



2025 PARK AND RECREATION COMMISSION

CITY ORGANIZATION

- Incorporated in 1921 as a Home Rule Charter City
- Weak Mayor- Council Organization
- City Manager



MAYOR & CITY COUNCIL



Rachel James, Council President
2026 Planning Commission Liaison



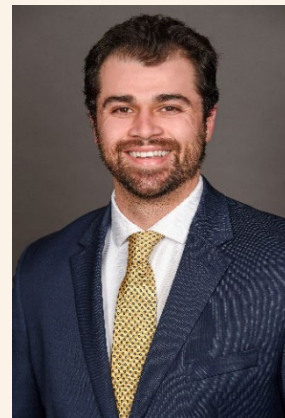
Amáda Márquez Simula, Mayor
2026 Sustainability Commission Liaison



Laurel Deneen, Councilmember
2026 Library Board Liaison



Connie Buesgens, Councilmember
2026 Park and Recreation Commission Liaison



Justice Spriggs, Councilmember
2026 Charter Commission Liaison



CITY DEPARTMENTS & SERVICES

- Administration
 - Public Information and Records
 - Council Support
 - Human Resources
 - Communication
 - Elections
- Finance
 - Disbursements, receipts and billing
 - Payroll
 - Financial Reporting
 - Budgeting
 - Liquor Operations
- Community Development
 - Planning and Zoning
 - Economic Development
 - Building Inspections
- Public Works
 - Streets and Parks
 - Utilities
 - Public Improvement
- IT (Information and Technology)
 - Computer Networks, Telephone System, etc.
- Police
 - Public Safety and Policing
 - Community Oriented Policing
 - Crime Prevention
- Fire
 - Fire and Emergency Response
 - Emergency Management
 - Commercial Inspections
 - Rental Licensing
 - Property Maintenance
- Library
 - Public Library Services
 - Adult Enrichment Programming
 - Children Enrichment Programming
 - Public Computer Use
- Recreation
 - Murzyn Hall Management
 - Youth Sports and Enrichment Programming
 - Senior Fitness and Enrichment Programming
 - Adult and Family Sports and Enrichment Programming



CITY MISSION

Columbia Heights is a vibrant, healthy and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.



SHORT TERM GOALS

1. Develop architectural and financial plan for replacement of the Public Works building, especially as it relates to other priorities (before structural failure)
2. Update Parks Master Plan, develop financing plan, and establish interactive communications about the plans with the community
3. Develop Murzyn Hall renovation plan or identify an alternative new community center plan
4. Prepare long-term, comprehensive plans for single family homes transitioning to rental, including increased tenant/renter protections and new rental licensing program (following moratorium)
5. Update the five-year Capital Improvement Plan (CIP) focusing on long term maintenance and replacement of existing facilities
6. Finalize plans for Central Avenue improvements
7. Establish/Re-Establish the City Art Commission and invest in Public Art
8. Find external grants and evaluate establishing a city grant program for Naturally Occurring Affordable Housing (NOAH) properties
9. Develop a formal process to review goals, develop a system of accountability, and communicate with the public regarding the City Council's goals and strategic plan
10. Build End-to-End communications infrastructure for City buildings and sites
11. Educate staff and elected officials on National Incident Management System (NIMS)
12. Develop and implement integrated online services
13. Complete 43rd and Central PUD approval and initiate construction
14. Improve and expand code enforcement, evaluate point-of-sale program
15. Continue working towards creating a City workforce that accurately represents the community
16. Establish centralized translation services for all departments and provide language support services at all public meetings
17. Strengthen brand awareness across projects, activities, goals, and at the liquor store



PURPOSE OF BOARDS AND COMMISSIONS

- Advise and make recommendations to City Council to inform its decisions.

Duties include:

- Gather citizen input;
- Promote and inform;
- Explore alternatives; and
- Weigh in on proposed policy and provide input.



PARK AND RECREATION COMMISSION

- Meetings: Fourth Wednesday of the month at 6:00 pm.
- Agendas and related materials distributed 3 days in advance.
- All items for consideration must be submitted in writing 10 days in advance with contact info of submitter.
- 7 members plus non-voting Council Liaison. Members are appointed to three-year terms by Council.
- Quorum is 4 members.
- Officers: Chair, Vice-Chair elected annually.



PARK & RECREATION COMMISSION MISSION

The mission of the Columbia Heights Parks & Recreation Commission is to foster a healthy, inclusive community by providing a diverse park system and recreational opportunities that enhance the quality of life for people of all ages while fostering sustainability and environmental stewardship for future generations.



CITY CODE: PARK AND REC COMMISSION

- The Park and Recreation Commission shall supervise and control the use of public park lands, recreation, and senior citizen programs in the city, including parks, parkways, playgrounds; recreation fields and buildings; lakes, streams, and beaches therein; and all public service facilities related thereto. The Commission shall also recommend improvements for such parks as may be necessary and desirable and shall have the authority to make reasonable administrative rules and regulations, including setting fees, governing public use of park lands and buildings, but shall at all times be subject to the direction and authority of the Council. All recreation programs shall be in accordance with the policies approved by the City Council.
- The Commission shall have broad programming latitude in the implementation of those policies, including programming ideas, development, and functions.



CITY CODE: PARK AND REC COMMISSION

- The Commission shall conduct and supervise recreation services and programs for public recreation in its broadest sense, including playgrounds, parks, playfields, swimming pools, beaches, camps, indoor recreation centers, and any and all other recreation activities.
- The Park and Recreation Commission shall have the power to make expenditures from funds so authorized and budgeted by the Council and approved by the City Manager; provided, however, that no single expenditure shall be made in an amount in excess of that authorized by City Charter.
- The Park and Recreation Commission may authorize the issuance of permits for otherwise prohibited activities to allow the holders thereof to: (a) Remain in the parks or on the parkways, lakes or waterways during otherwise prohibited hours; (b) Post notices; (c) Park vehicles in otherwise unauthorized areas; (d) Aquaplane or water ski in otherwise prohibited areas; (e) Distribute circulars or cards; (f) Sell refreshments or other articles; (g) Bring a dog into the park for the purpose of conducting dogshows or exhibitions held under the direction of the Commission; (h) Conduct shows of entertainment or exhibitions; (i) Conduct public meetings or public speeches upon a showing to the Commission that the health and safety of those in attendance will be properly safeguarded; and (j) Have fires on the ice of any lake under the jurisdiction of the Commission upon showing of compliance with regulations established by the Commission for the safety of said heaters.



CITY CODE: PARK AND REC COMMISSION

- The Park and Recreation Commission shall have the authority to revoke for good cause, any permit issued either by the Commission or the designated city employee, but (except upon conviction by court) the person whose permit is subject to be revoked shall have at least five days' notice thereof in writing and the opportunity to appear before the Commission, or a committee thereof, to show cause why this permit should not be revoked.
- The Commission and the Recreation Director shall have authority to suspend any coach, referee or other person when it is for the good of the recreation program. Such suspension may be appealed to the full Commission if requested in writing within five days to the City Manager. If not appealed within five days, the suspension shall stand. If appealed, the Commission shall meet to let the suspended individual be heard. Thereafter, the Commission shall make a finding. Such finding is final.
- The Commission is empowered and authorized to solicit and receive gifts, bequests, or endowments of money or property as donations or grants from persons, firms or corporations including governmental agencies and to administer the funds for public park and recreation purposes subject to City Charter and city policy.



MEMBER DUTIES

Attendance Requirements:

- Attend meetings. Whenever possible, please notify your staff liaison if you will be absent so a quorum can be assured.
- Notification to City Council will occur if you miss three or more meetings during a year.
- Review meeting agenda and packet.
- Must vote on all actions (unless conflict of interest).

Effective Members:

- Recognize that serving the community as a whole is the priority.
- Advocate and inform.
- Are proactive.
- Compromise and work as a team.
- Do not let personal feelings impact judgment.



STAFF SUPPORT

- Develops and posts agendas, minutes, and support materials to the website.
- Resource on City policies and procedures.
- Helps the commission stay within scope.
- Provides technical assistance and prepares background memos.
- Keeps attendance and takes minutes.
- Meeting setup and coordination.
- Notifies interested parties of meeting changes.
- Does not work “for” or at the direction of the board.



ROLE OF COUNCIL LIAISON

- Link between Commission and City Council
 - Helps increase Council familiarity of Board
 - Communicates topics that City Council would like discussed
- Non-voting and generally do not actively participate



ROLE OF COMMISSION CHAIR

- Preside over all meetings.
- Maintain control and order at the meeting.
- Find ways to engage members.
- Encourage a positive tone.



HOW A MEETING IS RUN

1. Commission Chair states the item.
2. Staff member provides overview and background information.
3. Members ask questions and make comments.
4. Item is opened for comment to the public if it is a public hearing.
5. If a public hearing, public hearing is closed after those who wish to speak have and there is another opportunity for member comments and questions.
6. Once discussion has concluded, the board chair will ask for a motion based on the general consensus during the discussion.
7. One member will make a motion and if another agrees they will second.
8. If a motion is made and seconded a vote is made.
9. Motion passes or fails. Additional motions may be proposed.



OPEN MEETING LAW

- Gathering of a quorum or more of a public body where the public body discusses, decides, or receives information on issues relating to official business
- Chance or social gatherings are okay
- Proper notice
 - At least 3 days in advance
 - Date, Time, Place, Purpose (Agenda)
- Open to the public
- Be careful of serial meetings
 - $A \rightarrow B$ and $A \rightarrow C$
 - $A \rightarrow B$ and $B \rightarrow C$



WEBSITE

