

CHAPTER 11
CITY OF MAPLE LAKE

ORDINANCE REGULATING PARKS

11.01 PARK BOARD

1. **Establishment.** There is hereby created the Maple Lake Park Board.
2. **Scope and Purpose.** The scope of the activity of the Maple Lake Park Board shall consist of advising the City Council regarding matters relevant to the park system operated by the City of Maple Lake including Ney Park. The general purpose of this Board is to monitor and reflect the attitudes and concerns of the citizens of Maple Lake relative to the parks system, and to advise the City Council of citizen and policy matters relevant to parks functions.
3. **Duties and Responsibilities.** The responsibilities of the Park Board shall be:
 - A. Develop and recommend to the City Council, and upon its adoption, monitor the execution of, comprehensive park plan including a park classification system for the parks functions within the city, and from time to time make recommendations for any changes the Board deems necessary or desirable.
 - B. Annually report to the City Council regarding achievements toward fulfillment of such comprehensive plan and recommend amendments.
 - C. Frequently visit city parks in order to continually review and evaluate the parks systems.
 - D. Develop and recommend methods to stimulate positive public interest in parks.
 - E. Develop and recommend feasible methods of discouraging vandalism and destruction of park facilities.
 - F. Develop and recommend feasible methods of financing recommended park improvements.
 - G. Serve as a forum for the citizens of the city to voice their opinions regarding parks.
 - H. Coordinate with the school district to encourage the interchangeable use of city and school district facilities and programs.

- I. Encourage dissemination of information to and coordination with city organizations interested in the parks, such as garden clubs and civic organizations.
 - J. Encourage coordination with other communities and agencies to the extent appropriate in matters relevant to the parks.
 - K. Develop and transmit recommended capital improvements annually to the City Council for inclusion in the capital improvements budget.
 - L. Review and make recommendations to the City Council on development proposals consistent with adopted policies, ordinances, regulations and the comprehensive plan.
 - M. Review all subdivision plats prior to preliminary plat approval and recommend to the City Council whether to accept land or cash in lieu of land to satisfy the park dedication ordinance, and in what amounts and what locations.
 - N. Review and recommend items to be included in the park budget.
 - O. Notwithstanding any statute to the contrary, the Park Board shall have only the duties and responsibilities specifically set forth herein. The Park Board shall be an advisory body to the City Council and shall not have general power to operate the city parks system, hire employees, enter into contracts or spend money.
4. **Members and Terms.** The Park Board shall consist of five members appointed by the City Council for staggered terms of three years each. The City Council may establish initial term lengths in a manner that ensures staggering with no more than two members' terms expiring during the same year.
5. **Qualifications for Membership.** Members of the Board shall be residents of the City of Maple Lake while serving on the Park Board, except that one Member of the Board may be a non-resident of the City if they are a representative of Independent School District 881 and shall represent as broad a range as possible of interests in the parks.
6. **Resignations, Removals and Vacancies.** Board members may resign voluntarily or may be removed from office by a majority vote of the City Council at any time for any reason or no reason. Any member appointed to a term for which his/her predecessor was appointed shall be appointed only for the remainder of such term. Upon expiration of his/her term of office, a member shall continue to serve until her/his successor is appointed. All vacancies shall be posted on the City website and official newspaper for a minimum of two (2) weeks.

7. **Park Board Chair.** The Park Board chair shall be appointed annually by the City Council on recommendation of the Park Board and may be removed by the City Council at any time for any reason or no reason. The responsibilities of the Park Board chair shall be:
 - A. Preside over meetings of the Park Board.
 - B. Appear, or designate a representative to appear, before the City Council and Planning Commission to present the viewpoint of the Park Board in matters pertaining to parks as they relate to business under consideration by the City Council or Planning Commission.
 - C. Review all City Council and Planning Commission minutes and inform the Park Board of matters relevant to park functions.
 - D. Provide the liaison with other governmental and volunteer organizations in matters relating to the parks for purpose of obtaining and providing timely information.

8. **Vice Chair.** The vice chair shall be appointed annually by the City Council on recommendation of the Park Board and may be removed any time for any reason or no reason. The responsibilities of the vice chair shall be:
 - A. Preside over meetings of the Park Board in absence of the chair.
 - B. Such other duties may be assigned by the chair or by the City Council from time to time.

9. **Compensation.** Park Board members shall be paid at the same rate as members of the Planning and Zoning Commission, as established by the City Council.

10. **Rules and Procedures.** The Park Board shall adopt such rules and procedures as may be necessary for the proper execution and conduct of its business.

11. **Meetings.** The Park Board shall hold regular meetings. The meeting times, dates and locations shall be established by the Park Board at its first meeting of the calendar year for each year, or from time to time during the year. Official minutes of each meeting shall be kept by the city clerk or her/his designee. All Park Board meetings shall be open to the public.

12. **Staff.** The city's clerk's office shall provide staff assistance to the Park Board. The staff shall perform such ministerial duties on behalf of the Park Board as may be requested by the Park Board and approved by the City Clerk.

13. **Quorum.** A majority of the entire Park Board shall be a quorum to transact business, and less than a quorum may recess a meeting to a future date. In the event of conflicts of interest or vacancies, the “entire Park Board” shall be temporarily reduced to include only those members legally entitled to participate, and a quorum shall be a majority of the temporarily reduces “entire Park Board.”

11.02 PARK HOURS

Municipal parks within the City of Maple Lake shall be open to the public from 7:00 A.M. to 10:00 P.M. Anyone wishing to use a park beyond these hours must obtain a permit from the City Council in advance. The Council may impose conditions upon the granting of a permit relating to the health, safety and welfare of the City, including but not limited to an indemnification and reimbursement agreement, security deposit, or insurance.

11.03 PERMIT APPLICATION

A person seeking a permit shall file an application with the City Clerk. The application shall state the following required information:

- 1) Name and address of applicant.
- 2) Name and address of the person(s), corporation, or association sponsoring the activity.
- 3) Day, hour and year for which the permit is desired.
- 4) Park or portion of the park for which the permit is desired.
- 5) Estimate of anticipated attendance.
- 6) Any food or beverages to be served.
- 7) Detailed description of the proposed activity.
- 8) Other information requested by the City that is reasonably necessary to determine whether or not a permit will be issued.

11.04 APPLICATION FEE

No Permit application will be considered unless the applicant has paid the required application fee. The fee shall be paid to the City at the time the application is submitted based upon the schedule as established by City Council Resolution.

11.05 PERMITS NOT TRANSFERABLE

No permit may be transferred.

11.06 PROCESSING OF PERMIT APPLICATIONS

1. Order. Applications for permits shall be processed in order of receipt. The use of a particular park will be allocated in order of receipt of fully executed applications accompanied by the application fee.

2. Council Meetings. The permit request shall be placed on the next council agenda which is at least 7 days after the date the application was received. The applicant, or a representative, is required to attend all meetings with the City Council. Failure of the applicant, or a representative, to attend a meeting may result in the denial of the application.

11.07 EFFECT OF PERMIT

A permit holder will be bound by all park rules and regulations and all applicable ordinances, except those specifically waived in the permit. All permits must be made available for inspection(s) during the activity for which it was issued.

11.08 REVOCATION

The City may revoke any permit upon a violation of any rule or ordinance or good cause.

11.09 EXCEPTION

The hours and permitting requirements outlined in this ordinance shall not apply to activities conducted under the auspices of the City of Maple Lake or Independent School District #881.

11.10 VEHICLES PROHIBITED IN PARKS

No person shall operate any motorized vehicle in any City park at any time, without the express prior approval of the City Council or the Public Works Director. As used in this ordinance, the phrase “motorized vehicle” shall include specifically, but not exclusively, any: all-terrain vehicle, automobile, dune buggy, four-wheeler, golf cart, moped, motorcycle, pick-up, scooter, snowmobile, three-wheeler, truck, or van; but shall not include a motorized wheelchair while it is being used by a disabled person nor an emergency, police or rescue vehicle while it is being used for official business.

11.11 SKATE PARK RULES AND REGULATIONS

1. There is an inherent risk in the participation of skate park activities. Serious injury may result from being hit by a skateboard, falling, or colliding. Users of the skate park, by participation, accept the risks inherent in such participation of which the ordinary prudent person is or should be aware. Users have a duty to exercise good judgment and act in a responsible manner. The skate park is not directly supervised, and the City of Maple Lake is not liable for any accident or injury to persons or property resulting from the use of this skate park.
2. Only skateboards and in-line skates are allowed. No bicycles, roller skates or scooters are permitted.

3. The use of protective equipment is highly recommended to include helmet, elbow and knee pads, wrist guards, and gloves.
4. The skate park is used by experienced and inexperienced skateboarders/in-line skaters. Be considerate of fellow skaters, especially those younger or less skilled. Do not crowd ramps.
5. Modifications to the park are not permitted. No such items such as benches, tables, or other objects may be used in the skating area.
6. Observers and others not skating must stay off skate pad.
7. Graffiti, vandalism, profanity and the use of tobacco, alcohol, or drugs is prohibited. Any activity of this nature will be reported to the Wright County Sheriff's Office for prosecution.
8. No food or beverages are allowed on the skating surface of the park.
9. Users shall respect the facility, park grounds, other park users, and fellow skaters by picking up trash and keeping the park free of debris.
10. Do not use the park when snow, ice, or other unsafe conditions are present. Maintenance concerns should be reported immediately to the Public Works Department.
11. The City is not responsible for any lost or stolen items.
12. Anyone not using the park in a safe and acceptable manner will be reported to the Wright County Sheriff's Office. Abuse of the skate park rules may result in the future loss of park privileges and possible arrest.

11.12 PENALTY

Any person violating this ordinance shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine and/or imprisonment as set forth in Minnesota Statute Section 609.03, as may be amended.

Amendment History of the Chapter

Amended November 20, 2007 (R2007-49). Effective date: December 12, 2007. Amended Section 11.02 to add provisions regarding additional hours by permit, added Sections 11.03, 11.04, 11.05, 11.06, 11.07, 11.08, 11.09, renumber Section 11.03 to 11.10, added Sections 11.11 and 11.12.

Amended March 15, 2022 (Ordinance 2022-02). Effective date: March 30, 2022. Amended Section 11.01 (4) Members and Terms. Reduce members from seven to five. The City Council may establish initial term lengths in a manner that ensures staggering with no more than two members' terms expiring during the same year.

Amended June 7, 2022 (Ordinance 2022-04). Effective date: June 29, 2022. Amended Section 11.01 (5) Qualifications for Membership. Adding except that one Member of the Board may be a non-resident of the City if they are a representative of Independent School District 881.

Amended March 7, 2023 (Ordinance 2023-01). Effective date: March 22, 2023. Amended Section 11.01 (4) Resignation, Removals and Vacancies. Adding All vacancies shall be posted on the City website and official newspaper for a minimum of two (2) weeks.