

To: HONORABLE MAYOR AND CITY COUNCIL.

FROM: Dave Maroney, City Administrator.

SUBJECT: 2020 Appointments.

DATE: January 3, 2020.

BACKGROUND.

Mayor Althoff has been working with Staff and citizens to prepare recommendations for appointments to a number of Boards and Commissions – see the attached *2020 Appointments*. You will notice several recommendations highlighted in “yellow” that Mayor Althoff wishes to discuss with you further before proceeding with certain appointments. The *Charter* stipulates that if the purpose for which a board, commission or committee is established will continue beyond the terms of its initial members that said group must be established by Ordinance – it appears that the *Charter* may not have been followed when several of these groups were initially formed.

REQUESTED COUNCIL ACTION.

The City Council is scheduled to convene on January 14th to discuss the *2020 Appointments*, plans for the current year and related operational considerations.

2020 APPOINTMENTS

<p>Personnel/Salary Committee</p> <p>*Eliminate and create a Finance Committee?*</p>	
<p>Police Commission</p> <p>*Establish by Ordinance if Desired*</p>	
<p>Cannon Valley Trail Board</p> <p>Meets the 4th Tuesday of the month at 6:30 p.m. Non-meeting months are December and February</p>	<ol style="list-style-type: none"> 1. Mary Jill Bringgold (Council) 2. Matt Montgomery (Council) 3. Nate Watson (Citizen)
<p>Economic Development Authority</p> <p>Meets the 2nd Wednesday of the month at 7:00 a.m. (Terms expire at the end of the year indicated.)</p>	<ol style="list-style-type: none"> 1. Roxanne Flaten—2020 2. Amy Dombeck—2020 3. Luke Cooreman—2025 4. Morris Mattson 5. John Althoff
<p>Library Board</p> <p>Meets the 2nd Monday of the month at 6:00 p.m. (Terms expire at the end of the year indicated.)</p>	<ol style="list-style-type: none"> 1. Mary Jill Bringgold (Council) 2. Morris Mattson (Council 2nd) 3. Bruce Colwell-2022-2nd term-City 4. Leah Montgomery-2020-1st term-City 5. _____-2020-1st term-City 6. Carol Price-2021-2nd term-County 7. David Dyson-2022-1st term-County 8. Rosie Schluter-2020-2nd term-County 9. Elizabeth Zimmermann-2021-2nd term-City
<p>Hiawathaland Transit Advisory Committee</p> <p>*Needed?*</p>	<ol style="list-style-type: none"> 1. Derek Lundell 2. Steve Gesme (2nd)
<p>Cable Commission</p> <p>*Establish by Ordinance if Desired*</p>	<ol style="list-style-type: none"> 1. Matt Montgomery 2. Steve Gesme 3. Rosie Schluter 4. _____ 5. Cable Director 6. City Administrator

<p>Planning Commission</p> <p>Meets the 2nd Monday of the month at 6:30 p.m. (Terms expire at the end of the year indicated.)</p>	<ol style="list-style-type: none"> 1. _____—2022 2. Bruce Hemmah—2022 3. Michael Daniels—2021 4. _____—2021 5. Derek Lundell—2020 6. Glen Lundell—2022 7. Steve Gesme (Council) 8. Matt Montgomery (2nd)
<p>Public Works Commission</p> <p>*Clarify Ordinance No. 78 and 31.04 if Desired*</p>	<ol style="list-style-type: none"> 1. Bill Duncan 2. Matt Montgomery 3. Jeremy Mouw – Citizen
<p>Park Board</p> <p>Meets the 3rd Thursday of the month at 6:30 p.m.</p> <p>*Establish by Ordinance if Desired*</p>	<ol style="list-style-type: none"> 1. Matt Montgomery (Council) 2. Mary Jill Bringgold (Council) 3. Josh Otto (PW Representative) 4. Chuck Widholm 5. Ken Carpenter 6. Glenn Schulz 7. Steve Nordin

ORDINANCE NO. 78, 2ND SERIES

AN ORDINANCE OF THE CITY OF CANNON FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 2 ENTITLED "ADMINISTRATION AND GENERAL GOVERNMENT" BY PROVIDING FOR ELIMINATION OF THE PARK BOARD AND THE INCLUSION OF ITS FORMER DUTIES AND RESPONSIBILITIES UNDER A REVAMPED PUBLIC WORKS DEPARTMENT, TO BE KNOWN AS THE PUBLIC WORKS COMMISSION; AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 2.99 WHICH, AMONG OTHER THINGS, CONTAINS PENALTY PROVISIONS.

THE CITY OF CANNON FALLS ORDAINS:

Section 1. Section 2.41 entitled "Park Board" is hereby stricken and repealed in its entirety.

Section 2. Section 2.23 entitled "Public Works Department" is hereby amended to read:

Section 2.23. Public Works Commission. A Public Works Commission is hereby established. The Head of such Department shall be the Superintendent of Public Works. The City water and sewage systems, streets and parks shall be under the direct supervision of the Superintendent and he shall be responsible for and have custody of all property of such Department. It is also the duty of the Superintendent of Public Works, on or before the date of the first regular Council meeting in each month, to file with the City Council or its designated committee a report as to any recommendations as to repairs or improvements he deems advisable, together with a report of the activities of his Department during the preceding month.

Section 3. Cannon Falls City Code, Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire City Code Including Penalty for Violation" and Section 2.99 entitled "Violation a Misdemeanor" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

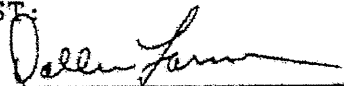
Passed and adopted this 19th day of March, 1987.

Approved and signed this 27th day of March, 1987.



Randall C. Gellert
Mayor

ATTEST:



Dallas Larson
City Clerk-Treasurer

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Aaron S. Reeves, City Administrator

SUBJECT: Park Board Bylaws Amendment

DATE: June 18, 2009

BACKGROUND

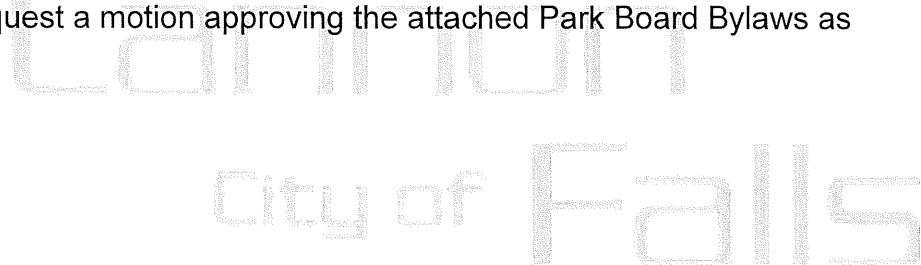
The Park Board has requested that their Bylaws be amended removing the requirement that one member represent Community Education. Community Education is not interested in having a representative on the Board any longer. Attached are the revised Bylaws for approval.

STAFF RECOMMENDATION

Staff recommends approving the attached Park Board Bylaws as presented.

REQUESTED COUNCIL ACTION

I respectfully request a motion approving the attached Park Board Bylaws as presented.



City of Cannon Falls Park Board

Establishment of Commission. The Park Board for the City of Cannon Falls is hereby established.

Composition. The Park Board shall consist of seven (7) members; one (1) City Council member and six (6) members of the local community. Members of the commission shall reside within the city. The mayor, the City Administrator and Public Works Director shall be ex-officio members.

- A. All members shall be appointed by the City Council and may be removed by a majority vote of the Council.
- B. Of the Park Board members first appointed, two shall be appointed for a one year term, two shall be appointed for a two year term, and two shall be appointed for a three year term. The City Council representative shall serve a one-year term. All terms shall expire on January 1 of the appropriate year. No Member may serve more than three (3) consecutive terms on the Park Board. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified.

Organization, Meetings, Etc.

- A. The commission shall elect a chairperson, a vice-chair and a secretary from among its members for a term of one year; and the commission may create and fill such other offices as it may determine. The Park Board shall meet monthly. Times and location of meetings shall be announced by notice posted at City Hall not less than three days before the meeting.
- B. The secretary shall keep written minutes of the Board's meetings, actions, and findings, which shall be public record. The secretary shall file minutes with the City Administrator.

Powers and Duties of the Commission. The Park Board shall be the park and recreational planning and maintenance advisory agency for the City of Cannon Falls. The duties of the commission are as follows:

- A. Advise the City Council in park acquisition, development and abandonment matters, and proposals for elimination of services in park or recreation.
- B. Consider and recommend new or significantly changed services to the public as it relates to parks.
- C. Recommend to the City Council rules and regulations for use of any park or recreational facility.
- D. Develop and maintain the City of Cannon Falls Comprehensive Parks Plan.
- E. Consider proper names for park and recreation areas and make such recommendations to the City Council.

- F. Conduct studies and investigations as specifically directed or delegated by the City Council.
- G. Develop and coordinate the City of Cannon Fall's recreation program.
- H. Review and comment on the Park and Pool budget as prepared by the Administrator and Public Works Director.
- I. Review annual budget to assure that parks receive a reasonable share of the City annual budget and offer such recommendations to the City Council.
- J. Provide general oversight to operation of park and recreational facilities including swimming pool and athletic play fields. Day to day operation, management, and employee supervision is the responsibility of City Administrator, Public Works Director and other staff.
- K. Request that appropriate level of staffing be provided to operate park and recreational facilities. Provide feedback to City Administrator and Public Works Director as to performance assigned personnel.
- L. Develop policies regarding use of park and recreation facilities including the fees to be charged for use of these facilities. Recommend to Council for approval.
- M. Review special requests for use of recreational facilities for the City Council.
- N. Propose capital improvement plans for parks or recreation facilities for inclusion in overall capital plan or budget.
- O. Review plats to make sure that park dedication requirements of the City Code are followed and that appropriate parks are developed in these subdivision.
- P. Provide recommendations to City Council on issues of contracting for services or purchasing in park and recreation functions.
- Q. Such other duties as referred by the City Council.