

Please review the information about qualifications and duties of a Village of Farwell Council Trustee.

### Qualifications

To be eligible, a candidate must:

- ✓ Be a United States Citizen
- ✓ At least 18 years of age
- ✓ A resident of the Village of Farwell for at least 30 days.
- ✓ Must not be delinquent in payment of property taxes or any debt owed to the Village.
  - Delinquencies are defined as:
    - Taxes remain unpaid after the last day of February in the year following the year in which they are levied, unless the taxes are the subject of an appeal.
    - Another debt owed to the Village remains unpaid 90 days after the due date, unless the debt is the subject of an administrative appeal or a contested court case.

The following qualifications/skills are not required but are desired in candidates:

- ✓ Knowledge of the area
- ✓ Skilled communicator
- ✓ General understanding of local government
- ✓ General understanding of public policy
- ✓ Ability to view issues from multiple standpoints

### Obligations

Village Trustees are expected to regularly attend Village Council Meetings. Regular Council Meetings are held on the first and third Monday of each Month at 6:00pm, unless a date falls on an observed holiday, in which the meeting will be held on next open business day. Special Meetings such as workshops may be periodically called throughout the year, which are also required to be attended.

Village Trustees may also be appointed to special committees, which they are expected regularly attend. These Committees include Parks & Recreation, Finance, Department of Public Works, and Personnel.

### Compensation

Village of Farwell Council Trustees and the President are compensated quarterly based on the guidelines outlined in Ordinance No. 2019-01. The Ordinance reads as follows:

#### ORDINANCE NO. 2019 - 01

AN ORDINANCE FOR THE VILLAGE OF FARWELL.

Short Title: VILLAGE OF FARWELL – COMPENSATION OF VILLAGE COUNCIL

The Village of FARWELL ordains:

#### Section 1 – Compensation of President

The President of the Village Council shall receive as compensation of his/her office, the sum of \$150.00 for each regular meeting and special meeting of the Village Council attended by him/her during his term of office. The President shall receive \$20.00 for each finance, DPW, parks and recreation, personnel or other committee meeting. Payment shall be made quarterly from the Village's general fund.

#### Section 2 – Compensation of Trustees

The Trustees of the Village Council shall receive as compensation for their office, the sum of \$75.00 for each regular meeting and special meeting of the Village Council attended by them during their term of office. Trustees shall receive \$20.00 for each finance, DPW, parks and recreation, personnel or other committee meeting. Payment shall be made quarterly from the Village's general fund.

#### Section 3 - Meeting attendance of Trustee required for compensation.

In no case shall a Trustee of the Village Council receive compensation for any meeting not actually attended.

#### Section 4 - Additional compensation.

The President and Trustees of the Village Council shall receive no other compensation for services performed for and on behalf of the Village

Section 5 - Compensation of officers prescribed by Council.

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All other Village officers, except where other provisions are regulated by statute, shall receive such compensation as the Village Council shall prescribe.

### Section 6 - Effective date of changes in compensation.

Compensation for Village officers shall take effect as prescribed by the Village Charter. Ordinance amendments providing for changes in compensation shall be applicable prospectively from the amending ordinance's effective date only.

Passed by the Village Council of the VILLAGE OF FARWELL on Monday, May 6, 2019, at its regular meeting with seven Council in attendance, seven voting aye, zero voting nay. Adopted by the Village Council of the Village of FARWELL this 6<sup>th</sup> day of May, 2019.

### Process for Appointment

The process for appointment to the Village Council is as follows:

1. A vacancy is declared by the Village Council during an open meeting. This could be for various reasons such as a Trustee's resignation or a lack of elected officials.
2. The Village Council will set a timeframe of when applications will be accepted for the position(s).
3. The seeking of appointment applications will be advertised using one or a combination of the following methods:
  - a. Newspaper advertisement
  - b. Announcement on the Village webpage
  - c. Printed notices displayed in public places.
  - d. Notices on social media.
4. Council will review applications that have been turned in by the application deadline and determine which applicants they would like to interview and an interview date will be set.
5. The selected applicants will be interviewed by the Council during an open meeting to the public per the Open Meetings Act.
6. Council will deliberate on the interviewed applicants, and if a candidate is selected, a motion may be made to appoint the person to the vacant position.
7. The appointee shall be sworn into office at the next regular Village Council Meeting.
8. The appointee shall hold office until the next regular Village election.

All applications will be kept on file for one year, and if another vacancy presents itself, Council will review applications from this pool in addition to all other received applications.

APPLICATION FOR APPOINTMENT  
TO FILL VILLAGE COUNCIL VACANCY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a resident of the Village of Farwell? \_\_\_\_\_ Length of residency: \_\_\_\_\_

Previous Government/Non-profit Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you believe the role of local government should be?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you believe your role as Village Council Member would be?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you think are the most important issues facing the Village of Farwell in the next two years?  
Five years? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your thoughts on how the Village of Farwell should approach growth?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your thoughts on regional collaboration and partnership? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rank the following disciplines of the Village of Farwell from 1-9 in order of importance to you

(1=Most Important, 9 = Least)

- |   |                                |
|---|--------------------------------|
| _____ Public Safety   | _____ Street Maintenance       |
| _____ Financially Sustainable Growth                          | _____ Environmental Protection |
| _____ Parks   | _____ Financial Stewardship    |
| _____ Water & Sewer Services                                  | _____ Traffic Safety           |
| _____ Quality of Life (Library; Recreation, Shopping, Dining) |                                |

Describe your decision-making style by checking all that apply:

- |                                       |                      |
|---------------------------------------|----------------------|
| _____ Collaborative, Team Oriented    | _____ Individualized |
| _____ Fact-based, Thoughtful Analysis | _____ Debate-based   |

What is ONE WORD that describes what you will add or offer to the Village Council that will distinguish you from other candidates?

\_\_\_\_\_

Please attach resume or other pertinent information if so desired.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature