

**PARK AND RECREATION COMMISSION MEETING**

**Tuesday, November 8, 2016**

**4:30 p.m., Snack Bar, Bunker Hill Golf Course**

**PRESENT:** Paul Hoffmann, Richard Kirkendall, Ken Klinge, Kate Larson and Jennifer Tigges

**ABSENT:** Robin Kennicker and Karen Lyness

**STAFF PRESENT:** Marie Ware, Steve Fehsal, Dan Kroger and Eileen Trimble

**MINUTES APPROVED; VOTE:**

It was moved by Larson, seconded by Klinge, to approve the minutes of the September 29, 2016 facilities tour. Unanimous.

It was moved by Kirkendall, seconded by Larson to approve the minutes of the October 11, 2016 meeting. Unanimous.

**CITY CLERK PRESENTATION ON BEST PRACTICES FOR COMMISSIONS:**

City Clerk Kevin Firnstahl attended the meeting to review best practices for commissions regarding proper agenda posting, taking and reporting minutes, general communications, etc.

- The open meetings law requires agendas to be posted no later than 24 hours in advance of the meeting. There should be a copy posted at the commission's base location and at City Hall. If meeting is moved to a different location, a copy should also be posted at that location if physically possible.
- Agendas should have a reasonable description of what is going to be discussed by the commission.
- Minutes should be a summary including time / date / place of meeting, who attended, what was discussed, action(s) taken and what the vote was. Topics should be summarized and no names listed regarding who said what unless there was a directive to staff from a particular commissioner.
- A commissioner can move to approve or second a motion to approve minutes of a meeting even if they did not attend that meeting, as long as they have read the minutes.
- Minutes do not need to be approved by the commission before they are posted on the city website – they should be posted as soon as they are typed.
- If there is not a quorum, commissioners should disband and leave immediately, not sit and have an "unofficial" discussion.

- Do not use cell phone or e-mail during a meeting – potential violation of open meetings law.
- Avoid group e-mail discussions. If e-mail is necessary, respond only to the individual staff person. Do not “reply all” to avoid group deliberation between commissioners and the appearance of an electronic or “serial” meeting that does not have proper public notification.
- If an electronic / phone meeting is needed where all commissioners would participate via phone, the meeting must be posted as normal and have a location where citizens could sit and listen to the meeting. Reflect in minutes that it was a phone meeting and why commissioners could not attend in person

It was asked if the meeting was held at Eagle Point Park where there is a \$1.00 admission fee, should the fee be waived or could attendees be charged the fee. Mr. Firnstahl said you can't have any impediment to a citizen attending a public meeting so they cannot be charged. If the meeting is held at Eagle Point, he suggested making notation on the agenda for citizens to tell fee collector they are attending the public meeting so waive the fee.

#### **PARK AND RECREATION CAPITAL IMPROVEMENT BUDGETS:**

The FY 2018 – FY 2022 CIP budget agenda item will be placed on the December commission agenda.

Leisure Services Manager Marie Ware informed commissioners regarding the use of Leisure Services CIP's in the current fiscal year to pay for the arbitration settlement for the airport project. ***Ms. Ware agreed to send commissioners the list of projects cut.***

#### **PARK DIVISION REPORT:**

Park Division Manager Steve Fehsal updated commissioners on the status of filling the Urban Forester position; skate park progress; budget preparation; winterizing park facilities; and Eagle Point Park environmental restoration plan progress. The project to put flag and dedication plaque on donated property next to Hilltop Park has been completed.

#### **RECREATION DIVISION REPORT:**

Recreation Division Manager Dan Kroger updated commissioners on the consultant review from MSA for assessment of Flora and Sutton pools; fall registration numbers up 5% from last year; postings to Facebook have increased; promotion of scholarship funds available for 150 low income families will begin soon.

**MANAGER REPORT:**

Leisure Services Manager Marie Ware updated Commissioners on the Valentine Park expansion project including property acquisition including REAP grant funding and environmental study as well as progress of ADA consultant's review of city facilities that started with some of the major park properties.

**COMMISSION COMMUNICATIONS / QUESTIONS:**

- Commissioner Klinge asked Mr. Firstahl if there was a set method or system in place for choosing the Chair on a city commission. Mr. Firstahl said it would go by city code but he didn't believe there was a set way to nominate the chair or limit terms. Some commissions have bylaws or procedures set up that would dictate how their commission chooses officers. He recommended developing bylaws or procedures if the commission wanted a rotation process or particular way to elect officers, and then vote on it so it would become the standard procedure for the commission.
- Commissioner Klinge asked how extensive flood damage was at Miller Riverview Park. Mr. Fehsal said the electric boxes had been removed and there was some silt at the lower end of the park but in general no extreme damage.

**ADJOURN; VOTE:**

It was moved by Kirkendall, seconded by Klinge, to adjourn the meeting at 5:40 p.m. Unanimous.