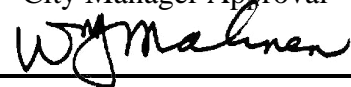



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: December 3, 2012
Item No.: 13.a

Department Approval

City Manager Approval



Item Description: Consider Uniform Code for Commissions

1 **BACKGROUND**

2 Roseville currently has six standing commissions. Each of the commissions was established at
3 different times in response to different needs of the community. As a result, commissions have
4 been established in a piecemeal fashion and are not consistent.

5 Staff looked to other cities to see how commissions are organized. Staff found that many cities
6 have a uniform code ordinance to establish boards and commissions followed by ordinances
7 addressing specific needs of a specific commission.

8 Staff reviewed language establishing commissions and found many common themes and
9 structures. Using the common language, staff developed a uniform code to establish boards and
10 commissions. This includes Establishment; Purpose; Membership; Terms; Compensation;
11 Organization; Meetings and Reports; Rules and Bylaws.

12 In April 2012, staff presented a draft of the uniform code which had been written after getting
13 input from Commission liaisons to the City Council. The Council provided feedback and
14 directed staff to consult with individual commissions to review the proposed changes.

15 City Manager Bill Malinen and Communications Specialist Carolyn Curti met with commission
16 chairs to review the proposed uniform code and discuss possible changes to the commission
17 codes on which they serve.

18 Chairs consistently spoke in favor of establishing a uniform code. Several offered suggestions to
19 improve the code, and staff worked with commission chairs to incorporate language that
20 addressed their specific concerns.

21 Several chairs noted that in addition to adding the uniform code, it may be time for commissions
22 to individually review the code specific to their commission and update, if needed.

23 When meeting with Commission chairs, we identified several policy questions which we ask the
24 City Council to address.

25 Line 71 of the proposed code, states that a commissioner may be removed without cause. Several
26 commission codes are silent on this provision, and the Human Rights Commission and the
27 Planning Commission require a supermajority to remove a commissioner.

28 We ask for guidance on whether a commissioner could be removed without cause, or if the
29 commissioner could only be removed with cause. Several chairs expressed concern that a council
30 could remove commissioner(s) for political, rather than policy/procedural reasons. This leaves
31 the question of the definition of "with cause." Possible reasons for "with cause" could be poor

32 attendance, ethics violation, or failure to complete the annual disclosure of financial interest
33 statement.

34 Line 79 defines an unexcused absence as a commissioner not notifying staff prior to the meeting
35 of their absence. The following paragraph addresses the number of meetings a commissioner
36 could miss before notifying the City Council. We ask for guidance on what is considered an
37 excused/unexcused absence and whether there is a threshold for missed meetings.

38 Line 112 states that all regular meetings of a quorum of a commission shall be conducted in a
39 public facility. One commission asked whether a meeting at a church or a community room
40 would be allowed. We believe that as long as a commission complies with the open meeting
41 laws, and the facility hosting the meeting agrees that it is open to the public, the criteria would
42 be met.

43 The proposed commission code updates bring consistency to all commissions. Each commission
44 code clarifies its establishment, duties and functions and purpose.

45 The language in the Planning Commission code is slightly different because it includes language
46 addressing its statutory requirements. Based on discussions with Community Development
47 Director Patrick Trudgeon and the Planning Commission Chair, we have proposed language
48 changes to the procedure for adopting the City Comprehensive Plan.

49 **POLICY OBJECTIVE**

50 Establish a City Code with consistent policies for all commissions to ensure that City Council,
51 commissioners and staff have a clear understanding of the role and responsibilities of each
52 commission.

53 **FINANCIAL IMPACTS**

54 None

55 **STAFF RECOMMENDATION**

56 Review the proposed ordinance and provide guidance on:

- 57 • Removal with/without cause
- 58 • Excused/unexcused absences; threshold for number of missed meetings
- 59 • Meeting at a public facility
- 60 • Other

61 Motion to approve proposed ordinance.

62 **REQUESTED COUNCIL ACTION**

63 Review the proposed ordinance and provide guidance on:

- 64 • Removal without cause
- 65 • Excused/unexcused absences
- 66 • Meeting at a public facility
- 67 • Other

68 Motion to approve proposed ordinance.

Prepared by: William J. Malinen, City Manager
Attachments: A: April 16, 2012 Minutes
B: Draft Ordinance

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about, particularly addressing pedestrian and safety issues; and from a funding perspective, this process would need to be followed.

At the request of Councilmember Willmus, Mr. Schwartz advised that the PWET Commission had yet to discuss funding mechanisms in any great detail, focusing more on the Chapter 429 process instead.

Mayor Roe noted that the PWET Commission was currently reviewing the City's Assessment Policy more broadly.

Councilmember Willmus asked that the TMP be part of that discussion as well; along with ongoing maintenance and models employed by other communities immediately adjacent to Roseville.

Mayor Roe concurred, and asked that staff consult with the Cities of Blaine and Edina on their experience upon implementing the TMP; opining that this may inform the City of Roseville how to react to this and its potential implementation.

Councilmember McGehee recognized the ongoing work and recommendations coming forward to the City Council from the PWET Commission, and thanked them for their work on behalf of the City and prompting good discussions at the City Council level.

Mayor Roe concurred, noting that all of the City Council's advisory commissions provided good product.

d. Discuss Uniform Commission Code

City Manager Malinen briefly summarized the proposed ordinance drafted by staff and detailed in the RCA dated April 16, 2012, establishing common themes and structures for advisory commissions. Mr. Malinen suggested adopting this uniform code for general guidance for each commission.

Councilmember McGehee opined that she was not excited about how this recommendation was presented for a variety of reasons, and questioned what initiated this work, since it obviously had a financial impact based on staff time and effort, even if not defined; and questioned what the initial problem was that staff was attempting to fix.

City Manager Malinen advised that initially, the inconsistencies had been uncovered as the Human Rights Commission (HRC) considered changing their meeting nights; and unilateral decisions were considered about whom was responsible for such decisions, the advisory commissions or the City Council; with no consistent guidance found by staff to this simple question.

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Councilmember McGehee opined that she had no problem making the code consistent for commissions; however, she supported seeking input from each commission and bringing their comments forward to the City Council, rather than the City Council dictating to them. Councilmember McGehee spoke in support of the commissions bringing forward their rules and guidelines, and how they saw their mission, since they were the ones selected through the application and interview process to perform that function for the City; and were capable of running their own meetings.

City Manager Malinen clarified that he was not suggesting otherwise.

Councilmember Willmus opined that he would be interested in receiving feedback from Chairpersons and Department Liaisons to each commission; however, he noted that individual advisory commissions were carrying out a charge set out by the City Council. Councilmember Willmus referenced the spreadsheet outlining all advisory commissions to the City Council, created and provided by Mayor Roe as a bench handout, attached hereto and made a part hereof. Councilmember Willmus noted that this clearly laid out the parameters, and suggested that it be used as an overlay for the new ordinance to see consistencies and inconsistencies. Councilmember Willmus noted that there shouldn't be much difference in the governance of respective advisory commissions.

Councilmember Johnson noted that this may be a direct result of a requested action item he identified during recent work session meetings. Councilmember Johnson advised that his rationale in this request was based on the need for clarity; and when he currently looked across the scheme and realm of advisory commissions, he was cognizant that some of them were pared down and others more aggressive. Being unable to attend all advisory commission meetings, Councilmember Johnson noted that he relies on periodic reports or meeting minutes from them to follow-up on their progress. Councilmember Johnson used, as an example, the Civic Engagement Task Force, a subcommittee of the Human Rights Commission, and lack of any reports to-date from this group. Councilmember Johnson advised that this gives him pause to question what was actually occurring; and emphasized the need for them to communicate more effectively with the City Council, and ultimately the public. Councilmember Johnson commended the Parks and Recreation Commission for their communication efforts. Councilmember Johnson noted his need to more fully understand the reporting hierarchy of commissions (e.g. Police Civil Service Commission) and who they actually reported to: the City Council or a Department. Councilmember Johnson advised that this was part of his rationale in seeking this action step.

Mayor Roe noted that it was in the City Council's work plan.

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Mayor Roe advised that one of his goals, since first coming onto the City Council, was to make the different ordinances addressing advisory commissions more consistent from an organizational point, thus his development of the chart provided as a bench handout. Mayor Roe noted that some were more detailed, while others remained silent in some organizational areas. Mayor Roe referenced line 46 of page 2 of the draft ordinance as an example, with some addressing the number of members, while others did not. Mayor Roe also noted that the City Council's recent adoption of Rosenberg's Rules of Order was not addressed in any of the current ordinances, and suggested that, since this may change in the future, language should indicate that advisory commissions use the same Rules of Order as the City Council. Mayor Roe advised that he had other suggested language revisions that he would provide directly to staff. From his point of view, Mayor Roe opined that there was nothing changing in the ordinance other than moving items to a generic organizational framework, while duties and functions remained intact. Mayor Roe referenced lines 322-325 as an example of an area of concern in which he wanted to ensure that nothing was lost in the process from a technical or operational standpoint. Mayor Roe spoke in support of an overall, general organizational ordinance as a step in the right direction; and expressed support for letting respective advisory commissions weigh in with their comments, as well as alerting the City Council of any other inconsistencies or problem areas of which they were aware. However, Mayor Roe clarified that advisory commissions were set up organizationally by the City Council and received direction from the City Council.

Councilmember McGehee opined that she would like to see another topic in the section and provided to and filtered through Chairpersons and Commissions, using the spreadsheet and answering questions and tied into consistent language, such as a purpose statement for each commission that they could lift or modify. Councilmember McGehee reiterated her preference that a working copy be provided from commissions to the City Council.

Mayor Roe questioned if it was Councilmember McGehee's intent to re-open purpose statements for advisory commissions or just how they were organized and operated.

Councilmember McGehee responded that if duties needed editing, or if they needed to be repurposed or enhanced, or their duties altered, it could then be done.

Mayor Roe suggested that the City Council should start with the organizational aspect, with staff's draft ordinance providing an overarching ordinance, and deleting inconsistent or inapplicable language, not intended to change the purpose of any advisory commission.

Councilmember Willmus reiterated his support for a quick review by advisory commission Chairpersons and their staff liaisons; and had identified no other glaring red flags.

Councilmember Johnson concurred with Councilmember Willmus' comments; and spoke in support of a City Council consensus on the organizational side of things; with a separate discussion on what the City Council consensus was related to the respective realm of advisory commissions and their responsibilities. Councilmember Johnson noted that they ultimately reported to the City Council, and their agendas needed to be steered accordingly in that direction. Councilmember Johnson noted that the information gathering and discussions provided to the City Council was essential to their decision-making and provided much more depth to that decision-making.

Mayor Roe indicated that he would work with staff on an updated overarching organizational ordinance, and as advisory commissions came before the City Council over the next few months for their annual joint meetings, they could weigh in on the organizational ordinance, after which time the ordinance could go through the enactment process.

Councilmember Willmus spoke in support of Mayor Roe's proposed process; noting that this spoke to the concerns he had personally heard from one advisory commission chair.

14. City Manager Future Agenda Review

City Manager Malinen reviewed upcoming agenda items.

City Manager Malinen advised that the Walmart land use request would not be considered at the April 23, 2012 regular City Council meeting, as a petition had been received for an Environmental Assessment Worksheet (EAW); with the Environmental Quality Board (EQB) and staff working on the process.

Councilmembers Willmus and McGehee requested staff to provide estimated numbers and potential funding sources if the City were to acquire this parcel.

Discussion ensued regarding the EAW process and 60-day review period for land use cases; with City Attorney Gaughan advising that the 60-day rule was "tolled" pending the EAW process.

15. Councilmember-Initiated Items for Future Meetings

Councilmember McGehee expressed interest in ensuring that the Nextdoor item be included for future discussions, receiving assurances from Mayor Roe that it would be on a future agenda.

City of Roseville
ORDINANCE NO.

AN ORDINANCE AMENDING (ADDING, DELETING)

TITLE _____, SECTION _____

TITLE/SECTION NAME _____

(Include Brief Description of the Amendment/Addition after the Title #/Section #
and name of the title and section)

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title _____, Section _____ of the Roseville City Code is amended
to read as follows:

Chapter 201
Establishment of Boards and Commissions

SECTION:

- 201.01** **Establishment**
- 201.02** **Purpose**
- 201.03** **Membership**
- 201.04** **Terms**
- 201.05** **Compensation**
- 201.06** **Organization**
- 201.07** **Meetings and Reports**
- 201.08** **Rules and Bylaws**

201.01 ESTABLISHMENT

The Council has created and may create additional commissions and boards to assist and advise the Council with respect to the administration of any city function or activity or to investigate any subject of interest to the city, as defined by the Council. The creation of any commission or board not established by this code shall be by resolution of the Council and the resolution shall set forth the purpose and duties of the commission or board.

201.02 PURPOSE

Commissions or boards are established to provide a method for citizen input on topics of interest. A commission or board is advisory to the Council. No commission or board shall have decision-making power, unless mandated by state statute or other local ordinance.

45
46 **201.03 MEMBERSHIP**
47

48 Unless otherwise established by specific language in the code related to a specific commission or
49 board, or by state statute, the terms of this section shall apply.
50

51 A commission shall consist of seven members, unless specific language in the code related to a
52 specific commission states otherwise. In addition to the regular commission members, the
53 Council may appoint additional residents of the city, under the age of 21, to serve one year terms
54 as ex officio members of a commission.
55

56 All members of the commission shall be residents of the city.
57

58 Members are appointed by the Council.
59

60 **201.04 TERMS**
61

62 Members shall serve terms of three years, except that of the first members appointed following
63 the creation of the commission. One third of commissioners shall be appointed for three-year
64 terms, one third for two-year terms and one third for a one-year term. A member's term shall
65 expire on March 31 of the year of expiration of the term, or until a successor is appointed.
66

67 Members are eligible, to serve two consecutive terms. Upon completion of term(s) on one
68 commission, members are eligible for consideration to another commission. Former
69 commissioners are eligible for appointment to a commission after an absence of one year.
70

71 Members may be removed by the Council, without cause.
72

73 Vacancies during a term may be filled by the Council for the unexpired portion of a term. A
74 vacancy occurs if any of the following occurs: resignation, residence outside the city or death. A
75 commissioner appointed to fill a partial term is eligible to serve up to two full terms.
76

77 No Commissioner may serve on more than one commission at the same time.
78

79 An unexcused absence is defined as a commissioner not notifying staff of their absence prior to
80 the meeting.
81

82 If a commissioner has an unexcused absence from more than three consecutive commission
83 meetings or is absent from more than half of the meetings in one twelve month period, staff shall
84 notify the City Council, and the commissioner may be removed.
85

86 Every appointed member, before beginning his or her duties, shall take an oath of office that he
87 or she will faithfully discharge the duties of the commission to which he or she was appointed.
88

89 **201.05 COMPENSATION**

90
91 Members of all commissions shall serve without compensation.

92
93 Members shall complete an annual disclosure of financial statement. Failure to complete the
94 annual form by February 28 may result in removal from a commission or board.

95
96 **201.06 ORGANIZATION**

97
98 Each commission shall elect a chair and vice-chair for a one year term from among its appointed
99 members. The commission may create other offices if the Council, by resolution, empowers the
100 commission to do so.

101
102 **201.07 MEETINGS AND REPORTS**

103
104 Commissions shall adhere to an established meeting schedule. Commissions may cancel
105 meetings or call special meetings, as needed. Commissions shall meet at least quarterly, with the
106 exception of the Police Civil Service which shall meet annually in February, and as needed.

107
108 At least once a year, each commission shall meet with the council to review the previous year's
109 work and to receive direction for the upcoming year.

110
111 All regular meetings of a quorum of a commission shall be open to the public and conducted in a
112 public facility. All commission meetings are subject to open meeting laws.

113
114 Commissions shall adopt rules for the transaction of business and shall keep a record of its
115 resolutions, transactions, and findings, which shall be a public record. Minutes of the
116 commission shall be filed and retained by the City.

117
118 **201.08 RULES AND BYLAWS**

119
120 Each commission shall use Rosenberg's Rules of Order.

121
122 Each commission may adopt additional rules or bylaws as it deems necessary for the conduct of
123 its work, compatible with the provisions of this chapter and subject to Council approval.

124

125

126

**TITLE 2
COMMISSIONS**

127

128
129

**CHAPTER 201A
PLANNING COMMISSION**

130 SECTION:

- 131 201A.01: Establishment
- 132 201A.02: Composition Purpose
- 133 ~~201.03: Members of Commission~~
- 134 ~~201.04: Organization~~
- 135 ~~201.05: Meetings; Reports~~
- 136 ~~201.06:~~ 201A.03 Preparation of Comprehensive Plan
- 137 ~~201.07:~~ 201A.04 Procedure for Adoption of City Comprehensive Plan
- 138 ~~201.08:~~ 201A.05 Adoption of City Comprehensive Plan by City Council
- 139 ~~201.09:~~ 201A.06 Means of Executing Plan
- 140 ~~201.10:~~ 201A.07 Zoning Code and City Comprehensive Plan

141 **201A.01: ESTABLISHMENT:**

142 A City Planning Commission for the City is hereby established. The Planning Commission shall
143 be the City planning agency and shall have the powers and duties given such agencies generally
144 by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it
145 by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

146 **201A.02: PURPOSE:**

147 The City Council has determined that it is in the best interest of the City to receive input from
148 citizens related generally to land use planning and to specific land use applications to be
149 considered by the City.

150 **201.02: COMPOSITION:**

151 ~~The Planning Commission shall consist of seven members appointed by the City Council, and~~
152 ~~may be removed by a 4/5 vote of the City Council. One of the seven members appointed by the~~
153 ~~City Council may be a member of the City Council. (Ord. 194, 4-19-1955; 1995 Code)~~

154 **201.03: MEMBERS OF COMMISSION:**

- 155 ~~A. Members: Members shall be residents of the City.~~
- 156 ~~B. Term of Appointment: of the members of the Commission first appointed, two shall be~~
157 ~~appointed for the term of one year, two for the term of two years, two for the term of three~~
158 ~~years, and one for the term of four years. Their successors shall be appointed for terms of~~
159 ~~three years. Both original and successive appointees shall hold their offices until their~~
160 ~~successors are appointed and qualified. (Ord. 1313, 12-6-2004)~~
- 161 ~~C. Vacancies: Vacancies during the term shall be filled by the City Council for the unexpired~~
162 ~~portion of the term.~~
- 163 ~~D. Oath: Every appointed member shall, before entering upon the discharge of his/her duties,~~

164 ~~take an oath that he/she will faithfully discharge the duties of his/her office.~~
165 ~~E.— Compensation: All members shall serve without compensation. (Ord. 194, 4-19-1955; 1995~~
166 ~~Code)~~

167 **~~201.04: ORGANIZATION:~~**

168 ~~A.— Officers: The Planning Commission shall elect one of the members to act as chairperson.~~
169 ~~The Community Development Director or designee shall act as the Planning Commission's~~
170 ~~secretary.~~
171 ~~B.— Term: The term of the chairperson shall be for one year. The chairperson shall be elected by~~
172 ~~the Planning Commission at the last regular Planning Commission meeting of March,~~
173 ~~effective April 1, during each calendar year.~~
174 ~~C.— Additional Officers and Committees: The Planning Commission may elect such other~~
175 ~~officers as may be necessary and may give the chairperson authority to appoint committees~~
176 ~~if such appointments should become necessary. (Ord. 194, 4-19-1955; 1995 Code) (Ord.~~
177 ~~1316, 3-28-2005)~~

178 **~~201.05: MEETINGS; REPORTS:~~**

179 ~~The Commission shall hold at least one regular meeting each month. It shall adopt rules for the~~
180 ~~transaction of business and shall keep a record of its resolutions, transactions, and findings,~~
181 ~~which record shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)~~

182 **~~201.06: 201A.03: PREPARATION OF COMPREHENSIVE PLAN:~~**

183 It shall be the function and duty of the Planning Commission to prepare and recommend a
184 Comprehensive City Plan for the development of the City, including proposed public buildings,
185 street arrangements, public utility services, parks, playgrounds and other similar developments,
186 the use of property, the density of population and other matters relating to the development of the
187 City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the
188 plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

189 **~~201.07 201A.04: PROCEDURE FOR ADOPTION OF CITY~~**
190 **~~COMPREHENSIVE PLAN:~~**

191 The Planning Commission may, at any time, recommend to the City Council, the adoption of the
192 City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making
193 such recommendation to the City Council, the Planning Commission shall hold at least one
194 public hearing, as provided for in Chapter 108 of this Code. ~~The recommendation by the~~
195 ~~Planning Commission to the City Council shall be by a resolution of the Commission, approved~~
196 ~~by the affirmative votes of not less than 5/7^{ths}~~—The Commission may from time to time
197 recommend minor amendments to the City Comprehensive Plan or any section thereof without
198 the public hearing mentioned herein providing that a majority of its members are of the opinion
199 that such hearing is not necessary or in the public interest. (Ord. 1175A, 11-25-1996)

200
201 If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property
202 owner, the applicant shall hold an open house meeting with residents and property owners in the
203 vicinity of the affected property prior to submitting an application for the amendment.

204
205 Requirements for such an open house are as follows:

- 206
- 207 A. Purpose: Proposals to change the way the Comprehensive Plan’s guidance for land use on a
208 given property may constitute significant departures from the present or historical use or
209 intended use of a property. Prior to submitting an application for approval of a
210 Comprehensive Land Use Plan map change, an applicant shall hold an open house with
211 property owners in the vicinity of the subject property in order to ~~To~~ provide a convenient
212 forum for engaging community members in the development process, to describe the
213 proposal in detail, and to answer questions and solicit feedback.
- 214 B. Timing: The open house shall be held not more than 30 days prior to the submission of ~~an~~
215 application for a Comprehensive Plan Future Land Use Plan Map change application
216 Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m.
217 and 7:00 p.m. and ending by 10:00 p.m.
- 218 C. Location: The open house shall be held at a location in or near the neighborhood affected by
219 the proposal proposed amendment, and (in the case of a site parcel near Roseville’s
220 boundaries) preferably in Roseville. In the event that such a meeting space is not available
221 the applicant shall arrange for the meeting to be held at the City Hall Campus.
- 222 D. Invitations: The applicant shall prepare a printed invitation ~~identifying~~ identifying the date,
223 time, place, and purpose of the open house and shall mail the invitation to the recipients in a
224 list prepared and provided in electronic format by Community Development Department
225 staff. The recipients will include property owners within the public hearing notification area
226 established in Chapter 108 of the City Code, 500 feet of the project property, members of
227 the Planning Commission and City Council, and other community members that have
228 registered to receive the invitations. The invitation shall identify contact information of the
229 host of the open house for anyone who has questions but is unable to attend the open house.
230 The open house invitation shall include a sentence that is substantially the same as the
231 following:
- 232 This open house is an important source of feedback from nearby property owners and is a
233 required step in the process of seeking City approval for the proposed change of the
234 Comprehensive Plan land use designation. A summary of the comments and questions
235 raised at the open house shall be submitted to the City as part of the formal application.
- 236 E. Summary: A written summary of the open house shall be submitted as a necessary
237 component of an application for Comprehensive Plan Future Land Use Map Amendment
238 approval. (Ord. 1362, 3-24-2008)

239 **201.08 201A.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY**
240 **COUNCIL:**

241 Upon receiving a recommendation from the Planning Commission for the establishment or
242 amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this
243 Code. The City Council may adopt such plan or amendments by a majority vote of its members
244 or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

245 | **201.09 201A.06: MEANS OF EXECUTING PLAN:**

246 | Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning
247 | Commission to recommend to the City Council reasonable and practicable means for putting into
248 | effect such Plan or section thereof in order that the same will serve as a pattern and guide for the
249 | orderly physical development of the City. Such means shall consist of a zoning plan, the control
250 | of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

251 | **201.10 201A.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:**

252 | The Planning Commission may, upon its own motion or upon instruction by the City Council,
253 | prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code
254 | and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing
255 | as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation
256 | of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996)
257 |

258
259

CHAPTER ~~202~~201B
POLICE CIVIL SERVICE COMMISSION

260 SECTION:

- 261 ~~202.01~~201B.01: Establishment
- 262 201B.02: Purpose
- 263 ~~202.02~~ 201B.03: Duties and Functions, Statute Adopted
- 264

265 **~~202.01~~201B.01: ESTABLISHMENT:**

266 There is established a Police Civil Service Commission, which shall consist of three members
267 appointed by the City Council. ~~the duties of which shall be those provided in Minnesota Statutes,~~
268 ~~Chapter 419.~~ (Ord. 221, 10-22-56)

269 **201B.02: PURPOSE:**

270 The purpose of the Commission shall be that which is prescribed in Minnesota Statutes, Chapter
271 419.

272 **~~202.02~~ 201B.03: DUTIES AND FUNCTIONS, STATUTE ADOPTED:**

273 Subject to restrictions defined by this chapter and any bylaws governing the Commission, the
274 ~~The~~ City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221,
275 10-22-56)
276
277

278 **CHAPTER ~~203~~ 201C**
279 **PARKS AND RECREATION COMMISSION**

280 SECTION:

281 ~~203.01~~ 201C.01: Establishment ~~and Membership~~

282 201C.02 Purpose

283 ~~203.02~~: Vacancies

284 ~~203.03~~: ~~Organization~~

285 ~~203.04~~ 201C.03: Duties and Functions

286 ~~203.05~~: ~~Compensation~~

287 ~~203.06~~: ~~Joint Meeting with City Council~~

288 ~~203.07~~: ~~Rules~~

289 **~~203.01~~ 201C.01: ESTABLISHMENT ~~AND MEMBERSHIP~~:**

290 There is established a parks and recreation commission of the city, which shall consist of nine
291 members appointed by the City Council. ~~Members shall be appointed for three year terms. In~~
292 ~~addition to the members appointed above, the City Council may for one year terms appoint~~
293 ~~additional residents of the city under 21 years of age to serve as (ex officio) members of the~~
294 ~~parks and recreation commission.~~ (Ord. 1253, 6-26-2001)

295 **201C.02 PURPOSE**

296 The City Council has determined that it is in the best interest of the City to receive input from
297 citizens on policy matters related to the City's parks and recreation system.

298 **~~203.02~~: VACANCIES:**

299 ~~In case of vacancy during the term of office of any member of the commission, the City Council~~
300 ~~shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of~~
301 ~~the following occur: death, failure to serve as shown by failure to attend a specified number of~~
302 ~~regular meetings as established by the commission, residence outside the city, or resignation.~~
303 ~~(Ord. 1038, 6-27-1988; amd. 1995 Code)~~

304 **~~203.03~~: ORGANIZATION:**

305 ~~The commission shall annually elect one member to serve as chairperson and one member to~~
306 ~~serve as vice chairperson. Minutes of the commission shall be filed and retained by the parks and~~
307 ~~recreation commission, as well as other recommendations and studies performed by the~~
308 ~~commission.~~ (Ord. 1038, 6-27-1988)

309 **~~203.04~~ 201C.03: DUTIES AND FUNCTIONS:**

310 The duties and functions of the commission shall be as follows:

311 A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and

- 312 Recreation on parks and recreation matters.
- 313 B. Maintain an interest in and an understanding of the functions and operations of the parks and
314 recreation department.
- 315 C. Maintain an interest in and an understanding of the city school system and promote the
316 greatest possible utilization of school and municipal recreation programs.
- 317 D. Endeavor to secure a full and complete understanding of the city's needs and desires for
318 parks and recreational facilities and be sensitive to the acceptance within the community of
319 the current program.
- 320 E. Convey to the City Council their understanding of the community's sentiment regarding
321 recreation and parks and to submit recommendations to the City Council on parks and
322 recreation programs and policy.
- 323 F. Review conditions and adequacy of city park property.
- 324 G. Provide hearings to groups or individuals, upon request, regarding parks and recreation
325 matters.
- 326 H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- 327 I. Consider proper names for city park property.
- 328 J. Propose regulations for control of city park property to the City Council.
- 329 K. Advise and assist architectural engineers on preparation of specific plans prior to the
330 presentation to the City Council for formal approval.
- 331 L. Represent the city at community functions where appropriate and approved by the City
332 Council.
- 333 M. Represent the city at meetings with other community, county or state boards of similar
334 nature where appropriate and approved by the City Council.
- 335 N. Perform other duties and functions or conduct studies and investigations as specifically
336 directed or delegated by the City Council. (Ord. 1038, 6-27-1988)
- 337 O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in
338 Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this
339 code.
340 (Ord. 1410, 6-13-2011)

341 **~~203.05: COMPENSATION:~~**

342 ~~No compensation shall be paid to members of the commission; however, commission members~~
343 ~~may have expenses paid to attend conferences on parks and recreation that are offered in the state~~
344 ~~when approved by the city manager. (Ord. 1038, 6-27-1988; amd. 1995 Code)~~

345 **~~203.06: JOINT MEETING WITH CITY COUNCIL:~~**

346 ~~The commission shall request a joint meeting with the City Council when deemed necessary and~~
347 ~~at least a minimum of once a year. (Ord. 1038, 6-27-1988)~~

348 **~~203.07: RULES:~~**

349 ~~The commission may adopt such rules as it deems necessary for the conduct of its work,~~
350 ~~compatible with the provisions of this chapter. (Ord. 1038, 6-27-1988)~~
351

352 **CHAPTER ~~204~~201D**
353 **HUMAN RIGHTS COMMISSION**

354 SECTION:

355 ~~204.01: Policy~~

356 ~~204.02201D.01: Establishment of Commission~~

357 ~~204.03201D.02: Purpose~~

358 ~~204.04: Membership; Terms and Removal~~

359 ~~204.05 201D.03: Duties and Functions~~

360 **~~204.01: POLICY:~~**

361 ~~It is hereby declared that it is the public policy of the city to fulfill its responsibility as a partner~~
362 ~~of the state department of human rights in securing for all citizens equal opportunity in housing,~~
363 ~~employment, public accommodations, public services and education, and to work consistently to~~
364 ~~improve the human relations climate of the city. (Ord. 566, 2-19-1968)~~

365 **~~204.02201D.01: ESTABLISHMENT OF COMMISSION:~~**

366 There is hereby established within the city a human rights commission. (Ord. 566, 2-19-1968)

367 **~~204.03201D.02: PURPOSE:~~**

368 ~~The City Council has determined that it is in the best interest of the City to receive input from~~
369 ~~citizens on policy matters related to human rights for all. The purpose of the commission is to~~
370 ~~secure for all citizens equal opportunity in employment, housing, public accommodations, public~~
371 ~~services and education and full participation in the affairs of this community by assisting the~~
372 ~~state department of human rights in implementing the Minnesota Human Rights Act and by~~
373 ~~advising the City Council on long range programs to improve community relations in the city.~~
374 ~~Additionally the commission will work to increase the sense of community by reaching out to all~~
375 ~~members of the community and ensuring that our city government and its activities, programs~~
376 ~~and services are accessible understandable and responsive to all. (Ord. 566, 2-19-1968; amd.~~
377 ~~1995 Code, Ord. 1324, 08-08-2005) (Ord. 1381, 04-27-2009)~~

378 **~~204.04: MEMBERSHIP; TERMS AND REMOVAL:~~**

379 ~~A. Membership: The commission shall consist of seven members, to be appointed by the City~~
380 ~~Council. Members of the commission shall be appointed with due regard to their fitness for~~
381 ~~the efficient dispatch of the functions, powers and duties vested in and imposed upon the~~
382 ~~commission. In addition to the members appointed above, the City Council may for one year~~
383 ~~terms appoint additional residents of the city under 21 years of age to serve as (ex officio)~~
384 ~~members of the human rights commission. (Ord. 1253, 6-26-2001) (Ord. 1313, 12-6-2004)~~

385 ~~B. Terms: The first commission shall consist of four members appointed for a term of three~~
386 ~~years, three members for a term of two years, and three members for a term of one year.~~
387 ~~Members of the commission shall be appointed for terms of three years, except that any~~

388 ~~person appointed to fill a vacancy occurring prior to the expiration of the term for which~~
389 ~~such member's predecessor was appointed, shall be appointed only for the remainder of such~~
390 ~~term. Upon the expiration of such member's term of office, a member shall continue to serve~~
391 ~~until such member's successor is appointed and shall have qualified.~~

392 ~~C. Compensation; Removal: The members of the commission shall serve without~~
393 ~~compensation, and may be removed from office by a 4/5 vote of the City Council. (Ord.~~
394 ~~566, 2-19-1968)~~

395 **204.05201D.03: DUTIES AND FUNCTIONS:**

396 In fulfillment of its purpose, the commission's duties and ~~responsibilities~~ functions shall be to:

397 A. Work to increase the sense of community by reaching out to members of the community and
398 ensuring that our city government and its activities, programs and services are accessible,
399 understandable and responsive to all.

400 ~~Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties~~
401 ~~and definition of responsibilities of officers and committees.~~

402 B. Enlist the cooperation of agencies, organizations and individuals in the community in an
403 active program directed to create equal opportunity and eliminate discrimination and
404 inequalities.

405 C. Formulate a human relations program for the city to give increased effectiveness and
406 direction to the work of all individuals and agencies addressing themselves to planning,
407 policy making and educational programming in the area of civil and human rights.

408 D. Advise the mayor, the City Council and other agencies of the government of human
409 relations and civil rights problems. Act in an advisory capacity with respect to planning or
410 operation of any city department on issues of civil and human rights and recommend the
411 adoption of such specific policies or actions as are needed to provide for full equal
412 opportunity in the community.

413 E. Develop such programs of formal and informal education as will assist in the
414 implementation of the Minnesota state act against discrimination, and provide for the
415 commission's assumption of leadership in recognizing and resolving potential problem areas
416 in the community. (Ord. 566, 2-19-1968; amd. 1995 Code)

417 F. Monitor statistical and other data trends in our city and identify and recommend to the city
418 council ways to encourage mutual understanding among our citizens about the community's
419 diversity through, but not limited to:

420 1. connecting and partnering with neighborhood, community, educational, business
421 and social services groups and organizations;

422 2. co-sponsoring citywide neighborhood or facilitating community events which
423 would include opportunities for heritage and cultural events; and

424 3. programs for engaging citizens and community leaders in a holistic approach
425 including dialogues, education and training about diversity issues.

426 (Ord. 1381, 4-27-2009)

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430 **CHAPTER ~~205~~ 201E**
431 **PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION**
432 **COMMISSION**

433 SECTION:

434 ~~205.01~~201E.01: Establishment ~~and Membership~~

435 ~~201E.02:~~ Purpose

436 ~~205.02:~~ Organization

437 ~~205.03:~~ Meetings and Reports

438 ~~205.04~~201E.03: Duties and Functions

439 ~~205.01~~201E.01: ESTABLISHMENT ~~AND MEMBERSHIP~~:

440 There is established a public works, environment, and transportation commission of the city
441 which shall consist of five members appointed by the City Council. ~~Members shall be residents~~
442 ~~of the city and appointed for three year staggered terms. Terms of the initial members will be~~
443 ~~established by the council at the time of their appointment. No member shall serve more than~~
444 ~~two full consecutive terms.~~ (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

445 201E.02: PURPOSE

446 The City Council has determined that it is in the best interest of the City to receive input from
447 citizens on policy matters related to the public works system, the environment and transportation
448 in the City.

449 ~~205.02: ORGANIZATION:~~

450 ~~The commission shall annually elect one member to serve as chairperson and one member to~~
451 ~~serve as vice chairperson. (Ord. 1260, 4-15-2002)~~

452 ~~205.03: MEETINGS AND REPORTS:~~

453 ~~The commission shall annually adopt a regular meeting schedule and may hold other meetings,~~
454 ~~as it deems necessary. The commission may adopt rules for the transaction of business and shall~~
455 ~~keep a record of its meetings and actions. (Ord. 1260, 4-15-2002)~~

456 ~~205.04~~201E.03: DUTIES AND FUNCTIONS:

457 The duties and functions of the commission shall be as follows:

- 458 A. Serve in an advisory capacity to the City Council, City Manager and Director of Public
459 Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
- 460 B. Maintain an interest in and an understanding of the functions and operations of the Public
461 Works Department.
- 462 C. Maintain an interest in and an understanding of federal, state, county, regional and other
463 public works, environmental, and transportation services that impact City services. (Ord.
464 1313, 12-6-2004)

465 D. Perform other duties and functions or conduct studies and investigations as specifically
466 directed or delegated by the city. (Ord. 1260, 4-15-2002)
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<p>CHAPTER 206 <u>201F</u> ETHICS COMMISSION</p>
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472 SECTION:

473 ~~206.01~~201F.01: Establishment ~~and Membership~~

474 201F.02 Purpose

475 ~~206.02: Organization~~

476 ~~206.03: Meetings and Reports~~

477 ~~206.04~~201F.03: Duties and Functions

478 ~~206.01~~201F.01: **ESTABLISHMENT ~~AND MEMBERSHIP~~:**

479 There is established an ethics commission of the City which shall consist of five members
480 appointed by the City Council. ~~Members shall be residents of the City and appointed for three~~
481 ~~year staggered terms. Terms of the initial members will be established by the council at the time~~
482 ~~of their appointment. No member shall serve more than two full consecutive terms.~~

483 **201F.02: PURPOSE:**

484 The City Council has determined that it is in the best interest of the City to receive input from
485 citizens on policy matters related to the ethics code for elected and appointed officials of the
486 City.

487 ~~206.02:~~ **ORGANIZATION:**

488 ~~The Commission shall annually elect one member to serve as chairperson and one member to~~
489 ~~serve as vice chairperson.~~

490 ~~206.03:~~ **MEETINGS AND REPORTS:**

491 ~~The Commission shall annually adopt a regular meeting schedule and may hold other meetings,~~
492 ~~as it deems necessary. The Commission may adopt rules for the transaction of business and shall~~
493 ~~keep a record of its meetings and actions.~~

494 ~~206.04~~206F.03: **DUTIES AND FUNCTIONS:**

495 The duties and functions of the Commission shall be as follows:

- 496 A. Serve in an advisory capacity to the City Council on matters involving any ethics code
- 497 adopted by the City Council.
- 498 B. Administer any ethics code adopted by the City Council.
- 499 C. Perform other duties and functions or conduct studies as specifically directed or delegated
- 500 by the City Council. (Ord. 1338, 6-12-2006)

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SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ___ day of _____ 20__.