

**CITY OF FALCON HEIGHTS**  
City Council Special Workshop  
City Hall  
2077 West Larpenteur Avenue

**AGENDA**

Wednesday, January 8, 2025  
7:15 P.M.

- A. CALL TO ORDER:
  
- B. ROLL CALL:           GUSTAFSON\_\_\_ LEEHY\_\_\_  
                              MEYER \_\_\_ MIELKE\_\_\_ WASSENBERG\_\_\_  
  
      STAFF PRESENT:   LINEHAN\_\_\_
  
- C. POLICY ITEMS:
  - 1. City Commission Stipend Discussion
  
- D. ADJOURNMENT:

*DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to [mail@falconheights.org](mailto:mail@falconheights.org) prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.*

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## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Policy C1
<b>Attachment</b>	Oakdale Ord, Hopkins Ord
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	City Commission Stipend Discussion
<b>Description</b>	<p>During the 2025 budget process, the City Council proposed including a stipend for commissioners. It was included in the final budget at \$21,000 annually.</p> <p>As we proceed in this plan, staff is seeking direction on the following questions:</p> <ul style="list-style-type: none"> <li>• If a stipend is recommended, how much should it be and what commissions should be included (i.e. ad-hoc commissions or task forces included?)</li> <li>• Should the pay be automatic, or only awarded based on attendance?</li> <li>• Should officers receive a stipend at the same amount, or more to account for the additional work?</li> </ul> <p>With this direction, staff can draft a proposed ordinance to bring to the next workshop meeting for future recommendation. Staff have been researching the topic with the League of Minnesota Cities HR staff, as well as outreach to other statutory cities that compensate commissioners. Included in the packet are ordinances from the cities of Hopkins and Oakdale, who both recently moved towards compensating their commissions.</p>
<b>Budget Impact</b>	TBD
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• City of Oakdale Ordinance</li> <li>• City of Hopkins Ordinance</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council discuss the previous questions and direct staff on how to proceed regarding commission stipends.

**Standard Operating Policy  
City of Oakdale**

**Policy Number:** [MIS-013CC-002](#)  
**Pages:** [86](#)  
**Subject:** [City Council Advisory](#) Boards and Commissions ~~Appointment and Reappointment Process~~  
**Approved:** 2017     **Amended:** 2019, 2021, 5/2022, 10/2022, [11/2023](#)

**1.0 Generally**

- 1.1 The City of Oakdale shall create and support organizations that enhance community engagement in the eCity's decision-making process.
- 1.2 The City of Oakdale recognizes the value of public process. -Such public process can be achieved by citizen-based representation on boards and commissions. -The City Council shall come to rely on the advice of its boards and commissions in making its decisions.
- 1.3 The City of Oakdale's boards and commissions shall be voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing, and making recommendations on issues.
- 1.4 The responsibilities of citizen advisory board and commission members include but are not limited to the study of critical issues, taking public testimony, performing independent research, and reviewing staff reports and recommendations. These actions prepare the advisory body to discuss, analyze, formulate, and forward well-developed, thoughtful recommendations to the legislative body.
- 1.5 It is the intent of the City Council in the City of Oakdale to encourage high school student participation in its boards and commissions as ex-officio ~~(non-voting)~~ members of one student per board or commission.

1.6 **Council Liaisons.** The City Council shall assign each of its members as a liaison to one of the City's boards/commissions. The Council liaison attends the regular meetings of the board/commission and provides updates to the Council on relevant board/commission activities and recommendations. Similarly, the Council liaison provides updates to the board/commission on any City Council activities related to their work.

1.7 **Staff Liaisons.** The City shall provide a staff liaison to act as the board/commission support staff. The staff liaison shall attend all meetings of the board/commission unless excused by the City Council in coordination with the City Administrator. The staff liaison may take part in the board or commission's discussion on all matters on the agenda, and other matters concerning the welfare of the City. In the event that the staff liaison is unable to attend a board/commission meeting, the staff liaison shall appoint another qualified staff member to attend the meeting on behalf of City management. The staff liaison shall arrange for the recording of board/commission meetings, prepare the meeting minutes, and perform other duties as may be required.

## 2.0 Establishment

2.1 Pursuant to M.S. § 412.111 and other statutes as are specifically cited, the City Council establishes the following boards and commissions:

2.2 **Environmental Management Commission.** Pursuant to Chapter 6 of the Oakdale Code of Ordinances, the Environmental Management Commission is established. -The eCity eCouncil hereby declares, as a matter of public policy, that the environmental policies, education, and quality of the environment is a public necessity and is required in the interest of the people. -Except as otherwise provided, the Environmental Management Commission shall be advisory directly to the City Council.

2.3 **Economic Development Commission.** Pursuant to Chapter 8 of the Oakdale Code of Ordinances, the Economic Development Commission is established. -The City Council hereby declares, as a matter of public policy, that the promotion, improvement, and support of economic development strengthens the financial base and growth of the community. -Except as otherwise provided, the Economic Development Commission shall be advisory directly to the City Council.

2.4 **Parks and Recreation Commission.** Pursuant to Chapter 15 of the Oakdale Code of Ordinances, the Parks and Recreation Commission is established. -The City Council hereby declares, as a matter of public policy, that the planning and development of parks, trails, open space, and recreational facilities benefits the entire community. Except as otherwise provided, the Parks and Recreation Commission shall be advisory directly to the City Council.

2.5 **Planning Commission.** Pursuant to Chapter 16 of the Oakdale Code of Ordinances and Minnesota Statute 462.354, the Planning Commission is established. -The City Council hereby declares, as a matter of public policy, that the planning, development, and redevelopment of the community benefits the entire community. -Except as otherwise provided, the Planning Commission shall be advisory directly to the City Council.

2.6 **Tree Board.** Pursuant to Chapter 22 of the Oakdale Code of Ordinances, the Tree Board is established. The eCity eCouncil hereby declares, as a matter of public policy, that the planting, maintenance, and preservation of trees benefits the entire community. Except as otherwise provided, the Tree Board shall be advisory directly to the City Council.

## 3.0 Terms

3.1 Terms shall be three years in length and run from July 1 through June 30, with varying expiration years, except for student ex-officio members whose term shall be June 30 of their senior year of high school.

## 4.0 Compensation

4.1 Board members and commissioners shall be paid for each meeting attended. Such remuneration shall be paid by the City on a quarterly basis; it shall be the duty of the staff liaison to prepare a record of attendance to present to the Finance Department.

4.2 The chairperson shall be paid \$17 per meeting. Each board member and commissioner shall be paid \$15 per meeting.

**45.0 Residency Requirements**

45.1 A requirement of residency for boards and commissions is listed below:

Economic Development Commission	To the extent possible, persons appointed to serve on the commission shall hold residence within the corporate limits of Oakdale.
Environmental Management Commission Parks and Recreation Commission Planning Commission Tree Board	No person appointed to represent the residents shall continue to serve on the <u>board/commission</u> once that member has <del>_____</del> taken residence outside of the corporate limits of Oakdale. A letter of resignation shall be submitted to the City Council in this instance.

~~Tree Board — To the extent possible, persons appointed to serve on the board shall hold residence within the corporate limits of Oakdale.~~

**56.0 Ineligibility**

56.1 Anyone holding office on the Oakdale City Council shall not be eligible to serve in a voting position on any eCity board or commission.

56.2 Anyone holding a voting position on one of the eCity’s advisory commissions shall not be eligible to be appointed to a voting position on any other of the eCity’s advisory commissions.

56.3 Anyone holding a voting position on one of the eCity’s advisory commissions may be eligible to be appointed to a voting position on the Oakdale Tree Board; no more than one commissioner from any one commission may be appointed to the Tree Board.

56.4 Anyone employed by the City of Oakdale shall not be eligible to serve in a voting position on any eCity board or commission.

**67.0 Application Process**

67.1 All persons interested in being appointed to an Oakdale advisory board or commission shall complete an application provided by the City of Oakdale.

67.2 When no vacancies exist on the board or commission for which the applicant applied, the City Clerk shall send written correspondence advising the applicant that there are presently no vacancies and that their application ~~will~~ be kept on file for a maximum of twelve months.

67.3 Copies of all submitted applications shall be provided to the staff liaisons; all original applications shall be kept on file in the City Clerk’s office.

67.4 Upon reviewing the application, the staff liaison shall determine whether the applicant meets the preliminary criteria for the respective board or commission.

67.5 Applicants not meeting the preliminary criteria shall receive written correspondence from the City Clerk advising them that they shall not proceed further in the interview process.

67.6 For those applicants that meet the preliminary criteria, the staff liaison shall schedule an interview with the applicant. -The interview shall be conducted by a staff committee that may be comprised of the staff liaison, department head, and any additional staff members as so desired by the respective department head. Interview questions are attached provided by the City Clerk to the staff liaison.

67.7 If the results of the staff interview determine that the applicant will not proceed further in the interview process, the applicant shall receive written correspondence from the staff liaison advising them that they shall not proceed further in the process.

67.8 If the results of the staff interview determine that the applicant is to proceed further in the interview process, the staff liaison shall ask the City Clerk to set a date and time for the City Council to interview the applicant. -The interview shall be set for a minimum of 10 minutes at a City Council work session. ~~The City Clerk shall notify the respective chairperson of the interview and invite them to attend.~~ The exception is for student applicants who will not be interviewed by the City Council at a work session, but if the applicant is to proceed further in the interview process after the staff liaison interview, the applicant moves onto possible appointment by the City Council at their regular meeting.

67.9 Applicants selected for appointment to boards and commissions by the City Council shall be those persons who, in the judgment of the City Council, are representative of the community and are qualified by training, experience, and interest, useful for the fulfillment of the board or commission's responsibility.

7.10 Appointments to boards and commissions shall be made by the City Council at ~~their regular meeting either following the interview or at~~ the next regular meeting. -Following official appointment, ~~the City Clerk shall notify the staff liaison who will~~ verbally ~~notification shall be made to all the appointee(s) by the City Clerk~~ on the following business day. ~~The City Clerk shall also notify the staff liaison(s).~~ In addition, the City Administrator shall send the appointee written correspondence confirming the appointment.

~~67.110~~ If the City Council determines that the applicant will not be appointed to fill the current vacancy, the City Clerk shall contact the applicant and advise them of the decision and that their application will be kept on file for one year.

## **78.0 Reappointments of Seated Board Members and Commissioners**

78.1 Sixty days prior to the June 30 expiration of the terms of seated board members and commissioners, staff liaisons shall contact said board members and commissioners to inquire of their intent to seek reappointment.

78.2 All board members and commissioners interested in being reappointed shall notify the staff liaison prior to June 1.

78.3 The staff liaison shall provide a list to the City Clerk of persons seeking reappointment. Prior to June 30, the list of all persons seeking reappointment will be submitted for approval at the regular City Council ~~Regular~~ meeting on consent agenda.

~~78.4~~ The City Clerk will keep and properly maintain all records of membership including contact information and term(s). ~~—The City Clerk will send official notice of reappointment once/if Council approves.~~

## **89.0 Vacancies**

~~89.1~~ A vacancy shall immediately be declared when a member no longer meets the requirements to serve on a eCity board or commission, or when it is recommended to the City Council by the Bboard or Ccommission Chairperson and the respective Council Liaison that removal of an individual from a board or commission would be in the best interest of the eCity. ~~—The resignation of the member shall be made by a majority vote of the City Council.~~

## **910.0 Attendance**

~~190.1~~ Attendance at board and commission meetings is critical to their effectiveness. Should issues with attendance arise, the Chairperson shall discuss the matter with the Council Liaison and if warranted, it may be necessary for the eChairperson to forward a recommendation to the City Council for a member of a board or commission to be removed. Removal of a board or commission member is by a majority vote of the City Council.

## **11.0 Organization of Boards and Commissions**

~~11.1~~ Quorum. A majority of all of the members shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of the meeting, no board or commission business may be transacted except a motion to adjourn or recess.

~~11.2~~ Chairperson & Vice-Chairperson. Each board and commission shall elect from its membership, a Chairperson and Vice-Chairperson annually at its first meeting of the year following the nomination and balloting process provided by the City Clerk to the staff liaison.

~~11.3~~ Special Election. In the event that the Chairperson is not able to serve out their term due to their resignation or other circumstances, the Vice-Chairperson shall serve as Acting Chairperson until such time as a special election is held to elect a new Chairperson.

~~The special election for Chairperson shall take place at the board or commission's next regularly scheduled meeting after the vacancy and follow the nomination and balloting process for Chairperson provided by the City Clerk to the staff liaison.~~

~~In the event that the Vice-Chairperson is elected as the new Chairperson, a special election for Vice-Chairperson shall take place following the nomination and balloting process for Vice-Chairperson provided by the City Clerk to the staff liaison.~~

## **12.0 Meetings of the Boards and Commissions**



12.1 Meetings Open to the Public. Whether held live or conducted via live streaming, or a combination thereof, all meetings shall be open to the public in accordance with the Open Meeting Law, Minnesota Statute Chapter 13D.

12.2 Meeting Location. All regular meetings shall be held at Oakdale City Hall, 1584 Hadley Avenue North.

12.3 Meeting Day and Time.

Economic Development Commission 1<sup>st</sup> Wednesday of the Month @ 5:15 PM  
(No meetings in Jan., April, July, Oct.)

Environmental Management Commission 3<sup>rd</sup> Monday of the Month @ 7:00 PM  
(No meetings in Jan., April, July, Dec.)

Parks and Recreation Commission 3<sup>rd</sup> Tuesday of the Month @ 7:00 PM  
(No meetings in Jan., March, June, Dec.)

Planning Commission 1<sup>st</sup> Thursday of the Month @ 7:00 PM

Tree Board 3<sup>rd</sup> Tuesday of the Month @ 5:00 PM  
(Only meetings in Jan., March, June, Sep.)

The Chairperson may, with proper notice, announce a change in the location, date, or time for any meeting or cancellation of a meeting.

12.4 Meeting Agenda. The staff liaison shall arrange a list of such matters according to the order of business and prepare an agenda for the board or commission. A copy of the agenda and supporting materials shall be prepared for commissioners or board members, City staff, and the public no later than three (3) days before the next regular meeting. The board or commission may consider items not appearing on the agenda as normal business, if an objection is not raised by a commissioner or board member. If an objection is raised by a commissioner or board member to consider an item not appearing on the agenda, a vote shall be taken by the board or commission to determine the appropriateness of further consideration of the matter at that time.

12.5 Presiding Officer. The Chairperson shall preside at all board or commission meetings and be recognized as the head of the board or commission for all ceremonial purposes. The Chairperson has no regular administrative or executive duties. In case of the Chairperson's absence or temporary disability, the Vice-Chairperson shall act as Chairperson during the continuance of the absence.

In case of the absence or temporary disability of the Chairperson and Vice-Chairperson, the Acting Chairperson shall act as Chairperson during the continuance of the absences or disabilities. Chairpersons may serve in that capacity for only one of the City's advisory bodies at a time.

12.6 Rules of Order. Rules of order not specified by statute, ordinance, or resolution shall be governed by Robert's Rules of Order. The staff liaison shall serve as the parliamentarian and shall advise the Presiding Officer as to correct rules of procedure or questions of specific rule application.

12.7 Order of Business. At the hour appointed for the regular board or commission meeting, the members shall be called to order by the Presiding Officer. Roll Call shall be taken and absentees notated. If a quorum is present, the board or commission shall then proceed with its business, including, but not limited to, the following items:

- 1) Call to Order
- 2) Call of Roll
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Approval of Minutes
- 6) Public Hearing (Planning Commission only)
- 7) Open Forum
- 8) Board/Commission Review
  - a. Old Business
  - b. New Business
- 9) Other
  - a. Board Member/Commissioner Update
  - b. Staff Liaison Update
  - c. Council Liaison Update
- 10) Adjournment

12.8 Special Meetings. A special meeting may be called by the Presiding Officer. Written notice shall be prepared by the staff liaison and contain the following information: time, place, and purpose of special meeting. The notice shall be provided to each commissioner and board member and properly noticed at least three (3) days prior to the special meeting.

12.9 Voting. The votes during all meetings of the boards and commissions shall be transacted as follows:

- a) Procedure. The votes of the members on any motion pending before the board or commission shall be by voice vote. If the vote is not unanimous, the names of those voting for and against shall be recorded in the minutes. If any board member or commissioner does not vote, their abstention shall be recorded as "name - abstention." The Presiding Officer shall call for roll call votes whenever a voice vote of the board or commission is not clear as to the disposition of the action before the board or commission or whenever the Presiding Officer feels a roll call vote should be taken. In the event of a roll call vote, the staff liaison shall call for the vote in the following order: member presenting the motion, member seconding the motion, remaining members at random, and Presiding Officer. Except as otherwise provided by law, a majority vote shall prevail where at least a quorum is present.

12.10 Conflict of Interest. Prior to formal action, each commissioner or board member should consider whether a conflict of interest exists. When a conflict exists, the commissioner or board member should declare it and recuse themselves during the discussion and voting on the matter.

### 13.0 Annual Work Plan

13.1 Each board/commission shall draft and prepare a work plan annually to be submitted to the City Clerk prior to November 1.

13.2 The annual work plans shall be reviewed by the City Council and feedback shall be discussed with each board/commission.

13.3 At the first meeting following the annual discussion with the City Council, the board/commission shall approve their final work plan.

13.4 Once adopted by the board/commission, the City Council shall approve each work plan at a regular City Council meeting on consent agenda.

#### **140.0 Training Recognition for Service**

104.1 All persons serving on the eCity's boards and commissions shall attend an annual training session~~be invited to attend, with a guest, an annual commission appreciation event held in December and hosted by the City of Oakdale, if such event occurs.~~

~~10.2 Retiring or resigning members of the city's board and commissions shall be presented with a certificate by the City Council in recognition of their service. The recipient may choose whether to attend a City Council meeting or to have the certificate mailed to them.~~

#### **11.0 Open Meeting Law**

~~11.1 Whether held live or conducted via live streaming, or a combination thereof, all meetings of the city's boards and commissions shall be held in compliance with the Open Meeting Law, MS Chapter 13D, as it may be amended from time to time.~~

~~11.2 Whether held live or conducted via live streaming, or a combination thereof, all boards and commissions shall conduct their meetings in public and in general compliance with Roberts Rules of Order. Written minutes shall be taken and forwarded to the City Council following approval by the respective board or commission.~~

#### **152.0 Records Retention**

125.1 Approved minutes and all associated packet materials shall be retained permanently, per the State of Minnesota's Record Retention Schedule, Section ADM 04400.

125.2 Audio and/or video recordings of all board and commission meetings shall be retained in compliance with the State of Minnesota's Record Retention Schedule, Section ADM 05950 and 05970.

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**ORDINANCE NO. 2023-1193**

**AN ORDINANCE AMENDING CHAPTER 2 OF HOPKINS CITY CODE REGARDING  
SALARIES OF THE MAYOR AND CITY COUNCIL AND COMPENSATION FOR  
PARK BOARD AND PLANNING AND ZONING COMMISSION MEMBERS  
AFTER JANUARY 1, 2024**

**THE CITY COUNCIL OF THE CITY OF HOPKINS DOES HEREBY ORDAIN:**

SECTION 1. That Article II, Section 2-19 is hereby amended by deleting the stricken material and adding the double-underlined material as follows:

Sec. 2-19. – Salaries of mayor and council members.

(a) *Mayor.* The salary of the mayor is ~~\$9,754~~ \$15,000 per year, payable bi-weekly.

(b) *Council Member.* The salary of a council member is ~~\$7,472~~ \$12,500 per year, payable bi-weekly.

(d) *Salary review.* On September 1 of odd-numbered years beginning in ~~2019~~ 2024, the salaries in subsections (a) and (b) of this section shall be reviewed for possible adjustment with an effective date of the following January 1. The proposed salaries must ~~equal the limit for the prior year, increased by the percentage increase contained in the Compensation Limit for Local Government Employees annually published by the state office of management and budget, pursuant to M.S.A. § 43A.17. Any such proposed salary adjustment for the mayor and council members must be approved by ordinance of the city council.~~ be the cumulative adjustment of non-union employees for the prior two years in increase percentage. Any such proposed salary adjustment for the mayor and council members must be approved by ordinance of the City Council.

SECTION 2. That Article II, Section 2-68 is hereby amended by deleting the stricken material and adding the double-underlined material as follows:

Sec. 2-68. – Planning and zoning commission.

(a) *Establishment of the planning and zoning commission.* The planning and zoning commission is created and continued.

(b) *Members; qualifications.* The commission shall consist of seven persons of which no less than six shall have been a resident of the city for one year or more on the date of appointment and up to two ex-officio non-voting youth members. At the sole discretion of the city council, one member may be a manager, owner or have substantial ownership stake in a business that is located within the corporate limits of the city. The commission shall also have one staff liaison to be appointed by the city manager. Each member except the staff liaison and ex-officio youth members shall have the right to vote on all matters before the commission. Members who discontinue legal residency in the city or fail to

maintain the requirements eligible to serve as a business representative shall automatically be deemed to have resigned from the commission as of the date of such discontinuance.

(c) *Terms.* Member terms of office shall be for two years. Three members of the commission shall be appointed on July 1 of each odd-numbered year and four shall be appointed on July 1 of each even-numbered year. Members appointed to complete a current term of office will not be considered a term of office. Members shall serve no more than two consecutive terms of office. The youth member(s) shall be 14 to 18 years old at the time of selection, serve a one-year term, and shall be eligible for reappointment if in good standing at the end of each term.

(d) *Compensation.* ~~The commission shall serve without compensation other than such compensation as its members may receive for other services performed for the city.~~ Compensation for the members shall be \$50 per meeting attended.

(e) *Appointment.* The appointments shall be made by the city council and any member of the commission may be removed by a majority vote of the council for misconduct or neglect of duties.

(f) *Officers.* The commission shall elect a chairperson from among its members and such other officers as its bylaws may provide. The chairperson shall not be the business representative unless that member is also a resident of the city. The administrative assistant of the community development department shall act as secretary of the commission and the city attorney shall act as legal counsel for the commission.

(g) *Bylaws.* The commission shall adopt bylaws governing its procedures.

(h) *Duties.* The commission is the board of adjustment and appeals as provided in city zoning regulations and has the powers and duties assigned to it by the zoning code and by law.

(i) *Advisory body.* The commission is advisory to the city council.

SECTION 3. That Article II, Section 2-69 is hereby amended by deleting the stricken material and adding the double-underlined material as follows:

Sec. 2-69. – Park board.

(a) *Established; members.* There is created and continued a park board for the city, consisting of seven members to be appointed as follows: Seven members at-large, each to serve for no more than two consecutive terms of two years. Four of the at-large members of the board shall be appointed on July 1 of each odd-numbered year and the other three at-large members, shall be appointed on July 1 of each even-numbered year. The commission shall also have one staff liaison to be appointed by the city manager. The membership also includes up to two ex-officio non-voting youth members. All appointments, except those otherwise hereinabove provided, shall be made by the city council. A member of the board may be removed by the city council for misconduct or

neglect of duties. Each member except the staff liaison member and ex-officio youth members shall have the right to vote on all matters before the board.

(b) *Compensation; term.* ~~Members of the board serve without compensation~~ Compensation for the members shall be \$50 per meeting attended. ~~And their Members~~ respective terms of office shall expire at the end of the time for which they are appointed, not to exceed their term of office for which they have been elected to the respective governing bodies. A member who is appointed to fill a vacancy to a term will not be considered a term of office.

(c) *Officers, rules and meetings.* Immediately following appointment of and acceptance of such appointment by all members of the board, the board shall meet and/organize by electing such officers as may be necessary, and adopt such rules, by-laws and regulations for the conduct of its work as it deems necessary and advisable. The board shall meet at least once each quarter. Three members present at a regular or special meeting of the board shall constitute a quorum.

(d) *Secretary.* The director of public works may, with the approval of the manager, serve as the executive officer of the board and may act as its secretary, in a relationship similar to that of the superintendent of schools to the board of education.

(e) *Program, facilities and operation.* The board shall advise the council in conducting a public recreation program for the city and its immediate vicinity and to that end shall advise in the providing, conducting and supervising of recreation areas, facilities, services and programs for public recreation in its broadest sense, including playgrounds, parks, playfields, swimming pools, beaches, camps, indoor recreation centers and any and all other recreation facilities and activities either within or without the corporate limits of the city upon property under the custody and management of the city or on other public or private property with the consent of the owners of such property. The board shall advise the council in the operation of parks and recreation areas and facilities now owned or hereafter acquired by the city and may advise the city to enter into agreements of a cooperative nature with other public and private agencies, organizations or individuals when, in the judgment of the board, such procedure would prove advantageous.

(f) *Reports and recommendations.* The board shall, annually on or before September 1, render a full report to the council covering its operation for the preceding 12 months, together with its recommendations and an estimate of the funds required for its work for the ensuing year. The board shall also render such other regular or special reports, advisory recommendations, or make such investigations as it deems advisable or as may be requested by the council.

SECTION 4. In accordance with Section 3.03 of the City Charter and Minn. Stat. § 412.191, subd. 4, due to the significant length of this Ordinance, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On July 11, 2023, the Hopkins City Council adopted Ordinance 2023-1193 that amends Chapter 2 of the Hopkins City Code. The purpose of amending the City Code was to amend City Council salaries and compensation for Park Board and Planning and Zoning Commission members.

A printed copy of the ordinance is available for inspection during regular business hours at Hopkins City Hall and is available online at the City's web site located at [www.hopkinsmn.com](http://www.hopkinsmn.com).

SECTION 5. The effective date of this ordinance shall be January 1, 2024.

First Reading: June 20, 2023

Second Reading: July 11, 2023

Date of Publication: July 20, 2023

Date Ordinance Takes Effect: January 1, 2024

By: \_\_\_\_\_  
Patrick Hanlon, Mayor

ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk