



Government 101

People to Know

Policy makers/Decision makers – People with the power to make a decision. They are often elected officials and often seek input from community members before making a decision.

Park Director – May be responsible for duties such as overseeing Park Board meetings, reporting to the City Council, and supervising park staff.

Park Board Chair – The Board Chair facilitates the Park Board meetings. The Park Director may or may not serve as the chair.

Park Board – May also be called the Parks Commission or may go by another name. It is a governing body designed to oversee park and recreational facilities. Details such as how many members serve on the board, how often meetings are held, and how the park board passes decisions on to a city council are different for every city.

Mayor – There are three kinds of mayors in the United States:

- Council-manager government: The mayor is considered a head of state for the city and will act as a member of the council or preside over the council. However, the mayor does not have any special legislative powers. This system is common for cities with a part time mayor and city council.
- Strong mayor system: The mayor is given almost total administrative authority, with the power to appoint and dismiss department heads without council approval and little public input. This system is used in large cities, primarily because mayors serve full time and have a wide range of services that they oversee.
- Weak mayor system: The mayor has appointing power for department heads, but the council possesses both legislative and executive authority. The council may appoint officials and must approve of mayoral nominations. This is common for smaller cities; however, some larger cities such as Minneapolis have a weak mayor system.

City Council/Park Board Liaison – Usually a member of the City Council that sits in on Park Board meetings and provides insight on the Council's role in decision making.

City Council Chair – The Council Chair facilitates the City Council meetings. In many cities, the mayor serves as chairperson.

City Administrator – May also be known as the City Manager. An appointed city official whose duties may include supervising day-to-day operations of all city departments, researching and making recommendations about certain topics to the council, meeting with citizens and groups, and more.

City Clerk – An elected or appointed official whose office is responsible for keeping the town records. The Clerk's office is often responsible for assembling the meeting agenda packets with supporting documents.

City Council – The council is a legislative body that proposes bills, holds votes, and passes laws to help govern the city.

Public Works – Department that oversees construction and maintenance of all city-owned or operated property, including the water supply system, sewer, streets, snow removal, street signs, vehicles, buildings, land, and sometimes park and recreation facilities.

Advocate – A supporter or defender of an issue. You are an advocate for tobacco-free parks!

Important Terms

Agenda – A formal schedule of the order of a meeting's events or discussions.

Policy – A policy can be a law or rule put in place by government officials such as a park board or city council.

Ordinance – An ordinance is a law put into place by a city council. It is more official than a policy and usually carries a fine or other consequence for a violation.

Misdemeanor – Crimes that are considered less serious. A misdemeanor usually is punishable by a fine, or by incarceration in jail for less than a year.

Enforcement – The way in which a city will ensure that a policy or ordinance is being followed. Enforcement often means that the city will post signs and expect people to follow the tobacco-free policy. Enforcement could mean other things such as having park staff or local police remind people of the policy. You can offer to help a city with enforcement by submitting an article about the policy to a local newspaper, hand out information at a community event, or help get the word out in other ways!

Parliamentary Procedure – The rules of order that an assembly or organization uses while conducting meetings that allows everyone to be heard. Many governing bodies use a form of Robert's Rules of Order to conduct their meetings. Cities may be more formal or less formal in their rules, but the basic principles of Robert's Rules are often used. See the basics on Robert's Rules of Order in the "Present the Information" section.



**Minnesota Communities with Tobacco-Free Parks,
* Denotes policy includes electronic cigarettes**

#	Community	County	Adoption Date
1	Maple Grove	Hennepin	1/1/93
2	Rochester	Olmsted	11/1/00
3	Bloomington	Hennepin	6/18/01
4	Richfield	Hennepin	9/1/01
5	Roseville	Ramsey	12/1/01
6	Owatonna	Steele	12/11/01
7	Cohasset	Itasca	1/22/02
8	Baxter	Crow Wing	3/1/02
9	St. Cloud	Stearns	5/13/02
10	Virginia	St. Louis	5/31/02
11	Brainerd	Crow Wing	6/6/02
12	Eden Prairie	Hennepin	9/17/02
13	Sartell	Stearns	10/28/02
14	Duluth*	St. Louis	2/12/03
15	Golden Valley	Hennepin	3/4/03
16	Zimmerman	Sherburne	3/17/03
17	Eagan	Dakota	3/25/03
18	Hibbing	St. Louis	3/31/03
19	Aurora	St. Louis	4/1/03
20	Spicer	Kandiyohi	4/2/03
21	Hoyt Lakes	St. Louis	4/8/03
22	Biwabik	St. Louis	5/12/03
23	Fayal Township	St. Louis	5/20/03
24	New Brighton	Ramsey	5/27/03
25	Aitkin	Aitkin	6/2/03
26	Buhl	St. Louis	6/3/03
27	Eveleth	St. Louis	6/3/03
28	Breckenridge	Wilkin	6/16/03
29	Willmar	Kandiyohi	6/16/03
30	St. Paul	Ramsey	7/1/03
31	Austin	Mower	7/2/03
32	Grand Rapids	Itasca	7/14/03
33	Savage	Scott	7/15/03
34	Mountain Iron	St. Louis	8/18/03
35	Prinsburg	Kandiyohi	9/9/03
36	Nwd Young America	Carver	9/22/03
37	Plymouth	Hennepin	10/28/03

#	Community	County	Adoption Date
38	Mahtomedi	Washington	12/3/03
39	Kent	Wilkin	1/1/04
40	Coon Rapids	Anoka	2/17/04
41	Faribault	Rice	2/25/04
42	Morris*	Stevens	3/9/04
43	Eagle Lake	Blue Earth	4/5/04
44	Luverne	Rock	4/13/04
45	Shoreview	Ramsey	5/3/04
46	Champlin	Hennepin	5/10/04
47	Marshall	Lyon	5/17/04
48	Crookston	Polk	5/25/04
49	Ramsey	Anoka	5/25/04
50	International Falls	Koochiching	5/28/04
51	Monticello	Wright	6/14/04
52	Pelican Rapids	Otter Tail	6/29/04
53	Anoka	Anoka	7/6/04
54	Cloquet	Carlton	7/20/04
55	Fergus Falls	Otter Tail	8/9/04
56	Edina	Hennepin	8/17/04
57	Andover	Anoka	9/21/04
58	Wolverton	Wilkin	10/12/04
59	Elk River	Sherburne	10/18/04
60	Robbinsdale	Hennepin	12/7/04
61	Maplewood	Ramsey	1/24/05
62	Henning	Otter Tail	5/3/05
63	Callaway	Becker	5/10/05
64	Alexandria*	Douglas	5/23/05
65	La Prairie	Itasca	6/6/05
66	Battle Lake	Otter Tail	6/14/05
67	Dayton	Hennepin	6/14/05
68	Parkers Prairie	Otter Tail	7/18/05
69	New York Mills	Otter Tail	8/8/05
70	Arden Hills	Ramsey	9/12/05
71	Wheaton	Traverse	1/26/06
72	Hermantown	St. Louis	2/10/06
73	Adrian	Nobles	2/27/06
74	Mendota Heights	Dakota	3/6/06

Minnesota Communities with Tobacco-Free Parks,

* Denotes policy includes electronic cigarettes

#	Community	County	Adoption Date
75	Ellsworth	Nobles	3/13/06
76	Dassel	Meeker	4/3/06
77	Donnelly	Stevens	4/3/06
78	Elbow Lake	Grant	4/3/06
79	Williams	Lake of the Woods	4/10/06
80	Baudette	Lake of the Woods	5/8/06
81	North St. Paul	Ramsey	5/16/06
82	Hoffman	Grant	6/5/06
83	Hancock	Stevens	6/12/06
84	Mounds View	Ramsey	6/27/06
85	Ashby	Grant	7/5/06
86	Spring Lake Park	Anoka	7/17/06
87	Crystal	Hennepin	9/19/06
88	Herman	Grant	10/16/06
89	Canby	Yellow Medicine	11/8/06
90	Albert Lea*	Freeborn	11/13/06
91	Wendell	Grant	12/4/06
92	St. Francis	Anoka	1/2/07
93	Ham Lake	Anoka	1/2/07
94	Hardwick	Rock	2/13/07
95	Buffalo	Wright	4/16/07
96	Hastings	Dakota	5/7/07
97	Round Lake	Nobles	5/8/07
98	Silver Bay	Lake	5/9/07
99	Windom	Cottonwood	7/17/07
100	White Earth	Becker	8/16/07
101	West St. Paul	Dakota	4/14/08
102	Gaylord	Sibley	5/29/08
103	Rosemount	Dakota	12/16/08
104	Woodbury	Washington	3/25/09
105	Winthrop	Sibley	10/5/09
106	Lester Prairie	McLeod	10/13/09
107	Minneapolis	Hennepin	5/5/10
108	Chatfield	Fillmore	7/12/10
109	Orono	Hennepin	8/24/10
110	Hinckley	Pine	8/3/10
111	Pine City*	Pine	9/2/10
112	Plato	McLeod	10/12/10
113	Arlington	Sibley	10/18/10

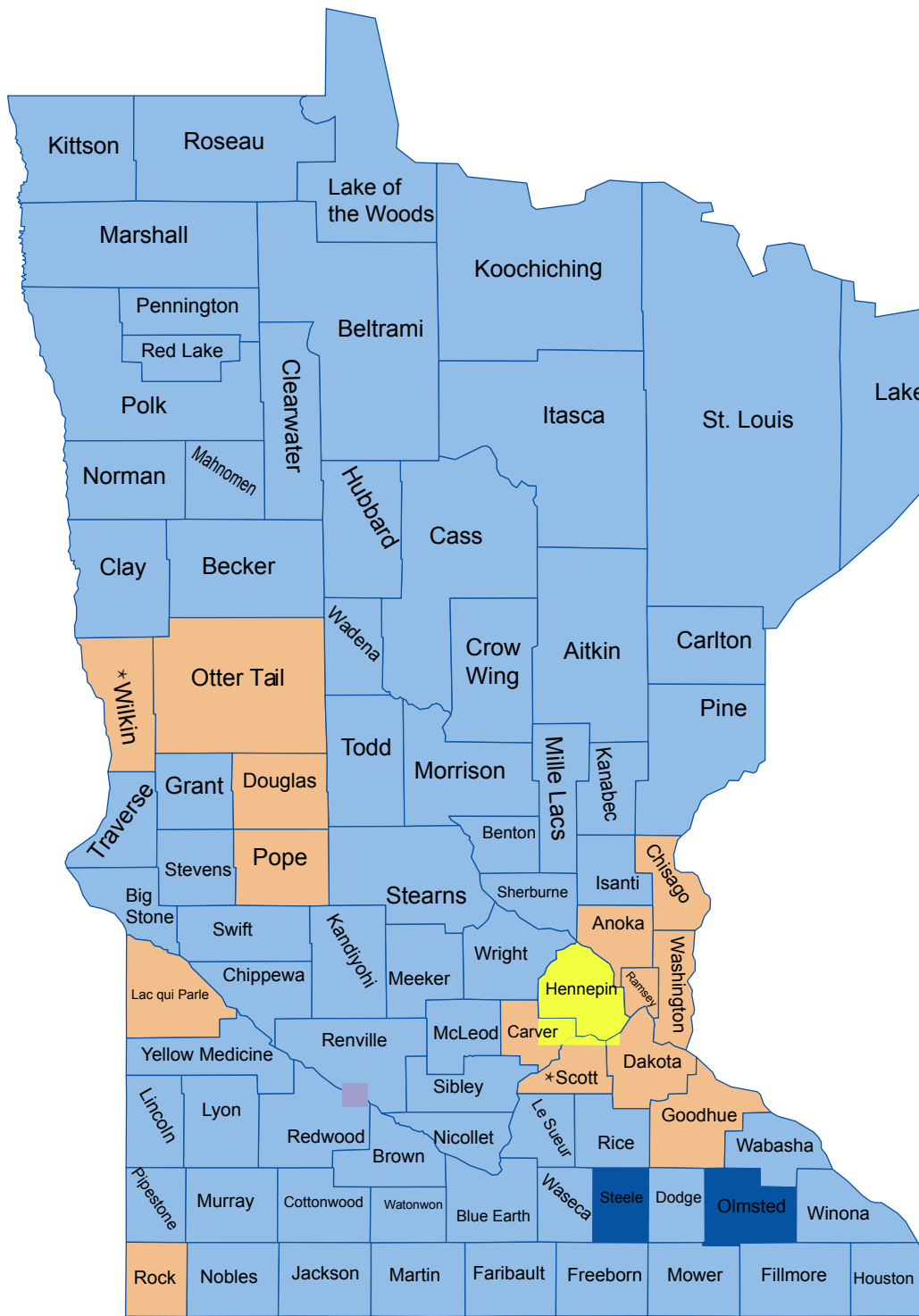
#	Community	County	Adoption Date
114	Hopkins	Hennepin	10/19/10
115	Blaine	Anoka	11/4/10
116	Silver Lake	McLeod	11/15/10
117	Glencoe	McLeod	11/15/10
118	Mora*	Kanabec	11/16/10
119	Columbia Heights	Anoka	11/17/10
120	Bemidji	Beltrami	12/14/10
121	Pipestone	Pipestone	2/7/11
122	Minnetonka	Hennepin	2/14/11
123	New Richland	Waseca	4/11/11
124	Spring Park	Hennepin	5/2/11
125	Waseca	Waseca	5/3/11
126	Brooklyn Park	Hennepin	5/16/11
127	Fridley	Anoka	5/23/11
128	Osseo	Hennepin	06/13/11
129	Brooklyn Center*	Hennepin	6/27/11
130	Long Lake	Hennepin	8/1/11
131	Minnetonka Beach	Hennepin	9/12/11
132	Medina	Hennepin	11/1/11
133	Moorhead	Clay	11/15/11
134	Ely	St. Louis	12/6/11
135	Hanover	Wright	12/6/11
136	New Hope	Hennepin	1/23/12
137	Excelsior	Hennepin	6/18/12
138	Falcon Heights	Ramsey	6/27/12
139	Maple Plain	Hennepin	8/27/12
140	Fairfax	Renville	9/11/12
141	St. Louis Park	Hennepin	1/22/13
142	Otsego	Wright	11/25/13
143	Blooming Prairie	Steele	4/8/13
144	Medford	Steele	8/26/13
145	Dilworth*	Clay	4/28/14
146	Jackson*	Jackson	1/1/15
147	Badger*	Roseau	1/6/15
148	Greenbush*	Roseau	1/30/15
149	St. Hilaire*	Pennington	2/9/15
150	Warren*	Marshall	3/1/15
151	Newfolden*	Marshall	4/20/15
152	Goodridge*	Pennington	5/20/15

**Minnesota Communities with Tobacco-Free Parks,
* Denotes policy includes electronic cigarettes**

#	Community	County	Adoption Date
153	Jeffers*	Cottonwood	6/1/15
154	Olivia*	Renville	6/15/16
155	Kennedy*	Kittson	7/13/15
156	Red Lake Falls*	Red Lake	7/13/15
157	Storden*	Cottonwood	7/20/15
158	Mountain Lake*	Cottonwood	8/1/15
159	Bingham Lakes*	Cottonwood	9/1/15
160	Lakefield*	Jackson	9/21/15
161	Alvarado*	Marshall	10/13/15
162	Perham*	Otter Tail	11/9/15
163	Morris*	Steven	11/24/15
164	Glyndon*	Clay	1/13/16
165	Westbrook*	Cottonwood	6/6/16
166	Ellendale*	Steele	6/22/16

Counties/Districts		
A	Rock County	5/18/04
B	Three Rivers Park District	1/6/05
C	Anoka County	7/12/05
D	Washington County	5/23/06
E	Olmsted County	1/23/07
F	Dakota County	5/22/07
G	Lower Sioux Indian Community	
H	Ramsey County	05/13/08
I	Scott County*	05/26/09
J	Lac qui Parle County	03/01/11
K	Douglas County	01/01/12
L	Chisago County	
M	Otter Tail County	01/01/12
N	Carver County	01/17/12
O	Steele County	03/17/15
P	Wilkin County*	01/12/16
Q	Marshall County*	06/01/16

Tobacco-Free Public Parks Policy (178 Total Policies & Ordinances)



- | | | |
|--|---|--|
| AITKIN
Aitkin | KITTSON
*Kennedy | RICE
Faribault |
| BECKER
Callaway
White Earth | KOOCHICHING
International Falls | RENVILLE
Fairfax
*Olivia |
| BELTRAMI
Bemidji | LAKE
Silver Bay | ROCK
Hardwick
Luverne |
| BLUE EARTH
Eagle Lake | LAKE OF THE WOODS
Baudette
Williams | ROSEAU
*Badger
*Greenbush |
| | COOK | SIBLEY
Arlington
Gaylord
Winthrop |
| | LYON
*Marshall | SHERBURNE
Elk River
Zimmerman |
| CARLTON
Cloquet | MARSHALL
*Alvarado
Middle River
*Newfolden
*Warren | STEARNS
St. Cloud
Sartell |
| CLAY
*Dilworth
*Glyndon
Moorhead | MCLEOD
Glencoe
Lester Prairie
Plato
Silver Lake | STEVENS
Donnelly
Hancock
*Morris |
| CROW WING
Baxter
Brainerd | MEEKER
Dassel | ST. LOUIS
Aurora
Biwabik
Buhl
*Duluth
Ely
Eveleth
Fayal Twnshp
Hermantown
Hibbing
Hoyt Lakes
Mtn. Iron
Virginia |
| COTTONWOOD
*Bingham Lake
*Jeffers
*Mtn. Lake
*Storden
Windom | MORRISON
*Little Falls | TRAVERSE
Wheaton |
| DOUGLAS
*Alexandria | MOWER
Austin | WASECA
New Richland
Waseca |
| FILLMORE
Chatfield | NOBLES
Adrian
Ellsworth
Round Lake | WILKIN
Breckenridge
Kent
Wolverton |
| FREEBORN
*Albert Lea | OTTER TAIL
Battle Lake
Fergus Falls
Henning
New York Mills
Parkers Prairie
Pelican Rapids
*Perham | WRIGHT
Buffalo
Hanover
Monticello
Otsego |
| GRANT
Ashby
Elbow Lake
Herman
Hoffman
Wendell | PENNINGTON
*Goodridge
*St. Hilaire | YELLOW MEDICINE
Canby |
| ITASCA
Cohasset
Grand Rapids
La Prairie | PINE
Hinckley
*Pine City | |
| JACKSON
*Jackson
*Lakefield | POLK
Crookston | |
| KANABEC
*Mora | PIPESTONE
Pipestone | |
| KANDIYOHI
Prinsburg
Spicer
Willmar | RED LAKE
*Red Lake Falls | |

Tobacco-Free Parks Policy Key

- County-Owned Parks Covered
- Native American Reservation
- All city- and county-owned Parks
- Three Rivers Park District

Note: City-Owned Parks covered are listed by county.
Metro area listed on separate map.

* Denotes policy includes e-cigarettes

(Updated June 2016)



TOBACCO-FREE PARKS AND RECREATION STUDY

Summary of Findings

Park areas in Minnesota are used regularly by state residents. Tobacco use restrictions in outdoor environments such as parks and recreation areas are being established in Minnesota and other states across the U.S. The purpose of this study is to describe the support for tobacco-free park policies in Minnesota. To learn more about the public's perceptions of these policies, we conducted a survey of Minnesota residents. We also interviewed park and recreation professionals to ask specific questions about tobacco-free policies in Minnesota.

Is secondhand smoke a problem?

Yes. Secondhand smoke is a recognized cause of acute and chronic diseases in nonsmokers, and is a major source of indoor air pollution. Secondhand smoke is also responsible for an estimated 3,000 lung cancer deaths and 38,000 heart disease deaths in nonsmoking individuals each year in the United States. The most effective approach to reducing secondhand smoke exposure is to establish smoke-free environments. Research has suggested that the adoption of smoke-free policies creates a change in social norms around smoking, helps smokers reduce consumption or quit, and helps keep youth from starting.

Public support for tobacco-free parks

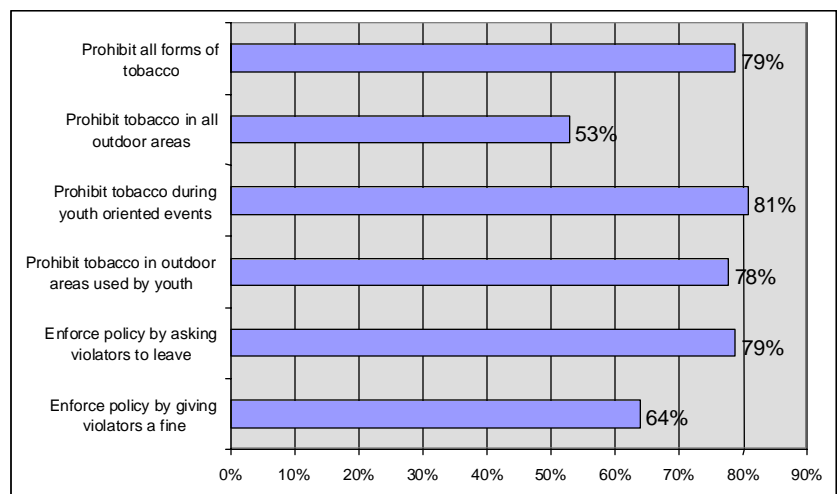
A survey was sent to Minnesota residents by mail in summer 2004. Of the 1,500 respondents, 75% had used any park area in the past month. Overall, 70% of those surveyed supported tobacco-free policies for outdoor park and recreation areas. The attitude of Twin Cities metro area residents was not different from residents living in other parts of the state. Respondents expressed support for tobacco-free policies to:

- Reduce litter in park grounds.
- Avoid the health effects of secondhand smoke.
- Discourage youth smoking.
- Establish positive role models for youth.
- Promote community well-being.

Policy components

We also asked residents about the components of tobacco-free park policies (shown, right). Most people supported strong policies that prohibit tobacco use in youth areas, and asking policy violators to leave park areas. Just over half (53%) of respondents supported the prohibition of tobacco use in all parks at all times. Smokers were the only group generally less supportive of these policies.

Preferences for tobacco-free park policies among Minnesota residents, 2004



Golfers

Thirty-five percent of our sample were golfers. Most golfers (81%) were non-smokers, and 74% of non-smoking golfers supported tobacco-free park policies. We found that being a golfer did not make a difference in support for tobacco-free policies, but being a smoker did.

How do park staff in communities with an existing park policy feel about the policy?

In the summer of 2004, we interviewed 257 park directors from cities and counties in Minnesota's 200 largest cities. Overall, 70 communities reported a tobacco-free policy, which represents 36% of communities surveyed. Park directors with policies had positive experiences, as most reported that park policies were "not difficult" to pass, and 90% would recommend such a policy to other communities.

Changes after implementation

When park directors were asked about changes after tobacco-free policy adoptions:

- 58% reported less litter in park areas.
- 74% reported no problems with policy violators.
- 88% reported no changes in park usage.
- For those reporting a change in park use following the policy, 71% reported an increase in usage.
- Publicity about the policy was reported to be adequate (86%), and few (7%) reported any negative publicity.

Enforcement

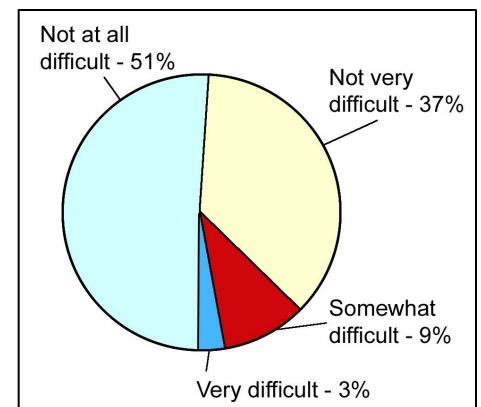
Enforcement was an area of worry for nearly all park directors without a policy. However, in communities with a policy, few park directors (26%) reported compliance problems. Staffing was an issue, as 74% reported too few staff to enforce the policy and/or monitor all park areas.

Park director support

Out of the 257 park directors interviewed, nearly all personally supported tobacco-free policies. Reasons for their support included:

- 96% wanted to establish positive role models for youth.
- 89% wanted to promote community well-being.
- 92% wanted to reduce youth opportunity to smoke.
- 92% wanted to avoid litter from cigarette butts.

Difficulty in passing a tobacco-free park policy, Minnesota 2004



Major Conclusions:

- ❑ The majority of Minnesotans support tobacco-free park and recreation policies.
- ❑ Park staff have experienced few problems and many benefits with the policies, and overwhelmingly recommend tobacco-free policies to other communities.

This study was conducted by the University of Minnesota, Schools of Public Health and Kinesiology, in partnership with Tobacco-Free Youth Recreation and the Minnesota Recreation and Park Association, and supported by the Minnesota Partnership for Action Against Tobacco. For more information, contact study coordinator Liz Klein at klein_L@epi.umn.edu or call (612) 626-1799.



Attention Adult Advisor!

Please insert the following
information about your
target community:

1. Park & recreation or community education directors/staff contact information
2. Local Park and Recreation Board contact information
3. City Council members contact information
4. List of all park facilities in your targeted community

Issue, Goals, Strategies



<p>Issue: What do we want to change in the community?</p>	<p>Example: We want all city-owned parks to be tobacco free.</p>
<p>Problem: It is a problem and concern because:</p>	<p>Example: Adults are smoking at youth soccer games.</p>
<p>Goals: What do we want to accomplish?</p>	<p>Example: We want the City of Loon Lake to adopt a tobacco-free policy for its park property.</p>
<p>Resources: What skills or connections does our group have? What do I have individually to bring to the group?</p>	<p>Example: Soccer team can help clean up cigarette litter, and write a letter of support.</p>
<p>Restraints: What limitations do your group and you individually face?</p>	<p>Example: Finals are in two weeks.</p>

<p>Supporters: Who will be supportive? How will they show support?</p>	<p>Example: Mr. Smith and the High School Track Coach will each write a letter.</p>
<p>Opponents: Who will be unsupportive? How will you neutralize them without getting strayed from your goals?</p>	<p>Example: Person who likes to smoke a cigar while walking his dog in the park.</p>
<p>Target: Who makes decisions about this issue? <u>Primary</u> should be a person/people. <u>Secondary</u> is someone who influences the decisions of your primary target.</p>	<p>Primary: Secondary:</p>
<p>Strategy: What tactics will you use to accomplish your goal?</p>	<p>Example: Petitions to show that the community supports this idea.</p>
<p>Volunteers: Do you need volunteers? If so, what will you ask them to do?</p>	<p>Example: Volunteers needed to help get letters of support.</p>
<p>Timeline: What needs to be accomplished? How much time will it take to get through in each section?</p>	<p>Example: Gather supporters, petitions and conduct litter clean-up in next month.</p>



Is your community ready for a tobacco-free park policy?

Community Assessment Checklist

Completing this assessment before you begin building a coalition will provide you with an analysis of how your community and elected officials stand on tobacco control issues, as well as their readiness for tobacco-free policy change.

1. **Your Tobacco Control Community:** *Do you have a history and base of support?*

- Existing tobacco coalition or interested citizens:
 - _____
 - _____
 - _____
- American Lung Association, American Cancer Society, American Heart Association volunteers:
 - _____
 - _____
- History of secondhand smoke awareness efforts:
 - _____
 - _____
 - _____
- Latest status of local tobacco use rates:
 - _____% of youth _____% of adults



2. **Local Tobacco Control Policies:** *Are there any policies in place? Are there any signs posted?*

- Voluntary tobacco-free restaurants, building entrances, arenas, bowling alleys, parks:
 - _____
 - _____
- School district tobacco-free grounds policy: **Yes or No**
 Level of enforcement: _____
- YMCA or community center tobacco-free grounds policy: **Yes or No**
 Level of enforcement: _____
- Youth recreational organization tobacco-free policies (softball/baseball, soccer, 4-H, Girl/Boy Scouts):
 - _____
 - _____
- City or county tobacco-free ordinance for government buildings, restaurants, other worksites:
 - _____
 - _____
- Local youth access to tobacco laws: _____
- How well are these policies and ordinances complied with and enforced? _____

3. Media: *What communication outlets exist? Who is the media?*

- Newspapers (city and neighborhood), radio, TV, local cable or public access, local websites:

- _____
- _____

- Reporters, editors, opinion columnists who cover health or community issues:

- _____
- _____

- Would the newspaper editorial page support tobacco-free parks?



- Community organization updates, publications, newsletters:

- _____
- _____

4. Allies and Opinion Shapers: *Who influences the policy makers?*

- Hospitals, physicians, dentists, clinics, public health community:

- _____
- _____
- _____

- Community organizations, community teachers, coaches, school administrators, parents:

- _____
- _____
- _____

- Youth organizations: sports teams, 4-H, Girl Scouts, Boy Scouts, YMCA:

- _____
- _____
- _____

- Community organizations (religious, civic groups, foundations):

- _____
- _____
- _____

- Business owners, chamber of commerce members:

- _____
- _____
- _____

