

**RED WING HARBOR COMMISSION**  
**BY - LAWS**

**ARTICLE #1     Purpose**

Purpose: The purpose of the Harbor Commission shall be to recommend policy guidelines for commercial and recreational activities related to the City's riverfront and navigable waters; to advise the Planning Commission, Port Authority, and/or City Council on new development or redevelopment along the riverfront or navigable waterways; to suggest policy as it relates to navigable waters within the City; to recommend operational policy for the Marinas utilizing City property for their activities, and to assist with marketing and communication related to Harbor Commission activity.

**ARTICLE #2     Meetings of the Commission**

Regular Meetings: Regular meetings of the Harbor Commission shall be scheduled on the first Tuesday of every other month in the Council Chamber at 7:30 a.m. and be televised.

Special Meetings: Special meetings may be called by the Chairperson and one other Commission Member on a seventy-two (72) hour notice. Written notice shall be given to all Members setting forth the purpose of the special meeting. In addition, notice of special meetings will be given to members of the public in accordance with the Open Meeting Law. Only those items on the agenda may be considered for approval or disapproval.

Annual Meeting: The Annual meeting shall be held directly prior to the first regular meeting of the year.

**ARTICLE #3     Commission Members**

Membership: The Commission will be made up of seven members. Six members shall be residents of the City and one member may be a nonresident who either owns real property in the City or has a slip at a City marina. In the event that the Mayor does not appoint a nonresident, the Mayor can appoint a City resident as the seventh member and that member will be subject to confirmation by the City Council and the Port Authority Board.

- Three resident members will be appointed by the Mayor and confirmed by the City Council.
- Three resident members will be appointed by the Port Authority President and confirmed by the Port Authority Board.
- One nonresident or resident member will be appointed by the Mayor and confirmed by the City Council and by the Port Authority Board.
- A representative of the Port Authority shall serve as a non-voting liaison between the Port Authority and the Harbor Commission.
- A representative of the Red Wing City Council shall serve as a non-voting liaison between the City Council and the Harbor Commission.

Ex-officio membership: The Commission may include two non-voting ex-officio members. One would represent recreational boating uses and one would represent commercial/industrial uses. The appointment process and term limits will be those defined in the adopted Board and Commission Policy.

Quorum: A majority of all voting members of the Commission shall constitute a quorum for the conduct of business at any regular, special, or annual meeting.

#### **ARTICLE #4      Oath of Office**

Oath of Office: Each Member of the Commission, before entering upon the duties of the Commission, shall take and subscribe to an Oath of Office.

#### **ARTICLE #5      Terms**

Terms of Office: A Commissioner can serve no more than two (2) consecutive three year terms or until a replacement commissioner is appointed.

Removal from Office: Harbor Commission Members appointed by the City Council may be removed by two-thirds (2/3) vote of the City Council. Harbor Commission Members appointed by the Port Authority may be removed by two-thirds (2/3) vote of the Port Authority.

Vacancies: Vacancies occurring on the Commission shall be filled in the same manner as an initial appointment. Any Member who ceases to be a resident of their area of representation shall be deemed to have resigned and vacated the office.

Attendance: Commission members shall attend regular meetings and special meetings. Commission members who miss three consecutive meetings that are unexcused or who miss 50 percent of meetings in a 12-month period will be removed from their positions. In order to have their absence excused, Commission members shall notify the Chairperson or Vice Chairperson of an intended absence and it is within the discretion of the Commission as to whether an intended absence will be excused.

## **ARTICLE #6      Officers**

Officers: The officers of the Commission shall be a Chairperson and a Vice-Chairperson.

- The Chairperson shall preside at all meetings of the Commission, and shall be the official spokesperson thereof. The Chairperson shall have the authority to appoint committees and appoint members to committees.
- The Vice-Chairperson shall preside in the absence of the Chairperson.
- All officers shall be elected at the Annual Meeting. All officers shall hold offices for one (1) year and until their successors are duly elected. Officers can hold positions for a maximum of two one year terms.

## **ARTICLE #7      Ad Hoc Committees of the Commission**

Ad Hoc: The Commission may appoint Ad Hoc Advisory Committees with up to five members to assist their standing committees. The Commission shall define the purpose of such Ad Hoc Advisory Committees and the expected length of time necessary to complete a report as requested by the Commission.

Residence: Members of the Ad Hoc Advisory Committees and ex-officio members need not meet the residency requirements.

## **ARTICLE #8      Amendments to the Bylaws**

These Bylaws shall be reviewed by the Commission at its Annual Meeting and may be amended as needed by a majority of the Commission Members present at any regular meeting, provided ten (10) days written notice of the proposed amendments has been given. Amendments to these Bylaws must be approved by City Council.

Amended: September 13, 2001

Amended: September 20, 2002

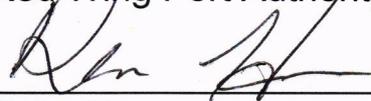
Amended: March 21, 2005

Amended: November 21, 2005

Amended: August 2, 2011  
Amended April 2, 2013  
Amended October 1, 2013  
Amended November 5, 2013  
Amended September 8, 2014  
Amended April 5, 2016  
Amended July 2, 2019



John Guerber  
Red Wing Port Authority President



Dean Hove  
Red Wing City Council President

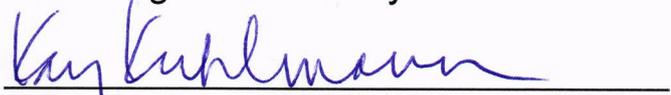


Brett Elford  
Red Wing Harbor Commission Chair

ATTEST:



Dan Rogness  
Executive Director  
Red Wing Port Authority



Kay Kuhlmann, City Council Administrator  
City of Red Wing