

TITLE 2

BOARDS & COMMISSIONS

Subject	Chapter
Planning Commission	1
Convention & Visitor's Bureau Advisory Board.....	2

CHAPTER 1

PLANNING COMMISSION

SECTION:

- 2-1-1: Established
- 2-1-2: Membership
- 2-1-3: Terms; Vacancies
- 2-1-4: Officers
- 2-1-5: Meetings
- 2-1-6: Powers and Duties

2-1-1: **ESTABLISHED**

The Commission shall be the City planning agency authorized by Minnesota Statutes section 462.354, subdivision 1.

2-1-2: **MEMBERSHIP**

The Planning Commission shall consist of five (5) members appointed by the City Council. The members of the commission must be residents of the City of Sartell.

2-1-3: **TERMS; VACANCIES**

- A. *Terms.* Terms shall be three (3) year overlapping terms. Appointees shall hold their offices until their successors are appointed and qualified. As each member's term expires, his/her successor shall be appointed for a term of three (3) years. Each member shall serve not more than three (3) consecutive full terms.
- B. *Vacancies.* Vacancies during the term shall be filled by the Council for the unexpired portion of the term.

2-1-3: **OFFICERS**

- A. *Chairman.* The Commission shall elect a chairperson from among its appointed members for a term of one year.
- B. *Vice Chair.* The Commission shall elect a vice chairperson from its own membership.
- C. *Additional Officers.* The Commission may create and fill such other offices as it may determine.

2-1-4: **MEETINGS**

- A. *Frequency of Meetings.* The Commission shall hold meetings as necessitated.

- B. *Rules of Order and Procedure.* The Commission shall adopt rules of order and procedure for the transaction of business, and its findings, which record shall be public record.

2-1-5: **POWERS AND DUTIES**

- A. *General Powers.* The Planning Commission shall have the powers and duties given planning agencies generally by law. The Commission shall also exercise the duties conferred upon it by this Code and by the Council. The Planning Commission has the responsibility to convene and the duty to provide a recommendation to the City Council on city matters in a diligent and efficient manner.

- B. *Comprehensive Plan.*

1. *Preparation; Adoption.* After the Commission has prepared and the Council has adopted a Comprehensive Plan, the Commission shall periodically review in whole or part the Comprehensive Plan, and any ordinances and other policies the Council has adopted to implement the Plan.
2. *Revision; Amendment.* After such review, it shall, to the extent it deems necessary, prepare proposed revisions to the Comprehensive Plan, or draft a proposed new Comprehensive Plan, and recommend it to the Council in accordance with law.

CHAPTER 2

CONVENTION & VISITOR'S BUREAU ADVISORY BOARD

SECTION:

- 2-2-1: Established
- 2-2-2: Membership
- 2-2-3: Terms; Vacancies
- 2-2-4: Officers
- 2-2-5: Meetings
- 2-2-6: Purpose

2-2-1: **ESTABLISHED**

The Convention & Visitor's Bureau Advisory Board presently in existence is hereby continued for the City. To avoid using an operating name similar to other area CVB's, the Board may refer to the Sartell Convention & Visitor's Bureau in all marketing and promotions as Sartell Hospitality and Visitor Bureau or Everything Sartell.

2-2-2: **MEMBERSHIP**

The Convention & Visitor's Bureau Advisory Board shall consist of up to ten (10) members representing the Sartell Chamber of Commerce, Sartell hospitality businesses, Sartell medical businesses, Sartell recreational associations, and/or other entities with a direct interest in promoting the City as a tourist and convention center.

2-2-3: **TERMS; VACANCIES**

- A. *Terms.* Terms shall be three (3) year overlapping terms. Appointees shall hold their offices until their successors are appointed and qualified. As each member's term expires, his/her successor shall be appointed for a term of three (3) years. Each member shall serve not more than three (3) consecutive full terms.
- B. *Vacancies.* Vacancies during the term shall be filled by the Council for the unexpired portion of the term.

2-2-4: **OFFICERS**

- A. *Chairman.* The Board shall elect a chairperson from among its appointed members for a term of one year.
- B. *Vice Chair.* The Board shall elect a vice chairperson from its own membership.
- C. *Additional Officers.* The Board may create and fill such other offices as it may determine.

2-2-5: **MEETINGS**

- A. *Frequency of Meetings.* The Commission shall hold meetings as necessitated.
- B. *Rules of Order and Procedure.* The Commission shall adopt rules of order and procedure for the transaction of business, and its findings, which record shall be public record.

2-2-6: **PURPOSE**

The Board was established for the purposes of making recommendations to the City Council on the expenditure of lodging tax funds received in accordance with Minnesota Statutes. The Board will offer recommendations to the Council on the expenditure of lodging tax funds for the purpose of marketing and promoting the City as a tourist and convention center in accordance with Minnesota Statutes. The Board will oversee the budget for the CVB/HVB/Everything Sartell and report said budget to the City Council annually. The Board will also coordinate economic development functions for the City and will make recommendations to the City Council for economic development related items.

