications on file, taking into consideration any management experience and knowledge of employment law.

Marlene Erickson moved to recommend the appointment of **Leesa MacGowan (Independent)**, 2400 Clifcorn Drive (replacing Betty Jo Bussie) to a term beginning May 1, 2012 and ending April 30, 2017. Merlin Kenitzer seconded. The motion carried with three aye votes (Forbes, Erickson, Kenitzer), one nay (Reynolds) and one abstaining (Clement). Human Resources staff will be asked to conduct a background check on Ms. MacGowan, as per policy.

Members of the Appointment Review Committee asked that staff write a letter to applicants who have only one committee choice and encourage them to apply for other committees.

Traffic Review Committee

No applications on file.

4. Member Participation

Jim Van De Bogart thanked committee members for participating in the recent election process.

5. Citizen Participation

None

6. Adjournment

Chair Henry Clement adjourned the meeting at 5:08 p.m.

Henry Clement, Chairperson

Date

Louise Reidenbach, Vice-Chairperson

Date