

## DIVISION 3. - PARKS, RECREATION AND OPEN SPACE COMMISSION

## Sec. 2-195. - Purpose and intent.

The city recognizes the importance of adequate, useful and attractive parks and open areas to promote public health and fitness, provide for leisure activities, maintain property values and sustain a high quality of life in the community. Both a master park plan and a park development fund have been created for the city to provide for park development. In order to assist the city council in setting park development and open space preservation policies, establish design and operating standards for the city 's park system, efficiently allocate resources, and implement the city 's master park plan, the parks, recreation and open space commission is hereby established for the city.

(Prior Code, § 185-020)

## Sec. 2-196. - Duties and responsibilities.

The city parks, recreation and open space commission shall provide the city council recommendations and advice for the development, maintenance and operation of parks, recreation and open space programs in the city. The commission shall have the following duties:

- (1) Periodically review and make recommendations to the city council on necessary, prudent, or desirable changes to the city's master park plan and parks, recreation and open space policies.
- (2) Monitor, and annually report to the city council regarding the city's success in implementing its master park plan and the city's contribution toward meeting the community's parks, recreation, and leisure needs.
- (3) Prepare, and annually update for city council approval, a five-year capital improvement plan for the development of the city's parks and recreation system.
- (4) Annually prepare and recommend to the city council a parks and recreation capital improvement budget for the following year.
- (5) Prepare for city council approval, standards for park development to assure the public's safety, provide for adequate service, create a unified and identifiable design for the city's parks, and promote their efficient maintenance and operation.
- (6) Recommend to the city council necessary, prudent, and desirable rules and regulations for park use to ensure the public's safety, enhance system use, discourage vandalism, maintain cost-effective operations, and to resolve conflicts in park use.
- (7) Coordinate the development and operation of recreation programs with governmental agencies, civic groups, and other organizations promoting or assisting recreation activities in the community.

- (8) Communicate the city's parks and recreation goals, plans and programs to the public.
- (9) Perform such other duties regarding the city's parks and recreation system, as may be requested by the city council from time to time.

(Prior Code, § 185-040)

Sec. 2-197. - Organization and membership.

- (a) **Members appointed.** The parks, recreation and open space commission shall consist of seven members, all eligible voters in the city. All members shall be appointed by the mayor with city council approval. Consideration in making appointments shall be given to having one or more residents residing in each ward and school district of the city appointed to the commission, though representation from each such section of the city is not required.
- (b) **Terms of service.** All members appointed by the mayor with council approval shall be appointed for staggered three-year terms.
- (c) **Removal from office.** Commission members may be removed from office by the city council for:
  - (1) Changing their place of residence to a location outside the corporate boundaries of the city, or otherwise not meeting the requirements for office;
  - (2) Failure to perform their official duties, including not attending called and noticed meetings;
  - (3) Behavior disruptive to the good order and efficiency of the commission;
  - (4) Committing an act of moral turpitude.
- (d) **Vacancies.** Appointments made to fill a vacancy on the commission that occurs during a normal term of office shall be made for the balance of the term remaining.
- (e) **Officers.** A chairperson and vice-chairperson shall be appointed annually from the membership of the commission by the mayor, with approval of the city council. The commission may appoint a secretary, who need not be a member of the commission. The chairperson, or vice-chairperson in the absence of the chairperson, shall:
  - (1) Preside over meetings of the commission.
  - (2) Represent the commission, or appoint a person to represent the commission before the city council on matters pertaining to the commission.
  - (3) Certify official written documents of the commission.
- (f) **Individual commissioners as petitioners.** No commissioner shall take part in the consideration of any matter in which he or she is the applicant, petitioner, or appellant, nor in the consideration of any action in which he or she has a direct financial interest.
- (g) **Compensation.** Commissioners shall serve without compensation.

(Prior Code, § 185-050; Ord. No. 2007-411, § 1, 9-4-2007; Ord. No. 2013-467, 12-2-2013)

Sec. 2-198. - Rules and procedures.

- (a) The commission shall adopt such rules and procedures as are consistent with this division and as may be necessary for the proper execution and conduct of their duties and responsibilities.
- (b) Regular meetings of the commission shall be held monthly, or more often as required. The time and place of all regular meetings shall be posted in the city hall. The chairperson may call special meetings following three days' posted notice at the city hall.

(Prior Code, § 185-060; Ord. No. 2013-467, 12-2-2013)

Sec. 2-199. - Staffing.

In order to allow commission members to concentrate on policy development and issues of general concern, and relieve them of administrative detail, the city council shall provide adequate staff to assist the parks, recreation and open space commission with their assigned duties.

(Prior Code, § 185-070)

**State Law reference**— Open meeting requirements, Minn. Stats. ch. 13D.

Secs. 2-200—2-221. - Reserved.