

**TO: Honorable Mayor and City Council**

**FROM: City Administrator Ron Johnson**

**SUBJECT: Workshop Meeting- Discuss Mission Statements/Duties of Public Works Commission and Park Board**

**DATE: March 17, 2017**

**BACKGROUND**

Recently, City Council voted to reestablish the Park Board. Discussion during that meeting included making sure the duties of the board are clarified.

In order to minimize the potential conflict or overlap of duties between the Park Board and Public Works Commission, proposed mission statements for each group was drafted and are attached.

The Public Works Mission Statement was discussed at the 2/7 Public Works Commission meeting (memo attached). The responsibility of trails was a major discussion point. At the conclusion of the discussion, it was recommended to suggest that Council conduct a workshop meeting to discuss the responsibilities of each group, which Council approved.

Attached is the memo from the 2/7 Public Works Commission meeting. Also attached is a document that includes a proposed Mission Statement for the Public Works Commission and the Park Board.

**REQUESTED COUNCIL ACTION**

No action can be taken, but discussion should take place regarding clarification of duties of the Public Works Commission and Park Board.

Attachment(s):

**MEMO TO:** Public Works Commission  
**SUBJECT:** Mission Statement?  
**DATE:** February 23, 2017  
**FROM:** City Administrator Ron Johnson

With the establishment of a Park Board, I thought it might be a good idea to discuss having a mission statement for the Public Works Commission. I throw out the mission statement below for discussion. This is a very lengthy mission statement but it was a result of looking at several other cities' mission statements from around the country.

**Cannon Falls Public Works Commission  
Mission Statement:**

The Cannon Falls Public Works Commission exists to recommend policies/procedures/practices regarding public works operations assisting the public works department to operate and maintain, in a prompt, courteous, safe, efficient, and cost-effective manner, existing public infrastructure; plan and construct capital improvements; and protect public health and safety, water quality, and natural resources to assure the community is provided with safe, sustainable, and financially sound systems for potable water distribution, wastewater collection, and surface water management.

Oversees items set forth in City Code Title V Public Works as follows:

- 50. GENERAL PROVISIONS
- 51. RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES
- 52. WATER SERVICE
- 53. SEWERAGE SERVICE
- 54. STORMWATER UTILITY
- 55. RECYCLABLES

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## **Cannon Falls Park Board**

### **Mission Statement**

The Cannon Falls Park Board exists to plan and provide recommendations for the preservation and enhancement of city parkland, facilities, green space and natural resources.

Areas of responsibility:

City parks:

- Archie Swenson Fields
- Don Mensing Park
- Eastside Park
- Evergreen Park
- Hannah's Bend Park
- John Burch Park
- Minnieska Park
- Riverside Park
- Sandstone Ridge (future?)
- South Pines Park
- Swimming Pool Complex
- Trollhaven Park
- Two Rivers Park
- Unnamed Westside Park (Parcel donated by MCHS- Cannon Falls)
- Future Dog Park?