

## **TITLE 2. ADMINISTRATION** – *Ord #785, amended 12-12-19*

Chapter 200	Election
Chapter 205	Salaries
Chapter 210	City Administrator
Chapter 215	Emergency Management
Chapter 220	Municipal Airport Advisory Board
Chapter 225	Park and Recreation Advisory Board
Chapter 230	Cemetery
Chapter 240	Abandoned Property
Chapter 250	Use of Criminal History Data
Chapter 255	Economic Development Authority and District
Chapter 260	Housing and Redevelopment Authority
Chapter 265	Planning Commission
Chapter 270	Park and Recreation Facilities Hours
Chapter 275	Overnight Camping in Riverside Park
Chapter 280	Motor Vehicle Accidents; Fire Department Responses
Chapter 285	Administrative Offense Procedures
Chapter 290	Public Utilities Commission
Chapter 295	Lodging Tax <i>Ordinance 829 - 12-8-22</i>

### **Chapter 255 - Economic Development Authority and District**

#### **255.01 Background; Findings.**

- (A) The city is authorized by M.S. Ch. 469 (Act), as it may be amended from time to time, to establish an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of the city.
- (B) It is found and determined by the City Council that the encouragement and financial support of economic development and redevelopment in the city is vital to the orderly development and financing of the city and in the best interests of the health, safety, prosperity and general welfare of the citizens of the city.
- (C) It is further found and determined that the economic development and redevelopment of the city can best be accomplished by the establishment of an EDA and establishing an Economic Development District as authorized by the Act.

#### **255.02 Enabling Resolution.**

- (A) The Economic Development Authority of the City of Princeton (EDA) is established.
- (B) An Economic Development District is created that encompasses the corporate limits of the City of Princeton as they may be amended from time to time.
- (C) The EDA consists of a governing body of seven commissioners. Two of the

commissioners shall be members of the City Council and two commissioners may be residents of area townships. All commissioners shall be appointed by the City Council at the first meeting in January of each year. The terms for those initially appointed shall be appointed for one, two, three, four, five and two members for six years. Thereafter, all commissioners shall be appointed for six-year terms. The EDA has all the powers and duties set forth in M.S. §§ 469.090 to 469.108, as these sections may be amended from time to time, and other law, except as limited by this chapter.

- (D) The following items apply to the EDA and its operation:
- (1) The sale of bonds or other debt obligations of the EDA must be approved by the City Council;
  - (2) The EDA must follow the budget process for the city departments in accordance with city policies, ordinances and resolutions;
  - (3) Development and redevelopment actions of the EDA must be in conformance with the City Comprehensive Plan and official controls implementing the Comprehensive Plan;
  - (4) The EDA must submit work plans for development and redevelopment to the City Council for approval on a minimum of an annual basis and report activities to the City Council upon request;
  - (5) The administrative structure and management practices and policies of the EDA must be approved by the City Council;
  - (6) All activities of the EDA must comply with all local ordinances, including all applicable zoning laws;
  - (7) The EDA may enter into any agreements necessary to administer the Revolving Loan Fund;
  - (8) The EDA may acquire and dispose of real estate/property in order to carry-out the development and redevelopment activities detailed in the plan presented to the City Council;
  - (9) The proceeds of land sales should first be applied to any obligation of the city related to the property. Any proceeds beyond the city's costs may be retained by the EDA to further the development and redevelopment activities detailed in the annual EDA plan presented to the City Council.
- (E) As provided in the Act, it is the intention of the City Council that nothing in this chapter nor any activities of the EDA are to be construed to impair the obligations of the city under any of its contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the city.

### **255.03 Implementation.**

- (A) The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the Act to give full effect to this chapter.
- (B) The Mayor, City Administrator and other appropriate city officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this chapter.
- (C) Nothing in this chapter is intended to prevent the city from modifying this enabling resolution to impose new or different limitations on the EDA as authorized by the Act.

255.04 Filling of Vacancies; Compensation. Vacancies on the Board shall be reported to the City Council and filled by like appointment for the unexpired term. Board members shall receive \$25 for each Economic Development Authority meeting they attend.

**255.05 Removal From Office or Appointment.** The City Council may remove, for proper cause, any member or officer of the board and fill the vacancy; but, such removal must be by a concurrent vote of the majority of the City Council, at a meeting of whose time, place, and object the charged member or officer has been duly notified, with the reasons for such proposed removal and after the opportunity to be heard in defense against the removal. Just cause includes, but is not limited to, insubordination, engaging in conduct in violation of the City’s Social Media Policy or engaging in conduct in violation of Section 7.2 (Discipline, Suspension, and/or Dismissal) of the City’s Personnel Policy.

## **Chapter 260 - Housing and Redevelopment Authority**

### **260.01 Housing and Redevelopment Authority.**

- (A) The Housing and Redevelopment Authority of the city, created by Resolutions 66-33, 67-4 and 67-7 is hereby continued. The Authority shall have all of the powers and duties provided by M.S. §§ 469.001 to 469.047, as they may be amended from time to time, which are hereby adopted by reference.
- (B) The Authority shall consist of five members appointed by the City Council at the first meeting in January of each year and shall serve for five-year terms. Members at the time this code is adopted shall continue in office until their term expires.

**260.02 Removal from Office or Appointment.** The City Council may remove, for proper cause, any member or officer of the board and fill the vacancy; but, such removal must be by a concurrent vote of the majority of the City Council, at a meeting of whose time, place, and object the charged member or officer has been duly notified, with the reasons for such proposed removal and after the opportunity to be heard in defense against the removal. Just cause includes, but is not limited to, insubordination, engaging in conduct in violation of the City’s Social Media Policy or engaging in conduct in violation of Section 7.2 (Discipline, Suspension, and/or Dismissal) of the City’s Personnel Policy.

## Chapter 265 - Planning Commission

**265.01 Establishment.** Pursuant to M.S. §462.354, as it may be amended from time to time, there is hereby established a Planning Commission for the City of Princeton.

**265.02 Composition.** The Planning Commission shall consist of five regular members who shall be residents of the city, except that one of the members may be a person who owns a business located within the City of Princeton, so long that person lives within the 55371 zip code and/or lives within the ISD #477 Princeton School District. ~~In addition, three ex-officio members who shall each be a member of the Municipal Board or Municipal Planning Commission and be from the Municipalities of Baldwin, Greenbush and Princeton.~~

**265.03 Appointment.**

- (A) **Regular members.** The five regular members shall be appointed by the City Council at the first meeting in January of each year for staggered three-year terms. Any vacancy shall be filled by the appointing authority for the remainder of the term.
- (B) ~~**Ex-officio members.** The three ex-officio members shall be appointed by their respective municipal boards and shall serve staggered three-year terms. Any vacancy shall be filled by the appointing authority for the remainder of the term.~~

**265.04 Officers.** At the first meeting of each year, the Planning Commission shall appoint from its regular members a Chair, Vice-Chair and such other officers as it deems advisable.

**265.05 Powers.** The Planning Commission shall have the following powers:

- (A) Adopt bylaws and rules for its procedure;
- (B) Conduct all public hearings required by law and other public hearings it deems appropriate or directed by the City Council;
- (C) Provide recommendations to the City Council on any item related to planning, zoning or development;
- (D) Other powers contained in M.S. Ch. 462, as it may be amended from time to time, which it may exercise unless limited by this chapter or other ordinance;
- (E) Conduct such reviews, investigations and studies which are related to its duties, provided all such work shall be done within funding levels approved by the City Council;
- (F) Form standing or ad hoc committees. Membership on committees may consist of regular ~~and ex-officio~~ members.

**265.06 Duties.** The Planning Commission shall have the following duties:

- (A) Conduct at least one regular meeting per month;
- (B) Maintain a record of its proceedings;
- (C) Exercise the powers conferred in M.S. §462.354, as it may be amended from time to time, except it shall be advisory in the following actions:
  - (1) Rezoning;
  - (2) Zoning ordinance adoption or amendment;
  - (3) Subdivision ordinance adoption or amendment;
  - (4) Comprehensive plan adoption or amendment.

**265.07 Staff.** The City Council shall ensure staff support is provided to the Commission to assist with the duties required of the Commission.

**265.08 Compensation.** Filling of Vacancies; Compensation. Vacancies on the Board shall be reported to the City Council and filled by like appointment for the unexpired term. Board members shall receive \$25 for each Planning Commission meeting they attend.

**265.09 Removal From Office or Appointment.** The City Council may remove, for proper cause, any member or officer of the board and fill the vacancy; but, such removal must be by a concurrent vote of the majority of the City Council, at a meeting of whose time, place, and object the charged member or officer has been duly notified, with the reasons for such proposed removal and after the opportunity to be heard in defense against the removal. Just cause includes, but is not limited to, insubordination, engaging in conduct in violation of the City's Social Media Policy or engaging in conduct in violation of Section 7.2 (Discipline, Suspension, and/or Dismissal) of the City's Personnel Policy.