

CHAPTER 32: BOARDS AND COMMISSIONS

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§ 32.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADVISORY. To advise the Council with respect to municipal concerns.

COMMISSION. A body established by the City Council to advise the Council on matters of municipal concern, to investigate subjects of interest to the city and to perform certain quasi-judicial functions.

INVESTIGATE. To investigate subjects of municipal concern.

QUASI-JUDICIAL. Possessing the right to hold hearings, make investigations and make recommendations based upon evidence.
(Prior Code, § 220.01) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.02 PROHIBITION.

A commission created by the Council may not assume the role of an administrative or legislative body.
(Prior Code, § 220.02) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.03 CREATION.

A commission may be established by a majority of the members of the City Council. An ordinance shall be adopted which will describe the purpose and function of the commission. The ordinance shall prescribe the composition or membership of the commission. Members of city boards and commissions shall be residents of the city unless an ordinance provision establishing a board or commission expressly provides otherwise. Commission members shall be appointed by a majority of the members of the Council and shall have terms not to exceed 3 years per term. A person appointed to a vacancy for a term where the unexpired portion thereof is more than 1/2 of the term shall be deemed to have been appointed for a full term. No member of a city commission may serve concurrently on another city commission. In any one year, no more than 1/2 of the terms should expire. Vacancies shall be filled by the Council for the unexpired term.

(Prior Code, § 220.03) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.04 FUNCTIONS.

The functions of commissions established by the City Council shall be as follows.

(A) The advisory function of a commission is accomplished by communicating to the City Council the viewpoint or advice of the commission.

(B) The investigative function of a commission may be accomplished by study, review or examination of reports, materials or activities of a municipal concern within the scope of the particular commission, or as specifically directed by the Council.

(C) The quasi-judicial function may be accomplished by specific charge delineated by the City Code or the City Council included in the ordinance establishing the commission. Quasi-judicial functions are accomplished by holding hearings, receiving evidence or making investigations, and on the basis of this evidence, investigations or hearing, making a decision.

(Prior Code, § 220.04) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.05 COMMITTEES AND SUBCOMMITTEES.

To aid in the accomplishment of any of the functions set forth in this chapter, a commission may establish committees or subcommittees made up of the members of the commission or additional persons as the commission may request. No committee or subcommittee may engage in activities, functions or duties outside the scope of authority granted to the commission which appointed the committee or subcommittee. Prior to approval by the City Council of the establishment of a committee or subcommittee to a commission, the commission shall submit a report to the City Council describing the reasons for requesting the establishment of the proposed committee or subcommittee.

(Prior Code, § 220.05) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.06 RELATION TO THE CITY COUNCIL.

The City Council shall be kept informed of the activities and accomplishments of each commission or board of the city by one or more of the following means.

(A) Receiving the minutes of each commission or board meeting.

(B) Having a staff person act as a liaison and provide reports of commission or board activity to the City Council.

(C) Each commission or board chair shall arrange to have a joint meeting to discuss past, current and future activities of the commission with the City Council; or shall submit a written annual report of the past, current and future activities of the commission or board. (Prior Code, § 220.06) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.07 ATTENDANCE REQUIREMENTS.

(A) (1) A member should attend at least 75% of the meetings of a city commission or board each year.

(2) A member should be present for at least 2/3 of an entire commission or board meeting in order to qualify as having attended the meeting

(B) The City Council may remove a member for failing to comply with the attendance requirement set forth in division (A) above of this section. Effective 1-1-2001, members removed for failing to comply with the attendance requirements may be reappointed to the same commission or board not sooner than 1 year from the date of removal.

(C) A member of a city commission or board shall notify staff in advance if he or she is unable to attend a meeting.

(D) The City Council may conduct an annual review of the attendance of members of the city commissions and boards.

(E) No member shall be permitted to take a leave of absence from a city commission or board. (Prior Code, § 220.07) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.08 CONDUCT OF MEETINGS.

(A) Each city commission shall schedule at least 1 meeting per month but shall meet no more than twice per month unless approved by the City Council.

(B) City commission or board meetings shall not be held during regularly scheduled meetings of the City Council.

(C) Each city commission and board shall prepare an annual work plan or list of objectives to be submitted to the City Council.

(D) A secretary assigned from city staff shall attend every city commission meeting and make a record of the meeting. Agendas for the commission meetings and minutes of the meetings shall be sent to the members of the City Council in a timely manner. The minutes of the commission meetings shall note the attendance of members to the City Council. A calendar of meetings of each city commission shall note the attendance of members to the City Council. A calendar of meetings of each city commission shall be sent to the City Council on an annual basis.

(Prior Code, § 220.08) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.09 REMOVAL OF COMMISSION AND BOARD MEMBERS FROM OFFICE.

(A) A board member may be removed from office by a majority vote of the City Council.

(B) A Commission member may be removed from office by a super majority (4/5) vote of the City Council.

(C) The City Council may reinstate a commission or board member on its initiative or after consideration of a request for reinstatement made by the member. The business of the Council shall be conducted in an order established from time to time by the City Council and/or City Administrator/Clerk to provide for efficient and timely disposal of city business and matters relating thereto.

(Prior Code, § 220.09) (Am. Ord. O-6-01, passed 6-19-2001; Ord. 11-002, passed 2-25-11)

§ 32.10 COOPERATION OF CITY OFFICIALS.

All city officials, staff, appointees and consultants shall cooperate with the commission and boards established by the Council to render reasonable assistance as directed by the City Administrator.

(Prior Code, § 220.10) (Am. Ord. O-6-01, passed 6-19-2001)

§ 32.11 REVIEW AND ELIMINATION OF COMMISSIONS AND BOARDS.

The City Council may review the role, duties and responsibilities, membership and attendance requirements and administrative procedures of each advisory board and commission at least every 3 years.

(Prior Code, § 220.11)

§ 32.12. PARKS COMMISSION.

(A) Establishment. The Parks Commission for the City of Greenfield is hereby established and governed by this chapter. It is understood that the Commission is advisory to the City Council and is created pursuant to the authority conferred upon the City Council by Minnesota Statutes.

(B) Purpose. The purpose of the Parks Commission is to advise and make recommendations to the City Council on matters relevant to the parks and recreational functions of the City.

(C) Composition. The Parks Commission shall consist of five members, and shall be appointed by the City Council. Members shall be appointed for terms of three years, and terms will be staggered. Terms will be based on calendar year, and members shall hold their offices until their successors are appointed and qualified. Vacancies during the term shall be filled by the City Council for the un-expired portion of the term. Every appointed member before entering upon the discharge of his or her duties shall take an oath that he or she will faithfully discharge the duties of his or her office. All members shall serve without compensation but may be reimbursed for actual expenses if funds are provided in the adopted budget and reimbursement is pre-approved by the City Council.

(D) Organization, meetings, etc. The commission shall elect a Chairperson, subject to approval by the Council, from among its appointed members for a term of one year with a limit of two consecutive terms as Chairperson; and the Commission may create and fill such other offices as it may determine.

The Commission may hold at least one regular meeting each month. It shall keep a record of transactions and findings, which record shall be a public record.

(E) Function and duties. The Parks Commission shall have the duties under this Chapter and State law, including:

(1) To hold meetings of its members, to consider such matters pertaining to the parks and public open space of the City.

(2) To prepare a comprehensive plan for the future development of the City Parks and public space, to be submitted to the City Council for consideration and implementation, and to maintain said plan, and recommend amendments of the plan to the Council as it may become necessary or desirable.

(3) To act in an advisory capacity to the City Council in all matters relating to the parks in the City.

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§32.13. PLANNING COMMISSION.

(A) Establishment. The Planning Commission for the City of Greenfield is hereby established and governed by this chapter.

(B) Purpose. The purpose of the Planning Commission is to advise and make recommendations to the City Council on matters related to city planning, development, transportation, circulation, environment, natural resources and land subdivision. The Planning Commission shall serve as the City's planning agency according to Minnesota Statute 462.

(C) Composition. The Planning Commission shall consist of five members and shall be appointed by the City Council. Members shall be appointed for terms of three years. Appointees shall hold their offices until their successors are appointed and qualified. Vacancies during the term shall be filled by the City Council for the un-expired portion of the term. Every appointed member before entering upon the discharge of his or her duties shall take an oath that he or she will faithfully discharge the duties of his or her office. Members may be reimbursed for actual expenses if funds are provided in the adopted budget and reimbursement is pre-approved by the City Council.

(D) Organization, meetings, etc. The commission shall elect a Chairperson, subject to approval by the Council, from among its appointed members for a term of one year with a limit of two consecutive terms as Chairperson; and the Commission may create and fill such other offices as it may determine.

The Commission may hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its public hearings, resolutions, transactions, and findings, which record shall be a public record.

(E) Function and duties. The Planning Commission shall have the duties under this Chapter and State law, including:

(1) To prepare a Comprehensive Plan for the future development of the City to be submitted to the Council for implementation and to recommend amendments of the Plan to the Council periodically as may be necessary or desirable.

(2) To initiate, direct, and review, from time to time, a study of the provisions of the Zoning Ordinance and the Subdivision Regulations and to report to the Council its advice and recommendations with respect thereto.

(3) To study applications and proposals for amendments to the Zoning Ordinance and applications for special permits, to hold the required public hearings, and to advise the Council of its recommendations thereon.

(4) To study preliminary and final plats, to hold required public hearings, and to advise the Council of its recommendations thereof.

(5) To act in an advisory in an advisory capacity to the Council in all matters wherein powers are assigned to the Council by state law, concerning comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature.
(Ord.2014-05, 5/20/14)

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