

Ordinance No. 1430

Amending the Fridley City Code Chapter 105, Commissions

The City Council of the City of Fridley does ordain, after review, examination and staff recommendation that the Fridley City Code be amended as follows:

Fridley City Code Chapter 105 Commissions

105.01 Purpose

Pursuant to the Fridley City Charter Chapter 2, the Fridley City Council (Council) may create commissions with advisory powers to investigate any subject of interest to the City of Fridley (City). Advisory commissions provide for citizen input and are advisory to the Council. Advisory commissions shall have no decision-making authority, except as expressly established by the Fridley City Code or Minnesota Statutes (M.S.).

105.02 Commissions Generally

1. Membership

(a) Each commission, unless otherwise indicated, shall consist of seven Fridley residents appointed by Council.

(b) The Council will annually appoint, by Council resolution, a chairperson to each advisory commission.

(c) Each commission shall elect a vice chairperson. At any meeting of the commission if the chairperson is unable to attend, the vice chairperson shall act as chairperson.

(d) The commission members shall be appointed by the Council for three-year terms, except the Council shall make every effort to stagger the appointments so that the terms of no more than three members shall expire in any one year. Attempts shall be made to have all City wards represented on the commissions. Upon the expiration of their terms of office, members shall continue to serve until their successor shall have been appointed.

(e) The Council may appoint one non-voting youth commission member to each of the City's commissions. Youth commissioners must be at least 15 years of age, must be a resident of the City and enrolled in a high school or equivalent. Terms for youth appointments begin upon appointment and expire at the end of the school spring term. Youth commissioners may only serve on one commission at a time and may not serve more than three consecutive terms on the same commission.

2. Vacancy. Commission members may resign or be removed from office by a majority vote of the Council. The commission member appointed to fill any vacancy shall serve for the remainder of the vacated term.

3. Organization

(a) Following the appointment of membership, each of the commissions shall meet, organize and with the exception of the chairperson, elect any officers, as it deems desirable.

(b) Adopt rules for its meetings and the transaction of its business, in order to fulfill the responsibilities of the commission.

(c) The chairperson shall assure the fulfillment of the following responsibilities:

(1) Call and preside over meetings of the commission.

(2) Appear or appoint a representative to appear, if deemed necessary, before the Council or any City commission pertaining to matters within the scope of the commission.

(3) Provide liaison with other governmental and citizens' groups pertaining to matters within the scope of the commission for the purpose of timely and relevant information for consideration by the commission.

4. Staff Liaison. The City Manager shall assign one member of staff to serve as Staff Liaison to each commission. The Staff Liaison shall perform only such duties on behalf of a commission as may be assigned by the chairperson and with the consent of the City Manager. Additional advisory staff shall be assigned to the commissions by the City Manager within the restraints of the adopted general fund budget. A Staff Liaison shall not serve as an appointed member of any City advisory commission.

5. Project Committees. The commissions may establish special project committees to further the objectives of the commissions and provide for greater citizen participation. Such project committees shall be appointed by a commission for special projects and shall cease to exist when their activities are completed. The qualifications for membership, composition and duties of such project committees shall be at the discretion of the commission. The project committee may be chaired by a member of the commission, and at least one member of the commission shall act as a liaison for each project committee.

6. Compensation. The members of the commissions shall serve without pay, but may be reimbursed for actual expenses if funds therefore are provided in the adopted general fund budget.

7. Reports. The commissions shall make such reports as requested by the Council. or Planning Commission.

8. Meetings. Meetings shall be called by the chairperson and shall be held as necessary to fulfill the responsibilities of the commissions. All meetings of the commissions shall be open

to the public. Minutes shall be kept of all meetings. Findings and recommendations shall be transmitted by the commission chairperson to the to the Council.

105.03 Planning Commission

1. Commission Established. There is hereby created a Planning Commission for the City of Fridley, Minnesota pursuant to M.S. Chapter 462.

2. Purpose

(a) The Planning Commission is established to provide comprehensive planning and zoning advice to the Council, provide a process by which the public may appeal staff's interpretation of the Code, or request a variance to performance standards in the zoning chapters of the Code.

(b) The Council hereby establishes the Planning Commission to serve as the Board of Appeals and Adjustments and exercise all authority and perform all functions of said Board pursuant to M.S. §§ 462.351 to 462.364 and operate according to this Code.

3. Scope

(a) The Planning Commission shall serve in an advisory capacity to the Council. Matters shall be referred to the Planning Commission by the Council, City Manager or chairperson of the member commissions, and may be assigned to the member commissions for detailed study and recommendations as required. All recommendations by the Planning Commission shall be made to the Council.

(b) The Planning Commission is charged with responsibility for community planning, growth and development of comprehensive goals and policies, including but not limited to, land use, housing, transportation, , and other related community activities.

(c) The Planning Commission shall advise the Council in the development of programs to give increased effectiveness and direction in implementing established City goals and policies and recommend actions needed to carry out planning responsibility.

4. Appeals and Requests

(a) The Planning Commission shall hear and recommend to the Council appeals or requests in the following cases according to the procedures established in Chapters 128 and 205 of this Code:

(1) Appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by a City compliance official in the enforcement of the Code, or State Building Code.

(2) Requests for variances from the literal provisions of Code in instances where strict enforcement would cause practical difficulties due to circumstances unique to the individual property under consideration.

5. Membership of Planning Commission

(a) The Planning Commission shall consist of the Planning Commission chairperson, the chairperson of the Parks and Recreation Commission, the chairperson of the Environmental Quality and Energy Commission, and four members at large.

(b) Nothing herein shall prohibit any Planning Commission members from serving on other commissions; however, none of these shall be elected as chairperson or vice-chairperson of any other commissions.

105.04 Parks and Recreation Commission

1. Commission Established. There is established a Parks and Recreation Commission for the City.

2. Purpose. The Parks and Recreation Commission is established to promote the systematic and comprehensive development of park facilities and recreational activities necessary for the physical, mental and emotional health and well-being of the residents of the City.

3. Scope

(a) The Parks and Recreation Commission shall act as an advisory commission to the Council for continuous community planning and development of comprehensive City goals and policies. Any change in related community planning and comprehensive City goals and policies must be reviewed by the Council.

(b) The Parks and Recreation Commission shall advise the Council in the development of programs to give increased effectiveness and direction in implementing established City goals and policies and recommend actions as needed to provide park and recreational opportunities.

4. Program. The Commission shall each year, prior to June 1, recommend a capital investment program for park improvement and acquisition and for public recreation activities for the ensuing year.

5. Funds. For the purpose of financing the parks and recreation programs authorized by this Chapter, the accounting shall be the responsibility of the City Treasurer. The Commission shall be authorized to establish charges or fees for the restricted use of any facility or to make any phase of the recreation program wholly or partially self-sustaining.

6. Ex Officio Member. The Commission may include one commission position that will be an ex officio, non-voting member that is nominated by a Fridley youth sports organization and confirmed by the Council. Except for voting, the position will be charged with all the same

rights, privileges and responsibilities as the other members of the Commission. The term of this position is subject to nomination and confirmation on an annual basis.

105.05 Environmental Quality and Energy Commission

1. Commission Established. There is established an Environmental Quality and Energy Commission for the City.

2. Purpose. The Environmental Quality and Energy Commission is established to stimulate interest in and to promote an awareness of environmental and energy concerns among citizens and businesses of the City. It will serve as a resource to the City in the conservation and management of energy and the environment, including information on environmental problems, laws, policies, and regulations of the county, metropolitan, state, and federal levels to the extent of their effect on Fridley and advise the Council, the City Manager, and other appropriate City commissions on matters pertaining to conservation and management of energy and the environment, including the review and recommendation of programs and policies within the City.

3. Scope

(a) The Environmental Quality and Energy Commission shall act as an advisory commission to the Council for continuous community planning and development of the comprehensive City goals and policies. Any change in related community planning and comprehensive City goals and policies must be reviewed by the Council.

(b) The Environmental Quality and Energy Commission shall advise the Council in the development of programs to give increased effectiveness and direction on implementing established City goals and policies, and recommend actions as needed relevant to the conservation and management of environmental and energy resources.

Passed and adopted by the City Council of the City of Fridley on this 28th day of April, 2025.

Dave Ostwald - Mayor

Melissa Moore - City Clerk

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Second Reading: April 28, 2025

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