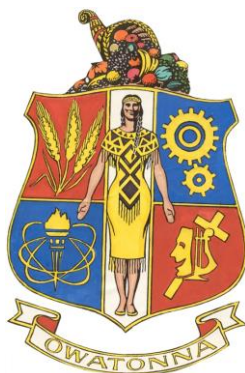


# THE CITY OF

Office of City Administrator  
Kris M. Busse



# OWATONNA

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Email: [Kris.Busse@ci.owatonna.mn.us](mailto:Kris.Busse@ci.owatonna.mn.us)

To: Council Members and Mayor  
From: Kris M. Busse, City Administrator  
Re: Process to fill a vacant elected office  
Date: May 28, 2021

**Purpose:**

Approval of process to fill the vacant elected office, Council Member at Large.

**Background:**

Council Member Jeff Okerberg's death created a vacancy in office. Council will declare the office vacant via Resolution during the June 1 Council Meeting. Section 2.8 of the City's Charter requires Council to fill the vacancy by vote of a majority of the members until the next city election when a successor shall be elected.

Council will need to approve the process of appointment. Previously, when the city experienced a vacancy, notice was given to the public asking interested residents submit an application for consideration, council members reviewed these applications, conducted interviews and then selected an individual in accordance with City's Charter and Section 31.11 of the City Code.

**Budget impact**

None

**Staff recommendation**

Staff recommends Council approve the appointment process to be used to fill the position of Council Member at Large.