

**City of Scandia  
Parks & Recreation Committee Bylaws**

*Approved by the City Council June 19, 2012*

**Section 1. Name.** The name of this Committee is the Scandia Parks and Recreation Committee, hereinafter called the SPRC.

**Section 2. Purpose.** The purpose of the SPRC is to advise the Scandia City Council on all matters relating to a park and recreation program in the city, as described in Attachment A, Duties and Functions of the Scandia Park and Recreation Committee, approved by the City Council on February 20, 2007 and as may be amended by the Council from time to time.

**Section 3. Membership.** The SPRC is made up of Scandia residents appointed by the City Council according to the requirements of Section 8 of Ordinance No. 125.

**Section 4. Officers and Duties.** The SPRC shall have a chair and vice-chair. The term of office shall be one year. Election of officers will be held at the first meeting of February of each year. Appointment of the chair and vice chair is subject to approval by the City Council. The duties of the officers and members are as follows:

**A. Chair**

1. The chair shall organize, convene and chair all meetings of the SPRC.
2. The chair will set and prepare the agendas for meetings.
3. The chair will lead the development of a committee work plan, implementation of the long-range plan and list of annual priorities for approval by the Committee and by the City Council.
4. With the consent of the members and subject to approval by the City Council, the chair may create subcommittees and appoint SPRC members to those subcommittees.
5. The chair shall act as liaison between the City Council and the SPRC, reporting to the Council on activities as needed (quarterly, bimonthly etc.).
6. The chair shall coordinate the need for staff support of the SPRC with the City Administrator.
7. The chair shall represent the Committee as needed in dealings with outside agencies and organizations on matters pertaining to Park and Recreation activities.

**B. Vice-Chair**

1. The vice-chair shall act as an aide to the chair in fulfilling his/her duties as chair.
2. In the absence of the chair, the vice-chair shall assume the duties of the chair.

**C. General Membership Responsibilities.** All SPRC Members are responsible to:

1. Attend and participate in regular and special meetings in order to carry out the mission and duties of the committee;

2. Express oneself, clearly and concisely, both orally and in writing, with tact, diplomacy and good judgment;
3. Establish and maintain effective public relations when representing the Committee;
4. Have an understanding that they represent all Scandia residents and make recommendations on their behalf, to the best of their ability; and
5. Participate in any subcommittees to which they may be appointed.
6. If a member fails to attend meetings, fails to fulfill their responsibilities, or violates these bylaws, the SPRC may recommend that the City Council replace the member.

## **Section 5. Meetings.**

- A. Regular Meetings.** Regular meetings will be held on the first Monday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be held on the next following Monday at the same time and place, unless otherwise determined by a majority vote of the SPRC. Meetings shall be held at the Scandia Community Center, 14727 209<sup>th</sup> Street North, unless notice of the alternate location is given to the members and the public at least 72 hours in advance of the meeting.
- B. Special Meetings.** Special meetings of the Committee may be called at any time by the chair or the vice-chair, in the chair's absence with 72 hours advance notice to the public and to members.
- C. Quorum/ Voting.** A majority of the number of officially appointed members shall constitute a quorum. A majority of the entire membership shall decide all issues. Conduct of meetings shall be based on Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition.
- D. Public meetings.** Except as otherwise provided in the open meeting law, all SPRC meetings, including special or sub-committee meetings, shall be open to the public. Public notice of meetings shall be given by posting committee agendas at the Community Center at least 72 hours prior to the meeting.
- E. Minutes of meetings.** Minutes of each SPRC meeting shall be prepared by the City Clerk or his/her designee and delivered to each member of the SPRC within 14 days of each meeting. At the next regular meeting following such delivery, Chair shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the SPRC. If there is an objection, the SPRC shall vote upon the addition or corrections. If there are no additions or corrections, the minutes shall stand approved.

**Section 6. Amendments.** These bylaws may be amended at any regular meeting of the SPRC by a majority vote of the membership, provided that notice of the amendment has been given to all members in writing one regular meeting prior to the meeting at which the amendment will be voted. These bylaws and amendments thereto are subject to approval by the City Council.

**Duties and Functions  
Scandia Park and Recreation Committee**

**Approved by the City Council  
June 19, 2012**

The Park and Recreation Committee has requested guidance from the City Council regarding their specific functions and responsibilities in fulfilling their mission of advising the Council on all matters relating to a park and recreation program in the city. This document will clarify the Council's expectations.

The Park and Recreation Committee, as with all advisory committees established by the Council, serves in an advisory capacity only. The Committee has no authority to act on its own, to expend city funds, or to obligate the city in any way. All activities or expenditures require prior approval by the City Council. Staff will attend Committee meetings, provide information and assist with coordination between the Council and the Committee. The Committee exercises no authority over staff.

The Park and Recreation committee may wish to appoint subcommittees from time to time. Creation of subcommittees with members other than the Council-appointed committee members, will require approval by the City Council.

The primary functions of the Park and Recreation Committee are:

<b>Function</b>	<b>Role/ Responsibility</b>
Long-range planning	<ul style="list-style-type: none"><li>• Participate in developing the parks, trails, open space and recreation element of the city's Comprehensive Plan</li><li>• Participate in additional planning projects stemming from the plan (i.e. trail planning projects)</li></ul>
Park development	<ul style="list-style-type: none"><li>• Create master-plans for all city parks and open spaces, subject to review and approval by the city council</li><li>• Plan and execute parks development projects if approved by the council</li></ul>
Capital improvement planning	<ul style="list-style-type: none"><li>• Committee representatives participate in the capital improvements programming process</li><li>• Make recommendations on expenditures from the Park Development Fund (park dedication fees)</li><li>• Review and comment on all improvements to city parks and open spaces.</li></ul>

<b>Function</b>	<b>Role/ Responsibility</b>
Review of development plans	<ul style="list-style-type: none"> <li>• Review and comment on major subdivision applications for conformance with the parks plan</li> <li>• Make recommendations concerning dedication of land or cash in lieu for new developments</li> </ul>
Coordination with other parks agencies	<ul style="list-style-type: none"> <li>• Monitor activities of other park and recreation agencies (Washington County, State of Minnesota) affecting Scandia. Make recommendations to ensure coordination and cooperation with their plans and programs.</li> </ul>

The secondary functions of the Park and Recreation Committee are:

<b>Function</b>	<b>Role/ Responsibility</b>
Recreation programs	<ul style="list-style-type: none"> <li>• Review and comment on programs developed by the recreation coordinator</li> <li>• Receive and review a report from the recreation coordinator at the end of the season, and make recommendations to the council for any changes.</li> <li>• Suggest new recreation programs for consideration by the council</li> </ul>
Special events	<ul style="list-style-type: none"> <li>• Make recommendations for the city's participation in the annual Taco Daze celebration.</li> <li>• Plan and execute the Vinterfest event with Council approval.</li> <li>• Collaborate with Gammelgarden Museum on the Scandia Community Market.</li> </ul>
Facility operations maintenance and use policies)	<ul style="list-style-type: none"> <li>• Review and comment on proposed changes in operating policy or procedures as requested by the council</li> <li>• Recommend new policies and procedures to the Council</li> </ul>
Annual budget	<ul style="list-style-type: none"> <li>• Review and comment on the draft parks budget prior to adoption by the city council</li> </ul>