

Section 205 – Health and Inspections Department

Section 205:00. Health and Housing Advisory and Appeals Committee.

Subd. 1. Composition: A Health and Housing Advisory and Appeals Committee of the City of St. Cloud is established and will consist of eleven members as follows: The Health Director; a member of the City Council to be designated by the President of the Council; a doctor of veterinary medicine licensed to practice in Minnesota; a representative of the St. Cloud Hospital, of administrative level; a resident doctor of dentistry licensed to practice in Minnesota; a resident pharmacist licensed to practice in Minnesota; a registered nurse; an individual who owns apartment buildings to the extent that it could be considered his/her part-time employment; an individual who owns or is employed by a company who is engaged full time in the professional management of rental property; a taxpayer who is not engaged in rental property, but owns real estate within the city; and a taxpayer who is not a real estate owner.

Subd. 2. Appointment: All members except the Health Director and the representative of the City Council, will be appointed by the Mayor, with the approval of the City Council. The Health Director and the City Council member will be ex-officio non-voting members.

Subd. 3. Terms: The terms of the appointive members will be five years, except that the terms of the appointees required to be of an administrative level will terminate if they will cease to hold such a position. No person will serve more than two consecutive terms.

Subd. 4. Unexpired Terms: Any vacancy in the unexpired term of a member will be filled by the Mayor, with the approval of the Council, for the balance of the term in which the vacancy occurred.

Subd. 5. The Mayor may remove any member of the Committee.

Subd. 6. Members of the Committee will serve without compensation.

Subd. 7. Meetings: The Committee will meet monthly at the call of the Chairperson or of any two members

Subd. 8. Officers: The Committee will, at its first meeting in January of each year, elect a Chairperson and Vice Chairperson. No person will serve more than two consecutive terms as Chairperson or Vice Chairperson.

(a) Chairperson: The Chairperson will preside and maintain order at all Committee meetings in accordance with Subd. 10 of this section and will make such reports as required by law and as deemed necessary by the Committee to the Mayor and City Council.

(b) Vice Chairperson: The Vice Chairperson will fulfill the duties of the Chairperson in the absence of the Chair, including the calling of Committee meetings and will assist the Chairperson with administrative duties.

(c) Secretary: The Secretary will assist the Chairperson and Vice Chairperson in the administrative duties of the Commission. The Recording Secretary will be responsible for the preparation of the minutes of all meetings of the Committee.

Subd. 9. Reporting: The Committee, with the assistance of the staff, will make a regular report of its activities to the Mayor and the Council each year, and will submit the report in

writing annually before June 1. The report will include the number of Committee meetings held, the names of those in attendance; the activities sub-committees; and such other information as the Committee deems appropriate.

Subd. 10. Procedure: Committee business will be conducted in accordance with Robert's Rules of Parliamentary Procedure except as Robert's Rules may be in conflict with this ordinance, in which case this ordinance will govern.

Subd. 11. Public: All meetings of the Committee, records and minutes will be open to the public except as otherwise may be provided by applicable law.

Section 205:05. Duties of Health and Housing Advisory and Appeals Committee. The Health and Housing Advisory and Appeals Committee will serve in an advisory capacity to the Health Director in making recommendations concerning the general public health and housing program. Any proposed changes or adoptions of new ordinances, recommendations or codes involving environmental sanitation, food and beverage establishment inspection, public housing facilities, pollution control, or any other field of public health must be referred by the City Council to the Committee for its consideration and recommendations. It will be the duty of the Committee to study city ordinances and codes concerning public health and housing. The committee will make recommendations for new ordinances whenever the Committee determines that changes or adoptions of new ordinances would improve health and housing services and to conform with State Board of Health laws, rules and regulations. The Committee will also fulfill the functions of the Advisory and Appeals Board as required in the Uniform Housing Code.