

**City of Roseville
ORDINANCE NO. 1669**

**AN ORDINANCE AMENDING
TITLE 2, CHAPTERS 201, 202, 203, 204, 206, 207, AND 208**

**AMENDING TITLE 2 CHAPTERS 201, 202, 203, 204, 206, 207, AND 208 TO CLARIFY
THE PURPOSE, MEMBERSHIP, SCHEDULE, DUTIES, AND FUNCTIONS OF
CERTAIN ROSEVILLE ADVISORY COMMISSIONS.**

THE CITY OF ROSEVILLE ORDAINS:

**SECTION 1: Title 2, Section 201 “Advisory Commissions” of the Roseville City
Code is amended and renumbered to read as follows:**

201.01	Establishment and Purpose
201.02	Composition and Terms
201.03	Organization
201.04	Meetings and Reports

201.01 ESTABLISHMENT AND PURPOSE.

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title and shall be governed by the provisions of this Chapter.
- B. Advisory commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission will have decision-making authority for the City, except as expressly established by this Code or State Statutes.
- C. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties, and term of service for such advisory groups.
- D. Advisory commissions and commission members will engage with the Roseville community and serve as community liaisons and resources for issues, ideas and proposals related to the commission’s subject matter, and will provide appropriate information and resources. Commissions and commission members may initiate ideas and proposals for further consideration by their commission and the City.

201.02 COMPOSITION AND TERMS.

- A. Composition: All members of advisory commissions must be residents of the City and will be appointed by majority vote of the City Council. In addition to the regular commission members, the City Council may appoint up to two additional residents of the City who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners.
- B. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of the members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- C. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- D. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.
- E. Term Limits:
 - 1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
 - 2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
 - 3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
 - 4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
 - 5. The Council may reappoint a person for a period not exceeding one additional year

if the Council, by four-fifths vote, determines that reappointment is in the best interest of such commission and the City.

- F. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the City's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the City, removal, or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary.
- G. Attendance: It is the expectation that commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12-month period, the staff liaison or commission chair will forward the information to the City Council.
- H. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:
 - 1. If a member fails to comply with the Roseville Ethics Code, the City Council may remove the member.
 - 2. If a member has absences from more than three consecutive commission meetings or is absent from more than 30% of the meetings in any rolling 12-month period, the City Council may remove the member.
- I. Compensation: Members of all advisory commissions shall serve without compensation.

201.03 ORGANIZATION.

- A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.
- B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.
- C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. Subcommittees shall report on work underway and completed on a regular basis to the full commission. The formation of any other

committees, task forces and/or alternate work groups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council.

- D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, which contains the words "City of Roseville," shall be used on commission materials.
- E. Accessibility: Commission members will be available to residents of the City by providing a preferred phone number or email address that can be used on the City website and/or on print materials.
- F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.
- G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term.

201.04 MEETINGS AND REPORTS.

- A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least monthly, except as otherwise required by this Code or State Statutes. A regular meeting may be cancelled by agreement of the Chair and Staff Liaison if they determine that there is no business requiring a meeting. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.
- B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.
- C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to

applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

- D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.
- E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a commission shall be exempt from being televised, but such tours shall be publicly noticed as all other commission meetings.
- F. Minutes and Reports: Commissions are required to keep a record of all resolutions, transactions, findings, and other actions as well as other recommendations, votes, reports, studies, and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written. All documents so recorded are public records.

SECTION 2: Title 2, Section 202 “Planning Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 202.01 Establishment and Purpose
- 202.02 Membership
- 202.03 Scope, Duties, and Functions

202.01 ESTABLISHMENT AND PURPOSE.

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the scope, duties, and functions given to such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter.

202.02 MEMBERSHIP.

The Planning Commission will consist of seven members appointed by the City Council.

202.03 SCOPE, DUTIES, AND FUNCTIONS.

- A. The Planning Commission has the scope, duties, and functions given to city planning agencies generally by law, including the authority to conduct public hearings as directed by the City Council or city policy.
- B. Perform the duties enumerated for the Planning Commission in Title 10 of this Code.

C. Zoning code and city comprehensive plan:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan, or amendments thereto, for the City in accordance with the requirements and procedures of Title 10 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes.

D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City council.

SECTION 3: Title 2, Section 203 “Police Civil Service Commission” of the Roseville City Code is amended and renumbered to read as follows:

203.01	Establishment and Purpose
203.02	Membership and Schedule of Meetings
203.03	Scope, Duties, and Functions

203.01 ESTABLISHMENT AND PURPOSE.

There is established a Police Civil Service Commission, which shall serve the purposes of and be subject to Minnesota Statutes, Chapter 419. The City accepts and adopts all the provisions of Minnesota Statutes, Chapter 419.

203.01 MEMBERSHIP AND SCHEDULE OF MEETINGS.

The commission shall consist of three members and shall meet on the first Monday in February each year, and thereafter shall fix the times of its meetings.

203.02 SCOPE, DUTIES, AND FUNCTIONS.

The commission shall have all the scope, duties, and functions found in Minnesota Statutes, Chapter 417.

SECTION 4: Title 2, Section 204 “Parks and Recreation Commission” of the Roseville City Code is amended and renumbered to read as follows:

204.10	Establishment and Purpose
204.02	Membership
204.03	Scope, Duties, and Functions:

204.01 ESTABLISHMENT AND PURPOSE.

There is established a parks and recreation commission of the City, which shall serve in an advisory capacity to the City Council, the City Manager, and the Parks and Recreation Director.

The commission will submit recommendations on Parks and Recreation facilities, programs, and policies.

204.02 MEMBERSHIP.

The commission will consist of nine members appointed by the City Council.

204.03 SCOPE, DUTIES, AND FUNCTIONS.

The duties and functions of the commission shall be as follows:

A. Parks and Recreation Operations and Programming:

1. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
2. Understand joint efforts with local school districts and promote collaboration and efficient utilization of school and municipal resources and programs.
3. Be aware of what the Parks and Recreation Department is currently offering, including parks, facilities, and programs.
4. Keep informed of and provide feedback regarding the Parks and Recreation budget and finances.
5. Provide a recommendation to the City Council for the name(s) of any new park or facility utilizing the Departmental Naming Policy.
6. Review and provide feedback on park and facility projects, including park and facility schematics and concept plans. Review and provide feedback on park infrastructure and asset management.
7. Review land use applications that require park dedication. Provide a recommendation to the City Council regarding whether cash, land, or a combination of both should be accepted to satisfy the requirement, in accordance with state law and the process and criteria outlined in City Code § 1103.06.

B. Park Open Spaces and Natural Resources:

1. Propose and advise on regulations for control of city park property to the City Council.

2. Receive updates and provide recommendations to staff and the City Council regarding preservation of public green space, environmental stewardship of parkland, and climate resilience.
 3. Act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code and will also act as the Tree Board as set forth in section 706.03 of this code.
- C. Engagement with community:
1. Be active in Park and Recreation programming and events and listen to citizen input on successes and what needs improvement.
 2. Represent the City at Park and Recreation events where appropriate and approved by city staff or the City Council.
- D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

SECTION 5: Title 2, Section 206 “Public Works, Environment, and Transportation Commission” of the Roseville City Code is amended and renumbered to read as follows:

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| 206.01 | Establishment and Purpose |
| 206.02 | Membership |
| 206.03 | Scope, Duties, and Functions |

206.01 ESTABLISHMENT AND PURPOSE.

There is established a public works, environment, and transportation commission of the City. The commission shall serve in an advisory capacity to the City Council, City Manager and Public Works Director on public works, environmental, and transportation matters.

206.02 MEMBERSHIP.

The commission will consist of seven members appointed by the City Council.

206.03 SCOPE, DUTIES, AND FUNCTIONS.

The duties and functions of the commission shall be as follows:

- A. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.

- B. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact city services.
- C. Collaborate with city staff to review, evaluate, and recommend policies and practices regarding sustainability and management of environmental resources.
- D. Collaborate with city staff to review, evaluate, and recommend policies and practices regarding transportation infrastructure as it relates to the multi-modal needs and demands of the community. This includes related public safety issues and coordination with the Traffic Safety Committee if necessary.
- E. Keep informed of and provide feedback regarding the Public Works budget and finances.
- F. Collaborate with federal, state, county, regional and other public works, environmental, and transportation services that impact city services.
- G. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

SECTION 6: Title 2, Section 207 “Ethics Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 207.01 Establishment and Purpose
- 207.02 Membership and Schedule of Meetings
- 207.03 Scope, Duties, and Functions

207.01 ESTABLISHMENT AND PURPOSE.

There is established an Ethics commission of the City. The commission will serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.

207.02 MEMBERSHIP AND SCHEDULE OF MEETINGS.

The commission shall consist of one member appointed by each City advisory commission and will hold an annual meeting and otherwise meet on an as- needed basis or when an ethics complaint is filed.

207.03 SCOPE, DUTIES, AND FUNCTIONS.

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.

- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council.

SECTION 7: Title 2, Section 208 “Finance Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 208.01 Establishment and Purpose
- 208.02 Membership
- 208.03 Scope, Duties and Functions

208.01 ESTABLISHMENT AND PURPOSE.

There is established a Finance Commission of the City. The Finance Commission is established to provide a method for citizen review and input regarding the financial affairs of the City. The Finance Commission shall advise the City Council, City Manager, and City Finance Director, though it does not have decision-making authority except as expressly established by City Code.

208.02 MEMBERSHIP.

The commission will consist of seven members appointed by the City Council. A minimum of three members must have financial management experience or training.

208.03 SCOPE, DUTIES, AND FUNCTIONS.

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City’s financial matters to make recommendations that will provide clarity, transparency, and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the City’s financial affairs.

The duties and functions of the commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
- B. Review and recommend funding strategies for the Capital Improvement Plan.
- C. Recommend budget goals including but not limited to spending levels, local tax rate, utility rates, and tax levy targets, for the general budget, the EDA and all funds.
- D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.

- E. Review and recommend the annual timeline and process for creating city budgets.
- F. Review the annual financial information, the annual audit report and management letter.
- G. Review the City's financial affairs and investment policy and portfolio and bring to the City Council any items of concern or suggested improvements.
- H. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

SECTION 8: Effective date.

This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this 11th day of March, 2024.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Rebecca Olson, Assistant City Manager