



Park Board Meeting
Meeting Agenda
Meeting of May 9, 2016

6:00 PM
Council Chambers
City Hall

Park Board Members (3-year terms)

Member:	Nik Feist (Chair)	2016
Member:	Scott Festin (Vice Chair)	2017
Member:	J. D. Ludford	2018
Member:	Michael Werner	2018
Member:	David Puhl	2016
Alternate:	Andrew Stifter	2017
Council Liaison:	Kent Bloudek	

- I. Call Meeting to Order
- II. Update on Lake Waconia Regional/Coney Island Park Development by Marty Walsh, Carver County Parks
- III. Review Park Board Ordinance Possible Amendments
- IV. Adjourn

**CITY OF WACONIA
MINUTES OF SCHEDULED MEETING
PARKS AND RECREATION BOARD
THURSDAY, APRIL 21, 2016**

Pursuant to due call and notice thereof, the Regular Meeting of the Waconia Parks and Recreation Board was called to order at 6:25 PM by Feist.

I. CALLED MEETING TO ORDER

Park Board Members Present: Scott Festin, Andrew Stifter, Mike Werner, Nik Feist, JD Ludford, and David Puhl

Park Board Members Absent: None

Staff Present: Susan Arntz, Doug Bode, Craig Eldred, and David Wabbe

Council Liaison: Kent Bloudek-Absent

II. Hilk's Lake Park Playground Equipment

Craig Eldred and David Wabbe provided an overview of the changes requested by the Park Board for the playground equipment purchase. The updated budget was presented with the requested addition of the track rail and the sail shade.

Motion by Werner, second by Puhl to recommend the purchase of the playground equipment as presented with the updated options.

III. Review May Meeting Agenda

Susan Arntz reviewed that Marty Walsh, Carver County Parks, will make a presentation of the Lake Waconia Regional Park and Coney Island updated plans on Monday, May 9 at 6:00 p.m.

In addition to the park presentation, the Board will also review recommended changes to the Park Board Ordinance that were reviewed in January.

Motion by Andrew Ludford, second by Stifter to adjourn the meeting at 6:36 p.m. All present voted AYE. MOTION CARRIED.

Respectfully submitted,

Susan Arntz
City Administrator

CHAPTER 238

PARKS & RECREATION BOARD

Section
238 Parks & Recreation Board

238 Parks & Recreation Board

Subd. 1. Board Established. There is hereby continued as heretofore established an Advisory Board to be known as the Waconia Parks and Recreation Board (the Board). This Board will work with the Parks & Recreation Department to provide recommendations to the City Council for policies, procedures and purchases that affect Waconia’s park facilities and recreational programming.

Subd. 2. Composition. The Board shall consist of five (5) regular members, and one (1) alternate member appointed by the Mayor and confirmed by the City Council. Each member shall be appointed for a term of three years, such term to be designated in the appointment notices, unless otherwise provided in the filling of the vacancies. The terms of the members may be staggered and a member shall not serve more than two consecutive three year terms in the role of alternate or regular member. Any term served as an alternate member, however, shall not preclude the member from serving as a regular member for two consecutive terms immediately thereafter. Vacancies of regular members during the term shall be filled by the alternate member for the unexpired portion of the regular member’s term. Partial terms do not count toward the term limitation set forth in this section. Every appointed member shall, before entering upon the discharge of his duties, take an oath that he will faithfully discharge the duties of his office. One of the members of the Board may be appointed from among the members of the City Council, exclusive of the Mayor.

Subd. 3 Reserved for future use.

Subd. 4 Reserved for future use

Subd. 5 Meetings. In conformance with the Minnesota Open Meeting Law all meetings of the Board are open to the public. The annual organizational meeting shall be held at City Hall, 201 South Vine Street, Waconia, Minnesota at 6:30 p.m. on the third Thursday of each January. At this meeting, the current members will decide on regular dates and times for each month of the current calendar year. Regular meetings may be rescheduled, canceled or changed depending upon unique circumstances and subject to the approval and consent of the Chair and/or Vice-Chair of the Board provided notice shall be given to any members of such change.

Subd. 6 Attendance: In the absence of a regular member, the alternate member shall assume the seat of the absent regular member and shall have all the powers, including but not limited to voting powers, of the absent regular members. Regular members are expected to

attend all regularly scheduled meetings. If a member has not attended at least 80% of the regularly scheduled meetings January through December, (10/12), the Parks & Recreation Director will recommend to the Personnel Committee that the member be removed from the Board. The Personnel Committee will forward this recommendation to the City Council as is deemed appropriate.

Subd. 7 Board Officers. The Board shall elect from its membership a Chair and Vice-Chair who shall serve for one year. The Parks & Recreation Department Office Assistant shall serve as the Secretary for the Board.

Subd. 8 Duties of Officers.
The duties of the Chair shall be to:
1. Review and approve of meeting agenda.
2. Preside at meetings.
3. Participate with the Personnel Committee in the selection of Committee Members.
4. Represent the Committee as appropriate.

The duties of the Vice Chair shall be to:
1. Perform the duties of the Chair in their absence.
2. Assume other duties as assigned by the Chair.

The duties of the Parks & Recreation Department Office Assistant shall be to:
1. Be responsible for recording and compiling a written summary of all official activities of the Committee.
2. Take attendance at all meetings.
3. Other duties as assigned.

Subd. 9 Performance Criteria ~~Annually the Board shall perform a written self-evaluation on the following:~~

- ~~1. Achievement of goals and objectives.~~
- ~~2. Compliance with bylaws.~~
- ~~3. Formulation of proposals and recommendations and overall accomplishments.~~
- ~~4. Visitation of subject sites as applicable.~~
- ~~5. Member's personal attendance record.~~

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~~The Board shall forward this evaluation to the Parks & Recreation Director. The Director will forward the evaluation to the City Council for review by the third week of December.~~

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~~Additionally, the Board will provide the City Council with monthly meeting agendas and Board approved minutes.~~

Subd. 10 Conflict of Interest – Members with a financial or vested interest with an applicant, application, proposal, policy, or other Board issue shall disclose the relationship before participating in discussion about the issue. If the conflict is deemed to be significant, the member shall refrain from discussion and voting on such issue. If the conflict involves the presiding officer, he/she shall disqualify him/herself from discussion and pass the

gavel to the Vice-Chair or a member who has no conflict. He/she may resume the chair once the issue has been dispatched.

Subd. 11 Code of Conduct – Outside of official meetings, Board members will adhere to the following:

1. Board member’s opinion pertaining to a function, organization or specific application or issue shall not be given to the public or media unless there is a clear qualification that the opinion is that of the committee or the City. If a Board member gives or represents the opinions of the Board, he/she shall do so only after receiving the official direction from the Board.
2. The conduct of Board members shall reflect positively upon the Board, individual member and city.
3. Board members shall avoid any actual or apparent impropriety.

Subd. 12 Powers and Duties – The Board shall act in an advisory capacity to the Waconia City Council and shall advise the City Council on Parks & Recreation matters. Any recommendation of the Board submitted to the Council in writing, which requires action of the Council to carry it out, shall be submitted to the Mayor and the Council for its consideration. A majority of the membership of the Board may make Board recommendations with any minority views to be presented in a minority report to the Council.

Subd. 13. Subcommittees – The Board may divide its membership into Subcommittees, as it deems necessary to implement its goals and objectives.