

PARKS AND RECREATION AND FORESTRY COMMISSION



Background and Purpose:

The Parks and Recreation and Forestry Commission was established by the Mounds View City Council in 1988 for the purpose of advising the Council on the operation of public recreation, parks, and playgrounds (MV Chapter 405). The Commission consists of seven (7) members appointed by the City Council (based on the recommendation of the Commission) from applications submitted by interested Mounds View citizens.

Terms and Vacancies:

Appointed members of the Commission will serve three (3) year staggered terms with terms expiring December 31 of each year. Appointments to a term of less than three (3) years are permissible in order to establish appropriate staggering of member terms. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. Any vacancies during the term shall be filled by the Mayor with the approval of the majority of the Council for the unexpired portion of the term. Commission members serve without compensation take an oath of office.

Organization:

Commission officers include a Chair, Vice Chair, and Secretary. The City Council appoints a chairperson based upon the recommendation of the Commission. The Commission selects a Vice Chairman from its membership for a term of one year. The Secretary may be selected from the Commission membership or from City staff. The Director of Public Works/City Engineer and Parks Supervisor are City staff liaisons to the Commission.

Meeting Dates and Frequency:

The Commission regularly meets on the fourth Thursday of each month at 6:30 pm in the Council Chambers at the Mounds View City Hall. The meeting dates may be changed or tweaked as needed by the Commission (due to holidays, etc.), but the Commission is required to conduct at least twelve (12) regular meetings each calendar year. The Commission may occasionally have joint meetings with the City Council and/or the Planning and Zoning Commission on an as-needed basis. A quorum, or the majority of appointed members, is required for the Commission to meet. The City Council could remove an appointed Commission member who fails to attend at least nine (9) regularly scheduled Commission meetings per year. All Commission meetings are recorded and televised on local cable television.

Primary Duties of the Commission:

1. Operation of City Parks and Playgrounds: Under the direction of the City Council, advise City staff to operate a program of public recreation and playgrounds upon City-owned property or other property made available to the City for such public recreation purpose.
2. Lease and Acquisition of Property: Recommend to the City Council the leasing or acquisition of land or personal property for public recreational use as the Commission deems desirable.
3. Maintenance and Care of Public Recreation Property: Maintain and care for all property that the Commission has acquired and which has been assigned to the Commission for public recreation purposes.
4. Inventories of Services: Make periodic inventories of recreation and park services that exist or may be needed, and interpret the needs of the public to the City Council.
5. Cooperation with Other Agencies: Cooperate with other park and recreation departments, schools, and private agencies for establishment of a joint powers agreement to provide parks and recreation services to the City residents.
6. Policies and Functions of Department: Interpret the policies and functions of the Park and Recreation Department to the public.

7. Capital Improvement Plans and Budgets: Advise the City Council and City Administrator in the preparation of the annual budget and long-range capital improvement programs.
8. Rules and Regulations: Formulate and prescribe reasonable rules and regulations for the use of the general public of any facilities in any park area.
9. Construction of Improvements: Advise the Council on maintaining and constructing roadways, paths, buildings, fountains, docks, boat houses, bath houses, refreshment booths, community center, pavilions and other necessary structures and improvements in parks.
10. Communication: Communicate regularly with the City Council and Planning and Zoning Commission through joint meetings and meeting minutes.
11. Athletic Awareness: Be aware of the role and services provided by athletic organizations within the community.
12. Sanitation and Reforestation Programs: Advise the City Council regarding sanitation and reforestation programs within the City.
13. Other Duties: Do whatever other acts are reasonable, necessary, and proper to carry out its prescribed powers and functions as set forth.

Budget and Finances:

1. Annual Presentation of Proposed Budget: The Commission, through the City Parks and Recreation Division staff, should present, no later than August 1 of each year, a proposed budget, in such details as the Council shall require, of the financial needs for the ensuing fiscal year to operate and maintain the parks and open spaces, as well as provide recreation programs.
2. Fees and Charges: The Commission shall advise the Council to establish charges or fees for the restricted use of any facilities or to make any phase of the recreation program wholly or partially self-sustaining.
3. Rules and Regulations: The Council may establish such rules and regulations for the administration of the Parks and Recreation and Forestry Commission as it may deem necessary and may delegate such rule-making authority to the Commission, and the Commission shall have power to make such rules and regulations pursuant to delegated authority as it deems necessary for the purpose of performing its duties.