



City of Winona

Boards and Commissions

City Clerk's Office

CITY OF WINONA

Updated December 2018

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Introduction

The City of Winona is governed by the Home Rule Charter, approved by the city's voters in 1968. This charter set up the current Council/Manager form of government. Under this system, the Mayor and the City Council are responsible for development of overall policy while the City Manager is responsible for the implementation of this policy in the city's day-to-day operations.

Many boards and commissions comprised of citizen volunteers are utilized by the City in development of recommendations on policies and issues, which will affect the well being of the Winona community. This booklet is intended to provide pertinent information relative to each of these boards and/or commissions and a brief outline of their structure and function.

Public participation continues to be an admirable tradition in the City of Winona. It is up to each citizen to continue this tradition and, in so doing, to guarantee that Winona will always be an excellent place to live, to work, and to grow. An application form is available from the City Clerk's Office and on the City's website: www.cityofwinona.com. Your participation is needed for a strong government to serve all of Winona's residents.

Aghaming Park Advisory Committee

Members: **Eleven**

Appointment: **One by John Latsch Memorial Board
Ten by Mayor**

Term: **Three years**

Opening: **January 26**

Meets: **Second Wednesday of the month as needed**

Staff: **Planning**

Purpose:

The Committee shall research and review current and future uses of the Park and report its findings and recommendations to the Planning Commission.

Membership Criteria:

The Board shall consist of eleven members as follows:

- A person appointed by the John Latsch Memorial Board.
- A member of the Winona City Council.
- A member of the Recreational Waterways Commission.
- A employee of the U.S. Corp of Engineers or the U.S. Fish and Wildlife Service.
- An employee of the Wisconsin DNR.
- Two members from environmental groups such as Ducks Unlimited or the Audubon Society.
- Four Citizens.

Reference:

Winona City Code Section 22.32

Airport Board of Adjustment

Members: **Five**

Appointment: **Joint Airport Zoning Board**

Term: **Three years**

Opening: **July 1**

Meets: **Variable, depending on need**

Staff: **City Clerk**

Purpose:

The Airport Board of Adjustment was created under the authority granted in Chapter 303 of the Session Laws of the State of Minnesota for 1945. The purpose of the Board is to hear and deliberate requests for variances from zoning regulations pertaining to the property surrounding the airport. Specifically, variance requests will normally pertain to the construction of a structure, increasing the height of a structure or the use of property in such a manner that would violate airport zoning regulations. The Board is empowered to grant variances from the airport zoning regulations when the petitioner can prove that the regulations pose a practical difficulty or unnecessary hardship and the relief granted would not be contrary to the public interest but do substantial justice and be in accordance with the spirit of the regulations.

Membership Criteria:

Interest in the subject, and knowledge of zoning principles.

Reference:

Chapter 303 of the Session Laws of the State of Minnesota for 1945.

Board of Adjustment

Members: **Seven**

Appointment: **Mayor, with approval of Council**

Term: **Three years**

Opening: **April 3**

Meets: **First and Third Wednesdays of the month as needed**

Staff: **City Building Official**

Purpose:

In accordance with the Winona City Code, the Board shall hear and decide appeals where it is alleged that there is an error, requirement, decision or determination made by an administrative officer in the enforcement of the zoning ordinance. Additionally, the Board is charged with hearing requests for variances from the literal provisions of the zoning ordinance in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration, and to grant such variances when it is demonstrated that such action will be in keeping with the spirit and intent of the zoning ordinance.

Membership Criteria:

Interest in the subject.

Reference:

Winona City Code Section 22.21

Board of Gas Examiners

Members: **Five**

Appointment: **Mayor, with approval of Council**

Term: **Three Years**

Opening: **May 1**

Meets: **Variable, depending on need**

Staff: **City Building Official**

Purpose:

The Board of Gas Examiners accepts application for gas installers licenses and subjects each applicant to a written examination, and such other investigation as necessary to determine whether the applicant has sufficient knowledge, skill, training and experience to enable the applicant to engage in the business of, or work at the installation, alteration, service or repair of gas burners of gas burning equipment.

Membership Criteria:

The Board shall consist of five members as follows:

- City of Winona Building Official.
- A registered mechanical engineer.
- A qualified member of gas utility serving the City.
- A master plumbing and heating contractor engaged in the business for at least five (5) years.
- A heating and ventilating contractor engaged in the business for at least five (5) years.

Reference:

Winona City Code Section 47.01

Building & Fire Code Board of Appeals

Members: **Five**

Appointment: **Mayor, with approval of Council**

Term: **Three years**

Opening: **March 18**

Meets: **Variable, depending on need**

Staff: **City Building Official and Assistant Chief/Fire Marshall**

Purpose:

The Board is responsible for hearing appeals where it is alleged that there is an error in any order, requirement, decision or determination made by an administrative officer under the Minnesota Uniform Fire Code or Minnesota State Building Code. Upon completing its review of the facts brought forth by virtue of an appeal, the Board shall deliberate and decide on the merits of an appeal.

Membership Criteria:

Persons who are qualified by experience and training to pass on matters involving the Minnesota Uniform Fire Code and Minnesota State Building Code.

Reference:

Winona City Code Section 22.24

Cable Communication Advisory Commission

Members: **Five**

Appointment: **City Council**

Term: **Three years**

Opening: **October 6**

Meets: **Quarterly on the third Wednesday of January, April, July, and October**

Staff: **City Clerk**

Purpose:

- To advise the City regarding general policy relating to cable television services provided to subscribers.
- Advise the City on the performance of the cable television franchise grantee pursuant to the terms and conditions of the franchise.
- Submit an annual report to the City Council regarding public access, franchisee performance and a summary of the Commission's review of the franchisee's plans for new services.
- Advise the City of matters of franchise enforcement.

Membership Criteria:

Members shall represent a broad range of interest and disciplines related to cable television.

Reference:

Winona City Code Chapter 22.31

Citizens Environmental Quality Committee

Members: **Seven**

Appointment: **Mayor, with approval of the City Council**

Term: **Three years**

Opening: **October 8**

Meets: **First Tuesday of the month as needed**

Staff: **Natural Resources Sustainability Coordinator**

Purpose:

The Citizens Environmental Quality Committee was created by the City Council in 1996 to serve as an advisory board to the City Planning Commission. The Committee is responsible for the attainment of the environmental goals and implementation of environmental policies of the Winona 1995 Comprehensive Plan and modifications to the plan as they occur.

Membership Criteria:

Winona citizens who are knowledgeable in environmental or natural resource related areas. The Chair of the Committee will be a member of the Planning Commission.

Reference:

City Council Resolution 96-90

Fine Arts Commission

Members: **Nine**

Appointment: **Mayor, with approval of City Council**

Term: **Three years**

Opening: **May 16**

Meets: **First Tuesday of each month**

Staff: **Community Services Director**

Purpose:

- The Fine Arts Commission was created by the City Council in 1994, and is charged with the following responsibilities:
- To foster development of the arts;
- To stimulate participation in and appreciation of the arts by City residents;
- To encourage cooperation and coordination between artists and the various arts;
- To seek financial support for the various arts;
- To act as an advocate for the arts before private and public agencies;
- To advise the City Council with respect to art related matters;
- To strive for high standards of quality in the arts;
- To represent the arts whenever possible.

Membership Criteria:

Citizens from the greater Winona community involved in the achievement of the fine arts.

Reference:

Winona City Code Chapter 22.29

Heritage Preservation Commission

Members: **Eleven**

Appointment: **Mayor, with approval of the City Council**

Term: **Three years**

Opening: **July 17**

Meets: **Second Wednesday of each month**

Staff: **City Planner**

Purpose:

The Heritage Preservation Commission was created by the City Council in 1989 to promote the rehabilitation and conservation of historic properties for the education, inspiration, pleasure and enrichment of the citizens and visitors of Winona.

Membership Criteria:

Citizen of Winona and not holding a paid position within the City. The members must include:

- At least one architect or person experienced in the building trades;
- At least one professional in the areas of history, architectural history, archaeology, planning, design, building trades, landscape architecture or law;
- One member from the Winona County Historical Society;
- One member from the City Planning Commission, if available;
- Three members with a demonstrated interest and/or expertise in historic preservation (four members if none from Planning Commission);
- One member from each voting ward in the City.

Reference:

Winona City Code Chapter 22.27

Housing & Redevelopment Authority

Members: **Five**

Appointment: **Mayor, with approval of Council**

Term: **Five years**

Opening: **October 4**

Meets: **Third Tuesday of each month**

Staff: **HRA Staff**

Purpose:

The Housing and Redevelopment Authority was created by authority granted under Chapter 487 of the Session Laws of the State of Minnesota in 1947. The purpose of the Authority is to employ the means necessary to clear, plan, reconstruct, rehabilitate and modernize substandard areas to provide decent, safe and sanitary housing for persons with low income or disabilities. The HRA operates the Maplewood Townhomes and Shaffner Homes as well as Valley View Tower in downtown and Belleview East Townhomes.

Membership Criteria:

Interest in and understanding of the issues considered by the HRA.

Reference:

Chapter 487, Session Laws of the State of Minnesota 1947

Human Rights Commission

Members: **Fifteen**

Appointment: **City Council**

Term: **Three years**

Opening: **September 16**

Meets: **First Wednesday of each month**

Staff: **City Clerk**

Purpose:

The purpose of the Winona Human Rights Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education, and full participation in the affairs of the community by assisting the Minnesota Department of Human Rights in implementing the Minnesota Human Rights Act and by advising the City Council on long-range programs to improve community relations to the City.

Membership Criteria:

Active interest in securing human rights.

Reference:

Winona City Code Section 22.22

John Latsch Memorial Board

Members:	Five
Appointment:	One member by Winona General Hospital Assoc. One member by the Woodlawn Cemetery Assoc. Two members by the District Judge The Mayor is an Ex-Officio Member
Term:	Four years
Opening:	May 1
Meets:	Variable, depending on need
Staff:	City Clerk

Purpose:

The John Latsch Memorial Board was established by Trust Deed from John Latsch in 1915. The deed conveyed to the John Latsch Memorial Board numerous properties. The board is responsible for receiving income from the properties conveyed and to expend the income in the manner specified by John Latsch. Mr. Latsch was a great outdoorsman, and true to his nature, he specified that the income generated from the parcels be used to provide, enlarge, improve, and maintain public parks and animal, bird, fish, game and hunting preserves on those lands donated by him. He further specified that funds may be used to improve Island No. 72, which is now known as Latsch Island.

Membership Criteria:

Interest in recreation and conservation.

Reference:

Trust Deed of John A. Latsch, 1915

Joint Airport Zoning Board

Members: **Six**

Appointment: **Two members by County Board of Commissioners
Two by City of Goodview
Two by Winona City Council**

Term: **Two years**

Opening: **July 1**

Meets: **When needed**

Staff: **City Clerk**

Purpose:

The Joint Airport Zoning Board was created by the City and County in 1946 when the municipal airport was being built. The City of Goodview was added to the board in 1977. The purpose of the board is to adopt and amend airport zoning regulations on the height of structures and trees and the use of property in the vicinity of the Winona Municipal Airport.

Membership Criteria:

Elected official from the City of Winona, City of Goodview, or Winona County

Reference:

Chapter 303 Laws of Minnesota 1945; Minnesota Statutes 360.063

Merit Board

Members: **Three**

Appointment: **City Council**

Term: **Three years**

Opening: **October 14**

Meets: **Variable, depending on need**

Staff: **City Manager**

Purpose:

The Merit Board is charged with administering the City of Winona Merit System in accordance with Minnesota Statutes governing civil service municipal merit systems. The Board regularly classifies positions, interviews prospective employment applicants, develops employment promotion and transfer eligibility lists and, on occasion, conducts hearings relative to the suspension or dismissal of an employee pursuant to the Charter of the City of Winona and the Minnesota Human Rights Act under M.S.A. 363.03.

Membership Criteria:

Interest in employment related matters.

Reference:

Winona City Charter Section 6.03

Planning Commission

Members: **Nine**

Appointment: **Mayor, with approval of Council**

Term: **Three years**

Opening: **October 31**

Meets: **Second and Fourth Mondays of each month**

Staff: **City Planner**

Purpose:

The Planning Commission's primary duties include assisting in the preparation of the City Comprehensive Plan; assisting in the preparation of development controls/ordinances (i.e., zoning and subdivision ordinances) necessary to implement the comprehensive plan, hold required public hearings relative to development proposals and development ordinance changes; reviewing the capital improvements plan and, providing liaison with other governmental units.

Membership Criteria:

Interest in zoning matters.

Reference:

Winona City Code Chapter 41

Port Authority

Members: **Seven**

Appointment: **Mayor, with approval of Council**

Term: **Six years**

Opening: **March 18, alternating years**

Meets: **Second Thursday of each month**

Staff: **City Manager & Community Development**

Purpose:

The Port Authority was established by the Winona City Council by resolution on March 18, 1968, under the authority of Chapter 541, Session Laws of the State of Minnesota for 1967. The enabling legislation granted the exercise of all powers and duties of Port Authorities in the State of Minnesota to the Winona Port Authority. The Port Authority of Winona is governed by seven Commissioners, two of whom are current City Council members. The City Manager serves as the Executive Secretary for the Port Authority, and other City staff act as the support staff for the Authority. This framework promotes a relationship between the Authority and the City of Winona. In addition, specific requirements of legislation related to the Winona Port Authority requires that the City Council approve all matters such as bond issues; use of eminent domain powers, establishment of industrial districts and a creation of tax increment projects to help ensure that the Port Authority activities are consistent with City policies. Given the powers it has today, the Port Authority can acquire and improve land for industrial and economic development purposes and prepare attractive financing packages enabling industrial location and expansion.

Membership Criteria:

Interest in economic development.

Reference:

Chapter 541, Session Laws of the State of Minnesota 1967

Recreational Waterways Commission

Members: **Seven**

Appointment: **Mayor, with approval of Council**

Term: **Three years**

Opening: **July 22**

Meets: **As needed**

Staff: **City Manager or Designee**

Purpose:

The Recreational Waterways Commission's charges are as follows:

- To review compliance with terms and conditions of the agreement leasing the municipal marina to the private operator.
- To hear suggestions and complaints concerning operation of the municipal marina and to make a good faith effort to mediate the differences between the parties to the complaint.
- To study recreational boating needs and make recommendations as to how those needs may be met.

Membership Criteria:

Interest in the municipal marina and recreational boating.

Reference:

Winona City Code Section 22.25

Winona Athletic Board

Members: **Seven**

Appointment: **One member appointed by Mayor**
One member appointed by City Council
One member appointed by School Board
One member appointed by Winona State University
One member appointed by Winona Catholic Diocese
One member appointed by YMCA
One member appointed by Lutheran Denomination

Term: **Seven years**

Opening: **December 4**

Meets: **Variable, depending on need**

Staff: **City Manager or Designee**

Purpose:

Administer and care for real estate conveyed to the City of Winona by John A. Latsch. Pursuant to a deed from John A. Latsch to the City of Winona dated December 4, 1917, the Winona Athletic Board was established and given control over several parcels of land to be used as public playgrounds, public parks and areas of general recreation. The Board currently oversees management of the Westfield Golf Course, Athletic Park and Gabrych Park properties.

Membership Criteria:

Preservation of recreational properties.

Reference:

Deed from John A. Latsch to the City of Winona dated December 4, 1917.