



**City of Delano**  
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## Park and Recreation Commission Position Description

The Park and Recreation Commission is an advisory commission to the Delano City Council. It is charged with the responsibility to study, investigate, and make recommendations regarding short and long-term park planning and systems management. This includes, but is not limited to, acquisition, development, construction, maintenance, and operation of City parks and playgrounds; coordination of recreational programming; preservation of natural resources; promotion of environmental awareness; and such other matters as may be referred to it by the City Council.

### Commission Logistics

**Membership.** 6 Commissioners, appointed to rotating 3-year terms by the City Council  
1 School Liaison, voting member. Appointing by the school annually.  
1 City Councilmember, non-voting liaison  
City Staff, as assigned.

**Meetings.** Monthly, last Wednesday of the month, 5:00pm, City Hall  
Special meetings, as needed and determined by the Commission and/or City Council

### Commissioner Profile

The City of Delano seeks interested persons from the Delano community to serve on this Commission. Appointed Commissioners are required to meet the following criteria:

1. Reside in Delano, or own commercial/business property and operate a business within the City.
2. Serve in accordance with the City's Code of Ethics and Values Statements (attached)

The City of Delano provides all applicants to the opportunity to present their skills, talents, and interested in serving for all vacant positions to this Commission. The City of Delano has an interest in providing a diverse membership of the Park and Recreation Commission. Commission members with the following skills and experiences are desirable:

- Background in recreational programming or park planning.
- Experience with parks or recreation programs in other communities.
- Interest in promoting healthy community lifestyles
- Interest in recreational programming for all ages
- Interest in community park and trail systems
- Interest in natural resource preservation
- An active sport or leisure participant who would like to share their experience and knowledge
- Knowledge of real estate acquisition, development

## CODE OF ETHICS: BOARDS, COMMISSIONS AND TASK FORCES

### SECTION 204.01 Delano City Code

**Open Meeting Law and Data Practices Act.** All meetings and matter of any City board, commission, or task force shall be subject to the Minnesota Open Meeting Law and the Minnesota Government Data Practices Act.

**Conflict of Interest.** No member of any City board, commission, or task force may vote on a matter in which the member has a direct or indirect financial interest or other substantial interest.

**Vacancies and Removal of Members.** Except as otherwise noted, a member's position shall become vacant upon the occurrence of any of the following:

1. The death of a member.
2. A determination by the Council that the member's physical or mental disability renders the member incapable of service.
3. The member's resignation in writing.
4. A member's absence from 3 consecutive meetings, unless excused by action of the Council.
5. Termination of a member's qualifications (residence/business ownership).

**Removal from Office.** A member may be removed (with the exception of the Delano Water, Light, and Power Commission):

1. Upon petition of a board, commission or task force. The board, commission, or task force by a three-fifths vote of its members, may petition to the Council to remove any member when it believes the best interests of the City would be served thereby. The removal of the member is not accomplished unless and until the Council passes a motion removing the member.
2. By the Council. The Council shall have the authority, in its discretion, to remove any member without a petition from the board, commission, or task force.

**Term Limit.** The term of a member's appointment to any City board, commission, or task force shall be three (3) years. A member's appointment to any City board, commission, or task force shall be limited to two (2) full consecutive terms. An existing member of a City board, commission, or task force whose term is set to expire must apply for re-appointment to his or her position and be considered with any applicants for the position. The term limit imposed by this Subdivision shall not apply if there are no eligible applicants to fill a member's position that is set to expire or if the Council, upon a majority vote, re-appoints the member whose position is set to expire for one (1) additional term.