

## CITY CODE, CHAPTER 2, AMENDMENT

The City Council of the City of Silver Bay ordains that Chapter 2 Administration & Operations Section 230, Boards, Departments, Commissions and Committees be amended by adding Subd. 230.16, Eco-Park Advisory Board, as follows:

**230.16 Eco-Park Advisory Board**

**Subd. 1 Advisory Board Established.** There is hereby established The Silver Bay Eco-Park Advisory Board.

**Subd. 2 Purpose.** The purpose of the Advisory Board is to make recommendations to the Silver Bay City Council, the Silver Bay Economic Development Authority, and the Silver Bay Planning and Zoning Commission regarding planning and zoning controls, development regulations, operations, and economic and energy sustainability goals within the Silver Bay Eco-Park.

In fulfilling its purpose, the Eco-Park Advisory Board shall:

- Assure public accountability / disclosure by means of reviewing and disseminating to the public all reports of the Advisory Board.
- Promote adherence to the Eco-Park's vision statement.
- Facilitate open communication between the Eco-Park Advisory Board and the Silver Bay Community.
- Review prospective occupants / tenants for the Eco-Park.
- Consult from time to time with other Eco-Park Developers and / or Ecological Consultants.

**Subd. 3 Offices.** The offices of the Silver Bay Eco-Park Advisory Board shall be in the City Hall of the City of Silver Bay.

**Subd. 4 Membership.** The Advisory Board shall consist of five members appointed by the Silver Bay City Council. There shall be one member from the Silver Bay Economic Development Authority, one member from the Silver Bay Planning and Zoning Commission, two members from the Silver Bay City Council (one of which shall also be the representative from the City Council to the North Shore Management Board), and one member at large. The Council and Commission members shall serve on the Advisory Board during their respective term of office, unless otherwise determined by Council action.

~~**Subd. 5 Meetings.** Regular meetings of the Advisory Board shall be held on the date and time set forth by the Advisory Board. Regular meetings shall be held at no less than one per month. Special meetings may be called by the Chair or at the request of two or more members of the Advisory Board.~~

Amended 6/3/13

Advisory Board meetings shall be held at City Hall, Silver Bay, Minnesota. Notifications of all meetings shall be in accordance with the City Code. Three of the five Advisory Board members must be present at a properly notified meeting in order to constitute a quorum although a smaller number may adjourn.

**Subd. 6 Compensation.** Members of the Commission shall serve without compensation unless otherwise authorized by the Council. Members may be allowed expenses, including travel expenses, incurred in performance of their official duties as authorized in advance by the Council. Requests for compensation shall be submitted to the Council in writing prior to being incurred.

**Subd. 7. Officers.** The Advisory Board shall elect a Chair and Vice-Chair annually. A member may not serve as Chair and Vice Chair at the same time. The Chair shall preside at all meetings of the Advisory Board shall also have such other powers and duties as customarily belong to the Chair or that may be designated by the members of the Advisory Board. The Vice-Chair shall perform the duties and exercise the powers of the Chair in his/her absence or incapacity. The Vice-Chair shall perform such other duties as the Advisory Board shall from time to time prescribe.

**Subd. 8. Staff and Eco-Park Manager.** The Advisory Board may recommend to the City Council the employment of agents, consultants, and employees as it shall deem reasonable and necessary for the furtherance of the purpose of the Advisory Board. The City Council may appoint an Eco-Park Administrator who shall have the duties and authority as may be established by the City Council in the "job description" for that position.

**Subd. 9 Records and Reports.** The minutes of the Advisory Board's meetings, reports, correspondence, books, records, lists, documents, and contracts shall be submitted to and maintained by the City Administrator after each Committee meeting.

**Subd. 10 Miscellaneous.**

**Corporate Seal.** This Advisory Board shall have no seal.

**Fiscal Year.** The fiscal year of this Advisory Board shall be the same as the fiscal year of the City of Silver Bay.

**Annual Audit.** At the end of each fiscal year, the books and records of this Advisory Board shall be audited by such independent or public accountants as may be designated by resolution.

**Budget.** The Members of the Advisory Board may prepare an annual budget for its operations. Such budget shall be provided to the City of Silver Bay within (30) after its adoption.

Adopted by the City Council of the City of Silver Bay this 5<sup>th</sup> day of November, 2012.

ATTEST:

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Scott Johnson, Mayor

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Lana Fralich, City Administrator