

**City Council
Agenda Item 4.A
Meeting of March 2, 2026**



Title: Appoint Amanda Maxwell as Ward 2 Councilmember
Report from: Moranda Dammann, Assistant City Manager
Submitted Through: Erik Nilsson, City Attorney
Presenter: Moranda Dammann, Assistant City Manager

Action Requested: Motion
Form of Action: Other
Votes needed: 4 votes

Summary Statement

Following the election of Rebecca Schack as mayor, the City Council initiated an appointment process to fill the resulting Ward 2 vacancy through Jan. 3, 2028, conducting broad community outreach and receiving 20 applications before narrowing the pool to five finalists for interviews. After completing a structured interview and ranking process, the council directed staff to prepare the appointment of Amanda Maxwell, who received the highest overall rating and ranking, with the final appointment required by March 6, 2026.

Recommended Action

Motion to appoint Amanda Maxwell as Ward 2 Councilmember.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

The election of Rebecca Schack as mayor has created a vacancy in the Ward 2 seat on the City Council. The Ward 2 term runs through Jan. 3, 2028. At its Jan. 12, 2026, City Council meeting, the council deliberated the options of calling for a special election or using an appointment process as provided for under the City Charter and selected to fill the vacancy using an appointment process. The Council must make the appointment by March 6, 2026.

On Friday, Jan. 16, staff began the process to notify residents in Minnetonka of the appointment process. Information was posted on the city's website, social media accounts, an email was pushed to the subscription network, and a brief article was included in the February edition of the Minnetonka Memo. It was also shared in the Community Connection newsletter received by multifamily housing managers across the city. The application was posted on the city's website and available at city hall.

Applications and supporting materials had been received from 20 individuals. During its Feb. 9, 2026, study session, the city council determined to use a subcommittee of less than a quorum to narrow the scope. Names were drawn, and the subcommittee work was conducted on a separate date. Five applicants were selected to interview. The council held two special meetings on Friday, Feb. 20, 2026, and Feb. 23, 2026, to hold the interviews.

Following the interviews on Feb. 23, council completed an evaluation form to rank the candidates using a two-pronged evaluation scale. The scales were:

1. Rating each candidate on a scale where one is the lowest and ten is the highest. To ensure consistency, every candidate that interviewed was assigned a rating within this range, and more than one candidate could have been assigned the same rating
2. Ranking each candidate in order from first choice to last choice. To ensure consistency, every candidate was ranked from first to last, with no repeats or ties.

The evaluation summary reflects that candidate Amanda Maxwell had the highest rating (9.60 average) and was the highest choice (1.6 average) of the council. The rating is available as an attachment.

At the conclusion of the interviews and review of the scoring summary, the council discussed the scoring results and ultimately moved to direct staff to prepare the appointment of Amanda Maxwell as the Ward 2 City Council representative.

ATTACHMENTS:

[Ratings and Rankings](#)