

ORDINANCE NO. 31.41 – 31.50

AN ORDINANCE ESTABLISHING A PARK, AQUATIC CENTER, AND RECREATION BOARD

Findings and Purpose:

The City Council finds that it has become necessary to establish a Park, Aquatic Center, and Recreation Board to assist the Council with managing issues related to parks and recreation within the City of Lakefield.

The City Council of Lakefield, Minnesota ordains:

Section 1.

§ 31.41 ESTABLISHED.

A Park, Aquatic Center and Recreation Board (“the Board”) consisting of 7 members shall be established for the city.

§ 31.42 APPOINTMENT.

(A) All members shall be city residents and/or taxpayers, appointed to 3 year terms and hold office until their successors are appointed provided, that the initial appointments shall be for terms as follows:

- 2 members 1 year
- 2 members 2 years
- 2 members 3 years
- 1 Council member Shall serve 1 year terms expiring December 31 of each year

(B) Each year following the expiration of terms for the initial Board, 2 members of the community shall be appointed to 3 year terms from the general resident/business population of the city, and 1 City Council representative shall be appointed each year. Appointments will be made by the Mayor making recommendation and the City Council approving. The City Council member shall be a full voting member of the Board.

(C) The following ex-officio members: City Clerk, Pool Manager, Public Works Foreman.

§ 31.43 DUTIES.

The role of the Board is to:

- (A) Advise the City Council regarding all aspects of the city parks, aquatic center and recreation activities, land use and equipment;
- (B) Promote public interest and understanding of the city parks, aquatic center and recreation programs, uses and overall development;

- (C) With the assistance of the city staff, prepare and submit a recommended annual operating and capital budget to the City Council;
- (D) Prepare and maintain a park and aquatic center use and 10 year capital improvement plan;
- (E) Coordinate and assist the city and in the creation, updating and enforcement of the city parks, aquatic center and recreation programs rules and regulations;
- (F) Oversee compliance with federal and state regulations, if applicable;
- (G) Review, update and make recommendations to the City Council to assure that the summer help handbooks are current;
- (H) Work with the city's Safety Officer to assure compliance with the city safety program;
- (I) Advise and recommend appropriate application for state and federal programs; and
- (J) Review and advise the City Council on progress during improvements.

§ 31.44 REMOVAL OF BOARD MEMBERS.

An absence from 3 consecutive regular meetings without the formal consent of the Board shall be deemed to constitute a resignation of a member; and the vacancy thus created shall be filled thereafter by appointment by the City Council for the remainder of the term of the member so deemed to have resigned.

§ 31.45 VACANCIES ON BOARD.

Vacancies on the Board during a term of office shall be filled by the City Council for the unexpired portion of the term.

§ 31.46 COMPENSATION OF BOARD MEMBERS.

All members of the commission shall serve without compensation unless the Council authorizes it and is set by ordinance and adopted by the City Council.

§ 31.47 BOARD MEETING; AUTHORITY TO ADOPT BY-LAWS.

(A) The Board shall hold regular public meetings set by the membership but no less than quarterly each year. It shall adopt by-laws for its proceedings and elect a Chair, Vice Chair and Secretary, annually.

(B) It shall adopt by-laws for the transaction of business and shall keep a record of its transactions and findings, which record shall be a public record.

§ 31.48 BOARD TO CREATE COMMITTEES.

The Board may create special committees as needed to assist with special projects and programs or to conduct detailed studies.

§ 31.49 BOARD'S EXPENDITURE/POLICY AUTHORITY RESTRICTED.

Nothing in this subchapter should be construed to confer and direct policy or bill-paying authority to the Board. The Board shall be a recommending advisory body to the City Council.

§ 31.50 GIFTS, DONATIONS AND GRANTS.

The Board may, from time to time, be presented with bequests of gifts, donations of money, grants or such for the use in the parks. The City Council will accept these bequests on behalf of the Board.

Section 2.

Repeal. This ordinance shall serve to repeal Lakefield city ordinances 31.105 – 31.109.

Section 3.

Effective date. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of Lakefield, Minnesota this 2nd day of August, 2021.



Mayor

Attested:



City Clerk