

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: Establishment of Park Advisory Board**

**MEETING DATE: August 4, 2020**

**BACKGROUND:**

It has been discussed in the past that the Park Board was not included in the updated ordinance book in 2012 and subsequently not carried forward as a board. Although the Park Board is an advisory board to the City Council it should be recreated and adopted by ordinance by the City Council. I had City Attorney Dave Kendall draft a proposed ordinance establishing a Park Advisory Board and it is attached for your review.

The one thing I would ask city council to consider in drafting this ordinance is its members. Typically, an employee does not sit on a board as a voting member. Normally the employee that represents the board does the background work, supply's information, and answers questions for the board. I would like council to review this part of the ordinance and decide if that is still valid going forward.

**STAFF RECOMMENDATION**

Please review the Park Advisory Board Ordinance and have the discussion to move this forward from a draft with or without changes to the first introduction.

**REQUESTED COUNCIL ACTION**

Make a motion to bring the Park Board ordinance back with the council changes for approval.

CITY OF CANNON FALLS  
GOODHUE COUNTY, MINNESOTA

ORDINANCE NO. 2020-01

**AN ORDINANCE ESTABLISHING  
A PARK ADVISORY BOARD**

THE CITY COUNCIL OF CANNON FALLS ORDAINS:

**Section 1. Establishment and composition.** A Park Board of the City of Cannon Falls is hereby established.

**Section 2. Membership.** The Board shall be composed of six members total, all appointed by the City Council. The membership includes four community members, one member of the City Council and one Public Works employee.

**Section 3. Duties.** The Park Board's duties are as follows:

- (A) To act in an advisory capacity to the City Council regarding park ordinances.
- (B) To make recommendations regarding development and maintenance of all parks.
- (C) To work in an advisory capacity in the formulation of a budget, to include operation, maintenance, acquisition, and development of parks and recreational programs.

**Section 4. Effective Date.** This ordinance shall be effective immediately upon its passage and publication according to law.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2020 by the City Council of Cannon Falls.

CITY OF CANNON FALLS

BY: \_\_\_\_\_  
John Althoff, Mayor

ATTEST:

\_\_\_\_\_  
Neil Jensen, City Administrator