

ORDINANCE NUMBER 486

CITY OF DETROIT LAKES, MINNESOTA

AN ORDINANCE ESTABLISHING AN ARTS AND CULTURE COMMISSION

The City Council of the City of Detroit Lakes Ordains:

The City of Detroit Lakes hereby establishes an arts and culture commission to advise the City Council on the development of arts and cultural activities, organizations, and facilities in Detroit Lakes.

Subd. 1. **Purpose.** The purpose of the commission shall be to assist Detroit Lakes in becoming a community in which arts and cultural activities:

- A. Are recognized as vital components of community life that are worthy of investment and support from the public, private, and non-profit sectors;
- B. Are valued and promoted for their economic benefits and development potential;
- C. Represent the diverse cultural traditions of our region;
- D. Promote the development of a wider array of opportunities for collaboration between community artists and arts organizations; and
- E. Enhance the public perception of Detroit Lakes' identity and quality of life as to distinguish Detroit Lakes as one of the best communities to live, work, and visit.

Subd. 2. **Responsibilities.** The commission shall be advisory to the City Council and its responsibilities shall include the following:

- A. Develop, update, and recommend to the council a mission, agenda, and strategic plan for arts and culture in Detroit Lakes;
- B. Provide leadership for the implementation and completion of tasks and plans authorized by the City Council;
- C. Leverage individual, corporate, foundation, nonprofit, and city funding for arts and cultural activities;
- D. Facilitate collaboration and joint planning among public and private agencies in connection with arts and culture events and activities;
- E. Provide support in the planning, acquisition and/or development of land and facilities by the city as needed to support arts and cultural activities and organizations;
- F. Upon request of the City Council, develop and advocate design standards for city facilities, infrastructure, public areas, and/or private development, which represent a coherent image of Detroit Lakes as a place of unique aesthetic, architectural, and cultural identity;

G. Plan and advocate funding for the installation of public art in Detroit Lakes that enhances the city's appearance and artistic appeal; and

H. Foster inclusive and cross-cultural activities to help build community.

Subd. 3. Membership.

A. The commission shall consist of nine volunteer members, who shall serve without financial compensation. Members shall be appointed by the Mayor, with the approval of the City Council. Members may be removed at the discretion of the Mayor and Council. All members thereof shall be residents and qualified electors of the City except that the City Council, at its discretion, may appoint 3 members thereof who are not residents of the City.

B. Members appointed shall, to the extent possible, reflect the diversity of the community and individuals involved in the arts community.

C. Members shall serve for three-year terms, except that in the first year of its existence, three members shall be appointed to serve for three years, three members shall be appointed to serve for two years, and three members shall be appointed to serve for one year. Terms shall begin on January 1 and end on December 31, provided that a member shall continue to serve until a successor is appointed. An appointment to fill a mid-term vacancy shall be made by the Mayor for the duration of the term.

D. Members who serve three successive terms, not including partial terms due to appointment to fill a vacancy, shall be ineligible for reappointment until after a lapse of one term, except that the Council, at its discretion, may appoint one of its members to the commission and such alderman shall be eligible for reappointment as long as they remain on the Council.

Subd. 4. Officers and their duties.

A. At the first meeting of each year, members of the commission shall select by majority vote a chair, vice chair, and secretary to serve until the end of that year and until a successor is chosen.

B. The chair shall:

1. Set the agenda and preside at meetings of the Commission;
2. Call additional meetings as needed;
3. Assign duties to Commission members;
4. Arrange meetings with other commissions, boards, and organizations from the public, private and non-profit sectors as needed;
5. Communicate with the city council and staff as needed; and
6. Provide overall leadership to the commission in carrying out its

purposes and responsibilities.

C. In the absence of or at the request of the chair, the duties of the chair shall be performed by the vice chair, and in the absence of both the chair and vice chair, by the secretary.

D. The Secretary shall keep minutes and maintain permanent records of every meeting of the Commission and shall submit minutes for approval at each successive meeting. The Secretary shall serve as correspondent for the commission. Copies of the minutes of all meetings shall be filed with the City Administrator.

Subd. 5. **Meetings.** The Commission shall meet at least quarterly and as otherwise determined by the chair. A regular meeting may be cancelled by the chair or a majority of the commission.

Subd. 6. **Quorum.** For the transaction of business at any meeting of the Commission, a quorum consisting of at least one-half of all members shall be required.

Subd. 7. **Staff support.** A city staff member shall act as liaison to the commission, provide staff support, and help get recommendations of the commission on the agenda for consideration by the City Council when necessary.