CITY OF CLEARWATER
WRIGHT AND STEARNS COUNTIES, MINNESOTA

Ordinance No. 2013 – 06

AN ORDINANCE AMENDING THE MUNICIPAL CODE, PART 1, CHAPTER 2, ARTICLE VI. BOARDS AND COMMISSIONS, DIVISION 5. PARK COMMISSION

THE CITY COUNCIL OF THE CITY OF CLEARWATER, WRIGHT AND STEARNS COUNTIES, MINNESOTA, ORDAINS:

DIVISION 5. PARK COMMISSION

Sec. 2-251. - Purpose Created; Composition; Appointment; Terms of Office.

1. It is the purpose of the Council of the City of Clearwater to provide a high quality of life for the residents of Clearwater by maintaining parks, trails and other recreational amenities for public enjoyment.

2. For said purpose, this commission is hereby created and established in and for the city to be known and designated as the Park Commission. Such commission shall consist of five members appointed by the City Council. Terms of office shall be three years staggered to provide selection of three members in one year and two members in the next year. A council member shall be appointed annually to serve on the Commission as a liaison to the City Council, and shall not have voting powers.

Sec. 2-252. - Filling of Vacancies; Compensation.
Vacancies on the Commission shall be reported to the City Council and filled by like appointment for the unexpired term. Commission members shall receive no compensation for their services.

Sec. 2-253. - Officers; By-Laws.
The Commission shall organize itself and elect one of its members as Chair. The Chair shall be responsible for calling and presiding at all meetings. The Commission shall also elect one of its members as Vice-Chair, who shall perform the duties of the Chair in the absence of or incapacity of the Chair. The Commission shall also elect one of its members as Secretary. The City Administrator may provide a city employee who may record the proceedings of the Commission. The Commission shall also adopt its own by-laws for the conduct of its business. At a minimum the Commission shall meet once a month, and shall abide by the Open Meeting law.

Sec. 2-254. - Powers and Duties.
The Commission shall advise and assist the City Council in matters relating to park facilities and amenities within the City. The Commission shall have no power to incur debt for which the city or any department thereof shall be liable and it shall have no power or authority to make any improvement, alterations or changes in any of the parks or city facilities without the consent of the City Council. The Commission will perform the following functions:

1. To develop and maintain a comprehensive plan for the Clearwater park system which categorizes park and recreation areas and facilities.

2. Recommend policies regarding short and long-range planning, acquisition, development, and use of the park lands and recreation facilities to the City Council for possible inclusion in the Capital Improvement Plan.

3. To review proposed plot plans for new subdivisions and recommend to the City Council parkland dedicated or cash equivalent for consideration in conjunction with the plat approval process;

4. To propose to the City Council rules and regulations for the use of any parks, recreational or leisure facilities. Review all requests for the special use of such facilities and make recommendations to the City Council regarding such requests;

5. To consider proper names for park and recreation areas and facilities and make recommendations to the City Council for such titles; and

6. To conduct studies and investigations as specifically directed or delegated by the City Council. To represent the City Council at appropriate meetings, hearings and other events when so directed.

7. The Commission shall also have the authority to create sub-committees as deemed necessary to assist with the role of the Commission.

Sec. 2-255-257 Reserved

Adopted this 3rd day of September, 2013, by the City Council of the City of Clearwater, Minnesota.

Pete Edmonson, Mayor

Attest:

Susan Vergin, Administrator

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