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ORDINANCE 37 PARK BOARD

Section 37.01: APPOINTMENT. There shall be established a Park Board consisting of seven members appointed by the Mayor with the assistance and approval of the City Council.

Section 37.02: MEMBERS. The members of the Park Board shall be residents of the City of St. Stephen and shall be eligible electors. No member, while serving on the Park Board, shall hold any other office, nor be an employee of the City of St. Stephen.

Section 37.03: TERM. Five member shall be appointed for a term of three calendar years. The terms of the members shall be staggered so that no more than two members shall have terms expiring in any given year. To achieve staggered terms, some of the initial appointments may be for a term of less than three years. Members shall serve until their successor is appointed and qualified. The City Council shall annually appoint two ex-officio members as the remaining two Park Board members. The ex-officio members shall be City Council members, shall not have voting powers and shall serve a term of one (1) year. At the expiration of any member's term, if there is no interest shown from other residents of the City of St. Stephen in being appointed, the member may be re-appointed to the Park Board for an additional three-year term. Members may be removed for cause after a hearing by the Mayor with the approval of the City Council.

Section 37.04: REMOVAL. The City Council may remove any member for cause after hearing before the City Council. A vacancy created by such removal shall be filled as any other vacancy.

Section 37.05: APPOINTMENT AND VACANCY. Appointments to expiring terms and filling of vacancies shall be completed through an interview process. Two (2) members from the City Council who are acting as the two-member ad hoc personnel committee and the Park Board Chair will interview prospective members and then make recommendations to the City Council for the City Council's final approval and appointment to the Park Board.

Section 37.06: OFFICER. The Park Board shall elect from its members a Chair, Deputy Chair for a term of one year. Election of the Officers shall occur at the first organizational meeting of the Park Board in January of each year. The Chair shall preside over all meetings, represent the Park Board before the City Council, and undertake such other responsibilities as may be delegated and authorized by the City Council. The Deputy Chair shall assume the duties of the Chair in the Chair's absence. The Secretary will be hired by the City Council to prepare agendas and record meetings. The Secretary shall prepare agendas for meetings and maintain records of business transacted by the Park Board.

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Section 37.07: MEETINGS. The City Council shall establish and approve the Park Board's regular meeting time and location. The Park Board shall hold at least one regular meeting every month. Special meetings may be called by the Chair. All meetings shall be open to the public. The Chair can cancel the monthly meeting if there is nothing on the agenda.

Section 37.08: REPORTS. On or before August 1st of each calendar year, the Park Board shall deliver to the City Administrator/Clerk a proposed operating budget and a long term capital improvements program for parks and recreational facilities for the upcoming calendar year. The budget shall be considered and approved by the City Council prior to its implementation. Any changes or amendments in the operating budget of the Park Board shall be resubmitted to the City Council for approval.

Section 37.09: COMPENSATION. Park Board Members shall serve with reimbursement as designated by the City Council.

Section 37.10: DUTIES AND RESPONSIBILITIES. The Park Board shall have the following duties and responsibilities, subject to the restrictions contained in Section 37.11:

Subd. 1: The Park Board shall recommend acquisition of land for park purposes to the City Council.

Subd. 2: The Park Board shall direct the construction of facilities and improvements to park property after approval from the City Council.

Subd. 3: The Park Board shall recommend to the City Council purchase of necessary materials, supplies, equipment, and services for the development and maintenance of parks as well as the implementation of recreational and educational programs.

Subd. 4: The Park Board shall maintain and care for park property.

Subd. 5: The Park Board may plan and develop educational programs and activities for residents of the City.

Subd. 6: The Park Board shall promote public interest and understanding of the City's parks, programs, and activities.

Subd. 7: The Park Board shall coordinate recreational park activities with other community organizations or groups.

Subd. 8: The Park Board may solicit contributions from other organizations and businesses to be used for funding of park programs.

Subd. 9: The Park Board shall undertake such other responsibilities or duties as may be specifically delegated by the City Council.

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Subd. 10: The Park Board shall develop goals, objectives and policies relative to all park property and facilities.

Section 37.11: LIMITATIONS. The Park Board may not undertake any of the following actions or activities without prior approval of the City Council:

Subd. 1. Order park related work to be performed by employees of the City Maintenance Department, which is outside the scope of the employees' usual and customary park related duties and responsibilities.

Subd. 2. Enter into any financial agreement on behalf of the Park Board and/or the City without prior City Council approval.

Subd. 3. Hold public hearings.

Section 37.12: REGULATIONS. The Park Board, with the approval of the City Council, shall establish rules and regulations governing the care and use of all parks. These rules and regulations shall be posted in at least one (1) location within each park. In addition, copies of the rules and regulations shall be made available and on file at the City Clerk's Office.

Section 37.13: PARK FUND. For the purpose of carrying out the powers of the Park Board, there shall be established in the City Treasury a special fund to be called a "Park Fund". The City Council may transfer to the Park Fund the money it deems necessary for park purposes. No later than August 1st of each year, the Park Board shall present to the City Council, in the detail the Council requires, its estimate of the financial needs of the Park Board for the ensuing fiscal year.

All grants, gifts, and donations which are received by the City of St. Stephen or the Park Board and designated for use for parks and recreational purposes shall be placed in the Park Fund and be used in a manner recommended by the Park Board and approved by the City Council.