

Order XX-XX

Changes to Various City Committees

BE IT ORDERED by the Gardiner City Council as follows:

- 1) Rescind all orders creating the **Economic Development Committee** and transfer the Revolving Loan Fund application review and recommendation function to the Board of Trade, with final approval still necessary by the City Council.
- 2) The missions and foci of the Waterfront Committee, Conservation Committee, and Common Committee shall be folded into the **Parks & Recreation Committee**. City ordinance will be amended, as outlined below, to reflect this change and all previous City orders regarding these committees shall be superseded by this change. The committee membership shall include seven (7) voting members, including up to two (2) City Councilors, as well as three ex-officio members (Gardiner Main Street representative, Boys & Girls Club representative, and Public Works Director). In addition, the Council sets as the immediate priorities for this committee as:
 - a. Lead a public process for the design and replacement of a new gazebo and bring a recommendation back to Council by April, 2013
 - b. Research and then make a recommendation to Council on enhanced recreational opportunities for Gardiner residents, including a swim area
- 3) The **Housing Committee** ordinance will be amended as outlined below. In addition, the Council sets the immediate priorities for this committee as:
 - a. Research and recommend to Council ways that Gardiner can become more appealing to younger couples and “empty nesters”
 - b. Research and recommend to Council ways to provide financial assistance for homeowners to make improvements
 - c. Research and recommend to Council zoning changes to enable feasible re-uses for buildings such as churches and the old nursing home
- 4) The name, mission, and membership of the Recycling Advisory Committee shall be changed. In addition to pursuing the mission and methods outlined in the order which created the committee, it will also be tasked with investigating and reviewing the City’s options for solid waste disposal and as such shall be re-titled “**Solid Waste and Recycling Advisory Committee.**”
 - a. The committee shall consist of up to eight (8) voting members, including up to two (2) City Councilors, and the Public Works Director as an ex-officio member.
 - b. The Council directs the committee to immediately begin researching options for solid waste disposal, including an alternative to Hatch Hill and a potential transfer station and/or recycling center in Gardiner

- 5) The City hereby established a **Technology Advisory Committee**, who mission is to: 1) Advise and assist the City Council and staff on information technology and telecommunications matters that have an impact on the needs of the community. Such advice and assistance shall include but not be limited to the following: cable and broadcast television, telephony, computer, networks, Internet, radio, microwave, satellite systems, cellular telephones, wireless technology including personal communications systems (PCS), cable and fiber optic and other transmission and digital compression technology; 2) Serve as a forum for public input, expressing concerns and engaging in dialogue about Information Technology and Telecommunications matters that have an impact on the community; and, 3) Facilitate communications among citizens, the City Council, City staff, Information Technology and Telecommunications service providers.
 - a. The committee shall include five (5) voting members, at least one of which is a City Councilor. These members should have advanced or at least practical experience with at least one area of technology, including websites/design, computer networking, or telecommunications. The City's Technology Coordinator shall serve as an ex-officio member
 - b. The Council immediately directs this committee to assist with cable television franchise agreement negotiations, as well as assisting with the waterfront/downtown WiFi project
- 6) The **Ordinance Review Committee** membership requirements shall be amended as outlined below, to include the following changes: add two (2) City Councilors to the committee membership, reduce the number of members from the Board of Appeals from two (2) to one (1).
- 7) The Council hereby finds that any current or future committee voting members must be residents of the City of Gardiner. All others, including staff, shall serve in an ex-officio capacity, meaning they have all rights of membership except the right to vote on an issue.
- 8) Unless otherwise inconsistent with City charter or ordinance, the City Council shall make annual appointments to various boards, committees, and commissions in the following manner:
 - a. In January, after the new Council is inaugurated, up to two (2) Councilors will be appointed to the Parks & Recreation Committee, the Housing Committee, the Solid Waste & Recycling Advisory Committee, the Ordinance Review Committee, and the Technology Advisory Committee, along with any other committees that the Council deems relevant. Councilors serving on these committees shall report back to the full Council during the City Council Update portion of the agenda on any significant news related to the committee(s). All terms shall be for one year and members may be reappointed annually to a committee an unlimited amount of times.
 - b. By June of each year, the Council shall make the necessary appointments/reappointments of members of the public to all committees, unless otherwise prescribed by state law, City charter, or City ordinance

9) Each committee shall be required to provide an write-up for the City’s annual report to review the activities for the year and may be called upon to meet with Council from time to time to provide updates and seek guidance on matters as needed.

10) Proposed ordinance amendments:

Parks & Recreation Committee:

A. Amend Title 19, Chapter 2, Section 1923 as follows: “The Parks and Recreation Committee ~~may shall~~ consist of up to seven voting members, up to two (2) of whom shall be City Councilors, representatives from a variety of all levels of the city, who shall serve in terms of three years. The members shall be appointed by the mayor, with the advice and consent of the city council, and vacancies shall be filled in the same manner. During said term, the members shall hold said office at the pleasure of the appointing authority. The members shall serve without compensation. The committee shall also consist of three ex-officio (non-voting) members, including a representative from Gardiner Main Street, a representative from the Boys & Girls Club, and the Public Works Director.”

B. Delete Title 19, Chapter 2, Section 1925

C. Delete Title 19, Chapters 1 and 3 and rename current Chapter 2 as Chapter 1

D. Add to newly created Chapter 1 a Section 1926. Mission to read as follows: “The object of this Gardiner Parks and Recreation Committee is (1) to plan a year-round recreation program for all residents of the City of Gardiner including all age groups; (2) to correlate the recreation activities provided by other local civic organizations into a unified recreation program, and (3) to assume the responsibility of the functioning of a recreation program.”

Housing Committee

A. Amend the ordinance (02-23) as follows:

A. Establishment and Organization

I. A Housing Committee shall be established consisting of 11 members who shall be residents of Gardiner ~~or adjacent towns~~. Members of the Committee shall demonstrate an interest in housing issues and housing development in the City and shall be appointed with due regard to the proper representation of various interests and groups including the following, to the extent that such individuals are available in the community:

a. Tenants,

b. Rental-unit property owners,

c. Real estate professionals,

- d. Single-family homeowners,
- e. Elderly housing administrators,
- f. Housing program administrators,
- g. Homeless shelter advocates,
- h. Bankers,
- i. Business owners,
- j. Building construction contractors, and
- k. Gardiner City Councilors (up to two).

Additionally, ~~an Economic and Community Development Office staff member and a Code Enforcement/Planning Office staff member~~ the City Manager or his/her designee, the Director of Economic and Community Development or his/her designee, and the Code Enforcement Officer shall serve as "Ex-Officio" members.

2. Members shall be appointed by the Mayor for a term of 3 years, except that the initial appointments shall be staggered so that subsequent appointments shall not recur at the same time.
3. The members shall annually choose a chairperson who shall preside at all meetings.
4. All meetings of the committee shall be open to the public and the Committee shall keep a record of its proceedings and actions.
5. A quorum shall consist of a majority of the members.
6. A legal vote shall consist of a majority of the members.
7. The Mayor shall act within 60 days to fill a vacancy, including expired terms.
8. A municipal ~~officer~~ employee may not be a voting member of the Committee.
9. A member may be removed by the Mayor for the following reasons:
 - a. Unable to continue being an active member due to physical or mental incapacity.
 - b. The violation of state or federal criminal statutes.
10. A vacancy shall be created when anyone of the following occurs:
 - a. Member moves from his/her residence in the City ~~or adjacent town~~.
 - b. Member resigns.

c. Member is removed for cause by the City Council.

d. Death of a member.

B. Powers and Duties

The Committee shall be authorized to:

1. Advise Economic and Community Development staff and/or consultant(s) on the preparation of a housing assessment plan and other projects intended to increase the availability in Gardiner of safe, accessible, and affordable housing units for a diverse population of individuals.
2. Recommend methods and procedures to the City Council necessary to preserve, restore, maintain and operate properties under the ownership or control of the City in the furtherance of meeting goals of providing expanded housing opportunities in the City.
3. Recommend ordinances, policies or actions to the City Council and otherwise provide information for the purposes of housing development in the City.
4. Act in an advisory role to other officials and departments of local government regarding the preservation and expansion of Gardiner's housing stock.
5. Act as a liaison on behalf of the local government to individuals and organizations concerned with housing rehabilitation, housing development, and community development.
6. Cooperate with federal, state and local governments in the pursuance of the objectives of housing rehabilitation, housing development, and community development.
7. Participate in the conduct of land use and other planning processes undertaken by the City, the State, or the Federal government and the agencies of these entities.

ATTEST:

Scott Morelli
City Manager
November 7, 2012