



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Jessica Jagoe, City Administrator

SUBJECT: Committee/Commission Liaison Roles and Responsibilities

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Council should discuss the role of the Committee/Commission Liaisons.

Background

As part of the LMCIT discussion on January 3, 2024, Council requested to discuss the roles and responsibilities of Council Liaisons. Meeting minutes say this item will be addressed as part of a future work session and it was added to the agenda planning list on April 22, 2024. At the November 10, 2025 work session, the City Council gave direction to staff to keep this on the agenda planning list and to bring the topic back to Council for further discussion.

The role of the liaison has not been formally discussed in the past, below is the applicable ordinance that pertains to the liaisons.

Subd. 14 Council Liaison. The City Council shall appoint a council member to serve as a liaison to each Board, Committee, Commission or other Appointed Body.

Council may want to discuss how it defines the liaison role, possible expectations and if a formal policy needs to be approved and/or ordinance changes need to be made. Staff is researching other communities for Council review of language in a formal liaison policy.

As part of the previous discussion, Council also discussed adding formal reports from Council Liaisons to meeting agendas; however, this was put on hold pending a discussion on what the expectations are regarding updates. Council may also want to discuss this and direct Staff on moving forward.

Budget Impact

N/A

Attachment

N/A