

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-~~XX~~217

AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY
AMENDING CHAPTER 32 TO REDUCE THE NUMBER OF COMMISSIONERS AND SIMPLIFY
THE CHAPTER.

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title III, Chapter 32, City Organizations, Sections 32.080-32.097, Parks Commission by amending the following language:

§ 32.080 ESTABLISHMENT.

A Parks Commission of the city is hereby continued.

(1997 Code, § 225.01)

§ 32.081 PURPOSE.

The Parks Commission is established to review and make recommendations to the Council on the future development of city parks, including the establishment of and improvements to the parks, and to make recommendations to the Council on policies governing the maintenance and public use of the parks within the city.

(1997 Code, § 225.02) (Am. Ord. 08-092, passed 10-15-2013)

§ 32.082 COMPOSITION.

The Parks Commission shall consist of 7 voting members ~~and 2 alternate members~~. The voting members shall be appointed by the City Council for a 3-year term. ~~Voting members may not serve more than 2 consecutive terms~~. Appointment to an additional term(s) will be considered with the available applicant pool. ~~Alternate members shall be appointed to serve until there is a vacancy on the Parks Commission. The City Council shall appoint a first alternate and a second alternate who shall become voting members in the order of their appointment.~~ In its discretion, the City Council may adjust the lengths of terms of office for Parks Commission members so that no more than one-half of the terms expire in any given year.

(1997 Code, § 225.03) (Am. Ord. 97-148, passed 2-15-2005; Am. Ord. 08-038, passed 1-25-2011)

§ 32.083 QUALIFICATIONS.

~~Each member and alternate member shall be a resident of the city.~~ Each member shall be a resident of the City and ~~W~~wherever possible, Commission members should represent all geographical areas of the city and a cross-section of the population of the city at the time of appointment.

(1997 Code, § 225.04)

§ 32.084 REMOVAL.

Any member ~~or alternate member~~ may be removed by a 4/5-majority vote of the Council, for cause. Cause shall include but not be limited to having more than 3 consecutive unexcused absences or being absent from more than 1/3 of the meetings in any 1 calendar year. The Council may consider exceptional circumstances when applying this rule.

(1997 Code, § 225.05)

§ 32.085 OFFICERS.

The Commission shall elect a Chairperson, and a ~~and a~~ Vice Chairperson, and may elect a Secretary from among its appointed members at the annual meeting each year beginning of the New Year, for a term of 1 year. The Chairperson shall preside at all meetings of the Commission, if present, and shall perform all other duties and functions assigned by the Commission or the Council. The Vice Chairperson shall perform these duties in the absence of the Chairperson. If a vacancy occurs in the Chairperson's office, the Vice Chairperson shall assume the Chairperson's duties for the remainder of the year; and a new Vice Chairperson shall be elected by the Commission at a special election to be held at the next regularly scheduled Commission meeting, ~~after at least 2 days written notice to each Commission member.~~ A recording Secretary shall be appointed by the Council to take and keep the minutes and records of the Commission.

(1997 Code, § 225.06)

~~§ 32.086 ANNUAL MEETING.~~

~~The Commission shall hold an annual meeting the first Monday in the month of January in each year, unless the first Monday is New Year's Day, in which case the annual meeting shall be held at the first regularly scheduled meeting of the Commission in the month of January in each year. The meeting shall be devoted to the election of officers and other business as shall be scheduled.~~

~~(1997 Code, § 225.07)~~

~~§ 32.087 ANNUAL WORK PLAN.~~

~~The Parks Commission shall meet with the Council at their first meeting in April each year to develop an annual work plan, including a list of projects, points of interaction on projects, programs, and goals for the year.~~

~~(1997 Code, § 225.08)~~

§ 32.0868 REGULAR MEETINGS.

(A) The first available meeting of the New Year, with a quorum, shall be devoted to the election of officers and other business as scheduled.

(AB) The date, place, and time of regular meetings of the Parks Commission will be specified by the Council as a policy statement that will be included in the city's policy book. The intent of this section is to allow the Parks Commission meetings to be set by city policy rather than by ordinance.

Regular Commission meetings shall be held monthly, or more often as required. The time and place of all regular meetings shall be posted in the City Hall. The chairperson may call special meetings following three days' posted notice at the City Hall.

(BC) No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the ~~Commission at a prior meeting~~ Chair if there are no scheduled agenda items on the Thursday prior to the meeting. All action taken by the Commission shall be by the affirmative vote of a majority of the members present.

~~(1997 Code, § 225.09)~~

~~§ 32.089 SPECIAL MEETINGS.~~

~~(A) Special meetings of the Commission shall be held in the City Hall at a time and place designated or at a public place at a time designated and shall be called by the Chairperson.~~

~~(B) Upon the written request of at least 4 members, the Chairperson shall be required to call a special meeting to be held within 7 days of the request.~~

~~(C) Written notice of the special meeting shall be given to all members not less than 72 hours in advance of the meeting.~~

~~(1997 Code, § 225.10)~~

§ 32.08790 REQUIRED NUMBER OF MEMBERS PRESENT TO CONDUCT MEETINGS QUORUM.

A meeting can be conducted if 54 members of the Commission are present.

~~(1997 Code, § 225.11) (Am. Ord. 97-114, passed 9-17-2002)~~

§ 32.08894 VOTING.

Each member attending any meeting shall be entitled to cast 1 vote. Voting shall be by voice vote. If any member has a personal interest of any kind in the matter then before the Commission, the member shall disclose this interest and be disqualified from voting upon the matter. ~~The Secretary~~ It shall be record in the minutes that no vote was cast by the member. ~~Alternate members shall be entitled to cast 1 vote in the absence of any member. The second alternate shall be entitled to cast 1 vote in the absence of any 2 members.~~

~~(1997 Code, § 225.12)~~

~~§ 32.092 PROCEEDINGS.~~

~~At any regular meeting of the Commission, the following shall be the regular order of business:~~

~~(A) Roll call;~~

~~(B) Minutes of the preceding meeting;~~

~~(C) Public hearings as scheduled on the agenda;~~

~~(D) Old and new business as scheduled on the agenda;~~

~~(E) Communications; and~~

~~(F) Adjournment.~~

~~(1997 Code, § 225.13)~~

§ 32.08993 RULES OF PROCEDURE.

All meetings of the Commission shall be conducted in accordance with the Revised Robert's Rules of Order.

(1997 Code, § 225.14)

~~§ 32.094 AGENDA.~~

~~—The Chairperson shall cause all items to be considered at any meeting to be placed on a written agenda by the City Administrator. The City Administrator shall advise the Chairperson of any matters the Commission must consider by Council directive, ordinance, or statute and shall have prepared and mailed a written agenda of all meetings to all Commission members, the Council, and the public, no less than 4 days before each meeting.~~

~~(1997 Code, § 225.15)~~

§ 32.0905 RECORDS.

Each formal action of the Commission shall be embodied in full upon the minute book as a formal motion or resolution after an affirmative vote as provided in this section. The minutes of each meeting shall be ~~provided to each member, the Council, and the public no more than 7 days after the date of each meeting, approved at a future meeting.~~ The recommendations and findings of the Commission shall be presented to the Council at the next regularly scheduled Council meeting. The records of meetings and actions and recommendations shall be transmitted to the City ~~Administrator~~ Clerk for keeping and distribution.

(1997 Code, § 225.16)

§ 32.0916 TRAINING.

Commission members shall be encouraged to avail themselves of training courses offered by the city, the state, and other government and public training agencies and the Council shall budget for the reimbursement of expenses incurred in training each year.

(1997 Code, § 225.17)

§ 32.0927 POWERS AND DUTIES.

(A) The Commission shall prepare, hold hearings on, and recommend to the Council the plans, programs, and policies as it deems necessary to carry out the purposes of §§ 32.080 *et seq.*

(B) The powers shall include but not necessarily be limited to studying and recommending to the Council on the following:

- (1) Land acquisition for park, trails, and recreation purposes;
- (2) Plans for major improvements in city parks and trails;
- (3) Rules and requirements for conduct of and in parks and recreation facilities;
- (4) Plans and programs relating to the design and programming of city parks;
- ~~(6) -Development of a Capital Improvement Plan for the City's parks and recreation system;~~
- ~~(7) Annual Work Plan;~~ and
- (8) The other plans and programs as may be assigned from time to time.

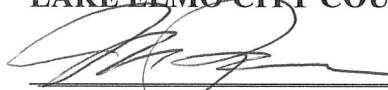
(C) The Commission shall not be considered a park board under Minnesota Statutes and shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, or any similar powers authorized a park board by Minnesota Statutes.

(1997 Code, § 225.18)

SECTION 2. Effective Date. This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

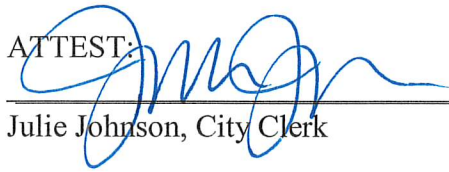
SECTION 3. Adoption Date. This Ordinance 08-~~XX-217~~ was adopted on this _____ day of ___ 2018, by a vote of ___ Ayes and ___ Nays.

LAKE ELMO CITY COUNCIL



Mike Pearson, Mayor

ATTEST:



Julie Johnson, City Clerk

This Ordinance 08-217 was published on the 19th day of December, 2018.