



## 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 13**

**Return to: Lisa DeMars, Park Commission  
Public Works, 600 Clydesdale Trl, Medina, MN 55340  
or email: [lisa.demars@medinamn.gov](mailto:lisa.demars@medinamn.gov)**

*Please complete the following information (please print):*

<b>First Name:</b>	<b>Last Name:</b>
<b>Place of Residence in Medina (address):</b>	
<b>Phone:</b>	<b>E-mail:</b>

- 1. The Park Commission currently has two appointments available, with terms expiring December 31, 2027. Are you able to serve the full term?**  
Yes                      No
- 2. How long have you been a resident of Medina? \_\_\_\_\_ years**
- 3. How did you learn of the appointment process/opening?**  
City newsletter    Staff or Council member    Website    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?**  
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 experience, education background, 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.**

**Subd. 1.** 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.

**Subd. 2.** The city council may also appoint up to two youth members to the park commission. Youth members shall be less than 18 years of age at the time of their appointment. Youth members shall be non-voting members and their presence or absence at a meeting shall not be counted in determining the existence of a quorum of the commission.

**Section 525.03. Term.**

**Subd. 1.** 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.

**Subd. 2.** Youth members of the park commission shall serve a term of one year from the date of appointment and may be appointed for a second term of one year regardless of their age at the time of reappointment.

**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;

**Subd. 5.** Advising the city council on updates and changes to the comprehensive plan as it relates to parks, trails and recreational activities; and

**Subd. 6.** Undertaking such other duties as the city council may request.

**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. The city council shall not be required to take any action with regard to a recommendation of the park commission.

**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.

---

**Amendment History of this Section**

*Adopted January 5, 2005 (Ord. 379).*

*Amended January 3, 2006 (Ord. 398). Clarified the way in which 'consecutive years' would be determined in Subsection 525.03.*

*Amended January 17, 2017 (Ord. 607). Establishes youth members and clarifies other sections of the ordinance.*