



Ad-Hoc Committee on the Quasi-Judicial Board Approval Process
Draft Meeting Minutes
November 25, 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 Brent Todd, and Deputy City Clerk Deborah Tuite

3. Approval of the October 29, 2025 Meeting Minutes.

Councilor Fennessy moved to approve the October 29, 2025 meeting minutes. The motion was duly seconded by Councilor Todd and passed unanimously. Mayor Champlin abstained.

4. Committee Work Session.

Chair Kurtz noted that she had drafted potential language for an Appointment Process Guideline for the Committee's review. She requested the City Clerk's Office review the guideline to ensure all quasi-judicial boards were listed.

The Committee discussed the draft and agreed that the document successfully achieved its objective as a guiding resource.

Councilor Fennessy noted it would be the councilor's prerogative as to how they choose to vet an individual, agreeing that the objective was to help educate members of the council who may not be familiar with the particular boards or with the process or suggested process to follow.

Chair Kurtz noted that City Council would be presented with a proposed policy change requiring potential candidates to submit a short letter of intent and one to three letters of reference. She added that the policy would be circulated among councilors, with particular attention to new councilors.

There was discussion as to whether the letters of reference should be mandatory, as the Committee did not want to discourage candidates from applying or create unnecessary hurdles. The Committee reached a consensus to amend the language to state that candidates *may* provide one to three references.

Councilor Fennessy made a motion make the one to three outside references attesting to the integrity and judgement may be provided. The motion was duly seconded by Councilor Todd and passed unanimously. Mayor Champlain abstained.

The Committee discussed presenting the policy to the City Council at the December 8th City Council meeting as a consent agenda item. There was further discussion that if the City Council approved the policy, the City Clerk's Office would ensure the language was consistent across the website.

Councilor Fennessy made a motion to accept the amended policy, requiring a short letter of intent. The motion was duly seconded by Councilor Todd and passed unanimously. Mayor Champlain abstained.

5. Adjournment

Councilor Fennessy moved to adjourn the meeting at 12:27 p.m. The motion was duly seconded by Councilor Todd and passed unanimously. Mayor Champlain abstained.

A true copy; I attest:

*Deborah Tuite
Deputy City Clerk*