

**City of Jordan**  
**City Park and Recreation Commission**  
**November 28, 2005**

**Members present:** Chair Ron Beckman, Ken Crane, Donna Breeggemann, Mayor Ron Jabs, Willy Pauly, and Chris Schwingler

**Absent:** Vice Chair Jerry Langsweirdt

**Staff present:** Joe Janish- City Planner; Crystal Foust- Planning Intern

**Public present:** Jan Gilmer

**I. Call to Order.**

Chair Ron Beckman called the meeting to order at: 7:00 p.m.

**II. Approval of October 24, 2005 Meeting Minutes**

*Motion by Mayor Jabs, seconded by Crane to accept the minutes for the October 24, 2005. With all in favor, the motion passed.*

**III. Guidelines for Naming and Renaming of Parks, Recreational Facilities, and Open Space**

Ms. Foust stated at the last Parks meeting in October, it was recommended to have staff research park naming policies and recommend language for the Park and Recreation Commission to consider. Two drafts were included in the packet: one allowing the naming of parks and facilities after living persons and the other does not allow it. Staff has also created an application that would be helpful for applicants requesting a park name.

Staff has looked at several cities with a park naming policy including Cottage Grove, MN; Burnsville, MN; West Linn, Oregon; Mill City, Washington; Redmond, Washington; and a donor naming policy survey conducted by the Parks and Recreation department in Eagan, MN. Ms. Foust has included a chart outlining the pros and cons for naming people after living and deceased individuals.

Staff recommends not naming parks after living persons to eliminate the cons stated in the table which include:

- If the person the amenity is named after later engages in unseemly practices.
- The donor has expectations above and beyond normal park maintenance.
- Heightens the “what about me” issue.
- It is the City Council’s decision to name a particular park amenity after receiving a recommendation from the advisory Park Board to not name the park amenity after this particular person. It creates hard feelings.

Staff believes that naming a park after a deceased person who has made a significant contribution to the community is an honor that shall be in memoriam. However, the guidelines are the ultimate decision of the Park and Recreation Commission.

The difference between the two drafts is 2f which states an individual who has contributed outstanding civic service to the City and who has been deceased for a period of at least 6 months. 4. Facilities shall not ordinarily be named after living persons. Otherwise the two drafts are identical. Ms. Foust also stated that is up to the Park and Recreation Commission to decide whether to wait 6 months from the time of death to name a park after that person. The waiting period allows emotions to calm down before decisions are made.

Commissioner Breeggemann stated that she recommends naming a park or recreational facility after a family name and not individuals. Ms. Foust stated that it can be written in the guidelines that parks and recreational facilities shall be named after the family name and not individuals.

Mayor Jabs would like to have 1 year pass before any action is taken to name a park or facility after that person.

Discussion took place about the 1 year allowance and naming parks after the family name. Commissioner Schwingler stated that she can think some individuals who could name a park after their nickname and that would be charming; however it shouldn't be the norm. Mayor Jabs stated that if someone donates money or land and the person stands out and not the family, it is only appropriate to name the park after the individual.

*Motion by Crane, seconded by Pauly to recommend to the City Council the approval of the Guidelines for Naming and Renaming of Parks, Recreational Facilities, and Open Space with the additions stated:*

- *“Naming parks after living person not allowed” under the title be removed.*
- *2f. An individual who has contributed outstanding civic service to the city and who has been deceased for a period of at least ~~6 months~~ one (1) year.*
- *2g.. The name of a person of significant stature within the community. He/she must adhere to at least one of the following credentials and complete a waiting period of at least ~~six months~~ one (1) year from the time of death.*
- *4. Facilities shall not ordinarily be named after living persons or families unless exceptional contributions are noted. Such contributions shall be determined by the Park and Recreation Commission.*

*With all in favor, the motion passed.*

#### **IV. Commission Guidelines- City Administrator Linda Waite Smith**

Administrator Linda Waite Smith began with a brief background. During the past year, various members of city boards and commission have asked about establishing guidelines advisory boards. The intention is to have a packet that would be helpful for new board members to bring them up to speed on the routines of the meeting and board or commission. Several cities have been contacted and a booklet has been drafted. Administrator Waite Smith met with the Planning Commission and Economic Development Authority. The final meeting is with the Park and Recreation Commission before taking the final draft to the City Council for consideration as a city policy.

The first page is the table of contents without the page numbers at this time. The second page is an organizational chart for those individuals who aren't familiar with the employees at City Hall. Commissioner Crane suggested that the advisory commissions be included. The next page is the role of advisory boards and commissions taken from the city code. Each commission has bylaws that would take precedent over the Commission Guidelines and would be supplied by the staff liaison to the new board member. Page 3 is the membership rosters with terms, meeting dates, and times which include contact phone numbers and emails for each board member.

Chair Beckman stated that he would like to know where the Park Commission is involved in the new development process and where it states that the Park Commission reviews new residential plans. Planner Janish stated that the Park Commission sees the developments at the sketch plan phase. At that time, the Commission decides if there should be a park in the area or take the cash in lieu of land. Since Planner Janish has been with the City of Jordan, there has only been two parks that were created which was Bridle Creek park in the 3<sup>rd</sup> Addition and the land for Sawmill

Park. Planner Janish will provide the Commission with expectations of Park Board for each phase of development.

Page 6 states the expectations for a vacancy on a board. The Park and Recreation is currently looking for one more additional member. Administrator Waite Smith stated that she would like to get more people involved in the decision making process to fill vacant positions. A small committee like the Chair and member of the board and Mayor could review applications and conduct interviews. The code also allows persons of neighboring townships to serve on boards as well which could allow are larger pool of people to come forward.

Two more items were suggested to be added under the Duties and Responsibilities: gift policy and conflict of interest. Page 10 outlines the general meeting procedures. Discussion took place about the absence of a board member and what is excused and unexcused. Administrator Waite Smith stated that family events that fall on the same night as a meeting are a logistic absence, however, it is necessary to call the staff liaison to notify them and ensure enough people are going to be at the meeting to qualify as a quorum. If a person has a lot of obligations and knows that he/she cannot make the majority of the meetings in a year should not apply to be a member. Commissioner Crane indicated that the Park and Commission does not meet in December, therefore it was suggested that the sentence "Someone who cannot attend at least nine regular monthly meetings each year should not apply" should be changed to ... "cannot attend the majority of the regular monthly meeting each year"...

The last page ~~Parliamentary Procedure~~ Meeting Etiquette- At a Glance is a chart that outlines common procedures and phrases in a meeting.

Mayor Jabs suggested that Adminstator Waite Smith include a stronger statement under Continuing Education.

Chair Beckman suggested to include a one page summary of the history before the organizational chart.

Administrator Linda Waite Smith indicated that after the revisions are incorporated by the boards, she will forward the final draft to the City Council for consideration as a city policy on December 5<sup>th</sup>.

## V. Other Business

### (A) Old Business

- *Park Commission Accounts*—PEI Fund (Park Equipment and Improvement fee) \$107,557.49; Park Land Dedication \$484,903.31. These numbers are as of Novmber 22, 2005.
- *MNDOT Rest Stop*—Staff is working on getting the property on the tax roles.
- *Archery Range*—Park and Recreation Commission has directed staff to hold off on further research. According to the existing ordinance, archery is not allowed within the City limits.
- *School/City Baseball field*—According to Chair Beckman, the school is thinking about using the area for soccer fields instead. Chair Beckman will suggest that one of the softball fields be enlarged to accommodate more advanced teams.
- *Mini Met Design*—This project is in progress. Public Works Director Dave Bendzick indicated to Planner Janish that Chard will not get to the paving this year. The City is locked in on the price.

- DNR Grant—Members of the Commission discussed how the grant could be stronger. Planner Janish will research the process to issue grants and how applicants are chosen and bring the information to the next meeting.

(B) New Business

- Donna Breeggemann- The bubble in Timberline Park is broken. She would like it to be replaced.
- Chair Beckman- He has newspaper clippings from the City of Spring Grove and would like to give them to the pool committee. Stacy DeCorsey is the person in charge.
- Mayor Jabs brought up some important points the Park and Recreation Commission should think about before the Mill Pond is dredged in 2006-2007. Should a portion be enhanced for a beach, what happens to the fish, how do we replenish the pond with wildlife, who will man the beach and can it be unsupervised? Chair Beckman would like a representative from the DNR to come and have a conversation concerning the Mill Pond.
- Applications for Park Commission position—Mayor Jabs suggested that the application should ask more detailed questions. What are we looking for in a Park Board member and how will he/she enhance the expertise that already is part of the commission? The number of people on each commission should be evaluated.

**VI. Adjournment**

*Motion by Breeggemann, seconded by Schwingler to adjourn the meeting. All in favor the November 28, 2005 meeting of the Park and Recreational Commission adjourned at 8:33 p.m.*

Respectfully Submitted,  
Crystal Foust  
Planning Intern