

## **Charter Statement – Arts & Culture Commission**

### **Mission**

The mission of the Arts and Culture Commission is to improve the quality of life in Eden Prairie through promotion of arts and culture.

### **Purpose**

The purpose of the Arts and Culture Commission is to enhance the creative and cultural opportunities for Eden Prairie residents by offering a broad range of cultural, performance and visual art programs.

### **Roles and Responsibilities**

- A. Provide input to staff on the development of new and continuing performance and visual art programs, and programs that communicate, preserve, and celebrate our historic and diverse cultural heritage.
- B. Recommend policies related to the operation of programs and facilities related to the arts.
- C. Study and propose the development of new art-related facilities.
- D. Enlist the cooperation of organizations and individuals in the community to promote community awareness, and support of performance, visual and cultural arts programs.
- E. Promote partnerships with art and cultural resources throughout the metropolitan area.

### **Membership**

5 to 7 members-at-large appointed by the City Council.

### **Term Lengths/Date**

Typically three-year terms, with exceptions as determined by the City Council. Terms start on April 1, terms end on March 31.

### **Chair and Vice Chair**

Annually appointed by the City Council.

### **Staff Liaison**

Laurie Obiazor, Recreation Manager

### **Meeting Frequency**

Monthly on the second Monday of the month.

## **Charter Statement – Budget Advisory Commission**

### **Purpose**

The commission shall act in an advisory capacity to the City Council in connection to the formation of a biennial City budget.

### **Roles and Responsibilities**

- A. Learn about the overall policy direction for the budget as communicated by the City Council to the City Manager.
- B. Interact with the City Manager and City staff to learn about the City’s statutory and discretionary budgetary procedures and practices.
- C. Review budget drafts, documents and other related budget information related to the City budget.
- D. Attend City Council workshops, meetings, forums and other events related to the City budget.
- E. Review and comment to the City Council on intermittent budget proposals prepared by the City staff.
- F. Propose budgetary and operational reforms with a goal of aiding the City Council in making fiscally sound budget decisions.

### **Membership**

5 to 7 members-at-large appointed by the City Council

### **Term Lengths/Dates**

Four-year terms, with exceptions as determined by the City Council. Terms start on January 1, terms end on December 31 to align with the City’s two-year Budget process.

### **Chair and Vice Chair**

Appointed by the City Council

### **Staff Liaison**

Sue Kotchevar, Finance Manager

### **Meeting Frequency**

Monthly on the fourth Tuesday of the month; plus additional meetings as frequently as necessary to accomplish their mission

## **Charter Statement – Conservation Commission**

### **Purpose**

To advise the City Council and staff about policies and practices that promote the sustainable development and conservation of Eden Prairie's air, water, and land resources; reduction of residential and commercial solid waste; and the more efficient use of energy in the economic activities of both the public and private sectors.

### **Roles and Responsibilities**

- A. Review, examination and evaluation of the City's operating policies and practices with the goal of improving performance in this area through the recommendation of Best Management Practices. The CACC shall recommend the inclusion of appropriate environmental conservation and protection measures into the planning process. Where environmental policy mandates of the state and local agencies require the City's response, the CACC may serve as the body to examine alternatives and make recommendations to the City Council.
- B. Provide recommendations as to oversight and accountability for municipal and private initiatives in the area of environmental policies that impact Eden Prairie's energy and natural resources. The Commission shall serve as the liaison and monitoring body for community events and activities that are relevant to the Commission's purpose.
- C. Educate the community, including Eden Prairie schools and community groups, about the impact of advances in environmental science, engineering, product development and policies to produce a better informed citizenry about environmental conservation.

### **Work Tasks**

- A. Recommend best practices for energy conservation for Eden Prairie's citizens, businesses, institutions and City government, including the 20/40/15 initiative.
- B. Encourage energy efficiency through appropriate building code improvements.
- C. Recommend opportunities to increase the City's use of alternative energy.
- D. Recommend ways to develop a comprehensive recycling, reuse and municipal solid waste (MSW) reduction program.
- E. Recommend ways to improve water quality in Eden Prairie.
- F. Promote tree planting, native landscapes and infiltration of water runoff with rain gardens and other techniques to maintain healthy urban native landscapes and reduce water consumption.
- G. Recommend ways to reduce greenhouse gas emissions and improving air quality in Eden Prairie.
- H. Recommend ways to integrate natural resource initiatives and programs into other areas of Eden Prairie government, including other commissions and groups, to better promote natural resource management and conservation.
- I. Educate the public, professional associations, organizations, businesses and industries about improving the community's environment, both natural and man-made.

### **Membership**

5 to 7 members-at-large appointed by City Council.

### **Term Lengths/Dates**

Typically three-year terms, with exceptions as determined by the City Council. Terms start on April 1, terms end on March 31.

### **Chair and Vice Chair**

Annually appointed by the City Council.

### **Staff Liaison**

Regina Herron, Planner

### **Meeting Frequency**

Monthly on the second Tuesday of the month

## **Charter Statement – Flying Cloud Airport Advisory Commission**

### **Purpose**

To advise the City Council and the Metropolitan Airports Commission with regard to matters affecting the operation of Flying Cloud Airport.

### **Roles and Responsibilities**

- G. Advise the Council and the Metropolitan Airports Commission with regard to matters affecting the operation of the Flying Cloud Airport, including: the classification of the airport under federal and state law; rules and regulations of federal and state agencies governing the operation of the Airport; the ongoing monitoring and implementation of the Final Agreement Concerning Flying Cloud Airport and MAC Ordinance 51 between the City of Eden Prairie, Minnesota and Metropolitan Airports Commission, dated December 2002 (Final Agreement); other noise abatement methods to reduce the impact of aircraft noise on the community; and such other matters as the City Council may direct from time to time.
- H. Cooperate with the Metropolitan Airports Commission Staff in reviewing for the benefit of the Council matters affecting the use and control of the Flying Cloud Airport, including the Final Agreement, and shall make its recommendations to the Council and the Metropolitan Airports Commission upon request with regard to any proposal affecting the use or operation of Flying Cloud Airport.

### **Membership**

The Commission shall consist of seven members. One member shall represent the Metropolitan Airports Commission and shall be appointed by the Chairman of the Metropolitan Airports Commission. Six members shall be appointed by the Council who shall serve at the pleasure of the Council. Two members appointed by the Council shall represent the interests of the Eden Prairie business community, one of whom shall represent Flying Cloud Airport businesses, neither of whom need to be residents of Eden Prairie notwithstanding Section 2.22 Subd. 3 of the City Code, and four members appointed by the Council shall represent the community's interest, all of whom shall be residents of Eden Prairie.

### **Term Lengths/Dates**

Typically three-year terms, with exceptions as determined by the City Council. Terms start on April 1, terms end on March 31.

### **Chair and Vice Chair**

Annually appointed by the City Council.

### **Staff Liaison**

Scott Kipp, Senior Planner

### **Cost Participation**

Fifty percent (50%) of the financial costs associated with the administration, staffing and other duties of the Flying Cloud Airport Advisory Commission shall be provided by the Metropolitan Airports Commission.

### **Meeting Frequency**

Six times per year, held on the second Thursday of odd numbered months.

## **Charter Statement – Heritage Preservation Commission**

### **Purpose**

The Heritage Preservation Commission is established for the purpose of: (1) safeguarding the heritage of the City by preserving sites and structures which reflect significant elements of the City's cultural, social, economic, political, visual, or architectural history; (2) promoting the preservation and continued use of historic sites and structures for the education and general welfare of the people of the City; and (3) fostering civic pride in the beauty and notable accomplishments of the past.

### **Roles and Responsibilities**

- A. The Commission shall conduct a continuing survey of all areas, places, buildings, structures or objects in the City which the Commission, on the basis of information available or presented to it, has reason to believe are significant to the cultural, social, economic, political, or architectural history of the City.
- B. The Commission shall continually survey all areas to determine needed and desirable improvements of older buildings throughout the City, acting in a resource and advisory capacity to owners of historically significant sites regarding their preservation, restoration and rehabilitation.
- C. The Commission shall work for the continuing education of the citizens of the City with respect to the civic and architectural heritage of the City. It shall keep current a public register of designated and proposed Heritage Preservation sites and areas along with the plans and programs that pertain to them.
- D. The Commission may recommend to the Council the acceptance of contributions offered to the City and to assist the City staff in preparation of applications for grant funds to be made through the City for the purpose of Heritage Preservation.
- E. The Commission will on a continuing basis collect and review City planning and development records, documents, studies, models, maps, plans, and drawings to be passed on to the State Historical Society as a permanent record of City history and development.
- F. The Commission shall make no application to the National Register of Historic Places or to the State of Minnesota for the designation of a historic site or district without the consent of the Council.

### **Membership**

Commission shall consist of seven members appointed by the Council. Members shall have a demonstrated interest and/or expertise in historic preservation; be residents of the City; and, if available, at least two members shall be preservation-related professionals (including the professions of history, architecture, architectural history, archaeology, planning, real estate, or law) and one member shall be a representative of the County Historical Society.

### **Chair and Vice Chair**

Annually appointed by the City Council.

### **Term Lengths/Dates**

Typically three-year terms, with exceptions as determined by the City Council. Terms start on April 1, terms end on March 31.

### **Staff Liaison**

### **Meeting Frequency**

Third Monday of the month

## **Charter Statement – Human Rights & Diversity Commission**

### **Purpose**

Act in an advisory capacity to the City on matters of diversity, civil and human rights, and the Americans with Disabilities Act.

### **Roles and Responsibilities**

- A. Enlist the cooperation of agencies, organizations and individuals in the community to promote awareness and appreciation of diversity.
- B. Review and investigate alleged ADA violations submitted to the City via the ADA Grievance procedures.
- C. Work with community volunteers to promote the City's Manifesto and provide response and support to victims of incidents of bias.

### **Membership**

Five to seven members-at-large appointed by City Council.

### **Term Lengths/Dates**

Typically three-year terms, with exceptions as determined by the City Council. Terms start on April 1, terms end on March 31.

### **Chair and Vice Chair**

Annually appointed by the City Council

### **Staff Liaison**

Molly Koivumaki, Manager of Housing and Community Services

### **Meeting Frequency**

Monthly on the second Thursday of the month; no meetings in July and August

## **Charter Statement – Parks, Recreation & Natural Resources Commission**

### **Purpose**

Act in advisory capacity to the City on matters of development and use of parks and recreation facilities, leisure services, recreation programming, preservation of natural resources, and promotion of environmental awareness.

### **Roles and Responsibilities**

- A. Recommendations on the acquisition and development of a complete system of parks and recreation facilities in the City, including:
  - 1. The development of a system plan for parks and recreation facilities.
  - 2. Studies as necessary for the development of such a system plan.
  - 3. Policies for the implementation of the plan.
  - 4. A capital improvement program for the implementation of the plan.
  - 5. A site plan for the development of different parcels of property which will compose the system.
  
- B. Review the complete program opportunities within the City, including:
  - 1. Proposed and existing recreation programs.
  - 2. Policies to the Council on matters pertaining to the operation of recreation facilities.
  - 3. An annual budget for the operation of programs and facilities to the City Council.
  - 4. Cooperation and coordination of recreation and other leisure opportunities and proposals with other city groups, school groups, community groups, and county and federal agencies that have application within the City.
  
- C. Ensure the inventory, preservation and management of natural resources within the City, including:
  - 1. A study and inventory of natural resources in the City.
  - 2. Plans and policies for the preservation of natural resources in the City.
  - 3. Review of land use proposals that conflict with Park and Open Space Plan.
  - 4. Recommendations to the Council for action programs to ensure preservation of natural resources.
  - 5. Cooperation and coordination of the environmental programs and proposals with other city groups, school groups, and county, state and federal agencies that have application within the City.
  - 6. Programs and dissemination of information to better inform and guide environmental choices of residents of the City.
  - 7. Recommendations on management of wildlife to control the number of deer and geese within DNR recommended populations.

### **Membership**

Seven members-at-large appointed by the City Council

### **Term Lengths/Dates**

Typically three-year terms, with exceptions as determined by the City Council. Terms start on April 1, terms end on March 31.

### **Chair and Vice Chair**

Annually appointed by the City Council.

### **Staff Liaison**

Jay Lotthammer, Director of Parks, Recreation and Natural Resources

### **Meeting Frequency**

Monthly on the first Monday of the month.

## **Charter Statement – Planning Commission**

### **Purpose**

To provide for an open process and a balanced review of development proposals and land use requests, both private and public, with regard to the City's Strategic Plan, Comprehensive Guide Plan, and City land use.

### **Roles and Responsibilities**

- A. To review and recommend revisions to the Comprehensive Guide Plan as prescribed by law.
- B. To conduct public hearings as may be required to gather information necessary for the drafting of recommendations to the Council concerning requirements of law and as defined in Chapters 11 and 12 of the City Code.
- C. To provide an opinion on whether specific proposed developments conform to the principles and requirements for the Comprehensive Guide Plan and the City Code provisions.
- D. To make recommendations to the Heritage Preservation Commission with respect to the relationship of proposed Heritage Preservation designations to the comprehensive plan of the City, to provide its opinion to the Heritage Preservation Commission as to the effect of proposed designations upon the surrounding neighborhood and any other planning consideration which may be relevant to the proposed designation, and to give its recommendation of approval, rejection or modification of the proposed designation to the Council.
- E. To review and recommend on additions to or modifications of park and trail and leisure uses of land.
- F. To achieve balanced growth by utilizing the Strategic Plan and Comprehensive Guide Plan to review land development while respecting the natural environment and private property rights.
- G. To perform other duties which may be lawfully assigned to it.

### **Membership**

Seven to Nine members: Five representatives with experience in the areas of Heritage Preservation, Transportation, Environment, Housing, Leisure Services and two to four at-large members representing a spectrum of interests including Architecture, Land Development, Real Estate, Public Safety, Economic Growth and Landscape Architecture.

### **Term Lengths/Dates**

Typically three-year terms, with exceptions as determined by the City Council. Terms start on April 1, terms end on March 31.

### **Chair and Vice Chair**

Annually appointed by the City Council

### **Staff Liaison**

Michael Franzen, City Planner

### **Meeting Frequency**

Second and fourth Mondays of each month