

NATURAL RESOURCES AND GROUNDWATER COMMITTEE

Establishment.

A natural resources and groundwater committee of the city is hereby established.

Purpose and duties.

- (a) The purpose and duties of the natural resources and groundwater committee shall be to:
 - (1) Develop programs and recommend the adoption of ordinances providing for the maximum protection of the city's land and water resources.
 - (2) Assist city staff and the City Council in the preparation, implementation and updating of the city's comprehensive plan as it applies to the city's land and water resources.
 - (3) Review all site plans for new and existing parks, recreation and open space areas, conservancy areas and scenic overlooks and make recommendations based upon the protection of land and water resources.
 - (4) Review all preliminary plats for commercial, industrial, agricultural and residential development within the city, to ensure that the provisions of the city's ordinances and comprehensive plan with respect to natural resources and groundwater are met.
 - (5) Assist city staff and the City Council in developing standards for land subdivision where the concepts of design around the land and perpetual protection of groundwater are the guiding principals.

- (b) When requested by the City Council, or upon its own initiative, the natural resources and groundwater committee will investigate and provide findings and recommendations toward the goals as stated in the city's comprehensive plan, including, but not limited to the following:
 - (1) Recognizing and preserving the ecology of the area.
 - (2) Preserving open space, stream courses, watersheds, wetlands, water bodies, shorelines and historic areas through zoning, easements, dedications and acquisition.
 - (3) Maintaining fish and wildlife habitats.
 - (4) Encouraging game reserves.
 - (5) Maintaining the current environment and atmosphere of the city.

- (c) To the extent possible, the following physical features of the city shall be preserved in a natural state and be properly maintained as such:
 - (1) Swamps and other low wet areas.
 - (2) Lakes, streams and ponds.
 - (3) Drainageways and other features of the surface water drainage pattern.
 - (4) Groundwater and groundwater recharge areas.
 - (5) Tree cover.
 - (6) Wildlife areas.
 - (7) Steep slopes.

- (d) The committee shall assist city staff and the City Council in maintaining the overall gross density requirements for housing as set forth in the comprehensive plan.

Composition; terms of members.

The natural resources and groundwater committee shall consist of nine members. Members shall be appointed by the City Council for three-year terms so that no more than three of the appointments will expire on December 31 of each year. No member may serve more than two consecutive three-year terms unless the average years of service for all committee members is less than four years. A member who has served two terms may be reappointed by the City Council after a one-year absence.

Qualifications of members.

Each member and alternate member of the natural resources and groundwater committee shall be a resident of the city. Wherever possible, committee members should represent all geographical areas of the city and a cross-section of the population of the city at the time of appointment.

Removal of members.

Any member of the natural resources and groundwater committee may be removed by a four-fifths vote of the City Council, for cause. Cause shall include, but not be limited to, having more than three absences or more than one unexcused absence in any one calendar year. The council may consider exceptional circumstances when applying this rule.

Officers.

The natural resources and groundwater committee shall elect a chairperson, a vice-chairperson and a secretary from among its appointed members at the annual meeting each year, for a term of one year. The chairperson shall preside at all meetings of the committee, if present, and shall perform all other duties and functions assigned by the committee or the City Council. The vice-chairperson shall perform these duties in the absence of the chairperson. If a vacancy occurs in the chairperson's office, the vice-chairperson shall assume the chairperson's duties for the remainder of the year; and a new vice-chairperson shall be elected by the committee at a special election to be held at the next regularly scheduled committee meeting, after at least three days' written notice to each committee member. The secretary shall take the minutes of the committee meetings.

Annual meeting.

The natural resources and groundwater committee shall hold an annual meeting on the first regular meeting day in the month of January in each year, unless that day is New Year Day, in which case the annual meeting shall be held at the first regularly scheduled meeting of the committee in the month of January in each year. Such meeting shall be devoted to the election of officers and such other business as shall be scheduled.

Annual work plan.

The natural resources and groundwater committee shall meet with the City Council at their first meeting in March each year to develop an annual work plan, including a list of projects, points of interaction on projects, programs and goals for the year.

Regular meetings.

- (a) Regular meetings of the natural resources and groundwater committee shall be held at the city hall at 7:00 p.m. The date, place and time of regular meetings of the committee will be specified by the City Council as a policy statement that will be included in the city's policy book. The intent of this section is to allow the committee meetings to be set by city policy rather than by ordinance.
- (b) No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the committee at a prior meeting or if there are no scheduled agenda items, ten days prior to the meeting.
- (c) All action taken by the committee shall be by the affirmative vote of a majority of the members present.

Special meetings.

Special meetings of the natural resources and groundwater committee shall be held in the city hall at a time and place designated or at a public place at the time designated and shall be called by the chairperson. Upon the written request of at least three members, the chairperson shall be required to call a special meeting to be held within seven days of the request. Written notice thereof shall be given to all members not less than three days in advance of the meeting.

Quorum.

A quorum of the natural resources and groundwater committee shall consist of five of the members.

Voting.

Each member of the natural resources and groundwater committee attending any meeting shall be entitled to cast one vote. Voting shall be by voice vote. If any member shall have a personal interest of any kind in the matter then before the committee, he shall disclose this interest and be disqualified from voting upon the matter, and the secretary shall record in the minutes that no vote was cast by such member.

Proceedings.

At any regular meeting of the natural resources and groundwater committee, the following shall be the regular order of business:

- (1) Roll call.
- (2) Minutes of the preceding meeting.
- (3) Public hearing as scheduled on the agenda.
- (4) Old and New Business as scheduled on the agenda.
- (5) Communications.
- (6) Adjournment.

Rules of procedure.

All meetings of the natural resources and groundwater committee shall be conducted in accordance with the Revised Robert's Rules of Order.

Agendas.

The chairperson of the natural resources and groundwater committee shall cause all items to be considered at any regular meeting to be placed on a written agenda by the city administrator ten days before the meeting. The city administrator shall advise the chairperson of any matters the committee must consider by council directive, ordinance

or statute and shall have prepared and mailed a written agenda of all meetings to all committee members, the City Council and the public, no less than five days before each meeting.

Records.

Each formal action of the natural resources and groundwater committee shall be embodied in full upon the minute book as a formal motion after an affirmative vote as provided in this division. The recommendations and findings of the committee shall be presented to the City Council at the next regularly scheduled City Council meeting. The record of meetings, actions and recommendations shall be transmitted to the city administrator for keeping and distribution.

Member training.

The natural resources and groundwater committee members shall be encouraged to avail themselves of training courses offered by the city, the state and other government and public training agencies and the City Council shall budget for the reimbursement of expenses incurred in training each year.