



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

PARKS AND RECREATION ADVISORY COMMITTEE MEETING
JANUARY 14, 2020 AT 5:30PM
CITY COUNCIL CHAMBERS, 1616 HUMBOLDT AVE

1. Roll Call
2. Adopt Minutes
 - 2.A. Approve December 10, 2019 Minutes
3. New Business
 - 3.A. Committee Bylaws And Election Of Chair/Vice-Chair

Documents:

[2020 BYLAWS.PDF](#)
[2020 PRAC BYLAWS.PDF](#)
[COMMITTEE EXPECTATIONS.PDF](#)

4. Old Business
 - 4.A. Art Park Subcommittee Update
5. Other
 - 5.A. City Council Updates
 - 5.B. Staff Updates
6. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA*

TO: Park & Recreation Advisory Committee
FROM: Assistant Parks & Rec Director
DATE: January 14, 2020
SUBJECT: 2020 Chair/Vice-Chair Elections



City of West St. Paul

BACKGROUND INFORMATION:

Per the Park and Recreation Advisory Committee Bylaws (attached); the committee will vote for the chair and co-chair positions at the January meeting each year. In June of 2018 the City Council approved new bylaws for all committees, which now include "Committee Expectations". Please review and be ready to discuss the 2020 Committee Bylaws and elect the positions.

STAFF RECOMMENDATION:

Staff recommends that the Committee discuss the Bylaws and elect the chair and vice-chair positions.

Attachments: Committee Bylaws; Committee Members' Expectations

**WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE
BYLAWS**

I PURPOSE

The purpose and responsibility of the Parks & Recreation Advisory Committee is to act in an advisory capacity to the City Council in matters pertaining to parks and recreation.

II MEMBERS

The Committee shall consist of seven (7) members. Ex-officio non-voting members include one City Council member, one representative from the West St. Paul Athletic Association and one City Staff member. The City Council member shall be available to address any questions raised by the Committee regarding items on the agenda.

III APPOINTMENTS, TERMS, VACANCIES

- A. Appointments. All appointments shall be made by the City Council, with each member of the City Council having the right to nominate one member from their respective wards.
- B. Terms. Members of the Committee are appointed for a term of two (2) years. Members shall hold office until March 1 of their expiring terms or until their successor is appointed.
- C. Vacancies. A vacancy may occur by death, resignation, disability or removal. A member with three (3) or more absences in a year shall be subject to removal by the City Council. Any member may be removed by the City Council with or without cause.

IV OFFICERS

The Committee will elect a chair and vice-chair from among its members for a term of one year. The chair, or in the absence of the chair, the vice-chair, presides at meetings so as to keep them moving as rapidly and efficiently as possible and shall remind members and guests to only address the subject matter on the published agenda.

V DUTIES

The duties and functions of the Committee shall be:

- A. To perform fact-finding tasks as requested by the City Council that pertain to parks and recreation.
- B. To act in an advisory capacity to the City Council in matters pertaining to parks and recreation and to cooperate with other governmental agencies and civic groups in the advancement and cooperation of sound park and recreation planning and programming.

- C. As requested by the City Council, to study and recommend policies to the City Council on recreation services to the City Council.
- D. To have periodic inventories made of recreation services that exist or may be needed and interpret the needs of the public to the City Council.
- E. Other duties as assigned by the City Council.

VI STAFF

The City Manager shall appoint the appropriate City Staff members to review, approve and prepare all agendas, to make recommendations to the members, to advise them on all matters on their agenda, and to prepare all reports. The City Staff members shall keep the City Manager apprised of all matters concerning the Committee. The City Manager shall appoint a recording secretary to take minutes of the meetings or shall arrange for such minutes to be taken.

VII MEETINGS

- A. Regular Meetings. The Committee shall prepare a regular meeting calendar and place of meetings, which shall be approved by the City Council on an annual basis.
- B. Special Meetings. When deemed necessary by the City Manager, a special meeting may be called by the chair or any three (3) members of the Committee. Notice of any special meeting must be posted at least three (3) days in advance and Committee members shall be provided at least three (3) days' notice of the time, place and purpose of the meeting.
- C. Notice. All meetings of the Committee are open to the public and shall comply with the Open Meeting Law for posting and publishing all meetings. No business shall be considered at a special meeting unless specified in the notice. Notice of all meetings shall be sent to the City Council.
- D. Minutes of Meetings. The Committee shall keep minutes of its meetings. Copies of all minutes, motions and resolutions shall be available to the public upon request, unless such information is nonpublic data pursuant to the Minnesota Government Data Practices Act.

VIII RULES OF PROCEDURE

- A. Roberts Rules of Order. The most current edition of Roberts Rules of Order shall govern the Committee so long as they are not inconsistent with these bylaws or any special rules of the Council.
- B. Amendment. These Bylaws may be amended by the City Council.
- C. Temporary Suspension of the Bylaws. In special circumstances, the Committee may suspend a specific rule of the Bylaws by 2/3 vote.

IX COMMITTEE EXPECTATIONS

Each member shall agree to and sign the West St. Paul Committee Members' Expectations.

**WEST ST. PAUL COMMITTEE MEMBERS'
EXPECTATIONS**

Adopted by the Council 4/9/18

I PURPOSE

This document establishes expectations and associated remedies that City of West St. Paul committee members agree to abide by in carrying out their duties as advisory officials. The West St. Paul Committee Members' Expectations document does not supersede any existing or future statutory or constitutional rights, but simply outlines appropriate committee expectations, behavior and interactions with each other, City staff, citizens and all other groups encountered as a result of City business so as to efficiently and effectively develop and carry out the mission, vision, goals and established policies of the City. Whenever referenced herein, the terms "committee member(s)" shall refer to all committees and commissions and members serving on a volunteer West St. Paul committee or commission.

Except for the Charter Commission, Committee members are appointed by the City Council and serve on a volunteer basis. The City Council sets the rules, expectations, roles, and responsibilities for each of the advisory committees that serve the City of West St. Paul. The City Manager and staff liaison are responsible for assisting the City Council by providing information (as requested) to the advisory committees to assist them with making public policy recommendations to the City Council.

II COMMITTEES

Terms are as assigned by the City Council. Below is a brief description of the West St. Paul advisory committees:

- Planning Commission – This Committee advises the City Council on all City land use planning matters. Duties include the development and maintenance of the West St. Paul Comprehensive Plan, carrying out procedures directed by the City Council and making recommendations to the City Council.
- Parks and Recreation Advisory Committee – This Committee advises the City Council on the proper use of and care for parks and advises on policies covering recreational activities of the City.
- Environmental Committee – This Committee advises the Planning Commission and City Council on natural environment issues.
- Charter Commission – The Charter Commission recommends Charter amendments to the City Council regarding governance of the City.

III STANDARDS OF OPERATION

The residents and businesses of the City of West St. Paul are entitled to have fair ethical and accountable local government. Such a government requires that committee members:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the government in state statute, City Codes and Ordinances, and the City Council's own meeting expectations;
- Be independent, impartial and fair in their judgment and actions;
- Use their position for the public good, not for personal gain; and
- Encourage public confidence in the integrity of City government and its fair and effective operations.

IV STANDARDS

To this end, the City of West St. Paul has adopted these twelve Standards for all committee members:

1. **Act in the Public Interest** – Recognize that stewardship of the public interest must be their primary concern while working for the common good of the people of the City of West St. Paul and not for any private or personal interest, and they will endeavor to treat all person, claims and transactions in a fair and equitable manner.
2. **Comply with the Law** – Comply with the laws of the nation, the State of Minnesota and the City in the performance of their public duties. These laws include, but are not limited to, the United States and Minnesota constitutions; laws pertaining to conflicts of interest, employer responsibilities and open processes of government; and City ordinances and policies.
3. **Respect for Process** – Perform duties in accordance with the processes and rules of order established by the federal law, state statute, City ordinances, and other policies and procedures that have been established.
4. **Decisions Based on Merit** – Make decisions or recommendations based upon the merits and substance of the matter at hand.
5. **Disclosure of Corruption** – Commit to disclosing to the appropriate authorities any behavior or activity that may qualify as corruption, abuse, fraud, bribery or other violation of the law.
6. **Conflict of Interest** – Not to use their position on the committee to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable state law in order to assure their independence and impartiality on behalf of the public good.
7. **Gifts and Favors** – Not to take advantage of services or opportunities for personal gain by virtue of their public appointment that are not available to the public in general; and not accept gifts that are in violation of state statute and City policy.
8. **Data Practices** – Adhere to state statutes and the City's data practices policy in the handling of private or confidential data. Keep confidential matters confidential.
9. **Use of Public Resources** – Not to use public resources which are not available to the general public for private gain or personal purposes in a way that they conflict with state statute or City policy.
10. **Policy of Chain of Command** – Respect and adhere to the proper chain of command, including working issues through the staff liaison and City Manager.

11. **Positive Work Environment** – Support the maintenance of a positive and constructive environment for residents, businesses, and all employees. All committee members are required to seek affirmative ways to cooperate and work with employees, public officials and members of any organization with whom with City needs to have a good working relationship.
12. **Compliance and Enforcement** – City management has the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of City government.

V ROLES/RESPONSIBILITIES

1. **Meetings** – The committee chair presides over the meeting. Speakers, including committee members, shall not speak until recognized by the chair.
2. **Act in the Public Interest** – Recognizing that service to our citizens must be our primary concern, committee members shall work for the common good of the people of West St. Paul and not for any private or personal interest. Committee members will treat all persons, claims and transactions in a fair, respectful and equitable manner.
3. **Preparation** – Committee members are expected to be prepared for meetings.
4. **Agenda Preparation** – The staff liaison assigned to each Committee is responsible for preparation of the topics on the meeting agendas and the supporting materials. At the Committee meeting, agenda items may be added or deleted by a committee member if approved by a majority of the committee members in attendance at the meeting.

VI CONDUCT OF MEMBERS

1. **Staff Direction** – The committee members may request further clarification or research of the staff liaison on an issue or topic in which the committee is reviewing.
2. **Citizen Questions** – Committee members should refer questions and concerns from citizens to the staff liaison or appropriate department director. City staff should report back to the City Manager on the resolution of the referral.
3. **Respect for Staff Time** – If a committee member is utilizing an inordinate amount of staff time, the staff liaison is required to bring this to the attention of the City Manager for resolution.
4. **Interactions** – Committee members shall refrain from abusive conduct, or verbal or written attacks upon members of the City Council, boards, commissions, committees, staff or the public.
5. **Respect for Process** – Committee member duties shall be performed in accordance with the processes and rules of order established by the City Council.
6. **Use of Public Resources** – Public resources that are not available to the general public (e.g. City staff time, equipment, supplies or facilities) shall not be used by committee members for private, personal or political purposes.
7. **Advocacy** – To the best of their ability, committee members shall speak with one voice in representing the official policies and positions of the Committee.

8. **Improper Influence** – Committee members shall refrain from using their position on the Committee to improperly influence the deliberations or decision of City Council, City staff, boards, commission or committees.
9. **Positive Work Environment** – Committee members shall support a positive, efficient and effective environment for residents, businesses and City staff.

VII COMMUNICATION

1. **Sharing of Information** – It is the responsibility of committee members to publicly share information with all other committee members that serve on their respective committee that they have received from sources outside of the public decision-making process which pertains to a topic under consideration. New information or data obtained by committee members, pertinent to a topic being discussed, will be distributed through the staff liaison or City Manager to the other committee members. Upon reviewing the new information, the committee may adopt a motion to postpone further consideration of the information until all members have had time to review and interpret this new information.
2. **Focused Discussions** – Committee members shall work to keep discussions and debates focused on the item under discussion without introducing extraneous or irrelevant information.
3. **Request for Information** – All committee members shall receive the same information at the same time when deemed appropriate for distribution by City staff.
4. **Confidential Information** – Committee members shall respect and preserve the confidentiality of non-public, protected non-public, private, and confidential information provided to them concerning matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.
5. **Notice of Attendance** – If any committee member has knowledge or reason to believe that there will be a large or emotional attendance at an upcoming committee meeting, they have an obligation to inform the staff liaison as soon as they become aware of the potential situation.

VIII IMPLEMENTATION

1. **Orientation** – The West St. Paul Committee Members' Expectations shall be included in the regular orientations for new committee members.
2. **Compliance** – Committee members themselves have the primary responsibility to assure that the West St. Paul Committee Members' Expectations document is understood and followed and that the public can continue to have full confidences in the integrity of the City of West St. Paul.
3. **Enforcement** - If a committee member engages in inappropriate behavior, it is the responsibility of the City Council to police its committee members. When inappropriate behaviors are observed, the committee chair, staff liaison or any member of the City Council may notify the City Manager. The City Council may discuss the behavior at a City Council work session, or otherwise address the situation through the removal of the committee member. By direction of the City Council, it will be determined whether:

- a. A letter is sent to the offending committee member from the Mayor stating that they have been found operating outside the established West St. Paul Rules of Conduct, requesting them to correct the behavior identified as inappropriate; or
- b. The committee member is formally sanctioned by resolution at a City Council meeting; or
- c. The committee member is removed from the committee by the City Council; or
- d. No action is taken.

I have received a copy of the West St. Paul Committee Members' Expectations and hereby agree to comply with its terms and conditions for as long as I serve on the committee.

NAME OF COMMITTEE:

Signature of Committee Member

Printed Name

Date