Open City Council Position Application

Thank you for your interest in serving on the Hoffman City Council. This appointment will last until January 2029. Please complete the information below.

Position Background

This is a 2-year position appointed by the Hoffman City Council.

What does a City Council member do?

- Works in collaboration with the 4 council members, the Mayor, the City Administrator, and the Deputy Clerk.
- Attends monthly city council meetings, which consist of helping to set the agenda, reviewing and approving our bills, and ensuring new topics are addressed accordingly.
- Leads 1-2 departments where you are responsible for bringing updates to the council on a monthly basis and working with appropriate team members to make sure the department runs smoothly.
- Ensures we set a budget that can be followed and measures our progress towards that budget each month.
- Reviews and votes on city ordinances, zoning variance requests, and special use permits (such as determining the fate of non-standard structures in residential zones).
- Acts as the ultimate governing authority over the Hoffman Economic Development Authority (HEDA), ensuring development funds and revolving loans align with taxpayer interests.
- Evaluates and votes on multi-year capital improvement plans, including street reconstruction bonds and water/sewer utility upgrades.
- Serves as a liaison to the community, fielding questions and concerns from residents between official meetings.

Responsibilities:

- Ensure that you are up to speed and prepared for the monthly council meetings by reading our packets ahead of time.
- Help to resolve questions and opportunities during the month.
- Expect to spend an average of 5-10 hours per month on council business, which includes reading prep packets, attending the regular monthly meeting, and participating in occasional special public hearings or study sessions.

Requirements:

- Must be 21 years of age.
- Be a U.S. Citizen and eligible to vote.
- Be a resident of Hoffman, MN for at least 30 days
- Must be willing to adhere to state open meeting laws and officially declare any conflicts of interest regarding city contracts or zoning decisions.

Applicant Information

- **Full Name:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Home Address:** _____
- **City & Zip Code:**_____

Candidate Questions

Please provide your answers to the following questions so we can learn more about you as a potential council member:

1. Tell us why you are interested in this position.

2. Please describe your background, including any experiences with community involvement or leadership roles. How have those helped prepare you to serve on the city council?

3. The City Council requires a commitment to prep work and occasional special meetings outside of the standard monthly meeting. Do you have the capacity to meet these time commitments over the next two years?

4. Council members often have to make decisions that are fiscally necessary but unpopular with some residents (e.g., raising utility rates or denying a zoning permit). How would you handle a situation where a resident is upset with your vote?