



# Park Commission Meeting

January 6, 2025

7:00 PM

Moore Lake Park, 5890 Central Ave. Fridley, MN 55432

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## 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  
Ken Schultz  
Melissa Luna  
Don Whalen

### **Absent**

Tim Kirk

### **Also Present**

Mike Maher, Parks and Recreation Director

### **Approve Parks & Recreation Commission Agenda for January 6, 2025**

*Motion by Commissioner Schultz to approve the January 6, 2025 meeting agenda. Seconded by Commissioner Graham. The motion passed unanimously.*

### **1. Approve Parks & Recreation Commission Minutes for December 2, 2024**

*Motion by Commissioner Luna to approve the December 2, 2024 meeting minutes. Seconded by Commissioner Whalen. The motion passed unanimously.*

### **Open Forum**

No comments.

### **New Business**

2. Special Event Permit

Mr. Maher presented an overview of the Special Event Policy and Ordinance including:

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.

Next steps to include:

1. Incorporate suggestions from Parks and Recreation Commission
2. Policy and ordinance updates and approval
3. Build permit in Fridley's online permitting system, CitizenServe
4. Begin use for Fridley 49er Days 2025

Commissioner Schultz asked if Night to Unite block parties would require a permit. Mr. Maher answered that because Night to Unite is a City-sponsored event and city resources are already mobilized for the event, that a permit would not be required.

Commissioner Schultz asked about fireworks and Mr. Maher answered that fireworks are only permitted for City-sponsored events.

Commissioner Cardona expressed that the permit would not allow for disregard of city ordinances and that it appeared to be a well-developed and comprehensive policy.

*Motion by Commissioner Cardona to recommend approval of the Special Event Permit policy and ordinance with a Second by Commissioner Graham. The motion passed unanimously.*

### 3. Advisory Commission Onboarding Manual

Mr. Maher provided an overview of the Commission Onboarding Manual including:

1. Purpose is to provide a solid foundation of understanding for new and existing members of procedures, expectations and roles
2. Parks and Recreation is an advisory commission, providing recommendations to the City Council
3. Commissioners should review all meeting materials and be familiar with parks, trails, programs and upcoming park system plans

4. Appointment process occurs annually with Chair being appointed by Council and Commission appointments being confirmed by resolution. The Commission appoints a Vice-Chair
5. Meetings are facilitated by the Chair and follow Rosenberg's Rules of Order. The Chair should ensure that all on the Commission are participating and provide input
6. The staff liaison is responsible for preparing agendas and being a subject matter resource for the Commission
7. Meetings must have a quorum of at least 4 of 7 members and are subject to Minnesota's open meeting laws

Commissioners are asked to adhere to a code of conduct to include:

- Attend meetings regularly and punctually.
- Respect the decision-making process and any decisions made by the group.
- Notify your staff liaison if you will 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
- Commissioners should recuse themselves from voting on matters where they have a personal interest
- Failure to comply with the expectations and responsibilities outlined in the Manual may constitute grounds for removal from the Commission

*Motion by Commissioner Cardona to recommend approval of the Commission Onboarding Manual. Second by Commissioner Luna. The motion passed unanimously.*

### **Old Business**

### **Staff Reports**

1. Springbrook Nature Center Report

Mr. Maher provided an update on December activities and upcoming events.

2. Fridley Parks and Recreation Division Report

Mr. Maher provided an update on December activities and upcoming events.

3. Park Maintenance and Construction Report

Mr. Maher reviewed the progress on park improvement projects and park maintenance activities.

### **Unfinished Business**

None

**Adjournment**

*Commissioner Luna made the motion to adjourn the meeting at 7:57 p.m. Seconded by Commissioner Whalen. The motion passed unanimously.*

Respectfully submitted,

Mike Maher, Staff Liaison