

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)

320.03. Human rights commission. Subdivision 1. Policy. It is the public policy of the city of Robbinsdale to strive to secure for all residents of the city freedom from illegal discrimination in employment, housing and real property, public accommodations, public services and education consistent with the Minnesota Human Rights Act. The human rights commission has been established to assist the city council in carrying out this policy. (Amended, Ord. No. 99-03)

Subd. 2. Meetings and membership. There is established and continued a commission to be known as the human rights commission consisting of 11 members. The commission is appointed by the mayor and with the advice and consent of the city council. The commission must designate one of the members as chairperson. The members are appointed and hold office concurrent with the term of the mayor. The members of the commission serve at the pleasure of the council. A member's term may be terminated upon a majority vote of the council. The commission must attempt to hold bi-monthly meetings. The chair of the 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. Members of the commission serve without compensation but may be reimbursed for personal expenses incurred in the performance of their duties. (Amended, Ord. No. 99-03; Ord. No. 06-01)

Subd. 3. Duties. The duties of the Human Rights Commission are: (a) to advise the Council on matters and problems relating to discrimination and human rights issues and behavior in the city; (b) to recommend to the Council education, municipal and community programs designed to effectuate the policies set forth in this subsection; (c) to implement such programs referred to in (b) as may be directed for Commission action by the Council; (d) to recommend to the City Council the formulation and implementation of programs designed to effectuate the policies stated in this subsection; (e) to study and make recommendations to the City Council for referral to the Commissioner of Human Rights; (f) to perform other functions, approved by the City Council and authorized for local commissions under the Minnesota Human Rights Act. (Amended, Ord. No. 99-03)

Subd. 4. Cooperation. The services of city departments and agencies will be made available by their respective heads to the Commission at its request, and information in the hands of any department or agency will be furnished to the Commission when requested. Upon receipt of recommendations in writing for the Commission, each department or agency under the direction of the city manager must submit a written reply indicating the disposition of an action taken with regard to such recommendations.

Subd. 5. Consultation. The Commission must advise and consult with the mayor and City Council on all matters involving legally prohibited prejudice or discrimination and recommend such legislative action as it may deem appropriate to effectuate the policy of this subsection.

Subd. 6. Cooperation with civic groups and governmental agencies. The Commission must invite and enlist the cooperation of racial, religious and ethnic groups, community organizations, labor and business organizations, fraternal and benevolent societies, veteran's organizations, professional and technical organizations, and other groups in the city in carrying on its work. The Commission may aid in the formation of local community groups in neighborhoods as it may deem necessary or desirable to carry out specific programs designed to lessen tensions or improve understanding in the city. The Commission must cooperate with state and federal agencies whenever it deems such action appropriate in effecting the policy of this subsection.

Subd. 7. Investigations, research, and publications. The Commission may research and investigate allegations and complaints. In accordance with the Minnesota Human Rights Act, the Commission may conduct public hearings to gather and disseminate information regarding illegal discrimination in employment, housing and real property, public accommodations, public services and education. (Amended, Ord. No. 99-03)

320.05. Senior commission. Subdivision 1. Title. There is established and continued a citizens' advisory commission known as the Senior Commission. (Amended, Ord. No. 08-01)

Subd. 2. Purpose. The purpose of the Commission is to advise the City Council as to the status and needs of seniors, age 55 and over, in the city and ways in which the needs of seniors may be met. (Amended, Ord. No. 08-01)

Subd. 3. Duties. It is the responsibility of the Commission to:

- (a) recommend the initiation of programs, grants and other governmental activities and services to maintain or improve the quality of life for seniors in the city; (Amended, Ord. No. 08-01)
- (b) evaluate and assess the impact of current or proposed programs, grants and other governmental activities and services on seniors in the city; and (Amended, Ord. No. 08-01)
- (c) serve as a liaison to existing seniors service agencies to assist in assessing resources, disseminating information on services available and assisting seniors in availing themselves to those resources and services. (Amended, Ord. No. 08-01)

Subd. 4. Appointments and composition. The Senior Commission consists of even members. One member is elected by the Commission to serve as chairperson. Members must be at least 55 years of age and be residents of the city. Members are appointed as follows: (Amended, Ord. No. 08-01)

- (a) seven members appointed at large. (Amended, Ord. No 09-07; Ord. No. 14-17; Ord. No. 18-06)

Subd. 5. Term.

- (a) Members of the Senior Commission serve for a term of two years. The terms are staggered as follows: (Amended, Ord. No. 08-01)
 - (i) four representatives appointed at large have terms expiring on December 31, of even numbered years; (Amended, Ord. No. 08-01; Ord. No. 14-17; Ord. No. 18-06)
 - (ii) three representatives appointed at large have terms expiring on December 31, of odd numbered years. (Amended, Ord. No. 08-01, Ord. No. 14-17)

Subd. 6. Meetings and procedures. The Seniors Commission must attempt to hold at least one regular meeting each month, except during the summer months. The chairperson of the Commission, after consultation with the staff liaison may cancel a regular meeting if it is determined that there is insufficient business to require that the meeting be held. The Commission must adopt rules for the transaction of business and must keep a public record of its resolutions, transactions, or findings. The Commission must submit to the City Council each year a report of its work during the previous year. The report must include a summary of the Commission's proceedings and recommendations. (Amended, Ord. No. 08-01)