

**CHAPTER 31
PARK COMMISSION**

31.01 FORMATION OF PARK COMMISSION

- (A) There is hereby established a Park Commission which shall advise the City Council as to construction, contracts, purchases of supplies, equipment and services, maintenance, and funding of city parks. As an advisory commission, the Park Commission shall not have any of the powers enumerated in Section 412.521 of the Minnesota Code.
- (B) The Park Commission shall consist of 7 voting members and up to 3 non-voting youth 2 Alternate members appointed by the City Council. One of the alternate members shall be a city council members and a second council member will act as an alternate if a quorum is necessary. Members shall be residents of the city.
- (C) Three members of the original shall serve for a term of one year, two for a term of two years and thereafter the appropriate number shall be appointed each year for a term of four years. Vacancies shall be filled for the remainder of the original terms by appointment of the City Council. In addition, the Council shall select an ex officio member from among its own members to serve on the commission.
- (D) Members of the Park Commission shall be compensated at a fixed per diem rate of \$40.00 meeting attended.
- (E) The Council shall have cause to remove any member who is absent at three consecutive Park Commission meetings without notifying or obtaining the consent of the Commission Chairman or is absent at five out of any 18 consecutive meetings without notifying or obtaining the consent of the commission chair.
- (F) The Commission shall meet once per month except it will not meeting during the month of December. The commission shall schedule additional special meetings, as it may deem necessary.

31.02 ORGANIZATION AND PROCEDURE

- (A) The commission shall choose one of its members as chairman and may select a secretary, either from among its own members or otherwise.
- (B) The Commission may recommend rules of procedure governing its operation to the City Council, which shall take effect only if approved by a majority of council members present at a duly called meeting of the City Council.
- (C) Written minutes of meetings of the commission shall be kept and filed with the City Administrator prior to the next regularly scheduled council meeting but shall be subject to approval at the next Park Commission meeting.

31.03 DUTIES AND POWERS OF THE COMMISSION

The Commission shall serve only as an advisory body for the City Council. In particular, the Commission shall make recommendations to the council regarding:

- (A) Necessary personnel to adequately care for parks and the compensation of said personnel; and
- (B) The construction of roadways, buildings and other necessary structures and improvements in parks;
- (C) Contracts and leases for the construction and operation of park facilities;
- (D) Purchases of all necessary materials and supplies, equipment and services pertaining to parks;
- (E) The maintenance of park property so that it is adequately maintained and cared for;
- (F) Entertainment for the general public on park grounds, and
- (G) Such other duties and powers as the City Council may delegate to the commission.

31.04 PARK FUNDS

- (A) For the purpose of maintaining the city parks, there shall be established a special fund called the "park fund".
- (B) The council may transfer to the park fund such monies as it shall consider necessary for park purposes.
- (C) The Park Commission may conduct benefits for the purpose of raising monies, soliciting donations, and running concessions provided that all such activities are approved by the Council and not in conflict with City or County ordinances or State Law.
- (D) The Park Commission shall have no authority whatsoever to expend city funds. The Commission may make recommendations to the City Council regarding expenditures, but no expenditures for park purposes shall be made unless and until authorized by the City Council.
- (E) No later than September 1 of each year, the Park Commission shall present to the Council in detail its estimate of the financial needs of the city parks for the ensuing fiscal year.

Amended July 13, 1993, April 10, 2001, ORD 252, ORD 263, ORD 298(2/13), ORD 311 (12/11/18) ORD 322 (9/27/22) 327 (7/25/23)