

CHAPTER 32 DEPARTMENTS, BOARDS AND COMMISSIONS

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FIRE DEPARTMENT

§ 32.01 FIRE DEPARTMENT ESTABLISHED

The Fire Department of this city shall consist of not less than 20 nor more than 30 persons, hereinafter referred to as the Fire Department.

§ 32.02 OFFICERS

The Chief, and Assistant Fire Chief, shall be the commanding officers of the Company, organized under this subchapter, and shall hold their offices for one year and until their successors are appointed. These officers shall be appointed by the Council, provided that the members of the Fire Department may recommend to the Council suitable persons for such offices.

§ 32.03 DUTIES OF CHIEF

The Chief shall have sole command at fires over all members of the Fire Department of this city and shall have power to suspend any member of the Department pursuant to the Fire Department Standard Operating Guidelines.

§ 32.04 SUSPENSIONS

It shall be the duty of the Chief to immediately report any disciplinary action or investigation to the City Administrator and the City Council when deemed appropriate by the City Administrator.

§ 32.05 DUTIES OF OFFICERS IN ABSENCE OF CHIEF

In case the Chief is absent, the Assistant Fire Chief shall execute the duties of Chief. If the Chief and Assistant Fire Chief are absent, the most senior officer shall execute the duties of Chief and report those actions to the Chief as soon as possible.

§ 32.06 EQUIPMENT CARE

The Chief shall have control and care of all equipment and property used by the Fire Department and belonging to this city. It shall be the duty of the Chief to see that all fire apparatus is kept in good condition and repair at the proper cost of this city.

§ 32.07 POLICIES AND PROCEDURES

The Volunteer Fire Department may adopt policies and procedures for the operation of the department, which shall be effective upon approval by the City Council. Any provision of these policies and procedures, which may be called Standard Operating Guidelines, which is inconsistent with state and federal law, including the Veterans Preference Act, Minnesota Human Rights Act, and state laws requiring the City Council to control Fire Department Finances, shall be unenforceable and void.

§ 32.08 APPOINTMENT OF OFFICERS

Firefighters and probationary firefighters shall be appointed by the City Council upon recommendation by the Chief of the Volunteer Fire Department. The process of recruitment, selection, appointment and termination of firefighters and probationary firefighters shall, as required by state law, follow all of the provisions of the Veteran's Preference Act, M.S. §§ 43A.11 and 197.46, as they may be amended from time to time, and, as required by state law, there shall be no discriminate on the basis of age, race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation or disability (except based on a bona fide occupational qualification) as provided by the Minnesota Human Rights Act, M.S. §§ 363.03 and 363.06, as it may be amended from time to time. Firefighters may be removed pursuant to the Fire Department Standard Operating Guidelines.

PLANNING COMMISSION

§ 32.20 ESTABLISHMENT

There is established a Planning Commission, hereinafter referred to as the "Commission." The Planning Commission shall be the city planning agency authorized by M.S. § 462.354, Subd. 1, as it may be amended from time to time. The Planning Commission is an advisory commission to the City Council.

§ 32.21 COMPOSITION

(A) *Membership.* The Commission shall consist of seven members appointed by the City Council. Of the seven members, at least one member shall be appointed from the City Council; at least six members shall be residents of the City of Cambridge; and one member may be a resident of the extraterritorial planning areas identified by the city's Comprehensive Plan. Members other than the City Council representative shall be appointed from among persons in a position to represent the general public interest, and no person shall be appointed with private or personal interests likely to conflict with the general public interest.

(B) *Terms.* Terms of office for members other than the City Council representative shall be for three years, provided however that in first establishment of the Commission, two of the members shall be appointed for terms of one year, two for terms of two years and two of the members for terms of three years. The City Council representative shall be appointed annually by the Council. A member may not serve more than nine consecutive years. After a member has served for nine

consecutive years, they would not be eligible for appointment to the Planning Commission for a period of one year.

(C) Members of the Commission shall serve at the will of the City Council and any member of the Commission may be removed from office by majority vote of the City Council. In addition, any member absent from three consecutive regular meetings or five meetings in one year shall be deemed to have forfeited their seat upon declaration of the Mayor, and a vacancy shall exist without formal removal proceedings.

§ 32.22 ORGANIZATION

(A) *Officers.* The Commission shall elect a Chairperson and Vice-Chairperson from among those of its members who are not appointed ex-officio and may create such other offices as it may determine. It shall provide itself with a Secretary, either by election from among its members or by appointment of an officer or employee of the city who is not a member of the Commission and shall not be entitled to vote. Terms of all elected offices shall be for one year with eligibility for re-election.

(B) *Rules.* The Commission shall follow the City Council & Commissions Code of Conduct and Council Bylaws as adopted by the City Council. The staff liaison assigned to the Commission by the City Administrator shall keep a record of attendance at its meetings and of resolutions, transactions, findings and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record.

(C) *Committees.* The Commission may establish committees and subcommittees from its membership to serve in an advisory capacity to assist the Commission in the conduct of its business.

(D) *Advisors.* The City Attorney, City Planner, City Administrator, City Engineer, City Building Official, consulting engineers and planners and Director of the Community Development Department shall serve as advisors to the Commission.

§ 32.23 APPROPRIATIONS; EXPENSES

(A) The City Council shall make available to the Commission such appropriations as it may see fit for fees and expenses necessary in the conduct of its work. Subject to approval of the City Council and within limits set by appropriations or other funds made available, the Commission may contract for technical experts as may be deemed proper and may incur such other expenses as may be necessary and proper for the conduct of its affairs. The Commission shall have authority to expend all sums so appropriated and made available for its use from grants, gifts and other sources for the purposes and activities authorized by this subchapter.

(B) Members of the Commission shall receive a \$35.00 per diem for each Commission meeting attended.

§ 32.24 DUTIES AND POWERS

(A) *Duties.* The Commission shall have the powers and duties given planning agencies generally by law, including the following:

(1) To acquire and maintain in current form such basic information and background data as is necessary for an understanding of past trends, present conditions and forces at work to cause changes in these conditions;

(2) To prepare and keep current a comprehensive development plan for meeting present requirements and such future needs as may be foreseen;

(3) To establish principles and policies for guiding action affecting development in the city and its environs;

(4) To prepare and recommend to the City Council ordinances, regulations and other proposals promoting orderly development along lines indicated as desirable by the comprehensive development plan;

(5) To determine whether specific proposed developments conform to the principles and requirements of the comprehensive plan and the ordinances;

(6) To advise the Council on matters which have an impact on the future development of the city, including, but not limited to major public improvements, annexations and vacations of streets or alleys;

(7) To keep the City Council and the general public informed and advised as to all planning and development matters;

(8) To conduct such public hearings as may be required to gather information necessary for the drafting, establishment, maintenance and administration of the comprehensive plan and ordinances and regulations related to it and to establish public committees for the purpose of collecting and compiling information necessary for the plan or for the purpose of promoting the accomplishment of the plan in whole or in part;

(9) To perform other duties which may be assigned by the City Council or which may have bearing on the preparation or accomplishment of the plan.

(B) *Powers.* All city employees shall, upon request and within a reasonable time, furnish to the Commission or its employees or agents such available records or information as may be required in its work. The Commission, or its employees or agents, may in the performance of official duties enter upon lands and make examinations or surveys in the same manner as other authorized city agents or employees and shall have such other powers as are required for the performance of official functions in carrying out the purposes of this subchapter.

§ 32.25 COMPREHENSIVE PLAN

(A) *Amendments.* The Commission may from time to time amend or add to any plan whether previously submitted or not, or any section thereof, when deemed necessary or advisable. The Commission shall undertake a review of the Comprehensive Plan at least every ten years.

§ 32.26 ZONING PLAN

The Commission shall prepare a proposed Zoning Plan. Before recommending such plan to the Council, the Planning Commission shall hold at least one public hearing thereon, notice of which shall be given as provided in this chapter.

§ 32.27 OFFICIAL MAP OF STREET EXTENSION

(A) The Planning Commission shall prepare an official map of the platted and unplatted portions of the city, of adjoining territory, or both, or portions thereof, indicating upon such official map the proposed future extension or widening of the streets of the city within such existing platted and developed territory or across such unplatted territory.

(B) After the map has been prepared and a public hearing on it has been duly held and notice of which has been given as provided in this chapter, it shall be submitted to the Council, which shall thereupon consider such map and may adopt it or any part of it with such amendments as it deems advisable. Before such adoption by the Council a public hearing shall be held by the Council upon the proposal, notice of which hearing shall be given as provided in this chapter. After adoption, such official map shall be filed with the Register of Deeds.

(C) After the map has been adopted by the Council and filed with the Register of Deeds, whenever any existing street or highway is widened or improved, any new street is opened or lands for other public purpose are acquired by action of the city, the city shall not be required in any such proceedings to pay for any building or structure placed within the limits of any such street or outside of any building line that may have been established upon the existing street, nor within any area thus reserved for public purposes.

PARKS, TRAILS AND RECREATION COMMISSION

§ 32.45 ESTABLISHMENT

There is hereby established a Parks, Trails and Recreation Commission, hereinafter referred to as the "Commission".

§ 32.46 COMPOSITION

(A) *Membership.*

(1) The Commission shall consist of seven members appointed by the City Council from among the residents of the city. Of the seven members, at least one member shall be appointed

from the City Council, at least one member from the Cambridge - Isanti Independent School District and one youth representative.

(2) Members other than the City Council, School District, and youth representatives shall be appointed from among persons in a position to represent the general public interest, and no person shall be appointed with private or personal interests likely to conflict with the general public interest. Members shall be appointed as follows: When a vacancy occurs or is about to occur, applications shall be requested from the residents of the city.

(B) *Terms.* Terms of office for members other than the City Council and youth representatives shall be for three years, provided however that in first establishment of the Commission, two of the members shall be appointed for terms of one year, two for terms of two years, and two of the members for terms of three years. The City Council and youth representatives shall be appointed annually by the Council with eligibility for reappointment. A member may not serve more than nine consecutive years. After a member has served for nine consecutive years, they would not be eligible for appointment to the Parks, Trails and Recreation Commission for a period of one year.

(C) *Removal from office; vacancies.*

(1) Members of the Commission shall serve at the will of the City Council and any member of the Commission may be removed from office by majority vote of the City Council.

(2) In addition, any member absent from three consecutive regular meetings or five meetings in one year shall be deemed to have forfeited their seat upon declaration of the Mayor, and a vacancy shall exist without formal removal proceedings.

(3) It shall be the duty of the chairman of the Commission to notify the City Council promptly of any vacancies occurring in membership, and the City Council shall fill such vacancies within 60 days from notification for the unexpired term of the original appointment.

§ 32.47 ORGANIZATION

(A) *Officers.* The Commission shall elect a chairperson and vice chairperson from among those of its members who are not appointed ex-officio, and may create such other offices as it may determine. It shall provide itself with a secretary, either by election from among its members or by appointment of an officer or employee of the city who is not a member of the Commission and shall not be entitled to vote. Terms of all elected offices shall be for one year, with eligibility for re-election.

(B) *Rules.* The Commission shall be governed and operate pursuant to the City Council & Commissions Code of Conduct and Council Bylaws as adopted by the City Council. The staff liaison assigned to the Commission by the City Administrator shall keep a record of attendance at its meetings and of resolutions, findings and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record.

(C) *Meetings.* The Commission shall hold at least one regular meeting each month. Special meetings may be held at any time upon the call of the chair. Notice of the time and place of a special meeting shall be communicated to the members and publicly noticed at least three days prior to the meeting except in the event of emergency. All Commission meetings shall be open to the public.

(D) *Committees.* The Commission may establish committees and subcommittees from its membership to serve in an advisory capacity to assist the Commission in the conduct of its business.

(E) *Advisors.* The City Attorney, City Administrator, Public Works Director, City Engineer, City Building Official, consulting engineers and planners, and the Director of the Community Development Department shall serve as advisors to the Commission.

§ 32.48 DUTIES AND POWERS

(A) *Purpose.* The Commission is established to review and to make recommendations to the City Council on the development and organization of the city parks, trails and recreation programs.

(B) *Duties.* The Commission shall prepare, hold hearings on and recommend to the City Council such plans, programs and policies as it deems necessary to carry out the purposes of this subchapter. Such powers shall include, but not be limited to, the study of and recommendation to the City Council on the following:

(1) To hold meetings of its members, to consider such matters pertaining to parks, trails and public recreation programs in the city as shall be referred to the Commission by the Council, or as the members of the Commission themselves deem proper.

(2) Recommend capital park and trail projects to Council subject to available funding sources.

(3) Recommend policies affecting the use of the city's park and trail system.

(4) Recommend the allocation of park fields in a fair and equitable manner, based on recommendations from users and city staff.

(5) Work with a variety of organizations to ensure the offering of an appropriate array of recreation opportunities for the youth and adults of the city.

(6) Prepare and recommend a comprehensive plan for the future development of the city park, recreation and trail system, to be submitted to the City Council for implementation, and to maintain said plan, and recommend amendments of the plan to the City Council, as may become necessary or desirable.

(7) To act in an advisory capacity to the Council in all matters relating to a park, recreation and trail programs in the city.

(8) Any other plans and programs as may be assigned by the City Council from time to time.

(C) *Powers.* The Commission shall not be considered a park board under state law and shall have no powers to acquire or lease land, employ personnel, or enter into contracts or leases, or any similar powers authorized for a park board by state law.

§ 32.49 APPROPRIATIONS AND EXPENSES

(A) The City Council shall make available to the Commission such appropriations as it may see fit for fees and expenses necessary to conduct its work.

(B) Members of the Commission shall a per diem of \$35 per Commission meeting attended.

SISTER CITIES COMMISSION

§ 32.50 ESTABLISHMENT

There is hereby established a Sister Cities Commission, hereinafter referred to as the "Commission".

§ 32.51 COMPOSITION

(A) *Membership.* The Commission shall consist of seven to nine members appointed by the City Council from among the residents or business owners of the city. If desired, the City Council may appoint one member at large to the Commission that is not a resident or business owner of the City. Of the seven members, at least one member shall be appointed from the City Council. Furthermore, if a business owner is appointed, he/she may send a designee to represent them at Sister Cities Commission meetings.

(B) *Terms.* Terms of office for members other than the City Council shall be for three years, provided however that in first establishment of the Commission, a minimum of two of the members shall be appointed for terms of one year, a minimum of two members for terms of two years, and two of the members for terms of three years. The City Council representative shall be appointed annually by the Mayor. A member may not serve more than nine consecutive years. After a member has served for nine consecutive years, they would not be eligible for appointment to the Commission for a period of one year.

(C) *Removal from office; vacancies.*

(1) Members of the Commission shall serve at the will of the City Council and any member of the Commission may be removed from office by majority vote of the City Council.

(2) In addition, any member absent from three consecutive regular meetings or five meetings in one year shall be deemed to have forfeited their seat upon declaration of the Mayor, and a vacancy shall exist without formal removal proceedings.

(3) It shall be the duty of the chairman of the Commission to notify the City Council promptly of any vacancies occurring in membership, and the City Council shall fill such vacancies within 60 days from notification for the unexpired term of the original appointment.

§ 32.52 ORGANIZATION

(A) Officers. The Commission shall elect a chairperson and vice chairperson from among those of its members. Officer terms shall be for one year, with eligibility for re-election at the annual organizational meeting held in February of each year.

(B) Rules. The Commission shall be governed and operate pursuant to the City Council & Commissions Code of Conduct and Council Bylaws as adopted by the City Council. The staff liaison assigned to the Commission by the City Administrator shall keep a record of attendance at its meetings and take minutes to record the Commission's actions and showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record.

(C) Meetings. The Commission shall meet as needed to raise awareness of the Sister City program, plan for, and support Sister City visits. Special meetings may be held at any time upon the call of the chair. Notice of the time and place of a special meeting shall be communicated to the members and a public notice posted on the City's official posting board at least three days prior to the meeting except in the event of emergency. All Commission meetings shall be open to the public.

(D) Committees. The Commission may establish subcommittees from its membership to serve in an advisory capacity to assist the Commission in the conduct of its business.

§ 32.53 APPROPRIATIONS AND EXPENSES

The City Council may make available funding to the Commission to support its work.

§ 32.54 DUTIES AND POWERS

(A) Purpose. To promote long-lasting, mutual goodwill and understanding between the City of Cambridge and its sister cities of Beli Manastir, Croatia; Ratvik, Sweden; and Yuasa, Japan.

(B) Duties.

(1) Endeavor to promote mutual understanding and cooperation through an interchange in culture, education, economy and other fields and to promote the prosperity and welfare of the people of our two communities.

(2) Establish a foundation to promote economic development, peace, amity and goodwill between Cambridge and our sister cities.

(3) Encourage peer learning between municipal employees and elected officials through sister city activities will help our cities implement innovative policies and management techniques in sanitation, water, health, transportation, tourism, economic development, and education.

(4) Foster trust, access, and expertise for local businesses in our communities to find new international opportunities since sister city relationships can provide access to new markets and introductions to new partners which will expand the resources available to our local businesses.

(5) Recommend to City Council a schedule of sister city exchange visits and conduct fundraising activities to support the sister city exchanges.

AIRPORT ADVISORY COMMISSION

§ 32.60 ESTABLISHMENT

There is hereby established an Airport Advisory Commission, hereinafter referred to as the "Commission".

§ 32.61 COMPOSITION

(A) Membership.

(1) The Commission shall consist of members appointed by the City Council and a City Council representative for a total of seven members. The Council may also appoint an ex-officio member at their discretion. The ex-officio member is a non-voting member and is not counted in the total board members or counted for a quorum.

(2) Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the City limits of the Cambridge, but shall be within Isanti County. No person shall be appointed with private or personal interests likely to conflict with the general public interest.

(B) Terms. Terms of office for members, other than the City Council representative, shall be for three years. The City Council representative shall be appointed annually by the Council with eligibility for reappointment. A member may not serve more than nine consecutive years. After a member has served for nine consecutive years, they would not be eligible for appointment to the Airport Advisory Commission for a period of one year.

(C) Removal from office; vacancies.

(1) Members of the Commission shall serve at the will of the City Council and any member of the Commission may be removed from office by majority vote of the City Council.

(2) In addition, any member absent from three consecutive regular meetings shall be deemed to have forfeited their seat upon declaration of the Mayor, and a vacancy shall exist without formal removal proceedings.

(3) It shall be the duty of the chairman of the Commission to notify the City Council promptly of any vacancies occurring in membership, and the City Council shall fill such vacancies within 60 days from notification for the unexpired term of the original appointment.

§ 32.62 ORGANIZATION

(A) Officers. The Commission shall elect a chairperson and vice chairperson from among its members. It shall provide itself with a secretary, either by election from among its members or by appointment of an employee of the city who is not a member of the Commission and shall not be entitled to vote. Officer terms shall be for one year, with eligibility for re-election.

(B) Rules. The Commission shall be governed and operate pursuant to the City Council & Commissions Code of Conduct and Council Bylaws as adopted by the City Council. The staff liaison assigned to the Commission by the City Administrator shall keep a record of attendance at its meetings and of resolutions, findings and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record.

(C) Meetings. The Commission shall hold at least two meetings per year. Special meetings may be called by the City Council representative to the Commission. Notice of the time and place of a special meeting shall be communicated to the members and publicly noticed at least three days prior to the meeting except in the event of emergency. All Commission meetings shall be open to the public. All meetings must comply with the Open Meeting Law.

(D) Advisors. The Public Works Director, Assistant Public Works Director (Airport Manager), City Engineer, consulting engineers, and the Director of the Community Development Department shall serve as advisors to the Commission.

§ 32.63 DUTIES AND POWERS

(A) The Commission shall:

(1) Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.

(2) Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.

(3) Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and

operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.

(4) Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

(B) Powers. The Commission is an advisory commission to the City Council. The Commission shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, seek requests for proposals, seek requests for bids, or any similar powers.

§ 32.64 APPROPRIATIONS AND EXPENSES

(A) The Commission shall make recommendations to the City Council for the airport's master plan and capital improvement plan. The City Council will set the Airport's operational and capital budget as it may see fit and will collect fees, hangar rentals, or other expenses necessary to conduct the airport's operation.