

City of Lake Elmo  
Washington County, Minnesota

Ordinance 97-11

AN ORDINANCE ADOPTING SECTION 235 "VILLAGE COMMISSION"

Section 1. Amendment: Section 235 "Village Commission" is hereby added to the Lake Elmo Municipal code; to wit:

Section 235 Village Commission

235.01 Establishment of Commission

A Village Commission of the City is Hereby established.

235.02 Intent, Purpose and Mission

The intent, purpose, and mission of the Village Commission is to preserve, protect, and enhance the rural and historic character of the Old Village and surrounding land. This will be achieved by guiding design standards and direction for historic preservation and quality development in harmony with the overall character of the City.

235.03 Composition

The Village Commission shall consist of twelve members. The Council shall appoint members for three terms so that only one-third [1/3] of the appointments will expire on December 31 of each year. No member may serve more than two consecutive three-year terms unless the average years of service for all commission members are less than four years. The Council may reappoint a member who has served after a one-year absence.

235.04 Qualifications

Each commission member must be a person with demonstrated interest and commitment to the intent, purpose, and mission and reside or own a business within the City.

235.05 Removal

Any member may be removed by four-fifths vote of the Council, for cause. Cause shall include, but not be limited to, having more than three [3] consecutive unexcused absences or being absent from more than one-third [1/3] of the meeting in any one calendar year. The Council may consider exceptional circumstances when applying the rule.

235.06 Officers

The commission shall elect a chairperson, a vice chairperson, secretary from among its appointed members at the annual meeting each year, for a term of one 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-president 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. 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 two weeks written notice to each commission member. The secretary shall take minutes of all meetings.

#### 235.07 Annual Meeting

The commission shall hold an annual meeting the first meeting in each year. The meeting shall be devoted to the election of officers and such other business as shall be scheduled.

#### 235.08 Annual Work Plan

The commission shall meet with the Council at least annually at a time agreeable with the Commission and Council. The purpose of this joint meeting is to review activities during the preceding year and present its annual work plan.

#### 235.09 Regular Meetings

Regular meetings shall be held in the city hall at 7:00 p.m. on the fourth Wednesday of each month. 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.

#### 235.10 Special Meetings

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. Upon the written request of at least four members, the chairperson shall be required to call a special meetings to be held within fourteen [14] days of the request. Written notice of the special meeting shall be given to all members not less than 72 hours in advance of the meeting.

#### 235.11 Quorum

A quorum shall consist of five [5] members.

#### 235.12 Voting

Each member attending any meeting shall be entitled to cast one 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 may be disqualified from voting upon the matter.

#### 235.13 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. Old and new business as scheduled on the agenda
- D. Communications
- E. Adjournment

#### 235.14 Rules of Procedures

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

#### 235.15 Agenda

An agenda shall be prepared for all meetings outlining the topics to be discussed at the meeting. 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 four days before each meeting.

#### 235.16 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 records of meetings and actions and recommendations shall be transmitted to the City Administrator for keeping and distribution.

235.17 Training

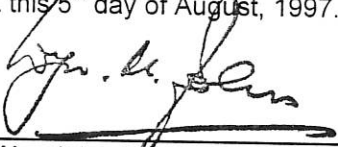
Commission members shall be encouraged to avail themselves of training courses offered by the City, the state, and other government and public training agencies, and the Council shall budget for the reimbursement of expenses incurred in training each year.

235.18 Duties of the Commission;

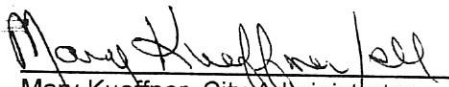
The duties of the commission shall include, but not limited to, preparing a Village plan, guiding design standards and guiding direction for preservation and quality development in harmony with the overall rural character of the City.

It shall fulfill these duties: by recommending a Village Plan with design standards to the Planning Commission and Council for adoption; advising the Council on the Implementation of a Village Plan in order to guide quality development land use zoning historic preservation.

ADOPTED BY THE LAKE ELMO CITY COUNCIL this 5<sup>th</sup> day of August, 1997.

  
Wyn John, Mayor

ATTEST:

  
Mary Kueffner, City Administrator