

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING TITLE III, CHAPTER 31, SECTION 31.75,
RELATED TO THE PARKS AND RECREATION COMMISSION**

THE CITY COUNCIL OF THE CITY OF FOREST LAKE ORDAINS AS FOLLOWS:

Section One. Title III, Chapter 31, Section 31.75 Amendment: Title 11, Chapter 31, Section 31.75 of the Forest Lake City Code is hereby amended as follows. The underlined text shows the proposed additions to the City Code, the ~~struck-out~~ text shows the deleted wording, and all other unformatted text remains unchanged:

§ 31.75 PARKS AND RECREATION COMMISSION.

A. Establishment. There is hereby created a Parks and Recreation Commission of the City of Forest Lake that will be the successor to the current Park, Trails, and Lakes Commission, which is hereby abolished. This Commission is not a park board as is defined under M.S. Ch. 412 and shall have no powers to acquire or lease land, employ personnel, or enter into contracts or leases, or any similar powers authorized for a park board by state law.

B. Definitions. For the purpose of this section, the following definitions will apply unless the context clearly indicates or requires a different meaning.

PARK SYSTEM. All areas of land for the enjoyment of the public in the city, including public parks, ~~trails~~, open spaces, and pedestrian facility system and ~~public service facilities~~.

PARTNERED RECREATION PROGRAMS. Any program for organized recreation such as athletics, classes, games and other similar activities where the Ccity is partnering with another entity such as the Forest Lake Area Athletic Association, ~~or the Forest Lake School District, or other~~ ~~to~~entity to provide the programming.

~~SPECIAL-PUBLIC~~ PARK EVENTS. A group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, festival, parade, reading, or picnic for which specific space in the Park System is requested to be reserved regardless of profit. It is an activity where the general public is invited, allowed or encouraged to attend. This shall not be defined as a private event, restricted to members of a family, organizations, group, or by invitation only. This definition shall not include casual park use by visitors.

C. Purpose. The Commission is an advisory body, tasked with the responsibility to review and make recommendations to the Forest Lake City Council and city staff on matters of the development and use of the city's ~~park system~~Park System, development and promotion of ~~special-public~~ park events, and the development and promotion of partnered recreation programs.

D. Membership.

1. The Commission will consist of 7 regular members appointed by the Mayor, with the consent of the Council, ~~and two non-voting ad hoc representatives, one each from~~ One member will be a representative from the Forest Lake Area Athletic Association (FLAAA) and 1 member will be a representative from ~~and~~ the Forest Lake Area School District (FLASD). The non-voting representatives shall attend meetings of the Commission and participate in the discussion of the matters coming before the Commission and may participate as deemed appropriate in other matters coming before the Commission. With the exception of the FLAAA and FLASD representatives, all members of the Commission will be qualified voters and residents of the city.
2. Regular members will be appointed to a 3-year term, with a limit of 2 consecutive terms. Terms will expire January 31 of the third year of such term. Members appointed to the initial Commission will serve the following initial terms: 2 members will serve for a term of 1 year, 2 members will serve for a term of 2 years, and 3 members will serve for a term of 3 years. Initial terms of less than 3 years will not be counted towards the consecutive term limit. Time served by members existing prior to the initial Commission's formation will not be counted towards the consecutive term limit.
3. Vacancies will be filled by appointment of the Mayor with approval of the Council for the balance of the term. A member of the Commission may be removed with or without cause by a simple majority vote of Council.

E. Meetings.

1. The Commission will hold the following meetings:
 - a. At least 1 regular meeting each month at such time and place as it may ~~fix by Council resolution~~ be posted at City Hall in accordance with the open meeting law; and
 - b. ~~An annual public meeting to receive community comments regarding the Commission's purpose and goals for the upcoming year.~~
2. A simple majority of the Commission constitutes a quorum. Findings will be recorded in the official minutes, which shall be a public record. Members will receive compensation of \$25 per meeting and are entitled to a reasonable reimbursement for travel and other necessary expenses incurred. No obligation incurred by any person on behalf of Commission will be valid unless the expenditure is authorized the Council.
3. At the first regular meeting in February, the Commission will elect a Chairperson and a Vice Chairperson from among its appointed members for a term of 1 year; and the Commission may create and fill such other offices as it may determine. The Chairperson will preside over all meetings, and in the event of their absence, the Vice Chairperson will perform these duties.

F. Commissioner duties.

1. The Commission will review, advise and make recommendations to the Council regarding:
 - a. Matters related to the ~~park system~~ Park System, including but not limited to the expansion of and plans for Park System ~~the~~ development;

- b. Updates to the ~~park system~~Park System in the city's comprehensive plan, ~~park system~~Park System plan, and individual park plans;
 - c. Proposed ~~special~~ public park events and partnered recreation programs;
 - d. Parkland dedication requirements for proposed developments;
 - e. Annual work plan and goals, fee schedule changes, budgets, and capital improvement plans (including, but not limited to, capital replacements, repairs, and additions).
2. The Commission will assist city staff as requested and advise city staff in matters of policy regarding the following tasks:
- a. The attitudes and concerns of the citizens of Forest Lake regarding the ~~park system~~Park System, special public park events and partnered recreation programs;
 - b. Engagement with a variety of internal and external stakeholders in matters beneficial to the ~~park system~~Park System;
 - c. Quality and variety of ~~special~~ public park events and partnered recreation programs;
 - d. Monitor industry trends;
 - e. Methods to engage positive public interest in the ~~park system~~Park System, special public park events and partnered recreation programs;
 - f. Feasible methods of discouraging vandalism and destruction of the ~~park system~~Park System; and
 - g. Hold public meetings on plans, programs, and policies as necessary.

~~—(G) Staff's duties. The work of the Commission is a collaborative effort between the Commission and multiple city departments including Community Development and Public Works. Both departments shall assign a qualified member of their respective departments to carry out the following:~~

- ~~—(1) Prepare and update all plans regarding the park system, special public events, and partnered recreation programs;~~
- ~~—(2) Coordinate opportunities for citizen participation and education of the park system, special public events and partnered recreation programs; and~~
- ~~—(3) Attend Commission meetings as may be required.~~
- ~~—(4) The Community Development Department shall:~~
 - ~~—(a) Provide orientation and ongoing training to all new Commission members;~~
 - ~~—(b) Keep Commission informed of relevant actions of the Council and other city commissions;~~
 - ~~—(c) Prepare an agenda for each Commission meeting;~~
 - ~~—(d) Prepare minutes from each Commission meeting and submit to the Commission for review and approval at the following meeting;~~
 - ~~—(e) Plan and execute special public events for the city;~~

~~— (f) Coordinate applications for privately organized special public events and partnered recreation programs;~~

~~— (g) Assist with parks system development planning and implementation;~~

~~— (h) Assist with the development and maintenance of the parks system capital improvement plan; and~~

~~— (i) Manage the parks system programming budget.~~

~~— (5) The Public Works Department shall:~~

~~— (a) Oversee the ongoing maintenance of the parks system and keep the Commission informed on maintenance needs;~~

~~— (b) Carry out the construction and development of changes to the parks system;~~

~~— (c) Develop and maintain the park system capital improvement and maintenance plans; and~~

~~— (d) Manage the parks maintenance budget.~~

G. ~~(H)~~ Reports. By January 15 of each year, the Commission shall submit to the Council a report of its work during the preceding year.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the 12th day of August, 2024.

CITY OF FOREST LAKE

By: _____

Mara Bain

Its: Mayor

Attested:

By: _____

Jolleen Chaika

Its: City Clerk

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