



Parks and Recreation Commission

January 06, 2025

7:00 PM

5890 Central Avenue N.E.

Agenda

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

- [1.](#) December 2, 2024 Parks and Recreation Commission Minutes

Open Forum

The open forum allows the public to address the Commission on subjects that are not on the Regular Agenda. The Commission will accept feedback or questions from the public and asks that comments are limited to five minutes or less.

New Business

- [2.](#) Special Event Permit
- [3.](#) Advisory Commission Onboarding Manual

Old Business

Staff Reports

- [4.](#) Springbrook Nature Center Report
- [5.](#) Fridley Parks and Recreation Division Report
- [6.](#) Park Maintenance and Construction Report

Adjournment

Accessibility Notice:

- If you need free interpretation or translation assistance, please contact City staff.
- Si necesita ayuda de interpretación o traducción gratis, comuníquese con el personal de la ciudad.
- Yog tias koj xav tau kev pab txhais lus los sis txhais ntaub ntawv dawb, ces thov tiv tauj rau Lub Nroog cov neeg ua hauj lwm.
- Haddii aad u baahan tahay tarjumaad bilaash ah ama kaalmo tarjumaad, fadlan la xiriir shaqaalaha Magaalada.

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact CityClerk@FridleyMN.gov or (763) 572-3450.



AGENDA REPORT

Meeting Date: January 6, 2025

Meeting Type: Parks and Recreation Commission

Submitted By: Mike Maher, Parks and Recreation Director

Title

December 2, 2024 Parks and Recreation Commission Minutes

Background

Attached are the meeting minutes of the December 2, 2024 Parks and Recreation Commission.

Financial Impact

None.

Recommendation

Staff recommends approval of the December 2, 2024 Parks and Recreation Commission minutes.

Attachments and Other Resources

- December 2, 2024 Parks and Recreation Minutes.

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Park Commission Meeting
December 2, 2024
7:00 PM
Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Chair Borman called the Parks and Recreation Commission meeting to order at 7:00 p.m.

Present

Luke Cardona
EB Graham
Peter Borman
Melissa Luna
Tim Kirk
Ken Schultz
Don Whalen

Also Present

Mike Maher, Parks and Recreation Director
Scott Hickok, Community Development Director
Scott Lund, Mayor

Approve Parks & Recreation Commission Agenda for December 2, 2024

Motion by Commissioner Cardona to approve the December 2, 2024, meeting agenda. Seconded by Commissioner Graham. The motion passed unanimously.

Approve Parks & Recreation Commission Minutes for November 4, 2024

Motion by Commissioner Graham to approve the November 4, 2024 meeting minutes. Seconded by Commissioner Whalen. The motion passed unanimously.

Open Forum

No comments.

New Business

1. Fridley Public Art Initiative

Mike Maher, Parks and Recreation Director, introduced the guests present to speak about this item.

Mayor Scott Lund spoke about the community benefits of public art and explained that \$100,000 was anonymously donated this year as a seed for public art. He stated that the first piece of art has already been commissioned to be located at Moore Lake Park and two donations were received to fund that piece. He provided an update on recent activity of the Board of Directors for this foundation and stated that the main job of the foundation will be to raise funds for the purpose of public art. He explained that the Public Art Commission will then do the work on selecting pieces and finding appropriate locations. He hoped that the public will also support this public art initiative.

Commissioner Whalen noted the proximity to Minneapolis, which is rich in the arts. Mayor Lund noted other communities that also participate in public art.

Chair Borman noted the reconstruction planned for Mississippi which would include roundabouts and asked if those are being considered as locations for public art. Mayor Lund commented that he did not believe that roundabouts were included in the list but explained that the Public Arts Commission has begun to draft a list of priority locations for art installations.

Commissioner Cardona asked if there are grants available for this purpose. Mayor Lund confirmed that there are noting that they have had someone come to speak to them to provide information on available grant funds.

Scott Hickok, Community Development Director, provided background information on the public engagement and process that led to the ultimate creation of the Public Arts Commission and 501C3. He identified public art already found in Fridley and also explained how the East River Road corridor could be split up into different districts and themes. He explained that the anonymous donation of \$100,000 for the purpose of public art helped to move this forward, acknowledging that continued donations and fundraising will be important in continuing this initiative. He reviewed some ideas and locations that have been submitted through the public engagement process. He then provided more specific information on the water-related art for Moore Lake Park.

Commissioner Cardona asked if there would be any focus on local artists. Mr. Hickok stated that the focus is finding the best art for the location, which would include a review of both local and nonlocal artists. Mayor Lund commented on some local artists that they are aware of and have been in contact with. They also spoke about the value they are receiving on the first piece of art.

The Commission

2. Sylvan Hills Park Design Review

Mr. Maher stated that Sylvan Hills Park was originally scheduled to be a 2024 project. He stated that a large grant was received from the WMO in order to incorporate water treatment-related improvements to the project which delayed the project to 2025 in order to plan appropriately. He reviewed the project goals and highlights, explaining how the water quality improvements will compare to the existing conditions. He also provided a brief reminder of the theme for the play area. He stated that the plan would be to put the project out for bids in the next month.

Commissioner Graham asked if the lawn area would be large enough for playing. Mr. Maher replied that area would be the size of about four tennis courts and therefore would create room for playing in open space.

Motion by Commissioner Cardona to endorse the updated schematic design of Sylvan Hills Park. Seconded by Commissioner Schultz. The motion passed unanimously.

3. Fridley Parks and Recreation Commission Draft 2025 Workplan

Mr. Maher stated that he created a draft for the workplan to look ahead into 2025 to review with the Commission. He reviewed the 2025 workplan highlights and welcomed input.

Commissioner Cardona stated that he would like to focus on meeting with more youth sports associations, ensuring that they schedule ahead of time for proper planning. Mr. Maher confirmed that could be a priority and he would reach out to the different groups in attempt to connect with them in 2025.

Commissioner Cardona commented that it would be great to receive updates on the Public Arts Commission. Mr. Maher stated that perhaps he could include that in his list of monthly reports.

Chair Borman also reviewed the 2025 meeting schedule. Mr. Maher commented that the Commission already adopted the meeting calendar and he simply included it for the Commission to have on hand.

Staff Reports

4. Springbrook Nature Center Report

Mr. Maher briefly reviewed the report, highlighting upcoming programming and events. He also welcomed a new seasonal staff member and recognized a seasonal staff member that will be exiting.

5. Fridley Parks and Recreation Division Report

Mr. Maher provided an overview of the report.

6. Park Maintenance and Construction Report

Mr. Maher provided an update on the recent activity of staff and the seasonal activities.

Unfinished Business

None.

Adjournment

Commissioner Kirk made the motion to adjourn the meeting at 8:17 p.m. Seconded by Commissioner Whalen. The motion passed unanimously.

Respectfully submitted,

Mike Maher, Staff Liaison



AGENDA REPORT

Meeting Date: January 6, 2025

Meeting Type: Parks and Recreation Commission

Submitted By: Mike Maher, Parks and Recreation Director

Title

Special Event Permit

Background

Staff have developed an updated Special Event Permit for residents looking to hold a larger event within the City of Fridley. One example of the use of this permit would be for the 49er Days Committee to complete the permit application for the annual 49er Days Event. This permitting process allows appropriate staff to review plans for the event to ensure that the event will be safe, successful and lawful.

The permit currently consists of a policy and ordinance, which will be translated into an online permit through the City's CitizenServe permitting system.

Financial Impact

None

Recommendation

Staff recommends Commission review of the special event permit policy and ordinance and requests that the Commission provide feedback to staff.

Attachments and Other Resources

- Special Event Permit Policy
- Special Event Permit Ordinance

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Special Event Policy



Purpose

The City of Fridley (City) welcomes and encourages community events that enhance the City's vitality and strengthen community bonds. This Policy helps event organizers understand requirements and successfully plan safe and well-managed special events that comply with City and State regulations. This Policy complies with the Special Event Permit Chapter of the Fridley City Code (Code).

What is a Special Event?

A special event is any temporary gathering or activity lasting more than one hour but no more than three consecutive days that either substantially interrupts the normal use of public spaces or has a public impact requiring City services beyond normal operations.

Types of events could include:

- Athletic events (5Ks, runs, walks, bicycle races)
- Block parties
- Carnivals, fairs and festivals
- Concerts and street dances
- Parades
- Outdoor events on City property with more than 200 people
- Outdoor events on private property requiring City services
- Events in City rental facilities exceeding facility capacity.

Determining Permit Requirements

An event will likely require a Special Event Permit if it meets any of these criteria:

- Attendance exceeds 200 people
- Requires City services such as police, fire, or public works support
- Impacts public spaces, streets, or neighboring properties
- Uses temporary structures or equipment
- Takes place in City rental facilities exceeding normal capacity.

This Policy covers both public and private events, and applies whether the event is free or ticketed. The goal is to ensure all events are properly supported, safe and minimize any impact on the surrounding community.

Permit Required

A Special Event Permit is required for all special events. Conducting a special event without a permit is in violation of the Code.

To obtain a Special Event Permit, an application must be submitted through the City's online licensing and permitting application, CitizenServe.

Application Review Process

Once a Special Event Permit application is submitted, it undergoes a comprehensive review process designed to support an event's success.

Initial Review

The review begins with an initial assessment of the application. City staff will check that all required documentation is present and properly completed. If any information is missing or needs clarification, the applicant will be contacted. This initial review helps identify any obvious concerns or requirements early in the process.

Department Review

The application then moves to a detailed departmental review. Different aspects of the event will be evaluated by relevant City departments including City Manager, Police, Fire, Public Works, and Parks and Recreation. Each department brings specific expertise to ensure an event meets all safety and operational requirements.

For example:

- The City Manager's Office reviews permit application for completion, compliance and routing to additional departments.
- The Police Division reviews security and traffic control plans and conducts background checks of event organizers. Background check includes review of criminal history, previous ordinance compliance history and other safety records.
- The Fire Division evaluates emergency access and safety measures.
- The Public Works Department assesses infrastructure needs and impact.
- The Parks and Recreation Department reviews facility use and conservation measures.

Communication

Throughout this process, an applicant may receive requests for additional information or suggestions for modifying plans. Ongoing communication is encouraged during this phase to address any questions or concerns quickly.

Final Review and Approval

The final step is overall review and determination. The City Manager or a designee will evaluate the complete application package along with department recommendations. They may require additional conditions to address specific concerns. Once all requirements are met, applicants will receive either an approval or denial of a permit application.

Application Requirements

The application must include all the elements relevant to the proposed event. Each requirement includes guidance to help develop City and State regulation-compliant plans.

Application Details

- Applications are accepted on a first-come, first-served basis and must be submitted no less than 90 days before the event date.
- Applications submitted outside the time frame incurs an additional fee and risk non-approval
- Applications are accepted up to one year in advance.
- Submittal of an application does not grant approval to conduct an event.
- An event is confirmed and approved only when the application is reviewed and approved by the City Manager, a designee or the Council.

Application Requirements

Applications must include the following:

- Type and description of event: provide a detailed description of the special event and a list of all activities to take place.
- Sponsoring entity information: name, contact person, address, and phone number of the entity sponsoring the event.
- Proposed date(s) and time(s): the dates and times for each day of the event.
- Location and site plan: include a map of the proposed area, showing any barricades, street route plans, perimeter/security fencing, and/or event layout and dimensions. For City parks, specific areas to be used for event activities.
- Estimated attendance: the estimated number of participants and spectators.
- Public health plans: plans for water supply, solid waste collection, and provision of toilet facilities.
- Safety and emergency plans: fire prevention and emergency medical service plans.
- Security plans: security measures to ensure the safety of participants and attendees.
- Admission and fees: information on any admission fees, donations, or other considerations.
- Food and alcohol service: details on whether food or alcohol will be served or sold. Vendors must obtain all necessary permits for food and alcohol sales from the appropriate authorities.
- Insurance requirements: proof of liability insurance with a minimum coverage of \$1 million. The certificate of insurance must name the City as an additional insured and must be submitted at least 14 days prior to the event.

- Gopher State One Call: any special items that would require stakes or support systems that would go into the ground must contact Gopher State One Call utilities location service and the City park maintenance staff to locate irrigation lines.
- Electrical plans: applicant is responsible to have their own extensions cords. All temporary electrical wiring for events must be performed by a licensed electrical contractor. This requirement also applies to portable generators.
- Tent and structure plans: include size and square footage of any tents or structures as well as staking methods.
- Fireworks plans: fireworks are only permitted at City sponsored events.
- Signage plan: include the number, size, location, and content of all proposed signs or banners, as well as installation and removal methods.
- Detailed requirements for each of these items will be specified in the accompanying Special Event Policy.
- Applicants must provide proof of liability insurance with a minimum coverage of \$1 million, naming the City as an additional insured. The certificate of insurance must be submitted at least 14 days prior to the event. An indemnification agreement must be signed to hold the City harmless from any liability arising from the event.

Event Organization Details

Primary Contact and Coordination: Every application must designate a primary event organizer who will serve as the main point of contact throughout the planning process. This individual must provide comprehensive contact information including organization name, mailing address, phone number, and email address to ensure effective communication between City staff and event organizers.

Event Location and Timeline: Applications must specify the proposed location(s) for all event activities and provide detailed date(s) and time(s) for the entire event period. This includes any alternative locations being considered and any weather contingency dates if applicable.

Event Programming and Schedule: The application requires a comprehensive timeline of all event activities. This must include detailed information about:

- Setup procedures and timeline
- Hour-by-hour event programming schedule
- Entertainment and performance schedules
- Teardown and cleanup procedures
- Equipment installation and removal timelines.

Event Features and Equipment: Organizers must provide a complete inventory of all equipment, structures, and special features that will be used during the event. This includes stages, tents, vendor booths, sound systems, and any other physical elements that will be brought to the event site.

Admission and Revenue: Applications must detail all monetary aspects of the event, including ticket prices and admission fees, donation requirements or suggested contributions, and any other monetary considerations affecting public participation

Attendance Management: Event organizers must demonstrate thorough attendance planning through projected numbers supported by ticket sales data, historical attendance records, or comparable event statistics. Applications must include:

- Total expected attendance numbers
- Method used to calculate attendance projections
- Peak attendance periods during the event
- Strategies for managing unexpected attendance increases
- Specific crowd control measures and staffing plans
- Capacity management procedures for various event areas.

Site Planning and Safety

Comprehensive Site Layout: The event application must include a detailed site plan showing how your event will utilize the space. The plan serves as a blueprint for your event, helping staff understand traffic flow, safety measures, and operations. This includes:

- Event boundaries and perimeter control measures
- All stages and performance areas
- Vendor and concession locations
- Temporary structures and tents
- Barricades and fencing placements
- Entry and exit points
- Emergency access routes
- Parking areas
- Sound equipment locations
- ADA-compliant pathways and facilities.

Traffic and Parking Management: The traffic management plan should address how attendees will arrive, park, and move through the event space. Document parking locations and capacity, including overflow options. For shuttle services, include routes and schedules.

For street impacts, provide:

- Street closure locations and times
- Traffic control measures and signage
- Emergency vehicle access routes
- Vendor load-in/load-out plans
- Drop-off and pick-up zones.

The plan should demonstrate how pedestrian traffic will be safely managed through walkways, crosswalks, barriers, and directional signage.

Health Requirements

Sanitation Planning: The event must have comprehensive sanitation procedures addressing public health needs, such as water and waste management. Document how potable water will be sourced and distributed throughout the event site. Plans must include:

- Sources of potable water

- Locations of water stations
- Placement of trash receptacles
- Recycling station locations and management
- Waste collection schedules
- Vendor waste management requirements.

Restroom Facilities: Applications must demonstrate adequate restroom facilities based on expected attendance and event duration. Requirements include:

- Following the below Portable Toilet Guide with a minimum of one portable toilet per 100 attendees
- At least one ADA-compliant unit for every 20 standard units
- One hand-washing station for every four toilets
- Daily servicing requirements for multi-day events
- Clear signage and lighting for nighttime events
- Maintenance schedule and responsible parties.

Portable toilets required per duration of an event								
Est. # of people	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours
200-500	2	3	3	4	4	4	4	4
500-750	4	4	5	5	6	6	8	8
750-1,0000	4	4	6	6	6	8	8	8
2,000	5	7	8	8	12	13	13	14
3,000	7	8	10	12	16	16	18	18

Safety Requirements

Safety and Emergency Response: Events are required to have a comprehensive safety plan addressing emergency preparedness and response. Include:

- First aid station locations and staffing
- Evacuation procedures and routes
- Weather emergency protocols
- Security staffing and deployment
- Fire extinguisher locations and types
- Emergency egress routes from all structures and enclosed areas.

Additional Permits and Licenses

Supplementary Permits: Certain event elements require additional specific permits that must be obtained separately. These include:

- Alcohol permits and liquor liability coverage

- Gambling licenses
- Food truck permits and health inspections
- Temporary structure permits.

Other Requirements

Electrical Safety and Power: All temporary electrical work must be performed by a licensed electrician. Provide a detailed power distribution plan showing generator location, cable routing and electrical panel placement. Include backup power provisions and load calculations. All generators require proper permits and inspections before operation.

Structural Safety: For temporary structures, tents, stages, fencing or anything else requiring ground anchoring:

- Contact Gopher State One Call at least 48 hours before any ground penetration
- Include all staking locations on your site plan
- Document anchoring methods for each structure type
- Provide alternative anchoring plans for areas where stakes are prohibited.

Signage: Document all temporary signs and banners, including directional signage and event information. The plan should detail:

- Location and placement of all signs
- Size and design specifications
- Installation and mounting methods
- Timeline for installation and removal.

Insurance and Risk Management

Applicants must provide proof of liability insurance with a minimum coverage of \$1 million naming the City as an additional insured. The certificate of insurance must be submitted at least 14 days prior to the event. An indemnification agreement must be signed to hold the City harmless from any liability arising from the event.

Applicants can waive liability if the event is being hosted on private property only. This is not an option if the event requires street closures. In cases of alcohol being served, proof of alcohol liability coverage is required.

Additional insurance may be needed based on event activities:

- Liquor liability for alcohol service
- Vendor liability certificates
- Participant waivers when applicable
- Vehicle coverage for transportation services.

Inspections and Site Restoration

The City conducts mandatory inspections before and after each special event to ensure permit requirements are being met, public safety and proper site restoration.

Preliminary Safety Inspection

A preliminary safety inspection must be conducted within twenty-four hours before the event start time, after setup is complete. This inspection focuses on ensuring permit requirements and all public safety requirements are met before the event can begin. Inspections could be conducted by the Building Department, Fire Department, Public Works and other departments as needed.

If the preliminary inspection reveals violations, the event cannot begin until these issues are corrected. A follow-up inspection may be required to verify compliance. Serious violations or inability to correct safety issues may result in permit revocation.

Post-Event Requirements and Final Inspection

Event organizers are responsible for returning all publicly used spaces to their original condition within 24 hours of the event's conclusion. This includes removing all temporary structures and equipment, repairing any ground damage, properly disposing of waste and recycling, and clearing the site of all event-related materials.

Public Works leads the post-event inspection, which occurs within twenty-four hours after event cleanup is complete. During this inspection, staff will:

- Assess the condition of public property, including grounds, landscaping, and infrastructure
- Check pavement, turf areas, trees, and site amenities
- Verify proper utility disconnection and restoration of any ground disturbance
- Ensure all event-related items have been removed
- Confirm proper waste disposal and site cleanup.

The inspection must verify that all equipment has been removed, no damage has occurred to City property, and all cleanup requirements have been met. Failed restoration inspections may result in the withholding of security deposits. If cleanup or restoration is inadequate, the City may complete the work and charge the event organizer for associated costs.

Revocation and Denial of Permits

Public health and safety is the City's primary concern when evaluating a Special Event Permit application. Permits may be denied or revoked if the event poses a threat to public safety, violates the Code or other City policies, or if the applicant provides false information.

Applications showing insufficient plans for security, emergency response, or crowd management may be denied. Similarly, if an event would place an unreasonable burden on City services or conflict with previously scheduled events, the permit may be denied.

Even after a permit is approved, certain circumstances may require the City to revoke it. Serious violations of permit conditions or City requirements may result in immediate revocation. This includes:

- Exceeding approved attendance limits
- Failing to maintain required insurance coverage
- Misrepresenting event activities
- Creating unsafe conditions
- Emergency situations affecting public safety.

Fees

Application and Late Fees

Every special event begins with a non-refundable application fee of \$100, which covers administrative processing costs. Applications submitted after the required deadline incur an additional \$120 late fee and risk non-approval due to timing constraints.

Security Deposits

A security deposit is required to protect City property and ensure proper event cleanup. The deposit amount will be \$500 or 20% of an event's total City service costs, whichever is higher. Deposits will be returned after passing the post-event inspection, meeting all cleanup requirements, and settling any final charges, provided no damage to City property is found.

Required City Services

Events often require support from various City departments to operate safely and successfully. These services are billed based on actual costs to the City.

The Police Division provides security staffing, traffic control, places and removes barricades, places and removes parking signs, performs safety assessments and monitors event activities.

- Police officer per person (two hour minimum): \$85 per hour
- Community Service Officer per person (two hour minimum): \$50 per hour
- Reserve Officer per person (two hour minimum): \$35 per hour

The Fire Division conducts safety inspections, provides emergency access routes, and supplies medical coverage.

- Full-time Fire per person (two hour minimum): \$70 per hour
- Paid On-Call Fire per person (two hour minimum): \$35 per hour
- Fire engine: \$250 per hour
- Aerial truck: \$350 per hour

The Public Works Department manages street closures, provides barricades, manages public spaces sprinklers, oversees temporary structure set-up, monitors waste management needs throughout the event and restores event area if damaged.

- Public Work staff per person (two hour minimum): \$60 per hour
- Pick-up truck: \$45 per hour
- Utility truck: \$100 per hour
- Garbage truck: \$125 per hour
- Dump truck: \$125 per hour.

Parks and Recreation Department oversees facility usage, provides necessary equipment, and manages site preparation.

- Parks and Recreation staff per person (two hour minimum): \$40 per hour
- Other park fees are established in the Fees Chapter of the Code.

Payment Schedule

All fees must be paid according to this schedule to maintain an active permit status. The City will provide an estimate of service fees based on your event requirements, but actual costs may vary depending on event needs and duration. Any additional charges incurred during the event will be billed afterward and may be deducted from your security deposit if left unpaid. These fees may be waived or reduced under specific circumstances approved by the City Manager or City Council.

Payment Type	Amount	Due Date
Application Fee	\$100	With permit application
Security Deposit	\$500 or 20% of service costs	14 days before event
Estimated City Service Fees	Based on services rendered	14 days before event
Additional Charges	If applicable	Billed after event & withheld from security deposit

Event Changes and Cancellation

At times, unforeseen circumstances arise that require substantial change or cancellation of a planned event. In all cases, written notification of cancellation or major changes must be submitted to the City Clerk.

Cancellation

Cancellations of events by event organizers will receive a refund of event fees (excluding application fee):

- 30 days prior to event will receive a full refund of event fees.
- 29 to 15 days prior to event will forfeit 50% of event fees.
- 14 days or less of the event will forfeit all event fees.

Cancellations of events by the event organizer received in writing will receive full refund of security deposits.

Changes

Major changes to an approved event must receive additional approval from the City Manager or a designee before implementation. While there is no set deadline for change requests, they should be submitted as soon as possible to allow adequate review time. The feasibility of accommodating changes will be on a case-by-case basis, but could be evaluated based on:

- Type and scale of the proposed changes
- Timing of the request
- Impact on public safety and City resources
- Effect on other scheduled events or activities.

In emergency situations (severe weather, public safety concerns, etc.), City staff will work with event organizers to evaluate conditions and determine necessary modifications. The City reserves the right to deny changes or cancel approved events for inadequate review time, non-compliance with policies, public safety concerns or misrepresentation of event details.

Contact Information and Resources

Primary contact for applications and general questions

City Clerk Division: 763-572-3573 | Email

Security and traffic control planning

Police Division: 763-572-3629 | Email

Safety requirements and inspections

Fire Division: 763-572-3621 | Email

Site services and street closures

Public Works Department: 763-572-3569 | Email

Ordinance No. XXXX

Amending the Fridley City Code to add Chapter XX, Special Event Permit and Updating Chapter 209, Fees

The City Council of the City of Fridley does ordain, after review, examination and staff recommendation that the Fridley City Code be amended as follows:

Section 1

Fridley City Code Chapter XX. Special Event Permit

XX.01 Purpose

The purpose of this Chapter is to protect the health, safety, and welfare of the citizens of the City of Fridley (City) by regulating the time, place and manner of special events. This Chapter establishes permit requirements and ensures the provision of adequate parking, traffic control, sanitary facilities, utilities and safety services.

XX.02 Definitions

Applicant: any individual, association, partnership, corporation, or entity applying for a special event permit.

Outdoor: any activity conducted outside of a permanent, enclosed structure or building.

Person: any individual, association, partnership, corporation, or entity.

Special event: any gathering or activity lasting longer than one hour and no more than three consecutive calendar days that either substantially interrupts the normal use of public spaces or has a public impact requiring City services. The event may be open to the public or private and can occur on either private or public property. A special event may also be any activity that requires additional City resources beyond normal operations or impacts the surrounding community through increased traffic, parking needs, noise, or other factors that affect the regular use of public spaces or neighboring properties. Such events include but are not limited to athletic events such as 5Ks, runs, walks, and bicycle races, block parties, carnivals, fairs and festivals, concerts and street dances, parades, outdoor events on City property with more than 200 people, outdoor events on private property that require City services or impact public spaces, streets or neighboring properties, events in City rental facilities that exceed the facility's capacity and any other similar event.

City rental facility: any city-owned building, structure, or designated area that can be reserved for private or public use, such as community centers, pavilions, or meeting rooms.

Unlawful assembly: as defined by Minnesota Statute § 609.705. Special events conducted without required permits may constitute an unlawful assembly under applicable law.

XX.03 Permit Required

It is unlawful for any individual, organization, partnership or corporation to conduct or promote any special event without first obtaining a special event permit. It is unlawful to attend a special event that does not have a special event permit issued by the City.

XX.04 Permit and Application Requirements

1. An application for a Special Event Permit must be submitted at least 60 days prior to the event date. Events involving alcohol must be submitted at least 90 days prior to the event date. Applications may be submitted up to one year in advance of the event date.
2. Application requirements are pursuant to the City's Special Event Policy.
3. The City will respond to complete applications within 30 days of receipt. Applications may not be submitted more than one year prior to the event date. All events require final approval from the City Manager or a designee.

XX.05 Exemptions

1. The following events are exempt from this Chapter:

- (a) Events at permanent place of worship, stadium, athletic field, arena, theatre, auditorium, school-sanctioned events on school property, or fairs conducted pursuant to state law
- (b) Special events or activities permitted or licensed by state law or ordinances of the City, other than this section, including publicly-sponsored activities in the local or regional park system
- (c) Private gatherings or events on residential property that do not require City services or impact public spaces, streets, or neighboring properties
- (d) Non-recurring auctions or estate sales
- (e) Night to Unite
- (f) Funeral processions
- (g) Activities conducted by a governmental agency acting within the scope of its authority

2. Certain events may be exempted from permit fees by a Fridley City Council (Council) resolution, provided they still comply with all other requirements of this Chapter regarding safety, insurance, and operations.

XX.06 Inspections

The City will conduct inspections to ensure compliance with this Chapter and the Special Event Policy. A preliminary inspection will be conducted within twenty-four hours prior to the start of the event, following event setup, to verify compliance with permit requirements. A final inspection will be conducted within 24 hours, after event cleanup, to verify proper restoration of the event area(s). Additional inspections may be required as determined by City staff.

XX.07 Fees

1. The fees for this Chapter are set in the Fees Chapter of the Code.
2. The City Manager or the Council may waive or reduce fees under specific circumstances.
3. All fees for City services and the security deposit must be paid no later than 14 days before the event date. The security deposit will be refunded within 30 days after the event if no damage occurred to City property, all cleanup requirements were completed and the final inspection was passed. The City may retain all or a portion of the security deposit if additional City staff time was required, additional City services were needed, damage occurred to City property, cleanup was inadequate or other violations were discovered during final inspection.

XX.08 Revocation and Denial of Permits

1. The City Manager may deny a special event permit application at their discretion.
2. The City Manager or a designee may revoke an approved permit if the event violates permit conditions, City Code, State law, or if emergency conditions arise that affect public safety.
3. The specific criteria for evaluating permit applications are established in the Special Event Policy.

Section 2Fridley City Code
Chapter 209 Fees

209.12 Fees

1. Administrative Fees

Code	Subject	Fee
203	Administrative Hearing	\$200
608	Lodging Tax	3% of rent charged
304	Seizure fee for motor vehicles – Each vehicle – Each vehicle when vehicle owner or lien holder refuses to repossess their own vehicle	\$200 assessed \$400 assessed
304	Storage fee for seized motor vehicles	\$10 per day for each day or part of a day the seized motor vehicle is held at a storage facility or impound lot. The total storage fees assessed on any one motor vehicle may not exceed \$500 or 50% of the value of the motor vehicle as determined by competent authority, whichever is less.
	Text Amendment to the City Code Application	\$1,500
<u>XX</u>	<u>Special Event Permit</u>	<u>\$100 application</u> <u>[insert fee and equipment fees when reviewed by PS, PR and PW.]</u> <u>\$120 late fee for any application submitted less than 90 days prior to an event.</u> <u>\$500 (or 20% of costs, whichever is higher) security deposit to cover City services including but not limited to</u>

		<u>police, fire and public works services.</u>
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AGENDA REPORT

Meeting Date: January 6, 2025

Meeting Type: Parks and Recreation Commission

Submitted By: Mike Maher, Parks and Recreation Director

Title

Advisory Commission Onboarding Manual

Background

Staff have developed an onboarding manual for new Commission members to provide a framework for successful service on an advisory Commission. While primarily developed for new commission members, the manual also provides useful background information and expectations for those who currently serve on a Commission.

Staff will review the manual with the Parks and Recreation Commission and answer questions. After review, each Commissioner will be asked to sign and return an acknowledgement that the manual has been received, read and understood. The acknowledgement is found on page 21 of the manual that was included in the Commission packet.

Financial Impact

None

Recommendation

Staff recommends that the Commission review the Commission Onboarding Manual and that each Commissioner sign and return the acknowledgement.

Attachments and Other Resources

- Commission Onboarding Manual

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Commission Onboarding Manual

Updated 2024





Welcome,

On behalf of the City of Fridley, I would like to extend my gratitude for your willingness to serve our community as a member of one of our commissions. Your dedication to volunteering your time, expertise, and passion is truly commendable and essential to the growth and development of our City.

Our mission remains clear: "We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses." This vision guides everything we do, and your role as a commission member is crucial in helping us achieve this goal. Whether you're serving on the Planning Commission, Parks and Recreation Commission, Environmental Quality and Energy Commission, Charter Commission, Public Arts Commission or the Housing & Redevelopment Authority, your unique perspectives and experiences will contribute significantly to shaping the future of Fridley.

This handbook is designed to provide you with valuable information about the operation of our local government, the roles and responsibilities of commission members, and the general operating policies that will guide your service. It serves as a resource to support you in your efforts to fulfill the City's mission.

Once again, thank you for stepping forward to serve our great City. I am confident that you will find this experience rewarding, and I look forward to the positive impact your contributions will have on Fridley.

Scott Lund
Mayor, City of Fridley



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Purpose

This handbook is designed to serve as a guide to general policies and procedures that apply to commission members for the City of Fridley (City). As a new Commission member, we recommend you review the City's mission, recent agendas and minutes from your appointed commission to understand ongoing issues.

While not exhaustive, this manual outlines key expectations and practices to guide your service, summarizes how commissions relate to overall City operations, and provides a foundation for your role. It's designed to be a helpful reference, but does not incorporate all material and information necessary to be an effective member of a commission. Remember that your commission liaison is always available for additional support or clarification.

City Government Overview

This section provides an overview of the City's governance structure, outlining the roles and responsibilities of key entities and individuals involved in City operations. Understanding this structure will help you navigate your role as a commission member more effectively.

Form of Government

The City operates under a council-manager form of government, as established by the City Charter. In this system, the Council acts as the policy-making and legislative body, while the City Manager is responsible for the day-to-day administration of the City. Residents of Fridley are represented by the Mayor and four Councilmembers.

Mayor and Council

The Mayor and the Council are elected positions and are collectively referred to as 'the Council'. The Council relies on the six commissions to guide them on decision making as it relates to the special interests of said commission. Generally, the Council appoints members to commissions and can remove members from commissions.

Commissions

Commissions are vital components of Fridley's governance structure, established by the City Charter provision, City Code, and/or Statute. As a Commission Member, you play a crucial role in providing ongoing input on major policy areas and helping shape the future of Fridley.

Responsibilities of Commission Members:

- Attend and actively participate in all commission meetings, ensuring thorough review and discussion of agenda items.

- Provide ongoing recommendations to the Council and staff regarding your commission's specific focus area.
- Identify issues within your commission's purview that should be addressed by the Council or staff.
- Engage with the community to gather input and provide education on policy issues and concerns related to your commission's work.
- Collaborate with other commission members to develop comprehensive and well-considered recommendations.
- Stay informed about current issues, trends, and best practices relevant to your commission's area of focus.
- Represent your commission at community events or meetings when appropriate.

This manual provides more detailed information on each commission in the [Types of Commission](#) section.

City Manager

The City Manager is responsible for the overall management of City operations, including budgeting, planning, personnel, legal issues, economic development, and intergovernmental functions. The City Manager serves as a key liaison between the Council, city staff, and commissions. They can be thought of as the chief executive officer.

Department Directors

City work is divided into six departments with department directors: Community Development, Employee Resources, Finance, Parks and Recreation, Public Safety and Public Works. The Department Directors play an integral role in ensuring the effective and efficient functioning of the City. They provide the specialized knowledge, leadership, and management to translate the Council initiatives and priorities into tangible projects and services that benefit the community. As a commission member, you may interact with Department Directors when the Director also acts as a staff liaison or their expertise is relevant to your commission's work.

City Attorney

The City contracts legal services to external firms. The City Attorney provides legal advice and attends Council meetings as needed. If your commission requires legal guidance, this should be coordinated through your staff liaison and the City Manager.

Staff and Departments

City staff are responsible for carrying out the day-to-day operations of the City. They implement policies set by the Council, provide services to residents, and support the work of commissions through staff liaisons. Each commission is assigned a staff liaison who serves as a primary point of contact between the commission and city administration. Staff liaisons assist with meeting preparation, provide information and resources, coordinate with other departments, and help facilitate the implementation of commission recommendations.

Staff fall into seven departments, each playing a vital role in city governance:

1. **City Manager's Office:** This department oversees city administration, implements Council policies, maintains the City Code and the City Charter and serves as a key liaison between the Council, city departments, and commissions. This department works closely with the Charter Commission.
2. **Community Development:** This department oversees planning, zoning, building inspections, and economic development. It often works closely with the Planning Commission, Environmental Quality and Energy Commission, and Public Arts Commission and may interact with other commissions on development-related matters.
3. **Employee Resources:** Managing human resources, recruitment, and employee benefits, this department ensures the City has the personnel needed to carry out its functions effectively.
4. **Finance:** Handling budgeting, accounting, and financial reporting, the Finance department plays a crucial role in the city's fiscal health. Its work may inform decisions across all commissions.
5. **Parks and Recreation:** This department organizes recreational programs and establishes policies for use of Fridley's park system. It works closely with the Parks and Recreation Commission and may collaborate with others on environmental or community engagement initiatives.
6. **Public Safety:** Encompassing both police and fire services, this department ensures community safety. While it may not frequently interact with most commissions, its work is fundamental to the city's well-being.
7. **Public Works:** Managing city infrastructure, including roads, water, and sewer systems, this department's work often intersects with various commission concerns, from environmental issues to city planning.

Commissions Overview

Commissions play a vital role in Fridley's governance structure, serving as advisory bodies to the Council. As a commission member, you are an essential part of the City's decision-making process, providing expertise and community perspective on important issues.

Legal Authority and Responsibility

This section outlines the legal basis for Fridley's commissions and your responsibilities as a commission member. Understanding this framework is crucial for effective service and ensuring that your actions align with the City's governance structure and legal requirements.

The City of Fridley, as a Home Rule Charter City, has the authority to establish commissions as part of its governance structure. This authority is derived from the Minnesota Constitution and various statutes that allow cities to create their form of government.

Commissions derive their authority and responsibilities from the City Charter, ordinances, or resolutions that establish them. Some commissions are also required or authorized by state

statute. To ensure effective service, each commission member should be well-informed about the matters presented to their commission, understanding their implications and potential consequences.

The specific powers and duties of each commission are outlined in the establishing ordinance or resolution. These may include (but are not limited to):

- Providing recommendations to the Council on specific policy areas
- Conducting research and analysis on specialized topics
- Engaging with the community to gather input on relevant issues
- Reviewing and providing input on proposed city projects or initiatives

Commission members serve in a nonpartisan capacity, and all actions taken should prioritize the public's welfare. When considering actions or recommendations, commission members should be familiar with their responsibilities and powers as outlined in the relevant laws, regulations and bylaws. It's essential to act transparently, honestly, and in good faith, following all legal and procedural requirements. When uncertain about the appropriateness or legality of an action, it's always prudent to consult with the commission's staff liaison.

Roles and Responsibilities

This section outlines the key roles within the commission structure and their responsibilities, helping you understand your position as a commission member and how you interact with other city entities.

Role of Chair and Vice Chairs

Chairs of commissions are appointed by the Council, with the vice chair being elected by the commission members. The Charter Commission and the Housing Redevelopment Authority are exceptions because their Chair and Vice Chair are appointed by the procedure in their by-laws.

Generally, the Chair presides at all official meetings and generally ensures that the Commission reviews and acts upon the items on the agenda. The Chair should ensure that decisions are made in a timely manner, yet be careful not to limit discussion-assuring that commission members have an opportunity to be heard. The vice chair aids the chair in these responsibilities and acts as the Chair when the Chair cannot attend a meeting.

Responsibilities of the Chair:

- Lead all commission meetings
- Work with the staff liaison to set meeting agendas
- Facilitate discussions and ensure all members have a chance to contribute.
- Maintain control of the meeting, including managing public input and interactions
- Act as the primary liaison between the commission and the Council when necessary

Staff Liaison

Each commission is assigned a member of staff called a staff liaison. The staff liaison acts as a crucial link between the commission and city staff. The staff liaison typically has expertise in the commission's area of focus. Their role is to support the commission's work and ensure effective communication between the commission, city staff, and the Council.

Key responsibilities of staff liaisons include:

1. **Meeting Preparation:** Generate meeting agendas, compile necessary background information, and ensure materials are distributed to commission members in a timely manner.
2. **Information and Expertise:** Provide professional knowledge and insights related to the commission's area of focus. This may include updates on city projects, explanations of policies or regulations, and context for issues under consideration.
3. **Administrative Support:** Assist with scheduling meetings, securing meeting locations, and managing commission-related correspondence.
4. **Facilitation:** Help guide discussions during meetings, ensuring that conversations remain productive and aligned with the commission's goals and responsibilities.
5. **Council Communication:** Work with the commission to prepare and present recommendations to the Council. This includes drafting reports and helping commission members understand the Council's decision-making process.
6. **Orientation and Training:** Assist in onboarding new commission members, providing them with necessary background information and explaining commission procedures.
7. **Compliance Oversight:** Ensure that the commission operates in compliance with relevant laws, including open meeting laws and data practices regulations.
8. **Resource Coordination:** Connect the commission with other city departments, external experts, or resources as needed to support their work.
9. **Continuity:** Provide historical context and institutional knowledge to support the commission's ongoing work, especially as membership changes over time.

The staff liaison is a valuable resource for your commission. They can help you navigate city processes, access needed information, and ensure that your commission's work aligns with and supports the city's overall goals and operations. While staff liaisons provide support and guidance, it's important to remember that they do not vote on commission matters or make decisions on behalf of the commission.

Relationship with Council

Commissions play a crucial advisory role to the City Council, serving as a bridge between the community and local government. Here's how this relationship functions:

1. **Analysis:** Commissions often have bandwidth to focus on areas within the expertise of that commissions, conduct research and analysis that the Council may not be able to do given their broad responsibilities.
2. **Communication Channels:**
 - Typically, at least one joint meeting with the Council per year is held for some commissions.
 - For guidance or clarification, commissioners should communicate with their staff liaison.
 - The staff liaison can represent the Council's perspective or facilitate the commission chair to present or speak with Council at City Council Conference Meetings if needed.
3. **Expertise and Community Perspective:** Commissioners bring specialized knowledge and community input to complex issues, helping the Council make more informed decisions.
4. **Guided by Council Needs:** Commissions are guided by the needs of the Council through their staff liaison. This ensures that commission work aligns with Council priorities and objectives.
5. **Long-Term Planning:** Commissions often work on long-term projects and plans, providing continuity and vision that extends beyond election cycles.
6. **Policy Development:** Commission recommendations can form the basis for new city policies or programs or update existing ones.

While commission recommendations carry significant weight, the final decision-making authority typically rests with the Council. The role of commissions is to provide the best possible advice based on expertise, research, and community input, thereby supporting the Council in making well-informed decisions for the city.

Completion of Service and Member Removal

While we hope your service will be long and rewarding, it's important to understand the circumstances under which commission service may end. This section provides information on term completion, resignation, and the rarely-used removal process.

Reasons for Early Completion of Service:

1. **Resignation:** Members may choose to resign from their position at any time by submitting a written notice to the City Clerk or their commission's staff liaison.
2. **Attendance:** Regular attendance is crucial for the effective functioning of commissions. Extended absences or frequent missed meetings may result in a review of membership.
3. **Term Expiration:** Members serve for specified terms. At the end of a term, members may be reappointed or may conclude their service.
4. **Commission Dissolution:** In rare cases, if a commission is dissolved by the Council, all member terms would naturally conclude.

Removal Process:

The Council has the authority to remove commission members, aside from the Charter Commission (Charter Commission members must be removed by the Court). This authority is exercised rarely and with careful consideration. Reasons for removal might include:

- Violation of ethics policies or conflict of interest rules
- Persistent failure to perform duties
- Actions that undermine the commission's effectiveness or the public trust

If concerns arise about a commission member's conduct or ability to serve, the typical process involves:

1. Discussion with the commission member and the City Manager, Mayor, and/or staff liaison to address concerns
2. If issues persist, review by the Council
3. The member is given an opportunity to respond to any concerns
4. The Council makes a final decision in an open meeting

Types of Commissions

The City has six total commissions consisting of both ordinance established commissions and statutory established commissions. Ordinance established commissions, sometimes rereferred to as advisory commissions, make recommendations to the Council but do not have independent decision-making authority. Statutory established commissions, sometimes rereferred to as authoritative commissions, have some level of autonomous authority granted by statute or ordinance. The commissions are separated below based on ordinance established commissions and statutory established commissions.

Ordinance Established Commissions:

Ordinance established commissions derive their power and obligations from Chapter 105 of the Fridley City Code. Ordinance established commissions make recommendations to the Council but do not have independent decision-making authority. They provide expert advice and community perspective on various aspects of city life.

- **Environmental Quality and Energy Commission (EQEC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: EQEC commission members are appoint by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The EQEC typically meets the second Tuesday of every month. The EQEC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The EQEC serves as a resource to the City in the conservation and management of energy and the environment. The EQEC provides the

Council with accurate information to assist in making and implementing sound environmental policy in areas such as:

- Solid waste abatement programming
- Environmental education
- Waste reduction
- Water resource management
- Energy conservation and management

The EQEC also advises on environmental problems, laws, policies, and regulations at the county, metropolitan, state, and federal levels to the extent of their effect on Fridley. It advises the Council, the City Manager, and other appropriate city commissions on matters pertaining to conservation and management of energy and the environment, including the review and recommendation of programs and policies within the City.

What the purpose of the commissioner? As an EQEC member, you're at the forefront of Fridley's environmental initiatives. Your work directly influences:

- The City's approach to waste reduction and recycling programs
- Strategies for water conservation and quality improvement
- Energy efficiency initiatives in city operations and community-wide
- Public education on environmental issues

- **Parks and Recreation Commission (PRC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: PRC commission members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The PRC typically meets the first Monday of every month. The PRC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PRC was established to provide comprehensive development of park facilities and a recreational activities program for the well-being of the residents of the City. It also guides the development of programs to implement these goals effectively. By June 1 each year, the Commission recommends a capital investment program for park improvements, acquisitions, and recreational activities.

What is the purpose of the commissioner? As a PRC member, you play a key role in:

- Shaping the future of Fridley's parks and green spaces
- Developing inclusive recreational programs for all ages and abilities
- Advising on the maintenance and improvement of park facilities
- Ensuring that Fridley's recreational offerings contribute to community well-being and city attractiveness

- **Planning Commission (PC)**

Establishment: Advisory commission recommended by Statute and established by ordinance.

Composition and Leadership: The PC has a unique structure, the Commission comprises seven members: the Planning Commission chairperson, the chairs of both the Park and Recreation Commission and the Environmental Quality and Energy Commission, and four at-large members. The chair is appointed by the Council and vice-chair is appointed by the commission. The PC commission at-large members are appoint by the Council. Chair and vice-chair appointments are recorded in the first resolution of each year.

Meeting: The Planning Commission typically meets the second Wednesday of every month. The PC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The Planning Commission is responsible for continuous community planning and development of comprehensive goals and policies, including but not limited to land use, housing, environment, parks and recreation, and other related community activities. The Commission also serves as the Board of Appeals and Adjustments, exercising all authority and functions of said Board according to M.S. §§ 462.351 to 462.364.

What is the purpose of the commissioner? As a Planning Commission member, your work has a lasting impact on Fridley's future. You contribute to:

- Developing and updating the city's comprehensive plan
- Reviewing and recommending action on zoning changes, land use applications, and development proposals
- Ensuring that Fridley's growth aligns with community values and long-term sustainability
- Addressing housing needs and promoting equitable development

- **Public Arts Commission (PAC)**

Establishment: Advisory Commission established by ordinance.

Leadership and Composition: PAC members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The individual who holds these appointments is listed on the first resolution every year.

Meeting: The PAC typically meets the first Wednesday of every month. The PAC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PAC was established to foster the development of the arts, to advise the Council on arts-related matters, and to stimulate participation in and appreciation of the arts by residents.

What is the purpose of the commissioner? As a PAC member, you have the exciting opportunity to:

- Shape the artistic landscape of Fridley

- Advocate for and support local artists
- Develop public art initiatives that reflect our community's diversity and values
- Integrate art into public spaces and city development projects

Statutory Established Commissions

Statutory established commissions have limited self-governing authority granted by statute, including some internal processes that are regulated by law. Statutory established commissions still require final approval from the Council by resolution to turn any recommendations into action.

- **Charter Commission**

Establishment: Required by Statute as a Home Rule Charter City.

Composition and Leadership: Charter commission members are appointed by a District Court Judge. The chair and vice-chair are elected according to the procedure in the Charter Commission by-laws.

Meeting: The Charter Commission typically meets the second Monday of every month and meets approximately 7 times per year. The Charter Commission is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Has the authority to review the City Charter and make recommendations for amendments to the Council.

What is the purpose of the commissioner? As a Charter Commission member, you play a critical role in Fridley's governance by:

- Reviewing and recommending updates to the City Charter
- Ensuring that Fridley's governance structure remains effective and efficient
- Safeguarding the rights and responsibilities outlined in the City Charter
- Providing a vital check and balance in our local government system

- **Housing and Redevelopment Authority (HRA)**

Establishment: Authorized by Statute and established by ordinance.

Composition and Leadership: HRA members are appointed by the HRA where the City Manager serves as Executive Director. The chair and vice-chair are appointed by the HRA. The person who holds these appointments is listed on the first resolution every year.

Meeting: The HRA meets the first Thursday of every month. The HRA is televised, so meeting minutes are recorded by the off-site minute taking service. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Implements housing rehabilitation programs and redevelopment projects that create new housing opportunities to meet local housing needs. Administers programs that are designed to enlarge the tax base, create jobs, and create vital, attractive businesses in blighted or underdeveloped areas of the City.

What is the purpose of the commissioner? As an HRA member, your work has a direct and tangible impact on Fridley's housing landscape and economic development. You contribute to:

- Implementing housing rehabilitation programs that improve living conditions for residents
- Developing new housing opportunities to meet diverse community needs
- Creating and executing redevelopment projects that attract businesses and create jobs
- Administering programs that enlarge the city's tax base and enhance economic stability

The Council may, by ordinance or resolution, establish and regulate any board or commission, to advise the Council with respect to any City function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions. The Council relies on the work of City commissions, and members serve an important role in extending the reach of the democratic process into the community.

Be an Effective Commission Member

Attending your first commission meeting is often a blend of excitement and uncertainty. You might find yourself pondering over the right protocols, what to say, and how best to contribute. This section aims to alleviate those initial concerns while setting you on a path to excel in your role for the betterment of the City. It lays out key practices and guidelines that serve dual purposes: enabling you to make informed decisions and ensuring that both you and the City operate within legal boundaries. The essence of being an effective commission member lies in being prepared, listening actively and contributing thoughtfully to discussions.

Participation

Commission members benefit through participation and discussion of all members. A quorum (or majority) of the body is necessary to conduct official business. Members are expected and encouraged to attend all meetings as the regular attendance of commission members is necessary for the most effective performance of the commission. If a commission member must miss a meeting(s) or attend a meeting(s) virtually, the member should advise their staff liaison before the scheduled meeting(s). Additionally, commission members should familiarize themselves with any bylaws of their commissions. Some commissions have a limit on the number of meetings that can be missed before that member is dismissed from the commission.

Quorum

A quorum is the minimum number of members required to conduct official business. It's crucial for decision-making and gives legal validity to the commission's actions. Usually, a quorum is achieved when more than half of the members are present. The City Clerk will post a notice whenever a quorum is expected, even if official business isn't on the agenda, to maintain transparency and avoid potential violations.

To avoid quorum violations, always be mindful of attendance numbers and consult with your staff liaison if you are unsure.

Conflict of Interest

State law, the City Charter and Code prohibit public officials, including commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. Commission members must avoid actions that might give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member must abstain from discussion or voting on the issue.

If commission members have any question about a possible conflict of interest, they should contact their staff liaison.

Standards of Appearance

All commission meetings are open public meetings where members of the public are welcome to attend. Some are also televised on Fridley City TV and recorded. Therefore, it is important that a professional appearance be maintained.

Communication

Communication is a critical aspect of your role as a commission member. Your words and actions reflect the City's interests and values, whether in official meetings or in your personal life.

Media Interactions

Although uncommon, there could be occasions where you are approached by the media for an interview or a public comment. When communicating any information, it is essential to ensure that it is accurate, timely, and professional to maintain the City's credibility.

If you ever find yourself contacted for a media interview or statement, it is generally recommended to consult with the staff liaison for guidance, who may then consult with the City's Communication and Engagement Division. You represent the City in every capacity, and your words and actions reflect the City's interests and values.

Social Media Use

Many commissioners use social media in various ways, such as communicating with the community or sharing personal views. However, the 'personal' style of social media can make it difficult to draw the line between public, professional and private use. As a representative of the City, online statements and opinions - even when intended as personal - may be perceived as representing the City's position.

When using social media, always exercise good judgment and remember that you are a commission member even when writing in your personal capacity.

There may be times when personal writings on social media could be perceived as problematic because they could damage the trust and working relationship between the commission, City Council and, the community. Examples could include:

- Using inflammatory or vulgar language that could damage public trust
- Making hostile or alienating statements about segments of the community
- Posting content that undermines the ability to serve all residents impartially
- Cyber-bullying or harassment
- Sharing confidential information
- Unlawful activities
- Inappropriate use of the City's name or your commission title
- Using phrases like 'As a City commissioner, I think...' when expressing personal views, as this can imply you are speaking on behalf of the City or commission

Use of social media in this nature could result in coaching of the commission member and/or Council following the [Removal Process](#). Each situation will be evaluated on a case-by-case basis.

General Communication Tips

- Keep messages concise, focusing on a couple of main points.
- Be mindful of your tone and voice.
- Use clear, straightforward language, avoiding jargon or overly technical terms.
- Stay authentic and true to yourself. Positivity and optimism can go a long way.

Code of Conduct and Ethics

As a commission member, you're held to a high standard of conduct due to the nature of your duties and responsibilities. The following principles will help ensure that your commission operates with maximum efficiency and effectiveness:

- Attend meetings regularly and punctually.
- Respect the decision-making process and any decisions made by the group.
- Notify your staff liaison if you'll miss a meeting, to ensure quorum.
- Openly discuss issues and decisions during meetings.
- Don't seek special consideration or influence based on your position.
- Adhere to gift prohibition rules as outlined in Minn. Stat. § 471.895.
- Maintain confidentiality when required and adhere to data practices regulations.

Ethical Considerations

Commissioners are held to high ethical standards. Here are some key areas to be aware of:

- **Recusal from Voting:**
 - Commissioners should recuse themselves from voting on any matter where they have a personal interest in that matter.

- Examples include: financial interests in a project under review, family members applying for a land use permit, or being employed by an organization seeking approval from the commission.
- If in doubt, consult with your staff liaison.
- **Gifts:**
 - Commissioners are subject to gift prohibition rules as outlined in Minnesota Statutes § 471.895.
 - Generally, gifts should not be accepted from individuals or organizations that have business before the commission.
 - When in doubt, it's best to politely decline or seek guidance from the staff liaison
- **Relationships with Applicants:**
 - If a commission member has a personal or professional relationship with someone applying for approval from the commission, disclose this relationship publicly before any discussion of the matter.
 - If the relationship could be perceived as influencing decisions, consider recusing yourself from the vote.
 - Always err on the side of transparency to maintain public trust.

Maintaining high ethical standards is crucial for the credibility of your commission and the City as a whole. If you're ever unsure about an ethical issue, don't hesitate to seek guidance from your staff liaison.

Data Practices

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data collected, created, received, maintained, or disseminated by the City. Generally, the MGDPA presumes that all Government Data are public unless a State or Federal law says differently. The City's Data Practices Policy is available online.

Commission members should presume all documents, notes, and messages created or maintained in the course of their work, or stored on their devices, will be subject to release if requested.

The City Clerk has been designated as the City's Responsible Authority and is responsible for administering the MGDPA. No employee, commission member or elected official of the City may release any private or confidential data to any person except for the City Clerk or a designee. All data practices requests should be forwarded to the City Clerk for processing as the Data Practices Act requires understanding to successfully respond to requests.

Compensation and Reimbursement

Acting as a commission member is a volunteer position, meaning there is no compensation. However, commission members may occasionally attend conferences, seminars, or other events that align with their roles. Reimbursement may be available for commission-related travel, meals, lodging, and other necessary expenses, consistent with budget authorization.

Commission members interested in attending a conference that will require reimbursement needs to obtain permission from the City before attendance. Commission members will not be reimbursed for any expenses that do not have prior approval.

Commission Meeting Procedure

Typically, commissions meet once monthly. Meetings can be anywhere to 30 minutes to a couple of hours. Special Meetings may occasionally be called by a commission. If this occurs, the City will issue a public notice and produce an agenda.

The staff liaison is present at every meeting to help answer questions the Commission has on any agenda items.

Parliamentary Procedures

All Commissions follow Rosenberg's Rules of Order at meetings. Parliamentary procedure is simply considered as a set of guidelines used to assure that a meeting goes smoothly and fairly. It is used to facilitate a group coming to a majority decision when there are differing points of view. A detailed list of procedures can be found in Rosenberg's Rules of Order.

Agenda

The agendas for the meetings of the commission are determined by the commission chair and the staff liaison. They are then prepared by City staff and distributed to each commission member at least one business day before the meeting. The commission agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Once the agenda has been sent to the commission along with the accompanying packet material, no item is added or deleted prior to the meeting. The agenda may be amended at the beginning of the commission meeting to include any additional items or to delete any item from the agenda.

The order of business on the meeting agenda varies slightly between commission, but generally is as follows:

Open Forum/Visitors: Open Forum allows the public to address the commission on subjects that are not on the agenda. The commission may take action, reply or give direction to staff.

Proposed Agenda: These items are proposed for the commission's discussion and consideration. All items will be discussed and considered by the commission for approval by vote through separate motions.

Public Hearing(s): Some commission are required to hold public hearings on certain matters. Items under the public hearing section allow members of the public to address the commission

on items that are required to have a public hearing. The commission will call the public hearing, take public comment, then close the public hearing. Once the public hearing is closed, the commission may vote on passing the proposed action.

Informal Status Reports: An opportunity for staff to update the commission on upcoming events and on staff activities as requested by the commission. Typically, these activities are in preliminary stages and not ready for formal action.

Open Meeting Law

All of the meetings of the commission are open to the public and subject to the Open Meeting Law (Minnesota Statutes, Chapter 13D). A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the open meeting law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When there are more than half of the commission member present at a meeting, it is considered a quorum and therefore a meeting for official purposes.

The purpose of the law is to:

- Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
- Ensures the public's right to be informed; and
- Gives the public an opportunity to present its views.

Any communication (including emails or other electronic communication) between some or all of the commission could potentially be considered a public meeting.

If you have information or any type of communication that you would like to share with other members, it is recommended that it be sent to the staff liaison, who may then forward it for review and discussion at a public meeting. The Open Meeting law does not preclude an individual member from contacting the staff liaison regarding questions or concerns, or seeking further information on topics or agenda items.

In any meeting which must be open to the public, the City must make at least one copy of any printed material available in the meeting room for public inspection. This applies to any printed material prepared by the City and distributed or made available to all members of the commission. This requirement does not apply to materials that are classified as other than public under the Government Data Practices Act.

The exception to the Open Meeting Law is "Closed Meetings." Closed Meetings are strictly regulated and rarely used by commissions. If you think a meeting needs to be closed, please consult with the staff liaison.

Public Notice

The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires public bodies to establish a schedule for regular meetings and keep that schedule on file at its primary offices (i.e., City Hall). If the body changes the time or location from the regular meeting schedule, advance notice must be provided.

Minutes and Records of Commission Meetings

Open Meeting Law (Section 13D.01, subdivision 4) requires public bodies to record and maintain votes of its members. Minutes of each commission meeting should comprise a summary of the proceedings, including who makes and seconds the motions and the results thereof. The minutes serve as a permanent record of the commissions' actions, discussion, and opinions, and are forwarded to the City Manager's office for public distribution and used as input and background for commission decisions.

Minutes can be taken by an off-site minute-taking service or the commission staff liaison and are incorporated into the next meeting agenda packet for approval by the commission. The commission minutes are then placed on the Council meeting agenda to be formally received by the Council. It is important for commission members to closely review minutes and make corrections if needed so the approved minutes accurately reflect the work of the commission. Corrections to minutes should be made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, a second, and a majority vote, and if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the commission should be reflected in the minutes for the meeting at which the corrections are made.

In addition to the written minutes, some commission meetings are recorded, shown live, and replayed on the City's cable station. While the recordings are not an official record of the commission meeting, they are retained for 20 years, after which time they may be destroyed, pursuant to the City's Public Meetings Minutes Policy. Copies of the recordings are available for the Council, staff, and public viewing upon request.

Acknowledgement

I hereby acknowledge receipt of the Commission Member Onboarding Manual (Manual). I confirm that I have read and understand the Manual, particularly the "Be an Effective Commission Member" section, and I agree to fulfill my duties in accordance with these standards.

I understand that failure to comply with the expectations and responsibilities outlined in this Manual, specifically those detailed in the "Be an Effective Commission Member" section, may constitute grounds for removal from the Commission.

Commissioner Name (Print)

Signature

Date

Appendix and Other Resources

[Data Practices](#)

[Open Meeting Law](#)

[City Code and Charter](#)

[Rosenburg's Rule of Order](#)

[Commission Meeting Calendar](#)

[City Organization Chart](#)

[Data vs. Information Sheet](#)

Visual of Relationship between the Commissions, the Council and Staff Liaisons





AGENDA REPORT

Meeting Date: January 6, 2025

Meeting Type: Parks and Recreation Commission

Submitted By: Tara Rogness, Springbrook Nature Center Manager

Title

Springbrook Nature Center Report

Background

Attached is the update from Springbrook Nature Center for the January 6, 2025 Parks and Recreation Commission meeting.

Financial Impact

None.

Recommendation

None.

Attachments and Other Resources

- Springbrook Nature Center Update for January 6, 2025 meeting

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Springbrook Nature Center

Park & Rec Commission Report

Item 4.

December Teaching

We're seeing much lower numbers for programming during the month of December, which is the typical pattern. We are seeing higher numbers of rentals, with people using Springbrook for their holiday and end of the year gatherings.

Number of Children Taught: 273

Number of Hours of Teaching: 389.5

December Rentals & Birthday Parties

- There was 1 birthday party in December with a of Eco-Pirates.
- In December, there were 9 indoor room rentals.

Grants

- We have started purchasing for the Xcel Energy Foundation Grant entitled "Wild Connections in Environmental Education" soon. Be on the lookout for new animal enclosures and equipment to make it easier to teach with animal ambassadors.
- We have been awarded a grant from The International Paper Foundation for a project entitled "Culture and Team Building in Nature" in which we aim to enhance our team building programming with portable low ropes challenges that will create perceived risk and aid in communication, active listening, trust, leadership, and social emotional skills in children and adults.

Park & Building Maintenance

- The last component of the play area has been ordered and should ship the week of Thanksgiving with installation slated for the first week of December. In the meantime, we have opened the area for play and are thrilled with the interest and attendance we've seen. Adding in some elements with a higher perceived risk has resulted in more adults playing on the equipment themselves, and further engaging with their children in this space. (That's a win-win in my book!)

Staffing Changes

- We said goodbye to seasonal environmental educator, Matt Stewart this month. He's been on staff for 6 months and has been such an asset to the SNC teaching team. He moves on to the Outdoor Rec School within Three Rivers Park District.
- We welcome our newest seasonal environmental educator, Becca Maxwell. She will be on staff with us through May of 2025. She comes to us most recently from Dodge Nature Center, but has experience at other places as well, including Wolf Ridge Environmental Learning Center.



Events

- We are preparing for our **Lantern Light Hike** programs to start in December and run through March on the first Friday evening of each month from 6:30 – 8:30 pm. This serene program is great for all ages and is a great way to still get outside during our shorter light months. \$5 per person, children 2 and under are free, and if there's enough snow, there will be snowshoes for rent for an additional \$5.
- **Winterfest** is on its way. Mark your calendars for January 25th from noon – 3 pm. There will be a variety of activities to participate in that will help you love the MN winters even more!
- The **Winter Gear Drive** begins on December 1 and runs through January 22. Bring your new and gently used warm weather clothing to either Springbrook Nature Center or Fridley Civic Campus. (Insulated jackets, snowpants, new hats, mittens, and winter boots for all ages are on our wishlist this year)





AGENDA REPORT

Meeting Date: January 6, 2025

Meeting Type: Parks and Recreation Commission

Submitted By: Margo Numedahl, Recreation Division Manager

Title

Fridley Parks and Recreation Division Report

Background

Attached is the update from the Parks and Recreation Department for the January 6, 2025 Parks and Recreation Commission meeting.

Financial Impact

None.

Recommendation

None.

Attachments and Other Resources

- Attached is the update from the Parks and Recreation Department for the January 6, 2025 Parks and Recreation Commission meeting.

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



HIGHLIGHTS

Recreation Division: December 2024

Winter Programs

Below is a list of programs and participation numbers for those that took place in December.

All Ages

Turkey Fun: Nov 23 - update	200+
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Preschool: Ages 3-5

Track & Field (6 sessions): Nov-Dec	5
Little Ninja (6 sessions): Nov-Dec	12

Elementary – Middle School: Grades K-7

Track & Field Gr. K-4 (6 sessions): Nov-Dec	14
Tae Kwon Do Gr. K-4 (6 sessions): Nov-Dec	14
Ho Ho Holiday Fun Gr. K-4 (6 sessions): Nov-Dec	13
Ninja Warrior Gr. K-4 (6 sessions): Nov-Dec	13

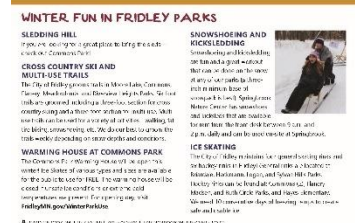
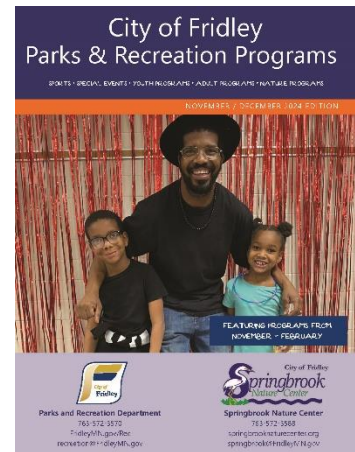
Adult Fitness and Athletics

Zumba (2 classes/6 sessions each): Nov-Dec	18
Aqua Zumba (6 sessions): Nov-Dec	12
Pickleball for Beginners (4 sessions): Nov-Dec 3 – Fridley, 3 – SLP	6
Pickleball Ladder League – All Ages: Oct-Dec 23 – Fridley, 22 – SLP	45
Pickleball Ladder League – Ages 20-40: Oct-Dec 19 – Fridley, 9 – SLP	28
Men's Basketball Competitive League: Dec-Mar	6 teams
Men's Basketball Rec League: Dec-Mar	10 teams

*North Metro Leagues are offered in cooperation with Mounds View, New Brighton, and Spring Lake Park.

Parks and Recreation Brochure

Staff are currently working on the content for the January/February brochure which will be designed in December and delivered to residents during the week of January 10, 2025.



December Facility Rentals

Facility	Reservations
Moore Lake Community Building	11

Turkey Fun

On November 23 at Springbrook Nature Center over 200 folks from the community gathered to celebrate Turkey Day! The Fridley Lions Club donated \$1,000 which was used to purchase 14-17 pound turkeys and Thanksgiving food items. 120 people played turkey bingo and all who played bingo were able to take a food item home. In addition to bingo, we had arts and crafts activities, a candy guess jar, and a scavenger hunt outside on the trails. At the end of the day, 28 turkeys were won, and everyone had fun! We are grateful for the Lions Club's support of this event, both financially and with volunteers.



Seasonal Staff Hiring

We are in the process of hiring additional seasonal staff to work this winter. We have received a total of 13 applications and have conducted five interviews. We have made offers and staff have started online training. We look forward to welcoming them to the team in January.

Pickleball

A pickleball for beginners class wrapped up at the Hayes elementary school in December. This is a great class opportunity for people looking to get involved in one of the fastest growing sports in the country!

Winter Lights

We were excited for the return of the Fridley Winter Lights Tour this December. We had 13 Fridley residents enter the contest to show off their holiday light displays. Once all entries were submitted a Google Map route and printed map were created to share the most efficient route to navigate the tour. Category winners were also listed on the map for those who want to see the highlights. In addition, participants can print of a 'Bingo' card to add another element of fun to their tour. As of December 27 the Google Map route has had 617 scans from participants!



Warming House

The Commons Park Warming House opened this in December. We are excited to offer park visitors a space to warm up and put on their skates. Free ice skate rentals are available when the warming house is open. Ice skates were gathered through a free ice skate drive put on by the Parks and Recreation Department a couple years ago. The warming house is open from 3:30 – 7 p.m. on Fridays, 1 – 7 p.m. on Saturdays, and 1 – 4 p.m. on Sundays.

Basketball

The Men's Basketball Leagues began this December. Two different leagues totaling 16 teams play Thursday nights at the Fridley Middle School in the front and back gym. Leagues consist of a recreational (10 teams) and competitive (6 teams) division.

Upcoming Events

We invite the community to join in the fun at our upcoming events!

Winter Gear Drive

We are accepting winter gear donations at City Hall and Springbrook Nature Center through January 22. Gear will be available for community members at Winterfest.

Family Open Gym

10:15 a.m. – 12:15 p.m. | Saturdays through March 1 (closed 1/25) | Hayes Gym

Pickleball Court Reservations

12:30 – 3:30 p.m. | Saturdays through March 1 (closed 1/25) | Hayes Gym

Commons Park Warming House – FREE Ice Skate Rentals

3:30 – 7 p.m. on Fridays | 1 – 7 p.m. on Saturdays | 1 – 4 p.m. on Sundays

Skating, Sledding, and S'mores

1 – 3 p.m. | Friday, January 17 | Commons Park Warming House

Winterfest

12 – 3 p.m. | Saturday, January 25 | Springbrook Nature Center

FREE winterfest

12 – 3 p.m. | Saturday, January 25
Springbrook Nature Center, 100 85th Avenue NE

ACTIVITIES INCLUDE:

Medallion Hunt	Snowshoeing	Kicksleds & Races	Zumba
Fat Tire Bikes	Crafts	Storytime	Sauna Demo
Police K9 Demo	Campfires	S'mores & Hot Cocoa	And more!








WINTER GEAR DRIVE:
Let's keep each other warm! We will be accepting donations of gently used/new winter gear starting December 1 at both Civic Campus and Springbrook Nature Center (during business hours). Please bring in freshly washed or new items. All donated gear will be available free of charge during Winterfest.

Wander through our Winter Wonderland with activities for the whole family!




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AGENDA REPORT

Meeting Date: January 6, 2025

Meeting Type: Parks and Recreation Commission

Submitted By: Jeff Jensen, Operations Manager – Streets, Parks, and Facilities

Title

Park Maintenance and Construction Report

Background

Attached is the Park Maintenance and Construction report for the January 6, 2025 meeting.

Financial Impact

None.

Recommendation

None.

Attachments and Other Resources

- Park Maintenance Report for January 6, 2025 meeting

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Memorandum

Item 6.

Date: 12/17/2024
To: Mike Maher, Parks and Recreation Director
From: Jeff Jensen, Operations Manager, Streets, Parks, Facilities
DEPT: Public Works
CC: Margo Numedahl, Parks and Recreation Manager
RE: Parks and Recreation Commission Report for January 6th, 2025 Meeting

The Park Maintenance Division has completed many fall projects, including the K-9 training area in Locke Park.

We have all summer equipment put away and all winter equipment is ready to go.

We have had mixed weather for making ice and all rinks were open before Christmas week until temperatures warmed, and conditions degraded. Early January forecasts predict consistent temperatures below freezing. Staff will continue maintaining all rinks, general park clean-up and tree removal and trimming, snow plowing and sidewalk plowing for the next few months.

Moore Lake rentals are also doing very well so we will continue maintenance and cleaning at that facility.