

**PARK BOARD  
Regular Meeting  
February 5, 2013  
7:00 PM**

*Roll call: Sanford, DeVries, Winter, and R. Quiring*

*Absent: B. Quiring*

*Also in attendance: Lois M Nelson, Marie Sexton and Heather McCallum*

Regular meeting called to order by City Administrator Heather McCallum at 7:05 p.m.

Agenda – There are no questions or changes to tonight’s agenda.

Motion by Sanford, seconded by Winter to approve the agenda as presented. Carried.

Minutes from the December 4, 2012 regular meeting were presented.

Motion by Winter, seconded by Sanford to accept the December 10, 2012 regular meeting minutes as read. Carried.

New Business

Mayor Nelson gave the board an overview of the committee’s responsibilities. Mayor Nelson addressed the *10 Habits of Highly Effective Governing Bodies* written by Carl Neu. Think and act strategically, respect shared constituency, understand and demonstrate the elements of teams and teamwork, master small group decision making, have clearly defined roles and relationships, honor the board-staff partnership, and have clear roles and procedures for board meetings, practice continuous personal learning and development as a leader.

Introductions and background information of Board members was then shared.

Park Board focus for the next year was then outlined by Mayor Nelson and City Administrator McCallum. These items were included:

- Straight River Park
- Community Pool
- Wild Flower Trail System
- DNR Website

Discussion was held on electing officers. The consensus of the group was that they wanted more time to think about the officer positions and wanted to wait until the March meeting to elect officers when Board member B. Quiring was also present. City Administrator McCallum will preside over the next meeting and take meeting minutes until officers are elected in March.

The meeting stipend was then discussed. City Administrator McCallum addressed the board on paying the stipend once a year, \$35/meeting for each board member and \$40/meeting for the chairperson who will also present a report at each council meeting.

Discussion was then held on the Summer Recreation Program revival. A meeting will be held on March 6, 2013 at 9:00am at Medford Public School with Superintendent Currie, Mayor Nelson, City Administrator McCallum and a representative from the Park Board. A member from the Park Board will be selected to attend this meeting at the March Park Board meeting.

An update was then given on the Pool. Reference materials were provided to Board members to look over for the March meeting.

Next regular meeting will be Tuesday March 5, 2013 at 7:00 PM

Motion by R. Quiring, seconded by Winter to adjourn the regular meeting at 8:58 p.m. Carried.

**PARK BOARD**  
**Regular Meeting**  
**March 5, 2013**  
**7:00 PM**

*Roll call: Sanford, Winter, R. Quiring, and B. Quiring*

*Absent: DeVries*

*Also in attendance: Marie Sexton and Amber Kniefel*

Regular meeting called to order by City Clerk Amber Kniefel at 7:00 PM.

Agenda – The presentation by Tanya Paley and the Youth Advisory Board needs to be removed from the agenda.

Motion by Winter, seconded by Sanford to approve the agenda as amended. Carried.

Minutes from the February 5, 2013 regular meeting were presented.

Motion by Winter, seconded by Sanford to accept the February 5, 2013 regular meeting minutes as read. Carried.

Kniefel informed the Board that Connie DeVries contacted City Hall this evening and resigned from her seat.

New Business

Election of Officers

Kniefel explained the roles and duties of the officers and asked the board members if anyone was willing to try an officer position.

Sanford stated that she would be willing to be Chair.

Motion by R. Quiring, seconded by B. Quiring to appoint Jeanette Sanford as the Chair of the Park Board. Carried.

Winter stated that he would be willing to be either Vice Chair or Secretary.

R. Quiring stated that he would be willing to be Vice Chair.

Motion by Sanford, seconded by B. Quiring to appoint Richard Quiring as Vice Chair and Jason Winter as secretary of the Park Board. Carried.

Kniefel presented the 2012 year-end report from the pool. Kniefel explained that the City Administrator has many ideas to help improve revenues and will be implementing the changes this season.

The 2013 pool fees were presented. Kniefel made note of the change to the daycare pass. The Park Board recommended and the Council approved to eliminate the daycare pass for 2013.

The Park Board would like to see as much information that the City has on the membership passes for daycares. The Park Board has different ideas to possibly implement instead of eliminating the daycare pass all together. The Board asks that this be on the April agenda. Kniefel will gather as much information as available and call a few daycares to get feedback.

Summer Recreation Program - Sexton will go to the meeting at the school at 9:00 AM and report back to the Park Board.

Sanford would like a calendar of important discussion points to better prepare the Board of upcoming topics.

Next regular meeting will be Tuesday, April 2, 2013 at 7:00 PM

Motion by B. Quiring, seconded by Winter to adjourn the regular meeting at 7:50 PM. Carried.

PARK BOARD  
Regular Meeting  
April 2, 2013  
7:00 pm

*Roll Call: Sanford, R. Quiring, B. Quiring, and Winter*

*Also in attendance: Marie Sexton, Tanya Paley, Quin O'Conner, and Lucas*

Regular meeting was called to order by Chairperson Sanford at 7:00 pm.

Agenda: Chairperson Sanford added items # 4, 5 and 6 to new business. Motion made by B. Quiring seconded by Winter. Carried.

Motion to approve agenda as amended by B. Quiring seconded by Winter. Carried.

Minutes presented from March 5<sup>th</sup>, 2013 meeting.

Motion to approve made by R. Quiring seconded by B. Quiring. Carried.

New business:

1. Presentation made on behalf of the Youth Advisory Board on tobacco free parks.

A draft policy was presented. Park Board requested a couple lines be added to the compliance section and change title to say tobacco and drug free park policy.

Motion to recommend sending this to city council made by Winter seconded by R. Quiring. Carried.

2. Park Board was made aware of swimming lessons sign up was Tuesday May 5<sup>th</sup> at 5:00pm same night as regular meeting.

3. Park Endowment Fund. Motion made to reinvest interest into the CD by R. Quiring seconded by B. Quiring. Carried. Recommendation motion made to shop around for higher interest earned on CD by B. Quiring seconded by Winter. Carried.

4. Park Board Organization and planning. There was discussion on this presented Chairperson Sanford. Talked about recording volunteer hours. Board would like list of Civic Organizations in and around Medford area.

5. Park Board rolling calendar. Chairperson Sanford would like to see one put together so that the Board will know what items are on Calendar each and every month that need to be addressed.

6. Park walk thru. Board planned a walk thru for April 23<sup>rd</sup> 2013 6:00 pm. Motion asking for approval from City Council for this meeting made by B. Quiring seconded by Winter. Carried.

Unfinished Business

1. Daycare membership passes. Motion made to reinstate daycare pass and increase to \$15.00 dollars by R. Quiring seconded by Winter. Carried.

Next regular meeting will be Tuesday June 4<sup>th</sup> 2013 at 7:00pm.

Meeting adjourned at 9:00 pm motion by Sanford seconded by Winter. Carried.

Park Board  
Regular Meeting  
June 4<sup>th</sup> 2013

*Roll Call; Sanford, R. Quiring, B. Quiring, Vick, and Winter*

*Also in attendance; Marie Sexton, Tanya Paley, Jane Nyquist, Lucas Cronin, and Quinn O'Conner.*

Regular Meeting was called to order by Chairperson Sanford at 7:00 pm

Agenda: Motion to move agenda item F to behind item C made by Winter seconded by B. Quiring. Motion carried.

Minutes were presented from April 2<sup>nd</sup> 2013 meeting,

Motion to approve made by B. Quiring seconded by Vick. Motion carried.

Unfinished Business;

Tobacco Policy, sent back from City Council with changes requested by City Council Board. Tanya Paley, Jane Nyquist, Lucas Cronin, and Quinn O'Conner were there to help. There was a lengthy discussion on the changes that the City Council requested and many ideas discussed about the policy as a whole. The Board asked Tanya Paley if the sign could say "Tobacco free zone Thank-You for your support", She said she will ask and report back at next meeting.

Motion was made to table Tobacco Policy for further discussion and information at next meeting by Winter seconded by Vick. Motion Carried.

New Business;

Park Walk thru was discussed at length.

Board requested to know what time table was on getting new grills and the water fountain in at Straight River Park.

Board members discussed prioritizing the items listed in walk thru list.

Question posed if grills in Straight River Park were good enough to be used elsewhere, maybe one in Radel Park.

Board requested Pool Manager be invited to next Board Meeting in July if possible.

MNNAT Prairie Proposal; Motion made to table this till next meeting in July by R. Quiring seconded by B. Quiring. Motion Carried

Next regular meeting is July 2<sup>nd</sup> 2013 at 7:00 pm.

Motion to adjourn made by B. Quiring seconded by R. Quiring. Motion Carried.

Park Minutes July 2013.txt

Park Board  
Regular Meeting Minutes  
July 9th 2013

Roll Call; Sanford, Vick and Winter

Regular Meeting was called to order by Chairperson Sanford at 7:00 pm

Agenda; Motion made to add working calendar to section F item 1 by Winter  
seconded by Vick. Motion carried

Minutes were presented from June meeting. There were no changes.  
Motion to approve made by Vick seconded by Winter. Motion carried

New business;

Board members briefly talked about working calendar. Chairperson Sanford asked  
that we look it over before next meeting and decide if anything needs to be added.

Unfinished business;

The Tobacco Free Policy was discussed again at length. Chairperson Sanford  
brought forth a Tobacco Free Parks Initiative. Members read it over and decided on one  
change to it. Motion made to recommend the Initiative to the City Council  
by Winter seconded by Vick. Motion carried

MNNAT;

Motion made to recommend moving forward by Winter seconded by  
Vick. Motion carried.

Park Board walk thru priorities; Board reviewed it and decided that they would  
like to see the following items finished in the 2013 calendar year when time  
permits.

1. Removal of trees in the few spots required.
2. Removal of grill in Central Park
3. Installation of the boards on main pavilion on bottom edge as it is a  
safety issue with exposed wires.

Motion made to table the rest of the decisions for 2014 budget until next  
meeting By Winter seconded by Vick. Motion carried

Next regular meeting is August 6th 2013 at 7:00 pm

Motion to adjourn Meeting made by Vick seconded by Winter. Motion carried

Park Board  
Regular Meeting  
Aug. 6th 2013  
7:00pm

Roll call ; Sanford, Vick, R. Quiring, B. Quiring and Winter.

Also in attendance; Mayor Lois Nelson and City Administrator Heather McCallum

Regular Park Board meeting was called to order by Chairperson Sanford at 7:00pm.

Agenda; no changes

Motion by B. Quiring seconded by Vick to approve agenda. Motion carried

Minutes from July 8th, 2013 meeting were presented.

Motion made to amend July minutes to include items a thru c on the park walk thru recommendations, and then approved by R. Quiring seconded by Vick. Motion carried

Discussion on Park Board direction presented again by Mayor and City Administrator. Discussed at length the Park Boards involvement in the city and that it is advisory only.

Unfinished business;

    Tobacco Free Park Policy;

        Discussed how many signs needed, Park board decided on 10.

        Discussed that motion already made to send to city council at last meeting.

MNNAT; A few requests were asked of Jeanette Sanford before moving forward with it to city council,

    Need list of volunteers that are willing to help,

    Need written evidence were matching funds are coming from,

Motion made to move forward with recommendation if the conditions are met by Sanford, by Vick seconded by B. Quiring.

Roll call YES; Vick, B. Quiring and Winter. NO; R. Quiring. Sanford abstaining.

Park Walk thru Priorities/Recommendations for 2014

Items recommended were sent to city council for discussion in Julys meeting.

New Business; none

Next Regular Park Board meeting; To be determined

Park Board Meeting motion to adjourn meeting made by B.Quiring seconded by Vick. Motion Carried