



CITY OF MENDOTA HEIGHTS

PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA

March 11, 2025 at 6:30 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

1. Call to Order

2. Roll Call

- a. Election of Chairperson and Vice-Chairperson
- b. Introduction of New Commissioner
- c. Introduction of Recreation Facilities Coordinator

3. Pledge of Allegiance

4. Approval of the Agenda

The Commission, upon majority vote of its members, may make additions or deletions to the agenda. These items may be submitted after the agenda preparation deadline.

5. Approval of Minutes

- a. Approve Minutes from the December 10, 2024 Parks and Recreation Commission Meeting
- b. Approve Minutes from the January 14, 2025 Parks and Recreation Commission Work Session

6. Public Comment - for items not on the agenda

Public comments provide an opportunity to address the Commission on items which are not on the meeting agenda. All are welcome to speak. Individuals should address their comments to the Commission as a whole, not individual members. Speakers are requested to come to the podium and must state their name and address. Comments are limited to five (5) minutes. No action will be taken; however, the Chair and Commissioners may ask clarifying questions as needed or request staff to follow up.

7. Acknowledgement of Reports

Items on the Acknowledgement of Reports are approved by one motion of the Commission.

- a. Par 3 Update
- b. Recreation Update

- c. Park Improvement Project Update
- d. Park System Master Plan Update

8. New Business

- a. Ivy Hills Park Basketball Court Recommendation
- b. Park Bench Donation Recommendation
- c. 2025 Parks and Recreation Work Plan Approval
- d. Approval of Commission Bylaws
- e. Assign Commissioner Parks

9. Old Business

10. Staff Announcements

11. Student Representative Update

12. Commissioner Comments and Park Updates

13. Adjourn

Next Meeting
April 9, 2025 at 6:30pm

Information is available in alternative formats or with the use of auxiliary aids to individuals with disabilities upon request by calling city hall at 651-452-1850 or by emailing cityhall@mendotaheightsmn.gov.



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Election of Chairperson and Vice-Chairperson

Item Type: Action Item

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

The Commission shall accept nominations and elect a Chair and Vice-Chairperson. The Chair and Vice-Chairperson will be elected separately, and the process will be conducted by the Parks and Recreation Director.

Background:

Article 3: Officers and Duties, Section 1 of the Bylaws of the Mendota Heights Parks and Recreation Commission, states: "At the February meeting each year, the commission elects from its membership a Chairperson and a Vice-Chairperson." The terms of both officers will last one year and become effective at the February meeting.

Since the February meeting was canceled, the election will take place at the March meeting. The term will be effective until February 2026.

Fiscal and Resource Impact:

None.

Attachments:

None

Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Introduction of New Commissioner

Item Type: Action Item

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

Commissioners are invited to introduce themselves to the new Parks and Recreation Commissioner.

Background:

On February 4, the City Council appointed Dan Van Lith to the Parks and Recreation Commission. Below is a short biography on the new commissioner:

Dan works as an engineer in New Prague. He and his wife, Hannah, moved up from New Prague 5 years ago. They are busy raising 5 kids (George, Margot, Maria, James and John), ranging in age from 1 to 9. Dan volunteers as a coach and at Two Rivers High School as a mentor. He is also an avid blood donor and enjoys working on house projects. In the summer, his family enjoys bike rides on the local trails and playing at the many parks within the city.

Fiscal and Resource Impact:

None.

Attachments:

None

Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

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Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Introduction of Recreation Facilities Coordinator

Item Type: Action Item

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:
Informational Only.

Background:

The City Council approved the appointment of Trey Carlson to the position of Recreation Facilities Coordinator at their February 4, 2025, meeting.

Trey Carlson previously worked for the Elk River School District as a Recreation Program Coordinator and as a Maintenance Worker at the Edinburgh USA Golf Course in Brooklyn Park. Trey has a passion for parks and recreation and has extensive experience in teen programming. Combined with his love of golf course maintenance and interest in clubhouse management, Trey will oversee clubhouse and maintenance operations at Par 3, coordinate golf camps and leagues, supervise warming houses, and provide additional capacity for recreation programming and events. With the addition of the position of Recreation Facilities Coordinator to our team, the Recreation Program Coordinator will be able to prioritize more natural-based and environmental programming in collaboration with our Natural Resource Coordinator—helping meet the growing needs of parks and recreation and providing additional capacity within the Public Works Department as a whole.

Trey officially began his duties as Recreation Facilities Coordinator on March 3.

Fiscal and Resource Impact:

The position of Recreation Facilities Coordinator was included in the FY2025 budget and will be funded 60% from the Par 3 Fund and 40% from the Parks budget.

Attachments:

None

Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

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CITY OF MENDOTA HEIGHTS, DAKOTA COUNTY, MINNESOTA

DRAFT PARKS AND RECREATION MEETING MINUTES

DECEMBER 10, 2024

The December meeting of the Mendota Heights Parks and Recreation Commission was held on Tuesday, December 10, 2024, at Mendota Heights City Hall, 1101 Victoria Curve.

1. Call to Order – Chair Jaffrey Blanks called the meeting to order at 6:30 p.m.

2. Roll Call – The following Commissioners were present: Chair Jaffrey Blanks, Commissioners: Jo Schifsky, Dan Sherer, and Michael Toth; absent: Commissioners Stephanie Meyer, Michelle Muller and Jennifer Weichert. Student Representative Evangeline Fuentes (arrived at 6:33 p.m.). Staff present: Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence, Recreation Program Coordinator Willow Einfeldt, and Public Works Director Ryan Ruzek.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Agenda

Motion Sherer/second Schifsky, to approve the agenda.

AYES 4: NAYS 0

5.a Approval of Minutes from October 8, 2024, Regular Meeting

Motion Toth/second Schifsky to approve the minutes of the October 8, 2024 Parks and Recreation Commission Regular Meeting.

AYES 4: NAYS 0

6. Citizen Comment Period (for items not on the agenda)

None.

7. Acknowledgement of Reports

Chair Blanks read the titles of the five updates (Par 3, Park Improvement, Recreation, Park System Master Plan, and Parks and Recreation Strategic Plan Updates) and polled the Commissioners for questions.

7.a Par 3 Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence briefly reviewed the most up-to-date statistics for the golf course for the 2024 season, which also included month-to-month comparisons, league and other programming activities, and senior pass utilization. She reported that the course closed for the season on November 3rd. She also reviewed the financial report and highlighted some additional items that may come in before the end of the year for expenditures. She also provided an update on staffing and equipment.

Student Representative Fuentes arrived.

Commissioner Toth recognized the history of the golf course and stated that to see what the course has become has been great as this is an amenity for the residents. He thanked Ms. Lawrence for her hard work and dedication.

Commissioner Sherer recognized the goal of governmental programming is to at best break even and stated that it is great to see the amenities the golf course provides. He asked about the type of generator that would be purchased.

Ms. Lawrence commented that this would be a standby generator that would automatically turn on in a power outage.

Commissioner Schifsky asked if there would be winter programming on the course in the winter months in the future.

Ms. Lawrence commented that with the additional staff member that will be joining the team, they would look to add programming in the off-season. She noted that the coffee, cribbage, and cards program has been successful and is often at capacity, therefore staff is looking at ways to expand that program as well.

7.b Parks Improvement Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence reviewed the list of park improvement projects that were completed in 2024. She noted that three of the seven requested budget items were approved by the City Council for 2025. She stated that Valley Park was selected for infield improvements as well. She reviewed the balance of the special park fund and stated that there will be a discussion about the balance requirements for that fund with the City Council.

Commissioner Schifsky noted the work that is being done at Ivy Hills, specifically the fill that was added, and asked if that assists with the drainage.

Public Works Director Ryan Ruzek replied that they will let things settle over the winter and regrade in the spring.

Commissioner Schifsky noted stakes that had been marked and asked if that is the location of the basketball court.

Ms. Lawrence commented that the project will go before the Council for approval in the spring, but a layout has not been developed. She commented that a temporary basketball court was created for use during this transition period.

7.c Recreation Update

Recreation Program Coordinator Willow Eisfeldt provided an update on rink flooding activities and stated that warming house staff have been hired and will be completing their training the following week. She stated that Frozen Fun Fest will be held on February 7th and 8th and provided a highlight of some of the planned events. She stated that summer programming registration will open on Tuesday, February 25th and she is excited about the new programming they would be able to add with the new staff addition.

Commissioner Toth asked for details on the training provided to warming house staff.

Ms. Eisfeldt stated that the training is about one hour and focuses on the warming house facility, responsibilities, and duties as well as general human resources training.

Student Representative Fuentes asked if the teen and nature programming would be in conjunction with another entity or hosted solely by the City.

Ms. Eisfeldt replied that the recreation staff would work with the new natural resources intern to develop that programming. She stated that teen programming would use in-house staff as well as contracted services.

Commissioner Schifsky asked if there would be snowshoes coming in for use.

Ms. Eisfeldt replied that the City purchased about 25 pairs of snowshoes last year that were not able to be used much because of the lack of snow last winter. She stated that in the future they would look to add snowshoeing at the Par 3 as well.

7.d Park System Master Plan Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence replied that the findings from phases one and two of engagement for the process were reviewed at the joint meeting with the Commission and City Council and both groups provided direction to the consultant to finalize the document with recommendations for the next 15 years. She stated that staff continue to meet with the consultant every two weeks. She noted that the City Council did request a more detailed capital improvement plan to be included. She highlighted the anticipated schedule for the development and review of the plan.

7.e Parks and Recreation Strategic Planning Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence provided a brief update on the status of the items within the Parks and Recreation Strategic Plan.

2.a Introduction of Student Representative (Continued)

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence introduced and welcomed new Student Representative Evangeline Fuentes.

Chair Blanks and the Commissioners welcomed the new member.

8. New Business

8.a Approval of 2025 Meeting Schedule

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence stated that the Commission is asked to review the proposed 2025 meeting dates and discuss any changes. She asked whether the Commission would like to continue the 6:30 p.m. start time and whether the Commission would want to consider meeting every other month. She stated that another option would be for staff to cancel the meeting if there are no items of business to consider. She highlighted suggested changes to the schedule.

Commissioner Schifsky stated that she would support having a meeting every month and canceling if there is nothing on the agenda. She stated that she could support a start time of 6 or 6:30 p.m.

Commissioner Sherer stated that he would also support flexibility in the meeting schedule, noting that perhaps if they meet every other month, they could hold some workshops on the off months.

Chair Blanks agreed that he would prefer to keep an every-month schedule, canceling when appropriate. He preferred to keep the 6:30 p.m. start time. He agreed that it would make sense to hold the strategic planning session in lieu of the January meeting.

Ms. Lawrence summarized that they would continue to meet every month, with a 6:30 p.m. start time and with the dates as discussed, holding a workshop in January rather than a regular meeting.

Motion Sherer/second Schifsky to approve the 2025 meeting schedule as discussed.

AYES 4: NAYS 0

8.b 2025 Fee Schedule Recommendation

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence stated that annually the Commission reviews the fees and makes a recommendation to the Council for consideration. She provided an overview of parks and recreation-related fees as well as the last time they were updated/increased. She reviewed the staff recommendation for increases to the golf course fees and picnic shelter reservations. She stated that as part of the master plan process, the consultant will be reviewing and providing recommendations on park and recreation fees.

Chair Blanks asked and received confirmation that there are no fee increases proposed for tennis court and canoe rack rentals.

Commissioner Sherer asked for historical increase information for the golf course.

Ms. Lawrence reviewed the recent golf course fee increases in recent years, noting that they are trying to find the balance between operating and supporting golf course needs and the user experience while still offering a reasonable price to customers.

Student Representative Fuentes referenced the proposed increase for the ten-round pass for the golf course and asked if they have considered a reduced price for students and/or a needs-based fee.

Ms. Lawrence replied that students who utilize the course as part of the school partnership receive a discounted rate. She stated that they do offer a junior rate, which is lower than the weekday or weekend rate. She commented that the ten-round pass can be used by people of any age. She stated that there is not a scholarship program for the golf course, but a scholarship program is available for adult and youth programming.

Commissioner Sherer commented that he views the golf course as more of a facility rather than a typical park. He recognized that as a fee-based facility he believes the one-dollar per round increase was reasonable to support the operating needs. He stated that he views the other increases more cautiously as those are amenities that residents enjoy and was hesitant to increase fees in this economy. He referenced the picnic shelters and stated that \$75 per day for a resident seems high and he might choose to go somewhere else therefore he would be more comfortable staying at \$50. He stated that the nonresident rate could be increased to \$100, and the business rate could be increased to \$200.

Ms. Lawrence commented that although Mendakota has the most interest, the shelter is not allowed for reservations during tournaments and other large events and therefore has the lowest reservation usage. She confirmed that it is still open for public use during those times.

Chair Blanks asked if the increase is driven by wanting to be more competitive with other communities or whether there is more cost being recognized for the upkeep of the shelters.

Ms. Lawrence commented that there is staff time to set up and clean up after reservations. She noted that the fee is low compared to other communities. She stated that there currently is a funding deficit for parks that will need to be addressed in the future. She stated that more of the park amenities will need to be supported by the related fees in order to continue to maintain that level of service and infrastructure if a referendum is not supported.

Commissioner Toth asked if staff wants the Commission to approve this tonight or whether it could be tabled to when more members are present. He asked about the cost-saving measures that the City has implemented today or in the past. He believed that there would need to be more discussion on larger park amenities, noting the difference between those larger park amenities and something more specific such as the golf course. He recognized that costs are continuing to increase throughout the economy.

Ms. Lawrence replied that the item could be tabled but the City Council will be approving the fee schedule at its January 7th meeting and the Commission would not meet again prior to that time. She commented that they are already a bit behind the typical schedule city-wide and therefore this will move forward, with or without a recommendation from the Commission. She agreed that costs continue to rise on all items. She stated that a picnic shelter is open to the public unless it is reserved. She stated that if someone has paid for that reservation, they would have exclusive use of the shelter. She noted that is similar to other park amenities that are generally open to the public unless it is reserved. She stated that the parks are maintained to a level of service that provides a safe and visually appealing appearance. She recognized that some facilities are maintained to a higher level because of the reserved use.

Commissioner Sherer recognized the funding deficit that has been identified and commented that type of revenue could not be generated by raising fees.

Ms. Lawrence agreed that fees are not going to fund the entire deficit, but from a staff perspective, any additional funding for parks will be helpful.

Chair Blanks commented that it is a modest increase, especially compared to what others are charging. He also recognized the staff time in setting up tables and emptying trash. He took a quick poll of the Commission on the proposed shelter rate increase and it was a split vote of two to two.

Commissioner Schifsky asked the percentage of rentals that are made by non-residents.

Ms. Lawrence commented that she did not have that data with her but estimated that about 60 percent of rentals are from residents. She stated that they do have a lot of non-resident rentals because of the lower fees compared to neighboring cities. She stated that she will need a formal motion tonight with the recommendation of the Commission on the fee schedule, however, the Commission would like to reach that consensus.

Commissioner Sherer suggested that the golf course and picnic shelter fees be split.

Commissioner Toth commented that he agrees with the one-dollar increase for rounds but does not agree with the increases for the ten-round pass or senior pass. He stated that perhaps that increase could be reduced by half.

Ms. Lawrence stated that the discount of the ten-round pass would equate to each round being \$11 while the cheapest round rate for the course is \$16, therefore it is still a substantial discount.

Chair Blanks commented that he would stick with the staff recommendation as the ten-round pass already provides a substantial discount.

Commissioner Schifsky agreed.

Ms. Lawrence commented that there were not many senior passes sold, estimating 10 or 15, and explained that the increase was proposed for that pass for equity purposes. She noted that one senior pass holder played 90 rounds this season, so the pass holders do use their passes.

Commissioner Sherer stated that he would be comfortable with the increases for picnic shelters for nonresidents while keeping the resident rate the same. He also suggested increasing the non-resident business fee to \$200.

Commissioner Schifsky stated that she could support the additional increase for non-resident business rentals but believes that the resident rate should also increase in order to support the needs of staff.

Commissioner Toth stated that he would accept the one-dollar per round increase, an increase from \$110 to \$125 for the ten-round pass, and would like to keep the senior pass at \$200. He stated that he would like to see additional promotions to get more seniors involved.

Ms. Lawrence commented that the senior pass was heavily promoted.

Chair Blanks confirmed that the senior pass has been heavily promoted over the last two years. He stated that the golf course is a business and the decision for rentals and rates should be business-minded as the goal is for the course to be self-sustainable.

Commissioner Sherer stated that he disagrees and still sees that as a resident amenity.

Motion Blanks to recommend the following changes to the fee schedule for 2025 for the golf course: to increase the rate for a round of golf by \$1, increase the ten-round pass to \$125, keep the senior pass at \$200, and for picnic shelter rentals: to maintain the resident rate of \$50 and resident business rate of \$100, increase the nonresident rate to \$100 and the nonresident business rate to \$200, and maintain all other recreational fees.

AYES 4: NAYS 0

8.c Ivy Hills Playground Subcommittee

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence stated that this item was approved for the 2025 budget and staff is requesting two or three members to serve on the playground subcommittee.

Commissioners Schifsky, Toth and Sherer were appointed to the subcommittee.

9. Unfinished Business

None.

10. Staff Announcements

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence shared the following announcements:

- Staff is preparing for warming house and rink openings
- Staff will begin planning for the strategic planning meeting in January and a Chair and Vice Chair will be appointed at the February meeting
- Stephanie Meyer made the decision not to reapply to the Commission and therefore January will be her last meeting while Commissioner Muller and Sherer did reapply
- Staff is attempting to increase programming and marketing efforts for programming
- Other events details can be found on the City's website

Public Works Director Ryan Ruzek commented that he has received calls related to the Rogers Lake aerator, which should come on around the 1st of the year, noting that signs will be posted when the ice is thick enough. Tree removal has begun at Valley as part of the streambank project. He noted locations for other trees that would be removed as part of other projects this winter or in the spring. He stated that the Valley Park bridge will be removed and detour signs will be posted redirecting traffic. He stated that there are signs with a QR code that will provide more information on the trail project from the City and County as part of the streambank project.

11. Student Representative Update

None.

12. Commission Comments and Park Updates

Commissioner Sherer

- No comments

Commissioner Toth

- Has noticed people out on Rogers Lake and reminded residents that you need four inches of ice to be out walking

Chair Blanks

- Encouraged residents to enjoy the trails

Commissioner Schifsky

- The cleanup at Ivy Hills looks great and she is excited to see the continued improvements
- She is excited to use the warming house at Wentworth this season
- Wished everyone happy holidays and stated that she has enjoyed her time on the Commission this year
- Welcomed new Student Representative Fuentes

13. Adjourn

Motion Sherer/Second Toth to adjourn the meeting at 8:01 PM

AYES 4: NAYS 0

Minutes drafted by:
Amanda Staple

TimeSaver Off Site Secretarial, Inc.

CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

Minutes of the Parks and Recreation Commission Work Session- DRAFT
January 14, 2025

Pursuant to due call and notice thereof, a work session of the Parks and Recreation Commission, City of Mendota Heights, Minnesota was held at 1101 Victoria Curve, Mendota Heights, MN 55118.

CALL TO ORDER

Chair Jaffrey Blanks called the meeting to order at 6:30pm. Commissioners Jo Schifsky, Michael Toth, Jennifer Weichert, Steph Meyer (arrived at 6:50pm), Dan Sherer (left at 7:20pm), and Student Representative Evangeline Fuentes (left at 7:30pm) were also present. Commissioner Michelle Muller was absent.

City staff present included Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director, Ryan Ruzek, Public Works Director, and Willow Eisfeldt, Recreation Program Coordinator.

IVY HILLS PLAYGROUND REQUEST FOR PROPOSALS (RFP) REVIEW

Parks and Recreation Director Lawrence presented the draft RFP that was written based on extensive discussion and research by the Ivy Hills Park Playground Subcommittee consisting of Jo Schifsky, Michael Toth, and Evangeline Fuentes. Staff discussed the Master Plan's priority of accessibility moving forward based off community engagement, and that this playground would provide a more accessible playground for the city residents and visitors to enjoy. Commissioners discussed the budget, whether Ivy Hills is an appropriate park for the unique swing feature, and the potential layout of the playground. Director Lawrence noted that there will be engagement opportunities for the neighbors living near the playground and for the community once proposals are received. The Commissioners present were in full support of the project and noted they are excited to see the proposals received.

2025 COMMISSION WORK PLAN

Parks and Recreation Director Lawrence led the commissioners through a discussion regarding the following topics:

- 2024 Accomplishments
- In Progress Items/Strategic Priorities
- Barriers/Setbacks for Success
- Goals for the Next Three to Five Years

Commissioners each shared their thoughts in regards the different discussion points. The commissioners discussed how this analysis will impact the 2025 work plan priorities.

Parks and Recreation Director Lawrence thanked the commissioners for their time and insight. She noted that staff will begin compiling the information into a Draft 2025 Parks and Recreation Work Plan to be reviewed by the commissioners at their next meeting.

Parks and Recreation Director Lawrence recognized this is Steph Meyer's last meeting as a commissioner. She thanked Commissioner Meyer for her six years of dedicated service and shared some of the highlights and accomplishments during her tenure with the Commission.

The commission adjourned the meeting at 9:01pm.

Minutes Taken By:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Par 3 Update

Item Type: Monthly Report

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

Informational Item- No Action Requested

Background:

Season Open Preparation

Staff is working to prepare for the upcoming season by completing seasonal maintenance on equipment, cleaning and organizing the clubhouse, and obtaining necessary materials and supplies for opening the course. The Mendota Heights Par 3 will be able to open when the weather changes; whenever that may be.

Staff Training and Preparation

Seasonal staff HR training for clubhouse and maintenance staff took place on Friday, March 7. In addition to the annual HR training, staff is providing small group training for clubhouse staff to learn and practice the new online tee time software/POS system.

2025 Capital Projects

Staff met with the City Council and determined the following projects will be deemed 2025 capital projects at Par 3 based on the 2024 final financial report.

- Standby Generator (Installed in January): \$12,110
- Online Tee Time Software (Prepared for 2025 season): \$320/month

Fiscal and Resource Impact:

None.

Attachments:

None

Item Relation to Commission Guiding Principles:

Vibrant and Diverse Community Programming
Active Recreation Facilities for All



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Recreation Update

Item Type: Monthly Report

Department: Parks and Recreation

Contact: Willow Eisfeldt, Recreation
Program Coordinator

Action Request:
Informational Only

Background:

Warming Houses

With consistent help from warming house attendants, warming houses were open for a total of 47 days between December 20 through February 23. During those 47 days, 2,055 people utilized the rinks and warming houses while staff were present. Each warming house was open for a different number of days due to staffing shortages:

- **Wentworth Park Warming House:** Open for a total of 37 days, with a total of 810 people utilizing the rink.
- **Marie Park Warming House:** Open for a total of 40 days, with a total of 1078 people utilizing the rink.
- **Friendly Hills Warming House:** Open for a total of 43 days, with a total of 977 people utilizing the rink.

Additionally, the City would like to thank everyone that committed their time this season to being a warming house attendant. The Mendota Heights community values having the warming houses open for skaters to utilize, and each warming house attendant made it possible to serve over 2,000 community members this season.

Touch-A-Truck

Save the date: Touch-A-Truck 2025 will be held on Saturday, May 10, from 10:00 AM-Noon at Mendakota Park. In 2024, this event will see approximately 500 participants during the two-hour event span. This year, staff are hoping to expand the event to attract more community

members while maintaining a high level of fun for everyone. Continuing in 2025, sensory hour will be held from 10:00-11:00 AM. Vehicles will not feature any horns, sirens, or flashing lights at that time; music will also not be played. Sensory bags containing a variety of sensory support items will be available for check-out during the entirety of the event. RC Party Crasher Racing will be hosting an RC course for attendees of all ages to try their hand at racing. Food trucks will be available to purchase food and snacks and more entertainment will be announced soon. In the afternoon, GameTruck will be featured at Mendakota Park from 2:00-4:00 PM for free video game play for teens.

Summer 2025 Program Registration

Summer program registration for 2025 opened on Tuesday, February 25 at 8:00 AM. Staff have highlighted data to provide commissioners with an understanding of the department's growth within the past year.

- 2024 total registrations after 24 hours: 303
- 2024 payments total: \$32,912
- 2024 resident vs non-resident registrations: Non-Resident = 124 Resident = 169
- 2025 total registrations after 24 hours: 413
- 2025 payments total: \$35,157
- 2025 resident vs non-resident registrations: Non-Resident = 175 Resident = 238

In 2025, there was a 36.3% increase in registration within the first 24 hours of registration opening. Staff contribute this increase to the success of mature programs and the success of new and returning marketing efforts. The department, in collaboration with the communications team, sent a physical program brochure to all Mendota Heights residents to increase awareness of parks and recreation programs. Staff have heard positive feedback from many community members regarding the program brochure.

Fiscal and Resource Impact:

N/A

Attachments:

None

Item Relation to Commission Guiding Principles:

Vibrant and Diverse Community Programming



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Park Improvement Project Update

Item Type: Monthly Report

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

Informational Item- No Action Requested

Background:

2025 Projects

The City Council included the following projects in the FY2025 budget:

1. Ivy Hills Playground Replacement
2. Hagstrom King Park Connection Point
3. Friendly Hills Tennis Court Resurfacing

As part of the Parks Maintenance budget, an infield renovation project for the Valley Park ballfield was also included.

Ivy Hills Playground Replacement

The Ivy Hills Playground Replacement project Request for Proposals (RFP) that was reviewed by the PRC at their January work session was brought to the City Council for consideration at their January 21 meeting. The Council tabled the item to request additional information from staff and the item was brought back to the February 4 City Council meeting where it was approved with a few modifications.

Due to the tabling of the item, the project timeline was moved back based on the date of release. The current project timeline is as follows:

Due Date: 10:00am on March 14, 2025 (includes both digital and physical submission)

Review by the Parks and Recreation Commission on or before June 10, 2025

City Council Approval of Project on or before June 17, 2025

Notification of Award on or before June 18, 2025

Playground should be installed as soon as possible after signed contract - likely a 2026 completion.

Hagstrom King Connection Point

Hampshire Drive Neighborhood Improvements – A feasibility report will be brought to City Council in late March or early April in relation to pavement improvements to Abbey Way, Canton Court, Haverton Road, Hampshire Drive, Hampshire Court, Morson Circle, Park Lane, Pond Circle East & West, and Winthrop Circle. This project will also include construction of a trail on the north side of Hagstrom King Park from Hampshire Drive to Pond Circle West. Construction of these streets may be spread out over the next two years, 2025/2026.

Friendly Hills Tennis Court Resurfacing

Staff will be meeting with contractors during the month of March to obtain quotes for this project. Staff anticipates the item being approved by the Council in April with completion scheduled in late Summer. The courts will be offline during the resurfacing for a week.

Valley Park Ballfield Infield Renovation

At the March 4 City Council meeting, the Valley Park ballfield renovation project for the infield was approved. This project scope includes the following:

- Laser survey of the existing surface and prescription build for grading purposes
- Edging of outside arc using 57' dimension
- Grading of the infield to drain from pitching rubber toward back arc
- Installation of new base anchors and home plate
- Machine grade surface to 1/8" tolerance

This project is anticipated to be completed by mid-May. The field will need to be shut down for usage for a few days during the process. Staff will work with the field users to coordinate moving activities to a different location temporarily.

Special Parks Fund Balance

Currently, the Special Parks Fund is showing an estimated balance of approximately \$183,000 available as of March 3, 2025.

Fiscal and Resource Impact:

None.

Attachments:

None

Item Relation to Commission Guiding Principles:

Active Recreation Facilities for All



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Park System Master Plan Update

Item Type: Monthly Report

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

Informational Only- No Action Requested

Background:

Staff continues to work with the consultant to wrap up the Park System Master Plan. The following is the most up-to-date timeline for the project:

- March 7: Staff will receive the 95% plan from the Consultant to review
- April 1: 95% plan will be released to the Commission and Council (requested two-week review window)
- April 15: Public comment will open on the plan
- April 27: Public comment period will close
- Present to the City Council for Adoption: May 20 or June 3 (PRC will be invited to attend)

In the meantime, staff continues to develop a more detailed Capital Improvement Plan (CIP) document that aligns with the Park System Master Plan. Staff is working closely with the City's Assistant City Engineer to make some updates since the last thorough staff walk through three years ago.

The final adoption of the plan by the Council in May will be a great tee-up to the 2026 budget discussions that will start at the staff level in June 2025.

Fiscal and Resource Impact:

None.

Attachments:

None

Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Ivy Hills Park Basketball Court Recommendation

Item Type: Action Item

Department: Parks and Recreation

Contact:

Meredith Lawrence, Parks and Recreation/Assistant Public Works Director
Lucas Ritchie, Assistant City Engineer

Action Request:

The commission should review the concept layout for the proposed basketball court at Ivy Hills Park and provide a recommendation to the City Council regarding next steps.

Background:

Previously discussed at the Parks and Recreation Commission meeting held on July 9, 2024, excess soil material generated by the adjacent Emerson Avenue Improvements project required a location to stockpile reclaimed material which was ultimately determined to be located over and adjacent to the existing half-court basketball court (47 feet x 39 feet) within Ivy Hills Park. The location was determined due to the activities planned for the park and the need for the existing parking stalls to not be inundated during construction; however, it served the dual purpose of utilizing the excess material and disturbed area to include improvements to the basketball court.

Excess material generated was graded and compacted by the project's contractor and left in the lower area of the park at no cost to the City, allowing for a suitable base for a future park improvement. Staff are proposing to utilize the graded space to increase the size of the existing basketball court from half-court to full court, along with a North-South orientation more suitable for use of the court based on community feedback. An additional storm sewer was installed with the grading activities to allow for proper drainage due to the change in elevations from the fill material and general feedback of drainage concerns within the area and the adjacent baseball field within the park.

Notice letters regarding this proposed project were mailed out on February 18 to residents within 350 feet of the park property boundary. Correspondence received as of March 4 is included in the packet. If staff receives additional correspondence, the information will be shared with Commissioners at the meeting.

Fiscal and Resource Impact:

A sizable portion of the soil material costs were considered incidental to the stockpiling activities relating to the Emerson Avenue Improvements project. Staff have requested pricing to install the concrete pad improvement, which is not included in the project cost or considered an incidental cost. The estimated construction cost for the concrete pad allowing for a full-size basketball court (80 feet x 48 feet) is approximately \$33,850.

The funding sources for the concrete pad are split between the Special Park Fund and the Storm Sewer Utility Fund. The expansion of the existing half-court basketball court to a full court would result in an increase of 209% of the existing courts' square footage with 52.3% of the project cost being eligible for the Special Park Fund as an expansion, allowing up to an estimated \$17,691 to be used from this fund. The remaining \$16,159 is proposed to be funded through the Storm Sewer Utility Fund, of which has available funding, due to the grading and drainage improvements provided to the area.

Attachments:

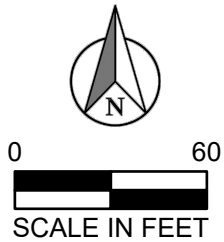
1. Ivy Hills Park BB Court Concept Layout
2. Email #1
3. Email #2

Item Relation to Commission Guiding Principles:

Active Recreation Facilities for All

Ivy Hills Park Basketball Court

Date: 6/14/2024



Legend

- Sanitary Sewer - Mendota Heights
- Storm Sewer - Mendota Heights
- Hydrant - SPRWS
- Water Main - SPRWS
- CI
- DI



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Nearmap_DakotaCounty_SIGNED.pdf

From: [Commers, Steve](#)
To: [Meredith Lawrence](#); [Jo Schifsky](#)
Subject: Ivy Hills Park Basketball Court
Date: Monday, February 24, 2025 1:06:55 PM
Attachments: [Outlook-vb2f1ksb.png](#)

Dear Meredith and Jo,

I believe it is wonderful that the city of Mendota Heights is working to make improvements to the park.

When building the basketball court, it is so important that the drainage of the water runs off the court. We do not want

one or two corners to have water pooling on the court. The area where the basketball court is going is a very low lying area.

There is lots of water that pools in this area and makes the grass swampy even in the month of August. Please make sure the water

is running away from the parking lot, off the court, and down into the gully along the border of the park. We do not want the water going towards

the town homes where the path is located to walk through the park. There is a stream under the tennis courts, the parking lot, and down the path into the park.

Please make this part of the plan so the kids do not get their basketball all muddy from the water pooling and more mosquitoes are being hatched.

Thank you for reading this input. I vote no lights to be put up because we want people to go home and not stay late into the night playing basketball.

We look forward to seeing a nice basketball court put in place in the park.

Steve Commers

651-491-1073

stevecommers@edinarealty.com

723 Cleveland Avenue South

Saint Paul, MN. 55116



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From: [Rappathd](#)
To: [Meredith Lawrence](#)
Subject: Full Court Basketball Plan at Ivy Falls Park
Date: Wednesday, February 26, 2025 4:56:47 PM

Hello Meredith,

I am writing this letter as a follow-up on the notice of the Parks and Recreation Commission meeting on March 11 when they will discuss the proposed full-court basketball plan at Ivy Falls Park.

Ivy Falls Park has always been a neighborhood park and not a destination park. The children in our associations and the neighborhood children use the park with their families and friends. They use the play area, ballfield, tennis courts and basketball hoop.

The members of our HOA do not support expanding the existing basketball court to include two hoops because of the proximity of the court to the neighbors in the townhouses and nearby homes. There are many opportunities in the district schools and the other parks for the children in our community to enjoy full court basketball.

Thank you for considering the input from our HOA.

Diane Rappath
Ivy Keep I Pres.
651-457-2141
rappathd@comcast.net



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Park Bench Donation Recommendation

Item Type: Action Item

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

If the Commission concurs, it should, by motion, recommend approval of the Park Bench Donation for Mendakota Park by Sam Hanson.

Background:

The Park Bench Donation program was adopted in 2001. Through the program, a resident may donate \$1,500 to the City to offset the costs of purchasing and installing a park bench. Any costs above the donation amount are the responsibility of the City from the Parks Maintenance Budget.

Staff received a park bench donation from Sam Hanson to be installed at Mendakota Park near the basketball court. A map that is attached provides a pinpoint of where the bench is proposed to be installed. The bench would be near the basketball court on the North West corner near the tree. Staff has reviewed the site and feel it would be a good location for the bench. Prior to installation, staff intends to meet the donor on site to determine the exact location to ensure no damage to the existing tree and tree roots.

The desired plaque language for the bench would read:

Doug Mogelson

June 18, 1973 - December 28, 2024

Loved the beloved. A mensch and a baller.

Fiscal and Resource Impact:

Sam Hanson provided a \$1,600 donation for the park bench. The City is grateful for this

donation.

Attachments:

1. Mendakota Park Bench Donation Map

Item Relation to Commission Guiding Principles:

Effective Two-Way Communication with an Informed Community
Active Recreation Facilities for All

Park Bench Donation



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 25 feet
2/18/2025



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: 2025 Parks and Recreation Work Plan Approval

Item Type: Action Item

Department: Parks and Recreation

Contact:

Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

The Parks and Recreation Commission is asked to review and discuss the 2025 Parks and Recreation work plan and direct staff to make any necessary changes. If changes are requested, staff will refine the document and bring it back for adoption at the next meeting.

Background:

In January, the Parks and Recreation Commission met in the form of a work session to discuss their 2025 goals and priorities. Building off the Parks and Recreation Strategic Plan, staff compiled the attached 2025 work plan, which directly relates back to the strategic initiatives outlined in the City's Parks and Recreation strategic plan.

The following action items are included in the 2025 work plan:

- Implementation of Master Plan
- Long Term Sustainable Funding Source for Park Infrastructure
- Completion of ADA Transition Plan in relation to Parks and Continued Accessibility Lens at Forefront
- Diversify Programming Offered (Senior and Teen Programming)
- Increase Nature-Based Recreation Programs and Events
- Increase the Usage of the Par 3 Community Golf Course for the Overall Benefit of the City as a Whole
- Continued Partnership and New Partnerships to Provide Additional Opportunities for Residents at a Reasonable Rate
- Development of a Donation Policy for Parks and Recreation
- Increase Community Involvement and Engagement with Residents

- Continued Success of the Volunteer in the Parks (VIP) Program

Fiscal and Resource Impact:

None.

Attachments:

1. PRC Planning Calendar 2025

Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

2025 STRATEGIC GOALS

| ACTION ITEM | STRATEGIC INITIATIVE | RESPONSIBILITY | TIMELINE | | | | | | | | | | | | | |
|--|--|--|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
| | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | UPDATE | |
| Implementation of Master Plan | All | Parks and Recreation Director | | | | | | | | | | | | | The Master Plan will be presented for adoption by the City Council in May or June. | |
| Long Term Sustainable Funding Source for Parks Infrastructure | Sustainable Funding Source for Parks and Recreation | Parks and Recreation Commission/City Council | | | | | | | | | | | | | The Master Plan will include a Financial Sustainability Analysis which will provide recommendations for future funding options. | |
| Completion of the ADA Transition Plan in Relation to Parks and Continued Accessibility Lens at Forefront | Active Recreational Facilities for All Ages | Parks and Recreation Director/Assistant City Engineer | | | | | | | | | | | | | Proposals for the ADA Transition Plan are due from consultants on March 7. | |
| Diversify Programming Offered (Senior and Teen Programming) | Vibrant and Diverse Community Programming | Recreation Program Coordinator/Recreation Facilities Coordinator | | | | | | | | | | | | | This will be a priority area with the addition of new programming staff for 2025. | |
| Increase Nature Based Recreation Programs and Events | Greater Connection to the Natural Environment | Recreation Program Coordinator | | | | | | | | | | | | | Recreation Program Coordinator is collaborating with the Natural Resource Coordinator to host the first ever “Connected to Nature” Summer Recreation Program. | |
| Increase the Usage of the Par 3 Community Golf Course for the Overall Benefit of the City as a Whole | Vibrant and Diverse Community Programming | Recreation Facilities Coordinator | | | | | | | | | | | | | The new Recreation Facilities Coordinator will begin employment with the City on March 3 and this will be a priority area for him. | |
| Continued Partnership and New Partnerships to Provide Additional Opportunities to Residents at a Reasonable Rate | A Leading Community with Invested Partners | Parks and Recreation Director/Recreation Program Coordinator/Recreation Facilities Coordinator | | | | | | | | | | | | | The Recreation Coordinators are working to continue strong relationships with existing partners. The Parks and Recreation Director will continue to seek out potential new partnerships and opportunities. | |
| Development of a Donation Policy for Parks and Recreation | All | Parks and Recreation Director/Recreation Program Coordinator | | | | | | | | | | | | | The Recreation Program Coordinator has begun doing research on this policy. Staff met with the City Attorney to review potential options in late February. | |
| Increase Community Involvement and Engagement with Residents | Effective Two-Way Communication with an Informed Community | Commissioners | | | | | | | | | | | | | | |
| Continued Success of the Volunteer in the Parks (VIP) Program | All | Commissioners and Staff | | | | | | | | | | | | | A Volunteer Program Update will be provided to the City Council in February. | |



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Approval of Commission Bylaws

Item Type: Action Item

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

Staff will review the bylaws with the Commission. The Commissioners are asked to review the bylaws and ask staff questions if they have any. The Commission should approve the attached bylaws with any recommended changes.

Background:

Each year at the February meeting, it is recommended the Commission review the Parks and Recreation Commission bylaws so that all commissioners are up-to-date and informed. Since the February meeting was canceled, staff is bringing this item to the Commission for approval at the March meeting.

Fiscal and Resource Impact:

None.

Attachments:

1. Parks and Recreation Bylaws

Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation
 A Leading Community with Invested Partners
 Vibrant and Diverse Community Programming
 Greater Connection to the Natural Environment
 A Safe Connected and Walkable/Bikable Community
 Effective Two-Way Communication with an Informed Community
 Active Recreation Facilities for All

BYLAWS OF THE MENDOTA HEIGHTS PARKS AND RECREATION COMMISSION

ARTICLE 1: ORIGIN AND PURPOSE

SECTION 1-ORIGIN: In accordance with the City of Mendota Heights Ordinance No. 109, "Establishing A Parks and Recreation Commission," the following bylaws are adopted by the parks and recreation commission to facilitate the performance of its duties and the exercising of its functions as a Commission created by the city council.

SECTION 2-PURPOSE: The parks and recreation commission shall act as an advisory group to the Mayor and city council and shall:

- A. Advise the city council on matters pertaining to parks and recreational development programs and shall cooperate with city personnel in implementing the parks and recreation programs.
- B. Advise the city council on the establishment of written rules and regulations for the use, management and operation of the public parks and recreational facilities, the same to be approved by action of the council before being put into effect.
- C. If requested by the city council, prepare plans for the acquisition, development and improvement of the city public parks and recreational facilities and shall, if requested by the city council, develop a comprehensive plan for future park development and open space.
- D. If requested by the city council, prepare a capital improvements program for the purpose of determining priorities and apportioning costs of scheduled improvements.
- E. In performing the aforementioned duties and responsibilities, exhibit the initiative in formulating policies which will be responsive to the anticipated need and objectives of the community.

ARTICLE 2: MEMBERSHIP

SECTION 1-NUMBER AND APPOINTMENT: The parks and recreation commission shall consist of seven (7) residents of the city, appointed by the mayor with the consent of the majority of the members of the city council. The members shall serve terms of three (3) years. The terms shall be staggered so that terms of two (2) members shall expire each year. No member shall be appointed to more than three (3) consecutive full terms. A member appointed to fill an unexpired term on the commission may be appointed to serve three (3) consecutive terms after completing the unexpired term, but in no case shall the individual serve more than eleven (11) consecutive years.

ARTICLE 3: OFFICERS AND DUTIES

SECTION 1-ELECTION OF OFFICERS: At the February meeting each year, the commission elects from its membership a Chairperson and a Vice-Chairperson.

- A. If the Chairperson retires from the commission before the next organizational meeting, the Vice-Chairperson becomes Chairperson. If both Chairperson and Vice-Chairperson retire, new officers are elected at the next meeting.
- B. If both Chairperson and Vice-Chairperson are absent from a meeting, the commission elects a temporary Chairperson by voice vote.
- C. The Secretary to the parks and recreation commission is appointed by the city administrator from the city staff.

SECTION 2-DUTIES: The Chairperson, or if absent, the Vice-Chairperson presides at meetings, appoints committees and performs other duties as may be ordered by the commission. The Chairperson conducts meetings so as to keep them moving as rapidly and efficiently as possible and reminds members, witnesses and petitioners to discuss only the subject at hand. The Chairperson is a voting member of the commission.

The Secretary is responsible for recording the minutes, keeping records of commission actions, conveying commission recommendations to the city council and providing general administrative and clerical service to the commission.

ARTICLE 4: MEETINGS

SECTION 1-DATE AND TIME: Regular meetings of the commission are held on the second Tuesday of each month at 6:30 p.m., unless otherwise agreed to and so stated in the agenda. All meetings and hearings, and all records and minutes are open to the public.

- A. When the regular meeting day falls on a legal holiday, there is no meeting that month unless otherwise noted.

SECTION 2-SPECIAL MEETINGS: Special meetings may be called by the Chairperson or the Secretary.

SECTION 3-LOCATION: Meetings are held in the City Hall Council Chambers, 1101 Victoria Curve, unless an offsite meeting is requested by the commission, which must be properly noticed on the commission's agenda.

- A. Commissioners will be assigned parks to visit monthly at the February meeting. Each Commissioner is expected to visit their assigned parks once a month and be prepared to provide the Commission with an update at each regularly scheduled meeting.

SECTION 4-QUORUM: Four Parks and Recreation Commission members shall constitute a quorum for the purpose of conducting its business. When a quorum is not present, the Chairperson may open the meeting for the purpose of hearing from interested parties on items on the agenda. No final or official action may be taken at such a meeting. However, the facts and information gathered at such a meeting may be taken as a basis for action at a subsequent meeting at which a quorum is present.

SECTION 5-VOTING: Voting is by voice. Commission members voice votes on each issue are recorded. In the event that any member shall have a financial interest in a matter before the commission, the member shall disclose the interest and refrain from voting upon the matter, and the secretary shall so record in the minutes that no vote was cast by such member.

ARTICLE 5: ATTENDANCE

SECTION 1-ATTENDANCE POLICY: Attendance at meetings is expected. Absences in a calendar year should not exceed three consecutive meetings or more than 25 percent of all meetings that take place on the second Tuesday of the month, unless otherwise noted on the approved annual meeting schedule.

Members will receive a notification from the City Administrator after two consecutive or two total absences. If the City Administrator determines there are extenuating circumstances in a case of a member who has not met the attendance requirements, the City Administrator may grant a waiver to the attendance requirement.

If a member exceeds the allowable number of absences, the mayor and city council will be notified and the member shall be deemed to have voluntarily resigned from the commission and the seat vacant. The vacancy shall be filled as soon as possible for the unexpired portion of the term by the mayor with the consent of the majority of the members of the city council.

Members unable to attend a meeting should contact the staff liaison, who will inform the chair if a quorum cannot be attained and the meeting will be cancelled.

ARTICLE 6: THE PUBLIC

SECTION 1-PUBLIC INPUT: The Parks and Recreation Commission does not hold public hearings, but may invite public comment. If members of the public want to speak on an item, it is up to the discretion of the Commission Chair to determine if, how, and for how long members of the public may address the commission.

SECTION 2-PUBLIC COMMENT GUIDELINES: The Citizen Comments section of the agenda provides an opportunity for the public to address the commission on items which are not on the agenda. Comments should be directed to the Chair.

ARTICLE 7: MISCELLANEOUS

SECTION 1: AMENDMENTS: These Rules of Order may be amended with the approval by voice vote by a majority (four) of the members of the parks and recreation commission.



Parks and Recreation Commission

Meeting Date: March 11, 2025

Agenda Item: Assign Commissioner Parks

Item Type: Action Item

Department: Parks and Recreation

Contact: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

Action Request:

The Commission should assign a park or parks to each commissioner to visit and provide updates at the monthly commission meetings.

Background:

In the past, commissioners have been assigned parks to visit and report any problems to the Parks and Recreation Director and present an update monthly at the Commission meeting. Examples of what to look for include the conditions and usage of the following: trails, playground equipment, ball fields, soccer fields, picnic shelters, tennis courts and basketball courts. Commissioners are asked to visit their parks on a monthly basis.

Below is a list of the parks to be assigned:

- Victoria Highlands
- Rogers Lake
- Valley View Heights
- Ivy Hills
- Dog Park
- Marie
- Valley
- Wentworth
- Friendly Hills
- Hagstrom-King
- Kensington
- Mendakota
- Market Square

- Civic Center

The 2024 Park Assignments were as follows:

- Commissioner Meyer: Marie and Mendakota
- Commissioner Schifsky: Ivy Hills and Wentworth
- Chair Blanks: Valley and Market Square
- Commissioner Muller: Friendly Hills and Kensington
- Commissioner Toth: Rogers Lake and Dog Park
- Commissioner Sherer: Hagstrom King and Victoria Highlands
- Commissioner Hanson (transferred to Weichert): Valley View Heights and Civic Center

Fiscal and Resource Impact:

None.

Attachments:

None

Item Relation to Commission Guiding Principles:

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

A Safe Connected and Walkable/Bikable Community

Vibrant and Diverse Community Programming

Greater Connection to the Natural Environment

A Leading Community with Invested Partners

Sustainable Source of Funding for Parks and Recreation