



## *City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Dan Wietecha, City Administrator**  
**Date: February 5, 2024**  
**Item: Accept Resignation and Declare Council Vacancy**

**Council Action Requested:**

Approve resolution to accept the resignation of Councilmember Folch and declare a vacancy.

**Background Information:**

Following City Charter Section 3.03, Council shall by resolution determine when a councilmember vacancy occurs and shall, within thirty days, appoint an eligible person to fill the seat until the next regular municipal election.

Councilmember Folch has given notice of resignation effective March 11, 2024, with just over 9 months remaining in the term. A timeline to fill the Ward 1 seat within 30 days has been established and will launch following approval of the resolution. An information session for interested parties will be held on February 12. Applications will be accepted through February 22, with interviews beginning February 26. It is anticipated that an appointment will be made at the March 18 City Council meeting.

**Financial Impact:**

N/A

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

Resolution Accepting Resignation and Declaring A Vacancy

**CITY OF HASTINGS  
DAKOTA COUNTY, MINNESOTA  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ACCEPTING COUNCILMEMBER FOLCH'S RESIGNATION  
AND DECLARING VACANCY**

**WHEREAS**, Councilmember Tina Folch has represented Ward 1 since 2016; and

**WHEREAS**, Councilmember Folch has submitted notice of her resignation effective March 11, 2024; and

**WHEREAS**, the Hastings City Charter provides that the City Council shall accept a resignation and declare vacancy by resolution; and

**WHEREAS**, the City Council intends to appoint an eligible resident to fulfill the remainder of the term through December 31, 2024; and

**WHEREAS**, the City shall promptly advertise for the interested and eligible residents to apply to fulfill the remainder of the term;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that it accepts the resignation of Councilmember Tina Folch and declares the position vacant effective March 11, 2024.

Adopted this 5<sup>th</sup> day of February 2024.

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Mary Fasbender, Mayor

Attest:

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Kelly Murtaugh, City Clerk