

CHAPTER 3

BOARDS AND COMMISSIONS

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SECTION 1

PLANNING COMMISSION

Section:

- 3-1-1 Establishment
- 3-1-2 Membership and Terms
- 3-1-3 Meetings, Officers and Procedures
- 3-1-4 Function and Duties
- 3-1-5 Records
- 3-1-6 Compensation

3-1-1: ESTABLISHMENT: The Planning Commission of the City is hereby established. (Ordinance 2012-16, adopted November 26, 2012)

3-1-2: MEMBERSHIP AND TERMS:

- A. The Planning Commission shall consist of seven (7) members, all of whom are appointed by majority vote of the City Council.
- B. The terms of each member of the Planning Commission shall be four (4) years staggered and overlapping as presently established beginning March 1 of the first year and shall expire on the last day of February of the last year of the respective term.
- C. Any and all adult resident property owners of the City of Otsego are eligible to be appointed to the Planning Commission at the discretion of the City Council by majority vote.
- D. The City Council shall also appoint one (1) of its members as a non-voting ex-officio member of the Planning Commission who shall attend Planning Commission meetings and act as a liaison between the City Council and the Planning Commission.
- E. The Zoning Administrator shall serve as the City staff liaison to the Planning Commission.
- F. The City Council may also appoint alternate member(s) to a term determined by the City Council from time to time as they deem necessary. The alternate(s) shall attend all regular and special meetings of the Planning Commission and shall act as a replacement at any specific meeting in the event of the absence, for whatever reason, of any regularly appointed member of the Planning Commission.

- G. In the event of a vacancy during the term of any member of the Planning Commission, the vacancy shall be filled by appointment by the City Council and shall run until the current term expires.
- H. Removal:
1. Any member of the Planning Commission may be removed from office with or without cause by a four-fifths (4/5) vote of the entire City Council.
 2. Any member of the Planning Commission who misses three (3) consecutive Planning Commission meetings in a calendar year, calculated at the end of each calendar year, due to unexcused absences, may be removed from office upon approval of the City Council. Excused absences include: a serious personal or family medical condition, death in immediate family or unanticipated work-related commitment. It shall be the duty of each member to notify the City staff liaison or recording secretary if the member will be unable to attend a meeting. (Ordinance 2012-16, adopted November 26, 2012)

3-1-3: MEETINGS, OFFICERS AND PROCEDURES:

A. Meetings:

1. There shall be two (2) regularly scheduled meetings of the Planning Commission on the first and third Monday of each month unless canceled by the Chair due to a lack of business items or lack of a quorum.
2. A special meeting of the Planning Commission may be called by the Chair or by approval of a motion of the majority of the members stating the purpose of such meeting with written notice posted at least three (3) days in advance of the meeting.
3. Any site inspection involving four (4) or more members as a group must be scheduled and noticed as a Special Meeting of the Planning Commission.
4. All meetings of the Planning Commission shall be open to the public and comply with the State Open Meeting Law requirements.

B. Officers:

1. The Planning Commission shall elect officers from its membership at its first meeting in March.

2. The officers of the Planning Commission shall be:
 - a. Chair.
 - b. Vice-Chair.
3. Duties of the officers:
 - a. Chair.
 - (1) The Chair shall preside at all meetings of the Planning Commission and shall preserve order and decorum and shall decide all questions of order.
 - (2) The Chair shall appoint any necessary committees and shall appoint any committees requested by a majority of the members.
 - b. Vice-Chair. The Vice-Chair shall preside at all meetings in the absence of the Chair and perform such duties as requested by the Chair.
- C. A quorum of the Commission shall consist of four (4) members.
- D. The conduct of the Planning Commission meetings shall be governed by Robert's Rules of Order. (Ordinance 2012-16, adopted November 26, 2012)

3-1-4: FUNCTION AND DUTIES:

- A. The Planning Commission shall meet regularly pursuant to this Section, shall hold public hearings when required by the City Code or any other applicable law, and it, or the City Council, may, at their discretion, initiate any additional hearing they deem necessary.
- B. The Planning Commission shall have such duties as assigned in State Statutes and the City Code, and shall act in an advisory capacity to the City Council in all such matters including, but not limited to:
 1. To prepare and keep current a Comprehensive Plan for meeting present requirements and such future needs as may be foreseen, based on demographic and statistical trends and data available.
 2. To establish principles and policies for guiding action affecting development in the City and its environs.

3. To prepare and recommend to the City Council ordinances, regulations and other proposals promoting orderly and economically sound development along lines indicated as desirable by the Comprehensive Plan.
 4. To determine whether specific proposed developments conform to the principles and requirements for the Comprehensive Plan and City Code.
 5. To keep the City Council and the general public informed and advised as to all planning and development matters.
- C. The Planning Commission shall transmit recommendations to the City Council on all matters which it considers. If such matter involves a decision regarding application of a City Code, the Planning Commission shall transmit to the Council specific and particular information regarding the basis for such recommendation and the information which was considered in arriving at such recommendation.
- D. Any member having a personal interest, a financial interest, or a family member with a financial interest in any individual action to be considered by the Planning Commission shall:
1. Notify the Chair of the conflict in advance of the meeting.
 2. Allow the Chair to explain the potential conflict to the Planning Commission.
 3. At the request of the Chair, the member shall excuse themselves from the Planning Commission in advance of the discussion and voting on this item.
- E. In the event that a member is contacted prior to a Planning Commission meeting by a person with a concern regarding a pending issue, the member must:
1. Refrain from discussing any Planning Commission business with any individual outside of a Planning Commission meeting. This includes their own stand on the pending issue.
 2. Refrain from speculating on other Planning Commission members' stand on the pending issue. (Ordinance 2012-16, adopted November 26, 2012)

3-1-5: RECORDS: The Zoning Administrator shall provide for permanent records of the Planning Commission proceedings, which shall include minutes of its meeting, its finding of fact, recommendations, and the action taken on each matter which it considers. (Ordinance 2012-16, adopted November 26, 2012)

3-1-6: COMPENSATION: As compensation for services rendered as a member of the Planning Commission, each member and the designated alternate shall receive \$20.00 for attendance at each regularly scheduled or special meeting of the Planning Commission, plus \$10.00 for each site inspection. (Ordinance 2012-16, adopted November 26, 2012)

SECTION 2

PARKS AND RECREATION COMMISSION

Section:

- 3-2-1: Establishment
- 3-2-2: Membership and Terms
- 3-2-3: Meetings, Officers and Procedures
- 3-2-4: Duties and Functions
- 3-2-5: Records
- 3-2-6: Compensation

3-2-1: ESTABLISHMENT: A Parks and Recreation Commission is hereby established. (Ordinance 2012-16, adopted November 26, 2012)

3-2-2: MEMBERSHIP AND TERMS:

- A. The Parks and Recreation Commission shall consist of seven (7) members, all of whom are appointed by majority vote of the City Council.
- B. The terms of each member of the Parks and Recreation Commission shall be four (4) years staggered and overlapping as presently established beginning March 1 of the first year and shall expire on the last day of February of the last year of the respective term. (Ordinance 2012-16, adopted November 26, 2012)
- C. Persons appointed to the Parks and Recreation Commission shall be at the discretion of the City Council. Persons eligible for appointment shall include any and all adult residents of the City of Otsego, except that the City Council may appoint one (1) person that is an official of an athletic association recognized by the City, but not a resident property owner. Appointment to the Parks and Recreation Commission shall be by majority vote of the City Council. (Ordinance 2013-16, adopted December 9, 2013)
- D. The City Council shall also appoint one (1) of its members as a non-voting ex-officio member of the Parks and Recreation Commission who shall attend Parks and Recreation Commission meetings and act as a liaison between the City Council and the Parks and Recreation Commission.
- E. The City Council may also appoint alternate member(s) to a term determined by the City Council from time to time as they deem necessary. The alternate(s) shall attend all regular and special meetings of the Parks and Recreation Commission and shall act as a replacement at any specific meeting in the event

of the absence, for whatever reason, of any regularly appointed member of the Parks and Recreation Commission.

- F. The Parks and Recreation Manager shall serve as the City staff liaison to the Parks and Recreation Commission.
- G. In the event of a vacancy during the term of any member of the Parks and Recreation Commission, the vacancy shall be filled by appointment by the City Council and shall run until the current term expires.
- H. Removal:
 - 1. Any member of the Parks and Recreation Commission may be removed from office with or without cause by a four-fifths (4/5) vote of the entire City Council.
 - 2. Any member of the Parks and Recreation Commission who misses three (3) consecutive Parks and Recreation Commission meetings in a calendar year, calculated at the end of each calendar year, due to unexcused absences, may be removed from office upon approval of the City Council. Excused absences include: a serious personal or family medical condition, death in immediate family or unanticipated work-related commitment. It shall be the duty of each member to notify the City staff liaison or recording secretary if the member will be unable to attend a meeting. (Ordinance 2012-16, adopted November 26, 2012)

3-2-3: MEETINGS, OFFICERS AND PROCEDURES:

- A. Meetings:
 - 1. The Parks and Recreation Commission shall hold a minimum of one (1) regular meeting per month on the third Tuesday of each month unless canceled by the Chair due to a lack of business items or lack of a quorum. (Ordinance 2014-05, adopted March 24, 2014)
 - 2. A special meeting of the Parks and Recreation Commission may be called by the Chair or by approval of a motion of the majority of the members stating the purpose of such meeting with written notice posted at least three (3) days in advance of the meeting.
 - 3. Any site inspection involving four (4) or more members as a group must be scheduled and noticed as a Special Meeting of the Parks and Recreation Commission.

4. All meetings of the Parks and Recreation Commission shall be open to the public and comply with the State Open Meeting Law requirements.
- B. The agenda for each meeting shall include an open forum for citizen comments.
- C. Officers:
1. The Parks and Recreation Commission shall elect officers from its membership at its first meeting in March.
 2. The officers of the Parks and Recreation Commission shall be:
 - a. Chair.
 - b. Vice-Chair.
 3. Duties of the officers:
 - a. Chair.
 - (1) The Chair shall preside at all meetings of the Parks and Recreation Commission and shall preserve order and decorum and shall decide all questions of order.
 - (2) The Chair shall appoint any necessary committees and shall appoint any committees requested by a majority of the members.
 - b. Vice-Chair. The Vice-Chair shall preside at all meetings in the absence of the Chair and perform such duties as requested by the Chair.
- D. A quorum of the Parks and Recreation Commission shall consist of four (4) members.
- E. The conduct of the Parks and Recreation Commission meetings shall be governed by Robert's Rules of Order. (Ordinance 2012-16, adopted November 26, 2012)

3-2-4: DUTIES AND FUNCTIONS: The duties and functions of the Parks and Recreation Commission shall be as follows:

- A. Develop and recommend to the City Council a Comprehensive Plan for development of the future parks and trails system.

- B. Provide recommendations and act in an advisory capacity to the City Council regarding parks, trails, facilities, park maintenance and related CIP project and the study of current recreation programs, and desires of citizens for such services.
- C. This is not a Parks and Recreation Commission as enabled by Minnesota Statutes 412.111. (Ordinance 2012-16, adopted November 26, 2012)

3-2-5: RECORDS: The recording secretary shall provide for permanent records of the Parks and Recreation Commission proceedings, which shall include minutes of its meeting, its finding of fact, recommendations, and the action taken on each matter which it considers. (Ordinance 2012-16, adopted November 26, 2012)

3-2-6: COMPENSATION: As compensation for services rendered as a member of the Parks and Recreation Commission, each member and designated alternate(s) shall receive \$10.00 for attendance at each regularly scheduled or special meeting. (Ordinance 2012-16, adopted November 26, 2012)

SECTION 3

PUBLIC SAFETY COMMISSION

Section:

- 3-3-1: Establishment
- 3-3-2: Membership and Terms
- 3-3-3: Legal Advisor
- 3-3-4: Meetings, Officers and Procedures
- 3-3-5: Duties and Functions
- 3-3-6: Compensation

3-3-1: ESTABLISHMENT: A Public Safety Commission is hereby established to advise the City Council on police, fire protection, emergency management and other public safety matters and to provide better communication with public safety service providers, to provide a forum for complaints and suggestions regarding public safety service and to educate the public on issues related to public safety service. (Ordinance 2014-06, adopted April 14, 2014)

3-3-2: MEMBERSHIP AND TERMS:

- A. The Public Safety Commission shall consist of seven (7) members, all of whom are appointed by majority vote of the City Council.
- B. The terms of each member of the Public Safety Commission shall be four (4) years staggered and overlapping as presently established beginning March 1 of the first year and shall expire on the last day of February of the last year of the respective term.
- C. Any and all adult residents or business property owners of the City of Otsego are eligible to be appointed to the Public Safety Commission at the discretion of the City Council by majority vote.
- D. The City Council shall also appoint one (1) of its members as a non-voting ex-officio member of the Public Safety Commission who shall attend Public Safety Commission meetings and act as a liaison between the City Council and the Public Safety Commission.
- E. The Wright County Sheriff or their designated representative shall attend the Public Safety Commission meetings as a non-voting ex-officio member and act as a liaison between the City and the Wright County Sheriff's Office.

- F. The Fire Chief or their designated representative shall attend the Public Safety Commission meetings as necessary as a non-voting ex-officio member and act as a liaison between the City and respective Fire Department.
- G. The City Council may also appoint alternate member(s) to a term determined by the City Council from time to time as they deem necessary. The alternate(s) shall attend all regular and special meetings of the Public Safety Commission and shall act as a replacement at any specific meeting in the event of the absence, for whatever reason, of any regularly appointed member of the Public Safety Commission.
- H. In the event of a vacancy during the term of any member of the Public Safety Commission, the vacancy shall be filled by appointment by the City Council and shall run until the current term expires.
- I. Removal:
 - 1. Any member of the Public Safety Commission may be removed from office with or without cause by a four-fifths (4/5) vote of the entire City Council.
 - 2. Any member of the Public Safety Commission who misses three (3) consecutive Public Safety Commission meetings in a calendar year, calculated at the end of each calendar year, due to unexcused absences, may be removed from office upon approval of the City Council. Excused absences include: a serious personal or family medical condition, death in immediate family or unanticipated work-related commitment. It shall be the duty of each member to notify the City staff liaison or recording secretary if the member will be unable to attend a meeting.
 - 3. The Public Safety Commission may make a recommendation to the City Council by majority vote to remove a member prior to the expiration of their term with said recommendation to include the cause for such action. (Ordinance 2014-06, adopted April 14, 2014)

3-3-3: LEGAL ADVISOR: The City Attorney shall serve as the legal advisor to the Public Safety Commission. Questions of the City Attorney shall be directed through the City Council liaison or the City Administrator. (Ordinance 2014-06, adopted April 14, 2014)

3-3-4: MEETINGS, OFFICERS AND PROCEDURES:

A. Meetings:

1. The Public Safety Commission shall hold a minimum of one (1) regular meeting per month on the second Tuesday of each month unless canceled by the Chair due to a lack of business items or lack of a quorum.
2. A special meeting of the Public Safety Commission may be called by the Chair or by approval of a motion of the majority of the members stating the purpose of such meeting with written notice posted at least three (3) days in advance of the meeting.
3. Any site inspection involving four (4) or more members as a group must be scheduled and noticed as a Special Meeting of the Public Safety Commission.
4. All meetings of the Public Safety Commission shall be open to the public and comply with the State Open Meeting Law requirements.

B. The agenda for each meeting shall include an open forum for citizen comments.

C. Officers:

1. The Public Safety Commission shall elect officers from its membership at its first meeting in March.
2. The officers of the Public Safety Commission shall be:
 - a. Chair.
 - b. Vice-Chair.
 - c. Secretary.
3. Duties of the officers:
 - a. Chair.
 - (1) The Chair shall preside at all meetings of the Public Safety Commission and shall preserve order and decorum and shall decide all questions of order.
 - (2) The Chair shall appoint any necessary committees and shall appoint any committees requested by a majority of the members.

- b. Vice-Chair. The Vice-Chair shall preside at all meetings in the absence of the Chair and perform such duties as requested by the Chair.
 - c. Secretary. The Secretary shall provide for permanent records of the Public Safety Commission proceedings, which shall include minutes of its meeting, its finding of fact, recommendations, and the action taken on each matter which it considers, and are to be submitted to the City Clerk.
- D. A quorum of the Public Safety Commission shall consist of four (4) members.
- E. The conduct of the Public Safety Commission meetings shall be governed by Robert's Rules of Order. (Ordinance 2014-06, adopted April 14, 2014)

3-3-5: DUTIES AND FUNCTIONS: The duties and functions of the Public Safety Commission shall be as follows:

- A. To develop a citizen complaint procedure on matters regarding police, fire, ambulance and other emergency response services.
- B. To promote public interest in and an understanding of public safety and the provision of these services in Otsego.
- C. To serve as a forum for the citizens of Otsego to voice their opinions regarding public safety within the community.
- D. The Public Safety Commission shall advise the City Council on the duties and responsibilities of the Wright County Sheriff and the Deputies of the Wright County Sheriff's Office in providing police service to Otsego, but is not a Police Civil Service Commission with those powers granted such a commission under State law.
- E. The Public Safety Commission shall advise the City Council on matters related to the provision of fire protection services to Otsego by the Fire Departments the City is contracted with to receive these services. (Ordinance 2014-06, adopted April 14, 2014)

3-3-6: COMPENSATION: As compensation for services rendered as a member of the Public Safety Commission, each member and designated alternate(s) shall receive \$10.00 for attendance at each regularly scheduled or special meeting. (Ordinance 2014-06, adopted April 14, 2014)

SECTION 4

HERITAGE PRESERVATION COMMISSION

Section:

- 3-4-1: Establishment
- 3-4-2: Membership and Terms
- 3-4-3: Meetings, Officers, and Procedures
- 3-4-4: Duties and Functions
- 3-4-5: Compensation

3-4-1: ESTABLISHMENT: A Heritage Preservation Commission is hereby established in accordance with the provisions of Chapter 20, Section 96 of the City Code. (Ordinance 2012-16, adopted November 26, 2012)

3-4-2: MEMBERSHIP AND TERMS:

- A. The Heritage Preservation Commission shall consist of five (5) members, all of whom are appointed by majority vote of the City Council.
- B. The terms of each member of the Heritage Preservation Commission shall be four (4) years staggered and overlapping as presently established beginning March 1 of the first year and shall expire on the last day of February of the last year of the respective term. (Ordinance 2012-16, adopted November 26, 2012)
- C. Persons appointed to the Heritage Preservation Commission shall be at the discretion of the City Council. Persons eligible for appointment shall meet the criteria set forth in Section 20-96-3 of the City Code and include any and all adult resident property owners of the City of Otsego, except that the City Council may appoint up to two (2) persons that are not resident property owners. Appointment to the Heritage Preservation Commission shall be by majority vote of the City Council. (Ordinance 2013-16, adopted December 9, 2013)
- D. The City Council shall also appoint one (1) of its members as a non-voting ex-officio member of the Heritage Preservation Commission who shall attend Heritage Preservation Commission meetings and act as a liaison between the City Council and the Heritage Preservation Commission.
- E. The Zoning Administrator shall serve as the City staff liaison to the Heritage Preservation Commission.
- F. The City Council may also appoint alternate member(s) to a term determined by the City Council from time to time as they deem necessary. The alternate(s)

shall attend all regular and special meetings of the Heritage Preservation Commission and shall act as a replacement at any specific meeting in the event of the absence, for whatever reason, of any regularly appointed member of the Heritage Preservation Commission.

G. In the event of a vacancy during the term of any member of the Heritage Preservation Commission, the vacancy shall be filled by appointment by the City Council and shall run until the current term expires.

H. Removal:

1. Any member of the Heritage Preservation Commission may be removed from office with or without cause by a four-fifths (4/5) vote of the entire City Council.
2. Any member of the Heritage Preservation Commission who misses three (3) consecutive Heritage Preservation Commission meetings in a calendar year, calculated at the end of each calendar year, due to unexcused absences, may be removed from office upon approval of the City Council. Excused absences include: a serious personal or family medical condition, death in immediate family or unanticipated work-related commitment. It shall be the duty of each member to notify the City staff liaison or recording secretary if the member will be unable to attend a meeting. (Ordinance 2012-16, adopted November 26, 2012)

3-4-3: MEETINGS, OFFICERS AND PROCEDURES:

A. Meetings:

1. The Heritage Preservation Commission shall hold a minimum of one (1) regular meeting per month on the second Tuesday of each month unless canceled by the Chair due to a lack of business items or lack of a quorum.
2. A special meeting of the Heritage Preservation Commission may be called by the Chair or by approval of a motion of the majority of the members stating the purpose of such meeting with written notice posted at least three (3) days in advance of the meeting. (Ordinance 2012-16, adopted November 26, 2012)
3. Any site inspection involving four (4) or more members as a group must be scheduled and noticed as a Special Meeting of the Heritage Preservation Commission. (Ordinance 2016-06, adopted February 22, 2016)

4. All meetings of the Heritage Preservation Commission shall be open to the public and comply with the State Open Meeting Law requirements.
- B. Officers:
1. The Heritage Preservation Commission shall elect officers from its membership at its first meeting in March.
 2. The officers of the Heritage Preservation Commission shall be:
 - a. Chair.
 - b. Vice-Chair.
 - c. Secretary.
 3. Duties of the officers:
 - a. Chair.
 - (1) The Chair shall preside at all meetings of the Heritage Preservation Commission and shall preserve order and decorum and shall decide all questions of order.
 - (2) The Chair shall appoint any necessary committees and shall appoint any committees requested by a majority of the members.
 - b. Vice-Chair. The Vice-Chair shall preside at all meetings in the absence of the Chair and perform such duties as requested by the Chair.
 - c. Secretary. The Secretary shall provide for permanent records of the Heritage Preservation Commission proceedings, which shall include minutes of its meeting, its finding of fact, recommendations, and the action taken on each matter which it considers, and are to be submitted to the City Clerk. (Ordinance 2012-16, adopted November 26, 2012)
- C. A quorum of the Heritage Preservation Commission shall consist of three (3) members. (Ordinance 2016-06, adopted February 22, 2016)
- D. The conduct of the Heritage Preservation Commission meetings shall be governed by Robert's Rules of Order. (Ordinance 2012-16, adopted November 26, 2012)

3-4-4: DUTIES AND FUNCTIONS: The duties and functions of the Heritage Preservation Commission shall be as set forth in Section 20-96-2 and Section 20-96-4 of the City Code. (Ordinance 2012-16, adopted November 26, 2012)

3-4-5: COMPENSATION: As compensation for services rendered as a member of the Heritage Preservation Commission, each member and designated alternate(s) shall receive \$10.00 for attendance at each regularly scheduled or special meeting. (Ordinance 2012-16, adopted November 26, 2012)