



## PARKS, RECREATION & CULTURE BOARD AGENDA

City Council Chambers

Tuesday, January 26, 2016

6:00pm

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Organization of Advisory Bodies as per Chapter 8 of the Isanti City Code
  - A. Oath of Office for new Parks, Recreation & Culture Board Members
    - a. Jamie Bergwick
  - B. Chair of Parks, Recreation & Culture Board
  - C. Vice-Chair of Parks, Recreation & Culture Board
  - D. Secretary of Parks, Recreation & Culture Board
  - E. Approve Parks, Recreation & Culture Board Meeting Dates
  - F. Review of Parks, Recreation & Culture Board Member Involvement with other Boards
  - G. Review of Conflict of Interest Policy – Resolution No. 2016-008
  
3. Approval of Minutes from November 24, 2015 Parks, Recreation & Culture Board Meeting.
  
4. Schedule Annual Park Tour
  
5. 38 Acre Park Project Update
  
6. Draft Park Brochure for Review
  
7. Adjournment

## 2016 PARKS, RECREATION AND CULTURE BOARD MEETING AND APPLICATION SUBMITTAL DATES

<u>Park and Recreation Board Meeting Date</u>	<u>Application and Material Submittal Date</u>
January 26, 2016	January 20, 2016
February 23, 2016	February 17, 2016
March 22, 2016	March 16, 2016
April 26, 2016	April 20, 2016
May 24, 2016	May 18, 2016
June 28, 2016	June 22, 2016
July 26, 2016	July 20, 2016
August 23, 2016	August 17, 2016
September 27, 2016	September 21, 2016
October 25, 2016	October 19, 2016
November 22, 2016	November 16, 2016

\*\*No meeting in December

*\*Please Note: All items must be submitted by noon on the submittal date. If the request requires a public hearing, the submittal date will be set for a month prior to the meeting date noted.*



MEMO

**To:** Mayor Wimmer  
Members of the Parks, Recreation & Culture Board

**From:** Josi Wood  
Public Services Director

**Date:** January 26, 2016

**Subject:** Review of Park & Recreation Board Member Involvement on other Boards

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**Background**

The only other Board, in which a City Park Board member currently holds a seat on, is the Rum River BMX Board. At this time, the individual that had been appointed to that Board was Mr. Aaron Zdon.

**Staff Request**

City staff is looking for a recommendation for a PRC Board member to sit on the Rum River BMX Board.

CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
November 24, 2015

**1. Meeting Opening.**

**A. Call to Order.**

Zdon called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jamie Bergwick, Lynn True, Mayor Wimmer and Aaron Zdon

**Members Absent:** Maddie Anderson, Jennifer Garvey (both gave prior notice)

**Staff Present:** Josi Wood, Public Services Director

**D. Agenda Modifications.**

Zdon asked if there were any.

Wimmer stated he would cover rink items during the priority list items.

There were none. Motion by Wimmer. Second by True.

**2. Approval of Minutes from October 27, 2015 Park, Recreation and Culture Board**

**Meeting.**

Motion to approve the agenda and minutes by Wimmer. Second by Bergwick. Vote was unanimously approved.

**3. Public Hearing**

None.

**4. Discussion on Prioritizing Replacement/Repair Items – Subcommittee Report**

Zdon stated that he and True met to prioritize the list. Zdon stated that they listed the top ten items. He noted that the sand at the Tot Lot should be addressed and budgeted within the next two years. Zdon read the items in order of what should be addressed first:

- 1) Fix or replace aluminum bench ends at Mattson and VFW
- 2) Replace tube slide bottom at Totlot
- 3) Rubber coatings on the chains and benches
- 4) Skate park – cracked panels, missing screws and sinking into asphalt
- 5) Remove and replace grills at Mattson and add ADA ones
- 6) Replace 90 degree angle slide on toddler equipment at Rum River Meadows
- 7) Add in an ADA swing at Mattson
- 8) Add signs to Totlot and Whisper Ridge. Maintenance to existing fading signs
- 9) Add mats to the bottom of slides
- 10) Edging maintenance

Zdon stated there was other random maintenance items that he believed would already be being addressed so it wasn't in the top 10. Zdon also added it would be nice to have a soccer or some sort of field marked out at Mattson

Wimmer stated he wanted to go over the hockey rink. He stated we have been thinking about different options. The cost to maintain the ice is between \$5000-\$7000 with including labor and time. It doesn't

include water which is the single most cost expensive item to maintain it. Just to compare to Legacy Park's maintenance. We have a couple hours here and there so we're talking about a couple hundred bucks to maintain something for a much longer time. Wimmer stated we were trying to come up with some creative ways for alternatives. One option was to take the \$5000 and buy ice time at the arena and have open public skating. There weren't any hours available. Wimmer stated he spoke with someone from youth hockey and they said they took as many hours as they could because the Owls are not there anymore. The arena is looking to have another semi-pro team next year but in the meantime the youth hockey will take all the hours they can get. The person stated that we can take the boards off the rink. Another thing that has been popular is to have half rinks for 3 on 3, etc. Wimmer stated that we probably do have enough to do a half rink but the boards are still in rough shape. Wimmer stated that we will need to address the boards and possible look at having new boards to create a half rink. Wimmer stated another possibility is to not have the hockey rink. People need to understand that it is open ice. You can't have 4 people saying we are playing hockey so you cannot be on it. There were a couple instances last year with people being told they couldn't play because of hockey. Wimmer stated we can't have people taking over the ice. It is free skating. Then with the idea of free skating, does it make sense to have it posted as a hockey rink? Should it be free skating ice? Wimmer stated he doesn't feel qualified to answer that question but it is a question that should be asked.

Bergwick stated that there has been times she was told that they couldn't use the rink and had to go to the puddle [pleasure] rink because they were using the hockey rink.

Wood stated that it wouldn't be safe to have both hockey and free skating on the rink.

True asked what the difference is. Is it that there are no pucks allowed on the pleasure rink.

Everyone stated yes.

Wood stated that you can see how even open skating would prefer the hockey rink because it would be better ice and there is something to hold onto.

Wimmer stated so if we want to have it be open skate, we can't have it be a hockey rink because pucks would be wizzing by and someone could get hit. Wimmer stated you can't have some people use it and others not.

Bergwick stated that if it's for free skating you don't need to maintain it to be hockey ice.

Wimmer stated then why are we maintaining it for hockey.

Zdon stated there must be some sort of sock tube that can be put around so you can flood without the boards. In the spring it would be stored by PW and then the concrete could be a skate park.

Wimmer stated that would be a question if we do a half rink, is there enough room to do a skate park next to it. I don't know that answer but you could have your equipment there and get more use out of the area.

Zdon stated the problem with using it as a skate park, is that it does have water that sits there, but if there were not boards, more of the water would run off. You could probably drill holes to let the water go out in the summer. It could be a year-round use of that slap.

Wimmer stated his whole question is that if we are not going to use it as a hockey rink, why are we spending thousands of dollars maintaining it to be that.

True asked how much hockey use does it get compared to free skating.

Bergwick stated it can just be three or so kids slapping pucks around.

Zdon stated it did get a lot of use last year as it was a good year. There were also people on the pleasure rink. Would we keep both?

Wimmer stated we would keep the pleasure rink. Wimmer stated Staff has been asked questions on whether or not the hockey rink can be reserved for playing hockey and we're not going to have that.

Wimmer and the Board shared concern if there were people playing hockey and you came up to free skate. The question was asked if people can ask them to stop.

Wimmer stated we have a pleasure rink because we have a hockey rink. Wimmer shared how the pleasure rink started at the Middle school and the hockey rink because of the agreement with the youth hockey association.

Wimmer stated that if the PRC Board and Council want to have a hockey rink just for hockey than that is one thing, but if it's just for skating than it shouldn't be called a hockey rink.

Zdon stated that they could than just flood the area where the pleasure rink is.

Wood stated it is much easier to maintain that rink.

Wimmer stated he wished Garvey was here since she knows about this as being a hockey mom. Wimmer asked what is the point of having the boards if you're not playing hockey?

More discussion on the question as to whether the rink should be a hockey rink and if sticks are allowed.

Zdon stated he would like to have rinks by the old vision wake area since that is closer to the warming house. He stated it would take some planning to having it there and moving the lights

True stated she thought that was the plan.

Wimmer stated that that original area was slated for a baseball field.

More discussion about having the rinks up on the old vision wake area.

Zdon asked if the boards [kick plates] were removed.

Wood stated yes, and the repairs were done. However, there was more damage seen after the boards were removed.

Wimmer recapped the conversation about needing to ask the question as to whether or not the city wants to have this as a hockey rink and incur the costs associated with that. He reminded the Board that the only reason we had it in the first place was because of the hockey association.

Zdon stated he would like to see the discussion continue and see what kind of usage it gets over the winter. Then to make a game plan over the summer for next winter.

Small discussion about having rinks up by the warming house occurred.

Motion to authorize repairing items on the PRC Subcommittee list as funds become available by Wimmer. Second by Bergwick.

**5. Approved Acquisition of Parcels 605 and 607 Fir St SW**

Wood stated that the city acquired parcels 605 and 607 Fir St SW with a conditional use deed. Wood stated as was worded in the conditional use deed, we have three years to use them as a public park space with a sports amenity such as a tennis court, volleyball area, etc.

Zdon asked if it had to be one of those three only. Could there be a playground?

Wood stated it could be something other but it was listed in the application that we would use it as a public area with sports amenity.

True asked if the Board needed to decide what should be done and what kind of amenity.

Wood stated that it would need to be brought up for discussion sometime next year as to determine a plan within the next three years.

**6. Warming House Rules**

Wood stated that we do not have a rule sign so she was looking for an action to have one made. She stated she would have one posted on the outside and inside.

Discussion was held to determine the verbiage.

Motion by True to have warming house signs made. Second by Bergwick.

**7. Update to Farmers Market Imaging**

As staff moves forward with having new signs made for the farmers market, staff asked to create a new logo to make it more eye catching and modern.

Motion by True to create a new logo. Second by Wimmer.

**8. Adjournment**

Motion by Wimmer, second by Bergwick to adjourn the November 24, 2015 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:31 p.m.

Dated at Isanti, Minnesota this 24<sup>th</sup> day of November 2015.  
Respectfully submitted,

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Josi Wood, Public Services Director



## MEMO

**To:** Mayor Wimmer  
Parks, Recreation and Culture Board

**From:** Josi Wood  
Public Services Director

**Date:** January 26, 2016

**Subject:** Schedule Annual Park Tour

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### **Background**

Each year the Parks, Recreation & Culture Board schedule an annual tour of the City Park system, in an effort to identify existing issues or future projects. Even though funds are limited for park improvement projects, the tour is essential to future planning within our City parks.

In recent years, the PRC Board has scheduled the tour for the April meeting which would be April 24, 2016.

### **Staff Request**

Staff is looking for direction from the Parks, Recreation & Culture Board as to whether they would like to conduct the annual park tour on the April date.

**MEMO**

**To:** Mayor Wimmer  
Members of the Parks, Recreation & Culture Board

**From:** Katie Everett  
Community Events and Parks Coordinator

**Date:** January 26, 2016

**Subject:** 38 Acre Park Project Update

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**Background**

The City of Isanti has purchased a 38-Acre parcel on the Rum River. It has been approved by the MN DNR that this parcel be developed within the Wild and Scenic River Easement Area into a park with trails and a community garden. It is the desire of staff to have the community garden open and the trails established in Spring of 2016. At the January 19, 2016 City Council meeting, a budget of \$31,567 was approved for the Community Garden portion of the project.

The City Council also approved the rental fee structure of \$15/100 ft<sup>2</sup> and \$20/raised bed. Priority will be given in following years for returning gardeners in good standing.

**Staff Request**

City staff requests that the Park Board review a draft of the rules for rental of the Community Garden. Rules have been compiled from examples at other community gardens in the area and adapted to fit the needs of the City of Isanti. Once rules have been accepted, they will be formatted into a pamphlet to be distributed to renters and interested residents.

**Attachments**

- Project elements with funding approval
- Community Garden Rules Draft
- Community Garden Handbook Draft

## 2016 Development Costs

Site Prep			
Task	Source	Notes	Cost
Soil Test	U of M	2 week turnaround	\$17
Black Dirt	Bjorklund	\$15/ycd delivered	\$3,700
Tiller	Isanti Rental	/24 hours	\$110
Fence	Century	8' woven wire fence installed	\$8,875
Water	B&M Estimate		\$12,000
Mulch	Rivard		\$1,000
Garbage/ Recycling	ECS	\$30/mo May-October	\$150
Compost Bins			\$400

Plots			
Item	Source	Notes	Cost
Staked beds	Menards	27 - 10'x20'; 9 - 20'x20'	\$200
Elevated Beds (ADA)	Rivard/Gronomics	2 - 2'x4' beds	\$560
Raised Beds	Rivard/Gronomics	2 - 48"x95" x19"	\$860

Shed			
Item	Source	Notes	Cost
6'x8' Shed	Menards		\$650
Shelving			\$100
Storage Bins			\$25
Locks		Shed and Fence need locks	\$100

Amenities			
Item	Source	Notes	Cost
Gardening Tools			\$300
Portable	Ray Nash	\$95/mo May-October	\$570

Marketing and Signage			
Item	Source	Notes	Cost
Community Garden Sign			\$600
Rules Sign			\$100

## 2016 Development Costs - Continued

Marketing				\$800
Community Interest Meeting		January 2016, local business and members of the public		\$150
Open House/Kick Off Event		Late April/Early May		\$300

Trails				
Item	Source	Notes	Cost	
Dock	Performance Dock and Lift	8' wide, roll-in dock	\$11,254	
Trail Creation	Bolton and Menk	Grading, clearing, erosion control	\$15,000	
Signage			\$200	

Parking Lot				
Construction Subtotal			\$33,976.80	
25% Eng/Admin		Bolton and Menk Estimate		\$8,494.20

**Phase I Total \$100,492**

<i>Garden Total</i>	\$31,567.00
<i>Trails Total</i>	\$15,200.00
<i>Dock Total</i>	\$11,254.00
<i>Parking Lot Total</i>	\$42,471.00
7% Contingency Costs not to exceed	\$7,034.44
<b>Current Development Project Total</b>	<b>\$107,526.44</b>

## 2016 Community Garden Rules

It is the goal of the City of Isanti to offer a high quality, safe, and accessible space for the public to enjoy the benefits of gardening. In order to achieve this, cooperation is required from all participants to contribute to a positive experience for themselves and other gardeners.

### 1. The City of Isanti will

- Till the garden plots in the spring and fall
- Provide access to water through spigots distributed around the garden
- Stake out and number plots
- Provide basic gardening tools, e.g. hoses, hand tools, and shovels.

### 2. Community gardeners will

- Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
- Arrange for care of plot during vacation or other extended absence.
- Contribute to a positive community with other gardeners: hold others accountable in a respectful manner, offer and accept advice or help with gardening tasks, and resolve any conflicts among themselves when necessary.

### 3. Rules of Use:

- Plot reservations will be taken February 9-June 1, 2016. No refunds will be issued after June 1, 2016.
- The gardening season will begin May 14, 2016 and end October 30, 2016. (Dates are subject to change due to weather conditions.) All gardening must occur between dawn and dusk.
- Gardeners may allow others to garden at their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
- Pets are not allowed inside the community garden.
- Children in the community garden should be supervised at all times.
- Community garden plots are intended for personal use only. No commercial gardening is allowed.
- Garden plots may not be used to grow illegal plants, controlled substances, shrubs, or trees.
- All plants and temporary structures (ex: trellises) must be contained within the plot boundaries.
- The garden cannot technically be considered organic, but the use of commercial pesticides is not allowed. For a list of acceptable products, contact the Community Events and Parks Coordinator.
- Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
- Gardeners will use water access responsibly and ensure that all spigots are turned off after use.

- When provided equipment is used, it must be returned in good condition to the shed. Gardeners should report any lost or damaged tools to City of Isanti staff immediately.
- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - The garden is not planted by June 19, 2016
  - No signs of maintenance
  - Weeds have gone to seed
  - Harvest rotting on vine
  - Gardener has not responded to inquiries from City of Isanti staff.
  - Gardener has not addressed issues within 7 days of being notified by City of Isanti Staff.

**Notices:**

**The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.**

**The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental.**

**DRAFT**



# 2016 Community Garden Registration

Mail Completed Forms to:  
City of Isanti  
Attn: Community Events and Parks Coordinator  
110-1st Ave NW  
Isanti, MN 55040

Email Completed Forms to:  
isantiparks@cityofisanti.us

Drop Completed Forms off at City Hall  
during business hours 8:00-4:30 Mon-Fri.

DRAFT

## Registrant Information

First Name  Last Name

Address  City, State

Phone  Email Address

## Plot Preference

*Note: Registration priority will be given to City of Isanti residents.*

Staked Plot (Ground level)  
\$15/100 ft<sup>2</sup> - 10'x10' each

Raised Beds \$20 each

*Note: Limited bed availability - priority given to those with mobility needs.*

Quantity of Plots (Up to 3)

Elevated Bed (Wheel Chair Accessible)   
2'Wx4'Lx32"H

Raised Bed (4'Wx8'Lx19"H)

Plot # Desired (List up to 3)

Amount Due: \_\_\_\_\_

I have read and understand the Community Garden Rules

I understand that The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.

I understand that The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental. I hereby assume the risk of accidental injury to myself or users of my plot, and I hereby waive any liability from accidental injury resulting from participation in program or garden activities and waive any liability claims against the City of Isanti, program supervisors or volunteers or any other persons or entities assisting in the community garden in any way.

Office Use Only: Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Plot #: \_\_\_\_\_

## Important Dates

Registration Open  
Feb. 9-June 1, 2016

Grand Opening  
May 14, 2016

Last Day of Season  
Oct. 30, 2016

(Plots need to be completely cleared no later than this day)

### You're Invited!

*The City of Isanti will be hosting events at the park this summer, bring your friends!*

Busy Bees - June 4

Learn about pollinators and build a bee house to take home

Storywalk - August 6

Enjoy a walk on the new trails while reading pages of a children's story.

Visit [cityofisanti.us](http://cityofisanti.us) or call 763-444-5512 for more info.

## 2016 Plot Rental

Staked Plots (ground level):  
\$15/100 ft<sup>2</sup> - reserve up to 3

Raised Beds (19 inches tall):  
\$20

Elevated Beds (wheelchair  
accessible):  
\$20

Note: Registration priority will be given to City of Isanti residents. Priority for raised/elevated beds will be given to those with mobility needs.

For questions regarding the Isanti  
Community Garden, please  
contact the Community Events  
and Parks Coordinator at  
763-444-5512 or  
[isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)

### Garden Safety Tips:

- Garden in pairs and/or bring a cell phone
- Bring a water bottle and drink lots of water while you're working.
- Wear protective clothing (hats and lightweight long sleeves) and sunscreen.

### Is there a problem in the garden?

- Report theft, vandalism and unusual activities to City of Isanti Staff.
- If you feel an immediate risk or need emergency assistance, call

911

# Isanti Community Garden 2016 Handbook



# Community Garden Rules

It is the goal of the City of Isanti to offer a high quality, safe, and accessible space for the public to enjoy the benefits of gardening. In order to achieve this, cooperation is required from all participants to contribute to a positive experience for themselves and other gardeners.

1. The City of Isanti will
  - Till the garden plots in the spring and fall
  - Provide access to water through spigots distributed around the garden.
  - Stake out and number plots
  - Provide basic gardening tools, e.g. hoses, hand tools, and shovels.
2. Community gardeners will
  - Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
  - Arrange for care of plot during vacation or other extended absence.
  - Contribute to a positive community with other gardeners: hold others accountable in a respectful manner, offer and accept advice or help with gardening tasks, and resolve any conflicts among themselves when necessary.
  - Abide by all Rules of Use of the Isanti Community Garden

## Rules of Use

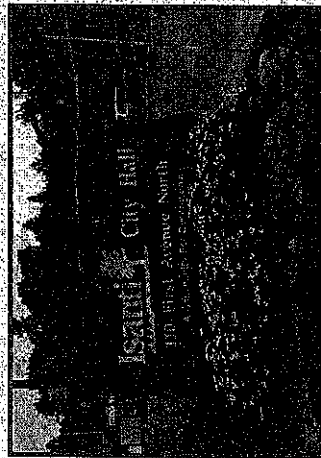
- Plot reservations will be taken February 9, 2016-June 1, 2016. No refunds will be issued after June 1, 2016.
- The gardening season will begin May 14, 2106 and end October 30, 2016. (Dates are subject to change due to weather conditions.) All gardening must occur between dawn and dusk.
- Gardeners may allow others to garden on their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
- Pets are not allowed inside the community garden.
- Children in the community garden should be supervised at all times.
- Community garden plots are intended for personal use only. No commercial gardening is allowed.
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- Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
- When provided equipment is used, it must be returned in good condition to the shed.
- Gardeners should report any lost or damaged tools to City of Isanti staff immediately.

## Rules of Use (Cont.)

- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - ▶ The garden is not planted by June 19, 2016
  - ▶ No signs of maintenance
  - ▶ Weeds have gone to seed
  - ▶ Harvest rotting on vine
  - ▶ Gardener has not responded to inquiries from City of Isanti staff.
  - ▶ Gardener has not addressed issues within 7 days of being notified by City of Isanti Staff.
- Notices
- The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.
- The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental.



City of Isanti  
110 1st Ave NW  
P.O. Box 428  
Isanti, MN 55040  
763-444-5512  
[www.cityofisanti.us](http://www.cityofisanti.us)



**City Office Hours**  
**Monday - Friday**  
**8:00 am - 4:30 pm**  
**763-444-5512**

## Parks, Recreation, & Culture Board Meeting

The City of Isanti Parks, Recreation, and Culture Board meets on the **fourth Tuesday** of each month at 6:00 pm in the City Council Chambers at City Hall. (unless otherwise posted). Board members are appointed and serve staggered terms.



## DIRECTORY

- General City Questions**..... [isanti@cityofisanti.us](mailto:isanti@cityofisanti.us)
- Community Events and Parks Coordinator**  
Katie Everett..... [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)
- City Administrator/City Clerk**  
Don Lorsung..... [dlorsung@cityofisanti.us](mailto:dlorsung@cityofisanti.us)
- Public Services Director**  
Josi Wood..... [jwood@cityofisanti.us](mailto:jwood@cityofisanti.us)
- Mayor of Isanti**  
George Wimmer..... [george@georgewimmer.com](mailto:george@georgewimmer.com)

## SPRING

- Master Gardners Burst Into Spring (March 12)
- ATV Training Class (April 16)
- City Wide Clean-Up (April 30)
- City Wide Garage Sale (May 7)
- Isanti Family Farmer's Market Kick Off (May 27)
- VFW Easter Egg Hunt

## SUMMER

- Take a Kid Fishing Weekend (June 10-12)
- Downtown Isanti Street Dances (June 25, July 16, August 20)
- Jubilee Days & Isanti Firefighters Rodeo (July 7-10)
- National Night Out (August 2)
- Rum River Rods Classic Car Show Finale (August 13)

## FALL

- Primary Elections (August 9)
- ATV Training Class (August 13 & October 15)
- Two Cities, One Community Event (September 10)
- Community Movie Nights begin @ ICC (October 21)
- Home for the Holidays Craft Fair (TBD)

## WINTER

- General Elections (November 8)
- Snowmobile/ATV Parade and Chili Feed (January 1)
- Bridal Expo (TBA)
- Snowmobile Training Class (TBA)
- Arctic Plunge (March, TBA)



# TWO CITIES *One Community* EVENT

Join us on September 10th for a  
FREE family event!

5K Run/Walk and Family Bike Ride  
*Wellness & Kids Fair (Isanti)*  
Concert & Ice Cream Social (Cambridge)

Stay tuned for more information about how to get  
involved later this year!



EVENT  
SPONSORS



# Community Center

## Perfect for:

weddings, birthday parties,  
family celebrations, fundraising  
events, vendor fairs,  
organization meetings,  
*and more!*



The Isanti Community Center is a great place to  
gather for all generations!

Located at **208.5 - 1st Ave NW, Isanti** (next to City Hall), the community  
center offers great amenities including:

- \*Kitchen Use \*Bring in your own food \*30 - 6' tables \*200 chairs
- \*Projector rental \*Screen rental \*Speaker rental

To book a reservation,  
contact City Hall. Call  
763-444-5512 or email  
[isanti@cityofisanti.us](mailto:isanti@cityofisanti.us).  
View the rental application  
online at:  
[www.cityofisanti.us/  
resource/community-  
center](http://www.cityofisanti.us/resource/community-center).

## Rental Information

Public/Special Event (>50 in attendance)  
Wedding, Graduation Party, Vendor fair, etc.

Full Day - \$275.00, plus tax

Private/For-Profit Org. (<50 in attendance)

Full Day - \$100.00 plus tax

4 hrs or less - \$50.00 plus tax

Non-Profit Organization (<50 in attendance)

Full Day - \$50.00 plus tax

4 hrs or less - \$25.00 plus tax



# Parks & Trails



The City of Isanti has parks and trails to suit everyone's needs! From scenic gravel trails to playgrounds and picnic areas, you can find a great place to get outside. Browse the list of parks and what each offers here. Then go see them for yourself!


Map of the City of Isanti is included in the second of the brochures.

# Family Programs

## FREE MOVIES

ISANTI COMMUNITY CENTER

OCTOBER-APRIL

MOVIES START AT 7:00 PM; DOORS/CONCESSIONS AT 6:30 PM

March 18, 2016 - *The Lion King* (G)

April 15, 2016 - *Mary Poppins* (G)

October 21, 2016 - *Goosebumps* (PG)

November 18, 2016 - *The Good Dinosaur* (PG)

December 9, 2016 - *Elf* (PG)

January 20, 2017 - *Hook* (PG)

February 17, 2017 - *Inside Out* (PG)

March 17, 2017 - *Jungle Book* - 2016 (Not Rated)

April 21, 2017 - *The Little Prince* (Not Rated)

Your youth organization can help out with Movie Nights and earn some money! To learn more about how to get involved, or for other information, call 763-444-5512, visit [cityofisanti.us](http://cityofisanti.us), or email [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)

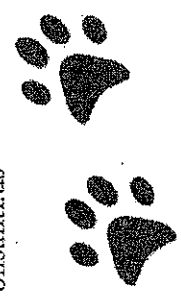
FIRST SATURDAY OF EACH MONTH, 9:00-10:30 AM.  
ISANTI COMMUNITY CENTER.  
AGES 4-7.

\$3 pre-register, \$4 day of (space may be limited)

To register, or for more information, call 763-444-5512 or email [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)

[cityofisanti.us](http://cityofisanti.us)

NATURE DETECTIVES CLUB



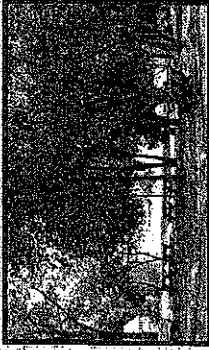
# Parks & Trails



## Eagle Park (1 acre)

18 Broadway SW

Friday Farmer's Market Location



## VFW Park (1 acre)

Corner Palamino Rd SE & Railroad Ave SE



## Isanti Tot Lot (1 acre)

518 Dogwood Street SW



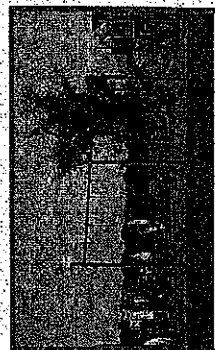
## Martin's Landing (19 acres)

Martin's Landing Road NW  
MN DNR Canoe Landing



## Rum River Meadow (1 acre)

1108 South Passage SW



New in 2016 - Community Garden and Park (Map Icon #13)

More information on Page 9

# Farmer's Market



Fridays

2:00 pm - 6:00 pm

May 27 - September 30

Eagle Park

Fresh & Local Produce ~ Honey ~ Homespun ~ Bugs

Homemade Crafts ~ Jams ~ Eggs ~ Maple Syrup

On select market days Youth Activities and Food Demos

VISIT [WWW.ISANTI.FAMILYFARMERSMARKET.COM](http://WWW.ISANTI.FAMILYFARMERSMARKET.COM) FOR VISIT US

ON FACEBOOK FOR WEEKLY MARKET INFORMATION

CALL 763-441-5200 FOR MORE INFORMATION

PHOTO COURTESY OF THE CITY OF ISANTI

New in 2016!

# COMMUNITY GARDEN

Opening in Spring 2016!

Located in *Isanti's New Park*  
(Map Icon #13)  
on the *Rum River*

Plots available for rent May-September, \$15/100 ft<sup>2</sup>

For information about reserving a plot or how to get involved, call 763-444-5512, visit [cityofisanti.us](http://cityofisanti.us) (search garden), or email [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)



## GRAND OPENING

MAY 14, 2016!

11:00 AM-2:00 PM

(SEE PAGE 11 FOR DETAILS)

## NEW TRAILS

Coming soon: Earthen walking paths from the garden down to the Rum River connecting to Martin's Landing!



The new trail will include easy fishing access and scenic views of the river. Look for updates on the project at [cityofisanti.us](http://cityofisanti.us) or visit Isanti Events and Community Center on Facebook.

## Sports Facilities

### Isanti Indoor Arena

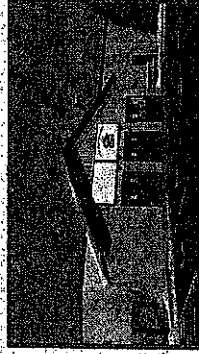
Home of Rum River BMX  
101 Isanti Parkway



Photo Credit: Rum River BMX

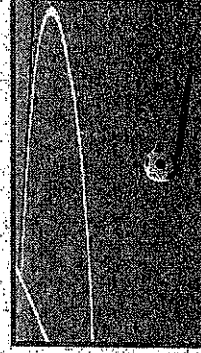
### Isanti County Area David C. Johnson Civic Arena

600 1st Avenue NW



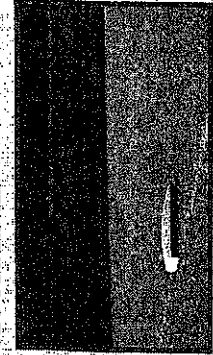
### Cambridge- Isanti Soccer Complex

950 3rd Avenue NW



### Sportsman Field - Redbirds Baseball

620 3rd Avenue NW



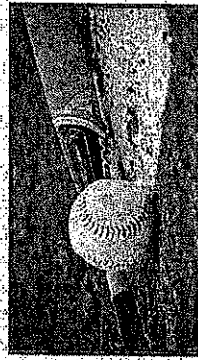
### Bluebird Park

201 Isanti Parkway NW  
Outdoor Hockey & Pleasure Ice Rinks  
Skate Park



### Unity Park

420 3rd Avenue NW  
Softball Field



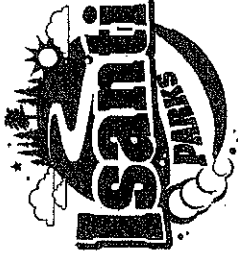
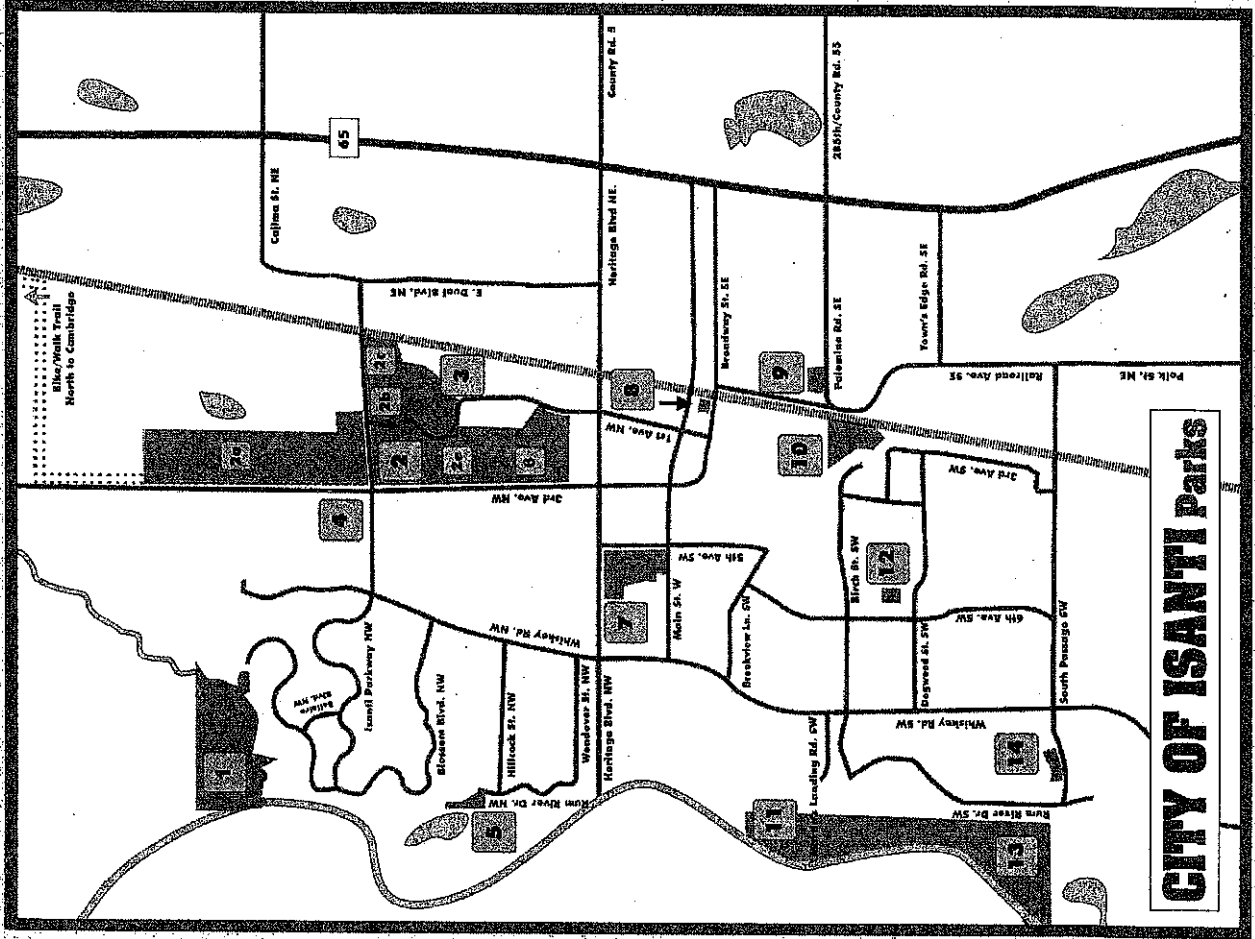
### Whisper Ridge Park

795 3rd Avenue SW | 311 5th Ave NW  
Tennis Court and Basketball Court



### Mattson Park

795 3rd Avenue SW | 311 5th Ave NW  
Tennis Court and Basketball Court



1. Legacy Park  
Bellaire Blvd NW &  
Blossom Blvd NW
2. Bluebird Park  
201 Isanti Parkway NW  
a. Soccer complex  
b. Skate Park, Outdoor Hockey & Pleasure Rink  
c. Indoor BMX Facility  
d. Wake Park Facility  
e. Redbirds Baseball Field
3. Isanti Civic Arena  
600 1st Ave NW
4. Cambridge-Isanti Bike/Walk Trail  
Isanti Parkway NW & 3rd Ave NW  
(3 miles)
5. Riverside Park  
6. Unity Park  
420 3rd Ave NW
7. Mattson Park  
311 5th Ave NW
8. Eagle Park  
18 Broadway St-SW
9. VFW Park  
Palomino Rd SE & Railroad Ave SE
10. Whisper Ridge Park  
795 3rd Ave SW
11. Martins Landing (DNR Canoe Landing)  
Martin's Landing Rd NW
12. Isanti Tot Lot  
518 Dogwood St SW
13. Future Park
14. Rum River Meadow Park  
1108 South Passage SW

"Isanti's park and trail system is proof positive of our commitment to the health and happiness of our citizens" - Mayor George Wimmer



## **PARKS, RECREATION & CULTURE BOARD AGENDA**

**Council Chambers**

**Tuesday, February 23, 2016**

**6:00 p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from January 26, 2016 Parks, Recreation and Culture Board Meeting.
3. Tot Lot Equipment Discussion
4. Compost Site Update
5. Updates
6. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
January 26, 2016  
City Council Chambers**

**1. Meeting Opening.**

**A. Call to Order.**

Wood called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jamie Bergwick, Jennifer Garvey, Mayor Wimmer, and Aaron Zdon

**Members Absent:** None

**Staff Present:** Josi Wood, Public Services Director

**D. Agenda Modifications.**

Wood asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Zdon to approve the January 26<sup>th</sup>, 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

**2. Organization of Advisory Bodies as per Chapter 8 of the Isanti City Code**

**A. Oath of Office for New Board Member**

Wood stated the first item is the reelection of a board member. Jamie Bergwick has been reappointed. Wood stated in her packet was an Oath of Office form and that she would have Bergwick cite the Oath of Office pledge.

Bergwick cited the Oath of Office pledge.

**B. Chair of Parks, Recreation and Culture Board**

Wood asked if there were recommendations for the Chair seat.

Zdon stated that he would like to continue as chair.

Motion to nominate Aaron Zdon for the 2016 Parks, Recreation and Culture Board Chair by Bergwick. Second by Garvey. The vote was unanimously approved.

**C. Vice-Chair of Park, Recreation and Culture Board**

Zdon stated the next order of business is to appoint a Vice Chair.

Garvey stated she would like to continue to be Vice Chair for the 2016 Parks, Recreation and Culture Board.

Motion by Wimmer to nominate Jenny Garvey. Second by Bergwick. The vote was unanimously approved.

**D. Secretary of Parks, Recreation and Culture Board**

Motion by Wimmer for City Staff, Josi Wood, for position of secretary for the Parks, Recreation and Culture Board. Second by Bergwick. The vote was unanimously approved.

E. Approve Parks, Recreation and Culture Board Meeting Dates

Zdon stated the meetings are typically the fourth Tuesday and December has been excluded as usual due to Christmas week. Motion by Wimmer. Second by Bergwick. Vote was unanimously approved.

F. Review of Parks, Recreation and Culture Board Member Involvement with other Boards

Wood stated in the past there has been one member who has been a member of the Rum River BMX Association board and wanted to know if that should continue.

Zdon stated he would like to continue being on the Rum River BMX Board.

Motion made by Wimmer. Second by Garvey. Vote was unanimously approved.

G. Review of Conflict of Interest Policy – Resolution No. 2016-008

Joslin approached the podium, introduced himself and thoroughly presented the 2016 Conflict of Interest policy. Joslin asked the Members of the Board if they had any questions and that he would be available to be contacted for questions as well. Joslin asked each member to sign that they have reviewed and agreed to the policy and turn the paperwork into City staff Wood at the end of the meeting.

3. Approval of Minutes from November 24, 2015 Park, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Bergwick. Vote was unanimously approved.

4. Schedule Annual Park Tour

Wood stated that the annual park tour is typically done at the April meeting. Wood stated that if they keep that tradition that the date would be April 26<sup>th</sup>, 2016.

Zdon asked if anyone had any conflicts with that date.

Motion to have the annual tour on the April 26<sup>th</sup> PRC Board meeting by Bergwick. Second by Garvey. Vote was unanimously approved.

5. 38 Acre Park Project Update

Wimmer stated that Council approved it after some discussion. He stated one member wasn't overly excited about it but that is because it is in his backyard and he didn't want it in his backyard. Wimmer stated staff has worked really hard and great staff really do make a great project. Wimmer described the project and that it will take time but included that the Master Gardeners believe the garden will fill up and the school will have a lot of participation similar to what is at the Cedar Creek School.

Wood stated she apologized that some of the copies did not print in their packet. She described the project details that were outlined on the funding page. She also provided the PRC Board with a draft of the plot sites. Wood stated that they would have more elevated/raised beds but there will be two for this year. She also described other elements of the project including the shed, tools and water. Wood described the dock that will be used as the bridge.

Wimmer stated we would be ADA compliant to the end of the bridge and then beyond that the trail will be what it is. That is why we will have it blocked out since there is a lot of ATV traffic.

Wood stated then there would be a trail that would lead the path down the river to the bridge.

Wood stated that we will also have the community garden. As is in the documents, there are the preliminary rules and regulations. Wood stated the cost of the plots were approved by Council. Wood asked if anyone had any questions.

There was discussion on the rules and regulations.

Garvey had some question about the cost of the plots and the size. She asked for more clarification on the sizes in regards to what is stated in the brochure to let people know the sizes of the plots.

Zdon asked if the price was per season and not month.

Wood stated the cost was per season.

Garvey had a concern about providing tools in a shed that was open to the public.

Wood stated that the Cambridge Community Garden does the same thing and have not had issues.

There was discussion regarding the availability of tools to renters of the plots as well as other comments on the rules flyer.

Wimmer stated he wanted to jump in to update the Board on the hockey rink. At Council Goal Setting, the Council had a consensus of what will be voted on at a next meeting, which was something the Board discussed and wished Garvey was there since she's the hockey person. What the Council is looking at is doing is the two rinks on the East side of the pine trees which will be closer to the warming house, and have temporary wood boards and liner. Then the pleasure rink next to it. Wimmer stated it is not set in stone but from a cost standpoint that is what is being looked at. Wimmer stated this may be a way we can ensure we will have outdoor hockey that is cost effective.

Garvey asked if that would be at the next Council meeting.

Wimmer stated that that is where we would be looking at it and obviously it is not set in stone yet. The PRC Board can certainly look at it but from a cost and staff standpoint of doing the wooden boards in regards to repair, it may ensure we will be able to have hockey.

Garvey asked at the next Council meeting.

Wimmer stated yes, it will be brought up with the overall goals.

Garvey stated that her husband was here because they had a few conversations. Garvey went into brief details of another option and Wimmer stated to have her or her husband call him to discuss a new potential path.

Wimmer needed to excuse himself from the meeting to attend another.

There was another brief discussion on the community garden brochure verbiage.

#### **6. Draft Park Brochure for Review**

Wood provided a draft of the parks brochure to the Board. She asked for comments and/or suggestions.

The PRC Board had a few minor changes in regards to clarification and grammar but all agreed it was a very well put together brochure.

**7. Adjournment**

Motion by Garvey, second by Bergwick to adjourn the January 26, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:43 p.m.

Dated at Isanti, Minnesota this 26<sup>th</sup> day of January 2016.

Respectfully submitted,

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Josi Wood  
Public Services Director



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Josi Wood, Public Services Director  
**Date:** February 23, 2016  
**Subject:** Tot Lot Equipment Discussion

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### **Background**

The bottom portion of the slide was identified (replacement #2 on the prioritized list) as one of the items to address as it was a safety hazard. As staff had notated prior, the exact slide piece was unavailable due to the age of the equipment. Staff ordered the piece that was the closest match available. Staff tried to install this piece and due to it being  $\frac{3}{4}$ " larger in diameter, there is not a way to install it without foreseeing future safety issues. Staff will be providing options to the Board at the meeting and would like there to be discussion on what is presented then.

### **Attachment**

- Prioritized Playground Replacement List

★ = SAFETY ISSUE - PERFORM ASAP

Updated October 22, 2015

### Isanti Parks Priority List

*This item list has been provided by the PRC Board Sub-Committee members. City staff has included some additional information with costs that were known in the italic font. Not all costs given include freight/ shipping charges.*

#### General Maintenance to be done by PW:

★ THIS SHOULD BE BUDGETED WITHIN 2 YEARS

- ★ 1) Sandburs – Totlot and Mattson (parks with sand base still) – *public works sprays and tills approximately twice per Season. We could increase that amount as time permits. We may want to phase out of sand in all of our parks. It is not recommended as a safe attenuated surface type with equipment over 4'. It also is not an accessible surface. We would need to remove the sand, curb the area (we should go to concrete curbing for long term cost savings and longevity) and use wood fiber.*
- 2) Weeds – General weeding. Removal of weeds in cracks at the sportcourts – *pw will be spraying and removing weeds in Mattson the week of 9/21. We need to purchase approximately \$200.00 of crack filler to repair Mattson's tennis courts.*
- 3) Lubrication – Oil swing chains and other moving parts
- 4) Woodchips – Rake and level out *\$1800.00 per load of wood fiber. We budget*
- 5) General Cleaning of equipment
- 6) Clean out Horseshoe pits at Mattson
- 7) Bolt Covers – All parks. Approximately 30 currently *\$1.66 each*
- ★ 8) Fix or Replace aluminum bench ends – Mattson and VFW *Approx. \$10.00/set*
- 9) Painting – Create a plan and timeline for metals surfaces that are worn or faded
- 10) Basketball net at Mattson – Missing *Been replaced \$6.00 each*
- 11) Tennis court door latch at Whisper Ridge

#### Repair / Replace – Major:

- 2 ★ 1) Replace tube slide bottom – Totlot *Exact item is not available but a comparable one is approximately \$1100.00*
- 4 ★ 2) Skatepark – Cracked panels, Missing screws, Sinking into asphalt
- PLAN? ← 3) Hockey Boards – Repair and Replace as outlined at prior meetings
- 3 ★ 4) Rubber Coatings – Most chains and benches need attention *To be compliant with ASTM playground standards and U.S. Consumer Product Safety Commission (CPSC) guidelines, and in most cases for liability reasons, these pieces should be replaced. For the park equipment (ie chains), each equipment will need to be identified to get part numbers.*

Benches and picnic tables vary in price. Approximately \$300-500.00 for bench and \$570-880.00 for tables

5 (ADA)

Grills – Remove or Repair charcoal grills at Mattson *If we need to replace with an ADA swivel pedestal grill, they are \$300.00 (including freight) each*

SEE 1st NONE

6) Borders and Play Surface – Replace wood edging and sand at Totlot and Mattson *Depends if the Board would like to see concrete edging or plastic edging that is at many of the parks. The cost for plastic edging is \$45.00 per curb piece*

6 ★

7) 90 degree slide cracked at Rum River Meadows toddler equipment \$499.00 to replace

8) Repaint Hopscotch – Bluebird A hopscotch stencil is \$200-300.00 to purchase

#### Repair / Replace – Minor:

1) Tennis net at Whisper Ridge – Reattach New net is \$289.00

7 (ADA)

2) Missing Swing at Mattson – Replace with Handicap Accessible? *Enclosed toddler swing has been installed (\$141 each). An Adaptive (ADA) swing with adaptive swing safety belt is \$599.65.*

9

3) Mats at bottoms of slides – Replace cracked mats and add where missing *Wear Mat 44"x48" is \$196.00 each*

10

4) Edging Maintenance – A few random cracked ones *Edging is \$45.00 per curb piece*

8

5) Sign Maintenance – Add signs for Totlot and Whisper Ridge. *Re-letter fading signs Estimated range would be approximately \$300-500.00 per sign; depends on a lot of variables.*

#### Misc. Thoughts and Ideas:

1) Brainstorm ideas to draw people to the parks

"NICE" IN 2016 ←

2) Need more families into Mattson – Mark out a "field" for soccer / football

3) Skatepark – Move existing to East half. New larger at pleasure rink location

4) Pleasure Rink – Move to North end of "Wakepark" lot. Close to warming house.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Josi Wood, Public Services Director  
**Date:** February 23, 2016  
**Subject:** Compost Site Update

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### **Background**

Staff is happy to update the Board that the compost site is re-opening this Spring. Staff is working on hiring seasonal staff to staff operation hours as well as clean-up the site.

### **Committee Approved Compost Hours of Operation**

Sunday – Noon – 5:00pm

Monday – Closed

Tuesday – 1:00pm – 7:00pm

Wednesday – Closed

Thursday – 1:00pm – 7:00pm

Friday – Closed

Saturday – Closed



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Josi Wood, Public Services Director

**Date:** February 23, 2016

**Subject:** Updates

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### **Street Dances**

Last year the City was able to utilize the Isanti Indoor Arena as an alternate venue location if inclement weather the day of the street dances. This year Rum River BMX has committed to the City being able to use the venue for the July and August dates but not the June date due to them having races that weekend.

### **PRC Marketing**

Staff has been working to diligently promote the PRC recreation programs and family activities. These are the places where Staff, Katie Everett, has been marketing:

- PRC Parks Brochure
- Many Faces City Article Portion
- STEAM
- Community Education Brochure

### **Community Garden**

Vendors were approved for the fencing and dock/bridge. Staff is waiting for more of the ground to thaw and then will begin creating the community garden. Registration for plots was open effective February 9<sup>th</sup>. Already we have one person who has rented two 10x10 plots! Please direct people to contact Katie Everett to register and choose their plots or they can also get the information off the City website or right at the front desk at City Hall.

### **River Bluff Preserve Park**

This name was approved by Council for the 38-acre parkland. Staff met with the DNR to discuss putting up signage to help control the intrusion of 4-wheelers and snowmobiles. Staff also has signs and posts they will put up come Spring.



## PARK, RECREATION & CULTURE BOARD AGENDA

Annual Park Tour

Tuesday, April 26, 2016

6:00 p.m.

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from February 23, 2016 Park, Recreation and Culture Board Meeting.
3. Annual Park Tour – Map – Discussion Items  
(The PRC Board will travel from one park to the next. Order of parks are subject to change.)
  - A. Eagle Park
  - B. VFW Park
  - C. Whisper Ridge Park
  - D. Isanti Tot Lot Park
  - E. Rum River Meadows Park
  - F. River Bluff Preserve/Isanti Community Garden
  - G. Riverside Park
  - H. Legacy Park
    - Discuss closing road to vehicles
  - I. Bluebird Park
    - i. Skate Park – move equipment to hockey rink cement
    - ii. Broken climbing equipment
    - iii. Redbirds Agreement
  - J. Unity Park
  - K. Mattson Park
4. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
February 23, 2016  
City Council Chambers**

**1. Meeting Opening.**

**A. Call to Order.**

Zdon called the meeting to order at 6:02 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jennifer Garvey, Mayor Wimmer, and Aaron Zdon

**Members Absent:** Jamie Bergwick (Gave Prior Notice)

**Staff Present:** Josi Wood, Public Services Director

**D. Agenda Modifications.**

Zdon asked if there were any agenda modifications. There were none.

Motion by Garvey, second by Wimmer to approve the February 23<sup>rd</sup> 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

**2. Approval of Minutes from January 26, 2016 Parks, Recreation and Culture Board Meeting.**

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

**3. Tot Lot Equipment Discussion**

Wood stated that the bottom slide portion of the Tot Lot Slide had been identified by the Subcommittee to be addressed with a new piece as prioritized item #2 on the replacement list. Wood stated as she had mentioned previously, the equipment was approximately 17 years old and the exact slide piece was not available but the playground representative had found a comparable piece that should work. Wood stated the piece was ordered but staff found that it would not work with the line up of the holes and the new piece was 3/4 inches larger than the old. Wood stated she did ask the playground representative an estimate for the remainder of the slide. He was going on vacation but gave a rough estimate of \$3700.00. He would get a more accurate number when he returns in a week. Wood stated she had other discount playground equipment to review by the Board because it may not be cost effective to purchase a new slide when there are other equipment pieces broken and more would probably come as the equipment continues to age.

Zdon asked if we would get a credit.

Wood stated the rep didn't know at that time. Wood stated later she would work to get a credit towards other items we purchase through them.

Other discussion on the return and why the equipment would not work and the playground company.

Wimmer asked how much was set aside for park equipment.

Wood stated \$10,000 [staff stated that incorrectly, the number allotted for park equipment reserves in the 2016 budget was \$7500.00].

Wimmer stated it would be approximately 40% of the total funds for one slide.

Discussion was held on whether the slide was a safety hazard. It was determined that it was not. Also, there was discussion on the sale price full sets of equipment in comparison.

The Board asked to get more information brought back to the next meeting.

#### **4. Compost Site Discussion**

Wood stated the compost site potential hours will go to Council next Wednesday. Also to have an attendant staff the site. All of the funds to reopen the site was approved in the 2016 budget.

Zdon asked if we would be hiring someone to do this.

Wood stated yes. That is going to Council as well. Wood described how the hours and days would work out under the Union contract.

Garvey asked if we have questions on the hours we should go to Council.

Wood stated yes.

#### **5. Updates**

##### Street Dances

Wood stated that the street dance dates are in place. The city has the backup venue for July and August at the Isanti Indoor Arena. The RR BMX has races the full weekend during the street dance date in June.

##### PRC Marketing

Wood stated that staff had been working hard to promote and market the many PRC programs and events the city has to offer. These include PRC Parks Brochure, Many Faces City Article Portion, STEAM, and Community Education Brochure. Wood explained the different marketing opportunities.

##### Community Garden

Wood stated the community garden is moving right along. Staff is waiting for more of the ground to thaw. Registration for plots was open effective February 9<sup>th</sup>. Please direct people to contact Katie Everett to register and choose their plots or they can also get the information off the City website or right at the front desk at City Hall.

Garvey asked if we had someone register already.

Wood stated yes.

##### River Bluff Preserve Park

Wood stated the name was approved by Council for the 38-acre parkland. Staff met with the DNR to discuss putting up signage to help control the intrusion of 4-wheelers and snowmobiles on their land. Staff also has signs and posts they will put up come spring.

Wimmer stated we are having quite a few more. Last he saw was 5 ATV and a few extra people below drinking beer. We will install the bollards to help prevent. Wimmer stated its getting more. He spoke with Chief about it. He stated since the licensing of the ATV we are seeing more. Wimmer stated we will start putting out on the licenses that if they break any of these rules, they will lose their license. PD

said they are seeing more ATVs trespassing and going on private property because we are allowing them to use the road.

Wimmer wanted to share with the Allina clinic coming in, they are eager to invest in the City and have funding and grant opportunities available.

Wimmer began discussion on the open member seat and youth/student seat that are still open and encouraged the Board to share that they should share with others and have them send in an application.

**6. Adjournment**

Motion by Wimmer, second by Garvey to adjourn the February 23, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:20 p.m.

Dated at Isanti, Minnesota this 23<sup>rd</sup> day of February, 2016.

Respectfully submitted,

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Josi Wood  
Public Services Director



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Josi Wood, Public Services Director  
**Date:** April 26, 2016  
**Subject:** Legacy Park - Discuss closing road to vehicles

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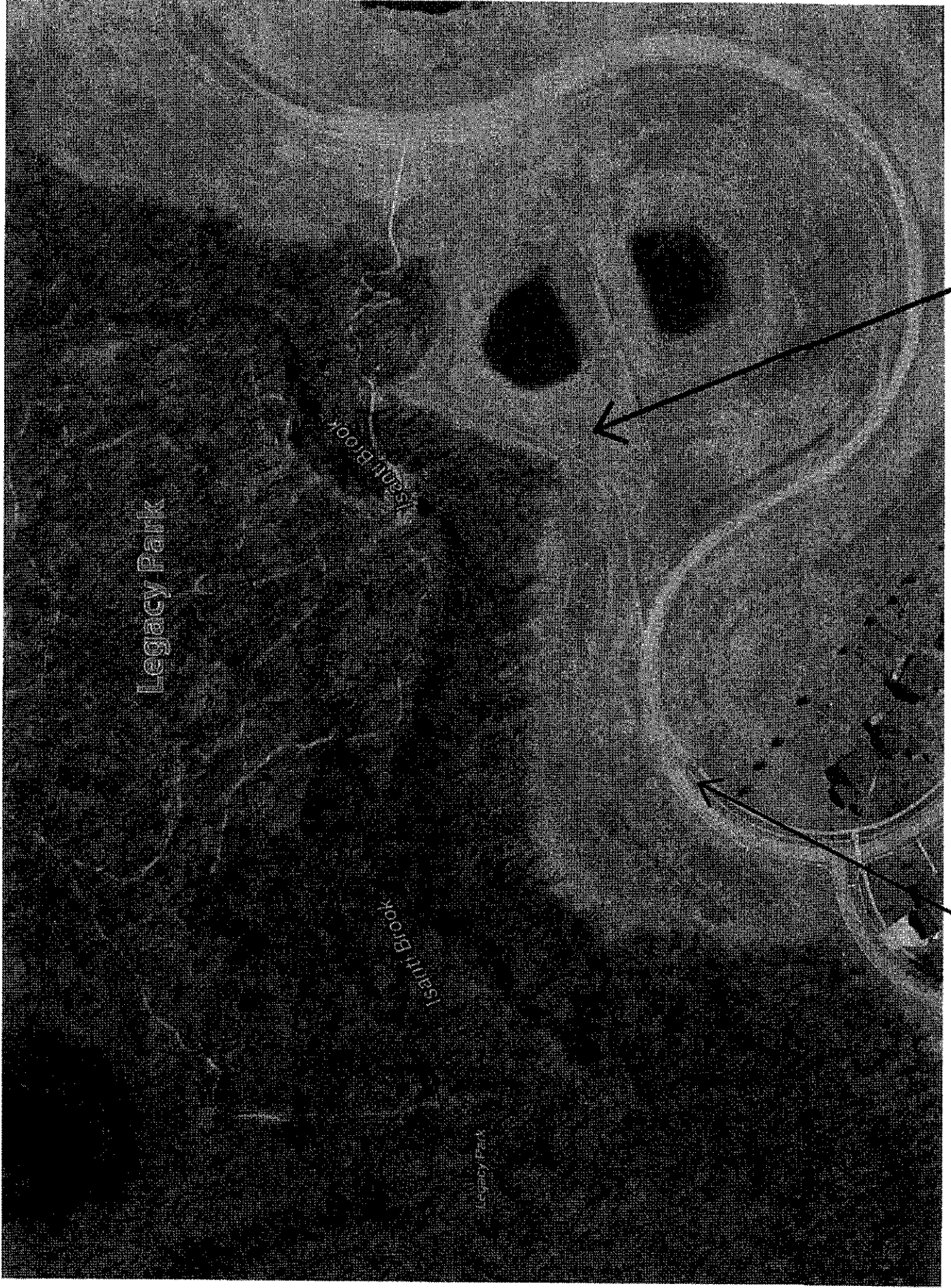
### Background

City staff have been receiving complaints about undesired activities taking place regularly in Legacy Park. Citizens have requested that the road into the park be closed. This may be a deterrent for those who believe they aren't visible when parking so far from the residences; it should not be a major problem for most park users because many walk to the park already (and those who drive will be using the park for walking/hiking).

### Attachments

- Legacy Park map with proposed trail changes

# Proposed temporary easement to Legacy Park



Pedestrian only path - no improvements

Stop vehicle traffic here



**MEMO**

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Josi Wood, Public Services Director  
**Date:** April 26, 2016  
**Subject:** Discuss moving skate equipment

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**Background**

The parks priority list includes concerns about the skate park equipment sinking into the asphalt. Staff would like to discuss moving the equipment onto the outdoor rink cement pad when the boards are removed.

Note: Public Works has delayed installing the bike rack in this location until this discussion can take place.



**MEMO**

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Josi Wood, Public Services Director  
**Date:** April 26, 2016  
**Subject:** Bluebird Climbing Tree Discussion

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**Background**

The climbing tree structure at Bluebird Park is frayed at a connection point. Temporary repairs have been made, but permanent changes need to be considered. Staff are exploring options for having the repairs made if the part is ordered – special equipment may be needed.

**Attachments**

- Parts Replacement Quote
- New equipment options

**Net replacement parts**

City of Isanti  
 Attn: Josi Wood  
 PO Box 428  
 Isanti, MN 55040  
 Phone: 763-444-5512  
 Fax: 763-444-5560  
 isantiparks@cityofisanti.us

Ship To Zip: 55040

Quantity	Part #	Description	Unit Price	Amount
1	Lump Sum	Replacement Net Parts	\$1,879.00	\$1,879.00
			SubTotal:	\$1,879.00
			Freight:	\$1,011.00
			<b>Total Amount:</b>	<b>\$2,890.00</b>

This quotation is subject to polices in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: payment in full, check submitted with order.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

**Order Information:**

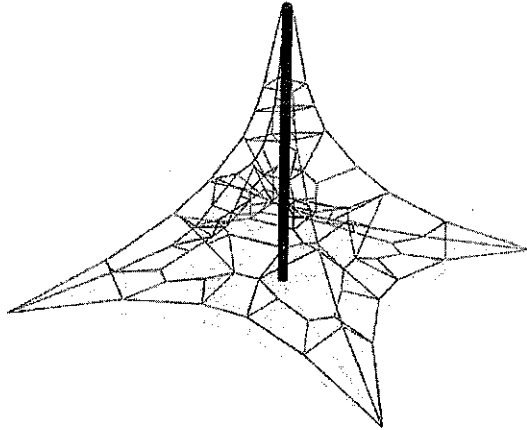
Bill To: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Ship To: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_

# Mini High Stepper KidNetix Net

\$11,784.00

Model Number: 3177



Request A Quote

Find a Rep

Top View - DWG

Top View - PDF

Product Flyer

Specifications

MODEL NUMBER:	3177
PRICE:	\$11,784.00
USE ZONE:	23' 5" x 23' 5"
FALL HEIGHT:	6'

# Mini High Stepper KidNetix Net

\$11,784.00

Model Number: 3177



Request A Quote

Find a Rep

Top View - DWG

Top View - PDF

Product Flyer

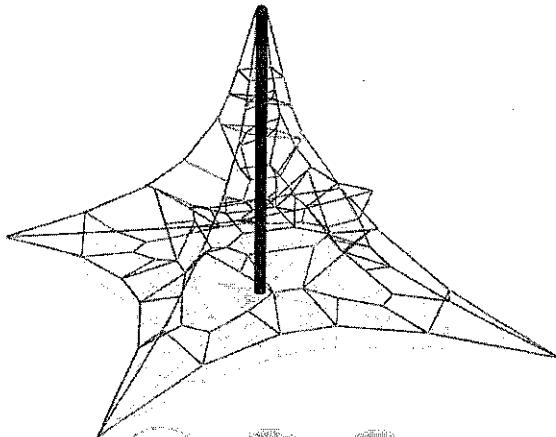
Specifications

MODEL NUMBER:	3177
PRICE:	\$11,784.00
USE ZONE:	23' 5" x 23' 5"
FALL HEIGHT:	6'

# High Stepper KidNetix Net

\$14,489.00

Model Number: 3173



Request A Quote

Find a Rep

Top View - DWG

Top View - PDF

Product Flyer

Specifications

MODEL NUMBER: 3173

PRICE: \$14,489.00

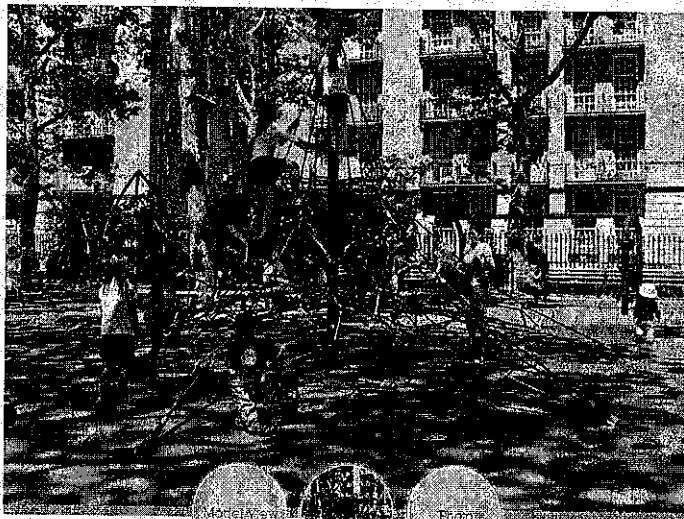
USE ZONE: 28' 5" x 28' 5"

FALL HEIGHT: 6'

# High Stepper KidNetix Net

\$14,489.00

Model Number: 3173



Request A Quote

Find a Rep

Top View - DWG

Top View - PDF

Product Flyer

Specifications

MODEL NUMBER: 3173

PRICE: \$14,489.00

USE ZONE: 28' 5" x 28' 5"

FALL HEIGHT: 6'

<http://www.gametime.com/product/High-Stepper-KidNetix-Net-3173/>



**MEMO**

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** April 26, 2016  
**Subject:** Bluebirds Agreement

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**Background**

Staff have been working with the Redbirds to create an agreement. The process began last May (see attachments for detailed timeline), and has not yet been resolved.

Staff is looking for direction about whether or not to prohibit the Redbirds' use of the field until there is an agreement in place.

**Attachments**

- May 26, 2015 memo
- Communication timeline with Cindy Lind-Livingston



## MEMO

**To:** Chair Zdon  
Members of the Parks & Recreation Board

**From:** Josi Wood  
Community Events & Parks Coordinator

**Date:** May 26, 2015

**Subject:** Redbirds Building/ Content Insurance

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A comment came in from Cindy Lind, Redbirds President, in regards to who covers the insurance and who pays for building and contents if there was vandalism or a natural disaster. This came after the window was shot out by a bb gun. She was under the impression that it would be the City due to the fact that they need to report the contents and values to the City and they were not required to carry their own insurance. The Redbirds determined that it would be cheaper to replace the window versus file a claim, but this left Staff wondering more about the agreement with this organization.

Staff asked Ms. Lind if the Redbirds carry their own insurance on their buildings and contents and she stated they did not. When staff asked if Ms. Lind was aware of an agreement she stated "The only agreement we have with the City is that we donate money to the City and that money is specifically used for the upkeep of the field. We don't own the field or the buildings. They are City property and for the use of them we pay the maintenance cost of the field for the City."

When staff asked Ms. Lind if the Redbirds carry liability insurance which would cover accidents or injuries to players or spectators she stated "No. I talked to Clark about that and he, in so many words, said that if someone got hurt they would go after the big fish and that would be the City.

We have our players sign a waiver releasing the Redbirds of any liability when playing."

Staff was able to find a resolution stated the same as Ms. Lind stated but no other agreements making statements in regards to insurance. The other resolutions found were in reference to a grant and loan, which the remaining balance was later forgiven, to build the concessions stand and for the installation of a batting cage. It is possible that back when the "agreement" was made, it was either done verbally or at least without a Resolution stating the terms.

Staff contacted the City's insurance carrier and we do in fact carry Building/Contents insurance for their concession stand, ballfield, and pump house. The batting cage is not being covered at this time by anyone.

In a relatable situation, the City carries the insurance for building and content for the Cambridge-Isanti Soccer Club in the amount of \$2261.00 per year (this was the 2014 cost), but the City is reimbursed those costs by the Soccer Club.

### Staff Request

Staff is looking for direction from the PRC board on whether the City would like to formally enter into an agreement with the Redbirds that outlines terms of the relationship or leave it status-quo. Staff is concerned that there is not liability carried on behalf of the Redbirds which would cover not only the players but also the spectators.

**Attachments**

- LMC Insurance schedule
- RES No. 1998-74
- RES No. 2011-100

**Dialogue via email between City Staff, Josi Wood, and Cindy Lind-Livingston, Redbirds Baseball Contact.**

After damage occurred at the Redbirds concession stand, staff began dialogue with Cindy regarding the insurance that they carry or lack thereof. It was found that the City is not reimbursed for the general property insurance premium and Redbirds did not carry their own liability or general insurance for the players or Redbirds equipment.

- May 26, 2015** Discussion with Cindy and sent item to the Parks, Recreation and Culture Board for discussion.
- August 3, 2015 Staff emailed Cindy in regards to reimbursing the City for insurance as that is what happens with other entities using city property
- August 19, 2015 Staff asked Cindy if the Redbirds Board had made a decision to go with the City's property insurance and asked when they would be getting their liability insurance
- August 24, 2015 Cindy stated she was still checking into it and that they didn't think they had funds to cover it. She said games were over for this season.
- Sept 3, 2015 Staff stated... We would like to set up a meeting to discuss the liability and general insurance with you as well as an agreement so as to protect and be in the best interest of both the Redbirds and the City.
- Sept 11, 2015 Meeting with staff and Cindy to discuss an agreement and insurance with Redbirds
- October 14, 2015 Staff sent a draft of an agreement (Soccers) to Cindy to work off of.
- October 16, 2015 Staff sent Cindy the 2015 insurance numbers so Redbirds would know what the City was asking to be reimbursed for.
- October 19, 2015 Cindy stated The Redbird Board is working to come up with a proposed contract with the City. The numbers you sent are very helpful. Costs of electric were also sent to Cindy.
- December 15, 2015 Staff asked... Have you had a chance to add items from the Redbird's perspective in the contract? Cindy stated she would get back to staff by the end of the week.
- January 5, 2016 Cindy sent staff a draft of what they would like included/excluded in the agreement and also a letter to the City stating they have invested a lot into the establishment.
- January 5, 2016 Staff asked Cindy when she could come in to discuss the agreement. The meeting was held January 19<sup>th</sup> with Don, Mayor Wimmer and Josi.
- Here was the recap of the meeting after the Mayor had left...
- She was confused about the difference between liability participant coverage and general property insurance coverage (She didn't remember that I had explained it in prior emails a couple months ago). She thought the two would be one in the same. After explaining the difference, she was perturbed that there could potentially be more costs for the Redbirds and explained to Don and I that the reason why they came to Isanti was because of issues in Cambridge and she would hate to see them go back. She asked if the City could carry the liability portion for the participant coverage and then reimburse us for that. She stated she didn't have a good source to get the insurance at a reasonable cost although she did have one person she could call.
- January 19, 2016 With input from Cindy, the agreement was sent to Clark to review.
- January 21, 2016 The agreement was sent to Cindy for a final review.
- January 21, 2016 Cindy asked for the insurance information again. Staff emailed her the numbers again.
- January 25, 2016 Cindy asked... "Is there a reason that the City wants the right to appoint a representative to our Board? I would like to remove this from under City of Isanti #4."

- January 25, 2016 Staff had this reply... "We have that on all of our agreements including soccer and BMX. This would need to be discussed at the Parks, Recreation and Culture Board to potentially alter." In later discussions, the Mayor mentioned we could remove this if that was the only item hanging up the agreement.
- January 25, 2016 Cindy stated... "We will not be prepared to meet with Park and Rec tomorrow. Our next Board meeting is Sunday February 7<sup>th</sup>. I am sure we will have lots to discuss regarding the lease. If need be we will talk to the Park and Rec at their February meeting."
- January 25, 2016 Cindy stated... "I am checking into insurance and was asked if we would be responsible for insurance year round or just the months that we use the field? "
- January 25, 2016 Staff stated... "For the liability and participant insurance, I believe it would be only for the months that you operate or use the field but I would need to confirm that with Clark and the committee."
- January 25, 2016 Staff received this response from the City's insurance and forwarded to Cindy on January 26<sup>th</sup>, 2016... "Since the City does not have an insurable interest or liability in their (the redbirds) operations, we would not be able to insure them. The redbirds would need to get their own separate policy (which would not be tied to the City in any way or under the City's insurance). The redbirds can work with Associated Financial regarding insurance and Pat can help them - walk them through costs and determine the appropriate insurance. Below is Pat's contact information. I did let Pat know that the redbirds are curious about having insurance only on the months that they are operating (April through October). Pat is going to take a look into this and see if this is an available option.
- Please let us know if you would like to have Pat reach out to the redbirds, or if the redbirds will be reaching out to him. If you would like Pat to reach out to the redbirds, please give him Cindy's name and contact number (or the appropriate contact he should reach out to)."
- January 26, 2016 Staff informed Cindy that the City would remove the request to have a representative on their Board.
- March 28, 2016 Staff wrote this to Cindy... "With Baseball season right around the corner, I wanted to touch base with you and see if the Redbirds are planning to move forward with purchasing their insurance through the City."
- March 31, 2016 Cindy asked for the agreement in the latest version again. She stated... "My group meets on April 10<sup>th</sup> and I would like to have a final version for them to review. If we do agree to purchase insurance it will be through a private insurance company. It is about a third of the cost that the City quoted."
- April 4, 2016 Staff resent the final draft of the Agreement to Cindy.
- April 13, 2016 Cindy wrote... "Our Lease Committee met on Sunday and have decided to have a lawyer take a look at the agreement. The lawyers will hopefully get back to me by the end of the week or early next week. I will keep in touch."



## PARK, RECREATION & CULTURE BOARD AGENDA

**Council Chambers**

**Tuesday, May 24, 2016**

**6:00 p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from April 26, 2016 Park, Recreation and Culture Board Meeting.
3. Parks Tour Follow Up
4. Rename Tot Lot
5. Parks Updates
6. BMX position – Council Appointment
7. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
April 26, 2016  
City Council Chambers**

**1. Meeting Opening.**

**A. Call to Order.**

Zdon called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jamie Bergwick, Jennifer Garvey, Mayor Wimmer, and Aaron Zdon

**Staff Present:** Katie Everett, Community Events and Parks Coordinator

**D. Agenda Modifications.**

Zdon asked if there were any agenda modifications. Bergwick stated that her last Park Board meeting will be in May because she is moving to Mankato.

Motion by Garvey, second by Wimmer to approve the April 26, 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

**2. Approval of Minutes from February 23, 2016 Parks, Recreation and Culture Board Meeting.**

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

**3. Annual Park Tour**

- A. Eagle Park – Bergwick noted that the bench on one table had been replaced, but the others need maintenance. There is graffiti scratched into them and they need to be painted. Everett noted that one of the tables will temporarily be moved to the community garden until grant money is received to purchase one for that site. Wimmer noted that he will also be going to the Rotary Club for possible funds for the new park. The group noted that Eagle Park has come a long way and is looking much better than it did several years ago. Everett showed an example of a park sign to be considered in the future that would indicate Eagle Park is the site of the Farmer's Market.
- B. VFW Park – Zdon noted that eventually the sand needs to be replaced. Garvey questioned why the grill is tucked back in the corner by the fence. The group decided that the grill should be moved to a better location and recommended the center of the fence line, as well as moving the picnic table closer to the grill.

Wimmer asked Garvey if she knew of any best practices addressing citizens being able to access parks in a city without having to cross major roadways or going more than a certain distance. Garvey stated that she was not aware of one standard, and she believes that each city decides what works best for them. She recommended contacting MRPA staff and members to find out if there is something available.

- C. Whisper Ridge – Wimmer noted that we have obtained forfeited parcels nearby. He also explained that there is not enough money to resurface the whole tennis court and it will be best to do something different with the space. Garvey suggested that pickleball is gaining popularity and lines can just be added to existing tennis courts to create multiple uses of one space. Wimmer

noted that Cambridge is already going to be adding some pickleball courts. The group noted that the fence added recently on the park boundary seems to have helped, Wimmer stated that he has not received any additional complaints in some time from the resident about people crossing his property line, but we will continue to evaluate the situation this summer.

Wimmer explained a long term plan to have Whisper Ridge connected by a trail through the wetland to downtown Isanti, and this development should be tied in with the refurbishing of Whisper Ridge.

- D. Tot Lot – Garvey asked if we could change the name, “Tot Lot” doesn’t seem to reflect what is actually available at the park. Wimmer explained that the park naming policy has been updated so that the City could name parks without having to do the previously required naming contests which have not gotten much of a response in the past. The park needs a new sign anyway, so this is the time to do it. Wimmer requested that everyone bring name ideas to the next Park Board meeting and we can discuss it there. Nails were found protruding from the sand retaining wall near the sign. Garvey and Wimmer noted that the wood in place is a good system because it can be easily fixed and replaced. The group also noted that the grill in this location is inconvenient if people actually wanted to use it, and requested that it be moved closer to the shelter. Garvey noted that the bench in the sand is very low, the group agreed that it should be raised. Wimmer requested that the Tot Lot shelter be added to the pavilion rental form if it is not already there; Garvey stated that we should also have pictures of all of the pavilions available online and with the form to promote their use to the public.
- E. Rum River Meadows – Garvey stated that whenever new mulch is added it just gets pushed aside because the swings become too close to the ground. Zdon noted that the single swings are high enough and it must be older kids kick the mulch out of the way. Wimmer stated safety concerns about the ways bench swings get used in the park and the group noted that the mulch under that swing was displaced as well. Garvey suggested that we might evaluate how many swings are available in each park and offer different height swings to accommodate different users. Wimmer stated that we have looked into putting in a volleyball court in the past and it was prohibitively expensive to get insurance and very complicated. Everett asked if it was possible to just have a grass volleyball court; Garvey stated that she has seen it done with temporary posts where there are sleeves in the ground (capped over winter) that the poles fit into. Everett will research the logistics of a grass volleyball court in this location. Zdon found broken glass all over the mulch under the play equipment as well several piles of dog feces. Zdon, Bergwick, and Garvey noted that it appeared to be from a dog that was habitually allowed off leash in the neighborhood.
- F. River Bluff Preserve/Isanti Community Garden – Everett and Wimmer updated the members about the progress of the park, noting the future location of trails, the stairway, and the dock. The community garden is going to open to renters on May 14<sup>th</sup>. The parking lot work will begin very soon.
- G–K. Wimmer needed to leave the meeting so he gave a verbal update of the plan for Legacy Park – the access road will be closed off with a gate. While people may still drive around, they will be ticketed for doing. This should alleviate many of the issues with illegal behaviors in the park. Premier Bank has agreed to the temporary change.

Bluebird Park: Skate Park – the hockey rink boards will be sold, and the skate park equipment will be moved to the cement slab. In the future, a rink will be built with wooden boards that are easier to fix and replace.

*After Wimmer left, the group discussed the remaining agenda items, but did not visit Riverside, Legacy, Bluebird, or Mattson parks.*

(Skate Park) Zdon asked if the skate equipment was moved to the cement slab if we would still be able to use Park Dedication Fund dollars to get more equipment. He stated that the plan had been to use Park Dedication money to build a new skate park at that location, but is concerned that if we move the equipment we have, we might not be eligible for those funds. The group didn't know the answer, Everett will look into it. Garvey wondered if bikes using the skate equipment has caused some of the issues with crowding, Zdon noted that it is stated on the sign that bikes are not allowed, but believes that if there is more equipment available, those issues will get better.

Bluebird: Broken Climbing Equipment – Garvey recommended looking into prices for the repair or new equipment through other companies. Bergwick and Zdon agreed that it is a lot of money to spend on just a small piece of the equipment. Everett explained that it is unlikely that Public Works will be able to fix it even if we do order the part, and we have not received confirmation from the company that they can come out to make the repair.

Bluebird Park: Redbirds Agreement – Garvey made a motion that the Redbirds cease using the field until an agreement is signed. Bergwick seconded the motion, the motion was carried unanimously.

Everett showed the group options for redoing the hopscotch on the path at Bluebird Park. She found a daisy-shaped hopscotch stencil and stencils for kids' activities online. Garvey stated that she is not sure much kids really play hopscotch, Bergwick state that in her experience kids do play, but it's more just jumping on the squares than really playing the game. The group liked the idea of having the activity stencil, but would like to see if there are more affordable options or different packages available.

Mattson Park – Everett asked whether the group thought equipment should be available for rental at the park. The horseshoe pits have been cleaned up, and had become overgrown in the first place because they never get used. Bergwick was concerned about having anything that would stay out at the park due to the vandalism that has happened in the past. Everett explained that equipment could potentially be stored at City Hall and picked up there for use. Garvey stated that bean bags are becoming very popular as well and may be a good rental option. Zdon stated that it is a low cost investment. Garvey stated that it may be difficult for people to make it during City Hall business hours to rent equipment, but that it is a good thing to offer the community. Possible equipment included a basketball, horseshoes, and tennis rackets (depending on cost). Some sort of deposit would be made to ensure equipment is returned.

## **6. Adjournment**

Motion by Zdon, second by Bergwick to adjourn the April 26, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:20 p.m.

Dated at Isanti, Minnesota this 26<sup>th</sup> day of April, 2016.

Respectfully submitted,

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Katie Everett  
Community Events and Parks Coordinator



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** May 24, 2016

**Subject:** Parks Tour Follow Up

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### **Tot Lot**

The safety concern of protruding nails in the wood edging were addressed immediately following the parks tour. Public Works will work on moving the grills as their time allows.

### **Rum River Meadows**

Public Works went out and cleaned up the glass and pet messes at the park. They have moved the picnic tables away from the play equipment, but they continue to moved.

### **Legacy Park**

The City has received permission to stop traffic at the end of the pavement until such as time as the adjoining land is developed. The Isanti Police Department has been active in the park.

### **Bluebird Park – Climbing Equipment**

Staff approached several companies in the metro area to get different quotes for replacement parts for the frayed connection on the climbing tree. Those companies all suggested that we work with the company that started the project. City Council directed staff to order the replacement part and to take down the climber during the 10-12 week estimated delivery time.

### **Bluebird Park - Redbirds Baseball**

The agreement with Redbirds Baseball has adjusted as agreed upon by both parties and has been approved by Council. The Redbirds will carry premises and participant insurance and will be paying utility fees associated with lighting Sportsman Field.

### **Bluebird Park – Sidewalk Stencils**

Staff has found a couple of vendors with stencils available for sidewalk games. The vendors and staff recommendations are attached.

### **Best Practices for City Park Access**

During the April Park Board meeting, members discussed whether or not there were any rules of thumb or best practices for how many parks a city “should” have in regards walkable distances, populations, etc.

Staff began to research the subject, and it appears that because cities are so geographically and demographically different, there is not a standard. However, The Trust for Public Land has issued a City Park Facts report that scored major cities based on a variety of criteria in the categories of acreage, facilities/investment, and access to parks adjusted for the sizes of each city. One copy of the 36-page report will be available for the Park Board; additional or electronic copies can be sent upon request.

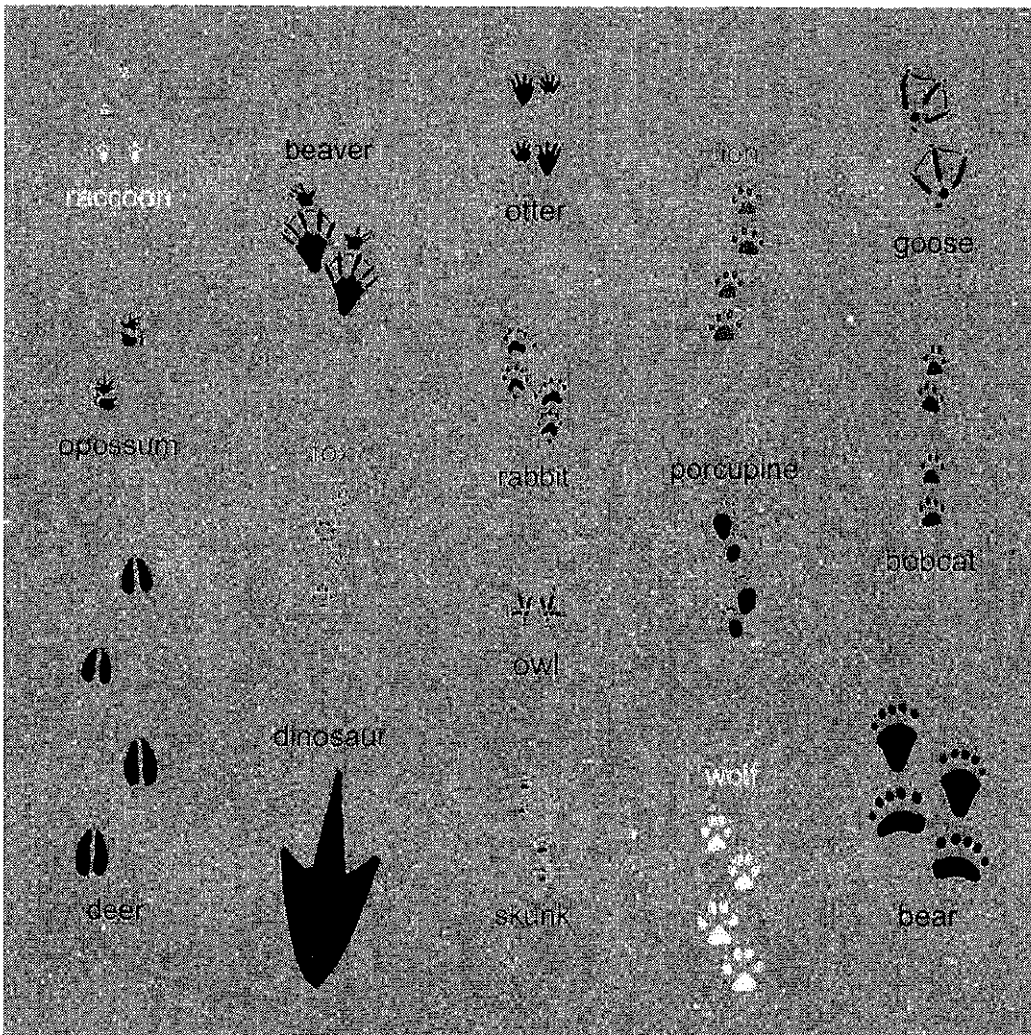
**Attachments**

- Sidewalk Stencil Vendors

Fast Line Striping Systems

# PLAYGROUND GAME STENCILS

## Various Animal Footprints

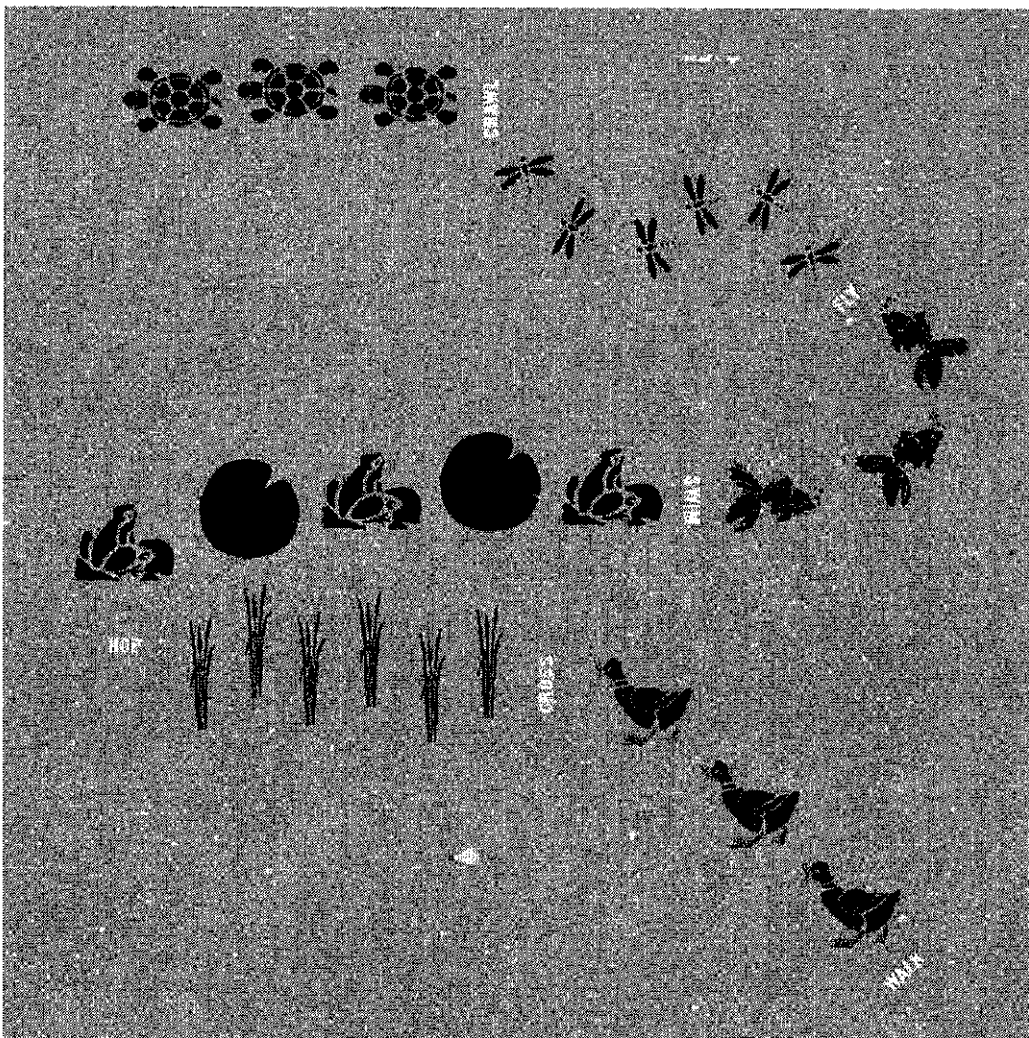


\$29 per animal

Fast Line Striping Systems

# PLAYGROUND GAME STENCILS

## Playground Pond



13-piece kit \$249

# Fit and Fun Playscapes

## Nature Activity Circuit

Product Information

Product code: 13-5W-043

Category: Stencils.

**\$625.00**

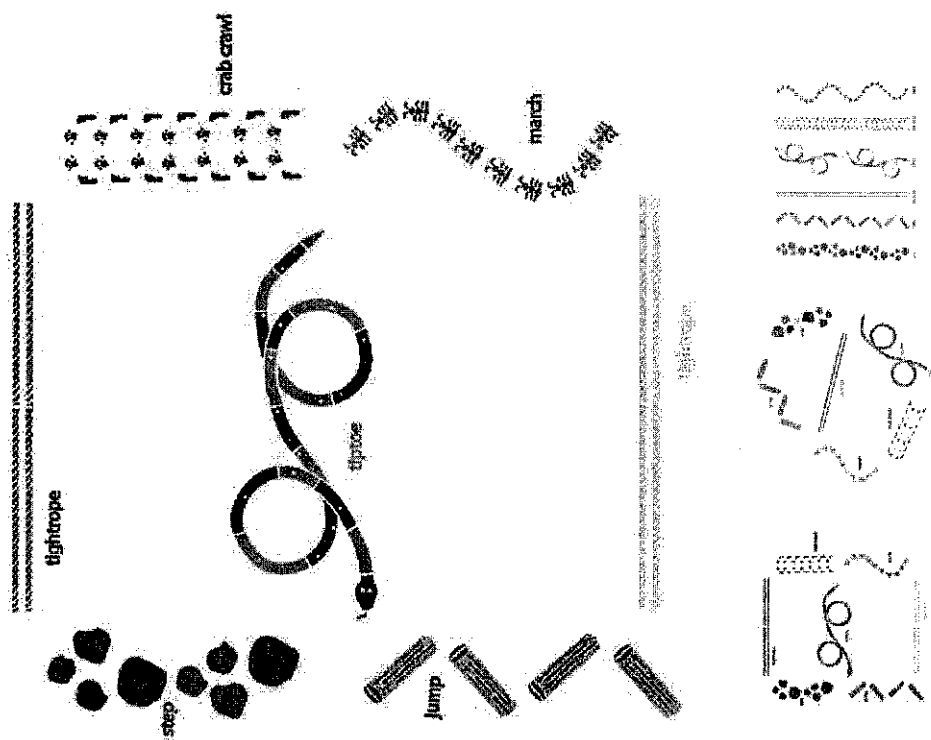
**Size:** Layout varies – suggestions shown are approximately 25-45 feet each side.  
**Head outdoors and get some exercise with this amazing, versatile activity stencil set.** This stencil set can be applied in endless configurations to suit your play area. Nature-themed graphics encourage kids to jump, tip toe, crab crawl, march, step and walk a tightrope – all exercises that can strengthen gross motor skills while having fun. This stencil set is great for the playground, gymnasium, camp or health fair and can be applied with washable paint for parties or events. Use with other high-energy fitness stencils such as the Fitness Agility Ladder, Racetrack, Basketball Court Key, or Four Square to create a dynamic fitness area working all major muscles.

Application Instructions, Paint Supplies and Game Ideas are available for download – see Description tab below.

Note that the paint colors and in some cases the images shown are just a few examples of how the stencil could be painted down. Let your imagination soar!

QUANTITY:

ADD TO CART





## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** May 24, 2016

**Subject:** Renaming Isanti Tot Lot

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### Background

The Park, Recreation, and Culture Board discussed changing the name of the Isanti Tot Lot at the April meeting to promote its image and usage. The City policy for park naming has been updated; a naming contest is no longer necessary as past attempts have not received the necessary entries. Park Board members have been asked to brainstorm new ideas and begin the renaming process.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** May 24, 2016

**Subject:** Parks Updates

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### Summer Events

Summer program planning is well under way. The Community Garden Grand Opening was Saturday, May 21<sup>st</sup>, staff will give an update about the specifics of the event. Busy Bees, a class for families about the importance of pollinators, is June 4<sup>th</sup>. Sunrise Apiaries of Isanti will be there to help with expert knowledge. Street Dances are starting to be promoted – banners and posters have been made by Dahlheimer Distributing. Facebook events have been created for all summer events, this will allow people to get updates and reminders about each event if they respond that they are “Interested” or “Going.”

### Farmer’s Market

The Farmer’s Market will be starting on May 27<sup>th</sup> – reusable shopping bags will be given out again with sponsorship information. The sponsorship program was updated this year and named “Cultivate Wellness” – the program encompasses the community garden and the farmer’s market. MinnCo Credit Union, Isanti Rental, and Isanti Physical Therapy were all Harvest Level sponsors for 2016 (\$200), and Community Pride Bank was a Root Level Sponsor with a \$150 donation.

### Community Garden

The Community Garden is now open for planting. A meeting was held for those with plots rented on May 5<sup>th</sup>. Several who have rented one or two plots are returning to reserve more. As of May 19, 33 ground plots and 2 raised beds have been rented. Registrations will also be taken at the May 21 Grand Opening event. Staff will cover unrented plots with straw after June 1<sup>st</sup>, and will be planting the section of the garden reserved for future growth as soon as possible. The School For All Seasons has planned a visit to the garden on May 26 to begin planting their section.

### River Bluff Preserve Park

Work has begun on the parking lot for the park – the curb has been installed and the whole lot is scheduled to be done by July 1. The dock has been installed complete with benches, railings, fishing pole holders, and gates to prevent motorized traffic. Trail work has begun, the switchback trail has been cut and stairs are underway. The initial phase of trail work should be finished by July 1. River Bluff Preserve and Community Garden signs have been ordered and will be installed as soon as possible after they arrive. The north lot will be seeded once work has been completed on the trails and all of the related equipment is removed from the park. The Minnesota Center is planning visits to gather information and plan their experiment on May 25, May 31, and June 1.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** May 24, 2016

**Subject:** Rum River BMX Board Appointment

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### Background

Upon recent meetings with the Rum River BMX Association, it has become clear that it would be in the best interests to have a City representative on the Rum River BMX board. This position will create better lines of communication between the parties and help to make daily operations and special event functions run more smoothly. This position will be filled by City Council appointment.



## PARK, RECREATION & CULTURE BOARD AGENDA

**Council Chambers**

**Tuesday, July 26, 2016**

**6:00 p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from May 24, 2016 Park, Recreation and Culture Board Meeting.
3. Arts and Science Academy Park
4. Future Dog Park
5. Skate Park Update
6. School Use of Mattson Tennis Courts
7. Tot Lot Naming Contest
8. Parks Updates – Prioritized List
9. Parks Updates - Programming
10. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
May 24, 2016  
City Council Chambers**

**1. Meeting Opening.**

**A. Call to Order.**

Garvey called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jamie Bergwick, Jennifer Garvey, and Mayor Wimmer

**Members Absent:** Aaron Zdon (Gave Prior Notice)

**Staff Present:** Katie Everett, Community Events and Parks Coordinator

**D. Agenda Modifications.**

Garvey asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Bergwick to approve the May 24<sup>th</sup> 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

**2. Approval of Minutes from April 26, 2016 Parks, Recreation and Culture Board Meeting.**

Motion by Wimmer. Second by Berwick. Vote was unanimously approved.

**3. Parks Tour Follow Up**

Everett stated that safety concerns were addressed the following day by Public Works.

Public Works knows about the grills at Tot Lot and VFW Park and will move them as they find time.

Rum River Meadows was cleaned up the next day, the picnic has been moved back to the grass but has been moved again. Bergwick commented that they are constantly being moved.

Everett stated that we have verbal approval to stop traffic at the end of the pavement at Legacy Park but are still waiting to get written approval before we can move on installing gates. The police have been in the park doing good things. Wimmer explained that there have been a couple of arrests, a vehicle has been impounded, numerous other arrests for minors drinking, smoking, and using drugs. He was sad to see the vandalism that has taken place to the tables and trees in the park. Garvey has noticed a big improvement already.

Everett explained the Bluebird climbing equipment is down now and the new part has been ordered. The company we order through will be putting it back together. Wimmer explained that Council appropriated funds to pay for the repair so it did not take up all of the park budget. Garvey asked if other companies were approached and Everett said yes, but they all referred us back to the original company for liability reasons. The company did agree to make sure the part works before we pay for it. Garvey asked if we have gotten calls about it yet, and Everett said that she wasn't aware of any so far but anticipates them coming in with school picnics and other summer use starting up.

Everett explained that the Redbirds agreement is settled. It has been signed and they will be providing insurance and paying for lights.

Everett stated that she did find examples of other stencils for Bluebird Park. Fast Line offers a similar stencil for less than Fit and Fun Playscapes. Garvey asked to discuss the stencils. She preferred the Fit and Fun option, although it was the most expensive. Bergwick stated that the animal prints are fun for the little kids, but the Fit and Fun one will get more use. Garvey stated that it's more geared toward activity, Bergwick stated that it can also be used in a variety of locations. Garvey made a motion to purchase the Fit and Fun Nature Activity Circuit if funds allow; Bergwick seconded. It was approved unanimously.

Everett discussed the 2015 City Park Facts report by the Trust for Public Land in response to a discussion on the tour about best practices that cities should follow for their park systems. The report compares big cities on how much money they've invested in their parks and where they put their parks, but then they adjust them back so the cities are comparable to each other. It looks like there is a service that can be contracted to come out and rate your city. Even without paying for that, we can use the report to get an idea for how we're doing. Garvey stated that it is good information as a baseline.

#### **4. Rename Tot Lot**

Everett explained that "Tot Lot" isn't very descriptive for what the park offers and a new name might help it get used more. Garvey asked if all previous parks had been named through a contest; Wimmer explained that they have been named in many different ways. Garvey stated that she looked at the streets around the park for a name, but we don't want to name it Dogwood in order to make sure it isn't confused for a dog park. Everett asked if we could direct a naming contest to somewhere in particular instead of just an open to the public contest. Wimmer stated that it has been done before and wasn't very successful. There is a policy in place for naming parks, and he would like to see the public involved. Garvey asked if it could go into the Fall Isantian to advertise the contest and then by January 1 have something solidified. Wimmer explained the last time something like that had been done was for the Parks logo, and components from three different ideas were combined for the final product. Wimmer stated that it can also be advertised at the Farmer's Market. We will need to figure out if there will be a prize or not – Garvey stated that she doesn't think a prize is necessary beyond Council recognition and picture opportunity. Wimmer stated that it will tie in nicely with the history project of getting plaques at each of the parks stating their histories.

Wimmer made a motion to recommend that Council authorize a public naming contest for Isanti Tot Lot. Garvey seconded. Unanimously approved. Everett will ensure that it complies with the policy.

#### **5. Parks Updates**

Everett explained that there are lots of things happening now that summer is starting. The Grand Opening event was on Saturday; it was a fun event. We didn't see a lot of new people at the event to register for more plots, but everyone who was there had a great time. The master gardeners were there answering questions for people. Wimmer stated that the earlier meeting with all of the gardeners went really well and the garden is coming together very nicely. Everett stated that the unrented plots are marked so people can see them and decide which ones they want.

Busy Bees is coming up. There is not any one signed up at this point. Sunrise Apiaries will come out to show the different ways bees use the chambers in their hives. Participants will also make mason bee homes. Mason bees are solitary bees who like to find nooks and crannies, so we'll make a bundle of bamboo where they will come to live. Bergwick stated that Fleet Farm sells bee houses; Everett stated that it's the same idea, but you can make them yourself. The program is at 1:00 at the garden and

registration is required so we can get materials and because we have someone else coming to teach they'll know if we have any participants. Nature Detectives is the same morning – June 4 at 9:00.

Street Dances are coming up – we have banners and posters in hand for all three events. A banner will go up next week. Newspaper ads will be run as well, around June 1<sup>st</sup> an ad will be run with all three and then a week before each event we'll put one in for each specific dance. The events are also on Facebook. If people interact with the events they will get reminders on the events as well.

Farmer's Market starts on Friday. The market is averaging about 11 vendors with who is signed up so far. Our bags are in, and they will be handed out for free throughout the season. The sponsorship on the bags is updated this year. The program is called Cultivate Wellness and includes the community garden and farmers market since they fit well, they're all the same mission of getting people healthy food and active lifestyle themes. People were really excited to see the new sponsorship program.

The community garden is open for planting and people have started. It looks great. A lot of people who have three plots already, which is the max for this year, want more. They are waiting until June 1<sup>st</sup> when registration closes and then will come back to get more. Everett checked just before the meeting and there are 38 plots reserved now. Public works will cover the unused plots with straw. Everett is planning to plant baby pumpkins in the section set aside for future use. She will do this as soon as she can, weather permitting. School For All Seasons is also scheduled to go out and start planting this week in the garden; the Minnesota Center is going to be going out this week to start planning what their prairie experiment will look like.

The other construction work at River Bluff is going really well. Everett spoke with Jason from Bolton and Menk and it looks like the projects are on schedule to be done on time, if not sooner. The stairs look awesome, and there's just a little erosion control left to be done on the switchback trail. Wimmer stated that the railing will need to go on the stairs, but it looks great so far and they've done a really good job. He shared that there is one family who lived in the area for 5 or 6 years who didn't know what was back in that area and have now been able to see it and that has been really cool. Everett shared that the bridge is being used every day – people are fishing off of it, sitting on it, etc. and Public Works has installed the gates so no one can drive anything on it. Garvey asked if there are signs directing people back through the park. Wimmer explained that we are working on getting maps made; Everett explained that it is easy to follow the trails back at this point. Everett asked if we wanted to take a Park Board trip to the park; Wimmer stated that once the Park Board is full again we should do it.

#### **6. BMX position - Council Appointment**

Wimmer explained Mr. Zdon is technically the current appointee to the Rum River BMX Board, but has apparently not been able to fulfill this, and there have been a lot of interesting situations recently with the association; and in meeting with the track operator had stated that at this point we need to make it a council appointment to make sure we're getting that communication. There has been a complete breakdown of communication of what's supposed to be happening and not, he [the track operator] and the mayor agreed that it would be a great thing to do. Wimmer will make that appointment probably by the second council meeting in June. He also notified the Park, Rec and Culture Board that we have had to send a certified letter, Rum River BMX has not provided their financials from this year nor last year. Garvey asked if they were automatically supposed to do that. Wimmer explained that May 1<sup>st</sup> was the date picked by the association during the negotiation of the contract. At this point we unfortunately have to enforce the contract, Wimmer had been in contact with the track operator several times and dates when the financials were promised have now passed. He explained that the real world consequence is that the city is having a bond meeting for new work being done on the sanitary sewer system. We need to be able to prove that the group using the facility will be able to pay for the existing bond; at this point we can't do that. Wimmer hopes that he will be able to explain this, but it could cost us thousands or tens of thousands

in interest payments. The letter was sent out last Friday, and we hope to get a response quickly. They have provided these financials in the past when the building was being constructed, and it shouldn't be something that they don't already have to do for the IRS. Bergwick asked if we were recommending that they have someone on our board; Wimmer clarified that we are going to have someone on their board as part of the contract. He stated that Mr. Zdon had been serving kind of a dual role for a number of years because he was on their board, but when this appointment was made Mr. Zdon was not sure he would have enough time to fulfill the role. Wimmer was not sure if Zdon had been able to attend the meetings, but we have not had the communication.

**7. Adjournment**

Motion by Bergwick, second by Wimmer to adjourn the May 24, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:38 p.m.

Dated at Isanti, Minnesota this 24<sup>th</sup> day of May, 2016.

Respectfully submitted,

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Katie Everett  
Community Events and Parks Coordinator

DRAFT



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** July 26, 2016

**Subject:** New park next to Arts and Science Academy

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### Background

City staff have been working with the Arts and Science Academy for possible expansion plans on their property to support an increase in enrollment from 260 to 300. Their expansion may include a gymnasium addition to the existing building, a playground, walking trail, and either a soccer field or two tennis courts.

The Park & Recreation Comprehensive Plan (amended in 2004) includes a future park in the area; the Arts and Science Academy expansion provides an opportunity for a city park to be developed on the adjacent lot. City staff have a concept for the park (attached) which would provide exercise equipment, trails, water fountain, trees, gazebo, and benches. The trails would connect through the Arts and Science Academy property, providing loops of various lengths which would be indicated with distance markers. This park concept is different from other parks in the city, and these features would draw people to visit the park and promote active lifestyles within the community.

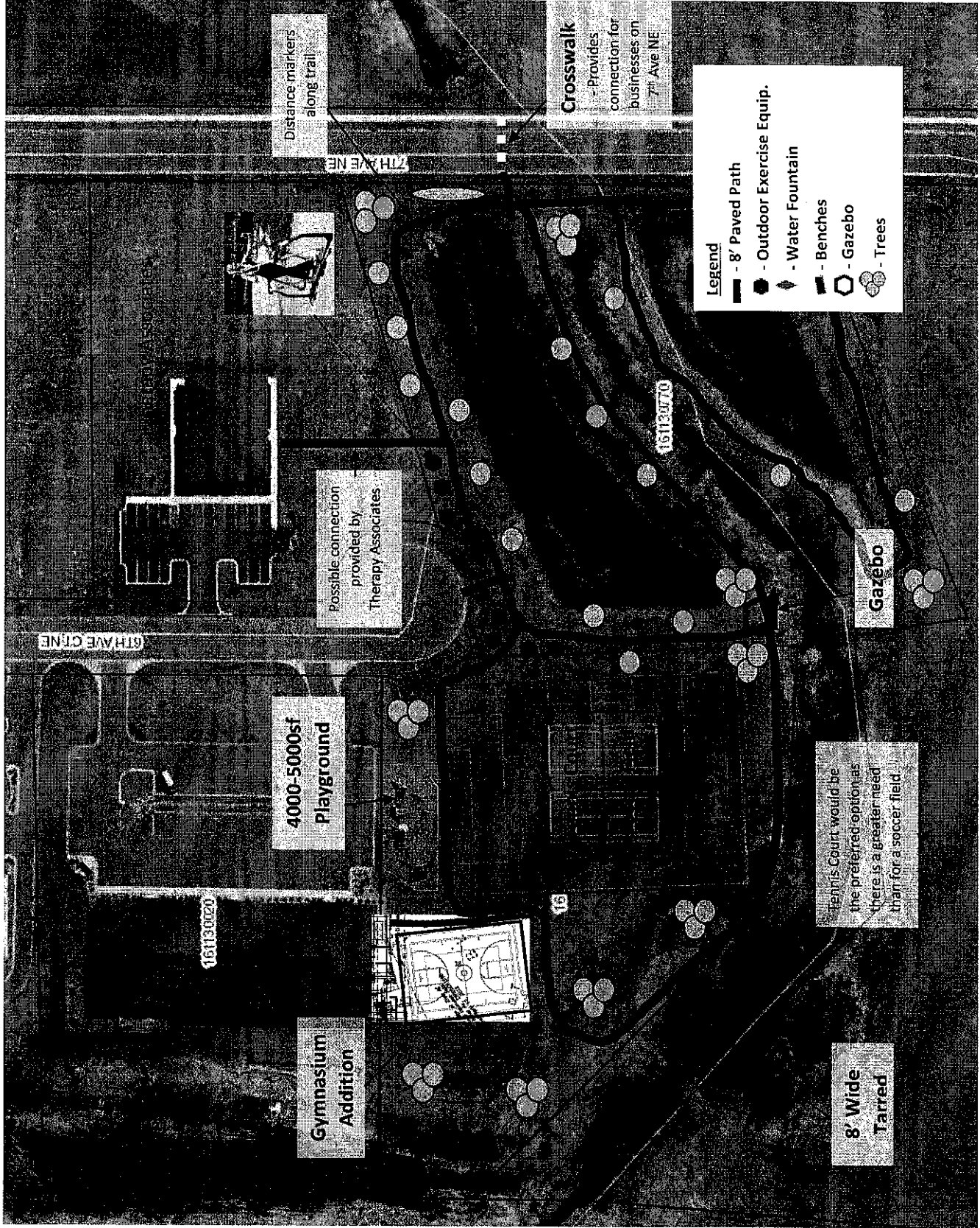
City staff have been working with the Arts and Science Academy to draft agreements and park plans. The work is not expected to start in Fall 2016, but may begin in the spring.

### Staff Request

Staff are looking for feedback on the project.

### Attachments

- Exercise Park Concept



Distance markers along trail

**Crosswalk**  
- Provides connection for businesses on 7th Ave NE

- Legend**
- 8' Paved Path
  - Outdoor Exercise Equip.
  - Water Fountain
  - Benches
  - Gazebo
  - Trees



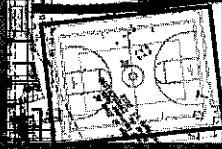
Possible connection provided by Therapy Associates

6TH AVE NE

**4000-5000sf Playground**

161130820

**Gymnasium Addition**



Tennis Court would be the preferred option as there is a greater need than for a soccer field

**Gazebo**

**8' Wide Tarred**

161130770

16



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** July 26, 2016

**Subject:** Discuss Potential Dog Park

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### Background

Residents have expressed interest in having a space where they could bring their dogs off leash for better exercise. Dog parks are popular options for cities, and vary greatly in size and amenities offered. A potential location for a dog park within the City of Isanti is the northeastern corner of Bluebird Park, next to the Isanti Indoor Arena.

Staff have created a two-phase draft park concept for the space. The first phase would enclose almost one acre. The second phase would extend the southern edge of the fence south to the small creek, increasing the size of the park to roughly 2 acres. Currently at this location are storage buildings for Public Works and the Police Department. The buildings are reaching capacity. In this concept, the existing buildings would be taken down and new buildings would be located at PD and PW. The existing Public Works break room is inadequate for current staff; a new building would allow for a bigger space for staff, and the existing break room could be used for much needed Parks, Recreation, and Culture storage.

The park concept includes expanded parking, 4' black vinyl chain link fencing, a transition entrance area, dog waste stations (baggie dispensers), and a bench (drawing not to scale). The location offers open spaces ideal for exercising dogs and excellent shaded areas.

Because this would be the first dog park in the City of Isanti, rules would need to be drafted for its use as well. An example has been included for PRC Board review.

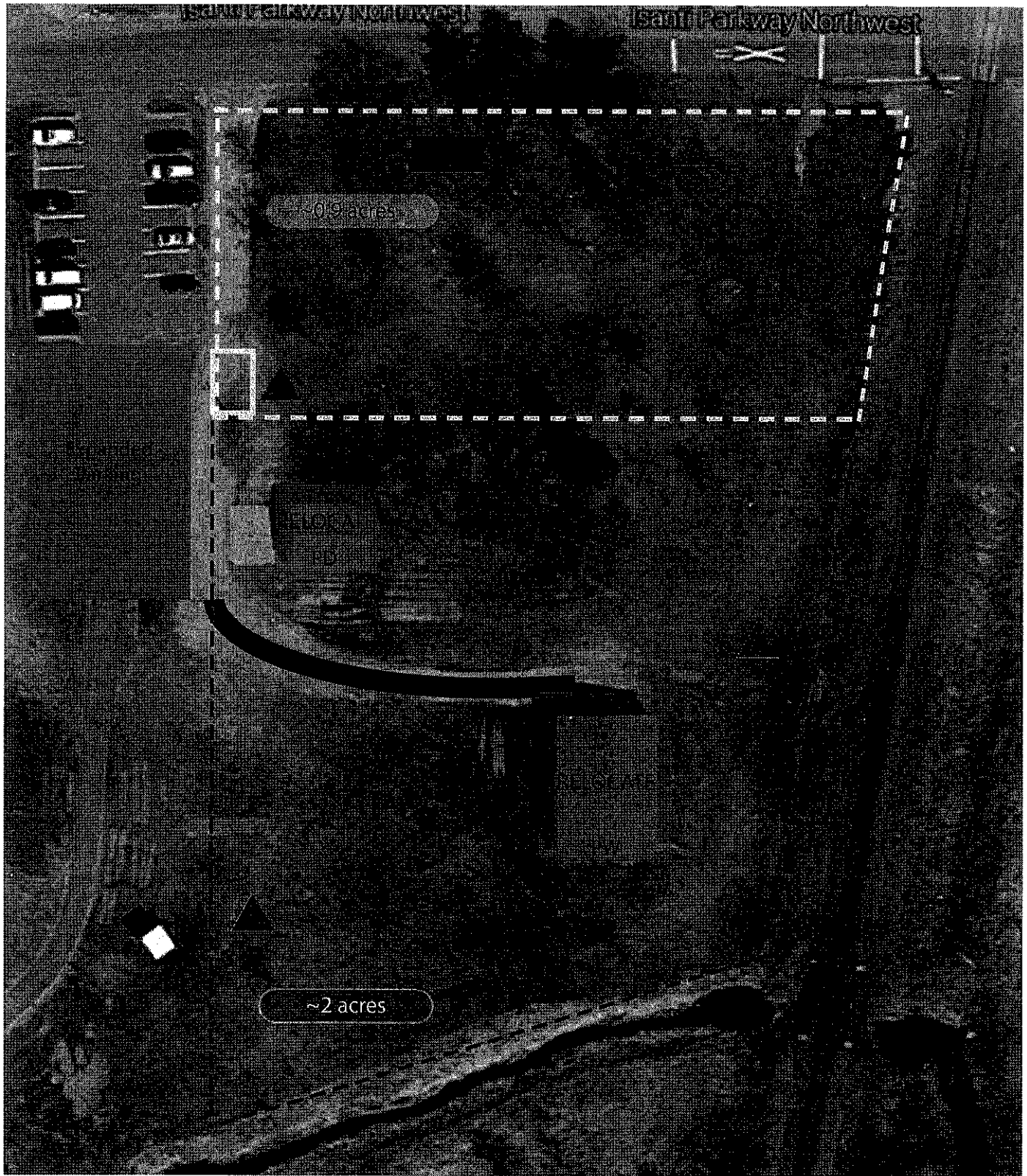
City Council discussed this future project at the July 5, 2016 meeting. Council was in favor of the project when the Park Dedication Fund is replenished.

### Staff Request

Staff are requesting that PRC members discuss and provide feedback on the concept.

### Attachments

- Proposed Dog Park Concept packet



Dog Waste Station



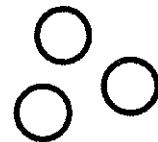
Bench (not to scale)



Reseed



Transition Area



Agility Equipment  
(Phase 2)

PW Building: 40'x60'  
PD Building: 30'x30'

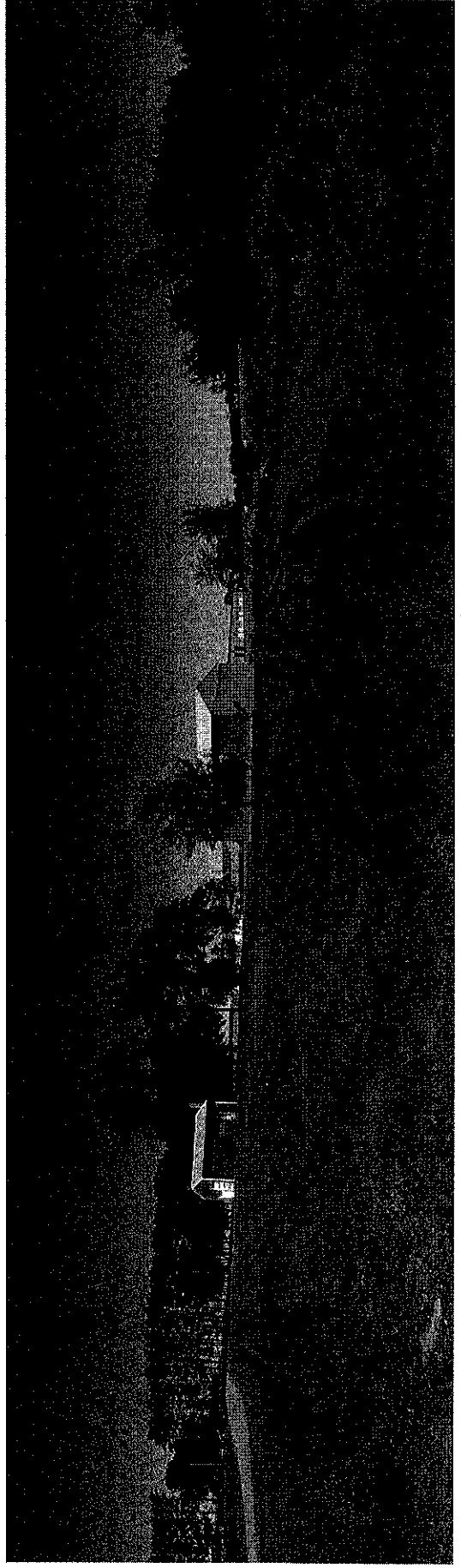
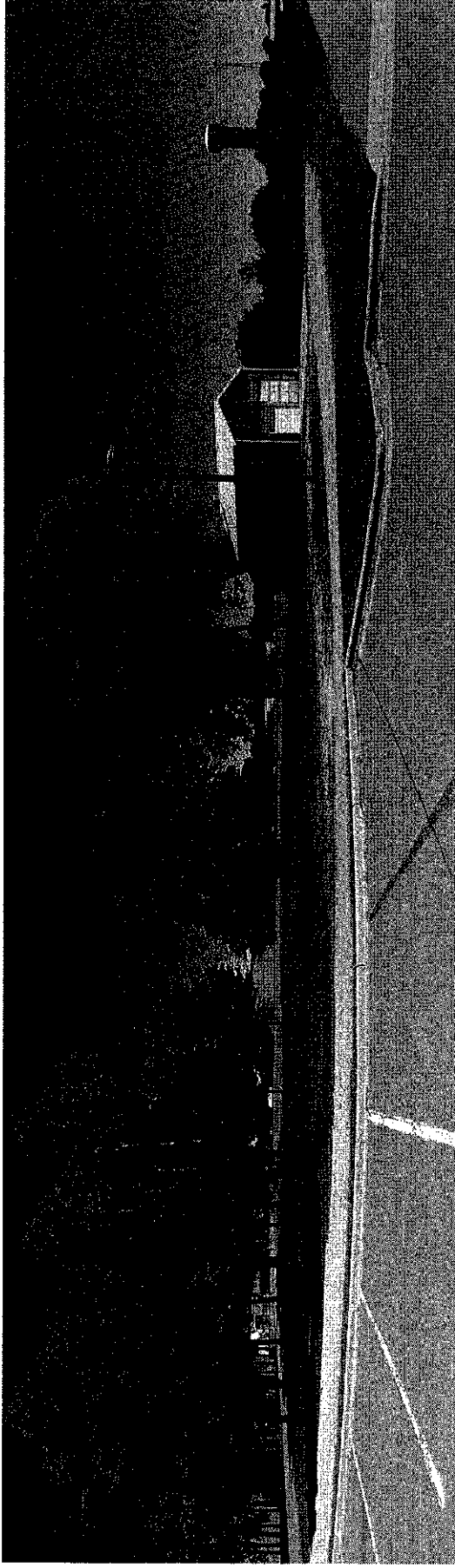


Phase 1 Fence

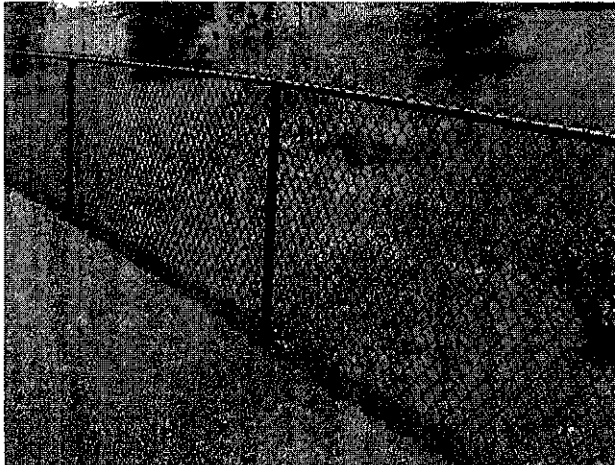


Phase 2 Fence

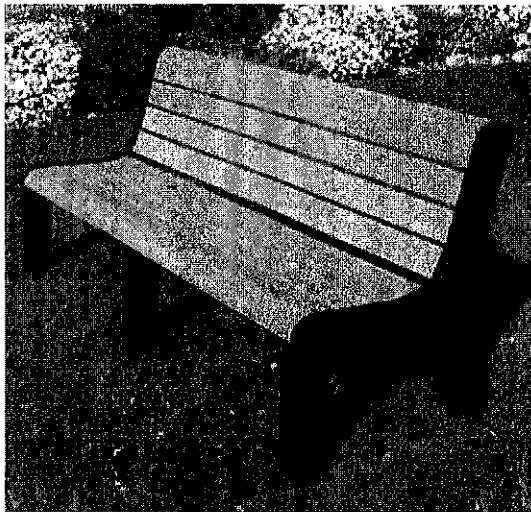
# Area East of Isanti Indoor Arena



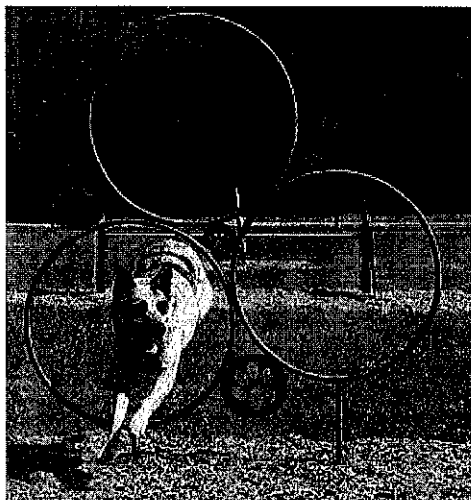
# Dog Park Materials



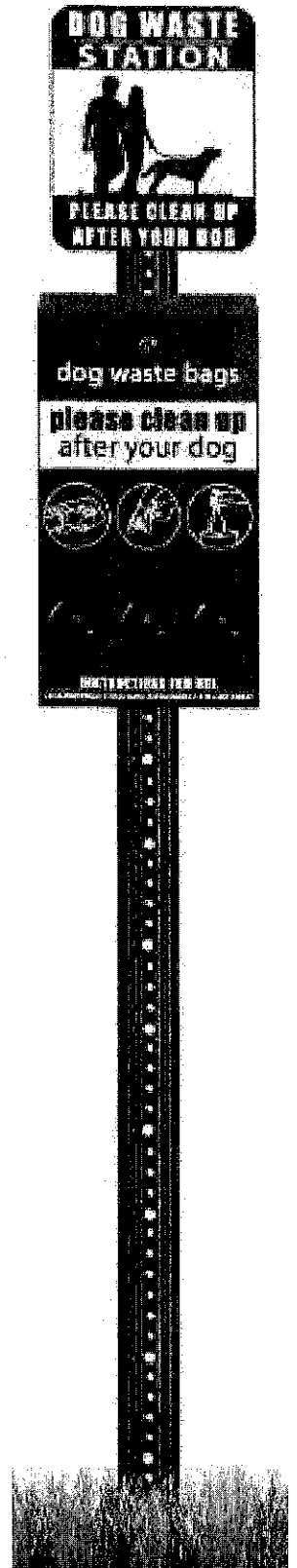
4' Vinyl Coated Chain Link Fence  
\$15,640 (first phase)



Recycled Plastic Bench - 5'  
\$367



Agility Equipment  
\$611 - this piece



\$119 each  
dogwastedepot.com



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** July 26, 2016  
**Subject:** Skate Park Updates

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### Background

The City is considering moving the skate park equipment off of the pavement onto the cement where the pleasure rink used to be located in Bluebird Park. Moving the equipment to this location should resolve the sinking issues found at the current location. The rink boards have been removed and sold. The skate park ramps have been inspected and more of the boards are in worse condition than previously thought. Staff estimate replacing the boards to address all current safety concerns will cost \$4200 (15 boards). The boards have been included in the 2017 Preliminary Budget. The equipment would be removed in the fall with time during the winter dedicated to making the repairs that can be made. The panels need to be hot when they are installed so they will flex properly, therefore the installation onto the cement slab may be impacted by weather in the spring.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** July 26, 2016

**Subject:** Isanti Middle School Tennis Court Reservation

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### Background

Isanti Middle School reserves the Mattson Tennis Courts for their Spring and Fall practice seasons. As per Resolution 2015-131, the fee agreement for this arrangement has ended and needs to be reevaluated before the start of the Fall 2016 season. The expired fee was \$375/season (about \$13.39 day based on 28 reserved days) and was good for two full years. The previous fee was \$350/season. The Mattson Tennis Courts currently require considerable crack filling and maintenance.

### Staff Request

Staff are requesting that PRC members discuss a new seasonal fee for the Isanti Middle School reservations.

### Attachments

- Resolution 2015-131

**RESOLUTION NO. 2015-131**

**A RESOLUTION AUTHORIZING CITY STAFF TO ACCEPT THE FEE ALLOWING EXCLUSIVE USE OF THE MATTSON PARK TENNIS COURTS BY THE C-I SCHOOL DISTRICT FOR FALL 2015 AND SPRING 2016 SEASONS**

**WHEREAS**, on February 21, 2012, the City Council approved a Resolution (Resolution No. 2012-033) authorizing City staff to accept a fee to allow for exclusive use of the Mattson Park tennis courts by the C-I School and waiving the current scheduling requirements; and,

**WHEREAS**, the C-I School District utilizes the Mattson Park tennis courts for student practices for a couple of months both within the Fall and Spring Seasons; and,

**WHEREAS**, the existing policy creates a hardship for the C-I School District Tennis Program; and,

**WHEREAS**, in an effort to work in cooperation with the C-I School District to provide recreational activities and opportunities for area children; and,

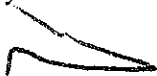
**WHEREAS**, the Parks, Recreation and Culture Board agreed to keep the fee the same for two full years for exclusive use at the rate of \$375 per Season at the October, 22, 2013 meeting; and,

**WHEREAS**, since the agreements with the C-I School District are based on a Fall through Spring school year, the fee for exclusive use will be reviewed by the Parks, Recreation and Culture Board prior to the Fall 2016 Season; and,


**WHEREAS**, the C-I School District has agreed to pay the fee of \$375 per Season for the exclusive use of the Mattson Park Tennis Courts for the Fall 2015 and Spring 2016 practice Seasons; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City Of Isanti, Minnesota hereby authorizes City staff to accept the fee of \$375 per Season for a total amount of \$750, allowing exclusive use of the Mattson Park Tennis Courts by the C-I School District for Fall 2015 and Spring 2016 practice schedule; and **BE IT FURTHER RESOLVED** that the scheduling requirements be waived for the C-I School District.

This resolution was duly adopted by the Isanti City Council this 2<sup>nd</sup> day of June 2015.

  
\_\_\_\_\_  
Mayor George A. Wimmer

ATTEST:

  
\_\_\_\_\_  
Donald C. Lorsung,  
City Administrator/City Clerk

(SEAL)



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** July 26, 2016  
**Subject:** Tot Lot Renaming Contest

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### **Background**

The Park, Recreation, and Culture Board has discussed a contest to rename the Isanti Tot Lot in efforts to promote the image of the park and increase its use. Staff have developed a draft contest form with rules.

### **Staff Request**

Staff are asking Park Board members to review the rules of the contest and approve the draft or provide comments.

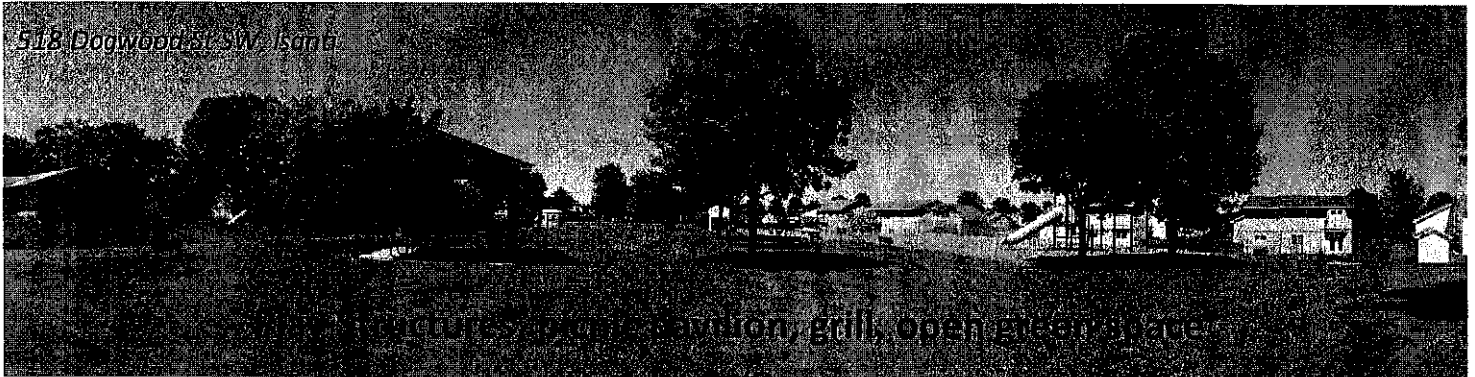
### **Attachments**

- Tot Lot Renaming Contest Flyer



# Naming Contest

The Isanti Park, Recreation, and Culture Board is seeking the help of City of Isanti residents to rename the Isanti Tot Lot park. The board believes that a different name may give the park new life—and should more accurately reflect its features.



## Contest Rules

- Entrants must be City of Isanti residents or business owners, and are limited to one name submission. All submissions must include the resident/owner name, address, and contact number.
- Park names will exhibit balance, diversity, and creativity. The following criteria can be used to generate potential names: (1) name of the development, (2) name of the neighborhood, (3) name associated with a former school in the city, (4) local points of interest or focal points near the park, (5) a stream, creek, or body of water near the park, (6) a hill, valley, or topographic feature associated with the park, (7) creative name based upon an impression of the site, (8) name based on vegetation or ecology of the area, (9) dominant features of the site, (10) a person or group who dedicates the land or a significant cost for the park.
- The Parks, Recreation, and Culture Board will review the names at their *DATE* meeting and make a recommendation to the City Council. The winning submission will receive a plaque to be presented before the city council.

Name idea \_\_\_\_\_

Brief explanation as to why your idea is the best new name for the park

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Mail Submissions to *OR*  
City of Isanti  
110 1st Ave NW  
PO Box 428  
Isanti, MN

Email Submissions to *OR*  
isantiparks@cityofisanti.us

Fax Submissions to *OR*  
763-444-5560

Drop of Submissions at  
Isanti City Hall  
110 1st Ave NW  
Isanti, MN 55040



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** July 26, 2016

**Subject:** Parks Updates – Prioritized List

---

### **Background**

City staff have been working to address the items on the Prioritized List created by the Parks, Recreation, and Culture Board. Because some maintenance issues have come up in the parks since the list was created, and due to budget restraints, some items have been completed out of the order of importance. Staff have compiled a progress report of these projects. At this time, the majority of items have been addressed and the remaining are in progress. Pictures have been included of some of the tables that Public works has sanded and repainted.

In order to make the most efficient use of the remaining budget this year; staff are recommending that some smaller items are completed this year, with larger items being included in the 2017 Preliminary Budget. Smaller items that can be purchased in 2016 are the sidewalk stencils, an ADA swing for Mattson, and some of the mats for the bottoms of slides. Larger projects that have been included in the 2017 Preliminary Budget are the skate park panels, the remaining slide mats, new park signs, and surface replacement and curbing and Mattson and Tot Lot (replacing the sand with wood mulch).

Staff will be working to get estimates for powdercoating the faded equipment that is not replaceable. It should be noted that some of the playground equipment is aging, and some of the plastic elements are no longer sold. For example, the slide at Tot Lot will cost \$4000 to replace, but there are already elements missing.

Staff are also looking for direction on Whisper Ridge. New nets for these tennis courts were included on the prioritized list. The court is currently in very poor condition. Tennis nets can be purchased this year, however this will minimize the number of slide mats that can be purchased.

### **Staff Request**

Staff are asking for approval to complete some of the smaller, lower priority items with the remaining budget in 2016.

Staff are seeking direction on equipment replacement and maintenance, especially at Tot Lot and Whisper Ridge.

### **Attachments**

- Progress Report
- Original Prioritized List
- Before/After Maintenance Pictures
- Current Photos of Whisper Ridge

# Parks Prioritized List

10 Top Items to be Addressed			
Fix or replace aluminum bench ends at Mattson and VFW		Complete	
Replace tube slide bottom at Tot Lot	\$4000 (new slide)	There is not a replacement piece that will work. Entire slide would need to be replaced. Broken piece has been sanded	
Rubber coatings on the chains and benches		Benches and platforms at Tot Lot have been painted. Coated chain equipment has been replaced.	
Skate Park - Cracked panels, missing screws, sinking into asphalt	\$4200 - 15 panels	Put into 2017 Preliminary Budget Consider moving equipment to concrete pad in Spring 2017	
Remove and replace grills at Mattson and add ADA ones		Complete	
Replace 90 degree angle slide on toddler equipment at Rum River Meadows		Ordered	
Add in an ADA swing at Mattson	\$350.00	Planned to order this year	
Add signs to Tot Lot and Whisper Ridge. Maintenance to existing fading signs	\$500 each	Put into 2017 Preliminary Budget	
Add mats to the bottom of slides	\$196/ea	Planned to order some and complete in 2017	
Edging Maintenance		Complete Checked and replaced annually	

## Parks Prioritized List

Other items to be addressed	
Sand burs at Tot Lot and Mattson	Completed/On-going - Sand sprayed/tilled
Weeds - General Weeding	Completed/On-going
Lubrication - oil swing chains and other moving parts	Replaced most rusted chains for swings. Waiting on more chain.
Woodchips - rake and level out	Completed/On-going Occurs annually
General cleaning of equipment	On-going
Clean out horseshoe pits at Mattson	Complete
Bolt Covers - all parks	Complete
Painting - create a plan and timeline for metal surfaces that are worn or faded	In-progress Staff is looking into options
Basketball net at Mattson	Complete
Tennis court door latch at Whisper Ridge	Complete
Hockey Boards - Repair/Replace	Complete - Boards have been sold
Borders and play surface - replace wood edging and sand at Tot Lot and Mattson	Min: \$4000/park Put into 2017 Preliminary Budget

# Parks Prioritized List

Repaint Hopscotch	\$625	Planned to order this year
Tennis net at Whisper Ridge	\$350	*see notes in email
<b>Miscellaneous Ideas</b>		
<b>Idea</b>	<b>Notes</b>	
Brainstorm ideas to draw people to the parks		
Need more families into Mattson - Mark out a "field" for soccer/football		
Skatepark - move existing to east half. New larger at skating rink location		
Skating Rink - Move to north end of "Wakepark" lot, close to warming house		
<b>New Items Since List Creation</b>		
<b>Item to be addressed</b>	<b>Anticipated Cost</b>	<b>Progress</b>
Bluebird Climber rope replacement		Replacement ordered, structure taken down for safety
Mattson Tennis Court Crack Filler		Getting quotes to resurface. Cracks are too large to fill.

★ = SAFETY ISSUE - PERFORM ASAP

Updated October 22, 2015

## Isanti Parks Priority List

*This item list has been provided by the PRC Board Sub-Committee members. City staff has included some additional information with costs that were known in the italic font. Not all costs given include freight/ shipping charges.*

### General Maintenance to be done by PW:

★ THIS SHOULD BE BUDGETED WITHIN 2 YEARS.

- ★ 1) Sandburs – Totlot and Mattson (parks with sand base still) – *public works sprays and tills approximately twice per Season. We could increase that amount as time permits. We may want to phase out of sand in all of our parks. It is not recommended as a safe attenuated surface type with equipment over 4'. It also is not an accessible surface. We would need to remove the sand, curb the area (we should go to concrete curbing for long term cost savings and longevity) and use wood fiber.*
- 2) Weeds – General weeding. Removal of weeds in cracks at the sportcourts – *pw will be spraying and removing weeds in Mattson the week of 9/21. We need to purchase approximately \$200.00 of crack filler to repair Mattson's tennis courts.*
- 3) Lubrication – Oil swing chains and other moving parts
- 4) Woodchips – Rake and level out *\$1800.00 per load of wood fiber. We budget*
- 5) General Cleaning of equipment
- 6) Clean out Horseshoe pits at Mattson
- 7) Bolt Covers – All parks. Approximately 30 currently *\$1.66 each*
- ★ 8) Fix or Replace aluminum bench ends – Mattson and VFW *Approx. \$10.00/set*
- 9) Painting – Create a plan and timeline for metals surfaces that are worn or faded
- 10) Basketball net at Mattson – Missing *Been replaced \$6.00 each*
- 11) Tennis court door latch at Whisper Ridge

### Repair / Replace – Major:

- 2 ★ 1) Replace tube slide bottom – Totlot *Exact item is not available but a comparable one is approximately \$1100.00*
- 4 ★ 2) Skatepark – Cracked panels, Missing screws, Sinking into asphalt
- PLAN? ← 3) Hockey Boards – Repair and Replace as outlined at prior meetings
- 3 ★ 4) Rubber Coatings – Most chains and benches need attention *To be compliant with ASTM playground standards and U.S. Consumer Product Safety Commission (CPSC) guidelines, and in most cases for liability reasons, these pieces should be replaced. For the park equipment (ie chains), each equipment will need to be identified to get part numbers.*

Benches and picnic tables vary in price. Approximately \$300-500.00 for bench and \$570-880.00 for tables

5 (ADA)

5) Grills – Remove or Repair charcoal grills at Mattson If we need to replace with an ADA swivel pedestal grill, they are \$300.00 (including freight) each

SEE 1ST  
NONE

6) Borders and Play Surface – Replace wood edging and sand at Totlot and Mattson Depends if the Board would like to see concrete edging or plastic edging that is at many of the parks. The cost for plastic edging is \$45.00 per curb piece

6 ★

7) 90 degree slide cracked at Rum River Meadows toddler equipment \$499.00 to replace

8) Repaint Hopscotch – Bluebird A hopscotch stencil is \$200-300.00 to purchase

### Repair / Replace – Minor:

1) Tennis net at Whisper Ridge – Reattach New net is \$289.00

7 (ADA)

2) Missing Swing at Mattson – Replace with Handicap Accessible? Enclosed toddler swing has been installed (\$141 each). An Adaptive (ADA) swing with adaptive swing safety belt is \$599.65.

9

3) Mats at bottoms of slides – Replace cracked mats and add where missing Wear Mat 44"x48" is \$196.00 each

10

4) Edging Maintenance – A few random cracked ones Edging is \$45.00 per curb piece

8

5) Sign Maintenance – Add signs for Totlot and Whisper Ridge. Re-letter fading signs Estimated range would be approximately \$300-500.00 per sign; depends on a lot of variables.

### Misc. Thoughts and Ideas:

1) Brainstorm ideas to draw people to the parks

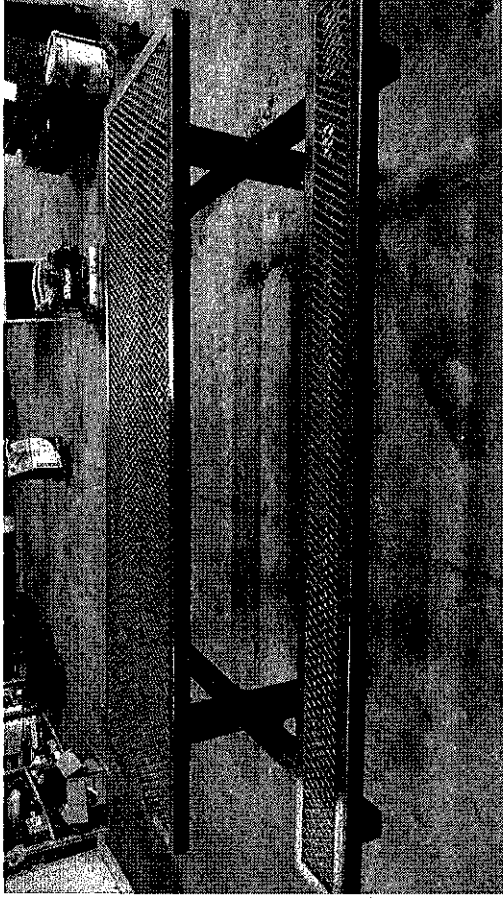
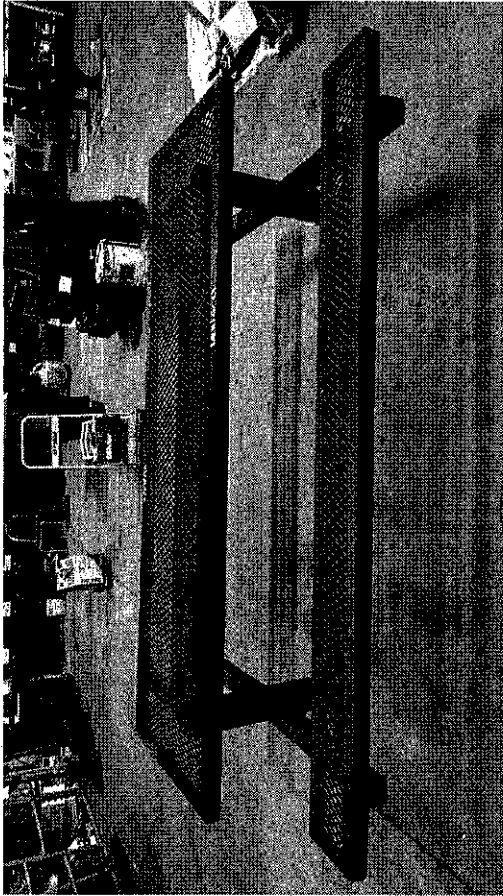
2) Need more families into Mattson – Mark out a "field" for soccer / football

3) Skatepark – Move existing to East half. New larger at pleasure rink location

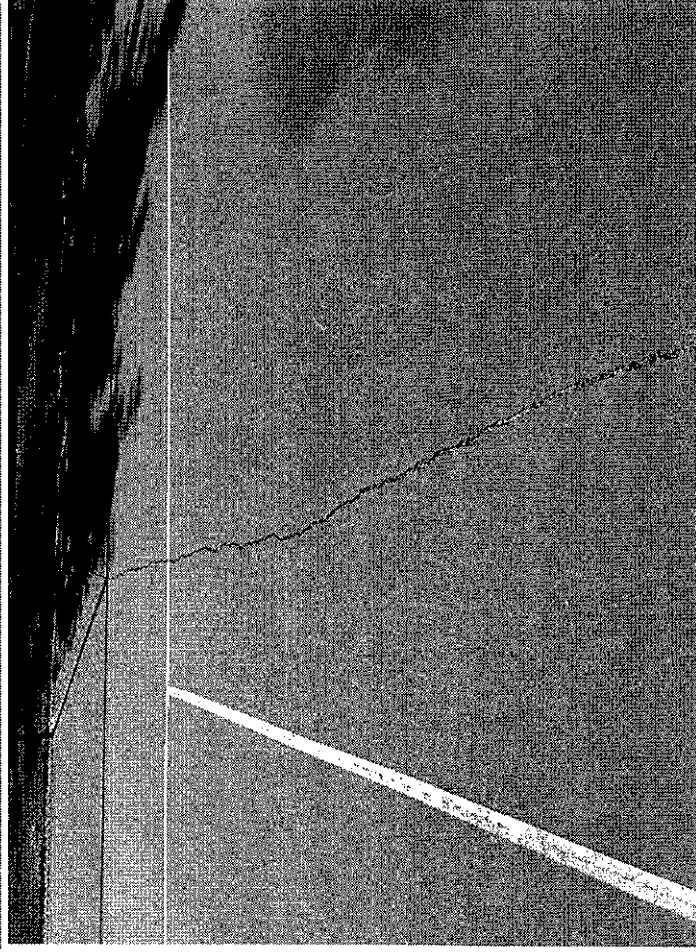
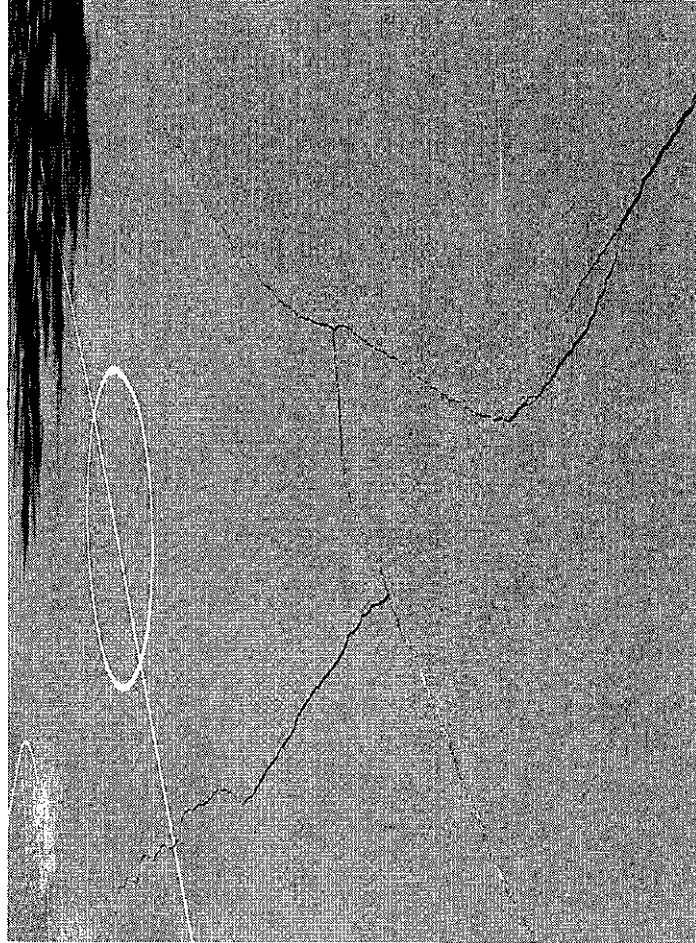
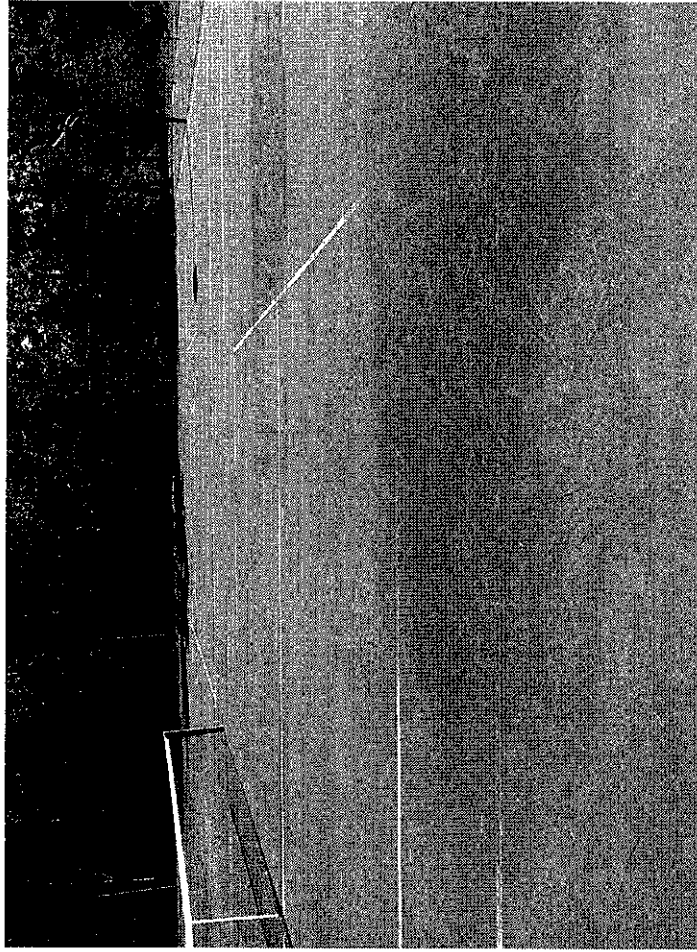
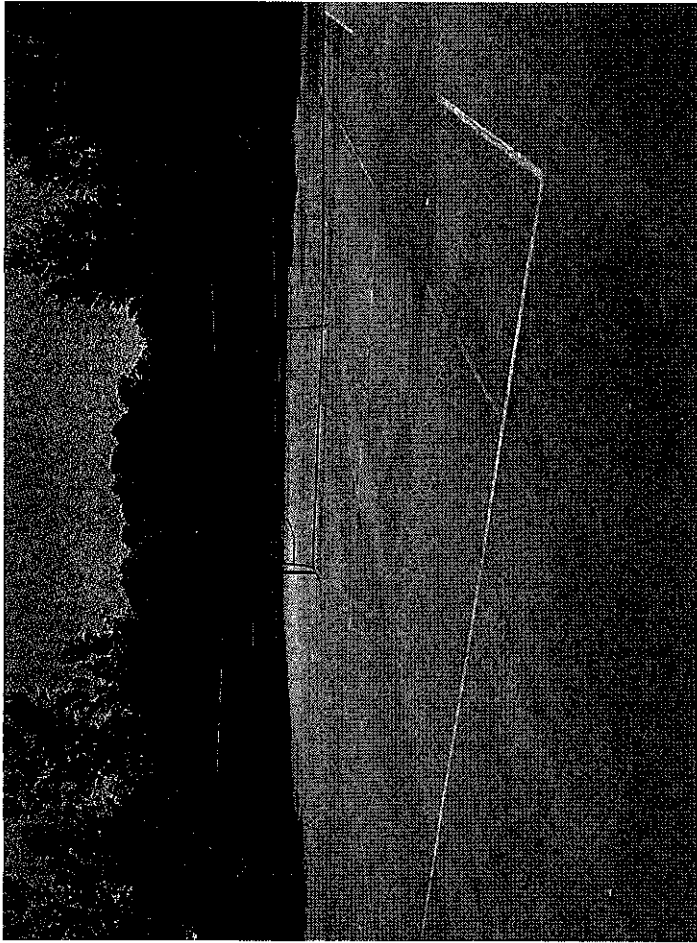
4) Pleasure Rink – Move to North end of "Wakepark" lot. Close to warming house.

"MICE"  
IN  
2016 ←

# Repainted Tables



Whisper Ridge Current Condition





## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** July 26, 2016  
**Subject:** Parks Updates – Programming

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### Background

The Community Garden is growing well. Keeping up with weeds has been a challenge this year, but the gardeners' plants overall are doing well. Staff have received many compliments on the garden, as well as River Bluff Preserve.

Street Dances have gone well – despite both June and July being impacted by weather. There's one more Street Dance scheduled for August 13; Jonah and the Whales will play from 7:00-11:00pm on Main Street.

The Farmer's Market is picking up. More new produce comes in every week. Access Church is providing volunteers the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of each month.

There is a StoryWalk scheduled for Saturday, August 6<sup>th</sup> from 1:00-3:00 pm. Pages from *Bear's New Friend* will be posted along the trail at River Bluff Preserve. There is a small fee, but registration is not required.

Two Cities, One Community Event is scheduled for September 10<sup>th</sup>. Staff have begun working to invite businesses to the Wellness & Kid's Fair in Bluebird Park. Online registration is open for the 5K run/walk and bike ride on Eventbrite.com.



## PARK, RECREATION & CULTURE BOARD AGENDA

**Council Chambers**

**Tuesday, August 23, 2016**

**6:00 p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from July 26, 2016 Park, Recreation and Culture Board Meeting.
3. Consider Replacing Unity Park Field Sign in 2016
4. Outdoor Ice Rink Discussion
5. Legacy Park Update – Mayor Wimmer
6. Parks Updates - Programming
7. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
July 26, 2016  
City Council Chambers**

**1. Meeting Opening.**

**A. Call to Order.**

Zdon called the meeting to order at 6:02 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jennifer Garvey, James Witte, and Aaron Zdon

**Members Absent:** Mayor Wimmer (Gave Prior Notice)

**Staff Present:** Katie Everett, Community Events and Parks Coordinator

**D. Agenda Modifications.**

Zdon asked to have an update of the BMX association added to the Parks Updates.

Garvey asked to have an update about Legacy Park added to Parks Updates

Motion by Garvey, second by Zdon to approve the July 26<sup>th</sup> 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

Everett asked James Witte to read the Oath of Office given to him prior to the meeting. Witte read the oath as written.

**2. Approval of Minutes from May 24, 2016 Parks, Recreation and Culture Board Meeting.**

Motion by Garvey. Second by Witte. Vote was unanimously approved.

**3. Arts and Science Academy Park**

Everett explained that the Arts and Science Academy approached the City in the past about expanding their enrollment, and that the City of Isanti owns a lot adjoining to the school's property. This became an opportunity for a park to be constructed here; city staff wanted the park to have a draw to get people to visit it – there are not currently many people who can walk there, so it would need something more to get people to go. Exercise equipment seemed like a good fit considering the businesses already in the area, and it is an amenity not offered elsewhere in the city. Right now, the city is working on writing up agreements with the school. Construction is not expected to start at the school this calendar year, and there is no set timeline for construction on the city parcel.

Zdon asked if this would be funded from the Park Dedication Fund; Everett responded that typically that is how this type of project is funded, but there is also grant potential with this type of park. Members indicated that they thought the park was a good idea; there was some discussion about what kinds of equipment would eventually be installed – obstacle course types of equipment, exercise machines, etc. The specifics of the park design will be discussed at a future date.

**4. Future Dog Park**

Everett explained that the city has been receiving requests for a dog park for a long time and residents are looking for a place where their dogs can be off leash. The city has determined that the grassy lot next to the Indoor Arena (BMX facility) is a good location for a future dog park. According to the proposed plan, the dog park would happen in two phases. Because there are storage buildings on the lot that are needed; the first phase would fence in a small portion of the park. Then, as funds allow, the buildings would be relocated and the fence moved all the way to the southern boundary of the lot.

Zdon stated that he liked the idea of the dog park and this location makes sense, the buildings are past their prime so it would make sense to have them relocated to more convenient places and designed for their intended use; he also thought that the extended parking would be useful for not only the dog park but for BMX events as well. Zdon raised the concern that if the fence were to extend all the way to the back of the lot, there would be a considerable impact on event parking especially during larger BMX events like nationals and state races.

Witte asked if the plan would include just three pieces of agility equipment; Everett explained that this is just an early proposal so that may change in the future. Then Witte also asked if there were any plans to have a water spigot or hose at the site. Everett explained that she did look into it, however "doggie drinking fountains" are about \$3000 and the water service would still need to be brought in. Zdon stated that he believed that the water service ended at the BMX facility, so it may be a large cost. Everett explained that city staff have also discussed that none of our parks have drinking fountains, but it may be nice at some point in the future to provide them, especially at places like Bluebird where there is a heavily used pavilion.

#### **5. Skate Park Update**

Everett explained that the hockey rink boards have been removed and sold. The current plan is to have Public Works remove all of the equipment this fall and make repairs during the winter. The equipment would be replaced in the spring onto the cement slab. The timeline of this may be affected by spring weather because the boards need to be hot so they are flexible when they are installed. The funds for the necessary panels have been included in the preliminary 2017 budget and are on track to be approved.

Zdon asked if moving the equipment to the cement slab would affect our ability to use Park Dedication Fund money to purchase additional equipment in the future. Everett explained that she has asked the finance department for an answer on this, and the current understanding is that moving the equipment would not affect the way funds would be allocated. Additionally, because both the pavement and cement slab are in Bluebird Park, there would not be a "new" park constructed, so moving the equipment should not matter. Garvey agreed that moving the equipment should not affect future funding opportunities. Everett explained that the exact placement of the equipment on the cement can be discussed at a later date.

#### **6. School Use of Mattson Tennis Courts**

Everett stated that contract with the school was up for their use of Mattson tennis courts. The courts do need to be surfaced. Witte asked if this would be done this year; Everett indicated that the timeline would be very tight because the school will start using the courts again on August 29<sup>th</sup>. Garvey indicated that they will likely want to be out again as soon as the snow melts, so the best time may end up being after the spring season ends. Everett spoke with their athletic director and they will need the courts for 31 days this season starting on August 29. The past agreements had been good for two years and increased by \$25. If the fee was increased to \$400, they would be paying \$12.90/day; if it was increased to \$425 they would be paying \$13.71/day. Zdon indicated that neither fee would be able to cover the costs of resurfacing.

Garvey made a motion to recommend that the fee be raised to \$400 per season, and would be valid

for two years. Witte seconded the motion; it was unanimously approved.

#### **7. Tot Lot Naming Contest**

Everett explained that she has drafted a form for the Tot Lot renaming contest from past contests and those from other places; essentially the rules are that entrants need to be residents and the names need to be relevant. Garvey stated that the form makes sense and the examples of potential names should be helpful. Zdon asked if it would be included in the next Isantian; Everett responded that the whole form will probably not be included, but a blurb can be included to inform people about the contest. Everett explained that she can also advertise at the Farmer's Market which runs through September 30th. Garvey asked if there were any deadlines established for the contest. Everett explained that she left a space for the date, but the Park Board could determine this. There is not a meeting in December. The group determined that the October 24 meeting would give people enough time to send in entries. With this as the date, Everett asked if we should also determine a deadline for entries; the group decided that October 10th at 4:30 would be appropriate to organize entries and prepare them for the meeting. Garvey made a motion for Park Board to authorize the renaming contest for Isanti Tot Lot, with names to be discussed at the October 24th meeting and an entry deadline of October 10, 2016, and to have staff move forward with promoting the contest. Witte seconded the motion; it was unanimously approved.

#### **8. Parks Updates – Prioritized List**

Everett explained that the list was created by the Park Board members last year to start making necessary repairs to parks, and was further prioritized by them. Staff have been working hard to get through the list. Everett explained that Public Services Director Wood has done a great job getting everyone organized and ordering the necessary parts. Zdon stated that the repainted tables look great.

Everett stated that the parts of the list that have not been completed are in the works and will be done as soon as possible. She has contacted GameTime to begin getting estimates for refurbishing the parks. This would be powder coating the metal elements and replacing the plastic pieces. This process is likely to be expensive, and the board should begin to consider how much money should be spent on parks like Tot Lot where we know that there are already pieces that can't be replaced. The best place to start for now will be to get some prices and move from there.

Everett asked the board to discuss whether or not it would be appropriate to replace the Whisper Ridge tennis net. Garvey stated that with the current condition of the court surface it may not even be safe to play tennis on the courts, so we should consider taking down the net altogether so as not to prompt people to play tennis there. Garvey asked Everett if she had received any calls about the condition of the courts, and Everett stated that she had not and if other staff had she has not heard about them, however that information does generally get forwarded to her. Garvey stated that removing the net may be a way to determine if the courts are being used – people may call in if the nets are gone and they are using the courts. Everett stated that she is not sure that many people beyond those living in the houses bordering the courts even knew it was there. Additionally, there have been discussions in the past about connecting Whisper Ridge with trails into downtown and at this point a larger project would probably take place with the courts. Garvey made a motion to recommend that the Whisper Ridge Nets not be replaced and that the city consider removing the net. Witte seconded; the motion was unanimously approved.

#### **9. Parks Updates – Programming**

Everett shared that the community garden is growing well – weeds especially have taken off this year, so keeping up with them has been interesting. Early in the year, the garden was really dry being in full sun, and then we have gotten so much rain that it was too wet for a while, so it has been kind of an experiment in the first year. Staff have received many complements on the garden and gardeners seem very pleased. The school's section looks fantastic; they weren't able to bring students out at the end of the school year because it was too muddy, but they planted right after school got out and have been maintaining it really



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** August 23, 2016  
**Subject:** Consider Replacing Unity Park Field Sign in 2016

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### Background

The Unity Park Field signs are in very poor condition. Staff plan to replace signs as funds are available in all city parks; however, staff recommend replacing the Unity Field signs right away. There currently are two signs (one on either side of the backstop). In order to be consistent with other parks, staff recommend replacing the wooden sign with a metal sign with the same look as the new River Bluff Preserve sign, as well as adding the standard park rules sign to this area. Examples have been included for board review.

The sign for the backstop would be about \$100 plus shipping (est. \$50); the rules sign would be \$75.

### Staff Request

Staff are seeking direction on how many back stop signs to order and approval to go forward with this project.

### Attachments

- Current Unity Sign and Example Rules Sign
- Large Unity Park Field Sign - Draft

**18" x 24"**  
**.080 aluminum blank with**  
**printed vinyl \$75 each**

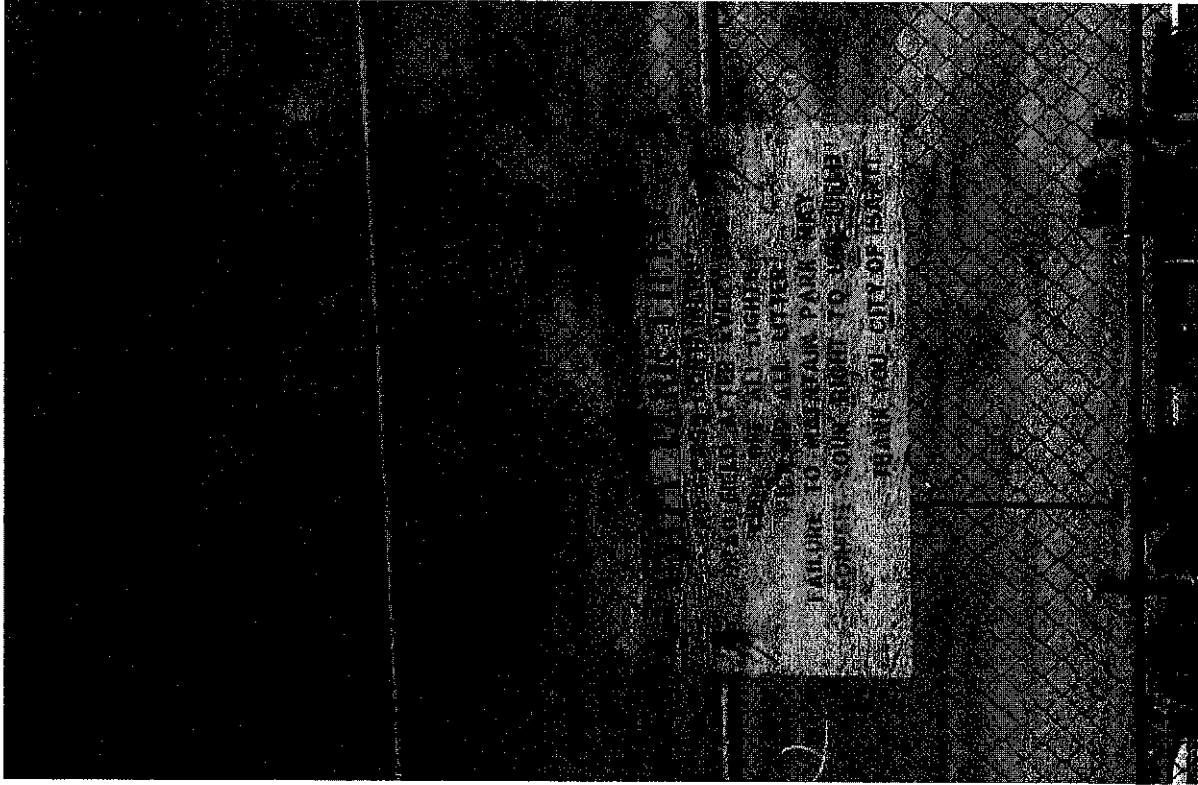


**Welcome**  
**Share and Enjoy**  
**Our Park!**

**PLEASE FOLLOW OUR RULES:**

- **Park Hours: 7a.m. - 10p.m**
- **Leashed Pets Welcome** Clean up after your pet
- **No Alcoholic Beverages**
- **No Motorized Vehicles Allowed**
- **No Littering - take trash with you**
- **No Fires**
- **No Defacing Of Park Property**
- **No Disruptive Behavior**
- **No Tobacco Products**

**River Bluff Preserve Park**



# UNITY PARK

## FIELD RULES

**NO GLASS CONTAINERS**

**DRAG FIELD AFTER EACH USE**

**PLACE ALL LITTER IN TRASH OR RECYCLING CANS**

**ALL LIGHTS ARE AUTOMATIC - WILL TURN OFF AT THE END OF  
PARK HOURS**

**FAILURE TO MAINTAIN PARK MAY FORFEIT YOUR  
RIGHT TO USE FIELD**



well. Their plan is to bring students out to harvest once school starts again. Everett indicated that the acre that the Minnesota Center will be using for their experiment has regrown, so she will be in touch with them once they're back in session about their plans for that area. The lower portion of the park did flood when the river came back up, but Public Works was able to get out on Monday to begin clean up. The bridge is still there and seems undamaged. There had been some fallen trees used to block ATVs from accessing the park from Martin's Landing which are now gone, so they are working to block that off again a different way.

There is a StoryWalk scheduled at the park for August 6 from 1:00-3:00pm. The pages from a children's story (Bear's New Friend) will be posted along the trail and families will be able to read the story as they walk. The flyer has been distributed to daycares, Heavenly Sunshine, ECFE, and posted to Facebook. Hopefully this event will get some new people in to the park as well.

The Farmer's Market is picking up again. The first four markets of the season had rain and limited produce, but a lot of new produce is coming in. The market has a lot of repeat customers who come every week, but there are always also new people who didn't know the market was there that come each week.

The Two Cities, One Community event is happening again this year. Everett stated that staff are working to get businesses for the wellness fair, and if any of the members knew of groups or organizations that may want to come they are also welcome. The activities for the event include a 5K and bike ride. The first 50 participants of both the bike ride and the 5K run/walk will receive free goodie bags (100 total will be given out). After the 5K, will be the wellness fair. This year, the first clue of the medallion hunt will be announced. Hopefully the medallion hunt will get people out and about in town. After the wellness fair there will be a magician in Cambridge as well as free hot dogs and ice cream.

Additional items:

Zdon stated that he would like to update the Park Board on the changes in the BMX association. Everett stated that she has an updated list of board members; Kevin is no longer the president of the organization but is still the track operator. Zdon stated that Kevin had a lot on his plate so this was a good move for everyone. Everett stated that Andy Strom has been the new contact and things seem to be improving. Zdon indicated that the city has also received the financials that they needed.

Garvey asked for an update on the Legacy Park road block. She indicated that they have been seeing traffic at the park again. Everett stated that staff were still waiting for official approval from the bank board to be able to install anything on site. Everett stated that we can always ask PD to go out again and that usually helps, and she will try to get an update on that progress.

Garvey also stated that she would like to receive an update on replacing the outdoor ice rink at the next meeting. She stated that Cambridge has approved two refrigerated outdoor rinks that should be ready this year. Everett stated that as far as she knew, the city was still planning to put the rink closer to the IIA, but it was not currently in the budget. She will look into it more for the next meeting.

#### **10. Adjournment**

Motion by Garvey, second by Witte to adjourn the July 26, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:55 p.m.

Dated at Isanti, Minnesota this 26<sup>th</sup> day of July, 2016.

Respectfully submitted,



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Katie Everett  
Community Events and Parks Coordinator

DRAFT



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** August 23, 2016  
**Subject:** Outdoor Ice Rink Discussion

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### **Background**

The former ice rink has been removed and there has been some discussion about building a rink closer to the warming house. City staff have begun looking into options for types of rinks. Knowing the costs and maintenance of the boards that were previously in place, staff recommend a wooden board system instead. I

In order to be able to obtain accurate cost estimates, there are still factors to be considered. Staff will need direction on whether or not a new cement slab will be needed. If so, there will be significant cost for materials and labor. If not, the rink could be constructed by flooding the grass, however, the ground may still need to be graded to ensure.

Another consideration with constructing a rink in a different location will be lighting. In discussion with the city's electrician, staff have been told that it may be more cost effective to put up new lights than to move the existing.

### **Staff Request**

Staff are asking PRC members to discuss the options for the rink and recommend a plan, including desired timeline.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** August 23, 2016

**Subject:** Legacy Park Update – Mayor Wimmer

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### Background

In the past, City of Isanti residents have reported issues at Legacy Park including criminal activity. The Isanti Police Department has increased patrols of the park, and city staff and the Mayor have requested permission for the bank who owns the property to put up a barrier where the pavement ends. No official permission has been received by the city at this point.

Chief of Police Hill has requested that staff ask Park Board members who receive any complaints to instruct the complainant to also call the police so that they can respond to the calls in real time.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** August 23, 2016  
**Subject:** Parks Updates

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### Background

The Street Dance season is complete. Jonah and the Whales played on August 13. We had a great crowd and great weather. Staff have already received some questions about dates for next year.

The Two Cities, One Community event is coming up on September 10<sup>th</sup>. Registrations for the 5K are coming in, as well as commitments from businesses and organizations who would like to attend the wellness/kids' fair.

Staff have been working to finish up the items on the prioritized list. There was a delay in the company ordering the Bluebird climber piece, so it still has not arrived. It will be reinstalled as soon as possible.



## PARK, RECREATION & CULTURE BOARD AGENDA

**Council Chambers**

**Tuesday, September 27, 2016**

**6:00 p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from August 23, 2016 Park, Recreation and Culture Board Meeting.
3. Discuss City of Isanti Involvement in Isanti County Trails Master Plan Development
4. River Bluff Preserve Update – DNR Visit
5. Parks Updates
6. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
August 23, 2016  
City Council Chambers**

**1. Meeting Opening.**

**A. Call to Order.**

Zdon called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon

**Staff Present:** Katie Everett, Community Events and Parks Coordinator

**D. Agenda Modifications.**

Zdon asked if there were any agenda modifications. There were none.

Motion by Garvey, second by Wimmer to approve the August 23, 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

**2. Approval of Minutes from July 26, 2016 Parks, Recreation and Culture Board Meeting.**

Motion by Garvey. Second by Wimmer. Vote was unanimously approved.

**3. Consider Replacing Unity Park Field Sign in 2016**

Everett explained that she has recently done a park check similar to what the board did last year and found that the Unity signs are pretty rough and have kind of just not been noticed. She pointed out the pictures of the current signs and explained the idea for the new sign. She stated that her biggest question is whether or not we want to put two signs back up or if one is enough. She stated that there is about \$700 left in the sign budget for the year, and there will be more signs to be purchased but we should be able to cover these. Wimmer state that his question is if it is worth get new signs now since we have about two months left of people using the field and having the exposure of a winter season versus putting them out in the spring. Everett asked if in that case we should buy them now and not install them yet, Wimmer asked why we would do that now. Everett stated that it's just because we know that we have the funds this year, and maybe we wait until the end of the year to do so. Garvey stated that she thinks only one sign is needed on the backstop and asked about the rules sign and if it's the same at River Bluff. Everett stated that these signs are being installed at all parks, but the specific rules listed may change based on the park.

Zdon asked if we should make a motion since we all agree the signs need to be replaced, but to look at the budget at the end of the year and install in the spring so they don't sit out and weather.

Garvey made a motion to look at the funds at the end of 2016 to add one sign at Unity Park. Witte seconded. Unanimously approved.

**4. Outdoor Ice Rink Discussion**

Everett explained that she would get the discussion started. In order to find prices that are useful, we need to decide exactly what we want and where it's going to go. The idea is that we get one with wooden

boards so they're easier to replace and we don't have to order something special. That part isn't as big of a deal, but do we want another cement slab, do we want it on grass, all of those kinds of details are important to think about before we can figure out exactly what it's going to cost and then whether or not we can do it.

Zdon stated that he had a lot of notes on this one. He stated that we don't want a slab because we want it to be a seasonal rink with temporary boards – or are these things we have to decide? He mentioned that there are temporary board sets out there, or we just berm snow. This year we would only berm snow because don't have any boards, or budget, or the hockey association to help.

Wimmer stated that it was right that there's no budget or anything even budgeted for labor to do a rink at all. Zdon asked if that included the pleasure rink, and Wimmer stated that no, we would be able to do the pleasure rink. But do to a hockey rink, weather we berm it or whatever, because it takes quite a bit more time to maintain as well. Wimmer stated they had the discussion at goal setting at Council at the beginning of the year, we can look at that, but we'd have to look at the cost and figure out how we'll maintain and clear off. The nice thing about the pleasure rink is that they can just take a truck and drive it across to clear the snow, so it's virtually no time or effort to do that. But if we're relying on a berm to hold in water and stuff, obviously we have to figure that out. When we had talked about it at goal setting with council, they looked at trying put something in the budget for 2017, but there still are not funds in the budget to do anything in 2017, and that's where this discussion would need to go figure out what we would do from a cost standpoint to see how many dollars we would actually need for that. We didn't anticipate it being a permanent rink, so it would be something we take down and use that space for other things. But were Wimmer sees places with wooden rinks in 10 or 12 other places, most of them look like they just leave them there. So then we have to figure out what's the way to do it, that we if we are going to take them out, what's a cost effective way to do it.

Zdon stated that he knows we've been saying wood, but he did some googling and there's polycarbonate, plastics, whatever, that literally click together like legos. Wimmer stated that the reason we like the wood is that if something gets broke or damaged, all we have to do is go to Menards and get a new one. Zdon stated that there are both systems out there and that's the research we need to do. It would need to come down, unless we wanted to dedicate somewhere to it. But we don't want a slab, because obviously that didn't work.

Wimmer stated that it worked fine, but the system they had was 30 years old by the time the city got it. Zdon and Garvey stated that was the boards. Zdon said he was referring to the maintenance and Zamboni. Wimmer stated that's because the hockey association walked away from their agreement. The City never would have done it if it hadn't been for that original agreement, and now we're stuck holding the bag with people who want to have hockey – which is understandable because we've had it and it's an enjoyable thing, but the cost of it is considerably more than what was obviously anticipated when it was first completed. Wimmer doesn't know what the impact of Cambridge's two outdoor refrigerator rinks will be, obviously that's a much better system. You can have hockey longer because you're not dependent upon the weather; that's a lot of the issues we ran into there too, winters are so crazy now we don't know.

Wimmer stated that what was discussed by council was that it would be a seasonal wooden rink, it wouldn't be a permanent thing so we could still use that green space. It doesn't have to be that way.

Zdon stated that the good thing is there's a ton of space there, it's right by the warming house, and it's super level. He doesn't think they'd even need to grade it. Those are good cost saving things. It's just a matter of do we do it, how do we do it.

Wimmer stated that at this point, we don't know what the cost estimates are. Is it a 5000, 20000. Zdon said that's what we need to look at. Wimmer stated that it will have a big impact either way on the budget how it is.

Everet stated that the question she had is that if we take the boards down, do we still put in lighting? The lighting is going to be there, and will potentially be in way – or will impact the way that space is used for parking and stuff. Zdon stated that if it's on the perimeter it could still be used, along the tree line, it depends. It could be smartly done. It would work for the rinks, and it would actually be nice if there was parking or camping out there to have lights for security reasons or whatever. Wimmer asked at what cost? Garvey stated she thought we would really have to look at lighting because in the winter time, it's dark by the time kids get home. That would be the biggest cost that we would have to look at.

Zdon stated there are lights at the pleasure rink, and actually that space is big enough for a hockey rink, but it's not perfectly level. It's level where the pleasure rink is, but then it tapers off. But with some leveling, that could theoretically be the hockey rink, but it's quite far from the warming house.

Wimmer suggested that they give Everett some guideline on what you want her to research for cost because council will need hard numbers to consider.

Zdon said he didn't know if Everett could just research the cost of berming and flooding a hockey rink, just doing snow berms. That's the cheapest/easiest for the first phase, whether it's this winter or next winter. And then looking at modular, wood or plastic board systems that would come down. And obviously a lighting option, four probably. Everett asked if anyone remembered how many lights are out there; Zdon stated there are 3 at the pleasure rink now. There were four on the hockey rink, on the corners. Wimmer stated that what we would want to do is match the candlelight, and that's kind of what we do whenever we work with the power company. The lights along the road in Bluebird Park and the lights on Main Street are the only lights the city owns. All the other lights are rentals, for lack of a better word, from the power company. We pay for the power, and we pay a maintenance, but they're actually owned by them.

Garvey asked if that gives Everett enough guidance. She said she'll find out. Garvey stated they talked about this next year berming it, right? Zdon said let's get a cost on it, because it'll be labor and water, and we can only ballpark it because we don't know what weather is going to be. Always on grass, no slab. Zdon stated no lights this winter, it's not going to happen, it's not in the budget. Wimmer stated there definitely won't be lights. Zdon stated there's a little bit of lighting they would catch from the BMX street lights if they want to play at dusk, but that's really the lighting they'll get if they want to play on it this year, or go on the pleasure rink – and be nice to the little kids. Wimmer stated they can't play hockey on the pleasure rink. Garvey asked if we were still planning to maintain the pleasure rink. Wimmer stated yes, the pleasure rink will always be there.

Garvey asked if those lights were connected to the hockey rink lights. Wimmer stated they're on their own system. Everett stated she didn't know of any at this point that were on timers; Wimmer stated he believed those ones come on when it gets dark, but wasn't sure. Garvey said she was mostly wondering if they were tied in to the hockey rink – and so do they go off at 10? Everett stated she'd have to look at them, it might just be a light sensor. Garvey stated that is something to add to the research – what is the current system on/off is at the pleasure rink.

Garvey said she had an additional question. Will the hockey rink lights still be on and usable. Zdon stated they're on a switch, and that is becoming the skate park, so they'll be the lights for that. Garvey asked if we can still use them. It may be a separate discussion. Wimmer stated they won't be used at all because there's no hockey rink there. Garvey stated that people can still use that area; Wimmer asked for what.

Garvey stated people can use that slab in the fall. Zdon stated it's becoming the skate park in the spring, and Garvey responded that yes, but people can use it before the snow flies. Everett stated that, yes there is electricity to them. Garvey stated that it wasn't ever on last year, so her question is can it be on so that people can use the slab. Wimmer asked what people would be using it for and who would be responsible for turning them on and making sure they are shut off, all those kinds of things. Garvey stated that it came up from a hockey coach, just dry land hockey, basically roller hockey. Wimmer stated he wouldn't anticipate using them because it's an extra cost above and beyond, it's one of those things where the agreement was for the hockey association – Garvey stated it didn't matter if it's the hockey association, it's a citizen who wants to use that area for roller hockey practice. Wimmer stated he wouldn't anticipate us using it because it's another cost above and beyond. We can take a look at it, what the cost would be. Zdon stated there's nothing saying they can't use that space during daylight hours. Everett stated that if someone rents Bluebird Park pavilion, and they use the electricity there is a \$10 fee if they're not residents or it's free if they are residents, would there be something like that we could do? Wimmer said he didn't know, he'd have to look at what the costs are and everything with that.

Witte asked to clarify that we're just talking this upcoming winter just berming and flooding. Zdon stated for sure the pleasure rink, Wimmer agreed. Wimmer stated we'll have to look at cost for a hockey rink. He stated he wanted to stress again that we're passing the preliminary levy the first week of September. There will be no new dollars after the first week of September in the budget. If we're expecting a fair amount of new cost, it has to come out of something that's already budgeted – and he would pretty much guarantee that's not going to happen, especially since we're going into negotiations with our unions as well, that will start January 1, 2017. He can't anticipate there's going to be any new money, that will impact then, there being a hockey rink next year – the 2018 season. Zdon said yes, this is future planning. Wimmer stated he wanted to make sure it was clear how the cycle works. By state law, we have to have that levy set. We can decrease it, but we cannot increase it.

Everett stated that one last concern she has heard is our ability to maintain these is difficult because, especially with the winter we had last year, when it was cold, it snowed. When it snows, the people who maintain our ice are plowing. Getting it done is a challenge. Garvey stated that in any city it is.

Zdon asked Garvey if she knew if Cambridge was on schedule to be done, she stated that yes they are. Zdon stated Cambridge will have rinks to use then. He asked if she knew if there will be an future "Owls" teams. Garvey stated it's still a big question mark.

##### **5. Legacy Park Update – Mayor Wimmer**

Wimmer stated the bank has not given its official written okay yet, the banker he's been working with doesn't believe it's going to be an issue. It's almost four months now, his guess is that from the last conversation he had with the banker is that their lawyers are trying to figure out what they need from a liability standpoint, and that's what they're having the biggest heartburn with, and trying to get whatever agreement we need to write up. It's been painfully slow. We have no leverage, it's basically out of the kindness of their hearts that they'd let us do what we want to do out there. The bankers he's talked to thought this would be great. Zdon stated he would guess they also don't want people back there messing around and getting hurt, because they own that road and those lots.

Wimmer stated the thing is that if we put up a barricade for cars, people will even more than they do now want to cut across and what we're looking at is if we can get something through there. And we said we'd do it through a temporary easement standpoint so if something does happen, it would be the city's liability. We would write what we needed, we would do everything. It wouldn't cost them a cent, we just need their approval to do it.

Garvey stated that even putting up a barricade is still not a guarantee that people aren't going to drive around them and things like that. Wimmer stated that if they do, we can pick up them up right away because they're in violation. Garvey stated that it's something, and it keeps honest people honest.

Everett stated that she did get the request from Chief that park board members see something or somebody calls them to tell them they saw something, remind them to call PD right away. They would rather be able to respond and do something about it, because our three day later recollections don't get them anywhere. Wimmer stated that from ATVs and other things in the parks, we've had a really good response times and enforcement. The one car that was out there was confiscated. If we can get it right away, they can get on it.

## **6. Parks Updates – Programming**

Everett stated that summer is wrapping up. Street dances when pretty well, we had challenging weather. The first started an hour late, the second one we ended about half way through, but the third one went the whole time and was great. Considering all of that, our attendance was great, the food vendors were always happy, everybody who attended was happy and spending money at our vendors which was awesome. Everybody that I've talked to loves the street dances and they would love to have them every weekend. They're a great think, that the majority at least would love to see continued. We usually plan those things over the winter as the parks brochure is getting redone. One of the food vendors asked at the end, because she's already planning next summer, about the dates because she wants to be able to come.

Two Cities is coming up. We have gotten about 10 businesses and organizations who have committed to coming to the wellness fair, we still have space for more. The sheriff hopefully will bring horses, which would be cool. We're getting in all of our orders of materials and that kind of stuff. Everett just picked up the medals today. We still have 50 people registered for the run/walk and 12 for the bike. So if you know people who like biking. She would we'll have some day-of stuff for bikes, which is easy because we don't have to enter them into the race software, we don't time the bike ride. But the 5K stuff is way easier for us if we have as many of those ahead of time as possible. But we have 50 free goodie bags for each, so hopefully we can get all of those filled. Newspaper ads should be coming out soon. It's on Facebook, but Facebook is weird now, because if people aren't interacting with you page all the time they don't see your stuff, so unless we pay for those kinds of that kind of stuff, it's hard for people to see our posts. Everett will hopefully will get time this week or next to look into what that costs because we have a budget for the event and that might be a good thing to spend money there. A lot of people have liked the page in the past, but if it's showing up on their pages it doesn't do us much good. Garvey asked if we put a flyer in the folders for schools last year. Everett stated she doesn't know about school folders, but would love to do that. They discussed what the folders were and what goes in them. Everett stated that there are some teachers we work pretty closely with, especially at School For All Seasons. She sent an electronic version to a couple of those teachers, but is happy to print them too. Garvey stated a lot of teachers are doing weekly newsletters electronically. Everett stated that sometimes schools are a little picky about what they allow being advertised to kids so we have to run through some hoops to do that, but she'll look into it. Witte stated that in previous years he has reached out to Cliff energy bars and he did that again, but they didn't want to fulfill the order because it was within 90 days. Everett stated that she'll make a note of that for future reference, and Coborn's is planning to come and they will be giving away granola bars. When we were doing our initial planning we didn't know exactly when they'd be open, so we didn't want to depend on them for big things, but next year we may be able to key them in earlier. Zdon and Garvey stated that Allina will probably be the same next year. Everett stated that the bags come from Allina health, and she worked with someone at the county this year, but would love to work with whoever comes into town.

Everett stated that the prioritized list is very close. The Bluebird climber thing still hasn't come. It sounded like when we first asked them to order it, that person who was supposed to order it quit their job,

and no one did the things they were supposed to do before they left, and we didn't find out until we started asking where it was. It hopefully will be here soon and we'll get it up before winter. There is another shipment of stuff coming tomorrow with chains, and coated ladders, connectors, and all kinds of things. Those will be installed soon.

Everett stated that the volleyball court is up and going.

Everett stated that moving into fall, movie nights will start in October. We also take volunteer groups for that. We've had Heavenly Sunshine and the scouts are pretty regular for that, so we love to have them back, but if there are other groups who want to come, they get the proceeds from the concessions those nights. Zdon asked if the movies are picked already. Everett stated that yes, they are all in the parks brochure. They get picked all at once for the October – April season.

**7. Adjournment**

Motion by Garvey, second by Witte to adjourn the August 23, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:34 p.m.

Dated at Isanti, Minnesota this 23<sup>rd</sup> day of August, 2016.

Respectfully submitted,



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Katie Everett  
Community Events and Parks Coordinator



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** September 27, 2016

**Subject:** Discuss City of Isanti Involvement in Isanti County Trails Master Plan Development

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### Background

City staff have been in contact with Isanti County staff regarding the development of a Trail and Bikeway Master Plan for Isanti County. The idea for an official master plan is the result of work done by the Bike Isanti County committee. The committee consists of county, chamber of commerce, and City of Cambridge staff; City of Isanti staff have informally attended sporadic meetings in the past, as time allowed. The Bike Isanti County committee's goal for a comprehensive county master plan for trails is to create a cohesive plan going forward, as well as to open up this region's trails to new funding sources through regional and state trail designations. There currently is about \$8 million dollars in funding available for state and regional trails each year, and this number is expected to increase in coming years.

The county is taking the lead in both coordinating and financing the master plan process. City staff see it as abundantly beneficial to be active members of this planning process. The City has expressed interest in expanding its trail system, and these efforts could be combined to realize things like land acquisition, securing grants, engineering, and development more efficiently. Participating would also ensure that information about, and the needs of, the City of Isanti were conveyed accurately in the planning process. Coordinating these efforts could ultimately result in offering greater trail and bikeway amenities for area residents in a shorter timeline than may be feasible otherwise.

In order to create the most effective County Master Plan, City of Isanti park and trail information will need to be submitted. This may include the Comprehensive Parks, Trails, and Open Space Plan that was adopted by Isanti City Council in 2011. (This document is available on the Parks and Athletic Facilities page of the city's website.) Revisions were started on the 2011 document in 2013, but were never adopted. At this point, the document is outdated and should be updated to include completed projects and to reassess existing parks and future needs of the City.

### Staff Request

Staff are requesting that the PRC board consider the benefits of collaborating with Isanti County and the Bike Isanti County committee to create a county master plan. Staff are requesting that the PRC board approve the commitment of City of Isanti staff time to attend meetings and gather information for the County Master Plan process.

Staff also request that the PRC board consider beginning the process of amending the Comprehensive Parks, Trails, and Open Space Plan as adopted on April 5, 2011.

### Attachments

- Proposal to Develop a Master Plan for Trail, Bikeway in Isanti County

**Proposal to  
Develop a  
Master Plan  
for Trail,  
Bikeway in  
Isanti County**

Attention  
Isanti County Parks Department  
555 18th Avenue SW  
Cambridge, MN 55008

Submitted By



Karvako, PA  
2300 Bemidji Ave N, Suite 101  
Bemidji, MN 56601



Strategic Services  
JFC Strategic Services  
2614 Pearl Dr. NE  
Bemidji, MN 56601



Engineering, Architecture, Surveying & Planning

September 2, 2016

Barry Wendorf  
Isanti County Parks Department  
555 18th Avenue SW  
Cambridge, MN 55008

Re: Proposal to Develop a Master Plan for Trail, Bikeway in Isanti County

Mr. Wendorf:

Thank you for the opportunity to showcase our qualifications and provide a proposal for our services. No doubt you've received some great proposals from other firms--and each one can deliver the end product. The difference in our team is *your experience*. And to give you the best experience, we've assembled a team of Karvako and JFC Strategic Solutions (JFC).

We're proud of the dynamic cultures we have at Karvako and JFC. Our team brings an energy to projects that revitalizes the process and provides innovative solutions. We look at our team as simply an extension of your staff, and we all have a vested interest for a successful project.

Again, thank you for the opportunity to allow us to provide our qualifications. I will follow up with a phone call in the coming days to see if you have any additional questions or if you would like to set up an in-person meeting to carry the discussion further. In the meantime, you may reach me on my cell phone at (218) 591-6892, or by email at [tari.rayala@karvako.com](mailto:tari.rayala@karvako.com).

Please contact us with your questions, and thank you for considering Karvako and JFC to be part of your team.

Sincerely,

Tari Rayala, AIA  
Architectural Team Leader

[www.karvako.com](http://www.karvako.com)



1. Our Approach	11
2. Work Plan, process & Deliverables	21
Proposed Outcomes	2.1
Consultant Tasks	2.1
Agency Tasks	2.2
Proposed Process	
3. Conclusion	31
4. Qualifications & Roles	41
Team Overview	4.1
Organizational Chart	4.2
Staffing Plan	4.2
Resumes of Key Personnel	4.3
5. Plan Budget	51



## 1. Our Approach

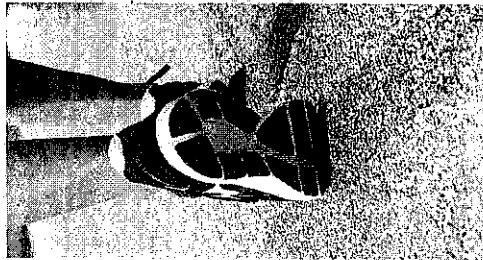
Isanti County has developed an excellent base for the development of parks and trails through their 2008 Parks and Parks & Recreation Plan. This proposal seeks to build upon that plan with a special focus on multi-modal trails and on-road bikeways.

The Karvako/JFC Strategic Services team proposes a planning process that maximizes opportunities for public engagement using methodologies that control cost. A mix of online surveys and social media engagement, supported by a public awareness campaign, will give the general public a chance to provide their input – not just current trail users. Supported with two public open houses at critical times, the information collected will provide a wealth of guidance for the county steering committee as it establishes the vision and policy for the system.

The county requirement to meet the master planning requirements of the Greater Minnesota Regional Parks and Trails Commission shows a commitment to using the best practices available. Even with that commitment, the County runs the all-too-common risk of developing a plan document that sits on a shelf. Our proposal is designed to set the County up for future success in the use of a "living" plan, which will encourage constant updates to implementation strategies. This can be achieved by:

- Using the previously discussed public engagement outcomes and physical system inventory as a baseline for measuring future success
- Creating measurable outcomes for maintenance, implementation, system use, and user satisfaction
- Planning an ongoing evaluation system that measures the above factors through now-established means and guides implementation policy on an ongoing basis.

We believe that this system of using constant evaluation and feedback to guide development over the medium and long term will add value to the County's planning efforts. Regular data collection and review of implementation status will trigger a constant review of the plan, allowing adjustments over time that maximize value for the County's investments.





## 2. Work Plan, Process & Deliverables

### Proposed Outcomes

Develop a trails and bikeways master plan that:

- Meets the master plan requirements for the Greater Minnesota Regional Parks and Trails Commission
- Inventories the existing and currently proposed multi-modal trail and bikeway system
- Engages the public, staff, and officials at appropriate levels for input about issues, needs and opportunities, including multi-jurisdiction coordination, connections, and destinations
- Analyzes the trail, park and road system for a variety of motorized and non-motorized opportunities and barriers
- Identifies opportunities for system improvements that meet user needs through current best practices in trail and amenity design and complete streets standards
- Facilitates goal setting and prioritization by the steering committee and engagement with the County Board, who is responsible for plan oversight and adoption
- Prepares a master plan that describes the system vision, identifies current and future routes and use areas, establishes appropriate development policies and design standards; sets priority phasing for development (including basic cost estimates); outlines marketing, maintenance and operations plans; and defines evaluation strategies that support plan policies.

### Consultant Tasks

- Responsibility for leadership and management of the processes outlined in this proposal, including meeting facilitation and public engagement processes
- Coordination of the collection of all necessary (existing) data sources and supporting information
- Document the current system and opportunities using existing data
- Creation of all processes and materials needed for planning sessions
- Completing all GIS analysis and final planning maps
- Documenting the results of all data collection tools and planning meetings
- Writing, editing and publishing the plan document
- Present final report to the steering committee and/or County Board (as needed)

### Agency Tasks

- Provide all background documents, local GIS information and individual/group contact information necessary to inform the planning process
- Agency Director or assignee will review all materials and documents prior to their use in the planning process, as desired
- Coordinate closely with the consultant team to implement the initial public engagement, including distribution of press releases, signage, and publishing notices to user groups and the general public
- Coordinate user group meetings and site visit schedules when the consultants are on site
- Provide comfortable and adequate meeting space as needed for on-site meetings
- Ensure the scheduling and attendance of the appropriate committee members, staff, and key stakeholders at planning sessions, as needed and possible



### Proposed Process

All proposed timelines are based on a start date which will begin on or around October 1, 2016, concluding February 1, 2017. The timelines noted for each phase are approximate, and may change depending on project needs.

#### Data Collection (October - November)

- Collect inventory and planning data from relevant county and local plans, including Isanti County, Cambridge, Isanti, Braham, regional MnDNR and MnDOT plans, and other local plans
- Complete relevant GIS data for the identified planning area
- Conduct administrative questionnaires with relevant agencies and local jurisdictions to identify additional planning information, barriers and opportunities

#### Initial Public Engagement (October - November)

- Develop an online survey tool to gauge the public's ideas, attitudes and support for general and specific system concepts
- Create an online social media photo and idea collection tool, where the public (targeting existing users) can provide visual references for trail and bikeway system designs and features that they like, cause barriers, or show potential opportunities
- Work with county staff to design (consultants) and execute (county staff) a public awareness campaign that raises awareness of the process and encourages use of the survey and data collection tools

#### On-Site Engagement and Data Collection (Mid-November)

- Conduct a two-day site visit by the consultant team that will:
  - Tour and inspect key routes and features identified during data collection and initial public engagement
  - Meet with select user groups, as well as city, county and state staff, to validate initial data collection
  - Conduct a public open house to gain additional feedback and gauge reaction to preliminary data
  - Hold a Steering Committee meeting to review data, interpret public input, set the vision and provide initial guidance on priorities, policies, and plan direction

#### Create Initial Plan Framework and Preliminary Document (November-December)

- Draft system plan document according to GMRPTC standards
- Map trail and bikeway system in line with steering committee vision and direction
- Identify system priorities and policies to meet community needs
- Establish operational, programming, and marketing policies and plans
- Draw on current best practices to establish an evaluation and research system that will drive plan implementation
- Coordinate with project staff for interim reviews as document is drafted

#### Finalize Plan Document (January)

- Complete written sections of Master Plan
- Conduct a one-day site visit by the consultant team to:
  - Hold a county-wide open house to present the preliminary plan document and gather feedback
  - Present the results of the process to the steering committee for discussion and final recommendations
- Revise the draft according to steering committee recommendations and present final draft to the County Board for approval.
- Coordinate publication as directed by County staff, including electronic versions and up to 15 printed plan documents (can be negotiated)



### 3. Conclusion

This document will, no doubt, be a successful document for two reasons. The first reason is we have a great base to begin with by using a good portion of the existing Isanti County Parks & Recreation Plan. While much of the information will likely require updates since it was published in 2008, having the document available will certainly streamline research and also relieve the amount of time and cost associated with a successful document.

The second reason this document will be successful is our strategic emphasis to ensure the document remains a "living" document. Instead of just creating a document with a long term plan and phasing, we will also include strategies to measure the success of the plan incrementally along the way. It will also include corrective actions in the event that implementation does not align with the schedule or plan. This interactive approach will catalyze interest, ensure sustainability of the document, and help ensure successful implementation.



### 4. Qualifications & Roles

For complex projects like a Trail and Bikeway Master Plan, a consultant team has been assembled with the appropriate skills for the project. Planning consultant JFC Strategic Services is partnering with Karvako, an architecture and engineering firm, to meet the needs of this request for proposals. This approach facilitates a custom product that meets specific client needs. We are proud to involve the following experienced, local team members on this project.

#### Team Overview



Karvako continues to blossom from a single-service firm to becoming the central hub for engineering, architecture, and surveying. Headquartered in Bemidji, we are supported by our branch offices in Minot, North Dakota and Houghton, Michigan.

Along with our specializations in recreation, municipal, aviation, and transportation projects, we have cultivated several relationships with complementary firms throughout the country, including the firms listed on our team in this proposal. It is with our experience and relationships that we are able to see your project from concept to completion with a strong, cohesive team.

Karvako strives to maintain a level of professional fun throughout our offices. Our value to interject this into each and every work day is echoed through the relationships that we build with our clients. It is our clients who mold the culture at Karvako; one that is second to none. With our energetic staff, Karvako makes every effort to provide extraordinary engineering, planning and surveying services while maintaining the utmost professional experience. It is the goal of all employees to improve the quality of life now and for future generations through innovative solutions and fresh ideas.

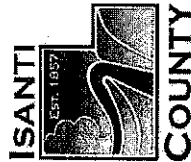


#### Strategic Services

JFC Strategic Services is a planning, fundraising and grant writing consulting firm located in northern Minnesota. Our mission is to help community and public organizations achieve their potential and overcome their challenges.

JFC Strategic Services provides an array of services designed to help your organization take advantage of its key opportunities. By using our skilled consulting services, your organization can add capacity where you need it without adding to fixed overhead costs. Our experience and expertise in a variety of non-profit and public sector processes can help you make better decisions, get projects done on time, and become a stronger organization.

We will tailor our services to meet your program development, organizational planning, or public involvement process needs. Our broad experience in a variety of both strategic and technical planning projects can provide the leadership you need to advance your goals!



Senior Project Manager  
Tari Rayala, AIA (K)

Project Manager  
Joe Czapiewski (JFC) — Assistant Project Manager  
Keith Kinnen, PLA (K)

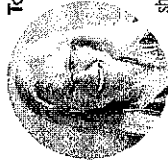
GIS Technician  
Shawn Klein (K)

**Staffing Plan**

Our reputation is based on providing appropriate staffing to meet any project deadline while providing the highest quality end product. It's one thing for our firm to have experienced personnel to perform your work – It's another to have the personnel available to perform the work at a level that your project requires. We stand prepared with more than the required availability to complete your project. The core team dedicated to serve you, as shown in the table below, is readily available to begin immediately upon notice to proceed.

Key Responsibilities	
<b>Name &amp; Role</b>	On this project Tari will oversee the contract agreements and evaluate all invoicing and financial transactions.
Tari Rayala, AIA Senior Project Manager	Joe will manage the public involvement, process write policies, and provide strategies and evaluation techniques.
Joe Czapiewski Project Manager	Keith will manage inventories, opportunities, cost estimating, ecological plan and formatting of the document.
Keith Kinnen, PLA Assistant Project Manager	On this project Shawn will provide support with GIS mapping and development of exhibits for open houses and the document. You will provide support with data collection by assisting with social media surveys.
Shawn Klein GIS Technician	

**Resumes of Key Personnel**



**Tari Rayala, AIA** Senior Project Manager (Karvakkko)  
Education: Master of Architecture, University of Wisconsin-Milwaukee  
Art and Design, B.S., University of Wisconsin-Stout

Tari came to us from the City of Duluth, where she was the City Architect. On your project, Tari will use her experience working in the public sector to serve as the Senior Project Manager, and oversee all contractual and financial aspects of your project. Tari holds a Master of Architecture from the University of Wisconsin-Milwaukee, and is the current President of the AIA Minnesota Northern Chapter. Tari is a LEED Accredited Professional, and a Certified Professional Project Manager. Additionally, she has achieved accreditation through the Construction Specifications Institute and Certified Document Technologist.



**Joe Czapiewski** Project Manager (JFC)

Education: Public Administration, B.S., University of North Dakota

For over 15 years, Joe Czapiewski of JFC Strategic Services has worked with a number of projects relevant to the needs of the Agency that include: leading plan development, including public involvement, data collection and analysis, and document development; facilitating collaboration between adjacent political jurisdictions and agencies; and executing public involvement strategies for high-level and controversial community and agency issues. Joe has continued to grow and maintain a network of community planning colleagues across the state, staying abreast of new techniques and interesting projects that will help inform this document.

Joe's experience with the Agency's Trails and Bikeways Master Plan requirements includes serving as the System Plan Coordinator for the Greater Minnesota Regional Parks and Trails Commission. In this position, he provides guidance to park and trail developers across the state and is an expert in GMRPTC master plan requirements. Joe also facilitated the development of the original Beltrami County Recreational Trails Plan, consulted in the development of trails in Baudette and Bemidji, provided staff leadership for the Transportation Enhancements Committees for Mn/DOT Districts 2 and 4, and organized the inaugural BAM (Bicycle Around Minnesota) multi-day group ride.



**Keith Kinnen, PLA** Assistant Project Manager (Karvakkko)

Education: Landscape Architecture, B.S., North Dakota State University

Environmental Design, B.S., North Dakota State University

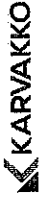
Keith is a Registered Landscape Architect in both Minnesota and North Dakota. He holds certifications all around the Midwest including North Dakota, South Dakota and Minnesota. He holds certifications with the Council of Landscape Architecture Registration Boards and the American Society of Landscape Architects. Keith has a very diverse background with a very well-rounded portfolio of experience. His experience includes city planning, environmental planning, park design, sustainable stormwater design, wetland delineations, streetscapes, traffic calming, pedestrian and bike trails, and shoreline alteration design. Although the experience will certainly prove valuable in this project, perhaps Keith's most valuable characteristic is creativity. Keith provides a myriad of creativity on every project he is involved which has become the one common denominator on every single project. His endless search for creative solutions and fresh ideas radiates through each of his projects.

Throughout his career, Keith has taken a particular interest in traffic calming, complete streets, and other types of streetscapes. He also has extensive experience in wetland delineation, stormwater management and various environmental topics. Keith spends a portion of his time writing and giving presentations on topics such as sustainable design, shoreline restoration and environmental issues specific to Minnesota. He recently had an article published in Scope magazine explaining the complexity and importance of addressing the different Minnesota environmental biomes. His understanding of environmental and stormwater issues will also be very valuable during this project.



**Shawn Klein** GIS Technician (Karvako)

Education: Technical Design, A.A.S., Olympic College  
Shawn brings with him nearly 10 years of experience that has strengthened our engineering design and architectural projects. With emphasis in Mechanical, Civil, and Architectural Design, Shawn has a multi-disciplinary skill set that he brings with him to each project. Shawn's most recent experience includes serving as the lead design technician on the Paul Bunyan Trail - Crow Wing Segment, and the Gitchi Gami Trail - Silver Bay to Beaver Bay Segment.



**5. Plan Budget**

The Isanti County Parks Department (Agency) contacted JFC Strategic Services/Karvako (Consultant) via RFP to assist in the development of a Trail and Bikeway Master Plan for Isanti County.

The goal of the planning process is to update the trail system information in the current Parks and Bike Path Master Plan and meet the minimum information requested in the Greater Minnesota Regional Parks and Trails Commission's Master Plan requirements. The following proposal provides an innovative framework for the completion of the planning process in accordance with the needs of the Agency as defined in the request for proposals.

Both parties note that this proposal was developed using guidance from Agency staff. Should the Agency desire changes to this process, outcomes, or terms, Consultant and Agency should agree on those changes prior to the commencement of work.

Item	Fee
Mileage	\$730
Hotel and Meals	\$438
Printing/Office Supplies	\$292
Labor	\$28,440
Total	\$29,900



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** September 27, 2016  
**Subject:** River Bluff Preserve Update – DNR Visit

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### Background

On September 21<sup>st</sup>, Dan Golner (State Program Administrator) met with city staff at River Bluff Preserve to ensure that the Wild and Scenic River Easement standards were being met. Golner stated that the community garden looks great and seems to be getting a lot of use. He asked about future plans for the nature play areas that were included in the original site plans approved by the DNR. Staff explained that the Minnesota Center has entered into an agreement with the City to do long-term prairie planting experiments in one acre of the upland area of the park, and ultimately it would be great to do a large-scale demonstration prairie restoration project at the park.

Golner stated some concerns about aesthetics from the river concerning the stairs and bridge. He indicated that people on the river may see the stairs and think that they can install them on their riverfront property as well. In some similar cases, signage has been an effective remedy communicating to the public that features are permitted through the DNR and are part of a park. Golner was pleased to see that the stairs were installed following geographical contours and have been substantially stabilized.

Golner also stated some concerns about the look of the style of bridge that is being used, as the original plans stated that it would be a more substantial, wooden footbridge. Staff are waiting on further information from Golner about this subject.

The group also walked the switchback trail and stated that for now it will remain earthen. Staff explained that the lower portion of the trail has been underwater on several occasions this season, so that vegetation is having a harder time establishing. Golner stated that he was happy to see vegetation establishing along the upper portion.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** September 27, 2016  
**Subject:** Parks Update

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### Background

The Two Cities, One Community event on September 10<sup>th</sup> went well. There were 56 run/walk finishers, 34 bike riders, and 97 entries for the Parks wellness fair scavenger hunt drawing. The kids and wellness fair was well-attended, and there was a good turn out at Cambridge City Park for the magic show and free food.

The community garden season is wrapping up. The official last day for gardening is October 30; an end of season meeting will be scheduled with this year's renters in October. An online survey has been sent for feedback before the meeting.

Free movie nights will be starting on October 21<sup>st</sup>, community youth groups have begun applying for volunteer nights. Two new groups have been in contact already. The first movie will be Goosebumps.

The likelihood of an outdoor hockey rink for Winter 2016/2017 is very low. There is not sufficient lighting south of the Isanti Indoor Arena to allow for one there without lighting being installed. Additionally, city staff have expressed safety concerns with a berm-style rink because there is nothing to stop hockey pucks from flying out of the rink area. Staff found one vendor who makes complete wooden rink systems out of Savage, MN; they estimated for budgeting purposes that the rink could cost \$35,000-\$38,000 including galvanized steel posts, hood panels, hardware, rolled and punched angles for the radius corners, hinges, latches, and chain link fencing for the ends and radius of the rink. They also offer different installation packages; a supervised installation would be around \$4,500.

City Council has approved a Residential Rain Garden Incentive Program to begin in 2017. The program is funded through the Stormwater Fund and will reimburse qualifying residents for portions of their costs of installing rain gardens. City staff will be working out program and application details in the coming months.



## PARK, RECREATION & CULTURE BOARD AGENDA

**Council Chambers**

**Tuesday, October 25, 2016**

**6:00 p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from September 27, 2016 Park, Recreation and Culture Board Meeting.
3. Tour of River Bluff Preserve
4. Community Garden – Review and Updates for 2017
5. Tot Lot Renaming Contest Entry Review
6. Parks Updates
7. Adjournment

CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
September 27, 2016  
City Council Chambers

**1. Meeting Opening.**

**A. Call to Order.**

Zdon called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jennifer Garvey, Mayor Wimmer, and Aaron Zdon

**Members Absent:** James Witte (Gave prior notice)

**Staff Present:** Katie Everett, Community Events and Parks Coordinator

**D. Agenda Modifications.**

Zdon asked if there were any agenda modifications. There were none.

Motion by Garvey, second by Wimmer to approve the September 27, 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

**2. Approval of Minutes from August 23, 2016 Parks, Recreation and Culture Board Meeting.**

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

**3. Discuss City of Isanti Involvement in Isanti County Trails Master Plan Development**

Everett explained that the county has a Bike Isanti County Committee which has been in existence for a couple of years, she was not sure when they started, they work with county staff – Isanti County Public Health, Isanti County Parks, and some of the Cambridge staff. They kind of work together on initiatives to get more trails around the area. They are cooking up a master plan that looks great, the one company that gave them a proposal back looks like it will cost about \$30,000, but they are going to cover it with grants and things. They are not asking for any money from the city, but they want us, and we want to be, involved in that process so what we do works with what they’re doing and our efforts can all coordinate so we can get things done a lot faster than kind of working on separate tracks.

Wimmer stated that we [he and staff] met with Barry [Wendorf] and he told him a couple things we want out of it is that we want the space on 5 to go between Isanti and North Branch, and that’s where bikers go – you won’t have family bikers – but bikers use that to connect over, and Wimmer wants that designated as a bike route now and then over time we can work on getting some widening, or a trail along the side is what Wendorf would definitely prefer. Then we can get that tied in to North Branch and the Sunrise Trail. In talking with the mayor in North Branch, they like that idea as well. Then we can get a regional designation for it and open up some other funding sources that way. We had some detailed discussions about how Wendorf should go about talking to some of the other entities because so far it’s been – he even said – that the only things he’s worked on have been just the county parks, and he hasn’t had to deal with the cities and townships. Wimmer stated that especially with the townships to make sure you contact them, and you talk with them, and you give them opportunity to participate, otherwise that will not go well when you need to go across their area. Wimmer said he thinks it’s a really great idea, what they’re

doing. He hadn't realized before, but Cambridge who had been working with them had a council appointment to that committee, so we are going to do that as well. This first came to Wimmer's attention at the bike/walk trail meeting that he has with Mayor Palmer every January, when he was brought forward and they wanted to see if we could get the trail committee to work on getting the trail connection between the bike/walk trail and the City of Cambridge – there is no direct connection now, it's township land. The township doesn't want anything to do with it. Cambridge has offered to pay for everything and do everything and they still don't want it there. That tells you the relationship between the township and Cambridge. Not that ours is a whole lot better, but Wimmer told Wendorf that he would not lobby the township for that trail, nor would the City of Isanti or trail group as a whole participate in the cost of putting in that trail. For those who aren't aware of it, when that trail was done it was supposed to happen in Year X, but it didn't because of some filing. The City of Isanti, we went ahead and did the trail along the soccer fields and wrapped around the back along 299<sup>th</sup>. We put in a significant extension of the trail on our own dollar. When they connect the north end of the trail to Cambridge, it will be on Cambridge's dollar, otherwise there's not much parity or fairness in that. Wimmer stated he wasn't just being stubborn, it just wouldn't be fair to us to in essence pay for stuff twice.

Everett stated that there are two ways we can participate in that. We'll have the council appointment to the committee so they're at those meetings, but as part of this, the people who are developing the master plan are going to need information from us which would include parks that we already have, that potentially trails could connect to, and our future plans. If there are things we know are going to go in, or things we want to go in that they potentially could work with. Everett stated that she didn't know if the members got a chance to look at the current park plan, but it's a little out dated. She didn't print it because it's about 55 pages long, but there aren't all of our current parks in there, and there are some things that have been done, and definitely things that need to be updated. It sounded like the City was planning in 2018 – and asked for the Wimmer to confirm – a city master plan kind of thing and eventually maybe this could be part of that. But if the board wants to think about updating at least the specific information in the park plan, that will be useful in the county's master plan.

Wimmer stated that we're looking at 2018 for potentially redoing our comp plan. Obviously that will be a financial decision, because that will be \$50,000-70,000, depending on what we need to do. We're hoping that we would only need to do an update, because if you see the land use map, we're not outside of that boundary at all, and obviously we have plenty of room to grow in there. What we would be looking at on the update is making sure that the densities still make sense, that transportation still makes sense, trails and parks would be part of that as well, and then also the zoning because we are doing some changes in zoning areas. In an ideal world, it would be \$25,000 or so, but Wimmer stated that he has never lived in an ideal world. But, the park comprehensive plan does need to be redone top to bottom.

Everett stated that it is her understanding that it was internal, done by staff and committees. Wimmer confirmed that was true, and we would have to talk really nice with Roxanne, because a lot of it is planning. Garvey asked if they're typically done every ten years. Wimmer stated that in the metro they have to be done every ten years, out of the metro they don't have to be done at all. Wimmer stated that you want to have at least a basic land use plan so that when things are developed that there's some semblance of order. In the metro, it has to be every 10 years, per the Met Council.

Garvey asked if we need a motion to appoint staff or anything. Everett stated that at this point we're okay, we are going to do the council appointment to that committee. So that's already ready to go. Just kind of an update and future thinking, we'll look at that comprehensive plan and what we can do with it now. Garvey stated she is glad that our city can be a part of it.

Zdon asked if we need to approve the commitment of the City of Isanti, or no. Wimmer stated that we're good to go.

#### 4. River Bluff Preserve Update – DNR Visit

Everett stated that Josi Wood had worked with Dan Golner [DNR] on the plan of what was going to happen and getting all of that stuff approved. He was just up in the area doing site visits of all of the scenic easement areas that he's in charge of, so we did a walk through with him last week. Mostly, he was happy. He was happy with the community garden for sure, he said it was great and it looks like it's getting a lot of use. He was excited about some prairie restoration things in that upper area as well.

Wimmer stated that Golner was 100% happy, or he will be. He does not like our bridge. He thought it should be wood, Wimmer stated that he asked Golner if he knew of many that were like that that were all made out of wood and Golner said no, but the pictures were. Wimmer stated that it will be taken out like it's supposed to be. Everett stated that she thought it was just an aesthetics thing. Wimmer stated he had just gotten there after they had looked at the bridge, but before he left he asked Golner if we were good and he said yes. So it won't be a problem. Everett stated that we'll be adding some signage along the river, facing the river, so that people on the river know that they're looking at a park and not somebody's backyard, and that it's DNR approved. Golner was pleased with how the trails were put in, that switchback trail. Wimmer stated Golner wanted more grass to grow in the area that's been under water several times, but we're trying.

#### 5. Parks Updates

Everett stated that she had a general overview.

Two Cities went really well, numbers are in the memo for participation. It looked like numbers up especially for the wellness fair. She was still getting finisher times when that started, so she's not sure exactly how many people went through, but it looked like great attendance especially at the beginning which was great to see. The magic show was really funny, and there were definitely more people in Cambridge this year than there were last year, there was a decent turnout for that.

Community garden season is wrapping up. The meeting is scheduled for October 12<sup>th</sup>, so we will get a better feel for how it went for everyone then. Everett shared some of the survey results, and stated that it was kind of interesting. For the most part, everyone is really, really happy. But there were a couple – someone said the soil wasn't very nutrient rich, but lots of people said the soil was perfect. So it's hard to know. Wimmer stated that anything that landed in there grew like bananas, Zdon said it looked really nice. Everett stated that there were a couple of things that came from maybe a standpoint of new gardeners, who maybe didn't know how to fix things. Or, maybe people didn't know what they were allowed to do. If they're growing something special, and that needs certain fertilizer, they're welcome to bring organic stuff in. So that can be a discussion we have. A couple of highlights: the first question was just the overall satisfaction with the garden, the scale was 0 to 5, and the average was 4, so that was looking really good. We also asked how likely they are to come back, again 0 to 5, the average was 4. There are a couple of people for whatever reason are thinking they might not come back, but most people are. Everett stated that she has a list of like 30 things that people grew in there, so that was cool, she just asked people to list what they grew, and she grouped all tomatoes together. So when you figure all of that in, tons of different kinds of things were grown in there. They have great suggestions for things to do next year. One was that they want to have some sort of community forum, so they can communicate with each other more. Which is great, and that's easy – we can put up a bulletin board, and probably put a Facebook group together or something like that too. Mostly great things came out of that. We will talk about those, and if people have other things they'd like us to know about, at the meeting on the 12<sup>th</sup>. Everett also stated that a gardener emailed to tell her that he got 55 pounds of potatoes out of his garden, and he had potato bugs all year. So even with that, he's been sharing potatoes with his family.

Movie nights are starting soon. Goosebumps is in October. In the last week, we have actually gotten four volunteer groups to sign up, so there are only 3 more to cover. Three of those groups haven't done it

before. That has been fun to see those. The email is out to the ones who have done it before, so we might get the rest of them covered too.

The hockey rink is not looking awesome. In talking with staff around here about what's been done before, berming a hockey rink is not a good idea for safety because pucks can fly and hit cars and people. That side of the building, Everett drove by one night when it was dark, has no light. So it's really hard, in the winter, unless someone is out there in the middle of the day on Sunday, it's not going to do much good without spending all of the money on lights. Everett stated that she does have the email and the picture of the system, the place is in Savage. It would be cheaper if we bought lumber ourselves, and the system doesn't have to be galvanized steel, but getting an idea of what it would be like as a whole is probably around \$38,000. Zdon asked if it was a modular system that could be taken down every year, because it looks permanent. Everett stated that when she was talking to the rep, he mentioned that there may be options to make it that way, but usually they are permanent. The ones she's seen like this elsewhere get left up all year, but when Everett stated that the city might want to take it down, the rep said they have options. Zdon stated that if they're saying installation is \$4,500, and then to take it down is \$4,500, it isn't what we're looking for. He stated that he has seen some online where the boards click together and there are braces behind. Everett stated that the installation would essentially be to teach our guys how to do it, and then they can do it after that. It's nothing special, they just don't necessarily know how this particular thing works. Zdon stated that since it's not happening this year, we have plenty of time to look into it, but what he was envisioning was something modular that staff sets up in a day and takes down in a day. Wimmer asked if he has seen any cost on it. Zdon stated that he thought Everett was doing it. Everett stated that she did look and it's hard to know exactly all of the components we'll need, but then again, replacing those pieces is more expensive than replacing a piece of wood so you have to keep that in mind. One system that she found on NiceRink, which is the plastic click together things, was closer to \$10,000, but then they have all of these add-on things. So it kind of depends on exactly what the setup is going to be, they have lots of different sizes and that kind of thing. It may be cheaper on the front end, but then we have lag time when it's broken if we need to order new stuff, and the maintenance of that. They say it is less expensive, but things get broken, so Everett is not sure long-term how all of it works out. This year it's looking like it's not going to happen. Wimmer stated that it won't be for next year either, because it's not in the budget. Everett asked if we knew if the hockey rink is going to be on goal setting at the beginning of the year. Wimmer stated that it will if somebody puts it on.

Everett stated that she had an update that won't have a whole lot to do with park board, but just for their information. Council has approved a residential rain garden incentive program, and the members are good people to spread the word. Basically, rain gardens are an awesome way to control storm water, and we want to help people put them in on their property. Details are still being ironed out, but the idea is that it will be a reimbursement for up to 50% of what they've spent to put it in, and then up to \$500. Just to give people direction, the application will have lots of things to think about and design ideas, to help get those throughout the city. The rain garden that we have over at the BMX facility is the demonstration so people will know what a rain garden is, what they look like, and what they do. Zdon asked how that one is growing according to its plan. Wimmer stated that it's growing according to its plan, but we're filling in more plants. The plan was a little sparser than we would like. Garvey asked if any other private resident has put one in the city. Everett stated not that she had been told about. Wimmer stated there are a couple that were done 8 or 9 years ago, but he doesn't know if they're still there. That was over by Palomino because we had some significant issues over there with storm water. Everett stated that it will all be figured out over the winter and be ready to go so people can apply early next year.

**6. Adjournment**

Motion by Garvey, second by Wimmer to adjourn the September 27, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:23 p.m.

Dated at Isanti, Minnesota this 27<sup>th</sup> day of September, 2016.

Respectfully submitted,



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Katie Everett  
Community Events and Parks Coordinator

DRAFT



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** October 25, 2016

**Subject:** Community Garden – Review and Updates for 2017

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### Background.

At the end of the 2016 season, community gardeners were sent an online survey and a meeting was held to receive feedback on gardener experiences in the first year of the garden. Overall, the responses have been very positive. There will be a few adjustments necessary for 2017.

Through the review process so far, a few gardeners have made comments about the soil quality. After rain events, the garden tended to hold a lot of water. One solution for this will be to till the garden deeper next year to alleviate the very hard layer of soil that is currently found several inches under the top. At the meeting, staff noted that gardeners are welcome to bring in soil amendments, as long as they are organic, to their plots to help build the soil as they see fit. Many did not know this was an option and were excited to try it next year.

One comment from the survey was a concern that the raised beds were too expensive, and the respondent stated that the people who would need those are generally facing financial hardships already. Staff explained to the group at the meeting that the beds and tables are more than the ground plots (\$20/season versus \$15/season) because there were materials that had to be purchased and there are more costs associated with maintaining those. Staff also stated that at the beginning of the season some gardeners had offered to sponsor others if there was a need. Staff will look into the best way to make connection between those needing assistance and those willing to offer help in the future.

The group has also expressed interest in more ways to interact with each other. Possibilities include a bulletin board at the garden and a Facebook group; in 2016 there were group emails that were fairly successful as well. Other ideas to build community would be more gatherings at the garden. Some of these may be informal, and organized by the gardeners. Staff may also arrange a mid-season gathering for gardeners to touch base about what they're growing and any issues they might be having. These types of gatherings would help with gardening techniques as well as create a stronger sense of community for those participating.

Staff have also made a few recommendations for changes in 2017. The 2016 registration period was open from February 9 to June 1, 2016. Because many gardeners are interested in returning next year, and would benefit from being able to build their plots in subsequent years, a returning gardener registration period should be established. Staff recommend that February 6 to February 10 be open only to returning gardeners reserving the same plots, February 13 to 17 open to returning gardeners reserving new plots, and February 18 – June 1 be open to everyone (including returning gardeners).

Regarding the operational season of the garden, staff have found that the end of October may be too late to keep the garden open. Many gardeners have been done with their plots since early October, and the irrigation lines need to be

blown out the week of October 12 to prevent the meter and lines from freezing. Staff recommend October 15 as the last day for the garden to be open. The garden opened on May 14, 2016; mid-May seems appropriate going forward as well.

There were a couple of plots that were abandoned before the end of the season. Staff would like the board to discuss what should happen in these cases (should there be some sort of consequence, or just additional language in the rules stating that the plots must be maintained until the end of the season, etc.).

**Staff Request**

Staff request that the board discuss the proposed changes for 2017 and make corresponding recommendations to council for approval.

**Attachment**

- 2016 Garden Handbook

## Important Dates

Registration Open  
Feb. 9-June 1, 2016

Grand Opening  
May 21, 2016

Last Day of Season  
Oct. 30, 2016

(Plots need to be completely cleared no later than this day)

### You're Invited!

*The City of Isanti will be hosting events at the park this summer; bring your friends!*

Busy Bees - June 4

Learn about pollinators and build a bee house to take home

Storywalk - August 6

Enjoy a walk on the new trails while reading pages of a children's story.

Visit [cityofisanti.us](http://cityofisanti.us) or call 763-444-5512 for more info.

## 2016 Plot Rental

Ground Plots - 10' x 10':  
\$15/100 ft<sup>2</sup> - reserve up to 3

Raised Beds (4'Wx8'Lx19"H):  
\$20

Elevated Beds (2'Wx4'Lx32"H;  
wheelchair accessible):  
\$20

Note: Registration priority will be given to City of Isanti residents. Priority for raised/elevated beds will be given to those with mobility needs.

For questions regarding the Isanti Community Garden, please contact the Community Events and Parks Coordinator at 763-444-5512 or [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)

### Garden Safety Tips:

- Garden in pairs and/or bring a cell phone.
- Bring a water bottle and drink lots of water while you're working.
- Wear protective clothing (hats and lightweight long sleeves) and sunscreen.

### Is there a problem in the garden?

- Report theft, vandalism and unusual activities to City of Isanti Staff.
- If you feel an immediate risk or need emergency assistance, call 911.

# Isanti Community Garden

## 2016 Handbook



# Community Garden Rules

It is the goal of the City of Isanti to offer a high quality, safe, and accessible space for the public to enjoy the benefits of gardening. In order to achieve this, cooperation is required from all participants to contribute to a positive experience for themselves and other gardeners.

1. The City of Isanti will
  - Till the garden plots in the spring and fall.
  - Provide access to water through spigots distributed around the garden.
  - Stake out and number plots.
  - Provide basic gardening tools, e.g. hoses, hand tools, and shovels, for use inside the community garden.
2. Community gardeners will
  - Complete a plot reservation form and pay required fees.
  - Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
  - Arrange for care of plot during vacation or other extended absence.
  - Abide by all Rules of Use of the Isanti Community Garden.
  - Contribute to a positive experience with fellow gardeners.

## Rules of Use

- Plot reservations will be taken February 9, 2016-June 1, 2016. No refunds will be issued after May 1, 2016.
- The gardening season will begin May 14, 2016 and end October 30, 2016. (Dates are subject to change due to weather conditions.) All gardening must occur between dawn and dusk.
- Gardeners may allow others to garden at their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
- Pets are not allowed inside the community garden. Service animals are allowed as needed.
- Children (under 15) in the community garden will be supervised at all times.
- Community garden plots are intended for personal use only. No commercial gardening is allowed.
- Garden plots may not be used to grow illegal plants, controlled substances, shrubs, or trees.
- All plants and temporary structures (ex: trellises) must be contained within the plot boundaries.
- The garden cannot technically be considered organic, but the use of commercial pesticides is not allowed. For a list of acceptable products, contact City of Isanti Staff.
- Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
- When provided equipment is used, it must be returned in good condition to the shed. Gardeners should report any lost or damaged tools to City of Isanti staff immediately.

## Rules of Use (Cont.)

- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - ▶ The garden is not planted by June 12, 2016
  - ▶ No signs of maintenance
  - ▶ Weeds have gone to seed
  - ▶ Harvest-rotting on vine
  - ▶ Gardener has not responded to inquiries from City of Isanti staff.
  - ▶ Gardener has not addressed issues within 7 days of being notified by City of Isanti Staff.

### Notices:

The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.

The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** October 25, 2016

**Subject:** Tot Lot Renaming Contest Entries

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### **Background**

The City received three (3) entries for the Tot Lot Renaming Contest during the contest window. The entries are attached for review and discussion. An email was received after the contest closed with a list of entries, these have also been included.

### **Staff Request**

Staff ask that Park Board Members review the entries and discuss them, and if they feel any are appropriate, to recommend the new name to City Council for approval.

### **Attachment**

- Tot Lot Renaming Contest Entries



# Naming Contest

The Isanti Park, Recreation, and Culture Board is seeking the help of City of Isanti residents to rename the Isanti Tot Lot park. The board believes that a different name may give the park new life—and should more accurately reflect its features.



## Contest Rules

- Entrants must be City of Isanti residents or business owners, and are limited to one name submission. All submissions must include the resident/owner name, address, and contact number.
- Park names will exhibit balance, diversity, and creativity. The following criteria can be used to generate potential names: (1) name of the development, (2) name of the neighborhood, (3) name associated with a former school in the city, (4) local points of interest or focal points near the park, (5) a stream, creek, or body of water near the park, (6) a hill, valley, or topographic feature associated with the park, (7) creative name based upon an impression of the site, (8) name based on vegetation or ecology of the area, (9) dominant features of the site, (10) a person or group who dedicates the land or a significant cost for the park.
- The Parks, Recreation, and Culture Board will review the names at their *October 24, 2016* meeting and make a recommendation to the City Council. The winning submission will receive a plaque to be presented before the city council.
- The deadline for submissions is *October 10, 2016* at 4:30 pm. The park name proposals can be dropped off at Isanti City Hall, mailed, emailed, or faxed. Questions about the contest can be directed to Katie Everett, Community Events and Parks Coordinator.

Name idea Hidden Adventure Park

Brief explanation as to why your idea is the best new name for the park  
It's hidden off the main road, and there are many adventures to be had here, from grilling to digging :)

---

First Name [REDACTED] Last Name [REDACTED]

Address [REDACTED]

Phone Number [REDACTED] Email [REDACTED]

Mail Submissions to *OR* Email Submissions to *OR* Fax Submissions to *OR* Drop of Submissions at  
 City of Isanti isantiparks@cityofisanti.us 763-444-5560 Isanti City Hall  
 PO Box 428 110 1st Ave NW  
 Isanti, MN 55040 Isanti, MN 55040



# Naming Contest

The Isanti Park, Recreation, and Culture Board is seeking the help of City of Isanti residents to rename the Isanti Tot Lot park. The board believes that a different name may give the park new life—and should more accurately reflect its features.



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- The Parks, Recreation, and Culture Board will review the names at their *October 24, 2016* meeting and make a recommendation to the City Council. The winning submission will receive a plaque to be presented before the city council.
- The deadline for submissions is *October 10, 2016* at 4:30 pm. The park name proposals can be dropped off at Isanti City Hall, mailed, emailed, or faxed. Questions about the contest can be directed to Katie Everett, Community Events and Parks Coordinator.

Name idea Isanti Hills Neighborhood Park

Brief explanation as to why your idea is the best new name for the park  
This area is referred to as "Isanti Hills"

First Name [REDACTED] Last Name [REDACTED]

Address [REDACTED]

Phone Number [REDACTED] Email [REDACTED]

Mail Submissions to OR Email Submissions to OR Fax Submissions to OR Drop of Submissions at  
 City of Isanti isantiparks@cityofisanti.us 763-444-5560 Isanti City Hall  
 PO Box 428 110 1st Ave NW  
 Isanti, MN 55040 Isanti, MN 55040

Handwritten note: rec'd 9/27/16 RW



# Naming Contest

The Isanti Park, Recreation, and Culture Board is seeking the help of City of Isanti residents to rename the Isanti Tot Lot park. The board believes that a different name may give the park new life—and should more accurately reflect its features.



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- The deadline for submissions is *October 10, 2016* at 4:30 pm. The park name proposals can be dropped off at Isanti City Hall, mailed, emailed, or faxed. Questions about the contest can be directed to Katie Everett, Community Events and Parks Coordinator.

Name idea Viking Park

Brief explanation as to why your idea is the best new name for the park  
Our football team is named the Vikings, so I think that it should have a name that represents Minnesota.

First Name [REDACTED] Last Name [REDACTED]

Address [REDACTED]

Phone Number [REDACTED] Email [REDACTED]

Mail Submissions to *OR* Email Submissions to *OR* Fax Submissions to *OR* Drop of Submissions at  
 City of Isanti [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us) 763-444-5560 Isanti City Hall  
 PO Box 428 110 1st Ave NW  
 Isanti, MN 55040 Isanti, MN 55040

## Isanti Parks

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**From:** Betty Vandenneuvel <ergoa112@yahoo.com>  
**Sent:** Tuesday, October 18, 2016 6:18 PM  
**To:** Isanti Parks  
**Subject:** Park names

From Paul Allen Center Park  
From Betty Allen Serenity Park  
From Dylan Vandenneuvel South Park  
From Dyon Vandenneuvel West Isanti Park  
From Devon Green Isanti Hills Park  
From Dacia Vandenneuvel Four Seasons Park



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** October 25, 2016

**Subject:** Parks Updates

---

### Background

Staff will give an update on the first Movie Night which occurred October 21 with Friends of St. Scholastica as the volunteer host group. The next movie night is scheduled for November 18 and the Good Dinosaur will be shown. A volunteer group is still needed for this date. Some of the groups that have already signed up have offered to cover any open dates, but staff are working to get as many groups in as possible. Five of seven nights have been filled.

Staff and Mayor Wimmer will begin working with the Bike Isanti County committee on a county-wide trails master plan. Staff have begun review of the standing Comprehensive Parks, Trails, and Open Space Plan (2011). The plan needs to be updated with existing parks, projects that have been completed from the Future Park, Trail, and Open Spaces section, and new future projects added as appropriate to the plan. The board may want to discuss a plan to get the comprehensive plan updated as soon as possible to be shared with the county-wide master planning project.

City staff have been in contact with the Arts and Science Academy. The school has stated that they will submit a plat without a gymnasium addition to the school, but will still include new playground equipment.

The Bluebird climbing equipment should arrive and be installed before winter, barring any further delays.



## PARK, RECREATION & CULTURE BOARD AGENDA

**Council Chambers**

**Tuesday, November 22, 2016**

**6:00 p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from October 25, 2016 Park, Recreation and Culture Board Meeting.
3. Community Garden 2017 Handbook
4. Parks Updates
5. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
October 25, 2016  
Isanti City Hall and River Bluff Preserve**

**1. Meeting Opening.**

**A. Call to Order.**

Zdon called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

**Members Present:** Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon

**Staff Present:** Katie Everett, Community Events and Parks Coordinator

**D. Agenda Modifications.**

Zdon asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the October 25, 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

**2. Approval of Minutes from September 27, 2016 Parks, Recreation and Culture Board Meeting.**

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

**3. Tour of River Bluff Preserve**

*The group drove to River Bluff Preserve and walked the trails.*

Wimmer explained on the walk out that the project to get vehicle traffic at Legacy Park stopped near the sign can continue. The bank was becoming uncooperative, but in further reviewing the easements that have been set for the property, the city has the permission it needs to move forward already. The temporary easement will stand until development begins on those parcels.

Mayor Wimmer and Everett explained how the trails were laid out and that the trails from the park connect through Martin's Landing up to the Isanti Middle School. Wimmer explained that Dan Golner from the MN DNR would like to see some signage at the bottom of the stairs that lead down to the river to indicate that it is a DNR approved project. Everett explained that she has contacted Golner about specifics for that signage and was told that he needs to meet with some people first and will get back to us when they have discussed it. At the bridge, Wimmer explained that there was some confusion with Golner about the bridge that we are using, but he and Everett believe that it will be allowed to stay. Everett explained that our goal is to get some longer ramps next year to help people get to the dock without having to go through so much mud. There was discussion about how well-used the bridge has been. Everett and Wimmer explained that the bridge has been used regularly since it was installed; Zdon and Witte stated that they have both seen kids heading that way with fishing poles on a regular basis as well. Garvey asked what the gates at the ends were there for; Everett explained that they are meant to keep ATVs off but are still wide enough for ADA accessibility. Wimmer also pointed out some areas along the trails north of the bridge where the ATVs have caused erosion issues; the city has installed bollards along

the trails to keep ATVs out which should help to stabilize these areas. Since those bollards have gone in, the ATV traffic seems to have declined greatly. The group walked back to the community garden via the switchback trail. Wimmer stated that Golner (DNR) also wanted more grass along this trail, but that has been a challenge with continued flooding this year. The upper portion of the switchback does have some grass starting to grow in.

#### **4. Community Garden – Review and Updates for 2017**

Everett stated that she would let the members read the memo for the majority of the updates to save some time, but there were a few points to bring up. The registration for this year was open to everyone from February 9 to June 1; however, there are many gardeners who would like to return next year to their same plots. In brainstorming with other staff, Everett recommended that there be three windows: February 6 to 10 for returning gardeners to reserve the same plots, February 13 to 17 for returning gardeners to reserve new plots, and February 18-June 1 open to everyone. Garvey questioned that if this system was in place, one person could potentially hold the same plot for several years. Wimmer explained that the goal is for people to be able to build the soil in consecutive years and to be able to feel some investment in their plots. The group discussed the schedule; Wimmer made a motion, Witte seconded to approve the recommended registration schedule for 2017.

Everett also asked the group to discuss what, if anything, should happen if someone does abandon their plots early in the year. Wimmer stated that the only way to collect any monetary fee would be to send someone through the civil court system or to assess their taxes, both of which would end up having much more money tied up in them. Everett asked if those things would be worth it and the group agreed that they would not. Garvey stated that those cases will likely be rare, as well. Everett stated that next year we will have our own tiller so that kind of maintenance will be easier. Garvey stated that she thought the best option would be to state clearly in the application language that people are responsible for their plots through a certain date. That said, things do come up in people's lives, so we should also state that if for some reason someone is no longer able to maintain their plot, they should let us know. In addition, as a consequence to someone who does not abide by these rules, an option is to not allow them to reserve a plot the next year. Everett stated that she thought that was a great idea, and asked if it would be for just the next year that they couldn't reserve a plot; Garvey stated that she would recommend that the language state the next year and then it could be reviewed if that became necessary. The group agreed that this would be a good plan moving ahead.

#### **5. Tot Lot Renaming Contest**

Everett stated that the city received three applications within the contest timeline and an email after the window closed. Garvey stated that she thought the late email entries should not be considered. Zdon agreed. Everett stated that the options then were "Hidden Adventure Park," "Isanti Hills Neighborhood Park," and "Viking Park." Zdon stated that he had preference from the options already. Wimmer asked him which one he liked best; Zdon stated that he liked Isanti Hills Neighborhood Park because that is the name of the development. The group agreed that they liked that option as well. Garvey made a motion and Witte seconded to recommend that the Isanti Tot Lot park be renamed the Isanti Hills Neighborhood Park. Garvey asked if we have any other parks that are named "neighborhood" parks. Wimmer stated that no, we don't. Zdon stated that he thought adding neighborhood into the name might help to create a sense of ownership for the people living there and help them connect to it. Garvey asked if there were delineations for what a neighborhood park could be. Everett stated that our comp. plan does define neighborhood parks, but thought that Tot Lot would fit within that definition. Wimmer stated that it would and that a neighborhood park is one that is accessible to residents without having to cross a major road. The group agreed that the benefit of calling it a neighborhood park was enough to keep it included in the name.

## 6. Parks Updates

Everett stated that the first movie night was a success, there were about 30 people there and the volunteer group came from St. Scholastica Academy. There are now six of the seven dates full for volunteer groups, and November is the only one open. Everett explained that St. Scholastica was the first group to get their application in and said they would cover additional nights if they didn't fill so Everett told them that if she didn't fill November by the end of this week, she would let them know so they could do that night too. The members said that was a good idea.

Everett stated that the Bike Isanti County Committee meeting is scheduled for November 2 and she has gone through the existing comp plan that they will need. Everett explained that she would like the group to talk about how the plan should be updated. Wimmer stated that it depends on what they wanted to update; if they just wanted to redo what was there or totally rewrite it. He also explained that the City comp plan will be redone in the next couple of years and it might make sense for the parks one to be done at the same time so they work together and mirror each other. The group agreed that this would make sense. Everett asked that if for now she could just make notes on the current plan to give to the county with updates of existing parks and projects in the works. Wimmer said yes.

Wimmer also stated that in the process of the county initiative for a master plan, there have been some ideas of rolling the Cambridge-Isanti Bike/Walk Trail committee into the Bike Isanti County. He said he would push back against this because of how much the cities have invested in the trail and the current system for maintaining the trail is working great. He would not want the trail to be handed over to the county. If there are additions to the trail that are developed and maintained by the county, that would be different.

Everett stated that the city has also been working with the Arts and Science Academy on the park that will be going in over there, and the last update she received was that the school was going to submit plans without a gym, but the rest of the agreements that were being developed would be the same. Wimmer stated that the school has been thinking about adding on a high school or a middle school/high school combination building to the north. This might be why they don't want to add the gym to the building they have. He is not sure how far they are in that process, but there would be a lot of planning that would be required on behalf of the school for plans, beyond just the school itself, that would need city approval. The discussion is ongoing.

Everett explained that the Bluebird climber equipment should be shipped this week. Mike from St. Croix has offered to come up personally to make sure it gets installed and has been great to work with in this process. Zdon asked if the company also did skate park equipment. Everett stated that she did not know, but it's possible. Zdon stated that he would look them up online. Zdon asked if the skate equipment was still going to be taken down this year, and Everett stated that she had not been informed of that plan changing but Public Works has been very busy with other projects. Zdon stated that it's good that it's still up now because we've still had great weather and it's still being used.

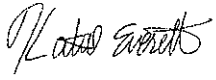
## 7. Adjournment

Motion by Witte, second by Wimmer to adjourn the October 25, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:04 p.m.

Dated at Isanti, Minnesota this 25<sup>th</sup> day of October, 2016.

Respectfully submitted,



---

Katie Everett  
Community Events and Parks Coordinator

DRAFT



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board

**From:** Katie Everett, Community Events and Parks Coordinator

**Date:** November 22, 2016

**Subject:** Community Garden 2017 Handbook

---

### Background.

City Council has approved the registration schedule for 2017 as recommended by the Parks, Recreation, and Culture Board. Staff have updated the Community Garden Handbook for 2017, it is attached for PRC Board review.

Changes include the following:

- **2. Community gardeners will**
  - Maintain their plots through the end of the season and arrange for care of plots during vacation or other extended absence. In the event that a plot can no longer be maintained, gardeners will notify the City of Isanti as soon as possible.
- **Rules of Use**
  - Plot reservations will be taken *February 6, 2017 through June 1, 2017.*
  - The gardening season will begin *May 13, 2017 and end October 15, 2017.*
- **Important Dates** – whole section updated

### Staff Request

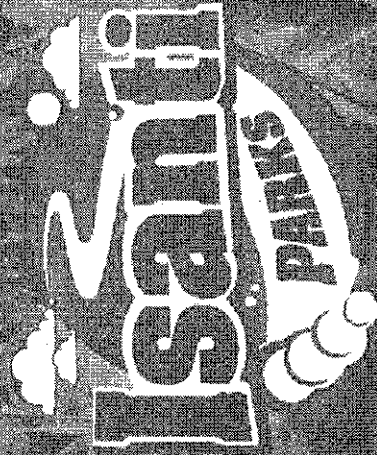
Staff requests the PRC Board Review the updated Handbook and approve all changes for 2017.

### Attachment

- 2017 Garden Handbook

# Isanti Community Garden

## 2017 Handbook



For questions regarding the Isanti Community Garden, please contact the Community Events and Parks Coordinator at 763-444-5512 or [isanti@cityofisanti.us](mailto:isanti@cityofisanti.us)

### Garden Safety Tips:

- Garden in pairs and/or bring a cell phone.
- Bring a water bottle and drink lots of water while you're working.
- Wear protective clothing (hats and lightweight long sleeves) and sunscreen.

### Is there a problem in the garden?

- Report theft, vandalism and unusual activities to City of Isanti Staff.
- If you feel an immediate risk or need emergency assistance, call 911.

### 2017 Plot Rental

Ground Plots - 10' x 10':  
\$15/100 ft<sup>2</sup> - reserve up to 3

Raised Beds (4'Wx8'Lx19"H):  
\$20

Elevated Beds (2'Wx4'Lx32"H;  
wheelchair accessible):  
\$20

Note: Registration priority will be given to City of Isanti residents. Priority for raised/elevated beds will be given to those with mobility needs.

### Important Dates

#### Registration Open

Feb. 6-10: Returning gardeners reserving the same plots

Feb. 13-17: Returning gardeners reserving new plots

Feb. 18-June 1: Open Registration

#### Season Kick-Off Party

May 11, 2017  
6:00 pm

#### First Day to Garden

May 13, 2017

#### Last Day of Season

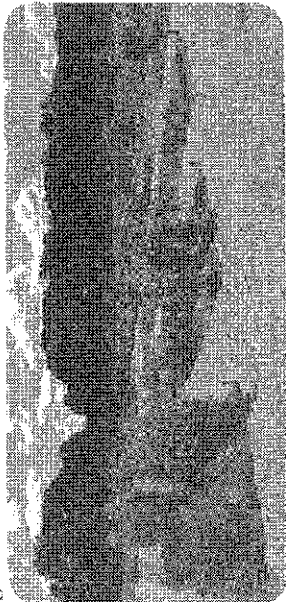
Oct. 15, 2017

(Plots need to be completely cleared no later than this day)

# Community Garden Rules

It is the goal of the City of Isanti to offer a high quality, safe, and accessible space for the public to enjoy the benefits of gardening. In order to achieve this, cooperation is required from all participants to contribute to a positive experience for themselves and other gardeners.

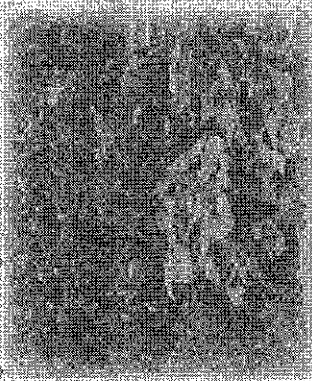
1. The City of Isanti will
  - Till the garden plots in the spring and fall.
  - Provide access to water through spigots distributed around the garden.
  - Stake out and number plots.
  - Provide basic gardening tools, e.g. hoses, hand tools, and shovels, for use inside the community garden.



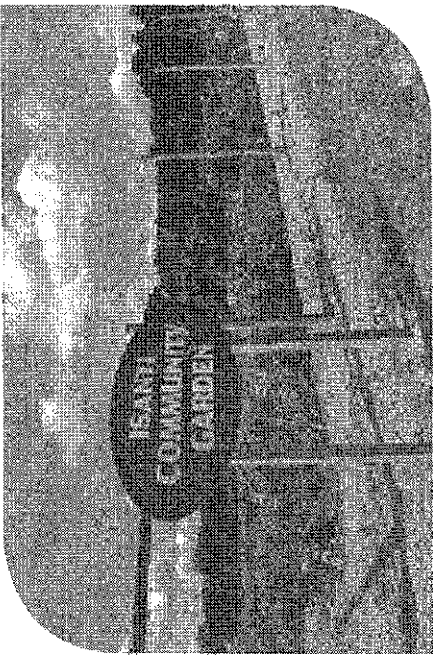
2. Community gardeners will
  - Complete a plot reservation form and pay required fees.
  - Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
  - Maintain their plots through the end of the season and arrange for care of plots during vacation or other extended absence. In the event that a plot can no longer be maintained, gardeners will notify the City of Isanti as soon as possible.
  - Abide by all Rules of Use of the Isanti Community Garden.
  - Contribute to a positive experience with fellow gardeners.

## Rules of Use

- Plot reservations will be taken February 6, 2017 through June 1, 2017. (See "Important Dates" section for details). No refunds will be issued after May 1, 2017.
- The gardening season will begin May 13, 2017 and end October 15, 2017. (Dates are subject to change due to weather conditions.) All gardening must occur between dawn and dusk.
  - Gardeners may allow others to garden at their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
- Pets are not allowed inside the community garden. Service animals are allowed as needed.
- Children (under 15) in the community garden will be supervised at all times.
- Community garden plots are intended for personal use only. No commercial gardening is allowed.
- Garden plots may not be used to grow illegal plants, controlled substances, shrubs, or trees.
- All plants and temporary structures (ex. trellises) must be contained within the plot boundaries.
- The garden cannot technically be considered organic, but the use of commercial pesticides is not allowed. For a list of acceptable products, contact City of Isanti Staff.
- Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
- When provided equipment is used, it must be returned in good condition to the shed. Gardeners should report any lost or damaged tools to City of Isanti staff immediately.



- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - The garden is not planted by June 11, 2017
  - No signs of maintenance
  - Weeds have gone to seed
  - Harvest rotting on vine
  - Gardener has not responded to inquiries from City of Isanti staff.
  - Gardener has not addressed issues within 7 days of being notified by City of Isanti Staff.



### Notices:

The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.

The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Katie Everett, Community Events and Parks Coordinator  
**Date:** November 22, 2016  
**Subject:** Parks Updates

---

### Background

Staff will provide an update on the second Movie Night which occurred November 18 with Friends of St. Scholastica as the volunteer host group. The next movie night is scheduled for December 9 and Elf will be shown. All movie nights now have volunteer groups.

Staff and Mayor Wimmer attended a Bike Isanti County meeting. The committee selected a master plan proposal for recommendation to the County Board. County staff will be working to secure funding for the master plan and present to the County Board in December. There were county staff, Allina Health, Community Ed, and Chamber staff present at the meeting as well.

Staff have been working to create monthly inspection sheets for each park to ensure that equipment is being kept up, and to avoid additional future backlog in replacements and repairs.

Staff will begin working on the 2017 Parks Brochure in December – this will include planning 2017 programs, selecting Street Dance bands, etc. for the calendar year.

The Arts and Science Academy is showing progress in developing plats and moving toward getting approval for the park area.

The Bluebird climbing equipment has been delivered, it will be installed as soon as possible.

Staff are working to get approval for expenses to put a gate at Legacy Park. If expenses are approved, the gate will be installed in Spring 2017 as the access road does not plowed in the winter, so vehicle traffic will be minimized by snow.