

**STEARNS COUNTY ORDINANCE NO. 633**  
**STEARNS COUNTY PARK COMMISSION ORDINANCE**

THE STEARNS COUNTY BOARD OF COMMISSIONERS FOR STEARNS COUNTY, MINNESOTA HEREBY ORDAINS:

**Section 1.0 Statutory Authorization**

Following notice and a public hearing, the Stearns County Board of Commissioners, in accordance with Minnesota Statute Section 398.36, adopted a resolution and ordinance creating the Stearns County Park Commission (also referred to herein as the Commission), on October 20, 1970. The Stearns County Board of Commissioners may delegate to the Parks and Trails Board any of the powers conferred on the County Board by Minnesota Statutes Sections 398.32 to 398.35, except the power to acquire or sell land or water interests therein, to levy taxes, to appropriate money, or to enact ordinances. The Stearns County Park Commission may make recommendations to the County Board with respect to any matter relating to County Parks requiring County Board Action.

**Section 2.0 Purpose**

The purpose of this ordinance is to amend the original resolution and ordinance dated October 20, 1970, into a numbered Stearns County ordinance and update the provisions of the original ordinance to reflect the current operation and organization of the Stearns County Park Commission.

**Section 3.0 Members**

The Stearns County Park Commission shall consist of eight total members, of which only seven are voting members. The makeup of said commission is as follows: five regular members, one at large member and two ex-officio members. The regular members shall be appointed by the Stearns County Board of Commissioners with each member representing a commission district. The at large member shall also be appointed by the Stearns County Board of Commissioners but can reside in any district. The two ex-officio members shall consist of one member from the Planning Commission and one member from the County Board. The Planning Commission member, appointed by said commission, shall have all the rights and privileges of other appointed members. The County Board member, appointed by said board, will be a non-voting liaison.

**Section 4.0 Term of Office**

The term of all park commission members shall be for three years and shall be staggered so no more than three member's terms expire in any given year. All regular terms shall expire on December 31<sup>st</sup>. No member may serve more than three consecutive three-year terms.

**Section 5.0 Vacancy**

Any vacancy in the regular membership shall be filled by the Stearns County Board of Commissioners from the commission district where the vacancy exists. If there is a vacancy by an at large member or the ex-officio non-voting member from the County Board, they shall be filled by the Stearns County Board of Commissioners. The Stearns County Planning

Commission shall fill any vacancy in the ex-officio member from the Planning Commission. Appointees shall serve for the unexpired term being filled.

## **Section 6.0 Officers**

The County Park Commission shall elect at its January meeting from its membership a chair and vice-chair. The chair and vice chair shall serve for the term of one year and shall have such powers as may be prescribed in the rules of said Commission. The chair is further limited to serving no more than two consecutive years but could serve as the chair again after a waiting period of at least two years. The Parks Director shall serve as the secretary to the Commission unless the Park Commission appoints otherwise.

## **Section 7.0 Meetings, Records and Reports**

The Commission shall hold at least one regular meeting each quarter. The quarterly meetings shall be held in February, May, August, and November. The Commission shall adopt bylaws for the transaction of business. Meetings of the County Park Commission shall be held in such times and such places as may be prescribed in the bylaws of the Commission or as may be fixed by the chair, consistent with such bylaws. A record of the Commission's meetings and proceedings shall be kept by the Commission. The meetings and the record thereof shall be open to the public.

## **Section 8.0 Quorum**

Five or more members of the Commission present at a meeting of the Commission shall constitute a quorum for the transaction of business.

## **Section 9.0 Duties**

Duties of the Commission are delegated by the Stearns County Board of Commissioners through this Ordinance and pursuant to Minnesota Statutes, Sections 398.31 to 398.36.

**9.1** The Stearns County Park Commission shall act in an advisory capacity to the Stearns County Board of Commissioners, providing recommendations to the Board regarding the planning, development, funding and evaluation of parks, trails, and recreational facilities and programs.

**9.2** The Commission shall adopt bylaws.

**9.3** The Commission shall study and determine the park, recreation, and open space needs of the County and make recommendations to the County Board of Commissioners in respect thereof, including general and specific development standards and criteria for evaluating potential sites, the extent, and objectives of county participation in outdoor recreation and a program for coordination with other groups or agencies, all in conjunction with the Stearns County Comprehensive Plan and/or the Stearns County Parks, Trails and Open Space Recreation Plan.

- 9.4 The Commission shall study and recommend to the Stearns County Board of Commissioners the acquisition of additional lands and equipment for parks, recreational facilities, and trails.
- 9.5 The Commission shall propose recreational programs.
- 9.6 The Commission shall make recommendations on such other matters affecting parks, recreational facilities and trails within Stearns County as the Commission may deem desirable or necessary.
- 9.7 The Commission shall comply with its duties and obligations specified by the Park Dedication Ordinance No. 625.
- 9.8 The Commission and Park Director shall recommend to the County Administration and the Stearns County Board of Commissioners the budget for the ensuing fiscal year as scheduled by County Administration.

#### **Section 10.0 Compensation**

Members of the Park Commission shall be paid per diem and mileage for meetings attended at rates established by the County Board of Commissioners.

#### **Section 11.0 Effective Date**

This ordinance shall be in full force and effect after its passage and publication as provided by law.

Passed by the Stearns County Board of Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_, Chair  
Stearns County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Randy R. Schreifels  
Stearns County Auditor-Treasurer  
Clerk  
Stearns County Board of Commissioners