

AGENDA

A. Call to Order

B. Approval of Agenda and Minutes

Any additions, deletions, modifications to the agenda will be done at this time.

- a. Consider approval of the Parks and Planning Meeting Minutes from July 15, 2026.

C. Presentations, Public Hearings & Related Approvals

- a. Public Hearing - 1012 7th Avenue Variance

D. New Business

- a. Consider approval of building variance at 1012 7th Avenue
- b. Discuss Memorial Park Planning Assessment
- c. Discuss Parks and Planning Commission Roles/Responsibilities and Expectations (tentative)

E. Old Business

F. Adjourn

The will adjourn to a Workshop following the regular meeting.

MEETING MINUTES

**CITY OF
HOWARD LAKE**

— Est. 1878 —

JULY 15, 2026

Call to Order

Present: Chair Debner, Vice Chair Deiter, Commissionmember Marks, Weber, Hibbard, Kleve, and Gilbert.

Approval of Agenda

- a. **Consider Approving Minutes from the June 9, 2026 Parks and Planning Meeting**
June 9, 2026 Parks and Planning minutes were reviewed and approved.

Commission Member Hibbard moved to approve the agenda and minutes. The motion was seconded by Commission Member Kleve and unanimously.

Presentations, Public Hearings & Related Approvals

- a. **Public Hearing Lake Golf Third Additional Preliminary Plat & Planned Unit Development**

Commission Chair, April Debner, closed the regular meeting and opened the public hearing at 6:02 pm.

City Planner, Nate Sparks reviewed the staff report and related materials.

Commission Chair Debner opened the floor to Todd Olin, project engineer. He reviewed the process and timeline leading to the project being reviewed today.

Commission Chair Debner opened the floor to public comment.

Susan Moore - 5368 Imhoff Ave SW - asking for information for traffic mitigation during and after construction. She also shared concerns about water run off into her backyard.

Haggenmiller stated that if there is ever an issue with water or any issue, you can always come to the City.

Olin shared that this development would improve the water run off conditions as they are today.

Marvin Vossen, 2028 Green Circle, asked clarification on how close together the homes will be built and shared concerns about sod/established turf.

Nancy Truchinski, 1008 Fairway Blvd, asked if there is a demand for homes like these.

Tom Main, 5329 Imhoff Ave SW, asked why the original plat from the 1990's cannot be considered.

Haggenmiller and Sparks shared that storm water management and cost of development would not be cost beneficial to any developer.

Jesse Petite, 1020 Fairway Blvd, representing himself and family living in the area. Shared his concerns for traffic increases, low lighting, water run off.

Closed the public comment at 7:11 pm.

New Business

a. **Consider Recommending Approval of Lake Golf Third Addition Preliminary Plat & Planned Unit Development to the City Council**

Commission Member Kleve moved to recommend approving Lake Golf Third Addition Preliminary Plat and PUD to Council. The motion was seconded by Commission Member Marks and passed unanimously.

b. **Consider Recommending Terning Trails Twinhomes Concept Plan to the City Council**

Sparks reviewed the staff report and related materials.

Commissioner Kleve does not care for the trail.

Commissioner Weber stated that these townhomes are a better use of this property than an apartment building.

Commission Member Weber moved to recommend the Terning Trails Twinhomes Concept Plan to the City Council. The motion was seconded by Commission Member Hibbard and passed unanimously.

Old Business

Adjourn

Meeting was adjourned at 7:40 pm.

PLANNING REPORT

TO: Howard Lake Planning Commission

FROM: Nate Sparks, City Planner

DATE: September 3, 2026

RE: Public Hearing - Variance – 1012 7th Avenue

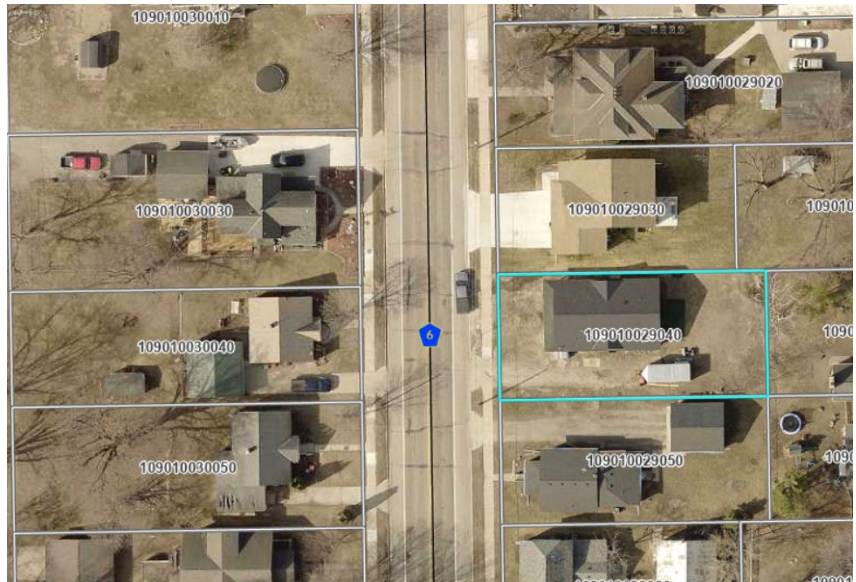
BACKGROUND

Kayla Volk at 1012 7th Avenue has submitted an application for a variance to build a garage at 1012 7th Avenue. The proposed garage would be four feet to the property line and nineteen feet to the peak and attached to the house.

PROPOSED PROJECT

The property in question is 0.18 acres in size and is located within the R-1, Traditional Single Family Zoning District. This District is intended for single family houses in the old platted part of the City.

The applicant is seeking to add an attached garage to the house located on the property. The proposed garage would be four feet from the side lot line, and about 24 feet to the rear. The required setbacks are six feet from the side and 15 feet to the rear.



The City’s Accessory Building Ordinance states that “a private garage attached to the principal building shall not exceed one thousand (1,000) square feet as measured by interior dimensions and shall be subject to all building and setback requirements of the principal structure, except as provided for herein.”

The proposed garage is 990 square feet in area and is less than the 1,440 square feet of the house.

The City’s Zoning Ordinance states that “except as allowed by conditional use permit as provided for by Section 01-17-3.C of this Article, no accessory buildings shall exceed sixteen feet (16’) in height measured from the mean ground level to the uppermost point of the roof.”

With the proposed building height at 19 feet, the City would also need to grant a conditional use permit, unless the Commission finds that the height is satisfied by meeting the principal structure height standard.

PLANNING COMMISSION REVIEW

To grant a variance, the Commission must find that there are practical difficulties present that prohibit the applicant from meeting the requirements of the Zoning Ordinance. An applicant must prove that all of the following statutory and general criteria are met:

Reasonableness: The property owner proposes to use the property in a reasonable manner not permitted by the official controls.

Uniqueness: The landowner's problem is due to circumstances unique to the property and not created by the landowner.

Essential Character: The variance will not alter the essential character of the locality or neighborhood.

Intent and Purpose: The variance is in harmony with the general purposes and intent of the zoning ordinance.

Comprehensive Plan: The terms of the variance are consistent with the local comprehensive plan.

Economic Considerations: Economic considerations alone do not constitute a practical difficulty or a valid reason for a variance.

The Planning Commission should hold a public hearing on the request, take any comment, and formulate a recommendation. Any recommendation may be with conditions of approval. Conditions could include:

1. The applicant must meet all requirements of the building and fire codes.
2. Construction shall generally adhere to the plans reviewed by the Planning Commission.



DEVELOPMENT APPLICATION

Date Filed:

8/10/26

Date Completed:

Received By:

Base Fee:

Escrow

\$250

\$200

\$250 DEPOSIT

Instructions: Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the City Administrator, and prior to acceptance of required processing fees and escrows.

Property Information:

Property Identification Number (PID#)/Zoning District

Street Address

1012 7th Ave

Applicant Information:

Name:

Kayla Volk

Business Name:

Address:

1012 7th Ave

City/State/Zip:

Telephone:

763-843-7826

Email:

Request:

Comprehensive Plan Amendment ☐

Site and Building Plan Review ☐

Ordinance Amendment (text or map) ☐

Subdivision Sketch Review ☐

Conditional or Interim Use Permit ☐

Preliminary Plat ☐

Administrative Permit ☐

Final Plat ☐

Variance /Appeal ☒

Minor Subdivision ☐

PUD (concept plan/development plan) ☐

Curb/sidewalk Construction ☐

Fence Construction ☐

Construction, placement (ROW) ☐

Other: ☐

Sign Construction/Placement ☐

Description of Request:

Plans to build Attached Garage
4 feet from side property line (south side),
19' 7" height at the peak

Please attach any additional information pertaining to the above requests.

Payment Receipt



Payment Summary

Payment to: **Howard Lake, MN - Permit** Total Charges: **\$462.63**
Payment Date: **Payments** TPG Conf. #: **WR2ARK**
08/14/2026 10:32:25 AM CT

Name	Permit Type	Permit Address	Payment Amount	Processing Fee	Total Amount
KAYLA VOLK	VARIANCE/ESCROW	1012 7TH AVE	\$450.00	\$12.63	\$462.63

Billing Information

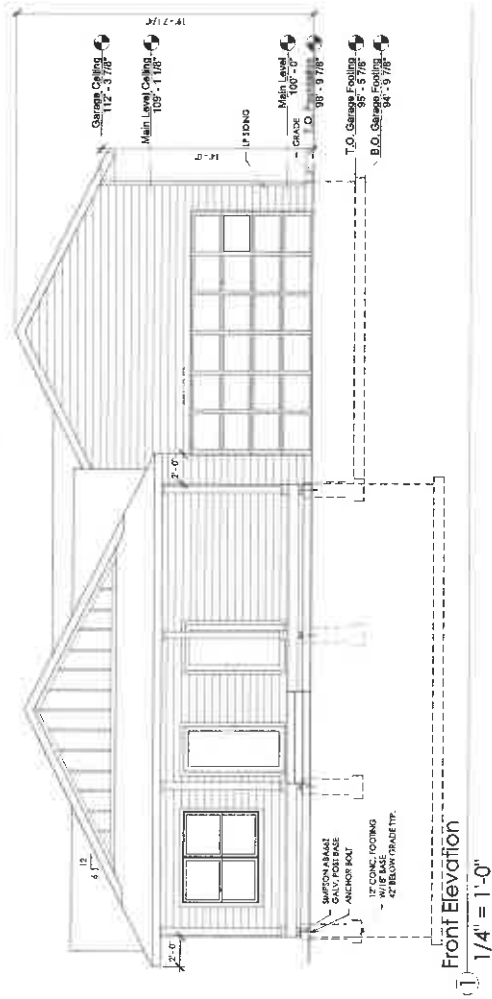
First Name: **KAYLA**
Last Name: **VOLK**
Address Line 1: **1012 7TH AVE**
Address Line 2:
City: **HOWARD LAKE**
State: **Minnesota**
Zip Code: **55349**
Country: **United States of America**
SMS Phone: **763-843-7826**
Email Address: **kaylalynevolk2013@gmail.com**

Payment Details

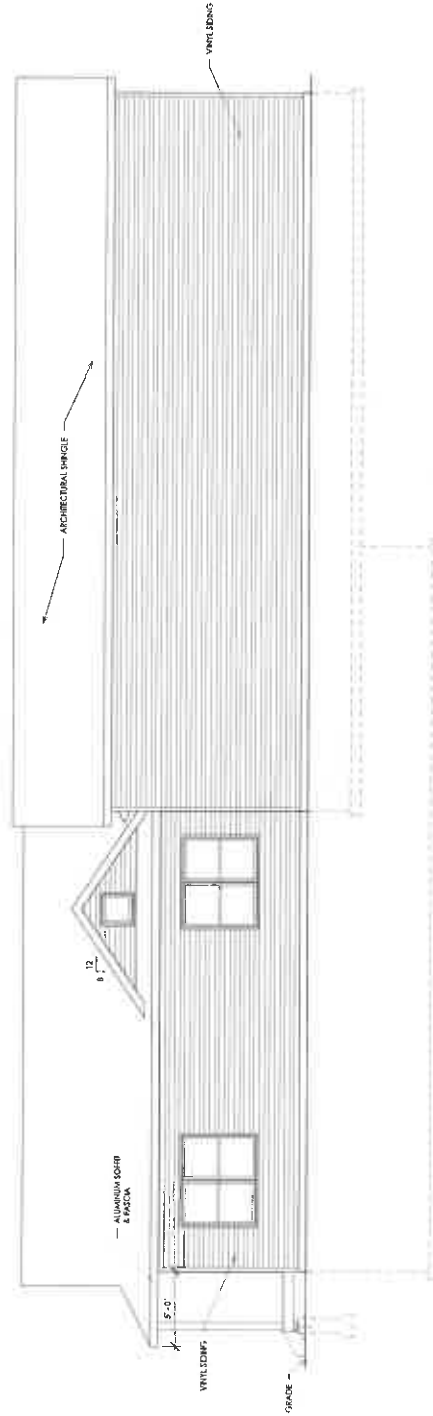
Payment Method: **Credit Card**
Ticket Amount: **\$450.00**
Processing Fee: **\$12.63**
Total Charges: **\$462.63**
Charge made to: **Visa ending in 8798**

**Login to see your full
payment history and manage
your payments profile.**

*\$200 Development
APP*
\$250 Escrow



Front Elevation
(1) 1/4" = 1'-0"



Right Elevation
(2) $1/4" = 1'-0"$

[illegible]



HOWARD LAKE PARKS & PLANNING MEETING

September 9, 2026 | 6pm

AGENDA ITEM: Discuss Memorial Park Planning Assessment

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

Background: City Ordinance Chapter 3.04 Parks and Planning Commission regulates the role and function of the commission. Section 7 specifically lays out functions related to park management:

Section 7. Parks, Trails and Public Space Amenities. The Commission duties are as follows:

Serve as a forum for the public to voice their opinions and concerns in regards to the public parks, trails, recreation facilities and programs, beautification, water management and any other related matter.

Recommend and facilitate beautification projects for the City to the City Council.

Work in conjunction with the area's organizations and surrounding governing agencies in regards to the public parks, trails, recreation facilities and programs, water management, beautification, or any other related matter with the City of Howard Lake.

Over the last several years, the Howard Lake Orphans have approached the City to better understand the relationship, roles and responsibilities as well as proposed support to the organization. The Orphans are further proposing a multi-year effort to fully revitalize the field.

Discussions around this topic have been disjointed and difficult largely due to the gap around general priorities and overall needs of the park versus 'baseball specific' improvements.

In order to better plan and guide decision making, the Parks and Planning Commission is asked to help with a park assessment of the entire 8 acre Memorial Park. Subsequent conversations as a group will create a priority summary as well discuss proposed partnerships and parameters surrounding the relationship between the City and the Orphans.

Please review the assessment, be prepared to provide feedback and express willingness to complete the form independently.

PLANNING COMMISSION ACTION REQUESTED: Please review the assessment, be prepared to provide feedback and express willingness to complete the form independently.

FINANCIAL: TBD

LEGAL: Open

ATTACHMENTS:

1. Memorial Park Assessment

MEMORIAL PARK FACILITY AND COMMUNITY VALUE SCORING RUBRIC

Evaluator:	_____	Assessment Date:	_____
Representing:	☐ City ☐ Orphans ☐ Park Board ☐ Other: _____	Weather / Conditions:	_____

Each evaluator should complete the rubric independently before scores are discussed as a group. All tables use full horizontal and vertical gridlines for readability.

1. Scoring Definitions

Physical Condition

Score	Condition	General Meaning
5	Excellent	New or like-new; no work anticipated
4	Good	Functional; routine maintenance or minor repair only
3	Fair	Functional but showing wear; repair or improvement should be planned
2	Poor	Significant deterioration; major repair or replacement needed
1	Critical	Unsafe, failing, unusable, or requires immediate intervention
N/A	Not applicable	Asset or criterion cannot reasonably be evaluated

Community-Value Criteria

Score	Safety Risk	Community Benefit	Usage	Asset Preservation	Revenue / Tourism
5	Immediate or serious risk	Serves nearly all park users	Used daily or very frequently by many groups	Essential to protect a major City asset	Strong documented potential
4	Meaningful risk requiring near-term action	Serves multiple community groups	Frequent seasonal use	Important to preserve an existing asset	Meaningful potential
3	Moderate concern	Serves a substantial user group	Regular but limited or seasonal use	Repair would extend useful life	Some indirect potential
2	Minor concern	Primarily serves one user group	Occasional or limited use	Limited preservation benefit	Minimal potential
1	Little or no identifiable risk	Very narrow or private benefit	Rarely used	Primarily cosmetic or optional	No meaningful potential
N/A	Not applicable	Not applicable	Unknown or not measurable	Not applicable	Not applicable

Priority Classification and Responsibility

Code	Meaning
H — High	Address immediately or within 1–2 years
M — Medium	Plan and budget within 3–5 years
L — Low	Long-term enhancement or more than 5 years
R — Routine	Address through normal operations and maintenance

Responsibility should be considered separately from condition and priority. Select City, Orphans, or Shared as the recommended primary responsibility for funding, maintenance, or implementation. A high-priority item is not automatically a City responsibility.

2. Baseball Facilities

Asset / Amenity	Condition 1-5	Safety Risk 1-5	Community Benefit 1-5	Usage 1-5	Asset Preservation 1-5	Revenue / Tourism 1-5	Weighted Score	Priority H/M/L/R	City	Orphaned	Shared	Comments / Observations
Infield playing surface									☐	☐	☐	
Pitcher's mound									☐	☐	☐	
Home plate and batter's boxes									☐	☐	☐	
Base paths and base anchors									☐	☐	☐	
Outfield turf									☐	☐	☐	
Field grading and drainage									☐	☐	☐	
Irrigation system									☐	☐	☐	
Warning track									☐	☐	☐	
Dugouts									☐	☐	☐	
Dugout benches and protective fencing									☐	☐	☐	
Bleachers and spectator seating									☐	☐	☐	
Accessible spectator seating									☐	☐	☐	
Backstop									☐	☐	☐	
Sideline fencing									☐	☐	☐	
Outfield fencing									☐	☐	☐	
Gates and latches									☐	☐	☐	
Bullpens									☐	☐	☐	
Batting cages and netting									☐	☐	☐	
Batting cage surfacing and drainage									☐	☐	☐	
Scoreboard									☐	☐	☐	
Public-address system									☐	☐	☐	
Field lighting fixtures									☐	☐	☐	
Light poles and foundations									☐	☐	☐	
Press box or announcer area									☐	☐	☐	
Baseball storage building									☐	☐	☐	
Field maintenance equipment									☐	☐	☐	
Player and spectator safety netting									☐	☐	☐	

3. Buildings and Support Facilities

Asset / Amenity	Condition 1–5	Safety Risk 1–5	Community Benefit 1–5	Usage 1–5	Asset Preservation 1–5	Revenue / Tourism 1–5	Weighted Score	Priority H/M/L/R	City	Orphans	Shared	Comments / Observations
Public restrooms—overall									☐	☐	☐	
Restroom plumbing and fixtures									☐	☐	☐	
Restroom accessibility									☐	☐	☐	
Restroom ventilation and lighting									☐	☐	☐	
Restroom cleanliness and serviceability									☐	☐	☐	
Concession facility—overall									☐	☐	☐	
Concession equipment									☐	☐	☐	
Food-service compliance and sanitation									☐	☐	☐	
Building roofs									☐	☐	☐	
Exterior walls and foundations									☐	☐	☐	
Doors, windows and locks									☐	☐	☐	
Building electrical systems									☐	☐	☐	
Building security and vandalism prevention									☐	☐	☐	

4. Playground and General Park Amenities

Asset / Amenity	Condition 1-5	Safety Risk 1-5	Community Benefit 1-5	Usage 1-5	Asset Preservation 1-5	Revenue / Tourism 1-5	Weighted Score	Priority H/M/L/R	City	Orphan s	Shared	Comments / Observations
Playground equipment									☐	☐	☐	
Playground safety surfacing									☐	☐	☐	
Playground accessibility									☐	☐	☐	
Playground borders and containment									☐	☐	☐	
Playground shade									☐	☐	☐	
Picnic tables									☐	☐	☐	
Park benches									☐	☐	☐	
Trash and recycling receptacles									☐	☐	☐	
Drinking fountain or bottle-filling access									☐	☐	☐	
Bicycle parking									☐	☐	☐	
General park turf									☐	☐	☐	
Open-space usability									☐	☐	☐	

5. Boat Launch, Fishing Pier and Lake Access

Asset / Amenity	Condition 1-5	Safety Risk 1-5	Community Benefit 1-5	Usage 1-5	Asset Preservation 1-5	Revenue / Tourism 1-5	Weighted Score	Priority H/M/L/R	City	Orphan s	Shared	Comments / Observations
Boat-launch ramp									☐	☐	☐	
Launch dock									☐	☐	☐	
Boat-launch depth and usability									☐	☐	☐	
Trailer maneuvering area									☐	☐	☐	
Boat and trailer parking									☐	☐	☐	
Fishing pier structure									☐	☐	☐	
Fishing pier decking									☐	☐	☐	
Fishing pier railings									☐	☐	☐	
Accessible route to fishing pier									☐	☐	☐	
Shoreline condition									☐	☐	☐	
Shoreline erosion protection									☐	☐	☐	
Aquatic-access signage									☐	☐	☐	
Water-access safety equipment									☐	☐	☐	

6. Trees, Forestry and Landscaping

Asset / Amenity	Condition 1-5	Safety Risk 1-5	Community Benefit 1-5	Usage 1-5	Asset Preservation 1-5	Revenue / Tourism 1-5	Weighted Score	Priority H/M/L/R	City	Orphan s	Shared	Comments / Observations
Ash trees—overall condition									☐	☐	☐	
Emerald ash borer pretreatment									☐	☐	☐	
Ash-tree treatment documentation									☐	☐	☐	
Trees requiring removal									☐	☐	☐	
Hazardous limbs or storm damage									☐	☐	☐	
Tree-root impacts									☐	☐	☐	
Tree-replacement and succession plan									☐	☐	☐	
Shade canopy									☐	☐	☐	
Landscape beds									☐	☐	☐	
Weed and invasive-species control									☐	☐	☐	
Vegetative shoreline buffer									☐	☐	☐	

7. Site Infrastructure and Accessibility

Asset / Amenity	Condition 1-5	Safety Risk 1-5	Community Benefit 1-5	Usage 1-5	Asset Preservation 1-5	Revenue / Tourism 1-5	Weighted Score	Priority H/M/L/R	City	Orphans	Shared	Comments / Observations
Gravel parking lot									☐	☐	☐	
Parking-lot drainage									☐	☐	☐	
Parking capacity									☐	☐	☐	
Accessible parking spaces									☐	☐	☐	
Pedestrian route from parking									☐	☐	☐	
Sidewalks and pathways									☐	☐	☐	
Accessible routes throughout park									☐	☐	☐	
Emergency-vehicle access									☐	☐	☐	
General park lighting									☐	☐	☐	
Electrical service and panels									☐	☐	☐	
Water service									☐	☐	☐	
Sanitary sewer service									☐	☐	☐	
Stormwater drainage									☐	☐	☐	
Site erosion									☐	☐	☐	
Utility identification and mapping									☐	☐	☐	
Park fencing unrelated to ballfield									☐	☐	☐	
Entrance and directional signage									☐	☐	☐	
Rules and regulatory signage									☐	☐	☐	
Foul-ball exposure to parking or users									☐	☐	☐	

8. Operations and Maintenance

Asset / Amenity	Condition 1-5	Safety Risk 1-5	Community Benefit 1-5	Usage 1-5	Asset Preservation 1-5	Revenue / Tourism 1-5	Weighted Score	Priority H/M/L/R	City	Orphans	Shared	Comments / Observations
General mowing									☐	☐	☐	
Outfield mowing and turf care									☐	☐	☐	
Infield dragging and grooming									☐	☐	☐	
Chalking and game preparation									☐	☐	☐	
Irrigation operation									☐	☐	☐	
Irrigation winterization									☐	☐	☐	
Fertilization and weed control									☐	☐	☐	
Restroom cleaning									☐	☐	☐	
Restroom opening and closing									☐	☐	☐	
Garbage and recycling removal									☐	☐	☐	
Playground inspection									☐	☐	☐	
Bleacher and facility inspection									☐	☐	☐	
Tree inspection and treatment									☐	☐	☐	
Boat-launch and pier inspection									☐	☐	☐	
Snow removal, where applicable									☐	☐	☐	
Vandalism response									☐	☐	☐	
Event cleanup									☐	☐	☐	
Maintenance records									☐	☐	☐	
Scheduling and user coordination									☐	☐	☐	

9. Weighted-Score Calculation

Because the Condition scale gives a low number to the worst condition, convert it into a Condition Need Score before calculating the total:

$$\text{Condition Need Score} = 6 - \text{Condition Score}$$

Criterion	Weight
Condition Need	20%
Safety Risk	30%
Community Benefit	15%
Usage	15%
Asset Preservation	15%
Revenue/Tourism	5%
Total	100%

$$\text{Weighted Score} = (\text{Condition Need} \times .20) + (\text{Safety Risk} \times .30) + (\text{Community Benefit} \times .15) + (\text{Usage} \times .15) + (\text{Asset Preservation} \times .15) + (\text{Revenue/Tourism} \times .05)$$

Weighted Score	Suggested Priority
4.00–5.00	High
3.00–3.99	Medium
2.00–2.99	Low or monitor
1.00–1.99	Routine, optional, or enhancement

The calculated score should inform—but not automatically determine—the final priority. Regulatory requirements, emergency conditions, available grants, and project dependencies may warrant adjustment.

10. Overall Evaluator Priorities

Five Most Urgent Safety or Compliance Needs

1	
2	
3	
4	
5	

Five Highest Asset-Preservation Needs

1	
2	
3	
4	
5	

Five Highest-Priority Improvements

1	
2	
3	
4	
5	

Responsibility or Partnership Issues Requiring Clarification



HOWARD LAKE PARKS & PLANNING MEETING

September 9, 2026 | 6pm

AGENDA ITEM: Discuss Memorial Park Planning Assessment

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

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PLANNING COMMISSION ACTION REQUESTED: Please review the assessment, be prepared to provide feedback and express willingness to complete the form independently.

FINANCIAL: TBD

LEGAL: Open

ATTACHMENTS:

1. Memorial Park Assessment

Planning & Parks Commission

Roles, Responsibilities & Expectations

1. Purpose of the Commission

- Serve as an advisory body to the City Council.
- Study issues related to planning, parks, trails, recreation, and community development.
- Make recommendations based on adopted plans, ordinances, and the best interests of the community.
- Understand that final policy and spending authority rests with the City Council unless otherwise delegated.

2. Role of Commissioners

Commissioners are expected to:

- Prepare for meetings by reviewing agenda materials in advance.
- Attend meetings regularly and participate respectfully.
- Ask questions and deliberate in good faith.
- Base recommendations on facts, adopted policies, ordinances, and long-term community goals.
- Represent the interests of the entire community—not individual interests or constituencies.
- Respect decisions once made by the commission or City Council.

3. Role of Staff

Staff is responsible for:

- Preparing agendas and meeting packets.
- Determining when agenda items are sufficiently complete for commission review.
- Providing professional analysis and recommendations.
- Coordinating projects and implementing Council direction.
- Serving as the commission's primary administrative resource.

Commissioners should recognize that staff works for the City Council and serves the entire organization—not individual commissioners.

4. Chain of Communication

To ensure efficient operations:

- Commissioners should direct requests for information through the assigned staff liaison or City Administrator.
- Commissioners should not independently direct work to City employees.
- Commissioners should not represent themselves as speaking on behalf of the commission unless specifically authorized.
- Concerns regarding staff performance should be directed to the City Administrator—not discussed publicly during commission meetings.

5. Agenda Requests & Meeting Materials

Effective meetings require quality preparation.

Accordingly:

- Agenda requests should be submitted sufficiently in advance of published deadlines.
- Supporting materials should be complete, accurate, and ready for public review.
- Staff may defer incomplete items until adequate information has been received.
- Commissioners should review meeting packets before arriving at meetings.
- Significant recommendations involving expenditures should be supported by appropriate background information whenever practical.

6. Meeting Conduct

Commissioners are expected to:

- Address comments through the Chair.
- Allow others to finish speaking without interruption.
- Stay focused on the agenda item under discussion.
- Treat fellow commissioners, applicants, staff, and members of the public with professionalism and respect.
- Avoid personal criticism of staff or other commissioners.

Disagreement is expected. Disrespect is not.

7. Parliamentary Procedure

The Commission generally follows **Robert's Rules of Order** as modified by local practice.

The Chair is responsible for:

- Recognizing speakers.
- Maintaining orderly discussion.
- Ensuring all members have an opportunity to participate.
- Closing discussion and calling for votes.

Commissioners should avoid speaking over one another or engaging in side conversations.

8. Public Hearings

Public hearings are conducted in accordance with state law and City procedures.

Commissioners should:

- Listen impartially.
- Ask clarifying questions through the Chair.
- Avoid debating speakers.
- Base decisions upon the public record and applicable standards—not personal preference.

9. Technology Expectations

Commissioners should:

- Arrive prepared.
- Bring or access electronic meeting materials if provided digitally.
- Ensure tablets, laptops, or other devices are charged and operational before meetings.
- Limit device use to commission business during meetings.

Staff should not be expected to troubleshoot personal technology immediately before meetings.

10. Working with Staff

A successful commission depends upon mutual trust.

Commissioners should:

- Respect staff's professional expertise.
- Direct all pre-meeting and preparatory questions to the staff liaison.
- During meetings, ask questions to understand recommendations.
- Recognize that differing opinions do not imply misconduct or incompetence.
- Raise concerns professionally and constructively.
- Avoid creating unnecessary work through repeated or duplicative requests.

11. Relationship with the City Council

The Commission is advisory.

Recommendations are forwarded to the City Council for consideration.

Commissioners should understand:

- The Council establishes policy.
- Staff administers policy.
- The Commission provides advice and recommendations.

12. Annual Orientation

Each year the Commission should receive a brief refresher covering:

- Open Meeting Law
- Data Practices
- Conflicts of Interest
- Public hearing procedures
- Parliamentary procedure
- Commission roles and responsibilities
- City organizational structure
- Expectations for conduct and communication

Statement of Expectations

Members of the Planning & Parks Commission are appointed because of their willingness to serve the community. Commissioners are expected to conduct themselves with professionalism, prepare for meetings, respect fellow commissioners and staff, follow established procedures, and work collaboratively toward recommendations that advance the City's adopted goals.



Commission Orientation Manual

Purpose

This handbook is designed to serve as a guide to the city's appointment process, as well as the general policies and procedures that apply to all city advisory bodies. As a new member, we recommend that you schedule a time to meet with the staff liaison of your respective commission. You may also want to review agendas and minutes from recent meetings to see what issues have been under consideration.

It will also be beneficial to review the City of Delano's mission, vision statement, and values. In addition, the City Council sets short-term goals for the city which the Council and Commissions follow.

While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide members in their actions. This handbook provides a summary of important aspects of activities and how they relate to the city. However, it does not incorporate all the material and information necessary for undertaking the business of these and other groups.

SERVING ON A BOARD OR COMMISSION

Terms of Office

Commission appointments for the City of Delano are for three-year terms. Commissioners may serve up to two (2) consecutive full terms (six years total). Following completion of two consecutive terms, a commissioner may step down for a minimum period of one year unless otherwise determined by the City Council. The City Council retains final authority over all commission appointments and may, at its sole discretion, appoint or reappoint a commissioner to more than two (2) consecutive terms.

Attendance Requirements

Commission members benefit through participation and discussion of all members. A quorum (or majority) of the body is necessary to conduct official business. Members are expected and encouraged to attend all meetings as the regular attendance of members is necessary for the most effective performance of commissions. If a member must miss a meeting, or multiple meetings because of an extended business trip, vacation, illness, or long-term leave, the member should advise the staff liaison before the scheduled meeting or meetings. Attendance reports are compiled and reported to the administration. Three consecutive unexcused absences will be considered a vacancy and will be grounds for the City Council to consider the replacement of a member.

Code of Conduct

The following principles help ensure that the commission operates with the maximum of efficiency and effectiveness:

1. Members should attend meetings.

2. Members are encouraged to respect the decision-making process and any decisions made by the group. Each member should respect the official position or action of the commission.
3. If you are going to miss a meeting, please contact your staff liaison before the meeting. This helps ensure that the commission will have a quorum at the meeting.
4. Any written or email communication to members must be sent to the staff liaison for distribution under the open meeting law.
5. Issues and decisions should be openly discussed at meetings.
6. No member shall expect, nor seek special consideration or influence based upon their position.

Open Meeting Law

All commission meetings are open to the public and subject to the Open Meeting Law, (Minnesota Statutes, Chapter 13D). When one-half or more of the members of a governmental body are present, it is considered a meeting for official purposes. A meeting does not include social, or chance gatherings not intended to avoid the law. The purpose of the Open Meeting Law is:

1. To prohibit actions being taken at a secret meeting where the interested public can't become fully informed about a public board's decision or to detect improper influences.
2. To assure the public's right to be informed.
3. To allow the public to present its views to the public body.

The primary requirement of the open meeting law is that meetings shall be open to the public, proper notice be given, and relevant materials be made available to the public.

Further, any communication, including emails, or other electronic communication, between some or all members, could potentially be considered a public meeting. If you have information or any type of communication that you would like to share with other members, it is recommended that it be sent to your staff liaison who can then forward it to all members of the commission and then be reviewed or discussed at a public meeting. The Open Meeting Law does not preclude an individual member from contacting the staff liaison regarding questions or concerns or seeking further information on topics or agenda items.

Conflict of Interest

Generally, state law prohibits public officials, including board/commission members, from having a personal financial interest in a sale, lease, or contract they are authorized to make in their official capacity. Members must avoid actions that might give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member should abstain from discussion or voting on the issue. If members have any questions about a possible conflict of interest, they should contact their staff liaison.

Standards of Appearance

All commission meetings are open public meetings where members of the public are welcome to attend. Commission members represent the city during these meetings; therefore, a professional appearance must be maintained.

ROLES AND RESPONSIBILITIES

Roles of Chairperson(s) and Vice-Chair(s)

Each commission should elect a chairperson and vice-chairperson at their first meeting of the year. Please be sure those appointed are willing and able to accept the responsibilities that are associated with this position.

The chairperson presides at all official meetings and generally ensures that the group reviews and acts upon the items on the agenda. The chairperson shall ensure that decisions are made promptly yet be careful not to limit discussion assuring that both members of the public and commission members have an opportunity to be heard. Vice-chairperson will serve as chairperson in the event he/she is unable to.

Responsibilities of the Chair:

1. Preside over all official meetings of the commission.
2. Consult with the staff liaison in drafting the meeting agenda, if necessary.
3. Attending City Council meetings as needed to represent the commission.
4. Serve as a model of leadership and inspire public confidence in our city's government.

The Chairperson is also the person vested with authority to:

- Call a meeting to order and propose adjournment.
- Recognize and call upon speakers.
- Call for debate and vote on motions.
- Clarify or request clarifications of motions made by members.
- Rule motions out of order.
- Interpret and enforce any meeting management bylaws or rules of procedure.
- Call members to order if they disregard rules of procedure or decorum of the meeting.

An effective Chairperson also:

- Solicits discussion and opinions from all members.
- Does not allow personal attacks.
- Keeps the discussion focused on the issue.
- Builds trust through fairness to all the participants.

Role of Commission Members

Serving on a commission is a privilege that implies a responsibility to act in the best of interests the city of Delano. Members serve as ambassadors of the city and represent the interests of the city both at official meetings as well as outside of City Hall. As an ambassador of the city, it is important to understand that your words and actions always reflect that role.

A member shall:

- Attend scheduled meetings or let the staff liaison know if you will be absent from a meeting.

- Prepare in advance of meetings. Read the agenda packet prior to the meeting and be familiar with issues on the agenda.
- Fully participate in meetings and carry out assignments.
- Contact the staff liaison if there are questions or if additional information on an agenda item is required prior to the meeting.
- Use community members to obtain feedback on topics under consideration.
- Be considerate of fellow members and staff.
- Demonstrate the “Spirit of Community”: respect, kindness, consideration, and courtesy to others.
- Be respectful of other people’s time. Stay focused and act efficiently during meetings.
- Act and speak with honesty and integrity.
- Do not speak for the commission unless authorized by the action of the commission.
- Do not speak for the city unless authorized to do so by action of the City Council.

Roles of Staff Liaison

The staff liaison role includes serving as the liaison between the commission and the City Council. Typically, the staff liaison is responsible for orienting and helping train new members, providing necessary information regarding rules and regulations, preparing and presenting reports to the commission and answering any questions that may arise at meetings.

Other duties include:

- Provide administrative support.
- Work with the Chair to prepare agendas, if necessary.
- Ensure an agenda is posted in compliance with the state open meeting law.
- Distribute meeting packets to members.
- Prepare minutes for distribution to the City Council.
- Present an accompanying report that contains a recommendation for action.

Relationship with City Council

Members serve an important role in extending the reach of the democratic process into the community. The City Council relies on the work of the city commission. However, members should be aware of and sensitive to the council’s need to balance priorities and goals for the entire city.

Members of commissions should:

- Think of themselves as advisors to the City Council and ambassadors of the city.
- Make their decisions based on their collective judgment and not try to predict what action the City Council will take.

Each commission is assigned a City Council Liaison, decided by the members of the City Council at their discretion. The Liaison serves in a non-voting capacity and provides perspective, listens to commission deliberations, and offers input as appropriate. Recommendations made by commissions are advisory in nature and are not binding on the City of Delano or the Delano City Council.

Communications and Media Relations

As a commission member, you may sometimes be asked to communicate information to the public or the media. Communicating accurate, timely, and professional information is important to the quality and credibility of this information. Things to remember as a member include:

- You are an ambassador for the city. You represent the interests of the city, and your words and actions reflect that role.
- If you are asked to be interviewed as a commission member, it is recommended that you talk with your staff liaison and/or City Administrator.

Social Media

Members of the city boards and commissions are increasingly called upon to communicate with the public and stakeholders via a wide variety of channels including social media. Many members use social media in various ways. However, the “personal” style of social media can make it difficult to draw the line between public/professional and private use. As an ambassador of the city, it is important to remember that your statements and opinions must remain personal and cannot be regarded as representing the city’s nor your board/commission’s official position. Please consider this when posting on social media topics that could be related to your work with the city and do not give the impression that you are speaking on behalf of the city, or boards/commission. Exercise good judgment and remember that even when you write in your personal capacity, you are still a board/commission member.

Removal of Members

The City Council is responsible for appointment to all city boards/commissions and reserves the right to appoint, reappoint or remove any individual from a board/commission at any time.

CITY OVERVIEW

Form of Government

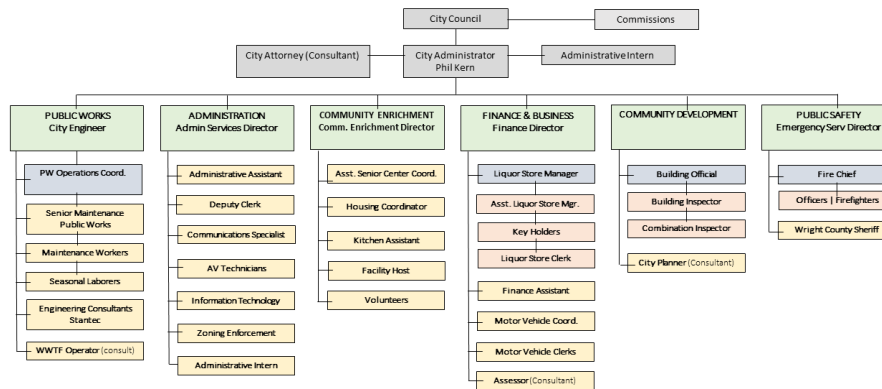
The City of Delano is a Plan A Statutory city established by the State. The Mayor and Council are elected for four-year terms and all staff is appointed by City Council.

City Council

The City Council is the governing body of the city that consists of a mayor and four council members. Councilmembers are elected and serve four-year staggered terms while the mayor is elected for a four-year term. Elections are held in the November General Election in even-numbered years.

City Administrator and Department Heads

The City Administrator is responsible for the day-to-day management of the city. Councilmembers and citizens rely on the City Administrator to provide unbiased and objective information while presenting both sides of an issue. The City Administrator supervises the organization through department heads:



Staff

City staff, under the direction of the City Administrator, are responsible for carrying out the policies and actions of the council and implementing the programs and services set out in the budget and identified in the council goals. The City Administrator is appointed by the City Council. Department Heads report directly to the City Administrator.

Board and commission members work closely with the staff liaison; however, they do not have the authority to supervise or direct the work of staff. Special assignments to staff are made through the City Administrator or Department Heads.

Boards and Commission

Boards and Commissions are standing bodies established by city ordinance and appointed by the City Council to provide ongoing input on major policy areas. Their responsibilities are advisory and include:

- Providing ongoing recommendations to the City Council and staff regarding special program areas.
- Identifying issues that the board or commission believes should be addressed by the City Council or staff.
- Providing education and awareness opportunities for residents on policy issues and concerns.

MEETING PROCEDURES

Agendas

An agenda for each meeting of a city board/commission is typically prepared by the staff liaison with consultation with the chairperson(s). The agenda outlines the topics or items of business that will be introduced, discussed, and acted upon at each meeting.

Minutes

Minutes of each meeting need to be taken. A summary of the proceedings that includes who makes and seconds the motion and the results of the voting must be provided. The minutes serve as a permanent record of the group's actions, discussion, and opinions and they are to be forwarded to the City Clerk's office for public distribution and used as input and background information for council decisions. It is important for members of city boards/commissions to closely review minutes

and make corrections if needed so the approved minutes accurately reflect the work of the group. Correction to minutes should be made at the meeting with the minutes brought forward for adoption. Corrections require a motion, a second, and a majority vote, and, if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the board/commission should be reflected in the minutes for the meeting at which the corrections are made.

Open Meeting Law

All of the meetings of the city boards/commission are open to the public and subject to the Open Meeting Law. A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When one-half or more of the members of a governmental body are present, it is considered a meeting of official purpose. A gathering of a quorum or more board or commission members constitutes a public meeting.

The purpose of the law is to:

1. Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
2. Ensures the public's right to be informed; and
3. Gives the public an opportunity to present its views.

Further, any communication, including emails, or other electronic communication, between some or all members could potentially be considered a public meeting. If you have information or any type of communication that you would like to share with other members it is recommended that it be sent to your staff liaison who can then forward it to all members of the board or commission, then be reviewed or discussed at a public meeting.

Any person who intentionally violates the Open Meeting Law is subject to personal liability in the form of a civil penalty of up to \$300 for a single occurrence.

Public Notice

The Open Meeting Law requires that all meetings of a governmental body be preceded by an official public notice. Public notice should be provided in the following manner.

- As required by state statutes.
- Notice shall set forth the time, date, place, and subject matter of the meeting.
- Notice shall be made public at least three (3) days prior to the start of such meeting.
- These notices should be sent to the City Clerk's office for distribution.

Parliamentary Procedures

The City Council, Committees, and Commissions typically follow a modified version of Roberts Rules of Order for any formal action.

The use of parliamentary procedure:

- Promotes cooperation and harmony so people can work together more effectively to accomplish their goals.
- Guarantees each individual an equal right to propose motions, speak, and ask questions and vote.
- Protects the rights of minority points of view and gives them the minority the same consideration and respect as those in the majority.
- Encourages the full and free discussion of every motion passed.
- Ensure that the meeting is fair and conducted in good faith.

Quorum. A quorum is the minimum number of members that must be present for a group to conduct business. A quorum is a majority of the authorized seats on the Committee or Commission.

Voting. When present, all board/commission members are to vote. Failure of a member to orally express a vote constitutes an affirmative vote. Upon request of any committee/commission member, a roll call vote will be taken and recorded. A tie vote is equivalent to a vote that has failed.

Motions. A motion is the way that a group under parliamentary procedure conducts business. There are a number of types of motion, each of which must meet certain requirements before a vote can be taken.

Steps in making, discussing, and voting on a motion:

- The maker of the motion asks for recognition by the chairperson.
- After the individual is recognized, he/she will state "I move..."
- The chairperson will ask if there is a second. Another member of the group must second the motion in order for discussion to start on the motion.
- The chairperson then restates the motion "It has been moved and seconded that...." And opens the floor to discussion.
- The chairperson will recognize members who wish to comment on the motion. Only one motion may be discussed at a time.
- At the end of the discussion period the chairperson will "call for the vote".
- The vote can either be done by voice or by roll call.

CODE OF ETHICS

Ethical Standards

In general, public officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of city government hinges on the proper discharge of duties in the public interest. Public officials must ensure that the independence of their judgment and actions is preserved without any consideration for personal gain. The following specific ethical standards shall guide public officials:

- A. **Incompatible Offices.** A public official shall not hold another "incompatible" as that term has been defined in Minnesota Statutes and interpreted by the Courts.

- B. **Undue Influence and Disqualification.** A public official shall not hold other office or be employed in a job that compromises the performance of the public official's duties without disclosure of such potentially conflicting office or employment; and, in any event, public officials shall disqualify themselves from participating in actions which might be compromised by their holding of another office or means of employment.
- C. **Open Meeting Law.** A public official shall not violate the open meeting law except as permitted under Minnesota Statute 13D.
- D. **Use of Confidential Information.** Public officials shall not disclose to others, or use to further their personal interest, confidential information, as defined by the Minnesota Data Privacy Act, acquired by them in the course of their official duties.
- E. **Not Public Data.** A public official shall not disclose to the public or use for the public official's gain or another person's personal gain, information that was obtained due to a person's public position if the information was not public data or was discussed at a closed session of the City Council.
- F. **Attorney-Client Privilege.** A public official shall not disclose information that was received, discussed, or decided in conference with the City's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.
- G. **Solicitation of or Receipt of Anything of Value.** A public official shall not solicit or receive anything of value from any interested person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public official's duties. Incidental items provided to public officials in the due course of business while attending conferences, seminars, and training sessions, shall be exempt from this provision.
- H. **Holding Investments.** No public official shall hold any investment which might compromise the performance of his/her duties without disclosure of any said investment to the City Attorney and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- I. **Representation of Others.** A member of the City Council shall not represent interested people or associations in dealing with the City in consideration of anything of value.
- J. **Financial Interest.** Where a public official has a financial interest in any matter being considered by the public official, such interest (if known to the public official) must be disclosed to the City Attorney and the public official shall be disqualified from further participation in the matter.
- K. **City Property.** No public official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- L. **Special Consideration.** No public official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- M. **Authority.** No public official shall exceed his/her authority, or breach the law, or ask others to do so.
- N. **Giving Anything of Value.** No elected public official shall give anything of value to potential voters in return for their votes, promises, or financial consideration which would be prohibited by the State of Minnesota Fair Campaign Practices statute.

- O. **Public Funds.** No public official shall use City public funds, personnel equipment, or facilities, for private gain or political campaign activities, unless such equipment and facilities are available to the public.
- P. **Use of Logo or Other City Symbols.** Use of the City's logo or any other symbol for non-official City business without approval of the City Council is prohibited.
- Q. **Expenses.** Public officials shall provide complete documentation to support request for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- R. **Donations.** No public official shall take action which will benefit any person or entity because of a donation of anything of value to the City by such a person or entity.
- S. **Official Action.** No public official shall take an official action which will benefit any person or entity where such public official would not otherwise have taken such action but for the public official's family relationship, friendship, or business relationship with such person or entity.
- T. **Compliance with Laws.** Public officials shall comply with all City ordinances and state and federal statutes, including but not limited to, the Criminal Code, Fair Campaign practices Act, and laws governing the functioning of municipalities, their elected and appointed officials.
- U. **Acceptance of Donations to the City.** Public officials may accept donations on behalf of the city regardless of value and said donations shall become the property of the city.
- V. **Acceptance of Personal Gifts.** Public officials may personally accept nonmonetary gifts (trinkets and mementos) costing \$5 or less.
- W. **Knowledge of Violations.** Public officials shall disclose any possible violations of the City's Ethics Policy to the City Administrator.
- X. **Public Interest.** Public officials shall act with the best interest of the City in mind.