

**ORDINANCE NO 854
STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF NEW BRIGHTON**

**AN ORDINANCE AMENDING
ARTICLE 4, CHAPTER 2
OF THE NEW BRIGHTON CITY CODE
REGARDING COMMISSIONS**

THE CITY COUNCIL OF THE CITY OF NEW BRIGHTON ORDAINS as follows:

Section 1. New Brighton City Code, Chapter 2, Article 4 is amended as follows:

Sec. 2-56. General.

The purpose of this Article is to establish various advisory commissions. The commissions are intended to utilize members of the community in an advisory capacity to assist the City Council and staff with achieving goals and objectives for the City and to ensure that the ideas of citizens are well represented in the policy making process. Commissioners serve at the pleasure of the City Council. As City Council make up changes from time to time, it is appropriate that the membership of each commission changes to reflect the direction of the City Council. The general operating principles in this Division shall apply to all commissions.

Sec. 2-57. Name.

All boards, committees, and commissions will be named "commissions".

Sec. 2-58. Commission Size.

All commissions will have a maximum of nine members with the exception of the Public Safety Commission. The Public Safety Commission shall be comprised of nine members. Council may appoint student members to any commission from time to time. ~~All commission appointments shall be made by the City Council.~~

Sec 2-59. Appointment.

Commission members will be appointed by the City Council.

Sec. 2-60. Removal from a Commission.

Any member of a commission may be removed from office by a majority vote of the City Council.

Sec. 2-61. Compensation.

Commission members shall serve without compensation.

Sec. 2-62. Terms for Commission Members.

- (1) New commission members will be appointed to a term of three years. Council may choose to shorten or modify a commissioner's term length for any reason at any time.
- (2) The time period for each three year term will be April 1st to March 31st.
- (3) In the event of death, removal, or ineligibility of a commission member to participate on an appointed body, the Mayor shall declare a vacancy in the position and shall appoint a person to fill the vacancy as soon as conveniently possible for the remainder of the term subject to approval by a majority vote of the City Council present.
- (4) To the extent practical, Commission appointments will be varied so the terms of approximately 1/3 of the members of each commission shall expire every year.

(1)

Sec. 2-63. Chairperson and Vice-Chairperson.

- (1) Each commission shall annually recommend a chairperson and vice-chairperson to the Council for formal approval. ~~The council~~ City Council may appoint any member, regardless of the Commission's recommendation. The City Council shall annually confirm a chairperson and vice-chairperson to represent each commission ~~or committee~~.

The chairperson will be expected to provide leadership for the commission and to facilitate the conduct at ~~of~~ regular meetings. The vice-chairperson is expected to prepare for a future chairperson role and to fill-in for the current chairperson in the event of an absence.

- (2) All the following criteria shall be met ~~used~~ when selecting the chairperson and vice-chairperson:

A..

B. The member has demonstrated in-depth knowledge of the Commission's roles and responsibilities or has an applicable background that demonstrates an ability to lead a commission

CB. If the member has previously served on the commission or any commission, the member has a good attendance record and expects to be able to make all meetings while serving as chairperson or vice-chairperson.

DC. The member has demonstrated leadership and involvement in past activities of the commission or has other applicable experiences that would qualify them to lead a commission.

ED. The member has demonstrated the ability to understand and further the ~~City's~~ City Council's overall mission, specifically relating to the commission's responsibilities.

E. A chairperson or vice chairperson understands and agrees to manage commission business in a fair and impartial fashion and in a manner consistent with any training

provided by staff or Council directives.

(3) A commission ~~or committee~~ chairperson or vice-chairperson that is appointed by the Council shall serve one year in this capacity, and may be reappointed.

(4) Any chairperson or vice-chairperson may be removed from office by a majority vote of the City Council.

Sec. 2-64. Recruitment of Commissioners.

(1) Under the City Manager's direction, the City Clerk will advertise for new members at least once per year to create a candidate pool for future vacancies.

(2) All commission candidates are required to complete a City application form in order to be considered for a commission appointment.

(3) In order to attract qualified members, existing commissioners will assist the City Council in identifying knowledge, skills, and abilities important to accomplishing its assigned duties and responsibilities. In addition, the City Council will strive to make appointments that reflect the diversity of the community.

(4) Formal interviews are not required but may be used by the City Council when appointing individuals to a particular commission ~~or task force~~.

(5) When conducting recruitments for the City's various commissions, members of the City Council will place an emphasis on variety of individual skills, aptitudes, and geographic location throughout the City when evaluating the individual applications.

(6) Unless otherwise specifically provided, each member of any Commission ~~or other appointed body~~ shall be a resident of the City during their term of service.

(7) The City Council will evaluate the application materials submitted by each candidate. There is no implied guarantee of appointment or reappointment to any City Commission ~~or task force~~. The sole responsibility for appointment resides with the City Council as the confirming authority.

Sec. 2-65. Council Representation.

The City Council shall appoint one of its members as an ex officio member of the commission for a term of one year. This member shall have full rights of discussion but will not be a voting member of the commission. At its discretion, the Council ~~also may~~ appoint other ex officio members.

Sec. 2-66. Reports.

The chairperson of each commission shall make a report to the City Council once a year. The report will be made at a regular City Council meeting and will include a summary of issues and accomplishments of the commission during the past year. Also, the report shall preview future

issues and projects.

Sec. 2-67. Rules and Procedures.

- (1) Each commission shall follow and adhere to the commission code of conduct.
- (2) The rules, directives or codes of conduct may be amended from time to time by the City Council.
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- (3) All meetings shall comply with ~~the~~ Minnesota's open meeting laws.

Sec. 2-68. Absence of Members.

Attendance at meetings is of the utmost importance in carrying out the work of a commission-~~or committee~~. If a member misses four of the scheduled meetings during the commission-~~or committee~~'s calendar year (April through March), the member's seat may become vacated and the City Council can begin the process of filling the vacated seat. The City Manager shall be responsible for notifying the member of the intended and resulting action.

Sec. 2-69. Leaves of Absence.

For a variety of reasons, commission-~~or committee~~ members may need to take a leave of absence for period of time. Members of any commission-~~or committee~~ may request in writing to the City Council a leave of absence not to exceed four months from their appointed position. Leaves of absence will be granted at the discretion of the City Council.

Sec. 2-70. Record of Action.

Each commission will keep a public record of its resolutions, transactions, and findings. Minutes will be kept of each meeting and forwarded to the City Council upon approval by a majority of a quorum of the commission.

Sec. 2-71. Task Forces and Subcommittees.

- (1) With prior approval of the City Council, a commission may organize a task force to study and report to the Commission, and ultimately the City Council, on specific matters. After reporting its findings to the City Council commission, the task force shall terminate unless the City Council directs further action by the task force, continued for a specific purpose. A task force may include members of ~~the commissions~~, as well as other qualified citizens or business representatives.
- (2) Commissions may appoint a subcommittee consisting only of its members to complete special assignments. Reports of the subcommittee must be approved by the full commission before recommendations are made to the City Council.

(3) The City Council may appoint a task force to study and report to it on specific matters.

Sec. 2-72. Commissioner involvement with City business/contracts

(1) Commission members shall refrain from bidding or entering into any contracts, agreements, or other engagements with the City while serving on a commission or creating or participating in any situation where a real or perceived conflict of interest may exist.

Section 3. This ordinance shall be in full force and effect from and upon its adoption and publication according to law.

Adopted this 26th day of September 2017 by the New Brighton City Council with a vote of 4 ayes and 0 nays. (Bauman absent)


Valerie Johnson, Mayor


Dean R. Lotter, City Manager

ATTEST:


Terri Spangrud, City Clerk