

## **Exhibit A: Parks and Recreation Commission - Public Golf Committee**

### **A. Bylaw and Policy References**

#### **Bylaws**

Article IX Committees

Article X Committee Structure

#### **Policies**

Section XI Commission Committee Process

Section XIV Open Meeting Law

### **B. Background**

The Public Golf Committee shall provide recommendations to City Administration and City Council via the Parks and Recreation Commission regarding public golf course operations in accordance with the “Proposed Changes to Ownership and Use of Public Green Space in the Lester Park and Enger Park Areas,” (Plan). The Public Golf Committee is a sub-committee of the Parks and Recreation Commission and is deferent to the Commission and thereby City Council for all final decision-making, inclusive of budgets, capital investments, personnel, development, and diversification of recreational amenities at the public golf courses.

While the by-laws and policies indicate the Parks and Recreation Commission may authorize committees, the Executive Committee of the Commission wish to acknowledge two key points: 1. The Plan calls for a permanent golf advisory group, and 2. The urgency and timeliness for this committee now is great and our work in the short term critical to public golf success. The necessity for the committee’s engagement will wax and wane overtime, thus this proposal seeks to establish minimum expectations for the variable participation by members based on current needs overtime.

Full Bylaws and Policies are available on the Parks and Recreation Commission page on the City website.

<https://duluthmn.gov/boards-commissions/parks-recreation-commission/>

The Public Golf Committee will not supplant the current and temporarily formed Golf Operations RFI/RFP Review Panel, which is comprised of private citizens and City staff. Instead, the Golf Operations RFI/RFP Review Panel will become a sub-committee of the Public Golf Committee with a short-term and distinct role of reviewing and offering recommendations on the selection of the next golf course operator.

The Parks and Recreation Commission may periodically reassess the composition, charge, and relevance of the recommended Public Golf Committee to ensure it remains effective in the collective effort to support public golf in Duluth.

### **C. Charge**

The Public Golf Committee will develop and present recommendations to the Parks and Recreation Commission to address improvements to public golf that align with the Plan. The Committee will foster

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communication, cooperation, and consultation between golf management, Parks and Recreation Commission, City administration, and golfers.

**D. Committee Formation**

The Parks and Recreation Commission may move to create a Public Golf Committee in accordance with the Parks and Recreation Bylaws, Article IX, Committees, and Paragraph 2 of Article X, Committee Structure:

*ARTICLE IX COMMITTEES*

*The committees of this commission may include the following: Executive and Nominating, and others as determined by the Commission.*

**ARTICLE X COMMITTEE STRUCTURE**

2. All other committees:

- a) Membership shall be determined by Commission members volunteering or appointments made by the President.
- b) Committee members shall elect a chair.
- c) Non-commission committee members may be recruited to serve on committees as non-voting members.

**E. Membership**

In accordance with Article X Committee Structure, Members of the Public Golf Committee shall be approved by the Parks and Recreation Commission President.

Should the Committee wish to put forth a motion upon which to vote, at least 3 Parks and Recreation Commissioners volunteering for or appointed to the Committee are needed so as to reach a quorum.

Additional Committee membership is at the discretion of the Parks and Recreation Commission President to align with the Charge of the Committee. All members serve at-will.

Interested members of the public wishing to serve on the Committee may apply through the Parks and Recreation office once the Committee is officially formed. Staff will forward applications to the Commission President for consideration.

City staff will provide administrative support to the Committee.

**F. How the Committee conducts business**

Parks and Recreation Commission Policies, *Section XI: Commission Committee Process, #4:*

*“The committees will be responsible for researching their issue; having a sufficient number of meetings to discuss the issue allowing for input from committee members and the public; seeking people with appropriate expertise to speak to the committee; and determining recommendation(s) to be presented to the Parks Commission.”*

The Public Golf Committee will comply with Parks and Recreation Policies with one exception that has been offered by City staff to *Section VIII: Communication with Parks and Recreation and Commission*

*5. Committees no longer have an assigned Parks staff person. It is the committee chairperson's responsibility to inform the staff person of meeting dates and request a room reservation; to develop the agenda; and to arrange for minutes to be taken. If the committee has special need (like a public hearing or a grant application), please let the Division Manager know. They will assign a staff person to assist the committee for the short-term project.*

Exception: The Parks and Recreation Manager has offered the Division's support for the administrative functions of the Committee on an on-going basis such as organizing meeting space, posting agendas, taking minutes, etc.

### **G. Schedule**

The meeting schedule shall be finalized at the first committee meeting in accordance with:

*SECTION XI: Commission Committee Process*

#### *1. First committee meeting:*

- *Support staff will call a meeting of committee members and publicly announce the meeting.*
- *A committee chair will be chosen - this person must be a commission member.*
- *Future meeting dates and locations shall be determined; these shall be publicly announced.*

Staffing resources are available to support one meeting per month.

A schedule such as Monthly on the third Monday, Tuesday, or Wednesday to coordinate with the meeting schedule of Commission and the Executive Board is suggested and will be finalized by the committee chair.

Meeting locations may include space at City Hall or at either Lester Park or Enger Park golf courses as space and seasons permit so as to be conducive to the business at hand and in compliance with the Open Meeting Law.

### **H. Open Meeting Law**

Parks and Recreation Commission Policy *Section XI: Commission Committee Process* and *Section XIV: Open Meeting Law* will apply to the Public Golf Committee.

*The purpose of the Open Meeting Law is to ensure that the public's business is conducted in public. Meetings of the Parks and Recreation Commission and any committee of the Parks and Recreation Commission are subject to the Open Meeting Law.*

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### **Recommended Motion:**

**I move to form a Public Golf Committee as outlined in Exhibit A.**