

## **CHAPTER 4: COMMITTEES**

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### **4.01 COUNCIL COMMITTEES**

The Mayor, with the advice and consent of the City Council, shall appoint committees consisting of city council members to focus on areas of city operations, and provide the City Council with information and recommendations on the focus area for that committee. Each such council committee shall consist of two council members, appointed at the first regular city council meeting in January each calendar year, to serve for that calendar year. Current city council committees are as follows:

#### Employee Relations Committee

Said committees shall meet as directed by the Mayor, or when otherwise appropriate to perform their function. Each committee shall report to the full City Council no less often than quarterly.

### **4.02 MISCELLANEOUS COMMITTEES**

- A. Firefighter Relief Committee. This committee shall function as set out in the ByLaws of the Firefighter Relief Association. Committee members shall be the Mayor, City Administrator and Fire

- B. Chief. This committee shall act as the communication body between the City Council and the Fire Relief Association.
- C. Fire Department Committee. This committee shall consist of two council members and the officers of the Arlington Fire Department. This committee shall monitor the activities and needs of the Arlington Fire Department and act as the communication body between the City Council and the Arlington Fire Department.
- D. Emergency Operations Committee. This committee shall consist of the Mayor, City Administrator, Emergency Management Director, Fire Chief, Police Chief, Ambulance Director and Maintenance Supervisor. This committee shall monitor emergency preparation for the City of Arlington, and advise the City Council on updates to the city emergency plan. In case of a declared city emergency, this shall be the working committee to coordinate city services to meet the needs of the city in such emergency.

#### **4.03 CITIZEN COMMITTEES**

##### **A. Cemetery Committee**

- 1) Cemetery Committee Composition. The Cemetery Committee shall consist of seven members. The Committee shall include 6 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall also be an ex-officio member of the committee.
- 2) Cemetery Committee Terms. Cemetery Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Cemetery Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.
- 3) Cemetery Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the City Cemetery.
- 4) Cemetery Committee Organization. The Cemetery Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their

members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.

- 5) Cemetery Committee Meetings. The Cemetery Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.
- 6) Citizen Input. The Cemetery Committee shall encourage citizen input, including complaints, complements, or suggested changes to the City Cemetery or operating rules thereof. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.
- 7) Communication with City Council. The Cemetery Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Cemetery Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.
- 8) Cemetery Operating Rules. The City Council shall establish Cemetery Operating Rules from time to time by resolution.

#### B. Community Center Committee

- 1) Community Center Committee Composition. The Community Committee shall consist of seven members. The Committee shall include six (6) citizens of Arlington and one (1) Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall also be an ex-officio member of the committee.
- 2) Community Center Committee Terms. Community Center Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Community Center Committee, the Mayor shall appoint a person to fill such

vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.

- 3) Community Center Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the Community Center maintained by the City of Arlington.
- 4) Community Center Committee Organization. The Community Center Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.
- 5) Community Center Committee Meetings. The Community Center Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.
- 6) Citizen Input. The Community Center Committee shall encourage citizen input, including complaints, complements, or suggested changes to the Community Center. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.
- 7) Communication with City Council. The Community Center Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Community Center Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.

### C. Library Committee.

- 1) Library Committee Composition. The Library Committee shall consist of seven members. The Committee shall include 6 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor and the Library Director shall also be ex-officio members of the committee.
- 2) Library Committee Terms. Library Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Library Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.
- 3) Library Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the City Library and the programs sponsored by the Library.
- 4) Library Committee Organization. The Library Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.
- 5) Library Committee Meetings. The Library Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.
- 6) Citizen Input. The Library Committee shall encourage citizen input, including complaints, complements, or suggested changes to the library operations or programs sponsored by the library. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be

summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.

- 7) Communication with City Council. The Library Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Library Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.
- 8) Employment Review. The Library Committee shall assist the City Council by making hiring recommendations to the City Council.

#### D. Parks Committee.

- 1) Parks Committee Composition. The Parks Committee shall consist of seven members. The Committee shall include 6 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall appoint the committee at the first Council meeting in January each year to serve for that calendar year. The Mayor shall also be an ex-officio member of the committee.
- 2) Parks Committee Terms. Parks Committee members shall serve for a term of two years. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In the event of a vacancy on the Parks Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council.
- 3) Parks Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the parks, trails, and recreational programs maintained by the City of Arlington.
- 4) Parks Committee Organization. The Parks Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that

the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.

- 5) Parks Committee Meetings. The Parks Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.
- 6) Citizen Input. The Parks Committee shall encourage citizen input, including complaints, complements, or suggested changes to the park system or recreational programs. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.
- 7) Communication with City Council. The Parks Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Parks Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.
- 8) Summer employment review. The Parks Committee shall assist the City Council by reviewing applications for the summer recreation program and making hiring recommendations to the City Council.

#### E. Planning and Zoning Committee.

- 1) Establishment of Planning Agency. The Planning Agency shall consist of a planning department with the Planning Commission advisory to it. The Planning Commission shall function as a department advisory to the governing body and the municipal administration. The planning department may be provided with professional and/or administrative staff.
- 2) COMPOSITION OF PLANNING COMMISSION. The Commission shall consist of seven members appointed by the Mayor, upon the advice of the City Council. The members shall be appointed in such sequence and for such terms so that each year hereafter two or three members' terms shall expire. The purpose of this is to set up a rotation so that two members shall come up for appointment for two consecutive years and three members shall come up for appointment every

third year. Planning Commission members shall be appointed for terms of three years. A Planning Commission vacancy shall be filled by appointment by the Mayor, the appointment shall be effective for the duration of the unexpired portion of the term. Each member shall take an oath of office to faithfully discharge the duties of the office. The Zoning Administrator shall serve as ex officio member, without voting authority. Commissioners shall be residents of the City of Arlington, except that one (1) commissioner may reside in an existing approved Arlington City/Arlington Township Orderly Annexation Area.

- 3) **Planning Commission Organization.** The Commission shall elect a chairperson and vice-chairperson from its members for a term of one year. Operating expenses of the Commission shall be approved and appropriated by the City Council. The chairperson shall preside at all meetings. In the chairman's absence, the vice-chairperson shall preside. Four members shall constitute a quorum for the conduct of business.
- 4) **Planning Commission Meetings.** The Commission will have at least one regular meeting during every three-month period. The Commission shall adopt rules and bylaws for the transaction of business and shall keep a record of its meetings, resolutions, transactions, and findings, which shall be of public record.
- 5) **Reports.** At the time(s) requested, but at least one time each year, the Planning Agency shall submit a report to the Council summarizing its work during the preceding year.
- 6) **Planning Commissioner Meeting Attendance.** Any Planning Commission Member who misses three (3) consecutive regular or special meetings of the Board or misses at least four (4) of the regular monthly meetings in any calendar year, may be considered an inactive member. The Mayor at his/her discretion may appoint a new commissioner to fill out the remaining term of the inactive member.
- 7) **Conflicts of Interest – Planning Commission.** The Commissioners may be called upon to vote on a matter affecting a neighbor, business competitor, or other situations which create a conflict of interest or the appearance of a conflict of interest. In such cases, the Commissioner shall use their own discretion in disqualifying themselves from taking part in the discussion or vote on the matter. If a Commissioner has a clear conflict of interest (i.e. has a financial interest in the matter or is an applicant or co-applicant in the matter) and does not remove him/herself from the consideration of the matter, the Chairperson shall have the power to remove said member from taking part in the discussion or vote on said matter.



- 8) Powers and Duties of Planning Agency. The Planning Agency shall have the powers and duties conferred upon it by this ordinance. They shall include:
- a) Comprehensive Plan.
    - i. It shall be the function and duty of the Planning Agency to prepare and recommend adoption of a comprehensive City plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, and use of property, the density of population, and other matters relating to the physical development of the City.
    - ii. Hearings and Voting. Before recommending adoption of the comprehensive plan or any section of it or any substantial amendment thereof, the Commission shall hold at least one public hearing. The public hearing shall be preceded by public notice of the time and place of the hearing. The recommending of approval/denial of the plan or of any section or amendment thereof, shall be by resolution of the Commission. The Commission may, from time to time, initiate an amendment or addition to the plan or any section thereof, as herein provided, or the adoption of the original plan whenever changed conditions or further studies by the Commission indicate that such amendment or addition is necessary. The plan or any amendment thereof shall be adopted by Resolution of the City Council with a super-majority vote required.
    - iii. The Planning Commission shall periodically review the Comprehensive Plan, recommend necessary amendments and recommend to the Council reasonable and practical means of implementing the amendments.
  - b) Zoning and Subdivision Ordinances.
    - i. The Planning Commission or the City Council may initiate amendments to existing land use and/or subdivision regulations for the City. Before recommending any amendment to the City Council, the Planning Commission shall hold at least one public hearing preceded by public notice.
    - ii. The Planning Agency shall exercise all authority delegated under the zoning ordinance and the subdivision ordinance.

- iii. The Planning Agency shall review all zoning applications and subdivision requests and when required under ordinance shall recommend approval, approval with conditions, or disapproval, to the City Council. Such recommendations shall be based on conformity with the zoning ordinance and the general health, safety, and welfare of the City and its residents.
- c) Official Zoning Map
- i. The Planning Commission may, and upon direction of the City Council shall prepare an update of the official zoning map of the platted and unplatted portions of the City.
  - ii.
  - iii. After such map has been prepared, the Planning Commission shall hold a public hearing on the proposed amendment preceded by proper public notice. It shall make a recommendation to the City Council which shall thereupon consider the map and may adopt it or any part of it with amendments as it deems advisable.
- d) Referral to Planning Commission. Change to regulations governing the use of land or platting of land adopted by the City Council shall be referred to the Planning Commission for report and/or recommendation thereon prior to the Council taking action on such changes. The establishment of regulations relating to use or platting of land shall be referred to the Planning Commission for report and/or recommendation prior to adoption by the City Council.
- e) Assume all other advisory responsibilities authorized by Minn. Stat. 462.354, et seq.
- f) The Planning Commission shall serve as the Board of Appeals and Adjustments.
- g) The Planning Agency shall participate with planning agencies of other political subdivisions in joint planning where matters of a common interest exist.
- h) The Planning Agency shall assume other duties and responsibilities relating to planning and land use as may be delegated or assigned by the City Council.

F. Shade Tree Committee.

See the function of this committee in the separate code chapter Miscellaneous: Trees.

G. Compensation of Citizen Committee Members.

- 1) The City Council finds that it is in the best interest of the city to provide a per diem payment to the participants on city committees, to encourage and reward such participation. Said committees are a valuable resource to the city and its citizens.
- 2) This ordinance shall apply to all citizen committees created by city code, whose members are appointed by the Mayor with the advice and consent of the City Council from time to time.
- 3) For the calendar year 2015, a per diem payment of \$20.00 per meeting shall be paid to each committee participant who attends an officially scheduled committee meeting for the committee for which he or she has been appointed. A maximum of no more than 12 such per diem payments shall be made to any committee member during a calendar year.
- 4) A person who serves on more than one standing committee may receive a per diem payment for attendance at the meetings of each separate committee, except that a committee person shall not be paid a per diem for more than one committee meeting held on the same day.
- 5) Committee attendance shall be recorded in written form and submitted to the City Administrator, who shall make the per diem payments to the committee persons at the end of each calendar year.
- 6) The per diem payments to be made under this ordinance do not apply to City Council members who are appointed to city committees. Said councilmembers are separately reimbursed for their services in this regard.
- 7) The per diem payments to committee persons established under this ordinance may be adjusted on a calendar year basis by resolution of the City Council from time to time.

