

# **Thinking About Filing for a Council Position?**

## **Facts You Should Know**

**Prepared by the Cresco City Clerk's Office**

**130 N Park Place, Cresco IA 52136**

**Phone: (563) 547-3101**

**Email: [cityhall@cityofcresco.com](mailto:cityhall@cityofcresco.com)**

**November 15, 2021**

### **I. FORM OF GOVERNMENT**

Cresco operates under a Mayor/Council form of government. The City Clerk, Public Works Director, and others are appointed by the City Council. There are five members serving on the Council elected for four-year terms. There are three ward positions and two at-large positions.

### **II. COUNCIL LEGISLATIVE RESPONSIBILITIES**

The City Council acts as the official legislative and policy making body at the City adopting all laws, ordinances, and resolutions, and approving contracts required by the City. The Council analyzes proposals to meet community needs, initiates action for new programs and determines the ability of the City to provide financing for City operations. The Council also reviews, modifies, and approves the annual municipal budget presented by the City Clerk. Additionally, the City Council performs other miscellaneous duties, including appointments to various boards and commissions, acts as liaison with other governmental bodies, and responds to community groups and individual constituents. The Council has established a series of committees and shares assignments on other special or ad hoc committees as determined by the Mayor.

### **III. HOW MUCH TIME DOES IT TAKE TO BE A COUNCIL MEMBER?**

The City Council meetings are held the first and third Mondays of the month at 5:30 p.m. Duration of meetings vary from one-half hour to three hours, usually averaging one hour. Typically, many of the worksessions and special meetings are scheduled immediately before the Council meeting but may occur at other times or days. All Council meetings must comply with State Open Meeting Law requirements. Therefore, most meetings are open to the public. Closed meetings must comply with strict requirements set forth in the State Code. Committee meetings are also open to the public but generally are less formal and afford the members an opportunity to review details and brainstorm ideas that might not otherwise occur in the more structured setting of a Council meeting. On Thursday or Fridays prior to the Council meetings, a Council packet containing the agenda for the upcoming meeting, staff reports and other general information is sent to each Council member. Periodic updates on other matters of concern are also sent out as needed.

In addition to these meetings, you should allow time for other duties; (i.e. out-of-town meetings, speaking engagements, conversing with citizens, and ceremonial events). From November through February, one or more budget work sessions take place including a meeting with department heads discussing budget requests. A proposed budget will be presented and Council Members will make decisions on budget requests.

### **IV. CONFLICTS OF INTEREST AND THE APPEARANCE OF FAIRNESS DOCTRINE**

Members of the City Council are required by law to comply with certain standards of conduct involving potential conflicts of interest. Details about this and related questions can be obtained by contacting the City Clerk's Office.

### **V. QUALIFICATIONS**

The elective officers of the City shall be residents of the City of Cresco and the City Ward, if applicable. Members of the Council shall be qualified electors of the City.

**CITY OF CRESCO**

**APPLICATION FORM FOR CITY COUNCIL MEMBER VACANCY**

Please Return To: Cresco City Hall, 130 N Park Place, Cresco, IA 52136  
Email: [cityhall@cityofcresco.com](mailto:cityhall@cityofcresco.com); Phone: (563) 547-3101

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Please list your place of employment/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this appointment:**

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**Pease describe why you are interested in serving on the Cresco City Council:**

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I certify that there is nothing that would prohibit me from serving on this Council and I am a resident of the City of Cresco. I understand this appointment will only be in effect until the next City election scheduled for November 2023.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_