



Application for Medina Park Commission

The Park Commission serves as a volunteer recommending body to the City Council and meets the third Wednesday of each month at 7:00 p.m. in Medina City Hall. Attached is a section of the City Code that explains Park Commission membership & duties.

Application Deadline: Friday, December 16th
Please Return to City Hall

Please complete the following information (please print):

First Name:	Last Name:
Place of Residence in Medina (address):	
Zip Code:	Home Phone:
Work or Cell Phone:	e-mail:

1. The Park Commission currently has three appointments available, expiring December 31, 2014. Are you able to serve the full term? (Please circle)

Yes No

2. How long have you been a resident of Medina? _____ years

3. How did you learn of the appointment process/opening? (Please circle)

City Newsletter Staff member Council member Newspaper Other: _____

4. Do you have any other personal or work conflicts that may limit your ability to attend Park Commission meetings throughout the course of your term? Please circle:

Yes No

If Yes, please provide details of any potential time constraints: _____

5. In addition to completion of this application, please submit no more than a two-page cover letter that expresses your desire to serve on the Medina Park Commission. You may also include any relevant education background, experience or area(s) of expertise that may benefit the Park Commission.

By signing this application you are stating your desire and commitment to serve on the Medina Park Commission through the length of your term.

Signature:

Date:

CHAPTER 5.

ENVIRONMENT

525. CITY PARK COMMISSION

Section 525.01. Establishment. A park commission of seven members is established. Members of the park commission shall be appointed by majority vote of the city council and may be removed for any reason by a vote of two-thirds of the full city council. Members of the park commission shall be residents of Medina who have lived in Medina for at least one year immediately preceding appointment.

Section 525.03. Term. Members of the park commission shall serve staggered terms of three years. Terms shall begin January 1. No person shall serve more than nine consecutive years on the park commission. Any person who has served on the park commission for nine consecutive years may be appointed again after an interruption in service of at least one year.

Section 525.05. Duties. The park commission shall provide advice and recommendations to the city council and planning commission on matters of development and use of parks and recreational facilities, recreation programs, preservation of natural resources, and promotion of environmental awareness. The duties of the park commission may include, but are not limited to the following activities:

- Subd. 1.** Advising the city council and planning commission regarding park dedication requirements, including land dedication or cash in lieu payments;
- Subd. 2.** Advising the city council regarding the use of special contributions and expenditure of monies from the park dedication fund and municipal parks fund;
- Subd. 3.** Studying special issues requested by the city council or recommending the study of issues relating to the development and use of parks;
- Subd. 4.** Advising on the application for county, state and federal grant programs consistent with park commission and city council policies; and
- Subd. 5.** Undertaking such other duties as the city council may request.
- Subd. 6.** Advising the city council on updates and changes to the comprehensive plan as it relates to parks, trails and recreational activities

Section 525.07. Council Action. The recommendations of the park commission shall be advisory to the city council. The city council may adopt, modify or reject the recommendations of the park commission by vote of a simple majority of those present.

Section 525.09. Organization. The park commission shall:

Subd. 1. Elect from its members a chair and a vice chair, each of whom shall serve for a period of one year;

Subd. 2. Appoint a secretary from its membership who shall perform the clerical duties on behalf of the park commission and maintain meeting minutes; and

Subd. 3. Adopt such bylaws as shall be necessary or desirable to conduct its business but which may not be in conflict with any ordinance or statute. Bylaws shall be adopted by a majority vote of the full park commission.

Section 525.11 Staff Liaison. The city administrator shall designate a staff liaison to the park commission. The liaison shall prepare reports and information for the park commission, attend its meetings and participate in hearings and discussions held by the park commission but shall not vote on any item before the commission. The liaison shall report to the city administrator and city council on the activities and recommendations of the park commission.

Section 525.13. Meetings. All meetings of the park commission shall be open to the public and shall be governed by the Minnesota open meeting law. The park commission shall hold its meetings at such fixed date, time and place as it from time to time shall determine. The minutes of all meetings shall be recorded and a copy transmitted to the city council.

Adopted January 5, 2005 (Ord. 379).