



Added to 5/3/21 Prior to the 5/3/21 Work Session.

Columbia Heights Park & Recreation Commission

Commission Overview and Member Position Description

Park & Recreation Commission Overview

The Park & Recreation Commission is a resident advisory commission that guides the use of public park lands, recreation, and senior citizen programs in the City, including parks, parkways, playgrounds, recreation fields and buildings, and all related public service facilities. The commission has the authority to make reasonable administrative rules and regulations, including the setting of fees and the public use of park land and buildings.

Meeting Date and Time: The fourth Wednesday of each month at 5:30 pm

Membership: 7 Columbia Heights residents appointed by the City Council for three-year terms. A City Council member serves a liaison to the City Council

Park & Recreation Commission Member Position Description

Terms: 3 years from April 1 to March 30. Members are limited to two consecutive full terms.

Compensation: Not applicable- members are volunteers

Necessary Qualifications: Be a current resident of the City of Columbia Heights.

Desired Qualifications:

The Park & Recreation Commission is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- An understanding of and commitment to the fundamental services of park and recreation services and some familiarity with Columbia Heights parks and recreation programming in particular.
- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other commission members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of parks and recreation programming within those broader contexts

Requirements and Expectations:

- Read distributed materials before each meeting
- Attend and participate in monthly meetings and let the staff liaison know if you are unable to attend.

- Provide input on parks issues, everything from replacement of playground equipment to the park facility use policy
- Provide input on recreational programs to ensure they are affordable, equitable, and meet the current needs of the community
- Assist in future planning of the park system
- Make determinations on requests for items such as waiving of rental fees
- Seek public input and be an ambassador for the City's parks and recreation programming
- Identify and discuss issues impacting and enhancing our parks and recreation programming
- On occasion, when required; represent the Park & Recreation Commission, at various community functions