

Policies

- Quorum = half the number of committee member positions, regardless of whether or not they are filled.
 - If less than 6 members are present at a meeting, discussions can still happen, but there can be no votes.
 - Open Meeting Law:
 - We cannot have any gatherings involving 6 or more members unless the city has publicly advertised them so that members of the public can join.
 - How do we arrange that?
 - How much advance notice is required? ““We need to post for the meeting a minimum of three days in advance, and the actual day of the meeting cannot be counted when calculating the three days.”
 - We cannot have online discussions (email or text threads) involving 6 or more members.
- Subcommittees and work groups?? (need more info)

Procedures

- If there is an area where PTRC would like to focus efforts on invasive species removal, discuss it with the Public Works staff and it may be set as a priority for the following year.
- When we vote to make a recommendation or request, it may simply go through the Public Works department. However, it will most likely need to be presented to the city council at a work session; it may be several months before the PTRC can get on the work session schedule.
- Working with other commissions/committees: (need more info)
 - We can make content suggestions for the newsletter/facebook posts to the communications committee. If they approve it, it then needs to be approved by the city council.
 - Deadline for submission:
- Adding items to the agenda:
 - Whenever there is a topic to have added to the agenda by a committee member, that person will bring it forth by filling out a memo with its attachments, if any (examples in the attached word docs). Eight (8) days prior to the meeting, those finalized memos would then be emailed to our admin staff (Amy) and the PTRC Liaison (Matthew) to format. The PTRC Chair would let us know what order you would want the items in for the agenda, then Staff will format it correctly for publishing, printing and mailing. The item number at the top of the memo would be edited by staff to whatever order the PTRC Chair wishes.

Suggested Reading

- 2040 Comprehensive Plan <https://www.cityofardenhills.org/421/2040-Comprehensive-Plan>
- GreenStep Cities Program <https://greenstep.pca.state.mn.us/best-practices>
- I think an orientation would be awesome to explain:
 - What is our main purpose
 - is the goal to make recommendations to the council vs. take on projects ourselves?
 - what are the goals of the group?

- are there subcommittees for each of the three areas (parks, trails, rec?)
- Do certain committee members already have roles? What are all the roles involved in the committee?
- What is the layout of each meeting?
- It would be great to know what is formal and what is informal? For example, for volunteers: If you want to be a volunteer, you need to go through a process but there are others who have informally adopted a park/garden, and they don't have to be involved with the volunteers group?

Is this the type of stuff that you are looking for? :) I think this idea is awesome!

- Responsibility - What are we responsible for?
- Authority - What do we have the authority to do?
- Hierarchy - Who do we contact to get authorization?