

Section 320 - Commissions

320.01. Certain commissions. Subdivision 1. Established. There are created and continued the Planning Commission and the Park and Recreation Commission, referred to in this subsection as "advisory commissions". The advisory commissions have the powers and duties assigned them by this subsection and law. (Amended, Ord. No. 05-10)

Subd. 2. Membership: qualifications. The planning commission is composed of one member appointed from each ward of the city, and one member from the city at large. The Park and Recreation Commission which is composed of (i) one member from each ward, (ii) three members from the city at large with no more than two members from any one ward of the city on the commission, (iii) one non-voting ex officio member from the Robbinsdale youth baseball association, and (iv) one non-voting ex officio member from the Robbinsdale youth football association. Members must be citizens of the United States and residents of the city. Before approval by the city council of an appointment, the person being considered must submit a written description of qualifications and experience for the position concerned on a form prepared by the city clerk and approved by the city council. Appointments to the commissions require approval by four-fifths vote of the city council. Members serve without compensation. (Amended, Ord. No. 05-10)

Subd. 3. Term of office. Members of the advisory commissions serve for a term of two years expiring on December 31 of even numbered years.

Subd. 4. Commission officers. Each advisory commission must name one of its members to serve as chairperson.

Subd. 5. Meetings and procedures. Unless designated otherwise, each advisory commission must attempt to hold at least one regular meeting each month. The chair of each advisory commission may cancel a regular meeting if, after consultation with the staff liaison, it is determined that there is insufficient business to require that the meeting be held. Each commission must adopt rules for the transaction of business and must keep a public record of its resolutions, transactions and findings. On or before January 1 of each year each commission must submit to the city council a report of its work during the previous year. The report must include the number of meetings held during the year and the number of meetings attended by each member of the commission. Each commission must submit a written report to the city council of its proceedings and recommendations. (Amended, Ord. No. 06-01)

Subd. 6. Conflict of interest. A member of a commission may not vote on a matter in which the member is directly or indirectly interested.

Subd. 7. Removal of members. A commission member may be removed for cause by a majority vote of the city council after written charges have been filed and a hearing granted after at least five days written notice thereof to the member against whom such charges are filed.

Subd. 8. Vacancies. Vacancies are filled by appointment by the city council for the unexpired term. Members serve until a successor is appointed or qualified.

Subd. 9. Powers and duties. In addition to other duties imposed by law and this code, the advisory commissions have the following duties and powers:

- (a) Planning commission. The planning commission must study, investigate and make recommendations concerning the use of land, the location and the use of buildings, and the arrangement of buildings on lots in the city. The commission must consider and make recommendations concerning such other matters referred to it from time to time by the city council and may suggest to the council matters which the commission believes should be studied and considered. The planning commission is the planning agency of the city as provided by law.

- (b) Park and recreation commission. The park and recreation commission must study, investigate and make recommendations as to the acquisition, development, construction, maintenance and operation of the city parks and playgrounds. The commission must consider and make recommendations concerning such other matters as may be referred to it from time to time by the city council. The director of parks and recreation serves as an advisor to the commission in matters concerning parks and recreation and assists in coordinating long range planning. The commission may make such recommendations relating to the public recreation program as they deem necessary in fulfilling the recreational needs of the community. (Amended, Ord. No. 05-10)