

Chapter 105. - Parks and Recreation Commission

Sec. 105.01. - Purpose.

The Saint Paul City Council has established a parks and recreation commission (hereinafter referred to as the "commission") to serve as an advisory body to the mayor and city council on park and recreation matters relating to the planning, promotion, preservation, acquisition, development, operation and evaluation of parks, parkways, lakes and waterways, recreational facilities, city trees, bikeways and trails in the City of Saint Paul.

(Ord. No. 17685, § 1, 10-12-89)

Sec. 105.02. - Establishment; terms; vacancies or removals; qualifications.

- (a) Parks and recreation commission established. There is hereby established a parks and recreation commission consisting of nine (9) at-large members appointed by the Mayor of Saint Paul.
- (b) Terms. Of the members first appointed, three (3) shall be appointed for a term of one (1) year, three (3) for a term of two (2) years, and three (3) for a term of three (3) years. Thereafter, the term of each member shall be three (3) years.
- (c) Vacancies or removals. Vacancies on the commission for whatever cause shall be filled by the mayor through the open appointment process for the unexpired term. If a member misses three (3) consecutive regular meetings without having a sufficient excuse, that member may be removed from the commission by the sole action of the mayor, and the vacancy shall be filled by the mayor through the open appointment process for the unexpired portion of the term.
- (d) Qualifications. All members shall be residents of the City of Saint Paul and be interested in and knowledgeable of the Saint Paul parks and recreation system.

(Ord. No. 17685, § 1, 10-12-89)

Sec. 105.03. - Staff and budget.

- (a) Staff. The commission shall be staffed by a representative from the department of parks and recreation. The responsibilities of the department of parks and recreation's representative include:
 - (1) Serving as staff person and recording secretary to the commission;
 - (2) Informing the commission of the progress and conditions in the area of park development, recreational facilities and programs;
 - (3) Advising the commission on matters pertaining to parks and recreation when requested;
 - (4) Cooperating with the commission in such matters as may be requested;
 - (5) Administering the commission's budget; and
 - (6) Providing additional support service as needed.

In the development and review of the parks and recreation element of both the city's comprehensive plan and five-year capital program, the commission shall also be provided staff support as necessary through the division of planning.

- (b) Budget. For the operations of the commission, including staff salaries and other related expenses, such as travel, training, per diem, postage, copying and supplies, an annual proposed budget shall be submitted to the appropriate officials for inclusion in the city's budget.

(Ord. No. 17685, § 1, 10-12-89; C.F. No. 09-80, § 4, 2-11-09)

Sec. 105.04. - Meetings.

The commission shall establish a regular time and place of meeting and shall meet at least quarterly. Special meetings of the commission may be called at any time by the chairperson or by any four (4) or more members of the commission. All meetings shall be conducted in accordance with Roberts Rules of Order Revised and notice of all meetings shall be published in accordance with proper notice procedures. A majority of all qualified commissioners shall constitute a quorum, and all business may be transacted by a majority vote of such quorum. The commission may adopt and from time to time amend rules of procedures. Unless otherwise provided, any action taken by the commission shall be by the affirmative vote of a majority of its members. The commission shall keep a public record of its meetings. Copies of all minutes, motions, resolutions, findings and reports shall be available to the public upon request.

(Ord. No. 17685, § 1, 10-12-89)

Sec. 105.05. - Powers and duties.

The commission shall act in an advisory capacity to the mayor and city council in all policy matters pertaining to the acquisition, development, improvement, maintenance, management and evaluation of parks, lakes and waterways, recreational facilities, city trees, parkways, trails and bikeways within the city through the following activities:

- (1) Review and recommend as provided in section 105.06 the proposed parks and recreation element of the city's comprehensive plan, or amendments thereto, individual park master plans, and the parks and recreation element of the city's ten-year program for capital improvements.
- (2) Review and comment on the proposed annual operating and biannual capital budgets of the department of parks and recreation.
- (3) Participate in the review and comment on any project involving the granting of a permit for a new structure on any parkland, acquisition or sale of any parkland, or any other major project that materially affects the character or use of any parkland.
- (4) Advise and comment on the coordination of programs between governmental agencies.
- (5) Hold joint meetings with other groups of similar interest.
- (6) Serve as an advocate for city parks, parklands, lakes and waterways, recreational facilities, trees, trails and bikeways.
- (7) Request a notification of sale for all significant parcels of open space lands for potential acquisition of [for] park use.
- (8) Prepare and present an annual state of the parks report to the mayor and city council.
- (9) Conduct all business in such a manner as to encourage and utilize maximum citizen participation.
- (10) Recommend policies to develop, inventory, preserve and protect the city's natural resources in all parks and parklands.

(Ord. No. 17685, § 1, 10-12-89; C.F. No. 09-80, § 4, 2-11-09)

Sec. 105.06. - Plan and capital program review.

- (a) The commission's responsibility. The commission shall review and comment upon recommendations for the parks and recreation element of the city's comprehensive plan, related studies and amendments, and regional park master plans submitted to the office of the mayor through the division of parks and recreation. The commission shall also review and comment upon recommendations for the ten-year program for capital improvements submitted by the division of parks and recreation to the city planning commission. The commission shall also recommend to the mayor the initiation of such planning studies as it deems necessary for the proper preparation of the comprehensive plan element, capital program or master plans. All such studies transmitted to the city council through the mayor's office shall contain the recommendations of both the department of parks and recreation and the commission.
- (b) Public hearings. Prior to the commission's recommendation concerning comprehensive plans or master plans to the mayor and city council, the commission shall hold a public hearing and seek recommendations from all concerned citizens. Prior to such hearing, the commission shall publish in a newspaper of general circulation notice of such hearing at least twenty (20) days prior to day of hearing.
- (c) City planning commission review. The commission shall advise the city planning commission of any proposed comprehensive plan, amendment or master plan, and secure from the city planning commission its recommendation with respect to the relationship of the proposal to the overall comprehensive plan of the city and the city capital allocation policy, and its opinion and recommendation as to any other planning consideration which may be relevant to the proposal, with its recommendation of approval, rejection or modification of the proposal. Said recommendation shall become part of the official record concerning the proposed plan or capital program and shall be submitted by the commission along with its recommendation. The commission may make such modifications, changes and alterations concerning the proposed plan or program as it deems necessary in consideration of the recommendations of the city planning commission.

(Ord. No. 17685, § 1, 10-12-89; C.F. No. 09-80, § 4, 2-11-09)

Sec. 105.07. - Compensation.

Each member of the parks commission shall be paid fifty dollars (\$50.00) for each meeting of the commission as a whole that the members shall attend, but in no event shall any commission member receive more than seven hundred fifty dollars (\$750.00) per annum for attendance at such meetings nor for more than one (1) meeting per day. In addition, the commission may from time to time delegate to a commission member or members the responsibility of representing the commission at special meetings or public hearings. Those commission member delegates shall receive twenty-five dollars (\$25.00) for such meeting or hearing that the member shall attend, but in no event shall any member receive more than three hundred dollars (\$300.00) per annum for attendance at such meetings and hearings. The compensation set forth herein shall be the entire compensation to commission members for the performance of their duties.

(Ord. No. 17685, § 1, 10-12-89)