

**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>