

**City Council Agenda Item 3.B
Meeting of January 26, 2026**



Title: Ward 2 city council vacancy update

Report from: Moranda Dammann, Assistant City Manager

Submitted through: Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Moranda Dammann, Assistant City Manager

Action Requested: Review the appointment process timeline and provide feedback

Summary Statement

The election of current councilmember 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 the Jan. 12, 2026, regular meeting, the City Council directed staff to proceed with an appointment process. The Council must make the appointment by March 6, 2026.

Strategic Plan Relatability

N/A

Background

The election of current Councilmember Rebecca Schack as mayor created a vacancy in the Ward 2 seat on the City Council. The Ward 2 seat's term runs through Jan. 3, 2028. Section 2.03, subdivision 2, of the City Charter provides that "all terms start on the first Monday of January following the date of the officer's election."

Vacancies on the City Council are governed by Section 2.06 of the City Charter. Mayor Schack's term began on Jan. 5, 2026, the first Monday in January 2026, and the Ward 2 seat was automatically vacated on that date.

At the Jan. 12, 2026, regular City Council meeting, the Council was presented with the option of filling the vacancy through either a special election or an appointment. The Council directed staff to proceed with an appointment process. The appointment must be made by March 6, 2026.

Following the Council's Jan. 12 direction, the following actions have occurred:

- **Friday, Jan. 16, 2026:** The application was posted on the City's [website](#), with paper copies made available at City Hall. Information was shared via the City's website, social media accounts, and subscription email list. A brief article directing residents to the City's website for more information will be included in the Feb. edition of the Minnetonka Memo, anticipated to arrive in mailboxes on Jan. 29.

The proposed timeline is as follows:

- **Wednesday, Feb. 4, 2026:** Applications are due by 11:59 p.m. local time.
- **Thursday, Feb. 5, 2026:** Applications will be distributed to the City Council for review. Applicant names and applications, with private data redacted, will be posted on the city's website. The number of applications dictates the next step in the process, which is to select the candidates to interview.
 - If there are five (5) or less applicants, they will all be forwarded for an interview on February 23rd.
 - If there are between six (6) and ten (10) applicants, the City Council will hold a discussion on the applicant pool, review application screening scoring, and give direction to staff on which applicants to contact to schedule interviews. That discussion can occur as early as the study session on February 9th with interviews on February 23rd.
 - If there are more than ten (10) applicants, the Council could proceed as noted in the bullet point above. Alternatively, if the applicant pool is very large, staff would recommend that the City Council form a subcommittee of less than a quorum to conduct the application screening review and recommend candidates for interviews.
- **Monday, Feb. 9, 2026:** At this study session and depending on the number of applicants, the City Council will hold a discussion on the applicant pool and decide which candidates to interview OR form a subcommittee to conduct the review. If the latter, the subcommittee will conduct its review between Feb. 10 and Feb. 17.
- **Wednesday, Feb. 18, 2026:** All scoring results will be posted on the city's website no later than this date. If a subcommittee was formed, staff will contact those candidates recommended for interviews by the subcommittee.
- **Monday, Feb. 23, 2026:** At a special meeting beginning at 5:00 p.m., selected applicants will be interviewed. Council members will score applicants using interview scoring sheets, and results will be tabulated and announced. Interviews will be broadcast and streamed on local cable television and the city's website. (Added Council meeting; Note the 5 p.m. start time before the regular meeting at 6 p.m.)
- **Monday, March 2, 2026:** At a special meeting beginning at 5:30 p.m., the City Council appoints the Ward 2 Councilmember. The appointed Councilmember will be sworn in immediately following adjournment and will begin their term. (Added Council meeting; Note the 5:30 p.m. start time before the study session at 6 p.m.)
- **Friday, March 6, 2026:** Appointment deadline.

This proposed timeline ensures compliance with the required deadline and supports a transparent and orderly process for filling the Ward 2 vacancy. Staff is seeking Council feedback on the process and timeline.

Discussion Questions

Does the City Council have any questions or feedback on the proposed appointment process?