MISSION STATEMENT: “The City of Mound, through teamwork and cooperation, provides, at a reasonable cost, quality services that respond to the needs of all citizens, fostering a safe, attractive and flourishing community.” The Parks and Open Space Commission is an advisory body to the City Council. One of the Commission’s functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters. Mound Ordinances require that certain documents and information be included in applications. The Parks and Open Space Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application. For each agenda item, the Commission will receive reports prepared by the City Staff, open the hearing to the public, and discuss and act on the application.”

NOTE: COMMISSIONERS WILL BE CONTACTED BY STAFF PRIOR TO THE MEETINGS TO ASSESS ATTENDANCE. FAILURE TO RESPOND BY NOON ON THE DAY OF THE SCHEDULED MEETING WILL BE CONSIDERED AN ABSENCE AND MAY RESULT IN CANCELLATION OF THE MEETING DUE TO LACK OF A QUORUM. (952-472-0603 or admin@cityofmound.com)

PARKS AND OPEN SPACE COMMISSION

AGENDA

7:00 P.M. Regular Meeting
Council Chambers, Mound Centennial Building (former City Offices)
5341 Maywood Road, Mound, MN
Thursday, January 9, 2020

1. Call to Order (2019 Chair, Travis Mills)
2. Approval of Agenda
3. Election of Officers for 2020
   A. Chair
   B. Vice Chair
4. Roll Call
5. Approve November 14, 2019 Parks and Open Spaces Commission Minutes
6. Comments and Suggestions from Citizens Present
   (No more than 3 minutes allowed per speaker)
7. Review: Work Rules
8. Create and Review: 2020 Calendar
9. Reports:
   City Council Representative
   Commissioner Comments
10. Adjourn
PARKS AND OPEN SPACE COMMISSION MEETING MINUTES  
November 14, 2019

The Mound Parks and Open Spaces Commission met on Thursday, November 14, 2019, at 7:00 p.m. in the Council chambers of the Centennial Building.

Present: Commissioners Mark Stehlik (Vice Chair), Jody Smith and Council Representative Jeff Bergquist
Absent: Chair Travis Mills and Linda Cordie
Others Present: City Manager and Director of Public Works Eric Hoversten
Public Present:

1. **Call to Order**
   The meeting was called to order at 7:00 p.m.

2. **Roll Call**

3. **Approval of Agenda**

   Motion to approve proposed agenda by Bergquist, Second by Smith: Motion carried 3-0

4. **Approve October 10, 2019 Parks and Open Spaces Commission Minutes**

   Motion to approve proposed minutes by Bergquist, Second by Smith: Motion carried 3-0

5. **Comments and Suggestions From Citizens Present**

6. **Update and discussion regarding accessible and inclusive play and potential Public-Private Partnership to assist in planning and financing**

   Hoversten explained that the Board of Direction for Paul’s Pals had determined at a recent meeting to pull back from larger project collaborations and therefore City Staff would need to re-group on ways to bring in outside funding to support playground improvements as Surfside Park. NO leads are currently in mind but staff will continue to look for partners that can assist in bringing in dollars not offered to municipal entities. Further updates will be provided if new opportunities are discovered.

   Smith asked about status of funding obtained from the Healthy Community Collaborative. Hoversten indicated that funding had been received and Staff was working with the delivering vendor to get equipment installed at Highland Park as proposed in the grant materials.

7. **Discussion on Surfside Depot Rental Rates**

   Hoversten provided a brief summary of usage trends and the current rate structure as described in the packet information. Data from 2019 shows heavy use oriented on the weekends and less use during the weekdays. The Staff-proposed recommendation included rate increases for non-local users, local non-profits; and a split-rate for peak summer weekend/holidays and off-peak residential users that increased rates for peak-period resident users. Current revenues cover
day-to-day operating costs for utilities and supplies; but fall short of creating any reserves for
capital items replacement like tables, chairs, furnishings, etc. Increasing rates slightly can
improve the revenue base to allow for future neutrality in depot budgeting.

Commissioner Stehlik weighed in with support for increases as proposed. Stehlik asked if there
was any breakout in local and non-local non-profit usage in past years. Hoversten explained that
this breakout was not tracked in the past. In general, non-profit use is a significant demand on
the facility with 20 different users leveraging the facility. The majority of non-profit usage is local
church use through the summer during the weekends typically used year-after-year by the
individual applicants.

Hoversten provided a brief explanation of the proposed split-rate between peak usage and
weekdays to encourage non-weekend use for those with flexibility to schedule usage away from
weekends which in turn may free up weekend periods for those with less flex. Smith added that
any user after the peak summer does not make significant material difference because of lack of
use.

Stehlik re-emphasized agreement with rate tiering and recommended rate adjustments. Non-
local, non-resident rate increases may result in a few users looking elsewhere; likely to be offset
by resident users absorbing availability.

Bergquist clarified his support for only slight increases and indicated the proposed changes
exceeded that measure. He also indicated he does not support tiering the rates for peak/off-
peak.

Smith asked about outstanding improvement items, furnace and AC. Hoversten confirmed that
the heating had not been updated as of yet, and there would likely not ever be AC installed in the
facility due to typical user activities.

Bergquist expressed concern that proposed numbers would be adjusted by Council when
discussed at their December 10 meeting as part of the 2020 Fee Schedule approval. Stehlik
acknowledged that Council procedures would allow for that.

Motion by Smith to approve rates as proposed by Staff, Second by Stehlik: Motion carried 2-1

8. Reports:

Bergquist described remaining two meetings for the year being budget focused. Tree lighting
on Saturday November 23, 4:30 – end. Weather is expected to be favorable.

Polar Plunge in January... look for dates and ways to participate. Located at Surfside Park.

Smith asked about the Sled Dog rally on the Lake. Main activities on the lake will not go through
Mound this year; local interests are looking to get future routing through the community.

9. Adjourn
Motion by Bergquist to adjourn by, second by Smith: Motion carried 3-0

Meeting adjourned at 7:42
PARK AND OPEN SPACE ADVISORY COMMISSION WORK RULES

A. ORGANIZATION

1. The Park and Open Space Commission Officers shall be:
   a. Chair
   b. Vice Chair

2. Duties of the Officers:
   a. Chair:
      1) The Chair shall preside at all meetings of the Commission.
      2) The Chair shall preserve order and decorum and shall decide questions of order.
      3) The Chair shall appoint all assignment areas unless otherwise requested by a majority.
      4) The Chair may call special meetings, stating the purpose of such meetings and posting a notice at least 24 hours in advance of the meetings.
      5) The Chair shall be responsible to have the staff report on the status of previous recommendations made to the Council, stating the Park and Open Space Commission’s recommendations and Council action.

   b. Vice Chair:
      1. The Vice Chair shall preside at all meetings in the absence of the Chair.

3. The Mound Park and Open Space Commission acts only as an advisory group to the Council to make recommendations in the best interest of the citizens of Mound.

B. WORK RULES

1. The second Thursday shall be considered the regularly scheduled official meeting night.

2. The Chair shall have prerogative to cancel or postpone any regularly scheduled meetings.

3. All public meetings shall be held at the Centennial Building. All meetings shall be called to order at 7:00 pm and shall conclude by 9:00 p.m. unless extended by a onetime 30 minute extension to conclude at 9:30 p.m. Any business unfinished at the scheduled closing time shall be forwarded on to the City Council or taken as old business at the next regular meeting.

4. The Commission shall elect from its group, a Chair and Vice Chair, at the first meeting in January.

Adopted 1-10-13
5. A majority of the seated members shall constitute a quorum. In the absence of a quorum, the minority shall adjourn any item of business requiring official Commission action, to a specified time.

6. With prior notice to City Staff or the Chair, a member may be excused from an individual meeting for reason of illness, work or out-of-town travel.

7. In the absence of the Chair or Vice Chair, the remaining members shall elect a Temporary Chair.

8. The Chair (Vice Chair/Temporary Chair) shall call the meeting to order and announce a quorum.

9. The order of business shall be as follows unless amended by the Chair:
   a. Call to order
   b. Approval of the minutes of the previous meeting
   c. Agenda change requests
   d. Public hearings
   e. Old business (permits, applications, etc.)
   f. New business
   g. Agenda add-ons (from “c” above).
   h. Staff reports
   i. Adjournment

10. The following statement shall be printed on all Agendas.

    “MISSION STATEMENT: The City of Mound, through teamwork and cooperation, provides at a reasonable cost, quality services that respond to the needs of all citizens, fostering a safe, attractive, and flourishing community.”

    “The Parks and Open Space Commission is an advisory body to the City Council. One of the Commission’s functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters.

    Mound City Ordinances require that certain documents and information be included in applications. The Parks and Open Space Commission may postpone consideration of an application that is incomplete and may, for other reasons, postpone final action on an application.

    For each Agenda item, the Commission will receive reports prepared by the City Staff, open the hearing to the public and discuss and act on the application.”

11. All recommendations shall be sent to the Council by means of written minutes, and shall include the record of the division of votes on each recommendation.

    Adopted 1-10-13
12. Minutes of the meetings shall be recorded and kept by Staff.

13. All meetings shall be open to the public.

14. Any resolution or motion, except motion to adjourn, postpone, reconsider, table or call the previous questions shall be reduced to writing if requested by any member of the Commission.

15. Any resolution or motion may be withdrawn at any time before a second is made.

16. When a question is under debate, no other action shall be entertained except to table, or to call for the question, action on the question, postpone, refer to committee or amend. Motions shall take precedence in that order, and the first two shall be without debate.

17. All motions shall be carried by a majority vote of the members present, except call for questions which requires 2/3rds vote. Any member of the Commission may call for a roll call vote on any issue.

18. Motions can only be made by members recognized by the Chair, and the motions shall be initiated with the phrase, “I move that....”.

19. Speaking without recognition of the Chair shall be cause for another member to call “point of order” and the member speaking out of turn must relinquish the floor.

20. “Call for question” or “previous question” is a motion and must be seconded. It is not debatable and must be voted upon immediately. A 2/3 majority is necessary to call the previous question. If the 2/3 majority is given, the motion or question on the floor must be immediately put to a vote without debate except for a motion to table.

21. “Question” is not a motion, but only an indication to the Chair that the person making statement is ready to have the motion or question put to a vote.

22. The Chair may direct that a motion be divided if requested by a member.

23. Members must limit their remarks to the subject matter being discussed and shall not be repetitious. The speaking order shall be at the discretion of the Chair, however, all members shall be allowed to speak in their turn.

24. Any member who has three (3) unexcused absences in a calendar year shall be given to the City Manager for recommendation for removal by the City Council.

25. Any member having a financial and/or personal interest in an individual action under consideration by the Commission shall identify their personal interest prior to the
discussion, remove himself/herself from the discussion and not vote on that particular matter. In addition, members shall further avoid any appearance of impropriety. Said member will have the same rights as any citizen who has an interest in any action being considered by the Parks and Open Space Commission.

When a commissioner chooses to abstain from a motion, they shall state a general reason for their abstention (i.e. lack of knowledge, conflict of interest). (Rev. 11-16-96) (Rev. 1-8-98)

26. These rules shall not be repealed or amended except by a majority vote of the Commission.

27. Any rule of order not covered by the Work Rules shall be governed by Robert’s Rules of Order or standard parliamentary procedure.

C. THE PROCESS OF INTERVIEWING CANDIDATES FOR PARKS AND OPEN SPACE COMMISSION APPOINTMENTS (see Exhibit A: Res. #89-139 and Exhibit B: Res. #92-136).

1. Resolution #92-136 and Resolution #89-139 have been adopted by the City Council approving a Policy on Appointments and Reappointments to Advisory Commissions.

2. The applicant is to be advised of the interview at least 10 (ten) days prior to the date of the interview.

3. A silent ballot method of voting will be used. The secretary will type the candidate(s) names on the form and the form will be sent to you in the packet.

4. After the ballots have been counted and the results announced, a formal motion is required to recommend the candidate(s) to the City Council.
RESOLUTION #89-139

RESOLUTION APPROVING A POLICY ON APPOINTMENTS AND REAPPOINTMENTS TO ADVISORY COMMISSIONS

BE IT RESOLVED, that the City Council of the City of Mound, Minnesota, hereby establishes the following policy:

Definitions of “Vacancy”: A vacancy occurs when a term expires and the commissioner holding that term does not desire reappointment. A vacancy also occurs when a commissioner resigns his/her position prior to the term expiring.

1. When a vacancy occurs, the City Manager is directed to advertise in the City’s official newspaper that there are positions to be filled on a commission(s). Such advertising shall be done in the form of a “news release”.

2. Such news release shall include, but not be limited to, the number of vacancies, the length of the term, or request for letter of interest and/or resume, application deadline date, etc. The news release shall also state that prospective applicants will be required to interview with the city Council and respective commission jointly. Such interviews will be conducted as soon as possible following the application deadline. Each commission will formally recommend appointments following the joint interviews. The City Council will review those recommendations and will be responsible for making the appointments.

3. Current commission members who wish to be reappointed must indicate such and the reasons for being reappointed in writing a minimum of sixty (60) days prior to their term expiring.

4. If a member resigns during his/her term, such resignation must be in writing and submitted to the City Manager.

5. In the case of member resigning with less than ninety (90) days remaining, on his/her term, the City Council, at its discretion, may delay filling the vacancy until the term officially expires.”

The foregoing resolution was moved by Councilmember Jessen and seconded by Councilmember Johnson.
The following Councilmembers voted in the affirmative: Jensen, Jessen, and Johnson.
The following Councilmembers voted in the negative: Ahrens And Smith.

Steve Smith
Mayor

Francene C. Clark
Attest: City Clerk

Adopted 1-10-13
RESOLUTION NO. 92-136

RESOLUTION ESTABLISHING THE PROCESS OF INTERVIEWING CANDIDATES FOR ADVISORY COMMISSION APPOINTMENTS

BE IT RESOLVED, that the City Council of the City of Mound, Minnesota, hereby establishes the following policy as it pertains to the interviewing of candidates for advisory commission appointments:

Candidates for appointment to advisory commissions will be interviewed jointly by the applicable commission and the city council at a regularly scheduled commission meeting. Following the interviews and at the same meeting, the commission will establish a ranking of the candidates, listing the candidates and the number of votes they have received. The results will then be submitted to the Council at the next regular Council Meeting. The Council will then make official appointments at that Council Meeting.

BE IT FURTHER RESOLVED, that if candidates who wish to be considered for appointment cannot be present for the interviews that the commission and the city Council will base their decisions on the resumes submitted.

The foregoing resolution was moved by Councilmember Smith seconded by Councilmember Jensen.

The following councilmembers voted in the affirmative: Ahrens, Jensen, Jessen, Johnson and Smith.

The following councilmembers voted in the negative: None.

Skip Johnson
Mayor

Francene C. Clark
Attest: City Clerk

Adopted 1-10-13
## PARKS AND OPEN SPACE COMMISSION
### 2020 AGENDA CALENDAR

<table>
<thead>
<tr>
<th>JANUARY 9</th>
<th>JULY 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swearing-in of re-appointed commissioners</td>
<td>Schedule meeting as needed</td>
</tr>
<tr>
<td>Election of Officers for 2019</td>
<td></td>
</tr>
<tr>
<td>Review/approve: Work Rules</td>
<td></td>
</tr>
<tr>
<td>Review/approve: 2020 Calendar</td>
<td></td>
</tr>
<tr>
<td>Review/Discuss:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY 13</th>
<th>AUGUST 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss: 2020 calendar revisions, finalize</td>
<td>Schedule meeting as needed</td>
</tr>
<tr>
<td>Discuss: Potential Off-leash area discussion</td>
<td></td>
</tr>
<tr>
<td>Discuss: Surfside Beach restoration options</td>
<td></td>
</tr>
<tr>
<td>Review: Dedication Fund balance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH 12</th>
<th>SEPTEMBER 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss: Off-leash/pet friendly initiatives</td>
<td>Schedule meeting as needed</td>
</tr>
<tr>
<td>Discuss: Surfside Beach Restoration Update</td>
<td></td>
</tr>
<tr>
<td>Discuss: Downtown Development</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL 9</th>
<th>OCTOBER 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss/review: Staff/Council Budget Process</td>
<td>Determine re-appointees to Commission</td>
</tr>
<tr>
<td>Discuss: Park Tour, Assignment of Parks/Members</td>
<td>Discuss: Budget Submission Recap</td>
</tr>
<tr>
<td>Discuss:</td>
<td>Discuss:</td>
</tr>
<tr>
<td>Review: Dedication Fund Balance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY 14</th>
<th>NOVEMBER 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss: Parks Tours Findings <em>(report to PW)</em></td>
<td>Appointment Interviews as Required</td>
</tr>
<tr>
<td>• Presentation of findings</td>
<td></td>
</tr>
<tr>
<td>• Evaluation of equipment</td>
<td></td>
</tr>
<tr>
<td>Discuss:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE 11</th>
<th>DECEMBER 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss: 2020 Budget Submission Priorities</td>
<td>Discuss:</td>
</tr>
<tr>
<td>Discuss:</td>
<td></td>
</tr>
</tbody>
</table>