

CITY OF NEW GERMANY
PLANNING COMMISSION APPLICATION

(if you need additional space to write, please attach an additional piece of paper)

NAME: _____

ADDRESS: _____ PHONE: _____

Why are you interested in becoming a Planning Commissioner for the City of New Germany?

Would you be able to attend evening meetings and sometimes day meetings or seminars?

What are your goals for the City?

What rate of Growth and Development would you like to see the city grow?

Would you be willing to do research & make phone calls to assist the Planning Commission?

Would you be committed to studying the city Zoning Ordinance, Subdivision Ordinance and Comprehensive Plan?

What Special skills or qualities do you have to contribute to the Planning Commission?

Additional Comments/Suggestions?

Return to: Twyla Menth, City Clerk
New Germany City Hall
PO Box 177
New Germany, MN 55367

Questions? Call 952-353-2488 or Fax 952-353-8021
EMAIL- ngcityhall@gmail.com

Job duties & Ethics

Compensation - Each Planning Commissioner is paid \$20.00 per meeting, \$100 for full day seminars plus mileage and for short seminars or less than a full day \$10 per hour. (Any additional meetings/seminars must be pre-approved by the city council)

Terms of Office - The Planning Commission shall consist of five (5) members, (3 year terms) these five members must be a resident within the city limits of New Germany, each member is appointed by the city council; each member in respect may also be removed by the city council by four-fifths vote of the city council. Each member will receive a copy of the Subdivision Code, Zoning Code and Comprehensive Plan, each member will be required to be study and be knowledgeable about the code. Each Planning Commission member will have a 6-month probationary period, at the end of the probation period, the city council will review the status and effort of

the commission member and will make a recommendation to keep them active or the remove them from the commission. The Council may choose to appoint a Liaison to oversee the commission this may be a council member or city staff. The Liaison shall the same right to participate in discussions and deliberations as appointed members. The role of the Liaison is to serve as a communications link between Council and Commission.

Officers & their Duties At the first planning commission of each year, the commission shall elect from its membership a Chairman, Vice Chairman and a Secretary. Each officer elected will take office immediately and shall hold that office for a term of one year.

Chairman – Shall preside at all meetings, appoint committees as needed and perform duties as may be ordered by the commission, staff or city council.

Vice Chairman – Shall act as Chairman in the capacity the absence of the chairman. In the event the office of the Chairman becomes vacant, the Vice Chairman shall succeed in this office for the unexpired term.

Secretary – The secretary shall be responsible for taking the minutes of the meeting and any other correspondence that should take place. This should include a meeting agenda and any informational item (this may need to come from city staff).

Meetings - The commission should hold at least one regular meeting each month, this may be amended if the work load is too light or too heavy. Any special meetings will need to be approved by the City Council. (MEETINGS HAVE BEEN AS NEEDED)

Quorum - A majority of the Commission members shall constitute a quorum. A lesser number may adjourn the meeting until a quorum is obtained. When a quorum is in attendance at a meeting, action may be taken by a vote of a majority in attendance. No voting shall be done by proxy.

Voting - The voting on all questions coming before the Planning Commission shall be by roll call, and the yea and nay votes shall be recorded in the minutes.

Documentation - The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and minutes of each meeting.

Attendance - It is very important to make every effort to attend scheduled planning commission meetings, it is your duty to make recommendations to the city council. All information being discussed needs to be shared with the city council; any decision made or action taken by a committee needs to be reported. All final decisions are made by the city council, they may over-ride a planning commission decision as they are only recommendations. Another important note: Please make every effort to remain objective, no matter what your personal feelings may be. Each of you represents the City of New Germany.

Open Meeting Law - Please remember that anytime a committee is given decision making authority, those committee meetings are subject to Open Meeting Law and require a posted notice. Although the attorney general has found that citizen's advisory panels appointed by a governing body are subject to the open meeting law. However, a 1996 opinion determined that if a committee has no authority to make a decision, it would not be subject to the open meeting law.

A COMMISSION MEMBER'S CODE

As a Commission member, I believe that the primary purposes of a commission as advisory boards to the City Council, are to achieve effective and wise guidance of the City, to raise the standards of commission membership and to improve the level of services to the community which supports it.

I realize that mine is a community trust, that I represent all the people and that I have a duty to the community as well as to the commission I pledge myself. Therefore, to cultivate an "educated heart" so that I may be sensitive to my obligations and relationships to this trusteeship, I subscribe to the code of an ethical person, remembering that ethics refers to what a person is morally obliged to do or not to do in a given situation.

I believe that commission service can be an expression of democratic citizenship, signifying a willingness to accept community responsibility and the charge to preserve popular control of American public services. Respecting the dignity and worth of the individual, I shall base my relations with people on their qualities as individuals with distinction as to race or creed or gender of color or economic or social status. I believe that a person's greatest possession, as well as his/her greatest contribution to society, may lie in the ways in which he/she differs from me, rather than in the ways in which we are similar. I shall accept these differences and try to build a useful relationship upon them.

I uphold the principles of my organization, recognizing and assuming my responsibility to establish and administer the best possible program and policies for my commission. I shall learn its programs, objectives, give to it a fair share of my time and personal abilities, keep a community wide perspective knowing that, for sound community service, my commission's work must be coordinated with the total community.

I promise to be loyal to my own organization and a good neighbor to other agencies. My attitude shall be one of cooperative open-mindedness and objectivity. In carrying out my assignments, I shall be professional in realizing that it is not possible to lay down absolute rules for all situations. I shall be willing to think things through with other commission members, weighing alternatives and exercising good judgment in choosing among them.

I have read the above information and I am willing to do my best to abide and acknowledge the above.

Signature

Date