

CHAPTER 26**PUBLIC HEALTH AND SAFETY ADVISORY BOARD**

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26.01 BOARD CREATED. A Public Health and Safety Advisory Board is hereby created to accomplish the following purposes:

- (A) Serve in an advisory capacity to the city council, regarding the growth and development of the public health and safety programs of the city.
- (B) Recommend to council programs, policies and ordinances that will benefit and promote the public health and safety needs of the community.
- (C) Seek to promote close cooperation between the city and all private citizens, institutions, agencies and associates interested in or conducting public health and safety activities, to the end that all public health and safety resources within the city may be coordinated to secure the greatest public welfare.

26.02 ORGANIZATION.

1. The Board shall consist of five (5) members appointed by the Mayor, three of which shall be qualified electors of the city, the Fire Chief or his/her designee and the Polk County Sheriff or his/her designee or the Chief of Police or her/her designee (whichever is applicable) for overlapping three-year terms with the expiration of the terms staggered for a three-year period. Members of the Board shall serve without compensation, but may receive reimbursement for their actual expenses. In the event a vacancy arises, a new Board member shall be appointed by the Mayor and the Board members so appointed shall serve out the unexpired term. Said vacancy shall be filled within sixty (60) days after the position becomes vacant.
2. Qualifications for Board Members shall be a minimum age of eighteen years and reside within the corporate limits of the City of Grimes, Polk County, Iowa. Board Members are required to possess a vital interest in health and public safety as demonstrated by application for the position and recommendation by a citizen of Grimes.
3. Any Board Member may be reappointed, provided no person may serve for more than three (3) consecutive full terms which may be either preceded or succeeded by a partial term.
4. Any Board Member may be removed from the Board by the Mayor, with the concurrence of the Council, for good and sufficient cause which

shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Board. Any Board Member may be removed from the Board for good and sufficient cause upon recommendation of the Board, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Board.

26.03 ELECTION OF OFFICERS.

1. The officers of the Board will be a Chairperson, Vice Chairperson and Secretary.
2. The Chairperson, Vice Chairperson and the Secretary will be elected by the Board at the first meeting in January, nomination having been made from the floor. A majority vote of those present shall constitute and election, providing a quorum is present.
3. Tenure of Office. The tenure of an officer shall be for a period of one year. An officer may be elected for a succeeding year but not more than three years.

26.04 POWER AND DUTIES OF OFFICERS.

1. Chairperson. The duties of the Chairperson shall be:
 - A. To preside over all meetings of the Board.
 - B. To call special meetings.
 - C. To represent or designate a representative of the Board at public affairs.
 - D. To act as the liaison between the Board and the City Council.
 - E. To vote only in the case of a tie.
2. Vice Chairperson. The duties of the Vice Chairperson shall be:
 - A. To act as the Chairperson in the event that the office of the Chairperson is vacated due to illness, resignation, absence or other cause.
 - B. To vote on Board action.
 - C. To perform other duties as assigned.

3. Secretary. The duties of the Secretary shall be:
 - A. To review and maintain a permanent record of and sign the proceedings of all Board meetings.
 - B. To be responsible for forwarding copies of all proceedings to the office of the City Clerk.
 - C. To notify Board members and others entitled to be informed of any special meetings.
 - D. Other duties as assigned.

26.05 MEETINGS AND REPORTS.

1. Regular meetings of the Board shall be at monthly intervals.
2. Special meetings may be called by the Chairperson or upon the request of at least two (2) Board Members with not less than three (3) days notice of such meeting.
3. All meetings are to be held at a time and place designated by the Board and shall be open to the public pursuant to the Iowa Open Meeting Law.
4. Minutes of each meeting and any requested reports shall be kept and filed with City Hall and submitted to the City Council.
5. The regular meeting held in January of each year shall be known as the organizational meeting. The purpose of this meeting shall be the election of officers, the appointments of committees, the determination of the time and place of regular meetings for the upcoming year and other business that may need to come before such meeting. At any meeting of the Board, a majority of the Board (four members) shall constitute a quorum. A quorum shall be present before the Board takes action on any matter before the Board.

26.06 DUTIES. The Board shall have the following powers and responsibilities:

- (1) Under council direction, the public health and safety board will review and recommend rules, procedures and ordinances for consideration by the city administrator, relating to the management of a public health and safety program.
- (2) In accordance with the administrative policies and procedures established by the city administrator, the public health and safety board may solicit or receive any gifts or bequests of money or other personal

property, or any donations to be applied, principal or income, for either operating expenses or purchase of materials, buildings or property.

(3) The public health and safety board shall, with the approval of the city administrator, on behalf of the council, coordinate public health and safety activities that employ the leisure time of the citizenry in a constructive and wholesome manner.

(4) The public health and safety board shall prepare, submit and review on an annual basis with the city administrator, recommendations to the council for a five-year capital improvements plan.

(5) The public health and safety board shall submit on October 1 of each year a progress report to the city council summarizing its activities, major accomplishments for the past year and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and the identity of public health and safety board officers.

(6) The public health and safety board, at the direction of the city council, shall study, hold public hearings and submit reports on any topics pertaining to public health and safety program planning that the city council deems appropriate.

(7) The public health and safety board shall forward recommendations to the city administrator, on behalf of the council, with regards to the public health and safety budget.

26.07 WRITTEN REPORTS. The Board shall make written reports to the Council of its activities from time to time as it deems advisable or upon Council request. Its revenues and expenditures shall be reported monthly by the City Administrator, in the manner of other departmental expenditures, and a copy shall be provided to each member of the Board and in the City Administrator's report to the Council.