

RESOLUTION NO. 73-25
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RESOLUTION CONTINUING A BROOKLYN CENTER PARK AND RECREATION COMMISSION AND REDEFINING DUTIES AND RESPONSIBILITIES THEREFOR

WHEREAS, the City of Brooklyn Center is promoting the development of a quality park system and recreation program consistent with the financial capability of the community; and

WHEREAS, provisions for an advisory Park and Recreation Commission were established in Chapter 13 of the municipal ordinances in 1966 prior to adoption of a City Charter; and

WHEREAS, the City Charter provides for the establishment of commissions to advise the City Council with respect to policy formulation for municipal functions and activities; and

WHEREAS, as a consequence of certain Charter provisions and the increasing complexity of the park and recreation function it is desirable to restructure the Park and Recreation Commission and its mission; and

WHEREAS, it is acknowledged that the significance of the park and recreation function is such that it must be effectively and currently responsive to the citizenry; and

WHEREAS, in pursuit of such goals the City Council recognizes the need to redefine and clarify the duties and responsibilities to be assigned a Park and Recreation Commission:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center that there is hereby re-established within the City of Brooklyn Center an advisory Park and Recreation Commission as follows:

Subdivision 1. TITLE: This organization shall be known as the Brooklyn Center Park and Recreation Commission.

Subdivision 2. SCOPE: The scope of activity of this Commission shall consist of advising the City Council and other Brooklyn Center advisory commissions regarding matters relevant to the conservation, park and recreation functions.

Subdivision 3. PURPOSE: The general purpose of this Commission is to monitor and reflect the attitudes and concerns of the citizens of Brooklyn Center relative to the conservation of environmental resources in the City of Brooklyn Center and to the park system and recreation programs, and to advise the City Council of citizen attitudes and policy matters relevant to the conservation, park and recreation functions in Brooklyn Center.

Subdivision 4. DUTIES AND RESPONSIBILITIES: In fulfillment of its purpose, the duties and responsibilities of the Commission shall be to:

1. Develop, recommend, and, upon adoption by the City Council, monitor the execution of a comprehensive plan for the park, recreation, and conservation function in the City of Brooklyn Center.
2. Annually report to the City Council regarding achievements toward fulfillment of such comprehensive plan and recommend amendments to the plan as may be warranted.
3. Frequently visit the City parks and Recreation Center and wildlife areas, and keep informed of current recreation programs in order to continually review and evaluate park system development and recreation programming, and cultural activities.
4. Develop and recommend methods to stimulate positive public interest in the conservation, park and recreation functions.
5. Develop and recommend feasible methods of discouraging vandalism and destruction of park facilities.
6. Serve as a forum for the citizens of Brooklyn Center to voice their opinions regarding the conservation, park and recreation functions.
7. Promote coordination with the school districts serving Brooklyn Center, encouraging the interchangeable use of city and school district facilities and programs to the best interests of citizens.
8. Encourage dissemination of information to, and coordination with, Brooklyn Center organizations interested in the conservation, park and recreation function such as garden clubs, athletic groups, youth groups, civic organizations, and the like.
9. Encourage coordination with other communities and agencies to the extent appropriate in matters pertinent to the park and recreation function and the conservation of environmental resources

10. Monitor and reflect attitudes and concerns of citizens relative to the park system, recreation programs, and conservation matters through informal contacts and meetings of neighborhood advisory groups.

Subdivision 5. COMPOSITION: The Commission shall be composed of a Chairperson and six (6) members, all of whom shall be appointed and serve as set forth in Subdivision 6.

Subdivision 6. MEMBERS METHOD OF SELECTION-TERM OF OFFICE-REMOVAL:

Chairperson: The Chairperson shall be elected by majority vote of the Park and Recreation Commission membership. The election shall be conducted at the Park and Recreation Commission's first regular meeting of the calendar year, or, in the case of a vacancy, within two regularly scheduled Park and Recreation Commission meetings from the time a vacancy of the chair occurs. The Chairperson may be removed by majority vote of the Park and Recreation Commission membership. The Chairperson shall assure fulfillment of the following responsibilities in addition to those otherwise described herein:

1. Preside over meetings of the Commission;
2. Appear or appoint a representative to appear, as necessary, before City advisory commissions and the City Council to present the viewpoint of the Commission in matters pertaining to the conservation, park, and recreation function as it relates to business under consideration by said commissions or City Council;
3. Review all official minutes of the City Council and other advisory commissions for the purpose of informing the Park and Recreation Commission of matters relevant to the park and recreation function;
4. Provide liaison with other governmental and volunteer units on matters relating to the conservation, park, and recreation function.

Vice Chairperson: A Vice Chairperson shall be appointed annually by the Chairperson from the members of the Commission. The Vice Chairperson shall perform such duties as may be assigned by the Chairperson and shall assume the responsibilities of the chair in the absence of the Chairperson.

Members' Term of Office: Members of the Commission shall be appointed by the Mayor with majority consent of the Council. The terms of office shall be staggered three-year terms, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall be appointed only for the remainder of such term. Upon expiration of his or her term of office, a member shall continue to serve until his or her successor is appointed and shall have qualified. Terms of office for members of the Commission shall expire on December 31 of respective calendar years.

In the event an appointed Commissioner suffers from an extended illness, disability, or other activity preventing proper fulfillment of duties, responsibilities, rules and regulations of the Commission, the Commissioner may be temporarily replaced during the temporary leave by an interim Commissioner appointed by the Mayor with majority consent of the City Council.

Qualifications for Membership: Members of the Commission shall be residents of the City of Brooklyn Center while serving on the Commission, shall have been residents of said City for at least one year prior to their appointment, and shall represent a broad range of interest in the conservation, park and recreation functions.

Representation Requirements: Due regard shall be given by the Mayor and City Council in appointing Commission members which will take into consideration geographical distribution within the City, as described in Subdivision 11, and the representative nature of the Commission in terms of gender, religion, ethnic, racial, age, handicapped, employee, and employer groups.

Conflict of Interest: No Commissioner shall take part in the consideration of any matter wherein he or she is the applicant, petitioner, or appellant, nor in the consideration of any application, petition, or appeal wherein his or her interest might reasonably be expected to affect his or her impartiality.

Initial Appointment: The Commission under this resolution shall become effective March 12, 1973, and shall consist of three members appointed for a term through 1975, two members appointed for a term through 1974, and two members appointed for a term through 1973.

Resignations-Removal from Office-Vacancies: Commissioners may resign voluntarily or may be removed from office by the Mayor with consent by majority vote of the City Council. Three consecutive unexcused absences from the duly called Commission meetings or unexcused absences from a majority of duly called Commission meetings within one calendar year shall constitute automatic resignation from office. The City Council liaison shall inform the Mayor and City Council of such automatic resignations. Vacancies in the Commission shall be filled by Mayoral appointment with majority consent of the City Council. The procedure for filling Commission vacancies is as follows:

1. Notices of vacancies shall be posted for 30 days before any official City Council action is taken;
2. Vacancies shall be announced in the City's official newspaper;
3. Notices of vacancies shall be sent to all members of standing advisory commissions;
4. Applications for Commission membership must be obtained in the City Clerk's office and must be submitted in writing to the City Clerk;
5. The City Clerk shall forward copies of the applications to the Mayor and City Council;
6. The Mayor shall identify and include the nominee's application form in the City Council agenda materials for the City Council meeting at which the nominee is presented;
7. The City Council, by majority vote, may approve an appointment at the City Council meeting at which the nominee is presented.

Compensation: Commissioners shall serve without compensation.

Subdivision 7. **RULES AND PROCEDURES:** The Commission shall adopt such rules and procedures not inconsistent with these provisions as may be necessary for the proper execution and conduct of business.

Subdivision 8. **MEETINGS:** The initial meeting of the Commission shall be convened at the call of the Chairperson during April 1973. Thereafter, regular meetings shall be held with date and time to be determined by the Commission. Special meetings may be called by the Chairperson.

Subdivision 9. **STAFF:** The City Manager shall assign one member of the administrative staff to serve as staff to the Commission. The staff member assigned shall perform such clerical and research duties on behalf of the commission as may be assigned by the Chairperson or the City Manager.

Subdivision 10. **EX OFFICIO MEMBERS:** The Mayor or his or her Councilperson-appointee shall serve as an ex officio member of the Commission, privileged to speak on any matter but without a vote, and shall provide a liaison between the Commission and the City Council.

Subdivision 11. PARK SERVICE AREA:

Park Service Areas Described:

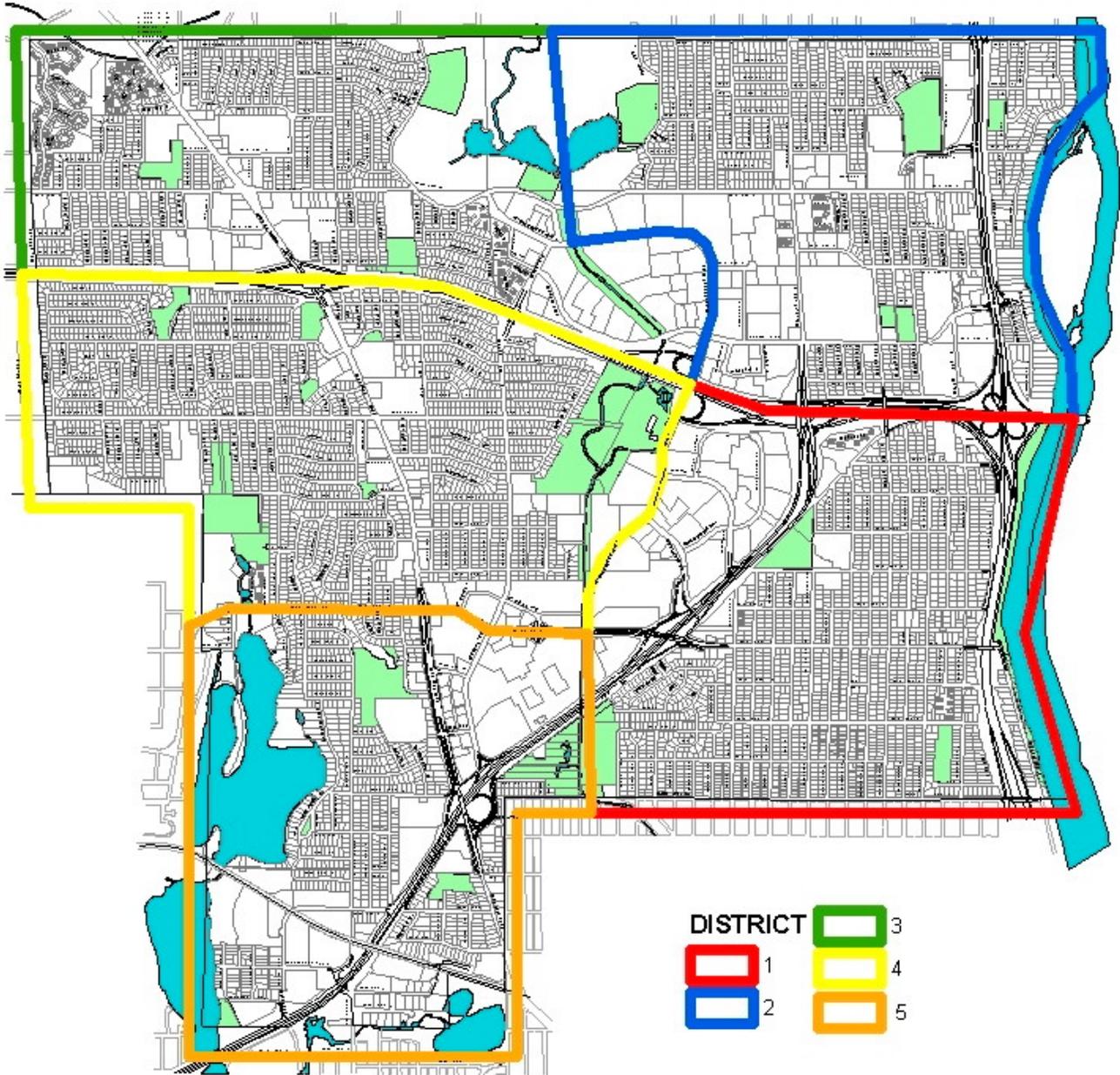
Park Service Area 1: bounded on the east by the Mississippi River, on the south by 53rd Avenue, on the west by Shingle Creek Parkway to County Road 10 and thence by Shingle Creek, on the north by FAI-94.

Park Service Area 2: bounded on the east by the Mississippi River, on the south by FAI-94, on the west by Shingle Creek Parkway and the west line of Section 26, on the north by the north city limits.

Park Service Area 3: bounded on the east by the west line of Section 26 and Shingle Creek Parkway, on the south by FAI-94, on the west by the west city limits, on the north by the north city limits.

Park Service Area 4: bounded on the east by Shingle Creek Parkway, on the south by County Road 10, on the west by the west city limits, on the north by FAI-94.

Park Service Area 5: bounded on the east by Shingle Creek, on the south by the south city limits, on the west by the west city limits, on the north by County Road 10.



Park Service Areas



By: JSC
 Date: 4/27/03
 For: