

**CITY OF ELKO NEW MARKET  
CITY COUNCIL WORK SESSION AGENDA  
CITY OF ELKO NEW MARKET  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA  
THURSDAY, MAY 10, 2018**

**7:00 PM**

- 1. Call to Order**
- 2. Presentations**
- 3. Reports**
- 4. General Discussion**
  - a. Expectations for City Commissioners
- 5. Reports (Cont'd)**
  - a. Reports from the Business Agenda may be presented if time permits
- 6. Adjournment**



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Expectations for City Commissioners
<b>MEETING DATE:</b>	May 10, 2018
<b>PREPARED BY:</b>	Thomas Terry, City Administrator
<b>REQUESTED ACTION:</b>	Provide feedback and direction

## COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

## 5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance "shovel ready" status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

## **BACKGROUND**

In municipal government, commissioners serve as advisory bodies to the City Council in various areas of City services or authority. The City of Elko New Market has established two commissions – the Planning Commission and Parks & Recreation Commission. Generally, the Planning Commission is responsible for considering and making recommendations on all matters affecting zoning, subdivision and building regulations and land use development, Comprehensive Plans and any other matters referred thereto by the City Council. All recommendations made by the Planning Commission shall take into consideration the established policies of the City Council on such matters. The Planning Commission also carries on City planning activities and recommends plans for the regulation of future physical development of the City, including land use and building construction. The primary purpose of the Parks & Recreation Commission is to act in an advisory capacity to the City Council in the development of recreation facilities and programming for public enjoyment and a high quality of life for citizens.

Commissioners are appointees that are appointed by and serve at the will of the Council. Elko New Market Commissioners are appointed to three (3) year terms and may choose to seek reappointment at the end of their term. The City does not have a policy or practice limiting the number of terms a commissioner may serve.

The establishment of expectations for commissioners assists the City in conveying the nature of the position to newly appointed commissioners and as a basis for evaluating performance when considering the reappointment of commissioners or (in the worst case) the removal of a commissioner.

Several years ago, the City established expectations for City Commissioners. The Parks & Recreation Commission had not been established in its current format at the time, so some of the recommendations were oriented towards the Planning Commission. The expectations included:

- Attend Meetings
  - Commissioners shall be prepared to attend the regular Commission meeting and an additional special meeting or workshop each month. However, additional special meetings or workshops may not be scheduled each month.
  - Commissioners shall attend at least 75% of the scheduled regular meetings, special meetings and workshops each year.
  - Except in cases of emergency or unexpected illness, commissioners shall notify staff of an expected absence at least 7 days prior to the scheduled regular meeting, special meeting or workshop.
- Become Educated
  - *Specific to Planning Commissioners* - expected to attend “The Basics” training course offered by the Government Training Service (GTS) or another conference/training session approved by the Zoning Administrator within one year of being appointed to the Planning Commission.
  - *Specific to Planning Commissioners* - expected to attend the “Beyond the Basics” training course offered by the Government Training Service (GTS) or another conference/training session approved by the Zoning Administrator within three years of being appointed to the Planning Commission.

In addition to attendance requirements and an expectation to continuing education for commissioners, commissioners were expected to:

- *Specific to Planning Commission* - Review items in a “Judicial” manner
- Work towards consensus
- Define problems
- Provide clear recommendations
- Act as a facilitator
- Act as a “lightening rod”
- Remain apolitical
- *Specific to Planning Commission* - Serve as a representative of the Planning Commission to other commissions, task forces, boards and the City Council

The City Council had previously discussed revisiting the expectations for commissioner and directed staff to prepare and schedule a discussion for a future meeting.

### **DISCUSSION:**

The City Council is being asked to discuss commissioner expectations and provide direction on any changes to the current set of adopted expectations. At a minimum, the expectations should be updated to reflect the differences between the Planning Commission and Parks & Recreation Commission.

Staff has suggested the following as a starting point for the discussion:

#### **Planning Commission**

1. Attendance
  - a. Commissioners shall be prepared to attend the regular Commission meeting and an additional special meeting or workshop each month. However, additional special meetings or workshops may not be scheduled each month.
  - b. Commissioners shall attend at least 75% of the scheduled regular meetings, special meetings and workshops each year.
  - c. Except in cases of emergency or unexpected illness, commissioners shall notify staff of an expected absence at least 7 days prior to the scheduled regular meeting, special meeting or workshop
2. Meetings
  - a. Come to all meetings having read the agenda packet materials
  - b. Participate in the discussion of the agenda items for all meetings
  - c. Conduct themselves in a professional manner during Planning Commission meetings. This includes:
    - i. Review individual projects for consistency with Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance
    - ii. Make sound planning decisions that implement City ordinances, policies and plans
    - iii. Review applications and make recommendations based on the merits of the application
    - iv. Promote meaningful public involvement
    - v. Be impartial and not show favoritism to developers or others

- vi. Recognize obligation to serve the whole community and consider the interests of the entire community in reaching decisions
  - vii. Focus on merits of discussions, not personalities, character or motivations
  - viii. Be able to make recommendations that are unpopular to further the public's interest
  - ix. Promote equality and treat all people, projects and perspectives equitably
  - x. Treat fellow commissioners, staff and the public with courtesy, even when there are differences of opinion
  - xi. Maintain consistent standards while understanding the need for compromise, thinking outside the box
3. Continuing Education
- a. Educate themselves on the City's Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance
  - b. Must attend "The Basics" training course offered by Government Training Services (GTS) within one year of being appointed to the Planning Commission
  - c. Must attend "Beyond the Basics" training course offered by Government Training Services (GTS) within three years of being appointed to the Planning Commission
  - d. Must participate in a minimum of one training event every two years (following the first three years of service and educational requirements). Examples of acceptable training organizations are the American Planning Association, MN Chapter of the American Planning Association, Government Training Services or similar organization as approved by the City Administrator or their designee
4. Other expectations for Planning Commissioners:
- a. Avoid activities or actions that would be contrary to Professionalism as it is defined by the Community Oriented Government (COG) philosophy
  - b. Avoid conflicts of interest, both legal and ethical, including:
    - i. Excuse oneself from decisions when financial interest of oneself or family member may be affected by their recommendation
    - ii. Not use information acquired during role as a Planning Commissioner for their personal advantage

Parks & Recreation Commission

1. Attendance
- a. Commissioners shall be prepared to attend the regular Commission meeting and an additional special meeting or workshop each month. However, additional special meetings or workshops may not be scheduled each month.
  - b. Commissioners shall attend at least 75% of the scheduled regular meetings, special meetings and workshops each year.
  - c. Except in cases of emergency or unexpected illness, commissioners shall notify staff of an expected absence at least 7 days prior to the scheduled regular meeting, special meeting or workshop
2. Meetings
- a. Parks Commissioners must come to all meetings having read the Agenda Packet materials
  - b. Parks Commissioners must participate in the discussion of Agenda items for all meetings
  - c. Make sound decisions that implement City ordinances, policies and plans
  - d. Review proposals and make recommendations based on the merits of the item

- e. Promote meaningful public involvement
  - f. Be impartial and not show favoritism to particular groups or individuals
  - g. Recognize obligation to serve the whole community and consider the interests of the entire community in reaching decisions
  - h. Focus on merits of discussions, not personalities, character or motivations
  - i. Be able to make recommendations that are unpopular to further the public's interest
  - j. Promote equality and treat all people, projects and perspectives equitably
  - k. Treat fellow commissioners, staff and the public with courtesy, even when there are differences of opinion
  - l. Maintain consistent standards while understanding the need for compromise, thinking outside the box
3. Continuing Education
- a. Educate themselves on the City's Comprehensive Plan and park policies
  - b. Parks Commissioners must participate in a minimum of one MRPA training event per year or similar organization as approved by the City Administrator or their designee
4. Other expectations for Planning Commissioners:
- a. Parks Commissioners must attend a minimum of two Parks Commission sponsored events each year
  - b. Parks Commissioners must be visible to the community in attending a minimum of two other citywide City sponsored recreational or cultural events each year
  - c. Avoid activities or actions that would be contrary Professionalism as it is defined by the Community Oriented Government (COG) philosophy
  - d. Avoid conflicts of interest both legal and ethical, including:
    - i. Excuse oneself from decisions when financial interest of oneself or family member may be affected by their recommendation
    - ii. Not use information acquired during role as a Planning Commissioner for their personal advantage