



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jasper Kruggel, City Administrator

SUBJECT: Comprehensive Plan Action Team (CPAT) Bylaws Review

DATE: For the City Council Meeting of Monday March 9, 2020

PURPOSE

Review the bylaws developed by CPAT in 2017 and make changes as City Council desires.

SUMMARY

At a session designated as the 2020 City Council Retreat, it was determined that the Comprehensive Plan Action Team should be evaluated and reestablished in 2020. Staff has taken the bylaws that were developed by CPAT in 2017 and placed them in the standard bylaws format for review. Below is a table that staff has developed and incorporated proposed terms. The maximum term is three years and is staggered accordingly.

Comprehensive Plan Action Team						
First Name	Last Name	Address	Phone	Email	Position	Term
Vacant					Appointed	12/31/2020
Vacant					Appointed	12/31/2021
Vacant					Appointed	12/31/2022
Vacant					Appointed	12/31/2020
Vacant					City Council Representative	12/31/2020
Vacant					City Council Representative	12/31/2020
Gregory	Hagg	402 South Main Street	612-801-5764	ghagg@cityoflesueur.com	Ex-Officio	
Jasper	Kruggel		507-593-8312	jkruggel@cityoflesueur.com	Staff Liasion	

Staff has started soliciting for applications for CPAT and will bring those applications forward at a future City Council meeting.

ACTION REQUESTED

Staff is requesting that City Council review the reformatted bylaws and also the CPAT approved bylaws and work on establishing City Council approved bylaws for use by CPAT.

Le Sueur Comprehensive Plan Action Team (CPAT) Bylaws

May 15, 2017

Section 1: Introduction

The Comprehensive Plan Action Team (CPAT) was established by the Le Sueur City Council on February 13, 2017 to drive projects and initiatives associated with the “Le Sueur 2040 Comprehensive Plan” (adopted by the City Council on November 14, 2016).

Section 2: Mission & Responsibilities

The **mission** of the CPAT is to ensure and guide the implementation of the “Le Sueur 2040 Comprehensive Plan” under the authority of the City Council in partnership with the Economic Development Authority (EDA), and the Planning Commission. It is understood that engagement of local businesses and residents will be a priority.

Responsibilities include:

- Develop proposed amendments based on community input to the 2040 Comprehensive Plan for City Council consideration, establishing the document as a ‘living document’, using the guidelines in Chapter 5: “Implementation” (pp. 63-85).
- Develop an action item completion plan starting in 2017 and including each subsequent year.
- Monitor progress of the action plan and report back to City Council *as needed and* officially on a biannual basis -- first regular meeting in July; last regular meeting in December.
- Plan and facilitate the annual “Future of the City Forum” section outlined in the Implementation Strategy 8 (p. 71) of the 2040 Comprehensive Plan.

Section 3: Membership & Staff Liaison

- Two (2) Elected City Council Representatives for 2-year terms
- Four (4) Non-elected Community Members vetted thru an application process for 3-year terms. These seats should consist of one Planning Commission, one Economic Development Authority, and two at-large members.
- One Non-Voting Staff Liaison – Community Development Director
- One Non-Voting ex-Officio member– Le Sueur City Administrator

Section 4: Meetings

Meetings will be scheduled for the third Monday of each month. Meetings may be rescheduled by the team per a majority vote. Meetings will follow notice requirements under Minnesota State Statute regarding the open meeting law.

Section 5: Officers

At the first meeting of the year in January, the team will appoint a Chairperson and Secretary.

Section 6: Working Groups *To be determined after Membership is finalized.*

- Purpose is to: (1) expand engagement of community members; (2) delegate project tasks; (3) provide opportunity for new ideas and projects

Section 7: Communication

To be determined after Membership is finalized.

Section 8: Financial Transactions

To be determined after Membership is finalized.

Section 9: Ethical and Respectful Conduct

To be determined after Membership is finalized.

REFORMATED - 2020

BY-LAWS CITY OF LE SUEUR COMPREHENSIVE PLAN ACTION TEAM

ARTICLE I – THE BOARD

Section 1. Name of Committee. The name of the Committee is the Comprehensive Plan Action Team, sometimes also known as “CPAT” and the “Team.”

Section 2. Authorization. The Comprehensive Plan Action Team is Authorized by Le Sueur City Council.

Section 3. Purpose. The Team acts in an advisory capacity to the City Council to ensure and guide the implementation of the “Le Sueur 2040 Comprehensive Plan” under the authority of the City Council in partnership with the Economic Development Authority (EDA), and the Planning Commission. It is understood that engagement of local businesses and residents will be a priority. The Team will generally be tasked with the following items:

- Recommendation for consideration to the Planning Commission of proposed amendments to the Le Sueur 2040 Comprehensive Plan
- The planning and facilitation of the annual “Future of the City Forum” as outlined in the Le Sueur 2040 Comprehensive Plan
- Develop and action item completion plan
- Monitor progress of the action plan and report back to City Council on a biannual basis (July and December)

Section 4. Membership. The Committee consists of four (4) voting members of the public appointed by the Mayor with the consent of the City Council for three (3) year terms, which are staggered, and two (2) voting City Council representatives appointed annually by the Mayor with the consent of the City Council. There shall be one (1) ex-officio member and one (1) staff liaison.

Section 5. Non-Voting Members. Any ex-officio member of the Committee of the City Council or the community shall have no voting privileges but may participate in discussions of the Committee.

Section 6. Resignation. Any member wishing to resign from the Committee shall give written notice of resignation to the Mayor and the Committee Chair. The Committee Chair shall present the resignation to the Committee at its next meeting.

Section 7. Limitation on Employment. No current member of the Committee may apply for employment with the City of Le Sueur.

Section 8. Conflict of Interest. No member of the Committee shall use City property, funds or contract for personal use or profit.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Committee shall be a Chair, a Vice-Chair,

Secretary, ex-Officio member, and Staff Liaison. The Chair and Vice-Chair shall be a voting member of the Committee and shall be elected annually. The Secretary shall be non-voting staff person designated by the City Council and affirmed to serve as Secretary by the Committee, provided that if the Secretary is not available to keep minutes at a meeting of the Committee, a voting Committee member shall be appointed by the Chair to act as Secretary and to keep the minutes of that meeting. The ex-Officio member and Staff Liaisons shall be non-voting members of the Committee.

Section 2. Election of Officers. At the last meeting of the Committee in each calendar year, the Chair shall open the floor for nominations for the office of Chair in the upcoming year. Election of officers shall occur at the first meeting of each calendar year.

Section 3. Chair. The Chair shall preside at all meetings of the Committee, appoint all sub-committee members, assist in developing meeting agendas and perform all other duties of the presiding officer.

Section 4. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. If a vacancy of the Chair occurs, the Committee shall appoint a new Chair for the remainder of the vacant term.

Section 5. Additional Duties. The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee or the by-laws or rules and regulations of the Committee.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. Regular meeting dates, times and location shall be established by the Committee at the first meeting of each calendar year. The chairperson may call special meetings of the Committee and must do so upon the request of three voting Committee members or at the request of the council. Notice of all meetings of the Committee shall be given in compliance with the open meeting law and are open to the public. The Staff Liaison and Committee Chair shall set the agenda together.

Section 2. Attendance. Committee members shall attend all regular and special meetings. Members shall report to the City Staff Liaison when they will be absent from a meeting. The Committee may recommend to the City Council that a member is dismissed from the Committee if three or more successive meetings are missed without adequate justification.

Section 3. Special Meetings. Special meetings may be called by the Chair or any three (3) members of the Committee to transact any business designated in the call. The call for a special meeting other than an emergency meeting must be delivered to each Committee member at least three (3) days before the date of such meeting. If the call is mailed to Committee members, it must be mailed at least six (6) days before the date of such meeting. If a special meeting is needed on an emergency basis because of circumstances which in the judgment of the Committee require immediate consideration, notice of the meeting by telephone, email or other means shall be given to Committee members as soon as is reasonably practicable. In the case of any special or emergency special meeting, notice of the meeting shall be posted, mailed, and/or published or otherwise delivered as required by State law. At an emergency meeting, no business shall be considered other than as designated in the call;

provided that at least three (3) members of the Committee are present at a special meeting, which is not an emergency meeting, any and all business may be transacted by the Committee.

Section 4. Quorum. Three (3) voting members of the Committee shall constitute a quorum to conduct the business and exercising the powers of the Committee and for all other purposes, provided that a smaller number may adjourn from time to time until a quorum is present. When a quorum is in attendance, the action may be taken by the Committee upon a the vote of a majority of the members present.

Section 5. Order of Business. At the regular meetings of the Committee, the following shall be the order of business:

- a. Call to Order
- b. Additions to and Approval of the Agenda
- c. Approval of Minutes
- d. Presentation(s)/Public Comment
- e. Reports
- f. New Business
- g. Old Business
- h. Future Agenda Items
- i. Adjournment

Section 6. Rules of Order. The meetings of the Committee shall be governed by the most recent edition of Rosenbergs's Rules of order, unless such Rules are suspended by consent of the Committee.

ARTICLE IV – AMENDMENT OF THE BY-LAWS

Section 1. Procedure. The By-Laws are established by and may be amended by the City Council.

Unanimously Approved

March 9, 2020