



**Part 1: Applicant Information**

**Applicant Name:** \_\_\_\_\_  
 Last Name First Name M.I.

**Home Address:** \_\_\_\_\_  
 Street Address

**City:** \_\_\_\_\_ **State:** MN **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
 Home Cell

**Email Address:** \_\_\_\_\_

**Part 2: Committee Selection**

**Indicate below the name of the committee(s) for which you are seeking appointment.**

- Board of Adjustment and Appeals
- Extension Committee
- Housing Committee (*subcommittee of HRA/EDA Board*)
- Housing and Redevelopment Authority / Economic Development Authority (HRA/EDA) Board
- Lake Allie Environmental Subordinate Service District (ESSD) Advisory Council
- Parks and Trails Committee
- Personnel Board of Appeals
- Planning Commission (*Complete Part 7*)

Other: \_\_\_\_\_

**Part 3: Your Rights as a Subject of Data/Applicant Declaration**

Pursuant to Minnesota Statutes Chapter 13, Renville County informs you that the following information which you are asked to provide in this application is private data: telephone numbers, residential street address, email address, and business/financial interest. Unless and until you are appointed to an advisory committee, this information will be available only to you and county officials who need it to perform their job duties. Furnishing this information is voluntary. Failure to provide the information requested in Parts 5-7 of this application may disqualify you from appointment to one or more advisory committees. The remainder of the information in this application is public.

State law requires your residential street address and either your email address or telephone number be made public if you are appointed to an advisory committee. Unless you indicate otherwise, Renville County will make your email address public. If you do not have an email address, Renville County will make your home telephone number public. You may request that both be made public or that your business telephone number instead of your home telephone number be made public.

If appointed, I request that Renville County make public (check all that apply):

- Email Address
- Home Telephone Number
- Cell Telephone Number

\_\_\_\_\_  
**Signature of Applicant**

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

**Part 4: Per Diem**

Most County Board citizen advisory committee appointees receive \$75 per diem plus mileage reimbursement for attendance at regular and special meetings of the committee. Exceptions are appointees to the Planning Commission and the Board of Adjustment and Appeals, who receive \$85 per diem plus mileage reimbursement. Applicants may choose to decline the per diem at the time of application.

Please check this box if you wish to decline the per diem:  Decline

**Part 5: Affiliation with Renville County**

Renville County employees are not eligible for appointment to any citizen advisory committee, unless otherwise provided by law.

Are you an employee of Renville County?

- Yes  No

Individuals affiliated with Renville County are eligible for appointment to any citizen advisory committee but do not receive preference in the appointment process and are not automatically disqualified, unless otherwise provided by law. For purposes of this policy, affiliated means (1) has a contract with Renville County, or (2) is employed by a Renville County contractor.

Are you currently under contract with or employed by a contractor of Renville County?

- Yes  No

If yes, which contractor? \_\_\_\_\_

**Part 6: Statement of Qualifications**  
*PLEASE NOTE: In accordance with County policy, no paid employee of Renville County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law.*

**Business/Employer:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
Street City State Zip

**Job Title:** \_\_\_\_\_

**Current Responsibilities:**

**Previous Work Experience:**

**Vocational/Educational Background:**

**Community Service and/or Participation on Elected Boards:**

**Describe your interest in serving on a citizen advisory committee:**

**Part 7: Planning Commission Applicants Only**

Minnesota Statutes Section 394.30, subdivision 1, the statutory authority under which the Renville County Planning Commission has been created, requires that: "No voting member of the commission shall have received, during the two years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes."

During the last two years, have you received any substantial portion of income from business operations involving the development of land within Renville County for urban and urban related purposes?

Yes     No

\_\_\_\_\_  
**Signature of Applicant**

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

**THANK YOU!**

**Return completed form to:**

Renville County Administration Office  
105 S 5<sup>th</sup> St, Suite 315  
Olivia, MN 56277  
Email: [employment@renvillecountymn.gov](mailto:employment@renvillecountymn.gov)  
Phone: 320-523-3710

**Office Use Only**

Date Received: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Term Ended Date: \_\_\_\_\_

Appointed:     Yes                       No

Retention Date: \_\_\_\_\_

Committee: \_\_\_\_\_