



PARK, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, January 23, 2018

6:00 p.m.

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. Jennifer Garvey
 - 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. Discussion of Parks, Recreation & Culture Board Member Involvement with other Boards
 - G. Review of Conflict of Interest Policy – Resolution No. 2018-008p

2. Approval of Minutes from November 28, 2017 Park, Recreation and Culture Board Meeting.

3. Schedule Annual Park Tour

4. Rock Program – Julie Robillard, Cambridge-Isanti Schools

5. Winter Event – Jeff Johnson

6. Middle School Tennis Court Reservation

7. 2018 Farmers' Market Rules

8. 2018 Parks Publication Drafts

9. Parks Updates

10. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
November 28, 2017
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, Jeff Johnson, James Witte, and Mayor Wimmer, 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 November 28, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from October 24, 2017 Parks, Recreation and Culture Board Meeting.

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

3. Park Signs

Everett explained that she has included the final draft of the bike/walk sign and it printed correctly this time so Bluebird Park and the parking areas are a different pattern. She also added in the mile markers. If there are any other thoughts on this one, she asked to let her know or she would order this one. Zdon asked if there was a motion needed; Everett said no. Everett stated that there is also a double sided sign on the trail as you're leaving Isanti that she'll order so it matches and we'll get those at the same time.

Everett stated that there is some additional money left, and when we initially started talking about doing this the board had talked about leaving the Legacy sign because eventually there will a parking area right up by the park. She stated that she talked with Public Services Director Wood and Public Works has had to fix that sign more often than Everett thought, and every time we have to replace the sign inside we have to pay to get it laminated. It would make a lot of sense to replace it, and Public Works is very confident that they could move it if we need to do that even before we need to replace it again. She stated that she brought in the sign we just ordered for River Bluff to have a map there. She thought it would make a lot of sense, because these are two of our most similar parks, to have their signage match. We can do something very similar, and she attached a draft. At River Bluff we have a bunch of different colored loops in the brochure that are listed on the bottom of that sign. At Legacy, she included the tables and benches on that lower portion. Additionally we would have the same big sign that's at all of our parks. Wimmer stated that he wanted to have on the list of things that at Legacy no bikes are allowed either, there is a smaller sign there, but we need it on the big sign as well because that is something that sets it apart from the other parks. Everett asked to clarify which sign that should go on; Wimmer stated the big sign at the gate. Everett asked if there were other thoughts on this. She stated that we will install it at the exact same place where the current sign is. If we want to get multiples of the map sign we can, but Everett stated she was just envisioning that by the gate as well. Zdon asked to clarify that there are funds still available for these; Everett confirmed that there are. Garvey said she liked the idea of Legacy matching

the River Bluff one. Zdon agreed and said the River Bluff one looks nice. Johnson asked if we will be putting cityofisanti.us on the Legacy sign as well. We have it on the bike path one, so shouldn't we continue doing that – or is there not that big of a rules sheet for Legacy versus the walking path? Everett stated that we haven't done that on the others and explained that we have a sign at most of the parks with an abbreviated list of rules and she doesn't think those have the rules on them. Zdon said that it may be a good idea moving forward to have it on every sign, it's a good idea. It doesn't have to be anything big, just in a corner somewhere. Everett stated that she can do that, and will get them ordered. At this point, new signs will go up in the spring.

4. River Bluff Preserve Erosion Control Project Update

Everett stated that the agenda packet has a bunch of pictures of what the project looked like. This was something that the Isanti Soil and Water office approached us to do with some other projects that they had going on on the Rum River. They had kind of helped out as we planned where our steps were going to go and that kind of thing last year, so we made the connection with them in that park in that process. They did a whole bunch of these; the Anoka and Isanti offices worked together on a bunch of these. She wanted to say that it was around 40 of them, but ours was the only one they did on public land. It's kind of a cool opportunity for us to show what has been going on, and it was super cheap for us to have that work done. She just received the invoice today and it was even under what we expected by about \$250. She did get an email today that they will be doing a little more work on Friday. They are going to take one more tree down to put in there, so there will be a little more length in there than what's done right now.

Everett explained that the project involves taking cut down cedar trees – at this point those are dead and eventually will turn brown – but while they're there they slow down the river and collect sediment to rebuild the bank. They planted lots of trees in there that will make it green again, and then by the time the cedar trees have totally decayed those live trees will take over stabilizing. It's kind of a cool project, and it will be fun to watch that process as it goes forward.

Because it is on public land, and it kind of looks like there's something weird going on there, it's a good opportunity to post a sign to let people know what the project is. Everett explained that the board has copies of the sign options. The horizontal one would be more of the panel style interpretive sign that's kind of at an angle that you stand in front of it. The other one would be the same size the River Bluff map sign. Everett thought it would be kind of cool if they used the smaller size we could make it double sided so you could see it from the river because you can obviously see the project from the river. Eventually there will be trees in the way, but in the meantime we can do some education as people are going by too. That style is much lower cost, and would be much cheaper to replace in the future. A panel one is really nice looking. Everett stated that these are very rough drafts, but wanted to show what kind of information could fit on both. There should be enough money to do either style at this point. Zdon stated that he likes the idea of a two sided, and it matches the same style as the other signs. It's cool to be able to come down the river and see the sign too. Everett stated that we could put it on a little bit nicer post as well. Garvey stated that the only comment she has is that the horizontal sign says 10 years and it has the completed year, but the smaller one doesn't. That would be her only suggestion so that in five years, when nobody knows when it started, it's on the sign. Zdon agreed to add something like "Completed in 2017" in a corner – and our website. Johnson asked for clarification on which sign option would be the panel one, and which you would see coming down the river; Everett explained that it was the smaller vertical one. Everett explained that the panel size would be kind of the same as what's downtown – there are some that are kind of the same idea with historical facts, this would just be a little different style. Everett explained that the smaller one would be a lot easier to replace if something happened to it. Zdon stated that he would prefer only one or the other there; Everett agreed that they would only do one of the options. Zdon said he liked the two sided option. Johnson, Garvey, and Witte agreed.

5. 2017 Project Review

Everett stated that she wanted to give the board a rundown of the things that were accomplished in 2017. It was a busy year and there were a lot of things going on, so this definitely not a comprehensive list. The community garden went really well again; we added the new shed so next year we won't have to have a new shed again, and we got the shade out there which was super nice to have, and we got new hoses and more raised beds. We have replaced almost all of the sand play surfaces at our city parks now; VFW still has sand but we replaced Mattson and Isanti Hills this year. She stated that if the board hadn't been out to Isanti Hills to see the makeover yet, it looks really, really good. We've gotten comments from people who live in that neighborhood who are excited to see that things are happening there. We relocated the skate park equipment – when they did that, they replaced at least most if not all of the substrate underneath. It was a composite board that was cracked in a lot of places. They also replaced many of the panels too. There are a couple spots that we will keep an eye out for and replace those as needed, but everything is in pretty good shape for now. We did get timers installed at the ballfield at Unity Park and at Bluebird Park. By the end of this year, Public Works will have repainted all of our tables. The replacement parts for the Legacy tables and benches are coming in. They're already repaired a couple of benches, and will be fixing tables too. We have redesigned all of our signs and are getting those replaced. Passport to Parks had a great first year, and Celebrate Isanti was started this year as well. Additionally, there were some replacements in the parks as needed. We had a couple of weird things break this year, but we've been able to get all of that stuff fixed. And finally, we moved the farmers market which was a really good thing that we got a lot of good feedback on.

Wimmer asked Everett to give an update on the school with their part of the garden. Everett stated that the school had a lot of trouble over the summer maintaining their part of the garden. They have met now and are still trying to decide what they're going to do this year. They are looking for less responsibility. She stated that we have been approached by Isanti County Public Health and they are interested in starting a program at the garden as well, so we might divide that space and be able to make that more productive. The school is thinking about having something on site so it's easier for them to get to. If they do that, they probably don't need both of those spaces. That is still kind of in the works, but they probably won't be using as much space next year. They'll have to decide pretty soon for their curriculum planning too. Wimmer asked if a local resident was maintaining their area this year. Wimmer stated there was a little bit of that, and there's been a lot of turnover in the year round program especially at MNC. The teachers that are there now are completely different than two years ago. That kind of hindered it as well. We have the one acre that we had in essence allowed them to use for a year over year type project that really hasn't occurred and he isn't entirely sure it will occur. It would have been a neat thing to have happen, but we'll most likely be notifying the administration and school board that we'll probably need to end that agreement since they haven't done anything with it for almost two years now. Wimmer stated that he really is excited about trying to work with the County and getting other families in there, that's really fantastic and is one of the main goals of the community garden. We touched on it last time too, but he does really like the amount that the gardeners were able to donate to senior dining. The community garden has gone better than his wildest imaginations when we first started talking about it. Everett stated that she hasn't heard anything more from the Minnesota Center either, so as she hears about options of things we can do out there we can think about those too.

6. Parks Updates

Everett stated that we have now had two movies. The Girl Scouts came to both. When we didn't have anyone signed up for the second, Everett sent out an email out the Friday before to everyone already signed up and within an hour the Girl Scouts called and said they'd be there. We had 54 at the first and 47 at the second; last year we were averaging around 30 people so the word is getting out. December 8th, we are showing Up and New Hope Community Church will be volunteering.

Everett attached options for bike racks to the agenda packet from Parkitect. They have designed options for bike racks and we do have money budgeted for one this year. We were thinking probably one of the "S" shaped ones (they call them serpentine racks). The one "U" option has the full logo though so that's

cool too. These are still kind of working drafts, but Everett wanted to show the board what we're working on. The idea is that we have something that is consistent system-wide but is still Isanti Parks branded. If we want to have something different in each park they gave us the one with Legacy Park shown and said we could change that font if we want. Wimmer stated that Parkitect is from Metal Coatings, which had done different bike racks but had sold the rights to it for about a decade, and they have gotten those back. They formed Parkitect to design bike racks, benches, all that type of thing. They are located right here in Isanti. They have contracts with significantly larger cities in Florida, the Carolinas, California – they do it all over the place. They will continue to give us the best price, it's a matter of pride for them as well. In discussions we've had with them, it's a very good situation for us to have. They make a really good product and they're also willing over time to take them in and clean them up. Zdon stated that it's a really good name for a company. Everett agreed that they do some really cool things and encouraged the board to check out their website for pictures of things they've done. She asked the board if they had thoughts on the ideas here as they move forward. Zdon said he liked the idea of them being consistent. Garvey stated that she liked the third one because it identifies Isanti Parks and the individual park. Johnson agreed that he thought that was the best one. Zdon stated that serpentine style is what you see everywhere. Johnson stated that he didn't know how you'd put a bike on the first one [single loop]. Zdon stated that you just chain it to it. Everett agreed and stated that would be a two-bike rack. Zdon said that with something like that people might not even know it's a bike rack. Witte agreed. Johnson said he would just think it was a sign. Zdon summarized that we definitely want a serpentine and that they liked the park name. Johnson said he thought that looked sharp. Everett stated that she thought they could change the shape of the plaque that goes between the sections too. For the amount of space, we'll probably keep that simplified version of the logo with just Isanti Parks and the tree. The tree there is the same in the Parks logo and the City logo.

Everett stated that otherwise she just had a couple of reminders. The school district representative will be here in January to discuss where the rock program is at. We'll give her a little bit of time to talk about what that program will be, and then discuss any rules that we want them to be aware of. Also a reminder that we do not have a December meeting. We will be back for the January 23rd meeting. We are still working on getting all of the events set for next year, and she will present any drafts of the brochure as we have them.

Zdon asked if anyone had any other items. Johnson said that he did. He explained that if anyone didn't know we are getting a hotel in the city, and he was trying to think about how we would keep in busy in November and December. He is thinking – he didn't know if anyone had been to Bentleyville in Duluth – why can't we bring that Isanti in Bluebird Park? He has a little bit of legwork and homework to do, and he's willing to do that, he just needs permission to put this on our next agenda to discuss this. Wimmer added that he wanted to make the board aware that we had taken a look at this previously; he and Everett had looked at it last year. The big that it comes down to obviously is money. In Duluth, that is all privately funded. It started out as a large display and it grew and grew and grew and it got kind of overwhelming so they moved it into the city of Duluth. We had looked at it previously; the big thing, as with everything, is money. You'd have to get substantial backers. The number he threw out was you'd probably have to get about \$50,000 just to start out. A big part of that, as an example with the street dances, we had to get a new transformer that was something like \$3,000-\$5,000. So just making sure it will all fit together that way. If the park board thinks it's a good idea, put it on the next agenda and we'll have discussion, then it goes to Council. There certainly isn't any funding in the budget for 2018 for this to occur. It would have to follow that same private enterprise type thing. Being in Bluebird Park would be a good location for it for sure; the land is there, the parking is there. Wimmer stated that he told Johnson that if he got some money together we'd certainly let it happen in our park. It would be great if it could happen. Johnson stated that if he recalls right, Duluth charges \$5 for parking, but the event is free. Witte confirmed that the event is free, and they take donations. Johnson stated that we can discuss it further. Wimmer stated that he wanted to reiterate that it would not be a City of Isanti event. Zdon stated it would be a private event in the park. Wimmer stated we wouldn't be setting those rules for it as a Council. If you

got the backing, it would be up to whatever non-profit. It would be, for lack of a better term, a glorified Special Event Permit for using the park for X-amount of time. That would be our only official interaction with it. Everett stated that we've had conversations about paid parking with BMX extensively too, so we have to make sure whatever happened there is the same across the board. Wimmer agreed and added that we would get most of the money as the City because we put in the parking lot. Zdon stated he thought it would be a good thing to start discussing, and obviously it would be at the soonest next year. Johnson agreed and said we'd meet in January to talk about it and it wouldn't happen until December 2018. Zdon stated that you'd need corporate sponsors, but it's out there. Everett asked for clarification about what would go on the January agenda. Johnson said he would do most of the work, but he's not going to say don't help him. Garvey stated that if it's not a city event, that there isn't anything Everett should need to do at this point to get prepared for it. After the meeting there might be a better idea of what do.

7. Adjournment

Motion by Witte, second by Johnson to adjourn the November 28, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:29 p.m.

Dated at Isanti, Minnesota this 28th day of November, 2017.

Respectfully submitted,



Katie Everett
Community Events and Parks Coordinator



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: January 23, 2018
Subject: Isanti Middle School Tennis Court Reservation

Background

Isanti Middle School reserves the Mattson Tennis Courts for their Spring and Fall practice seasons. As per Resolution 2016-247, the fee agreement for this arrangement expires after the Spring 2018 season and needs to be reevaluated before the start of the Fall 2018 season. The current fee is \$400/season; the term of the agreement has been two full years. The rate established in 2012 was \$350/season, followed by an increase to \$375/season through Spring of 2016.

City staff are currently working to get the courts resurfaced this year. A total resurface is needed, and is estimated to cost around \$15,000.

Staff Request

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

Attachments

- Resolution 2016-247

RESOLUTION NO. 2016-247

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 2016 THROUGH SPRING 2018 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, 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 \$400 per season at the July 26, 2016 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 2018 Season; and,

WHEREAS, the C-I School District has agreed to pay the fee of \$400 per season for the exclusive use of the Mattson Park Tennis Courts for the Fall 2016 through Spring 2018 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 \$400 per season allowing exclusive use of the Mattson Park Tennis Courts by the C-I School District for Fall 2016 through Spring 2018 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 16th day of August 2016.



Mayor George A. Wimmer

ATTEST:



Lindsey McInnis,
Human Resources/City Clerk

(SEAL)



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

Date: January 23, 2018

Subject: 2018 Farmers' Market Rules

Background

Staff have reviewed the Isanti Family Farmers Market Rules and Regulations. Staff are seeking discussion on the following changes:

- **8. Membership**
 - A. Eligibility...
 - iv. Full Season Vendors are required to be present during the first four (4) consecutive Fridays of the market season.
- **12. Booth/Stall Allocation & Requirements**
 - J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.
- **16. Community Booths/~~Local Business of Week Booth~~**
 - D. Youth vendors (under 18) may have a free booth at the market. There will only be one free youth booth available per market day on a first come basis; additional youth may participate but must pay regular fees.

Staff contacted the Minnesota Farmers' Market Association (MFMA) to determine if there are age requirements for vendors; the MFMA response was that there is no legal age requirement and markets are beginning to offer free "youth booths" to encourage youth participation.

Attachments:

- 2018 Rules and Regulations Draft

2018 Rules & Regulations



City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Market Manager – Katie Everett
Office: 763-444-5512 Cell: 763-772-5856 Email: isantiparks@cityofisanti.us

1. Name: Isanti Family Farmer's Market (The "IFFM")

- A. Shall be open to producers and vendors that live within a 50 mile radius of Isanti, MN or as approved by the Market Manager.
- B. A Farmers' Market consists of two or more producers, selling produce or food that they raised or created directly to individual customers at a defined location on a periodic basis.
- C. Definitions:
 - i. A **vendor** is the retail seller at a stall, booth or tent. Both farmers and non-farmers selling at a farmers' market are vendors.
 - ii. A **producer** refers to the farmer, grower, baker, maker of homemade foods, arranger of flowers, etc. selling at a farmers' market.
 - iii. A **member** is a vendor who is an official market participant (member of the market's association of vendors).

2. Mission Statement

The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.

3. Supporting Structure

- A. Funding is provided by the Isanti Parks, Recreation and Culture Department.

4. Governance

- A. IFFM is governed by the City of Isanti Parks, Recreation and Culture Board and/or Market Manager.
- B. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager monitors the effectiveness, quality, efficiency, and financial stability of the farmer's market as a means of ensuring accountability to vendors, the community, and the vendor association.
- C. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager enforces the rules and regulations of the farmers' market.
- D. The IFFM will not discriminate against any person based on race, color, creed, national origin, sex, age, disability or sexual orientation.

5. Purpose

- A. This Vendor Rules & Regulation handout is intended to describe the organization and administration of the Isanti Family Farmer's Market. It details rules and regulations to be followed by the Market Manager, vendors and management of the IFFM. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager shall deal with any issue not covered in this handbook.

6. Use

- A. The use of the IFFM is restricted to the sale of local products from within a 50 mile radius of Isanti, MN. Special exceptions may be allowed from time to time, upon the approval of the IFFM Market Manager in response to local supply and productivity.

7. Market Location & Season

- A. Located at 400 West Dual Blvd, Isanti, MN 55040 – next to Isanti Liquor off Heritage Blvd.
- B. Dates: Every Friday, beginning May 25, 2018 through September 28, 2018
- C. Time: 2:00 – 6:00 pm
- D. Mailing Address: 110 1st Avenue NW, PO Box 428, Isanti, MN 55040
- E. Attn: Katie Everett OR Market Manager
- F. Phone inquiries can be made: 763.444.5512 (Office) or 763-772-5856 (Katie's Cell)
- G. Email: isantiparks@cityofisanti.us
- H. Website: www.isantifamilyfarmersmarket.org

8. Membership

- A. **Eligibility:** All Producers and Vendors are welcome upon receipt of approved application. The Market Manager has the right to refuse admittance if a Producer or Vendor does not follow market rules:
 - i. Grower, Producer, Crafter, Local Business or Artisan residing within 50 mile radius of Isanti, MN or has permission from Market Manager.
 - ii. Member has paid applicable fees and completed application.
 - iii. No one will be accepted into the market without a completed application and all necessary state permits, licenses, and payment of annual dues, plus stall fee.
 - iv. Full Season Vendors are required to be present during the first four (4) consecutive Fridays of the market season.
 - v. New and continuing applications will include copies of all appropriate licenses.
 - vi. Membership fees will not be refunded if expelled from the IFFM.
 - vii. Vendors are responsible for acquiring the appropriate licenses, when applicable, and tax forms.
- B. **Member Expectations:** The supporting members, as a whole, should feel free to comment to the City of Isanti Park, Recreation and Culture Board and/or IFFM Market Manager with respect to:
 - i. The overall management, operation and administration of the market.
 - ii. The improvement of the market, site, vendor layout, and other physical improvements.
 - iii. The regulation of the market, including the hours of operation, designation of stall space, charging of market fees, sanitation, posting of signs and other matters of interest to the public or vendors.
 - iv. The advocacy and support of the market and development of continuing advertising and promotional programs for the market.

9. Fee Structure

- A. All applications will need to be reviewed prior to acceptance to the IFFM. Notification given for acceptance can be done the day of market if all information is provided.
- B. Payment of fees required with application submission.
- C. Fees will be refunded if not accepted by Park, Recreation and Culture Board or Market Manager of IFFM.
- D. Annual Membership Fee: \$10, Annual Booth Fee \$100, Half Season Booth Fee \$60, Daily Booth Fee \$10.
- E. Vendor fees are NON-REFUNDABLE after May 25.

10. Vendor Agreement

- A. **Application Process:** All applicants for membership must complete a signed Vendor Application. The Vendor Agreement also lists all the products (by category and sub-category) that are approved for sale at the market.
- B. **Applicant:** The Applicant Vendor is the grower, producer, crafter, local business or artisan resident admitted to the membership. Vendors should list ALL other family members or production employees who are to participate in the booth/stall during the current season.

- C. **Review & Jurying:** All products to be offered for sale must be approved by the Market Manager. The IFFM Market Manager reserves the right to refuse acceptance of any applicant vendor or vendor product that is not in keeping with the rules, regulations or standards of IFFM.
- D. **Authority:** The IFFM Market Manager reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned documents is grounds for termination of vendor membership and termination of the Vendor Application.
- E. **Warnings:** The Market Manager will issue warnings to vendors not in compliance with these responsibilities. After a total of 3 such warnings have been recorded, the vendor will be asked to explain to the IFFM Market Manager and/or City of Isanti Parks, Recreation and Culture Board why the Vendor Application should not be terminated.

11. Product Categories

- A. Vendors who wish to participate in the IFFM must submit a Vendor Application packet including a product list by category to the best of their ability. It is the vendor's responsibility to ensure that all products in each category comply with current MDA and USDA regulations and are properly identified and labeled. This market is being established as an outlet for local agriculture, produce and craft products to help promote sustainable farming, rural enterprise and local commerce.

12. Booth/Stall Allocation & Requirements

- A. Space is allocated by the market manager to paid-up, full-season vendors first. The priority for remaining space is given by preference to paid-up, half-season vendors secondly and then to new members thereafter.
- B. Vendor space is limited to 10x10 stalls. (Some stalls may be larger)
- C. Disputes over stall spaces will be settled by the Market Manager. All such decisions are subject to appeal to the City of Isanti Parks, Recreation and Culture Board.
- D. Customer parking will be clearly designated by conspicuous signs and arranged to ensure safety and market visibility.
- E. Market vendors are encouraged to display their name or farm name at the front of the booth that identifies their farm or business.
- F. Vendors are responsible for providing all display materials for their respective booth/stall, including but not limited to tables, racks, awnings, chairs, etc.
- G. Vendors are responsible for setting up and tearing down all display materials.
- H. The market manager may require that unsafe or unsightly materials be removed from the booth/stall area.
- I. The IFFM accepts no responsibility for damage or loss to display materials.
- J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds appropriately in case of wind or storms.
- K. Vendors are encouraged to keep their booth stall open for the entire market day hours and should not begin teardown before the designated market closing time unless approved by Market Manager.

13. Vendor Expectations

- A. At least one vendor (under definitions above) as listed on the Vendor Application must be present to sell at a market day unless approved otherwise by Market Manager.
- B. No vehicles will be allowed inside defined Farmers Market Area during open hours of operation of 2:00 to 6:00 PM. Vendors and vehicles will be allowed in the Market Area before and after the market is open for set-up and tear down of vendors.
- C. Vendors (under definitions above) may employ or provide a salesperson that is hired solely for market sales in a booth/stall. All salespersons in a booth/stall must be accompanied by a vendor who is listed on the Vendor Application or approved by Market Manager.
- D. Vendors shall be open and ready for business at start of market and no later. Vendors arriving late will be assigned a stall by the market manager from the available vacant space, if any remains. The market manager may reassign any stall not occupied 10 min prior to opening of market. A vendor shall make every effort to notify the market manager as soon as possible if they are not going to be in attendance that week.
- E. Vendors are responsible for their own booths/stalls and will leave their site clean and in a condition suitable to the City and the property owners.
- F. Hawking and false advertising is forbidden.
- I. Sales must be conducted in an orderly and businesslike way. Each vendor is responsible for handling and safely keeping their cash box or other monetary container.

- J. Vendors will not start selling products before the designated time of the market start. No presales or pre-bagging are allowed, as this is unfair practice for those customers that cannot come prior to Market start.
- K. Vendors should load and unload in such a way as to avoid obstructing the flow of traffic and the work of other vendors.
- L. All items offered for sale must have pricing displayed clearly for each item or group of items. Pricing should be clear and legible.
- M. Vendors are encouraged NOT to practice "distress pricing" for the express purpose of undercutting other vendors with same or similar products. When the market manager perceives "distress pricing" is occurring, the IFFM Board reserves the right to impose pricing ranges or to cancel any Vendor Application.
- N. Each vendor is responsible for his/her sales tax collection, where applicable.
- O. The City of Isanti, City of Isanti Parks, Recreation and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.
- P. All vendors are strongly encouraged to carry their own general liability and product liability insurance, as the City of Isanti, City of Isanti Parks, Recreation and Culture Board and Market Manager does not provide coverage.
- Q. IFFM Rules are subject to change. Changes to IFFM rules will be communicated to vendors in writing.

14. Market Miscellaneous

- A. Walkways between vendor spaces must be kept open.
- B. Selling is allowed only in designated areas.
- C. No part of the market may be used for overnight storage.
- D. No alcoholic beverages or unauthorized weapons are allowed in the market or on the market grounds.
- E. Vendors do reserve the right to ask customers to not smoke around their booth/stall.
- H. At the end of the market day, all refuse must be placed in the bins provided. Garbage and recycling bins will be provided by the market manager and removed at the end of each market day. For produce and food vendors, it is especially critical to clean up scraps of any such refuse material from the ground due to the risk of encouraging vermin.
- I. No smoking in vendor booth areas per City Ordinance. Smoking areas off-site include the public parking areas. Please ask for other nearby locations.
- J. The only animals allowed in the farmer's market area of operation are police dogs or service animals, such as patrol or disability service dogs – per MN Department of Health.

15. Food Safety and Sales

- A. All processed foods offered for sale must be protected from contamination.
- B. Containers, wrappings and gloves must be single-use only where applicable.
- C. Review MDA, FDA, DHS and USDA requirements frequently if any questions remain.
- D. The Minnesota Department of Health (MDH) contacts for Isanti County are Crystal Elva (651-201-3981, crystal.elva@state.mn.us) and James Noyola (651-201-4929, james.noyola@state.mn.us).

16. Community Booths / ~~Local Business of Week Booth~~

- A. A community booth/stall is available to charity and non-profit organizations at no cost for promotional or educational purposes. Any group interested in using that stall shall contact the Market Manager at least one (1) week prior to the assigned day.
- B. A Local Business of the Week Booth will be provided at no cost to a local business. Interested businesses should contact the Market Manager for scheduling. This booth will give a local business an opportunity to educate the public as to what products and services this business provides.
- C. All IFFM rules and regulations apply to the vendor and persons residing in that stall.
- D. Youth vendors (under 18) may have a free booth at the market. There will only be one free youth booth available per market day on a first come basis; additional youth may participate but must pay regular fees.



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

Date: January 23, 2018

Subject: 2018 Parks Publication Drafts

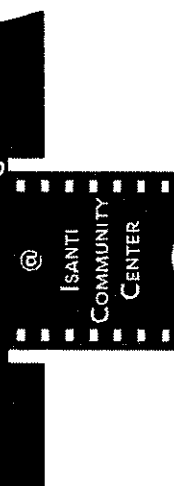
Background

Staff reviewed the 2017 Parks Brochure for updates, and determined that roughly half of the annual publication was the same each year. Rather than paying to print this information each year, staff have created two separate documents. A foldable calendar will be distributed in the Spring Isantian (as the Parks Brochure had been in past), and will be available at City Hall and events throughout the year. A Parks Directory booklet has been created with the park map, park listings, and basic Parks, Recreation, and Culture Department information. This booklet will not be updated each year, and will be distributed as needed at events and/or to new residents. Drafts are attached for Board review. Updated color copies will be provided at the meeting.

Attachments:

- Foldable Calendar Draft
- Parks Directory Booklet

Free Movie Nights



Doors/Concessions - 6:30 pm
Movies - 7:00 pm

*Local youth organizations can volunteer!
Contact us to sign up!*

- March 16, 2018 - Secret Life of Pets
- April 20 - Beauty and the Beast
- October 19 - Coco
- November 16 - Ferdinand
- December 7 - Christmas Story
- January 18, 2019 - Happy Feet
- February 15 - Princess Bride
- March 15 - Emoji Movie
- April 19 - Guardians of the Galaxy

COMMUNITY GARDEN

1111 Rum River Dr SW
Plots available for seasonal raises

FARMERS MARKET

ISANTI FARMERS MARKET

FRIDAYS, 2:00-6:00 PM
MAY 25 - SEPT 28
400 WEST DUAL BLVD NE
(NEXT TO ISANTI LIQUOR)

2018 EVENTS



PASSPORT TO PARKS
(CITYWIDE SCAVENGER HUNT)

JUNE 21 - AUGUST 3

COMPLETE A PASSPORT AND WIN A PRIZE!*

*FIRST 100 ENTRIES

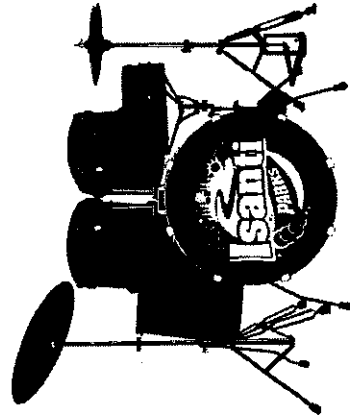
ALL COMPLETE ENTRIES ELIGIBLE FOR GRAND PRIZE DRAWING!

Grand Prize Drawing August 11, 7:00 pm at Street Dance. Must be present to win.

Passports available for download at cityofisanti.us or isanti.gov at Isanti City Hall

DOWNTOWN ISANTI STREET DANCES

FREE ♪ ALL AGES
MUSIC ♪ FOOD TRUCKS ♪ BEER WAGON



7:00-11:00 PM
JUNE 23
JONAH AND THE JUBILEE
JULY 14
1ST AVE & MAIN STREET
AUGUST 11
BAD APPLE
AUGUST 18

CELEBRATE Isanti

August 11, 2018

5K FAMILY BIKE RIDE & RUN/WALK

KIDS' FESTIVAL

CAR SHOW

STREET DANCE

Join us as we celebrate the residents, businesses, and organizations that make Isanti a Community for Generations!

OTHER EVENTS:

- 2nd Tuesdays - Curious Creatures
- April 22 - Earth Day Clean Up
- June 9 - Pollinator Workshop
- July 5-8 - Rodeo/Jubilee Days
- October 6 - Fall Family Day @ Legacy

For more info about these and other events:

- cityofisanti.us
- facebook.com/IsantiEvents
- isantiiparks@cityofisanti.us
- 763-444-5512

2018-2019



STREET DANCE

FARMERS MARKET

CELEBRATE ISANTI

MOVIE NIGHT

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

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March

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31						

April

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May

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27	28	29	30	31		

June

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July

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August

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31						

September

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October

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21	22	23	24	25	26	27
28	29	30	31			

November

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24	25	26	27	28	29	30

December

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CITY OF ISANTI



A Community for Generations.

CONTACT US

MAYOR

George Wimmer

george@georgewimmer.com

CITY ADMINISTRATOR

Don Lorsung

dlorsung@cityofisanti.us

PUBLIC SERVICES DIRECTOR/ASSISTANT CITY ADMINISTRATOR

Josi Wood

jwood@cityofisanti.us

COMMUNITY EVENTS & PARKS COORDINATOR

Katie Everett

isantiparks@cityofisanti.us

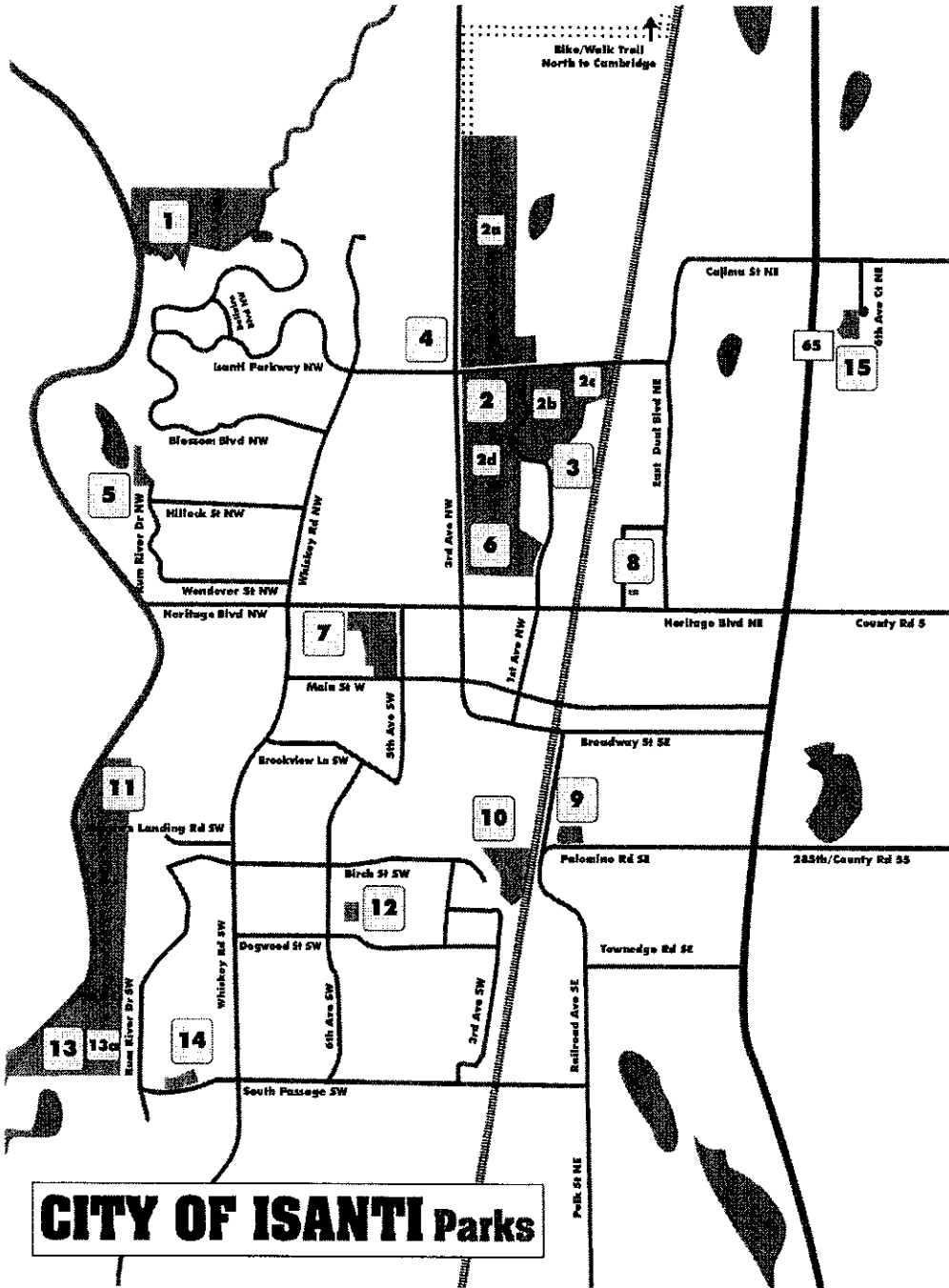
City Hall Hours
Monday - Friday
8:00-4:30 pm
763-444-5512

City Park Hours
Year-Round
7 days per week
7:00 am - 10:00 pm



WWW.CITYOFISANTI.US





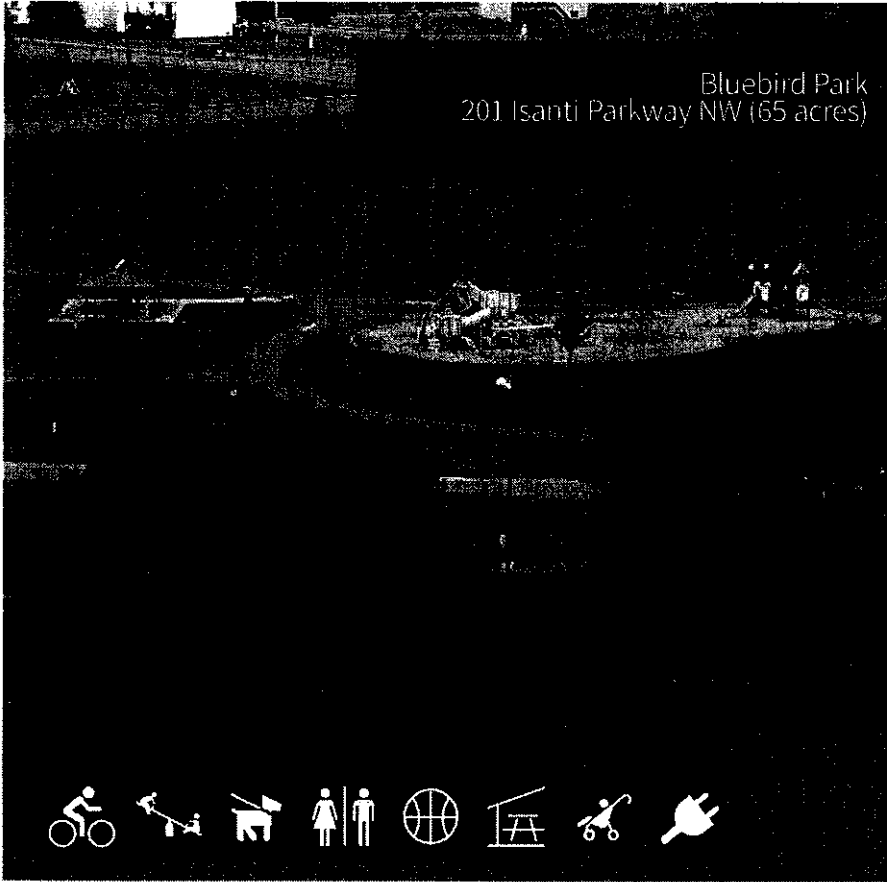
1. Legacy Park - 21 acres
Bellaire Blvd NW & Blossom Blvd NW
1.25 Miles of Walking/Hiking Trails
2. Bluebird Park - 65 acres
201 Isanti Parkway NW
Shelter (electricity), Picnic, 2 Playgrounds, Swing Set, Multi-use Paved Trails, Benches, Restroom
 - a. Soccer Complex - 9 full size soccer fields
 - b. Skate Park & Pleasure Rink
 - c. Indoor BMX Facility
 - d. Redbirds Baseball Field
3. Isanti Civic Arena
600 1st Ave NW
Indoor Ice Arena
4. Cambridge-Isanti Bike/Walk Trail - 3 miles
Isanti Parkway NW & 3rd Ave NW
Multi-use Paved Trail, Benches, Boardwalk
5. Riverside Park - 4 acres
Picnic, 2 Playgrounds, Swing Set, Portable Restroom
6. Unity Park - 10 acres
420 3rd Ave NW
Shelter, Picnic, Ball Field, Portable Restroom
7. Mattson Park - 7 acres
311 5th Ave NW
Shelter, Picnic, Grill, Playground, Swing Set, Horseshoe Pits, Tennis Court, Basketball Court, Portable Restroom
8. Friday Farmers' Market
400 West Dual Blvd NE
Farmers Market Location May-Sept, Portable Restroom
9. VFV Park - 1 acre
Palomino Rd SE & Railroad Ave SE
Picnic, Bench, Grill, Playground, Swing Set, Portable Restroom
10. Whisper Ridge Park - 11 acres
795 3rd Ave SW
Tennis Court, Basketball Court
11. Martins Landing (DNR Canoe Landing) - 19 acres
Martins Landing Road NW
12. Isanti Hills Neighborhood Park - 1 acre
518 Dogwood St SW
Shelter, Picnic, Playground, Swing Set, Portable Restroom
13. River Bluff Preserve - 38 acres
1111 Rum River Dr SW
Walking/Hiking Trails, Fishing Access
 - a. Isanti Community Garden
14. Rum River Meadow Park - 1 acre
1108 South Passage SW
Picnic, 2 Playgrounds, Swing Set, Portable Restroom
15. Academy Park - 1.5 acres
6th Ave Ct NE
Playground, Tennis Court, Soccer Field

CITY OF ISANTI Parks

PARKS AT A GLANCE

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

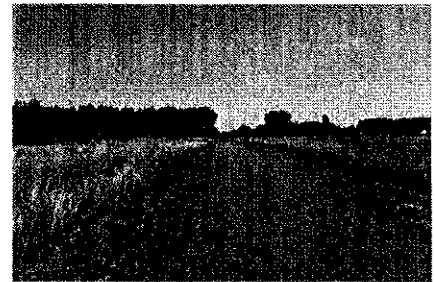




Bluebird Park
201 Isanti Parkway NW (65 acres)



Academy Park
901 6th Ave Ct (1.5 acres)



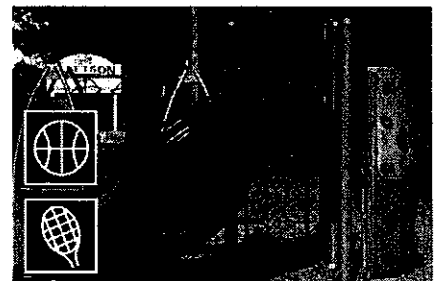
Cambridge-Isanti Bike/Walk Trail
Isanti Parkway & 3rd Ave NW (3 miles)



Isanti Hills Neighborhood Park
518 Dogwood St SW (1 acre)



Legacy Park
Bellaire & Blossom Blvds NW (21 acres)



Mattson Park
311 - 5th Ave NW (7 acres)

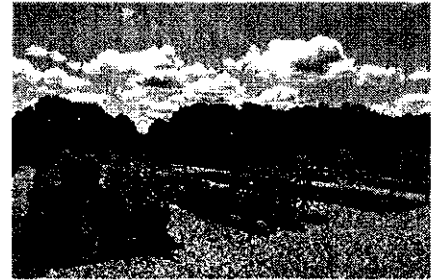




Martin's Landing
Martin's Landing Rd NW (19 acres)



Riverside Park
503 Rum River Drive NW (4 acres)



Isanti Community Garden
1111 Rum River Dr SW



Rum River Meadows
1108 South Passage SW (1 acre)



VFW Park
Palomino Rd SE & Railroad Ave SE (1 acre)



River Bluff Preserve
1111 Rum River Dr SW (38 acres)



◀ ATHLETIC FACILITIES ▶



Academy Park
Tennis Court
311 - 5th Ave NW



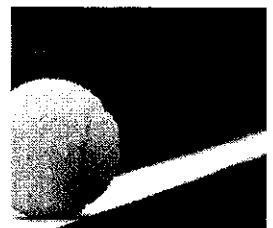
Bluebird Park
Outdoor Ice Rink, Skate
Park, Basketball Court
201 Isanti Parkway NW



Mattson Park
Tennis Court &
Basketball Court
311 - 5th Ave NW



Unity Park
Softball Field
400 - 3rd Ave NW

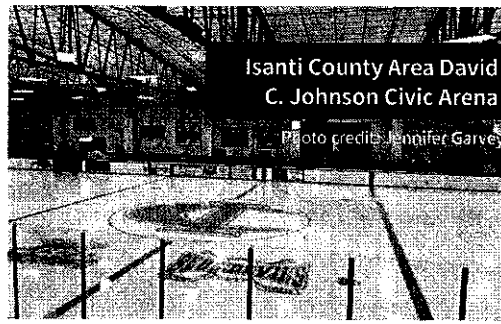


Whisper Ridge
Tennis Court &
Basketball Court
795 - 3rd Ave SW



101 Isanti Parkway

Isanti Indoor Arena
Home of Rum River BMX
Photo credit: Sean Wilson



600 - 1st Ave NW

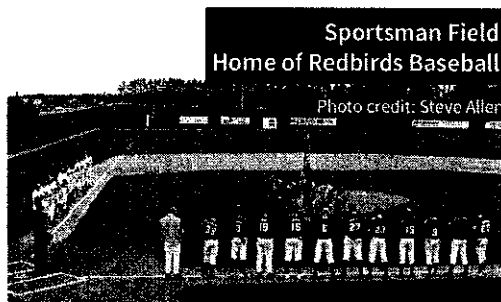
**Isanti County Area David
C. Johnson Civic Arena**

Photo credit: Jennifer Garvey



950 - 3rd Ave NW

Isanti Soccer Complex
Home of C-I Soccer Club
Photo credit: Eric Thompson @ ET Photography



620 - 3rd Ave NW

Sportsman Field
Home of Redbirds Baseball

Photo credit: Steve Allen

GATHER HERE

Isanti Parks has several spaces available for rent - from picnics and meetings to weddings, there is something for every occasion.



201 Isanti
Parkway NW

Bluebird Park

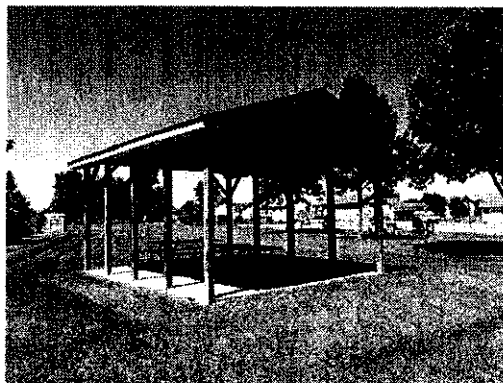
Electricity Available



311 - 5th
Ave NW

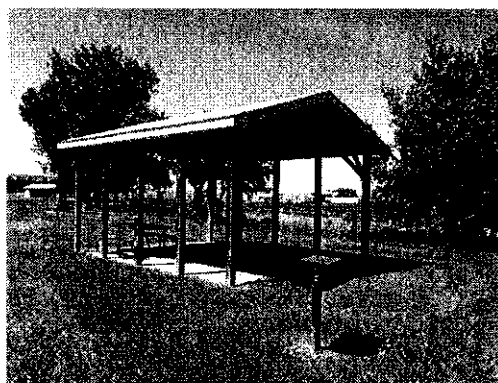
Mattson Park

PAVILION RESERVATIONS AVAILABLE APRIL - OCTOBER
FREE TO CITY OF ISANTI RESIDENTS; \$10 FOR NON-RESIDENTS*



518 Dogwood
St SW

Isanti Hills Neighborhood Park



420 - 3rd
Ave NW

Unity Park

ISANTI
COMMUNITY
CENTER

208.5 1st Ave NW



AVAILABILITY, PRICING, AND APPLICATIONS
ONLINE AT CITYOFISANTI.US

AMENITIES AVAILABLE:

KITCHEN
TABLES
CHAIRS
SPEAKERS*
PROJECTOR*
SCREEN*

**Additional charge*

BRING YOUR OWN
FOOD OR CATER IN (ANY
VENDOR)

GROW WITH US

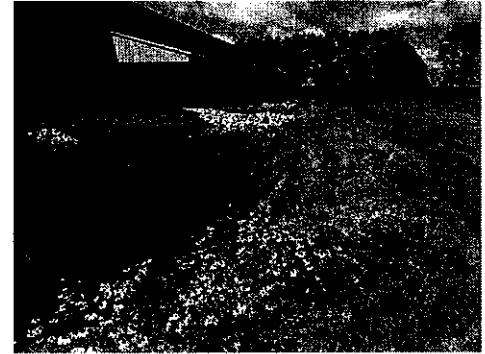


Isanti Community Garden

1111 Rum River Dr SW
Isanti, MN 55040

10'x10' plots and raised beds available.

cityofisanti.us/resource/community-garden



Rain Garden Incentive Program

City residents can apply to receive reimbursements of 50%, up to \$500, for the costs to install a rain garden.

cityofisanti.us/resident/rain-garden-incentive-program



SHOP WITH US



Isanti Family Farmers Market

401 West Dual Blvd NE
Isanti, MN 55040

Fridays, 2:00-6:00 pm
Last Friday in May Through
Last Friday in September

facebook.com/IsantiMarket

JOIN US

ISANTI PARKS HOSTS EVENTS YEAR ROUND!

For current event information:

www.cityofisanti.us
www.facebook.com/IsantiEvents

Annual Events

DOWNTOWN ISANTI STREET DANCES

FREE ♪ ALL AGES
MUSIC ♪ FOOD TRUCKS ♪ BEER WAGON



June, July, and August

CELEBRATE Isanti

5K RUN/WALK, FAMILY BIKE RIDE,
KIDS FESTIVAL, CAR SHOW, STREET DANCE

August

PASSPORT TO PARKS

Citywide Scavenger Hunt

June - August

Free Movie Nights

@
ISANTI
COMMUNITY
CENTER

October - April

Get out and explore.



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

Date: January 23, 2018

Subject: Parks Updates

Background

Movie Night continues to be a success. The December movie (Up) had 52 in attendance. Staff will provide an update on the January 19 (Mighty Ducks) movie night – Arts and Science Academy is volunteering. There is still space for a new Isanti group to volunteer on February 16 (Tangled); there are two groups currently on the “wait list” – Cambridge Girl Scouts and Arts and Science has expressed interest in coming back.

The Street Dance schedule has been approved by City Council and bands have been booked:

- June 23 – Maiden Dixie
- July 14 – Jonah and the Whales
- August 11 – Bad Girlfriends

Celebrate Isanti is scheduled for August 11 and will include the same main events as last year: 5K run/walk and family bike ride, kids’ festival at Bluebird Park, car show on Main Street (hosted by Rum River Rods), and the Street Dance.

Due to difficulty in gaining participants for Nature Detectives Club on Saturday mornings, staff has stopped this program and developed Curious Creatures. The new program is a parent/child program in the parks on the 2nd Tuesdays of each month from 10:00-11:30. The location of the programs will rotate between Bluebird Park, Mattson Park, and River Bluff Preserve. The program flyer is attached.

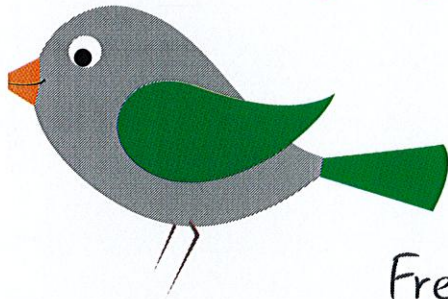
Staff will be hiring a summer Parks Intern for 2018. The intern will assist with all PRC operations from late-May through mid-August. Some job duties will include, but are not limited to: assisting with the Farmers’ Market, Street Dances, and Celebrate Isanti, parks maintenance tasks including the Community Garden, rain garden, and playground inspections, and a parks history project.

Staff are working with Arts and Science Academy’s title company to finalize the transfer of Academy Park to the City – a grand opening event will be scheduled once this work is completed.

Curious Creatures

Join us for these parent/child programs in our parks! Each program will include structured activities and free play time to explore the park.

Dress to be outside, and prepare to have fun!



2nd Tuesdays, 10:00-11:30 am

Parent/Child (ages 2-5, siblings welcome)

Free to City of Isanti residents; \$3/non-resident child

Pre-registration encouraged; walk-ins welcome

Program minimum: 5 registered one week prior.

Bluebird Park

January 9 - Feathered Friends

April 10 - Spring Arrivals

July 10 - Reptiles and Amphibians

October 9 - Creepy Crawly
Creatures

Mattson Park

February 13 - Who's Been Here

May 8 - Art in the Park

August 14 - Nature Sense

November 13 - Awesome Autumn

River Bluff Preserve

March 13 - March in the Woods

June 12 - Little Sprouts

September 11 - Fall Harvest

December 11 - Hibernation
Station



Contact Us with questions or to register:
call City Hall @ 763-444-5512 or
email isantiparks@cityofisanti.us

*Programs may be canceled due to inclement weather; registrants will be notified 24 hours in advance.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, February 27, 2018

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 23, 2018 Parks, Recreation and Culture Board Meeting.
3. Movie Night Policy Update
4. Parks Updates
5. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 23, 2018
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, Jeff Johnson, James Witte, and Mayor Wimmer, Aaron Zdon

Staff Present: Katie Everett, Community Events and Parks Coordinator, Clark Joslin, City Attorney

Others Present: Julie Robillard,

D. Agenda Modifications.

Zdon asked if there were any agenda modifications. Witte stated that he would like to discuss snow clearing on trails in the City. Mayor Wimmer stated that could be discussed under the Parks Updates item. The board agreed. Mayor Wimmer made a motion to approve the agenda; second by Johnson. The January 23, 2018 Parks, Recreation, and Culture Board Agenda was unanimously approved.

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

A. Oath of Office for New Parks, Recreation, and Culture Board Member

Garvey stated the Oath of Office.

B. Chair of Parks, Recreation, and Culture Board

Mayor Wimmer nominated Aaron Zdon for Chair. Garvey seconded the nomination. Zdon was unanimously approved as Chair.

C. Vice-Chair of Parks, Recreation, and Culture Board

Mayor Wimmer nominated Jennifer Garvey for Vice-Chair. Johnson seconded the nomination. Garvey was unanimously approved as Vice-Chair.

D. Secretary of Parks, Recreation and Culture Board

Mayor Wimmer nominated City Staff; Zdon seconded the nomination. City Staff was unanimously approved as Secretary.

E. Approve Parks, Recreation, and Culture Board Meeting Dates

Wimmer made a motion to approve the 4th Tuesday of each month with no meeting in December as the meeting dates for Parks, Recreation, and Culture Board in 2018; second by Johnson. The meeting dates were unanimously approved.

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

Everett stated that this has been a standard item for the January agenda in the past. The Board determined that it is not applicable and can be removed for the future.

G. Review of Conflict of Interest Policy – Resolution No. 2018-008

City Attorney Clark Joslin reviewed the policy with the board members. Joslin stated that the purpose of the policy is to assure that the business of the city that comes before any board or commission is subject to the provisions of the policy and state law which prohibit any public officials from acting on matters on which they may have a conflict of interest. He explained what a conflict of interest is and gave the examples. He stated that if the board members ever had a question about a situation that may be a conflict of interest, they can check online at the League

of Minnesota Cities or feel free to call him as City Attorney and he will help them to find the answer. Joslin also explained the Open Meeting Law to the board; whenever there is a quorum present outside of a meeting there should not be any discussions on any issues that may come before the board. Similarly, it is not permissible for one member to call another member to discuss a matter of business and encourage that they call another member; this is a way to circumvent the Open Meeting Law and is not allowed.

2. Approval of Minutes from November 28, 2017 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Schedule Annual Park Tour

Everett explained that this typically is done in April, this year that will be April 24th. Wimmer made a motion to approve the April meeting as the park tour date; second by Garvey. Motion unanimously approved.

4. Rock Program – Julie Robillard, Cambridge-Isanti Schools

Julie Robillard, Isanti township resident and School District representative, came to the podium to address the board. Robillard explained that she came to the board to ask permission to use the City Parks for a project she'd like to start. Her daughter attends Southwest Minnesota State where they have a project that is wildly popular. They paint rocks and hide them in the parks; people find them and take pictures of them and post them to their rock page and then rehide it. There are businesses in town that have a special rock and then something they do with it; they have a Hy-Vee grocery store so the kids can bring in the rock and get a free cookie or something. She explained that when she was there to visit over the summer there were hundreds of families in the parks doing this. She is interested in trying this here as well. She explained that they would also put the Facebook page on the back of the rocks so people knew where to find them online. She has also spoken with Isanti County Parks and City of Cambridge and everyone is on board to get a Cambridge-Isanti rock program started. Zdon asked who would paint the rocks. Robillard explained that she works for the school district for Moving Forward which is a program for special needs kids that have graduated from high school but have not yet moved on to a working position. They volunteer to get work experience. Those kids have been painting. Some homeschool families have been painting rocks as well, and the recreation person at River Hills and Grace Point Crossing will be getting rocks so that the residents can paint as well. Depending on the weather, they are hoping to start in March or April. They will kick off the Facebook page; they're hoping to get it posted to the County Parks Facebook page and hoping that the Mayor will put out a blurb on his page. There will also be an article in the newspaper. Her kids will go out and hide them initially and the community will take over after that. Robillard will manage the Facebook page. Johnson asked for clarification if her kids are painting the rocks and he finds one does he re-hide it. Robillard explained that yes, he could re-hide it or he could keep it if he really liked it. Witte asked if Facebook would be the only social media outlet used. Robillard confirmed that it would; she will pin rules to the top of the page. The rules would include no hiding in grass for lawn maintenance and safety so the rocks don't fly out from the mowers. She explained that the rocks for smaller kids are hidden in plain sight; so they are hoping to use playground equipment and in bushes in landscaping or crooks of trees. Isanti County would like a rule that the rocks are painted with only appropriate images (nothing religious and all age appropriate). Wimmer stated that he and Everett had met with the other family interested in doing this program and what they discussed was that everything on the rocks would have to be appropriate and that getting business approval if their landscaping is going to be used. Additionally making sure that people know if they want to paint rocks how to get them stamped as part of the program. Robillard stated that will just be putting the Facebook on them; she hasn't set up the page yet but will do that once she has the rules from everyone. She also stated that Isanti County would like to post at the larger parks something that states that if people find a rock they can post it to the Facebook page to advertise the program. They are also hoping to use the bike path

too, maybe on the bridge or where the benches are. Some of the rules from Cambridge are to not hide down by the river for safety. Witte asked how long Marshall has been doing this; Robillard stated that they started last year. Their program is progressing, they started with rocks and then in the winter they did small pieces of wood that kids used as ornaments on trees. She stated that they don't have snow in Marshall right now, so they're still out finding rocks.

Zdon asked what the board needs to do for approval. Wimmer stated that the board would give a recommendation and City Council would have to give approval for them to be placed in the parks. Council would want to look at the rules; they'd want some of the same things that the County is looking for like keeping everything appropriate. He stated that giving a pitch to the Chamber may also be a good idea because there are a number of businesses that may embrace it. The Chamber here is the North 65 Chamber, so it's not just one city and actually fits well with what Robillard is trying to accomplish. Johnson stated that he thinks it's a great idea; and as long as we have the rules and are emphasizing that 7:00 am to 10:00 pm are the park hours. Witte asked how many rocks they plan to start with. Robillard explained there are a lot of parks to hide them in, but they hope to get at least 5 rocks in most parks. There are a lot of rocks to paint which is why she has so many people involved. Wimmer stated that there are 40-50 depending on what you count as a park between the county and city parks.

Mayor Wimmer made a motion to make a recommendation to City Council to approve the rock program; second by Johnson. Vote was unanimously approved.

5. Winter Event – Jeff Johnson

Johnson explained that he has done quite a bit of legwork on the idea of Bentleyville in Isanti. He actually talked to the guy that builds Bentleyville, another holiday lights company, and a gentleman that grasped the idea of building it for us. He has a lot of questions that he asked. Bentleyville is now 15 years old; he's been there twice and remembers it like yesterday because it's a pretty cool place. He recognized that it will start out slow and it might be kind of rough. Bentleyville started with 10-12 major sponsors; today they have 150. He asked the gentleman that he spoke with, Tim, and asked him to pull up a map and they talked about Bluebird Park as a location and Tim stated it was a great location. Tim said it would probably start around 5 to 10 acres and grow from there. The price tag he found was \$600,000 on lights alone, over 15 years it's been \$2 million. The light structures are iron structures that are painted and the lights are put on them. They did have a significant amount of loss until 2013, and now they are tripling that amount. If it is done right, in hopes we could turn out that way. Tim stated that \$30,000-\$50,000 should be sufficient to start. That is just for lights. He also mentioned that we need volunteers to work the event. Johnson reached out to see if there was any interest and the Lions and the VFW jumped on board. The big thing that Tim said was electric cords and checking the codes where that is concerned. Tim also recommended that if we are going to buy the displays that we go overseas or he recommended Temple Display. Tim said that Bentleyville uses the displays 3 to 5 seasons and then they replace them; so we could also grab on to somebody's recycled stuff for cheaper. Witte asked what they do with them now. Johnson stated that they scrap them, so why not grab on to something like that. He said that Minnesota Power has a kickback program if you use LED lights. Zdon stated that we'd have to use LED. Bentleyville in the first year with their 5 to 10 acres, Minnesota Power gave them \$25,000. Johnson stated that because his goal is to fill the hotel, why not get a kickback from the hotel. If people tell the hotel that they're staying the night to see the holiday light festival; the hotel then kicks the program a small percentage. These are all ideas. Johnson stated Bentleyville is spending \$40,000 a year on hot cocoa, \$30,000 on popcorn, \$20,000 on hats. After 15 years, they can do all of this. It's a lot of giveaways. Witte asked if all of this is given away. Johnson confirmed that it is all free. When they started there wasn't any of that; you paid \$5 for parking and saw your free light display. Johnson stated this is obviously the way we'd have to go; he doesn't see any other way we'd survive. We would work something out with whomever decides to run this for us. He said he found a gentleman from Duluth jumped on it immediately and said he'd build it in Isanti. Johnson said that he clarified with that person that he isn't just looking for someone to build it, we also need someone to run the whole thing. Johnson said that he has done the

legwork and has everything at his fingertips. He thinks if he hands it to the right people it will take off. He stated that with the information he has, all he'd ask is that it's brought to the Council. Zdon asked for clarification if it was Tim that runs Bentleyville that said he'd be interested in running it. Johnson said no, it was another person from Duluth Event Lighting.

Zdon asked Mayor Wimmer, for arguments sake, if someone wanted to spearhead this, if it would be a Special Event Permit or how it would work. He would imagine they'd be using the park for a month. Johnson stated that Bentleyville goes from the weekend after Thanksgiving to the weekend after Christmas. Garvey stated that they'll also have to do prep and tear down, so she would estimate 6-8 weeks. Mayor Wimmer stated that first we'd have to see it all in writing so we can make a judgement on it. When you say "hand off" if it's something that would be done by a private group, that private group would put together that proposal and make the presentation to the Council. That's how rodeo is done, BMX, soccer, that's how all of those big events are done. That sounds kind of like what this what Johnson is leaning toward. Then it would be a Special Event Permit situation. Zdon asked if a Special Event Permit could cover that length of time. Wimmer stated that it could; Zdon clarified that there aren't any bi-laws that say you can't have a six week event. Wimmer stated that again, if it's going to be a private entity that's doing it, he's assuming that it will have to be funded whether that's with sponsorship or cost to get in. When you do that in Bluebird Park, it would be difficult to have the park shut down for everything else but that. You have skating going on, other events going on. Bentleyville takes over the whole area. The benefit they have is that they have those parking garages right there. A lot of people will go up for a weekend or overnight. We would have to see on paper how they would propose to do it. For them to be able to do that, they'd have to come out and look at the site. Zdon stated that people would have to pay for admission; there'd have to be a gate or a thing of lights you walk through, they wouldn't be paying for parking. Johnson said that Bentleyville does paid parking. Zdon stated that you can't do that in the City park; there's no way to tell who is coming to park to go to this or to go skating or using the park for something. That's what we've done for BMX and other events. Wimmer stated that Chippewa Falls, Wisconsin has a smaller version of Bentleyville. It's still pretty elaborate, they take over a whole park. There it's donation only. You park in the park for free and then there's a donation bucket. To charge for parking within the park, we don't do that for those facilities. If it's something that would limit or eliminate the ability to use the other facilities in the park, that would, Wimmer thinks, a hindrance. It all depends on how they are going to do it. Zdon said he would think they'd start with the open bowl space, that's about 5 acres right there. Wimmer explained that how Special Event Permits work is there is an event map and an idea of the event impact. He and Everett are working with the rodeo for overflow parking, so there's a map of that whole area of town with the different parking, shuttling, horse trailers, etc. It's pretty elaborate. The rodeo has been doing this for decades, obviously, and it's getting bigger and kind of bursting from its seams. Those organizations are responsible for getting it all together, presenting it to us, and then we evaluate it. The Special Event permit goes through a number of departments here, including PD, as well as the Fire District. Everybody has to sign off on it that they've seen it and if there are any issues they'd have. When BMX does some of their big events, we block off that road. It's important for emergency services to know that so if an ambulance is coming through they know where they'll need to go. The permit process tries to cover all those things that come in to play. Everett stated that she can get Johnson that permit application so he knows what kind of information we look for. Zdon stated to summarize that Johnson can keep working on it and try to get someone to commit to taking it over, unless he wants to do it. Johnson said he can't. Zdon stated that whoever takes that over, would then get the benefits of whatever admissions and he would just have the Special Event Permit with us. Wimmer stated the first step is really getting down on paper what they think the impact would be. We don't want to get them so far down the road and then there's some hurdle that we have to get solved. It's best to kind of be talking about these things as they go. Johnson stated that putting together a proposal looks like it's the next step. Zdon agreed, and adding that looking at the power supply and all of those things. Everett stated that there are currently two outlets at Bluebird and each one can carry one bounce house before the circuit is blown. Zdon said those are things that can be addressed. Wimmer agreed and stated that when Wake Park was over there, they had to pay and upgrade all that electrical. It's all

ridiculously expensive. Johnson stated that he heard numbers of Bentleyville over the last 15 years and it was jaw dropping. Wimmer stated that Duluth, because they're so tourism driven, has passed some new sales taxes. What we're looking at doing, if we do get a hotel is a lodging tax. Then that money can be used to marketing and promoting any of those types of activities that get bodies into that facility. That's what those larger areas are using to grow these types of events. Then you get sponsors who want to give money to it because you get thousands of people coming to see it. It's one of those chicken and egg kinds of things – you need money to prime the pump, but you to have a good event that people are going to want to go to, so they have to kind of grow hand-in-hand. This is something that could be a really good thing. If there's somebody who's willing to put a plan on paper, that's the first test to see if they're real or not. If you get someone to do that, that's probably half the battle right there. We just need to see what the impact would be; everything from duration to facilities to power and how many port-a-potties would have to be brought in and how does that work in winter. All of those things that when you go to one of these events you don't notice until something doesn't work.

6. Middle School Tennis Court Reservation

Everett explained that the contract will be up after the Spring season. Right now, they are paying \$400 per season. The last few contracts we've been going up by \$25 and then those contracts are good for 2 years. Wimmer recommended going at least \$500 per season. We're putting in \$15,000 right now on those courts. It's still a great deal. When we first started it was set low just to get it in their mindset that these are something that need to be paid for. If you go to use a School District building or facility, there's a lot of cost for that including paying for a janitor to be on staff. They are well aware of the cost of doing business. The one way you can look it is that \$500 is not that much, the other way is that's a 25% increase from what we have previously. Johnson asked if they started at \$350. Everett said she thought that back in the day they actually started at \$300 or \$325. Johnson said that 10 years later, we're at \$500, that's still a good deal. Wimmer stated that he wants to keep accelerating this so we're getting a little bit for the usage out of it. They are using it for a couple hours kind of in prime time. We want to have a good partnership with the school district and have a good place for the kids to play. Wimmer doesn't want to lose sight of that. Johnson said he's seen the public use it quite often. Wimmer stated that he has heard some consternation that on beautiful days people can't use it because the court is taken. One of the things we could also start looking at is that we have another court over at Academy Park. They like this court because they can have the kids walk there and then there's no transportation cost. Everett added that there are also two courts here and there's only one at Academy Park. Garvey asked if Everett knows how many days per week they're using the courts. Everett stated they use it Monday through Thursday. Garvey asked if they use it for both games and practice. Everett said she didn't know for sure, but she's never seen any buses or anything there so she would have to think it's only practice. Zdon stated that he would think games would be at the high school. Zdon stated that he thinks \$500 per season is fair, especially with the \$15,000 resurfacing this year. He asked when the last work was done; Wimmer stated he thought it was '03 or '04. Zdon stated that then it works out to about \$1,000 per year just in surface upkeep.

Johnson made a motion to recommend \$500 per season for use of the Mattson Tennis Courts; second by Witte, vote unanimously approved.

Everett also gave a quick update that the Finance Committee has recommended a contractor for the resurfacing which will go to City Council on February 7th. Because the courts need to be around 50 degrees overnight, it likely won't happen before the Spring season, but hopefully right after that so they can be open most of the summer.

7. 2018 Farmers' Market Rules

Everett stated that for the most part these will stay the same. There are actually a lot of Farmers' Market rules that are state mandated and we couldn't change them if we wanted to. Anything that has to do with food has a lot of extra regulation. There are just a couple of things for us to think about that Everett has seen different at other markets. A language change for our membership. Over the last couple of years, we

have gotten more and more vendors who only come every other week because they rotate with other markets or things like that. Everett hasn't required them to come to the first four because then they wouldn't come at all. She recommended changing this to stated that instead of all vendors being required to come to the first four that full season vendors are there. The reason we have that rule at all is so that the first few weeks we are establishing that our market is something our customers will want to come to all season. If we open the market and we have two vendors there, customers give up right away. Everett has seen that it doesn't necessarily apply very well to all vendors; some people don't have anything to sell the first four weeks.

Everett stated that we have a rule about having to weigh down tents. It's a rule from when we were on the pavement at the old location. Now we're on grass, so people really have no excuse. As we get more and more new vendors they are inexperienced with pop up tents. Everett spends a lot of time helping to set those up and then realizing they don't have weights with them. Almost all of those tents come with stakes. Staking them down is what she usually recommends. Other markets have requirements for how much weight is required because some people will toss a backpack on a corner and the tent will still blow away. The recommended change is to require 40 pounds.

Everett stated that the last change is open for more discussion. In the past, we have had a business of the week booth. Since Everett took over, she has not had any businesses do this. The sponsorship program does include the chance for the sponsors to come for a day to have a booth to promote themselves and their common interest with the market. Last year, we had two different kids under 18 that wanted to start selling things at the market. Everett talked to the Minnesota Farmers Market Association about what kinds of rules there are about ages for being able to have a booth by yourself. What she did last year was to tell them they could come and just have a parent there with them. Minnesota Farmers Market Association says that there is no rule and they can have a booth at any age, and some markets have started having a youth booth. The kids can come in for free and the goal is to encourage kids to start getting into it. It sounds like it's a lot of 4-Hers that are expanding their fair projects and things. Wimmer stated that he's not a huge fan of doing it for free that way you can get the ones that are going to do it seriously, and they will be making money. That's the kind of person you want to attract; then they have a little skin the game too. Wimmer stated that he would also be concerned with that worst case scenario, if you have someone younger and they're not quite used to doing that kind of thing and someone tries to talk them down or something, we don't want to have something negative to happen. Wimmer stated he doesn't think there should be an age limit for vendors, but would want to have a responsible adult present. Garvey agreed that wording should be added. Witte asked for clarification that they'd have to pay the membership fee of \$10 and if they wanted to continue pay the \$10 fee for the days they'll be there. Everett stated that if someone wants to only come one day, it ends up costing them \$20; \$10 for the membership fee and \$10 for a single day booth fee. There are discounts if they want to come the full season or half season. Wimmer stated that the fee is there for the same reason that we charge at the community garden; it's to get people to have some skin the game so that people don't take it seriously. It also teaches the kids a life lesson that things cost money.

Everett stated that she will run them through Council with that change to the ages. Mayor Wimmer made a motion to recommend Council approve the rule changes; second by Garvey, unanimously approved.

8. 2018 Parks Publication Drafts

Everett explained that each member has updated color copies of the documents. She explained that the past Parks Brochures had a lot of redundant information from one year to the next, so in the 8x8 booklet she has combine all of the parks directory information that will be the same year over year. That information will be distributed at events or to new residents and can also be placed on the website so that people know what facilities we have here and what there is going on. Then we're not paying to print that same thing over and over again. To convey the information that does change, we have the handy foldable calendars. They will go out with Spring Isantian that goes out the beginning of March. They'll be printed

on the same paper as the old Parks Brochure so they'll be glossy and a little bit heavier than the copy paper. The goal is that people will keep them handy all year. They can hang up the calendar on their fridge or keep in their pocket and know what's going on. Johnson stated that he still has the 2017 brochure. Everett explained that the full page calendar has the overview of events and the back has a little bit more detail. For all of the big events that we do, Everett puts out all kinds of these marketing materials as well, but this is kind of a primer of what we've got going on.

Wimmer asked if Everett could give an update on Celebrate Isanti. Everett explained that Celebrate Isanti will be August 11th and we will be working with Anderson Race Management for timing of the 5K for us. That can help boost participation and will make it easier for us to manage. The experience for the runners will be much more fluid to get them registered and the timing at the end. We still will have places. Wimmer stated that we had about twice as many last year as we did the year before; Zdon stated that it will continue to grow. Everett stated that the race will continue to be free; there is money built into the budget for the event to bring someone in to help with that.

Everett asked the board if they had any other comments or questions on the brochures, otherwise they will be printed very soon. Wimmer stated that the golf course was added since the packet was put together because it is now part of the City.

9. Parks Updates

Everett stated that movie nights have been a success this year. We had 39 come for Arts and Science Academy's night. It was one of those days that it was really nice out so she wasn't sure if anyone would come to watch a movie. A point of discussion for the board is that Arts and Science Academy put their name in the hat to come back in February, but we also have a new girl scout troop. All of those girls are from Cambridge. She wasn't sure who would have priority, the Isanti group coming back or the outside group for the first time. She told both of those groups she would let them know by the beginning of February. Potentially, a new Isanti group still could come in. The rules do not clearly state which would have priority. Wimmer stated that we'd have to give precedent to the Isanti group because it's Isanti funded. Zdon asked if Heavenly Sunshine is in one yet; Everett stated that they're signed up for Secret Life of Pets. Garvey asked if we'd need to bring it back to the board to change the rules; Everett stated we would. Garvey said that we should do that so the rules are more clear, and we should also have some sort of a deadline. Everett stated when the rules were established we didn't have groups every time, but it's nice to give groups time to advertise and get people excited about it. Waiting to the last minute isn't great for anyone. Everett said that she'll bring the rules back in February.

Everett explained that the Street Dance bands have been booked. June 23rd we'll have Maiden Dixie, July 14 Jonah and the Whales are coming back, and August 11, which is also Celebrate Isanti, we'll have Bad Girlfriends. We have all of those contracts and we're getting them paid, so the bands are good to go. Everett explained that all of the bands have websites, so the board can go listen to them.

Everett explained that Celebrate Isanti is August 11, and all of the main events will be the same with the 5K run/walk and family bike ride. We'll have the kids festival in Bluebird Park; we bring in County Public Safety people, we'll work on having some Public Works people there as well this year with some of their big equipment to show people what keeps the town running that people never see, as well as lots of the community groups. We'll also have the car show with Rum River Rods going on on Main Street, and the Street Dance to close out the event. Hopefully we continue to grow each of the parts of that event from year to year too.

Everett stated that she is starting a new program each month called Curious Creatures. We had been having the first Saturday of every month Nature Detectives meet over at the Community Center. We tried it for 3 or 4 years and it just wasn't catching on; people are super busy on Saturdays. Everett is going to try a parent/child program and put it in the parks. We'll get people at our parks, and it kind of opens up

the nature world too to be able to do some really cool things while we're in the parks. Those will rotate between Bluebird Park, River Bluff Preserve, and Mattson Park so they're kind of distributed around town so they're easy for different people to get to as well. The program is free for Isanti residents. Winter is a hard sell to get people to come outside, so it might take a while to get this going.

Everett stated that the job posting for the Parks Intern is up on the website now. We're looking for a college student who is interested in going into Recreation Management or Parks and Rec field, or a communications person would be great to help with marketing. They'll help with all of the things Everett does in the summer. They'll help with parks maintenance at the community garden, inspections of the playgrounds, helping at events, farmers' market, etc. That person will be very busy.

Everett stated that we are very close to finally getting Academy Park. She checked in earlier today and they are waiting for someone from Highland Bank to give them the okay to go ahead with the title. We will hopefully get there very soon. Everett stated that something that didn't make it onto the list was that we have to update the portable bathroom contract this year, and she needs to know if we'll put one at Academy Park. Johnson stated that there isn't a bathroom accessible to the public anywhere over there. Wimmer stated that it's a public park so we'll need to have one. Zdon asked if there are any portables in any of the parks right now. Everett and Wimmer stated that there are not. Everett explained that we pull them out the end of October, usually before Halloween. Zdon said that he's had some people ask him why there's never any in the winter. Everett stated that she doesn't know that they'd get used enough to justify having them out there, and they may freeze. Zdon stated that when they use them at work they don't freeze because of the chemicals. He just asked because he's gotten the question before. Everett stated that in the winter, the board can direct people to the public restrooms at Bluebird on the Indoor Arena because those are open.

Everett explained that we just had the goal setting meeting. Staff gave an update to Council that the dog park is partly budgeted this year and we're planning to finish budgeting for that in 2019. One of the Council members also asked us to look into potentially getting a sledding hill somewhere in the City. He mentioned Bluebird Park. The City is very flat, but we may also look at the hill that's at the soccer complex. The top of that hill are our retention ponds so there may be some challenges there as well. Wimmer stated that we will not be doing it Bluebird, but he stated that he was brainstorming with the City Administrator and City Attorney after the meeting about different locations. The original proposal for Bluebird wouldn't be feasible because we'd need so many changes. He stated that we could potentially take a look at the area at River Bluff near the stairs. We'd first have to see if the DNR would allow us to do it. It's got a nice hill for sledding and a flat clearing so you don't hit anything at the bottom. The other locations have differing logistical issues that way. Obviously we'd need to have enough snow. Witte stated that it's a very steep hill. Wimmer agreed and stated we'd have to have a path that was obviously cleared. But we'd have to look at any erosion issues, and again if the DNR would let us do it. The only area we totally control would be off of the ponds at Public Works, but that goes down into the soccer fields, so they'd have to be okay with what may or may not happen to the fields. Zdon stated that it's a pretty good hill there but at the top there's no where to go because of the fence. Wimmer stated that we used to have one at the middle school as well as a skating rink, but the school said they didn't want any of that stuff there anymore.

Garvey stated that she had a couple of questions. Going back to the Street Dances, when Everett advertises when she says what band it is does it ever say what type of music genre? Everett said no, they're typically advertised as a group in any paid advertising. That's kind of the most efficient way to do that so we just list band titles. Everett stated the sponsor that creates the big flyers takes the band's marketing things and creates those and you can usually get an idea from that what type of music they are, but that's the most specific we usually get. Wimmer stated that so many of the bands that we get are also such a cross over, the country groups still play some rock and that type of thing.

Witte stated that he wasn't sure who maintains the Bike/Walk Trail, but he's been trying to run over there lately but there's always snow and ice. Wimmer stated that we don't plow it, and that's on purpose. One reason is so that people could ski or snowshoe; the other is that from a maintenance stand point, snowmobiles aren't allowed but if someone did drive across it they would damage it.

Garvey stated that she had one other question, going back to the intern. She asked if Everett had gone to any of the universities or anything like that. Everett stated that she hasn't done anything yet, it just went up the end of last week. Garvey stated she didn't know if that's something they've done in the past; Everett stated that we can definitely do it. Wimmer stated that this is our first Park and Rec intern, but we've done marketing interns before.

Johnson asked who we have that maintains the ice rink for the public. Everett answered Public Works.

10. Adjournment

Motion by Witte, second by Johnson to adjourn the November 28, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:20 p.m.

Dated at Isanti, Minnesota this 23rd day of January, 2018.

Respectfully submitted,



Katie Everett
Community Events and Parks Coordinator



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

Date: February 27, 2018

Subject: Movie Night Policy

Background

At the January 23, 2018 meeting, the Parks, Recreation, and Culture Board briefly discussed the Movie Night Volunteer Policy and asked that staff bring the policy to the February meeting to clarify the language. The current policy with proposed changes follows:

City of Isanti: Movie Night Volunteer Policy

1. Must be a Youth based non-profit organization/club.
 - a. Including but not limited to: 4-H, church youth groups, scouts, school clubs, athletic clubs, etc.
2. Organization must meet/be based in City of Isanti; if no Isanti-based groups have applied 2 weeks before the movie date, organizations from the surrounding community may be accepted per City staff discretion.
3. Dates to volunteer are on a first come basis.
4. The same Isanti-based organization is able to present multiple movies if no other group has requested by 3 weeks before the movie date.
5. If more than 7 Isanti-based groups have requested a date by the month before the start of the movie series, there will be a lottery drawing to determine which groups present.
 - a. The groups not chosen will get priority the following movie season.
6. Must be a minimum of 3 youth members volunteering on behalf of the organization.
7. Must be a minimum of one adult (person over 18) to assist the youth and operate the popcorn machine.
8. Volunteers should arrive at 6pm and plan to stay until the end of the movie and clean-up at approx. 9pm.
9. Volunteers can plan for activities including but not limited to: setting up chairs, selling concessions, stocking concession supplies, cleaning concessions area, vacuuming the floor, putting chairs away.
10. Concession profits will be donated on behalf of the City of Isanti to the organization in the form of a check. The check will be sent to the organization President/leader no later than 3 weeks following the date of volunteering.
11. The organization is allowed to have their organization/club information set up before/during/after the movie.

Attachments:

- Movie Night Volunteer Policy and Application Form



Movie Night Volunteer Policy & Application Form
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Contact Name: _____

Secondary Contact Name: _____

Organization: _____

Non-Profit: YES / NO (circle)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ - _____ - _____ Cell: _____ - _____ - _____

E-mail: _____

Date(s) of Movie to Volunteer (number your preferred date with 1 being your first choice followed by 2,3,etc) :

- _____ October 19 – Coco, PG
- _____ November 16 – Ferdinand, PG
- _____ December 7 – A Christmas Story, PG
- _____ January 18 – Happy Feet, PG
- _____ February 15 – The Princess Bride, PG
- _____ March 15 – Emoji Movie, PG
- _____ April 19 – Guardians of the Galaxy, PG 13

Number of Youth Volunteers: _____ Number of Adult Volunteers*: _____

*There must be a minimum of one adult volunteer that is able to operate the popcorn machine.

Are you requesting to showcase any information about your organization? If so, please explain.

You are agreeing on behalf of your organization to the Policy as written below.

Applicant Signature: _____ Date: _____

<i>For Office Use Only</i>	
Date Volunteered: _____	Movie Attendance: _____
Time Arrived: _____	Time Left: _____
Concession Sales: \$ _____	Concession Profits: \$ _____
Payable to: _____	Date Check Mailed: _____
Approval Signature Community Events Manager/ Parks Coordinator: _____	
Date: _____	

City of Isanti: Movie Night Volunteer Policy

1. Must be a Youth based non-profit organization/club.
 - a. Including but not limited to: 4-H, church youth groups, scouts, school clubs, athletic clubs, etc.
2. Organization must meet/be based in City of Isanti.
3. Dates to volunteer are on a first come basis.
4. The same organization is able to present multiple movies if no other group has requested.
5. If more than 7 groups have requested a date by the month before the start of the movie series, there will be a lottery drawing to determine which groups present.
 - a. The groups not chosen will get priority the following movie season.
6. Must be a minimum of 3 youth members volunteering on behalf of the organization.
7. Must be a minimum of one adult (person over 18) to assist the youth and operate the popcorn machine.
8. Volunteers should arrive at 6pm and plan to stay until the end of the movie and clean-up at approx. 9pm.
9. Volunteers can plan for activities including but not limited to: setting up chairs, selling concessions, stocking concession supplies, cleaning concessions area, vacuuming the floor, putting chairs away.
10. Concession profits will be donated on behalf of the City of Isanti to the organization in the form of a check. The check will be sent to the organization President/leader no later than 3 weeks following the date of volunteering.
11. The organization is allowed to have their organization/club information set up before/during/after the movie.

If there are questions or concerns regarding this policy or the application process, please contact Katie Everett, Community Events Manager and Parks Coordinator at (763) 444-5512 or via e-mail at isantiparks@cityofisanti.us



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: February 27, 2018
Subject: Parks Updates

Background

The February free movie night was well-attended (66 people) and was hosted by the Arts and Science Academy students that are fundraising for a trip to New York City. The March 16 movie is Secret Life of Pets and will be hosted by Heavenly Sunshine Preschool.

Community Garden general registration is open. As of February 22, there were 38 of 60 plots plus a raised bed reserved. Staff are working with Isanti County Public Health to bring a "Grow Your Own" program to the garden to mentor local families in gardening throughout the season. The School for All Seasons has also expressed interest in returning this year. Staff will provide updated registration numbers.

Staff is working to have repairs completed on the Isanti Community Center. Three of the exterior doors and frames will be replaced as well as the addition of gutters over the sidewalk on the east side of the building and the main entrance.

Members of the Rum River BMX Association Board have met with staff and Mayor Wimmer. Per the lease agreement, anytime there are changes to the BMX Board a meeting should be held to review the agreement. Staff reviewed the operating policy and lease agreement as well as the procedure for Special Event Permit applications with the Board. The Association and the City will continue to work closely to ensure the success of BMX in Isanti.

The City will be partnering with Isanti Soil and Water Conservation District (SWCD) on the Residential Rain Garden Incentive Program this year. Isanti SWCD will be offering site consultations and garden design services, as well as leading a workshop. The workshop will take place at City Hall on April 19th at 6:00 pm; it will be free to attend and is open to all Isanti County Residents.

The 2018 Isanti Events calendars have arrived and will be delivered to homes with the Spring Isanti within the next couple of weeks.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, March 27, 2018

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 27, 2018 Parks, Recreation and Culture Board Meeting.
3. School Use of Mattson Tennis Courts
4. Earth Day Clean Up
5. Parks Updates
6. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 27, 2018
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, Jeff Johnson, Mayor Wimmer, James Witte, and Aaron Zdon

Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.

Motion by Johnson; second by Witte to approve the February 27, 2018 Parks, Recreation, and Culture Board agenda. Agenda was unanimously approved.

2. Approval of Minutes from January 23, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Movie Night Policy Update

Everett explained that the board has the edited version and the current version of the policy to review. At the last meeting, we had the issue of the Arts and Science Academy and the Cambridge Girl Scouts who were both interested in the same night. In item number two, we just had the organization must meet or be based in the City of Isanti, so Everett added "if no Isanti-based groups have applied 2 weeks before the movie date, organizations from the surrounding community may be accepted per City staff discretion." That gives us a little bit of wiggle room, but we can also maybe say that you're coming from Ely and that's too far. In four, Everett added "Isanti-based," she said if it comes up that we don't have a bunch of groups and someone like the Cambridge Girl Scouts wants to do two, we can evaluate that when it happens. She explained that she would imagine we'd want any double ups to be Isanti based organizations, and gave that a three week deadline. Everett also added "Isanti-based" to number five, so that our groups are always getting priority pick. Everett stated that hopefully this will clarify this, and it's hard to know what we will come across in the future, but hopefully this narrows it in. Garvey said she thinks it does help. Johnson stated that he likes the changes, and thinks that number 5 is a very fair idea too. Everett stated that most of 5 was in there before, and helps get new groups in as well. She stated that because this is a policy, it will need to go to City Council for approval. Zdon asked for a motion to approve the changes and make the recommendation to Council. Johnson made a motion, second by Garvey; the vote was unanimously approved.

4. Parks Updates

Everett explained that February movie night went really well, we had 66 people come which is the most so far this season. The Arts and Science Academy is going to be sending a bunch of kids to New York City next year and they're interested in coming back next season, so we'll probably see them again. March will be Heavenly Sunshine coming in for Secret Life of Pets.

Everett shared that Community Garden registration is rolling, and we are up to 43 plots reserved as of today. There are 17 left to fill. There are a couple of gardeners from last year that Everett is expecting to

still come back and maybe some other new people too. We have a handful of new people this year already in, so that's great news. Also adding to the garden, we've got Isanti County Public Health is going to be trying out a pilot program. They're hoping to bring in five families this year that they teach how to garden. One of their staff is a Master Gardener as well, so she'll be able to teach them techniques as well as how to prepare the food and those kinds of things. That way they have accountability throughout the whole season. Based on what we saw last year with School for All Seasons, it was too much space for them. We're going to cut that space in half. School for All Seasons will come back this year too. Everett was at the School For All Seasons conferences helping to recruit families to help out over the summer. They're really just looking for families that can sign up for one week in the summer to check the garden once or twice, and if they get enough people to do that, the teachers won't have to take all of that on. Everett explained that we're also planning to put in some more pollinator seeds on the other corner there, and then the rest is all rented out spaces.

Everett updated the board on the Community Center. She explained the replacement of the doors should happen very soon. The estimate will be approved at Council next week and then staff will work with the contractor to get the work done.

Everett stated that the City has also met with Rum River BMX. We do that any time there's a changeover on the board so that everyone is on the same page with what the lease actually says. We went through the terms of the lease and got everyone on board as well as going over what types of maintenance are their responsibility and what we take care of. We also went over the special event process. The meeting went really well.

Everett explained that the Residential Rain Garden program is actually funded out of the City's Stormwater Fund, but is kind of a common interest with this board. Everett explained that we will be hosting a workshop on April 19th here in Chambers. Soil and Water will be doing some education on what rain gardens are and some of the beginning ideas of what types of plants and how to put one of those in. At that workshop, we'll also be explaining how the incentive program works and how people can apply for that. Soil and Water this year is willing to go out to anyone's house that is interested in applying for the program to let them know if their property will work and give them pointers for where on their property will work best. Also, depending on how many applications we get, Soil and Water will do some design for some folks so they will walk people through the application process with picking out plants and figuring out how big their gardens need to be and that kind of thing. Soil and Water is really great at finding grant money, so having them join us isn't costing us anything. Mayor Wimmer stated that the workshop is county-wide, so hopefully we'll get people from other cities in the County and township folks here as well. Wimmer stated that Soil and Water has forwarded our policy on to Cambridge as well to see if they might follow what we've done. He stated that our incentive is up to 50% or up to \$500. There are some areas where these would be more beneficial than others, but we really want people to partake in the program. Soil and Water have been really great work with. We're also looking at doing some more revetment along the bank of the Rum at River Bluff Park. It has been a really great partnership with them the last six to twelve months. Garvey asked if Everett knew how many residents have signed up so far. Everett stated that the program was open last year, but we hadn't gotten any applications although there were some people who came in to ask about it. She wasn't sure if the length of the application was what held people back, so hopefully getting this extra help will be the nudge they need. Wimmer stated that there are kind of two issues – on the design side, so the workshop will be really helpful. People might also be kind of help up because they're not really sure exactly how it works, so this education piece will be really beneficial. Everett stated that in talking with other cities when we were putting this program together, it sounds like once you get a couple and other people can see the examples it really picks up from there. Garvey asked if when people come in to apply for new housing permits if this is included with any of that information. She thought that it may be easier at that time to install one that with an existing house. Everett stated that as far as she knows there's nothing tying those together right now. Wimmer agreed that there's nothing like that happening. He said it would be great, but often

times we have problems getting people to put in the right amount of black dirt and that kind of thing. The other thing with rain gardens is that they do become, he thinks, pretty personalized in the kinds of plants you put in and that kind of thing – and they have to be maintained. He thought that maybe if it was part of a neighborhood standard or something, that might work, but if we just have builders trying to do that he could see those things getting abandoned pretty quickly. Garvey clarified that it would have to be someone who is building a house on their own property. Everett stated that part of the agreement they need to sign is that they'll maintain the garden for five years, so whoever is applying would be making that commitment. We definitely couldn't have the situation where we have a contractor that's building six houses and then selling them. Zdon agreed, it would have to be the homeowner. Johnson said, or a place with an association would work stellar. Garvey said she normally sees them with new businesses that it's a requirement to have rain gardens, so she just didn't know if maybe residents would have the same thing. Wimmer stated that we have talked about them on a number of commercial projects because the ordinance has a number of different stormwater control options and landscaping requirements, that sort of thing. So we have talked to the last couple about doing rain gardens and they have chosen not to do that. We don't have anything that it's mandatory to do that, and he thinks they look at it and think about how they're going to have to maintain what this landscaping is. Everett told the board that all of the workshop and program information is on the website, so they are welcome to direct people there for more information. She also posted a Facebook event for the workshop.

Everett stated that the board members have all been given copies of the event calendar and they should be getting those in the next week or so at their homes with the Isantian. There are extra copies, so if they have a place where they think they can hand them out to let her know.

Everett had one last update. An event listed on the calendar is the Earth Day Clean Up. She is looking for groups that might be interested in coordinating a location. She has sent an email out to organizations she's worked with on past events. There are a couple of groups already that are willing to kind of station at a park. The day of the event, everybody in the community is welcome to just go out and we'll advertise where there will be people. We have a group that is interested in doing Legacy, and Everett stated that Mattson Park might also be a good location because they can get that park and the kind of spread toward downtown. We really just need one or two adults that can recognize that someone is walking up and needs direction. We'll provide the garbage bags and that kind of stuff, so it will just be having someone there to point people in the right direction. That will be April 21st, Saturday, from 10:00 am to noon.

Wimmer stated that he just had an update on the Trail Committee. The mayor of Cambridge and the mayor of Isanti are the Bike/Walk Trail Committee and each year we meet together with the County and Isanti Township, which a big chunk of the trail goes through. We talk about any issues or concerns and we also look at the budget amount and what we're planning to do from a repair and maintenance standpoint. Just so everyone is aware of that relationship, the City of Isanti and Cambridge took on the responsibility of that trail when we had it built. He and Mayor Palmer served on the committee for about a decade before it was built and have continued with it. It is going remarkably well, and the meetings are becoming very short because the staffs are working very well together. He doesn't think there have been any particular issues with it. We do get the request from time to time to clear the trail in the winter, and we talked about that here before, but the snow is basically a layer of protection against snowmobiles. Everett added that for the most part there aren't any major maintenance issues. In the past, there were issues with willow roots coming up and cracking the trail, so we are keeping a close eye on that. We are probably going to do a coat on the pavement section within the next three years or so, and then in the next 8 or 10 years will do a mill and overlay on the pavement. There's a big boardwalk section in the middle, and some of those boards are starting to warp. Because of the restrictions of being over a wetland, there are only certain sealants we can use. So there was nothing put on it when it went in. What we decided for now is that 5% of the boards will be replaced each year, just so we have something in mind so we know those have to be replaced. If we find a product that we can use that's actually effective we can look into

that too, but it sounds like the products we could use weren't going to last or be worth it. Everett stated that during the summer Cambridge staff and our Public Works are out on the trail making sure there aren't any issues in the meantime. They just repainted all of the bollards and the gates last year too. Wimmer added that the two staffs get together and inspect the trail to put together a list of what needs to be done as well, it's a pretty good system.

5. Adjournment

Motion by Johnson, second by Witte to adjourn the February 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:20 p.m.

Dated at Isanti, Minnesota this 27th day of February, 2018.

Respectfully submitted,



Katie Everett
Community Events and Parks Coordinator

DRAFT



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: March 27, 2018
Subject: School Use of Mattson Tennis Courts

Background

At its January 23, 2018 meeting, the Parks, Recreation and Culture Board recommended a \$500 per season rate for the Cambridge-Isanti Schools' use of the Mattson Tennis Courts. Staff notified the District of the proposed fee and were informed that the City of Cambridge has offered a lower fee. The schools will continue using the Mattson Courts through Spring 2018 under the current contract, and then will begin using Cambridge courts in Fall 2018. If Cambridge-Isanti Schools requests to reserve the courts for their teams' seasons again in the future, staff will bring the request back to the PRC board for discussion.



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

Date: March 27, 2018

Subject: Earth Day Clean Up Plan

Background

Staff has contacted businesses and organizations in Isanti about the upcoming Earth Day Clean Up event, and has received interest from enough groups to coordinate the clean up efforts at four different locations for the day. Staff will connect with each group's contact before the event with specific instructions about clean up areas and other projects. Staff is working with Public Works to identify areas that may need the most attention for clean up day; the locations will be finalized by April 6 and advertised to the public for any community members wishing to help the day of the event.



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: March 27, 2018
Subject: Parks Updates

Background

The March free movie night was well-attended (67 people) and was hosted by Heavenly Sunshine Preschool. The final movie night of the season is scheduled for April 20 (Beauty and the Beast – 2017 version), and the Isanti Ambassadors will be hosting concessions. The 2018-2019 schedule is available for volunteers to sign up. The volunteer policy update has been approved by City Council.

The Community Garden is almost full – as of March 22, there were 5 ground plots remaining. The garden will be open May 12.

The Rain Garden Workshop is coming up April 19 from 6:00-8:00 pm in Council Chambers. The workshop is free to attend and is open to all Isanti County residents.

Interviews for the Parks Intern position should be complete by the end of March. Staff are hoping to have someone on board mid-late May through mid-August to help with summer Parks operations.

Farmers Marketing planning is underway – staff is working to recruit new vendors for the season. Many of last year's vendors have submitted their applications for this year already.

Staff has emailed out the Cultivate Wellness sponsorship program opportunity to Isanti businesses, and has met with Allina Health to discuss this program and other opportunities this year.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, April 24, 2018

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 March 27, 2018 Parks, Recreation and Culture Board Meeting.
3. Park Visit Reports
4. Public Parking Signs
5. Parks Updates
6. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 27, 2018
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: Jennifer Garvey, Jeff Johnson, Mayor Wimmer

Members Absent: James Witte, and Aaron Zdon

Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.

Garvey stated that she would like to add discussion about park lighting to the agenda. Wimmer stated that he would also like to add a discussion about next month's park tour to the agenda. These items were added under 5. Parks Updates. Wimmer made a motion to approve the amended agenda, second by Johnson. The amended agenda was unanimously approved.

2. Approval of Minutes from February 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Johnson. Minutes were unanimously approved.

3. School Use of Mattson Tennis Courts

Everett informed that board that the school's current contract goes through the spring season, so they will be using the courts for this spring. As soon as they are done, Everett will get the contractor scheduled to get them resurfaced. In the fall, the schools will be using courts in Cambridge instead of here. If they decide they want to come back sometime in the future, we'll go back to square one and decide where want their contract to sit. Garvey asked if they had any other feedback with not wanting to come back. Everett said they just told her Cambridge gave them a lower price. Johnson said that he's a little disappointed about that. Everett said they did make a point of saying that they didn't ask anyone else for prices, they were just approached with this. Wimmer stated that when we first started doing this, we did receive some significant negative feedback for letting the schools take over the courts. Johnson added that it better for the public now; Wimmer agreed, they get to actually use the courts now that they paid for. Wimmer said that maybe if you're a tennis player you adding more time getting bussed up to Cambridge, but for our City, our residents can use these nice courts that we'll have completely refurbished. Garvey asked as far as the resurfacing if there's been put out to the public yet that that's coming, is it in the Isantian or anything like that? Everett said she did not put it in the Isantian, but it will definitely get posted to the website and signs will be posted at the courts as soon as we know when that is. Everett explained that she did talk to the contractor and because they never know when they're actually going to be able to start their projects, we don't know exactly when that will happen. She told him to put us at the beginning of the list. Garvey asked if Everett knows of any other regular users, senior groups or anything like that, that have used the group regularly. Everett explained that she's not aware of any organized groups, but she just recently did get a call from a gentleman that said he and one of his friends like to use the courts regularly and they wanted to know the school was going to be back. Everett stated that she will keep the board updated on that process.

4. Earth Day Clean Up

Everett stated the groups signed up so far include the Girl Scouts, New Hope Church (who said they really wanted to do Legacy Park when they signed up), Coborn's, Flagship Bank, and the Master Gardeners. She was hoping there would be less snow on the ground so she could get out and see what really needs to be cleaned up, but she shared a draft plan. She spoke with Public Services Director Wood, and they think it may be useful to have people a little farther from the beaten path that Public Works doesn't typically get to right away in the spring. One area Everett would like to have people is at the City Hall parking lot to work on cleaning up in the drainage areas that collect a lot of trash, and they can work into downtown in the former Eagle Park and go from there. She said that we can have the Master Gardeners at River Bluff, and then there may be other garden projects we can have them work on too. Depending on how many people Coborn's can come up with, we can put them at Bluebird and they can cover more area. Everett asked if the board members had any areas that they wanted to have volunteers work on. The goal is that the locations will be advertised so residents can join too. Having some sort of meeting location would be useful, but not completely necessary. She said she can also just work with Public Works to determine the areas that need the most work. Wimmer said that Whisper Ridge and Isanti Hills are areas that seem to get more of the windblown stuff getting stuck in fences and that kind of thing. Johnson asked if we have anyone doing the Cambridge-Isanti trail. Everett said that could potentially be covered by whoever we have at Bluebird, and it is one of the areas that Public Works gets out to right away. Garvey asked if we had numbers that each group is anticipating. Everett said that she doesn't have those yet, but New Hope did share that they're having a community outreach day on the same day so they'll have a lot of people available. Flagship said they'll probably have four or five, so we'll have a wide range. Everett said there may be some light landscaping we can have people work on too; Public Works spends time in the spring raking the woodchips back into the playgrounds and things. Everett stated that the clean up will happen before the next meeting, so she'll give an update on how it goes. The clean up is April 21st, Saturday, from 10:00 to noon. It's the same day as Citywide Clean Up.

5. Parks Updates

Everett shared that March movie night went well with Heavenly Sunshine, there were 67 people. The last movie night is in April with the Isanti Ambassadors; they haven't volunteer at movie night before. The 2018-2019 schedule is up as well as the updated volunteer policy.

The community garden is almost full. Everett received a call that afternoon from someone who said they'd come in to sign up that day, but they didn't so far. Within the next couple of days, she expects they'll be in. Johnson asked if there are still 5 plots. Everett said there are; there are two sets of two plots and a single one, so really if we get three more gardeners we can fill those. There are four raised beds that are reserved and there are two more that we can put up if we need them. If they don't get reserved, we may put them in the area for the Public Health program. The garden opens May 12, and there will be a meeting for the gardeners on May 10. Everett explained that she just talked with Public Works about the pollinator section too.

Everett said that rain garden workshop is coming up April 19, which is before the next meeting as well. Soil and Water is putting together a Powerpoint presentation for that. Everett has received some phone calls from people interested in coming and shared the information at the Master Gardeners' Burst into Spring event. It is open to all County residents, so anyone can come to learn about rain gardens, and there will be a section at the end to talk about the reimbursement program.

Everett stated that staff are working on interviewing Parks Intern candidates, and there have been some good candidates so far.

Everett updated the board on the Farmers' Market. There has been one new big vegetable vendor that signed up for two booths for the whole season. She did find out that Shoua, who has been a regular of the

market will not be back this year. She is at another market every other day of the week, and is hoping that she can get some extra help and maybe come back next year. Everett also sent out emails to a bunch of people listed on Minnesota Grown and is starting to get responses to that. A fair number of last year's vendors have their forms in as well. Now that we can kind of advertise it as a quickly growing market, word is getting out on its own as well as Everett can tell people that this location will be successful for them. There is a vendor meeting at the end of April for anyone who is signed up or interested in signing up.

Everett stated that the sponsorship program has gone out. There have been a couple of quick bites on that, and she will send reminders out before that is due. Allina is on board to help us out again. They've been really great about that. Last year, they gave us a basket to go with the Passport to Parks prize, too. They're always a great resource to have for a lot of the things we do.

Everett added that the City finally owns Academy Park. We will be installing a segment of fence between the storm pond and the open field; Everett is working on bids for that. All of the signage is going up as well. The park has a playground and tennis court which give us another amenity on that side of Hwy 65.

Garvey said she thought we may have discussed them in the past, but was wondering about the lights in Bluebird Park that are on at night. Is there a specific timing schedule that we're following? Are they our lights? She seems them on now. Everett asked if she meant the street lights. Garvey clarified she's talking about the lights that are over where the skatepark equipment is now and the pleasure rink. She added that for many months it's not utilized, so she's wondering why they're coming on. Everett said she would have to check about how those are set up. She thought they were set up to run on a sensor but then shut off after park hours, but there might not be a seasonal option. We should be able to manually shut them off in the winter. Wimmer said they shouldn't be on at all, period. They were put up specifically for hockey when we had the agreement with the youth hockey association and then they were supposed to shut them off when they were done with practice. Everett stated that now they're over the skate equipment and she has had people call and ask about them not being on. Wimmer said that we don't need to have lights on the skate equipment. Garvey said that's why she was wondering because they're on every night and they go off at 10:00. Everett confirmed that's park hours. Garvey stated that they're on all winter long, and asked to clarify if they're City lights. Everett and Wimmer confirmed that they are. Garvey said that to her it's wasting electricity when the equipment can't be used. She would like to see if we can establish more of a definitive schedule for the lights. She did think that at it used to be with the hockey rink that whoever was using it could turn them on or off. Everett explained that, she thought it was just last year, we got those ones and the ones at Unity switched to sensors because people would flip them on and then they didn't get shut off again. Garvey said that this is something she'd like to bring back and just get more definitive. Wimmer stated that he'd give the definitive; they're not supposed to be on. Most likely they'll be moved when we do the rink over on the other side. He doesn't know why they were every switched to the other thing, we don't put lights over anything else. They were only over hockey because it was part of that agreement.

Wimmer stated for the park tour, he'd like a park ambassador kind of thing where each board member takes a couple of the parks and then we check them out before the April meeting. He added that when we go through them and see if there's equipment that needs to be fixed or isn't being used, whatever it could be. We make suggestions about updates to be made or something needs to be changed or what have you. There's no way we could through all the parks in a couple of hours and actually be thorough. We could spend a meeting just at Legacy and River Bluff, each of those alone. He stated that Everett would still like to be out at a park which is a nice idea, depending on the weather. That was his idea to divvy those up and then we have a month to look at them. Johnson asked when the park tour was; Wimmer stated at the April meeting. Johnson asked for clarification about where the meeting would be. Wimmer stated that in the past we would meet at City Hall and do the pledge and approving the minutes and then drive to all the parks and spend maybe five minutes at each one. Garvey said that she likes the change and it's worth a

shot because the old way isn't working anymore. The board discussed the parks and made the following assignments:

- Mayor Wimmer – Legacy Park and River Bluff Preserve
- Jenny Garvey – Riverside Park, Bluebird Park, and Unity Park
- Jeff Johnson – Mattson Park and VFW Park
- James Witte – Rum River Meadows and Isanti Hills Neighborhood Park (formerly Tot Lot)
- Aaron Zdon – Whisper Ridge and Academy Park

Garvey wanted to clarify that we'd only meet in one place. Wimmer stated that we would just meet in one place. Everett stated that she can also send out a list of what kinds of things to look for. Everett asked if everyone has been to Academy Park and if wanted to have the meeting there. Wimmer stated that we can go there, weather permitting. Garvey asked if there's any sort of shelter there; Wimmer stated that there is not, that's why it has to be pretty good weather; Everett said we could just default to having the meeting here. Wimmer said we should publish that the meeting will be held there and then just start there instead of meeting here and driving there. Legally, the meeting has to be where we say it is, so if we do that even if there's bad weather we have to do it there. Garvey asked if the building would be open; Everett said she could look into it. Everett asked how far in advance we have to post it. Wimmer said that we'll have to check. Everett said that having the meeting out there isn't totally necessary; we can just ask everyone to drive by to see Academy Park. The board clarified that the whole meeting will be held be in Council Chambers and each member will to go Academy Park in addition to their assignments before the next meeting. Wimmer explained to Johnson since he hasn't been through this process yet, that all of these ideas will go into the "hopper" and they'll be addressed by priority and budget. In the last year and half, quite a few things have been addressed. Everett explained that she has already received the new diggers for Isanti Hills.

6. Adjournment

Motion by Johnson, second by Wimmer to adjourn the March 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:37 p.m.

Dated at Isanti, Minnesota this 27th day of March, 2018.

Respectfully submitted,



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: April 24, 2018
Subject: Park Visit Reports

Background

At the March, 27, 2018 meeting, the Parks, Recreation, and Culture Board members assigned parks for each member to visit before the April meeting. Staff provided a checklist with things to look for at the visits. PRC Board members will report on their visits at the meeting.



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: April 24, 2018
Subject: Public Parking Signs

Background

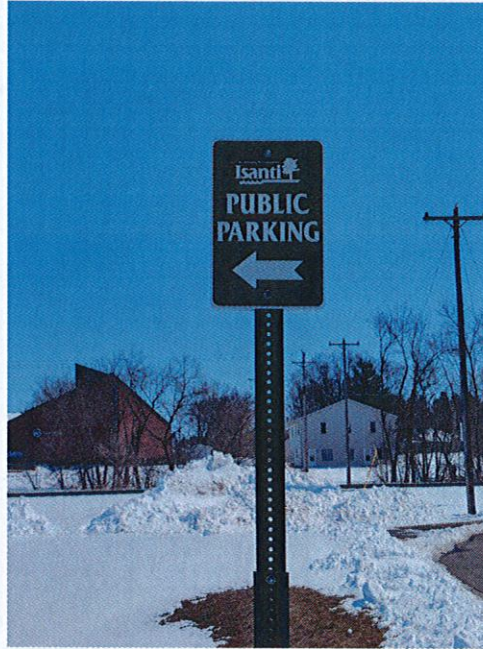
It has come to the City's attention that directing event spectators to public parking areas at Bluebird Park is challenging for event staff. One solution may be to post directional signs. Staff has prepared draft options for PRC Board discussion.

Attachments

- Sign options
- IIA/BMX Parking Lot Photos

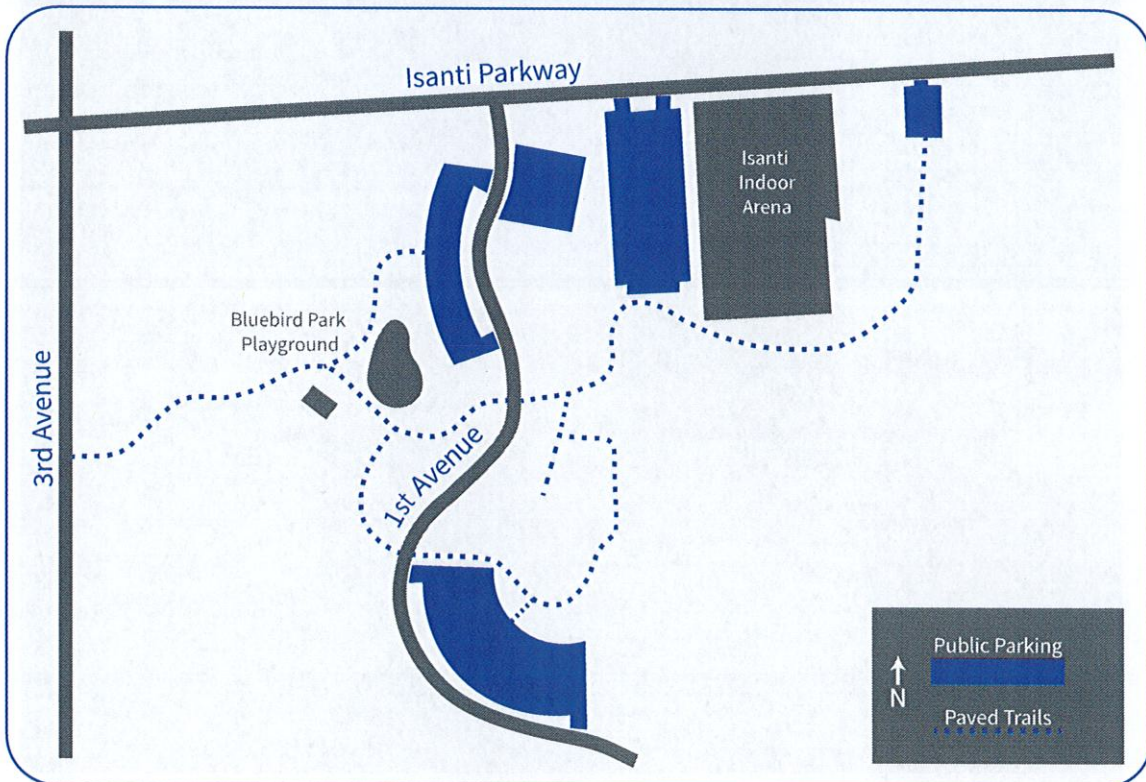
Public Parking Sign Options

Option 1:



Currently posted at Downtown/City Hall lot

Option 2:



Westbound Approach



Eastbound Approach







MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: April 24, 2018
Subject: Parks Updates

Background

The final movie night of the season is scheduled for April 20 (Beauty and the Beast – 2017 version), and the Isanti Ambassadors will be hosting concessions. Movie nights will resume in October.

The Community Garden is almost full – as of March 22, there were 5 ground plots remaining. The garden will be open May 12.

The Earth Day Clean Up has been postponed until May 5 due to snow.

A Parks Intern has been hired – Bree Erickson will assist with Parks operations over the summer.

There is a farmers' market vendor meeting scheduled for April 27 at 2:00 pm at the Isanti Community Center. All current and interested vendors are encouraged to attend. The market opens for the season on May 25.

Staff will give an update on the Rain Garden Workshop from April 19.

The lights at Bluebird Park over the skate park equipment and pleasure rink have been manually switched off per the discussion at the March 24, 2018 meeting. The lights will not come on at any time.

Curious Creatures is scheduled for May 8; a local childcare provider has signed up enough kids that the program will occur as scheduled. Staff are continuing to market this program.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, May 22, 2018

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 24, 2018 Parks, Recreation and Culture Board Meeting.
3. City of Isanti Bicycle and Pedestrian Planning (Ryan Kernosky, Community Development Director)
4. Fir Street Parcel Discussion
5. Park Visit Summary
6. Painting Plow Blades Update
7. Parks Updates
8. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 24, 2018
City Council Chambers**

1. Meeting Opening.

A. Call to Order.

Zdon called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance.

Everyone stood for the Pledge of Allegiance.

C. Roll Call.

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

Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.

Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Witte to approve the agenda for the April 24, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from March 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Park Visit Reports

Everett invited the board to share their reports; she explained that she will take notes on their findings so they did not have to turn anything in after the meeting unless they had something they wanted to leave with her. She said that after the reports, there could be discussion about whether we need to make a list of things to be done or if there are things that staff can just address.

Zdon reported on Academy Park and Whisper Ridge. Academy Park is a new park, so in general the report was all 5's, new or like new. The overall appearance was a 5. For safety or maintenance concerns, the tennis net was loose and the crank was sitting on the ground, so he gave that to Everett. That net should be tightened. The mulch looked good, but it was a little low under the swings as always and at the bottom of slides. It could stand to be raked. Zdon wasn't sure if that was the City's responsibility. Everett explained that it is, and we'll do everything over there now. She also stated that the school had called about the playground being flooded, but there was just still frost under there so there wasn't anywhere for the water to go. Zdon rated the park a 5; his recommendations were to rake the mulch when it's dry and it might be cool to put the hopscotch stencils on the trail there. Everett explained that we have gotten the animal print stencils, so that may be something we can add. Zdon stated that Whisper Ridge is the park we've negotiated over the years; do we fix it, do we take it, do we make it green space. It's kind of in limbo last he's heard. Overall appearance is a 2; it's getting rundown. It's general maintenance, but it hasn't been maintained. There was no tennis net; Everett explained that it should go out this week. Zdon added that the latch on the door to go in was broken. Zdon added that there were kids there playing around. Trails were a 3; they're a little bit older but not bad. Overall condition was a 2; it's a little rundown and we know that. It's mainly the surface. Zdon's recommendations, if we want to keep it an active park, would be a new surface which we know is expensive or at least seal the cracks with a concrete caulking so they don't get any worse. It also needs a good cleaning, and maybe restriping. Everett explained that what we ran into at Mattson, which may be true there too, is that the cracks were too big and they won't fill them anymore. Zdon said that they're not too big right now, and he's done concrete filling before and thinks these are fillable. It would at least prevent weeds from coming up.

Garvey added before we moved on that everyone also should have visited Academy. She thought that she remembered having some kind of sign indicating when the school had use of the park. Everett stated that we do have one and it will go up soon. She made a note to make sure that it gets put up.

Witte stated that he visited Rum River Meadows; overall appearance he gave a 5. He did notice that some of the play stones on the rock wall were a little bit loose. There was some paint chipping near the triple slide on the north on the larger posts. It almost looked like someone had been pulling at it because it was a large section. It will probably get worse as time goes by. Park rating was between a 4 and 5. His recommendations included putting the trash cans closer to the park. Everett explained that she believes they have to be up by the curb so the garbage company will dump them. Wimmer added that we have also found that the closer they are to the equipment, the more often they are dumped in or on the equipment. Witte also recommended adding pet receptacles at the park because there was a significant amount of dog feces in the area. Wimmer stated that we have a property there that has been cited on a number of occasions for allowing their dogs to go on the park instead of their own property. Witte stated that his second park was Isanti Hills. He rated it a 4 and didn't see any visible damage during his visit. He parked on Cottonwood Street, and noticed some minor cracks on the walk to the park. He said the pavilion was a 4. His overall rating was a 4. He recommends pet receptacles here as well. He thought that the equipment also seems outdated, especially the teeter totter system. He said that maybe a rope climbing system like out at Bluebird and something to replace the teeter totter bouncer. Everett explained that the play system out there is actually a different brand than all of the others, so our normal rep won't get us parts for it. The bottom the slide there has a lip that's broken, it's not a safety issue but it will crack more. That park is one that if we want to do anything with it, it will probably be a bit of a bigger overhaul. Wimmer added that these ideas will be put into a hopper and then prioritized. There was a subcommittee a couple of years that prioritized a list of things; Zdon stated that list was a long one with every park, and that's why there's less to do now.

Garvey stated that she went to Unity. The grounds are pretty much grass and dirt at that location; both were soft but looked good. There is one pavilion and one picnic table. The picnic table with the roof has wood shingles, and there were a few on the ground. They look in very rough shape. The regular pavilion looks wonderful. Her question was why the pavilion is so far off the road and she wonders if anyone uses it. Some of the parking lot pillars are broken and it seems like there are some missing. She's guessing that those will need to be replaced. Everett explained that she and Public Services Director Wood had just been discussing those, and neither were aware of any previous discussions of what to do about them. Everett guessed that those were probably put in in the 80's. Garvey also asked about the agreement with the school for the use of the parking lot. Wimmer stated that there isn't one; Everett added that she thought there was. Garvey explained that it was plowed all winter. Wimmer stated that it shouldn't be and didn't know who was doing that. Garvey stated that the bleachers still look good. Garvey stated that she also went to Riverside Park. The playground still looks like it's in good shape, she gave it a 4. She didn't notice any safety or maintenance things. The mulch is adequate in both places, and the borders still look good. Overall, she gave it a 4. Zdon added that it's a little faded; Garvey agreed that it is. Garvey did notice that the little torpedo seems slow; Everett said that one was replaced last fall, and you have to be hanging on them for them to really move. Garvey stated that she also went to Bluebird. She gave the playground a 4, it's in really good shape still. The only thing was the swings. It seems like the poles are in the ground more at Bluebird than they are at Riverside and other parks; so where the feet hang is deeper. Zdon added that it gets really deep at Bluebird. Garvey stated that she thinks the swings should be adjusted to where the mulch is, rather than the mulch being dug out. The swings should be higher, but she doesn't think you can there because the poles are in the ground so much. Wimmer asked if there's a lot more material at Bluebird. Garvey said that there is, and it looks like a lot of mulch has been added over time. Everett said that there is some money budgeted to do a full replacement of the mulch, and she believes it includes Bluebird. You need a certain depth of mulch, and at the bottom it's not mulch anymore, so we'll have to dig it out. That process might bring those swings up; but it shouldn't be too hard to make the chains shorter either. Garvey stated that she still thinks it may be interesting to measure

the frames in different parks to see if they really are different. Garvey noticed that the trails have some larger cracks, and made a note that the larger one would be a concern for skateboarders or rollerbladers. Wimmer added that the trails get done at the same time as crack sealing and those kinds of things are being done in the area. Garvey also added that the hopscotch needs to be redone. The pavilion looks good, she gave it a 5. Her recommendations include moving the public ice rink sign from the back of the rink to the parking lot side so people see the rules before they get on the rink, and repairing the curb near the basketball court because it may be an ADA concern. She added that she also asked a few of the adults that were there, and no one knew there was public restrooms at BMX; recommends a sign near the playground since not everyone goes to the pavilion.

Mayor Wimmer stated that he went to Legacy Park. There is some exposed fabric and some ATV tracks, more than we have in a while. There is some patch/repair needed for the limestone that's taken out of there. And the basic things we have every year clearing the little branches and things as much as we can. It's still pretty wet and soggy. At River Bluff it's a grass trail, so there's not much going on there yet. The trails got a lot of use in the winter. When the water goes down, we'll get the bridge back in as quick as we can too. Wimmer also added that Everett can expand later on the Isanti County Public Health program at the community garden. He said we'll also be working with the schools, there are three interested so far, to do painting the plow. We'll take a Public Works plow, they'll sand it down and put a coat of primer on it, then we'll park it at any Isanti school and then they can paint it. Everett clarified that it is just the blades, not the vehicles. So far the two charter schools as well as the Middle School/MNC are looking to do that. We'll put them out at Isanti Day then.

Johnson stated that he went to Mattson Park. He said it's newly constructed; he gave the overall appearance a 5. The parks will probably all need to be graded for the mulch. The pavilion looked great, and there were actually a lot of kids playing there when he went. Overall condition he rated a 4.5. The only problem he noticed was that the slides had a back-pitch that creates a pool of water, and if it's not water it's a bunch of sand. He thinks it looks like something that could be adjusted. Otherwise, the park looks great. Since he has moved here, he has seen them in the park doing work more times than he can count; they just replaced swings and mulch last year. Johnson said that his other park was the VFW Park. That one to him is old and outdated. It looks like we took new stuff and put it in the park with the old stuff still there. There's paint peeling on the swings; it's higher up where the kids can't reach it though. Everett stated that there is now a sidewalk to it that was never there before. Garvey added that that may help get people there to use it. Johnson asked if we are fully responsible for that park. Everett explained that we are fully responsible for everything inside the fence. She said she's not sure exactly what the history of that park is. Zdon added that the VFW likely built the park or something to begin with, but that was before all of their terms.

Everett asked for a quick recap; she asked if anyone has something at a park that needs to be put on a list. Zdon said his only thing is getting the tennis net fixed. Witte said that he would just want the stones on the rock wall at Rum River Meadows to be tightened, and with Isanti Hills he'd recommend updating that equipment. He said it doesn't have to be a rope climber, but he asked some kids that were there what they would like to see and that was what they said. Everett stated that those kinds of things may also be worked into the comprehensive plan update.

4. Public Parking Signs

Everett explained that one of the biggest complaints we hear after BMX events is the parking. The association has said that their volunteers haven't been able to effectively point people to all of the lots in Bluebird. Putting up some signs might help to educate people that the lot at the arena isn't the only place to park. Everett explained that she included two options in the packet. The first one is what we already have at the City Hall lot. Maybe we put a couple of those out on Isanti Parkway pointing into the park. One thing to consider with that, is that at River Bluff we posted a sign that said that lot is reserved for park visitors. That's kind of different from public parking; we don't want people parked there overnight,

we don't care if people park here overnight. The one hour spaces at Bluebird are each labeled. Johnson asked where we're thinking of putting these. Everett said that's the question. Zdon stated you'd want one on Isanti Parkway pointing toward those lots. He asked if the asphalt pad that's labeled as a parking lot is going to be converted. Everett stated that it will this year, and we're hoping to get it done at the same time as some other projects to save money. Everett asked if it would be helpful to have sign on the north side of Isanti Parkway as you're leaving BMX telling them to take a left out of there for more parking. Zdon said it would. Garvey stated that the problem with parking is only a couple of times per year. Zdon said that even a normal race with regular turnout, the lot is over flow. For a big race, they fill every single lot and more. Garvey asked if we've thought about doing A-frame signs and keeping them at BMX, putting them out during the event, and when the event is done taking them in. Everett added that those might catch their attention more. Zdon agreed and said that the city's signs look nice, but they're not high vis. Garvey stated you could put one up as you're leaving the lot and then into Bluebird and/or depending on the weekend maybe soccer too. Zdon stated these could be used for soccer too, because they're not supposed to park on the grass along Isanti Parkway for soccer either but they do. Johnson stated that if you go with option 1, you'll need 4 or 5 of them, and since the A-frames might be cheaper, maybe just go with those. Everett said the prices might not be that different since we can just reorder the signs we have made. Johnson said that he's noticed the parking issues too. Garvey said she doesn't think people will notice the public park sign, but they will notice an A-frame. Everett stated that BMX does post a lot of printed signs showing where the parking is, and wanted to know if the board thought we should post option 2 somewhere so while people are at the arena they have an idea of what's available. Zdon clarified it would be a decent sized sign with a map; Everett said yes. Johnson said it's not a bad idea, but you're kind of fighting a losing battle. Garvey asked if anyone knew if BMX has a sponsorship from Coke or Pepsi. Zdon said that they do from Pepsi, and they had a sign from Pepsi that they were putting out. It was a banner, which does wear down and tear. Everett stated that when groups have special events that require permits, they are not allowed to put out signs unless they get a sign permit. BMX has decided they don't want to do that anymore. Zdon said that it's too much hassle, and then they're making signs and putting signs up. Everett said it's really just about knowing that you have permission to put the signs up where you are putting them up. There was an incident during one of the nationals that they just put them out on a business's property, and the City got a call about that and it was a big deal. They haven't put up signs since then. Garvey said that we can't do the A-frames then because they'd need a permit. Everett said that A-frames are different and are allowed with a permit as long as they're taken in at night. Zdon said that he'd be willing to bet that if the City got A-frames made that BMX could use and soccer could use, they'd have people to put them out. Johnson asked if there was anyone upholding the parking rules and regulations. Everett stated that the Police Department will ticket anyone who is parked where they're not supposed to. Zdon said there were tickets at the last event. Garvey asked where they're being ticketed. Zdon stated that basically if they're not parked on asphalt. Garvey said that the public parking signs and A-frame signs won't really solve that problem. Zdon explained that the track used to be in a field and people parked on the field all the way around, and that's the way it is at many tracks. Garvey asked then if we need to do the opposite and put out no parking on grass signs. Everett said that typically at those events they put out barricades at the places where a person can get onto the grass. If someone is going to drive around that, they're going to drive around whatever we put up too. That's part of the event responsibility, managing spectators. Garvey said that if we have sign up that says no parking on grass, the police have something to point to. Everett said that the police don't need that to ticket someone. Johnson and Zdon agreed that no parking on grass signs are a good idea, and it's not a difficult thing to put up. Zdon said it wouldn't hurt to have a couple more public parking signs, whether or not people see them, and if we want to we can look into A-frames. Witte asked if BMX would disclose the information on their website or post it while it's happening. Zdon said that it's posted everywhere during events, you can't miss it. Garvey asked if their signs say specifically to not park on the grass; neither Zdon or Everett were sure exactly what they say. Garvey stated that typically when facilities know that they're having one or two events a year with overflow parking, they have some type of temporary signs that direct people to do that. That is the bigger problem, the bigger events with people who aren't regularly coming here. Everett asked in that case, is it the City's responsibility to be getting them signs for their event. Zdon said that it is

not. Everett said that Public Works does already borrow out barricades and those kinds of things for events. Johnson stated that we're handing out a lot of stuff to these events. Garvey asked if Everett new if the BMX board has looked into this. Everett said that there has been a lot of turnover for them in the last couple of years, so it's possible that the decision to not put up signs was not made by people who are there now. It's worth revisiting with them and letting know they can do it, they just need to turn in the paperwork. Everett said we can certainly still get more of the public parking signs. Zdon said that isn't just servicing the BMX community. People coming in for soccer tournaments that aren't regulars don't know those lots are down there either. They just see people parking by the pine trees so they do that too. Garvey asked if there are any A-frame signs that the City already uses for events. Everett stated she has a couple that she uses for the farmer's market and things. Johnson asked about putting a sign at 3rd and Isanti Parkway; Zdon said that would definitely service soccer. Johnson said what about one there and then 1st and Isanti Parkway and call it a day.

Zdon asked Everett if there were any plans to connect the section of paved trail from the south Bluebird lot toward BMX without having to weave in and out of the tree line. Everett explained that she hasn't heard any plans for that, but maybe at the time the trail is redone.

Everett clarified that the decision is to just get the public parking signs and not maps, and then no parking on the grass. Zdon said he'd just get a few of each and put them out where Public Works thinks is best.

5. Parks Updates

Everett said that the final movie night went pretty well. There were 36 people, but it was really nice outside so we weren't sure we'd get any. Those will start again in October, and the applications for volunteers are available.

The community garden is down to 4 plots, someone else came in today. We will have the meeting with everyone on May 10th before it opens so everyone can get together and meet each other and go over rules. Everett was just out at the garden to take inventory of what needs to be done, and it's still very soupy out there, so we won't be able to do any tilling out there for a while. Hopefully we can get out there soon to do that.

We did postpone Earth Day until May 5th so the shady areas could get melted and hopefully dry out a little bit. There were four locations with groups signed up. The Master Gardeners have a highway clean up day, so they're not able to attend so Everett may move the Girl Scouts from Riverside Park to River Bluff. For the most part, people could still come to the new date.

We have hired our Parks Intern for the summer. Everett is looking forward to working with Bree. She actually worked at one of our farmer's market vendors farms for a few summers. She is local, but going to school out of state. She should be back by the end of May.

There's a farmers' market vendor meeting scheduled for Friday. There have been several new vendors who have contacted Everett, so hopefully many of them will make the meeting. The market will open May 25th. It's the same spot and same time as last year. There were also a couple of new businesses in town that took us up on sponsorships this year.

The Rain Garden Workshop went pretty well. We had 22 people show up. Since it was open to all county residents, she kept track and about half were City residents. It was a good workshop, and she thinks people learned a lot. People seemed interested in finding out what kinds of rain gardens they can do. Tiffany from Soil and Water did a really good job of making them seem like they're just another garden you can plant and anyone can do it.

Everett explained that the lights at Bluebird Park that the board talked about at the last meeting have been switched off. They will not come on until or unless Everett hears otherwise. Zdon asked if the plan is still to move them to the pleasure rink. Everett said she's not sure how that will turn out. When it first came up, they were told that it might be more expensive to just put up new ones than to move those ones. It will depend on cost.

Everett stated that Curious Creatures will be hosted May 8th. A daycare provider is going to bring some kids and hopefully we get some more too. The provider also forwarded the information for the County licensing person so Everett sent the program information there as well.

Everett also expanded on the Isanti County Public Health program that Mayor Wimmer mentioned earlier. They are hoping to get five families to mentor throughout the summer. They're going to split the space that the school had last year. They will mentor those families in how to garden and use those foods. The other half of that space then will be used by the School For All Seasons again. We will be putting up another raised bed. We have 4 reserved and only 3 up right now. We'll probably take down the tables that are out there because they keep collapsing. If no one reserves them, we don't want to keep fixing them. Witte asked for clarification on what was being taken down. Everett said it was the elevated beds. Public Works can rebuild them, but we don't have any reserved right now. Johnson asked what's available. Everett said that we have six raised beds total that we can put up. She said that if they don't all get reserved, we may also put one in the Public Health section so they can use it if they have someone who needs it. Everett said there are also 4 regular plots available.


6. Adjournment

Motion by Johnson, second by Witte to adjourn the April 24, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:16 p.m.

Dated at Isanti, Minnesota this 24th day of April, 2018.

Respectfully submitted,



Katie Everett
Community Events and Parks Coordinator

**MEMORANDUM**

TO: Parks, Recreation, Culture Board

FROM: Ryan Kernosky, Community Development Director *RK*

DATE: May 22, 2018

SUBJECT: **CITY OF ISANTI BICYCLE AND PEDESTRIAN PLANNING**

Background

Community Development Department has begun to look at long-range planning at a large scale for the Isanti 2030 Comprehensive Plan Update. As part of the update, pedestrian and non-motorized vehicle transportation will be included. This is a great time to incorporate a bicycle and pedestrian specific plan that is adopted separate from the Comprehensive Plan Update.

Staff intends to use the Parks, Recreation, and Culture Board as a 'sounding board' for the bike and pedestrian plan. We will be asking for thoughts on various parts of the plan, and for active participation in the creation of the plan.

Our hope is to have a plan adopted by the City Council no later than December 2018.

The bike and pedestrian plan will include the following:

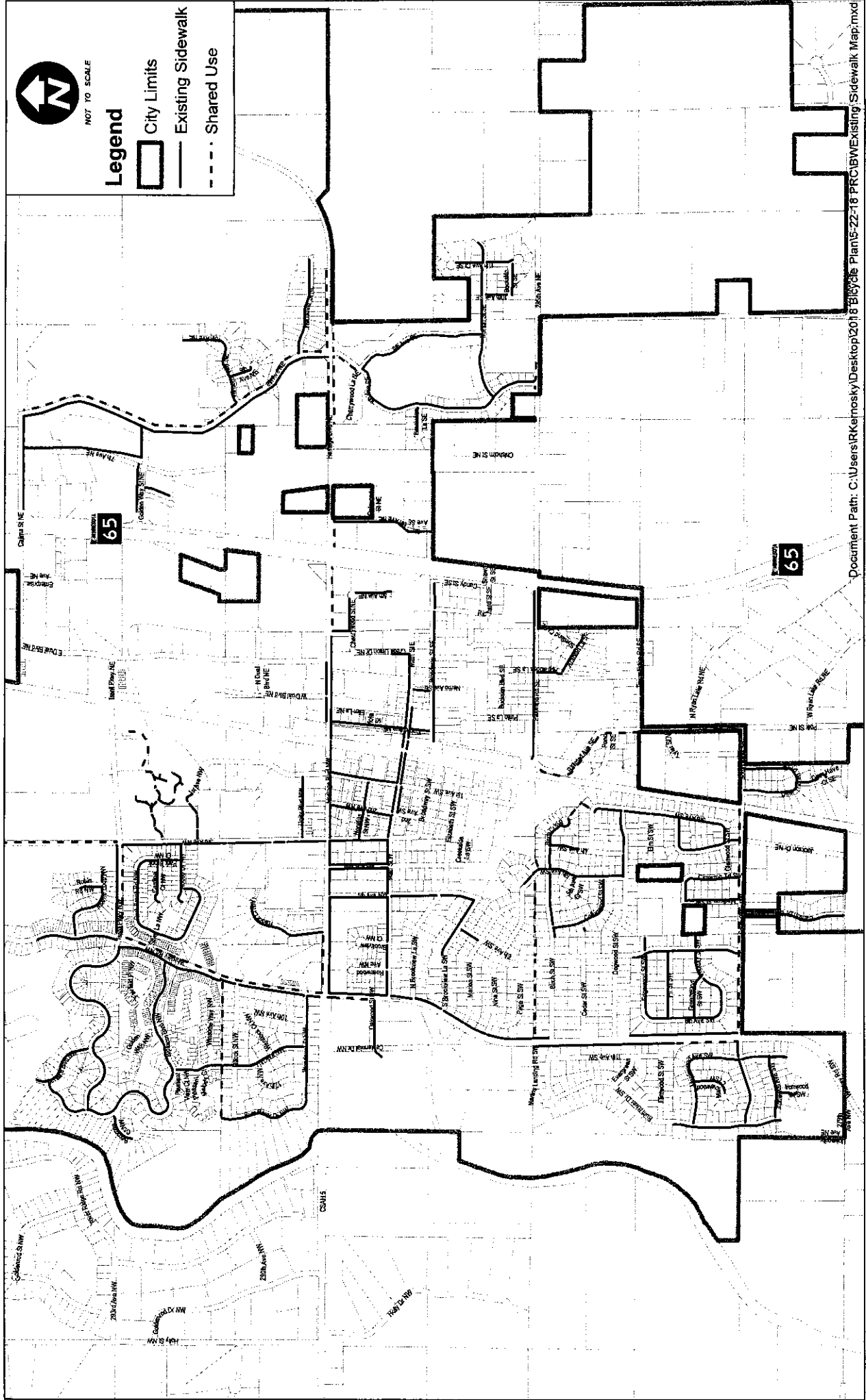
- 1) Existing Policies
- 2) Existing Non-motorized Facilities
- 3) Underserved Areas
- 4) Goals and Objectives
- 5) Future Bicycle and Pedestrian Routes
- 6) Best Facility Practices
- 7) Implementation & Future Considerations

Staff Request

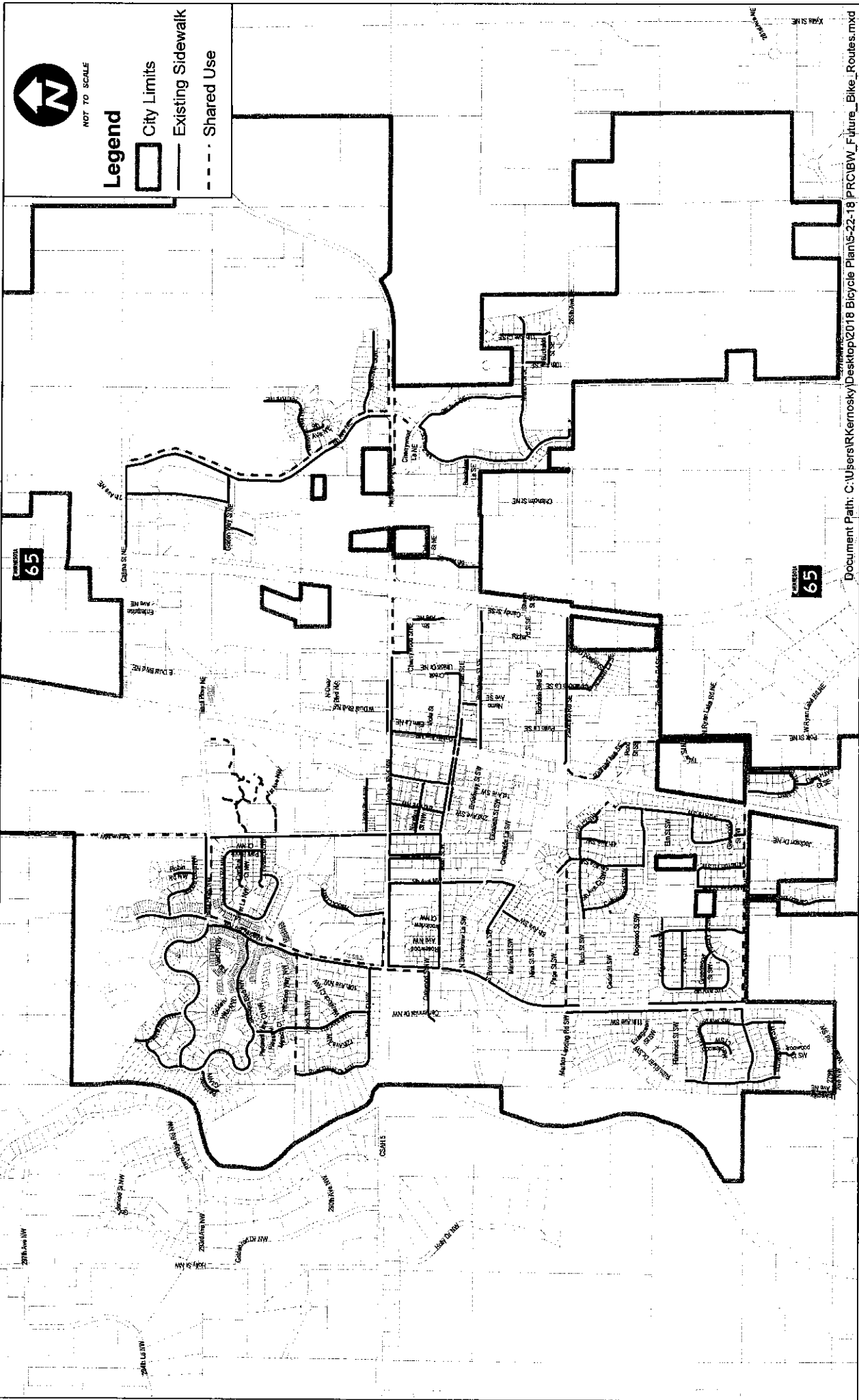
Attached you'll find 11"x17" maps that includes existing facilities. Please do the following if able for the next PRC meeting:

- 1) Look for areas that are underserved by bicycle and pedestrian facilities
- 2) Draw out one or two potential bike routes

Existing Facility Map



Future Bike Routes





MEMO

To: Members of the Parks, Recreation & Culture Board

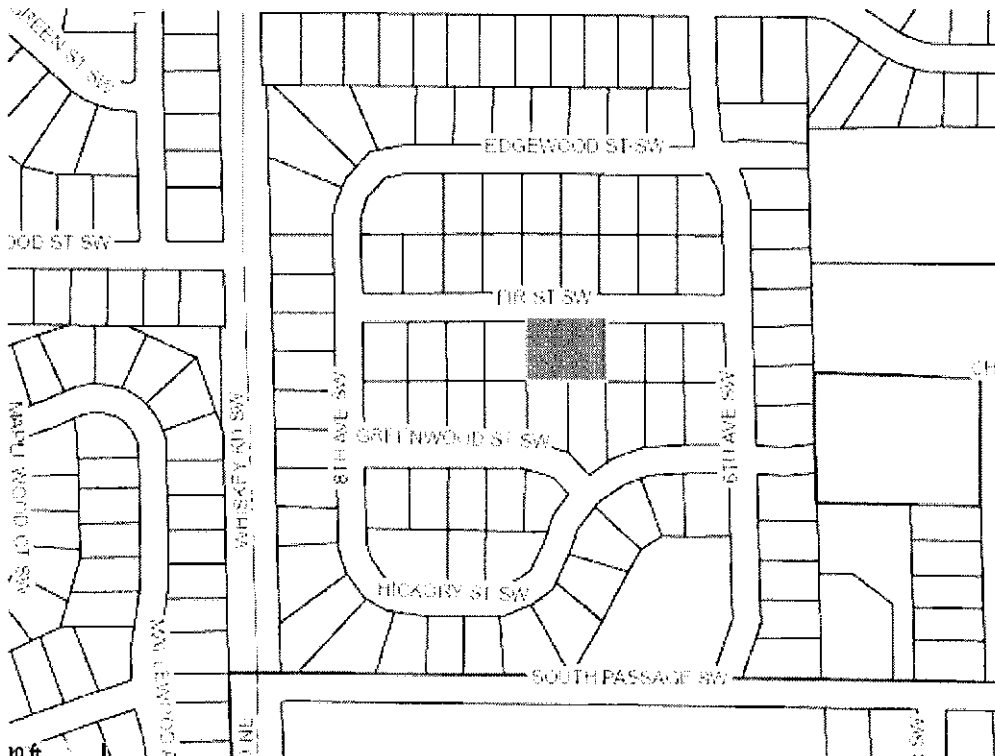
From: Katie Everett, Community Events and Parks Coordinator

Date: May 22, 2018

Subject: Fir Street Lot Discussion

Background

In 2015, the City acquired two parcels on Fir Street through a Tax Forfeiture process. The application materials to obtain the parcels indicated that they would be used “to create a neighborhood park of open space and or recreational amenities which may include a tennis court, basketball court or volleyball court.” At the November 2015 Parks, Recreation, and Culture Board meeting, there was an update given that the parcels had been approved by the County, and would need to be brought up in the coming year to discuss the plan for the parcels. This discussion has not yet taken place.





MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

Date: May 22, 2018

Subject: Park Visit Summary

Background

At the April 24, 2018 Parks, Recreation, and Culture Board meeting, all board members gave reports on their assigned park visits. Staff has drafted a project list from these reports and invites PRC Board input for prioritization of projects.

Short-Term and Immediate Maintenance Projects:

- Add animal print hopscotch to Bluebird Park and Academy Park
- Look into mulch depth/swing height (especially at Bluebird Park)
- Move ice rink sign toward parking lot
- Install a Public Restroom sign near the Bluebird playground
- Sand/repaint swings at VFW Park
- Spot repair trails at Legacy Park
- Tighten hand holds on rock wall at Rum River Meadows
- Address flaking paint at Rum River Meadows
- Consider adding pet waste receptacles at parks
- Put out tennis net at Whisper Ridge and fix gate latch
- Tighten tennis net at Academy Park
- Post shared use sign at Academy Park

Long-Term Projects:

- Crack filling on trails at Bluebird Park
- Repair/replace small pavilion at Unity
- Repair/replace parking lot bollards at Unity
- Update equipment at VFW Park
- Complete trail “refresh” at Legacy Park
- Update equipment at Isanti Hills Neighborhood Park – add a new element like a rope climber
- Discuss future of Whisper Ridge – resurface courts? Larger park overhaul?
- Repair curb near Bluebird basketball court



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

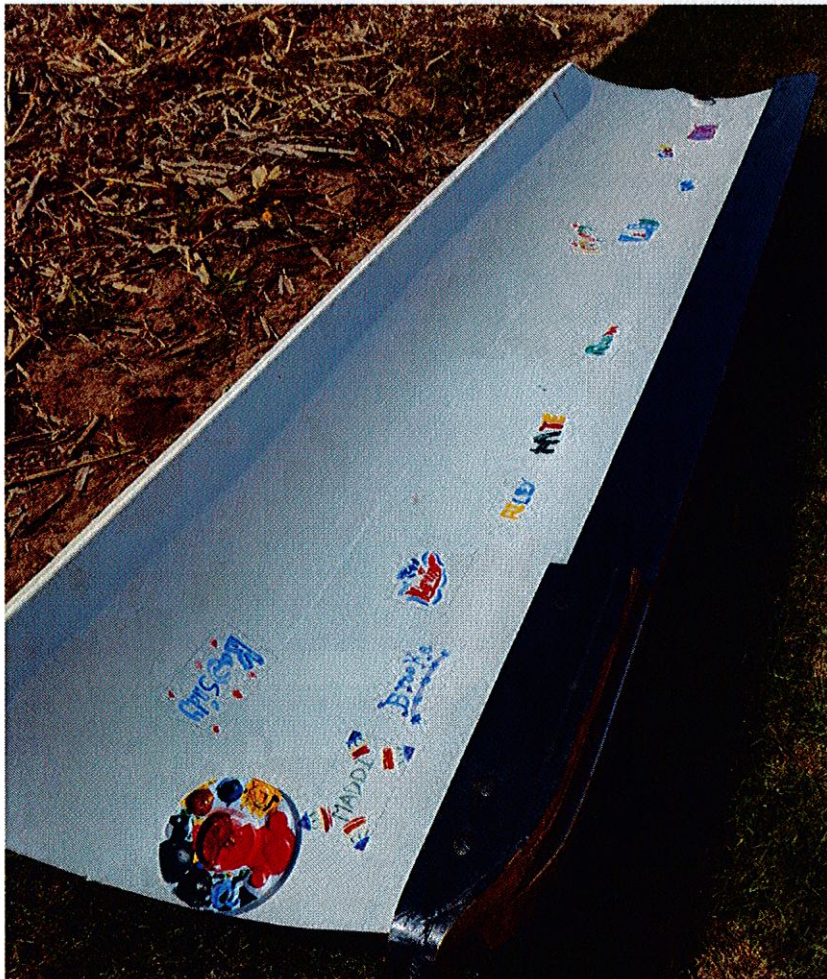
Date: May 22, 2018

Subject: Painting Plow Blades Update

Background

Public Works has delivered the plow blades to each of the Isanti schools for them to paint before the end of the school year. They will be displayed at Celebrate Isanti on August 11. Some schools have started decorating their plows already, the photos below show progress as of May 17.







MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: May 22, 2018
Subject: Parks Updates

Background

The Farmers Market begins May 26. There are currently 16 total vendors signed up (as of May 17). Staff is working to find musicians to play during the market and will organize kids' activities and recipe sampling days. The market will run every Friday from 2:00 – 6:00 pm until September 28.

There is a Pollinator Workshop scheduled for Saturday, June 9 from 1:00-3:00 pm at River Bluff Preserve. The workshop will include a short hike to look for pollinators and participants will get to build mason bee homes to take home. It is free for Isanti residents and there is a small fee for non-residents.

The Passport to Parks citywide scavenger hunt will take place again this summer. There will be a kick off event on June 21st, and the hunt will go through August 3rd. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 11th. Passports will be available for download from the City's website and pick up at City Hall.

Street Dances will kick off on June 23 with Maiden Dixie. Staff is working update all sponsor information; Climb Theater has indicated that they will be Platinum Level sponsors this year, joining Coborn's and Dahlheimer Distributing as the events' top sponsors. The second street dance is July 14 featuring Jonah and the Whales, and the third is on August 11 featuring Bad Girlfriends.

The Community Garden opened on May 12. All 60 ground plots are now reserved. There are still elevated beds available upon request through June 1.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, June 26, 2018

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 22, 2018 Parks, Recreation and Culture Board Meeting.
3. Gap Analysis, Sect I & II of Bike and Pedestrian Plan (Ryan Kernosky, Community Development Director)
4. Unity Parking Lot
5. Fir Street Parcel Planning Timeline
6. Parks Updates
7. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 22, 2018
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, Jeff Johnson, James Witte, and Aaron Zdon

Members Absent: Mayor Wimmer

Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.

Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Garvey to approve the agenda for the May 22, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from April 24, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Witte; second by Garvey. Minutes were unanimously approved.

3. City of Isanti Bicycle and Pedestrian Planning

Ryan Kernosky (Community Development Director) explained that the City is beginning to look at the 2030 Comprehensive Plan update, and typically transportation is a big part of it. It is really important within that section of the Comp Plan that we consider non-motorized based transportation. As a 30,000 feet view of the plan coming forward, among other things, he has identified a need for a Bicycle and Pedestrian Plan; and that is also piggybacking from department staff and Development and Operations Committee interest to pursue Bike Friendly status. In order to obtain that, it's really important to have a Bike and Pedestrian Plan. As a result, we'll use this Board as a sounding board for the plan update. Kernosky explained that there are two maps included in the agenda packet; one is the existing facility map which includes sidewalks and shared use paths, and the other is titled Future Bike Routes. He asked the Board members to look at the maps for any holes in access to sidewalks or multi-modal paths and consider future routes that take into consideration the City's assets which include our parks, concentration of employment centers like the industrial park, and other well developed neighborhoods. Kernosky asked the members to bring their ideas back, and explained that it will be a multi-month project. Everett asked if Kernosky thought it would be helpful to have their ideas in advance of the next meeting to be included in the June packet. Kernosky explained that he planned to take the information the members give and put it into the mapping system to create a map that reflects what they have identified, and will allow staff to also provide input. Everett explained that if the members provide their information early the week of June 11, there should be enough time to get it included in the packet. Kernosky explained that beyond future bike routes, the plan will include some best practices in bike planning, in infrastructure design and implementation. We'll set out some goals, which might include when the City does street upgrades in areas we identify, that we go after installing sidewalk. As a result of that, we have to pay for it somehow, like we did on Palomino, whether it's assessing property owners or tapping into transportation alternative grants as a possibility. Having this document adopted by the City Council, hopefully this Fall, will justify getting those finances for Federal and State grants. Witte asked if the members could be sent a color copy because it's hard to identify differences for the future map. Kernosky said that he include an aerial photo

with the map, we just don't have a color printer for 11x17, so we can email it out. Zdon explained that the Board had talked in prior years about where we're missing sidewalks, and they've slowly started to fill in. Everett asked Kernosky if there is a requirement for developers to include some sort of trail in new development. Kernosky stated that we do require sidewalk installation, but trail development is not required in ordinance. The west and south end of all roads have to have sidewalks built to standards. Johnson asked if there is anything along the river; Kernosky said there isn't and there is a number of reasons for that. Mainly because the DNR doesn't let us do a lot for trail development in that area. There is a scenic easement that was put in place in the early 90s. When we put in the path down at River Bluff Preserve, the DNR pushed back quite a bit with what we could and could not do with that path. Everett explained that a lot of the Rum River is privately owned as well. There is not a lot of public land along any of the Rum River, so any time you try to do anything along the Rum it is a fight all the way. Zdon asked if we need any motions; Everett stated we do not.

4. Fir Street Parcel Discussion

Everett explained that these parcels are in the southwest corner of the City off of Whiskey. There are two parcels that the City has through Tax Forfeiture. Everett believed that the developer gave us those lots rather than giving us money for the Park Dedication Fund, or something to that effect. The City was able to hold those lots by an application that said we were going to "create a neighborhood park of open space and/or recreational amenities which may include a basketball court, tennis court, or volleyball court." That application was 2015 and it indicated that we intended to something with it in 3 years. Everett explained that nothing will happen in 2018, but she looked back at the minutes and it sounds like Park Board had heard about this and the minutes were left at "in 2016 we need to have a discussion" and it hasn't happened. As a Park Board, we now know that these lots exist and we need to have some sort of discussion about what kinds of things to put there, then Everett can do some research to see what's feasible and that kind of thing. She explained that it's not a ton of space; it's two residential lots. For a frame of reference, playground area at Rum River Meadows is about two residential lots. Johnson thought it would be big enough for a basketball court; he has friends who live in that neighborhood and they're begging for some park and rec thing to go in those lots. Everett added that a playground there will not happen; with the playground infrastructure we have to support right now that just doesn't make sense. Zdon added that Rum River Meadows is across Whiskey, but it's close. Everett agreed and added that it might not be an easy walk for some to cross there. The board members agreed that a playground is not a good option here. Witte added that he does not think a volleyball court is a good option either, just based on the usage of the one at Rum River Meadows. Johnson added that we have the tennis court right at Mattson; Everett added we have one at Academy now too. Johnson asked if we have a basketball court anywhere. Everett stated that we have one at Mattson and one at Bluebird, and Whisper Ridge. Garvey asked when the last time the City really built a park from scratch – at Legacy there was a certain thing we could do there, and the garden and things like that – but has there ever been a community survey asking what they wanted to see in their park. Everett thought that something like that may have happened with Bluebird; there was definitely community involvement with the skate park. She is not sure with the others. She would guess that they were just part of a development and a playground was put in. Zdon added that some were community builds, but not necessarily community input for what was put in. Everett added that there has been more community input with naming parks in the past. Zdon added that the Board had picked layouts and things in the past. Garvey said that this one will really be a neighborhood park, and wondered if the City can do a demographic of ages of residents to get a sense of the population surrounding the park. Everett explained that the City just sent out a survey to new residents up through April 2016; those surveys included things like: "Why did you move here?," "What direction do you go to go to work?," those kinds of things. She couldn't remember offhand if it had number of adults and children in the household included. They did one of those to a smaller sampling last year as well. We could maybe get a general idea. Everett explained that it's also super simple to pull all of the mailing information for people in that area and we can survey them directly as well, if that's something we want to do. Everett explained that what they're talking about is something a lot of cities do; they host some sort of public meeting too and send invites especially to those people to let them know we'll be

talking about those lots. Johnson said that is a great idea; he thinks we should send invites to those people and have them come to a meeting and we hear from them. Garvey stated that at the last city she worked with, they did that for about ten years. Everett added that with any of those meetings; if you get 20 people in the room, you get 20 answers. It may be helpful for the Board to come up with a few options and let them choose from those. Garvey agreed that it's best to put out some idea of what we can and cannot do. Everett explained this process is not a hurry, so it could even be like an October meeting. Zdon asked when it has to be budgeted for 2019. Everett explained that budgeting is starting now, and with what she has seen for the budget so far, she would guess that this will also not be a 2019 budget item, but depending on what it is maybe it could be. Zdon said it could maybe just be some simple green space and outdoor workout equipment, which he knows isn't super cheap, but it's simple. Maybe as a phase 1. Garvey said that it would be good to come back and revisit it in the fall with at least a recap and some kind of plan. Everett asked if there are options she should look into in the meantime; she'll look into a basketball court and exercise equipment. The Board can make their scope bigger and she can narrow it in. Garvey thought an overhang with picnic tables and some casual seating; Johnson added a grill or two. Everett explained that most of the neighborhood parks are playgrounds, so there isn't a whole lot of precedent for this situation to say what needs to happen in this situation. So we're at the point where it's good to be creative. Garvey said that it would be nice to also see pictures of what the lots look like, what the neighbors have surrounding it. Everett looked at a street view of the lots, and it looks like there are houses on either side and the two lots behind are vacant. Garvey asked if the houses that are there know that those lots are to be used by the City as a park. Everett said that she doesn't know who they are or what they know about them at this point. Everett said that there is a street light in the middle of the lots right now, but otherwise it's just open and we mow it for now. She stated that we should offer maybe three options. For the Board's timeline, if by July we have a discussion about options, that would give time for a public meeting in October.

5. Park Visit Summary

Everett reviewed the list that was compiled after the April park tours. She stated that some of the items have already been addressed by Public Works. She did look into adjusting the Mattson slide, and it won't be possible because of the way it was installed. She broke down the list into short-term and long-term projects. She reviewed the list with the Board. Everett asked if there were any other items that needed to be added to the list; the Board members did not have anything. Everett added that refurbishing Bluebird Park is being budgeted for 2019; that will include taking the playground apart, then they'll sandblast the metal posts and re-powder coat them, and put it back together. The plastic pieces kind of are what they are, you can't do a lot with them. A lot of those parts have broken and are newer anyway, so the plan for those is just to replace them as needed rather than replacing everything at once. We will also evaluate continuing that process with some other parks too; the Board mentioned that Riverside is pretty faded. Since all of our parks are about the same age, we just can't do it all at once. Just repainting at Bluebird park is about \$25,000. The dog park is also scheduled to be budgeted for 2019 as well.

6. Painting Plow Blades Update

Everett explained that at the last meeting, Mayor Wimmer explained that this project would be happening. She included pictures of the ones that had been started in the packet. There was also an article in the County Star with a big photo of the IMS/MNC project. The plan is to pick them up at the end of the year and cover them or store them inside so they don't fade over the summer and we'll display them at Celebrate Isanti. After that they'll be put back on the plows and Public Works will use them again. Probably, the paint will come off, and then Public Works will sand them down and we'll maybe do it again next year. Everett stated that the future of the program might include some sort of theme, or maybe judging and prizes and that sort of thing to be determined.

7. Parks Updates

Everett explained that the Farmer's Market starts this Friday, May 25. She believes there are five or six vendors for the first week and then they start rolling in from there as more produce and things become available. There is a decent number of new farms signed up this year, so we should have a good selection of produce available. There are also a number of vendors doing things like crafts and handmade things as well. A lot of people have been finding the market rather than us having to do so much searching, which is a really sign. Once people start seeing the market, we'll also get people who are interested in joining. We currently have 16 stall spaces, so in the middle weeks we have maybe one or two open right now. If we get more, without changing too much, we can probably get 18 in there. From that point, we'll probably have to do something different with how we set up; probably the easiest option will be to have the vendors park somewhere else and reconfigure how the booths are set up. The Liquor Store has also set up samplings for most Fridays during the season as well to take advantage of that. We'll also continue with kids' activities that help people stick around the market and encourage them to visit everyone. We are still looking for musicians; it would be really nice to have someone reliable. Witte asked if we're looking for anything in particular. Everett stated that we just need something that's general audience, family friendly, acoustic. It's pretty casual, and it will be more background music than a show. Some people might come and listen to a song or two. Garvey asked if Everett has advertised for this. She said that she has put it on her personal Facebook page and got some response, but can also put it out on the market page. She has also sent it to her contacts with the schools for music and theater groups too. Everett stated that there is a Pollinator Workshop scheduled for June 9th at River Bluff. We'll do mason bee homes; you basically take bamboo shoots and bundle them together, then wild bees that are solitary will build little nests in the bamboo shoots.

Everett added that Passport to Parks is scheduled for this summer again. There will be a kick off event on June 21st as a start to the event. From that event through August 3rd, people will be able to fill out the passports and turn them in here to City Hall for a giveaway kind of prize, and then be entered into the Grand Prize. That will take place at the beginning of the Street Dance at Celebrate Isanti. Those will be available here at City Hall and for download from the website.

The street dances are off to a great start. The first one is June 23rd. Climb Theater is going to be a top level sponsor this year as well. It's really good to get local community support for those events. The first Street Dance is Maiden Dixie; we haven't had them for a Street Dance before, but they have done other local events and have a good following here. We do have a couple of new food trucks this year as well. The Community Garden is up and running. Everett estimated that about half of the plots have already been planted. All of the ground plots are reserved. The tables are still available to be reserved until June 1st; Everett expects that we'll probably just take them down. Everett explained that she just heard earlier today that School For All Seasons will not be planting this year; they did not get the support from student families that they needed to volunteer in the summer. They're hoping that they can find some people for next year and get it going again. She is still thinking about options for what to do with that space. The Senior Diners really liked watermelon last year, so she may just plant a bunch of that. The Public Health contact has left her job there, but is continuing the program through Master Gardeners. They received a grant for that program, so the funding source and main person hasn't changed, it's just not officially a Public Health program. They sent a flyer for their program, and they're promoting it as a parent/child or grandparent/grandchild program to come out and learn on six or seven dates where they have classes over the summer.

Everett stated that on Friday last week, she received the registration link for the Celebrate Isanti 5K run/walk and bike ride. It is posted on the event calendar on the website and the Facebook event. The first 50 in the bike ride and the first 50 in the run/walk will get a free goodie bag. Anderson Race Management will time the race this year.

Everett added that the Mattson tennis courts are being resurfaced this week. They were hoping to have them finished this week, but it's looking like thunderstorms, so she'll keep the board posted if that changes. The courts will be blue and green when they're done.

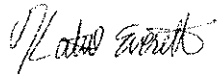
6. Adjournment

Motion by Johnson, second by Witte to adjourn the May 22, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:50 p.m.

Dated at Isanti, Minnesota this 22nd day of May, 2018.

Respectfully submitted,




Katie Everett
Parks, Recreation, and Culture Manager

3.



MEMORANDUM

TO: PRC

FROM: Ryan Kernosky, Community Development Director 

DATE: June 26, 2018

SUBJECT: **GAP ANALYSIS, SECT I & II OF BIKE AND PEDESTRIAN PLAN**

Gap Analysis

Please look over the sidewalk and trail gap analysis and the priority ranking. Let me or Katie know if there's any changes you want made or added.

Sections I & II of Bike and Pedestrian Master Plan

I've included a draft of sections 1 and 2 of the Bicycle and Pedestrian Master Plan. Please review those sections and provide comments to me as soon as you can.

Going Forward

Future sidewalk and trail map will be for review at the next PRC meeting.

Area	Description of Project	Approx. Length	Priority	Comments
A	Extension of sidewalk from Birch St SW south to NW Corner of Isanti Meadows Development, along east-side of Whiskey Rd SW	985' of 5' wide sidewalk	High	Heavily traveled route by school children. Whiskey Rd is a County Road and is heavily traveled.
B	Extension of sidewalk along north-side of S Brookview La SW east to Whiskey Rd SW beginning at NW corner of Brooview S 6th Addition	834' of 5' wide sidewalk	Low	
C	Extension of sidewalk along west-side of 6th Ave SW from corner of Marion St SW south to Edgewood St SW	2,050' of 5' wide sidewalk	Medium	Road is moderately traveled as 6th Ave SW connects from South Passage SW to S Brookview Ln SW. It services several neighborhoods
D	Extension of sidewalk along east-side of 4th Ave SW from 708 4th Ave SW to Dogwood St SW	566' of 5' wide sidewalk	Low	
E	Extension of sidewalk along east-side of Railroad Ave SE from Palomino Rd SE to Main St E	1,610' of 5' wide sidewalk	Medium	Heavily traveled road, but challenging segment of roadway to improve, 33' right of way limits sidewalk placement.
F	Extension of sidewalk along north-side of Heritage Blvd NW from 3rd Ave NW to Hillock Ct NW	1,120' of 5' wide sidewalk	High	Called out in the 2010 CIP plan for improvement. Proximity of school and the traffic along Heritage makes this a high priority area.
G	Extension of sidewalk along west-side of 1st Ave NE from Heritage Blvd to Unity Blvd NW	286' of 5' wide sidewalk	Low	
H	Extension of sidewalk along west-side and north-side of Credit Union Drive NE from Main St E to	643' of 5' wide sidewalk	Low	As parcels along the west-side of the street become developed, extension of the sidewalk should be required.
I	Extension of sidewalk along north-side of Main St E from 5th Ave NE to Credit Union Drive NE	750' of 5' wide sidewalk	Medium	Because of the planned future development of the area, this extension should be done as adjacent parcels are developed.
J	Extension of trail along south-side of Heritage Blvd NE from 6th Ave	1,200' of 9' wide trail	Medium	Part of the future extension to North Branch & the Sunrise Prairie Trail. Heritage Blvd is also heavy traveled
K	Extension of trail along north-side of Palomino Rd SE from Hwy 65 to 8th Ave SE	2,250' of 8' wide trail	Low	
L	Extension of sidewalk along north-side of Heritage Blvd NW from	1,500' of 5' wide sidewalk	Medium	



Section I

Introduction, Background, Existing Plans, Existing Policies Audit, Existing Facilities



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Introduction

The City of Isanti has recognized that part of being a thriving, healthy, and sustainable community requires ample recreational opportunities for our residents and visitors. At the direction of the City Council, City staff has worked diligently over the last several months to put together this bicycle and pedestrian master plan.

The City of Isanti Bicycle and Pedestrian Master Plan is designed to help guide decision-making regarding facility improvement and installation, educational opportunities, and future funding sources. It is also being prepared to recommend appropriate facility types and location to enhance the existing and future transportation network for bicyclists and pedestrians in the City of Isanti. This plan should be used as a guidance for implementation over the next 5 to 15 years and should be monitored to ensure goals and priorities are met during that time.

Why is this plan important?

Since the expansion of accessibility of the motor vehicle, bicycling has taken a 'back-seat' as a primary mode of transportation. Since the 1940's, development and land-use patterns have been automobile-focused, despite being one of the most inefficient forms of transportation for short urban trips. Encouraging more bicycling and walking in the City of Isanti not only serves a philosophical perspective, but also a functional perspective:

- Bicycling and walking are two of the most cost-efficient modes of transportation with regard to operation, development and maintenance of facilities.
- Bicycling and walking are two of the best forms of physical exercise and therefore can effectively enhance the health of the user.

- Bike and pedestrian facilities developed for transportation purposes can simultaneously enhance recreation and tourism opportunities.
- National, state and local units of government increasingly acknowledge the benefits of bicycling and walking beyond merely recreational values. Recognizing the efficiency of bicycling and walking for certain types of trips among the other modes of travel is the basis for multi-modal transportation planning.
- Bicycling and walking do not contribute to noise or air pollution and thus contribute to the health of the community. Off-road facilities developed for bicycling and walking can protect and enhance natural resources and provide opportunities to preserve and enhance viewshed corridors.
- Bicycling and walking promote social interaction of families and community members.

Bicycling and walking are an underutilized mode of transportation in the City of Isanti. The 2016 American Community Survey performed by the U.S. Census Bureau reported that 95.6 percent of workers 16 years and older utilized a car, truck, or van as a means of transportation to work. The 2016 ACS also included that 1.2 percent of residents walk to work, while 0 percent utilize a bicycle to get to work. Meanwhile, 15.1 percent of Isanti residents have a travel time less than 10 minutes to work. Without a doubt, there is significant opportunity for an increase in the number of residents who can use bicycling as an alternative mode of transportation to work.

Why this plan, why now?

The residents of Isanti should have safe, convenient, and year-round bicycle and



pedestrian transportation network connecting neighborhoods, parks, schools, commercial districts, and places of work. Residents should also be provided access with county and other community paths, routes, and trails in a cohesive effort to increase non-automobile transportation.

The City of Isanti is once again seeing a large residential construction boom. As a result, future neighborhoods, multi-family developments, and commercial and industrial developments will follow. This plan and the maps provided herein provide a clear guidance on how those future developments should incorporate non-automobile infrastructure. Finally, this plan assists with future improvements of existing infrastructure to create a complete inner-city bicycle and pedestrian infrastructure system.

Public Process

Developing this plan was done by City staff with oversight from the Parks, Recreation, and Culture Board. This plan was prepared by Ryan Kernosky, Director of Community Development, and Katie Everett, Parks and Culture Manager. Through the Parks, Recreation, and Culture Board, more than X opportunities for public input were provided to the residents of the City of Isanti. With final adoption of this plan provided by the Isanti City Council through a Resolution, this plan was adopted through the most public way possible.

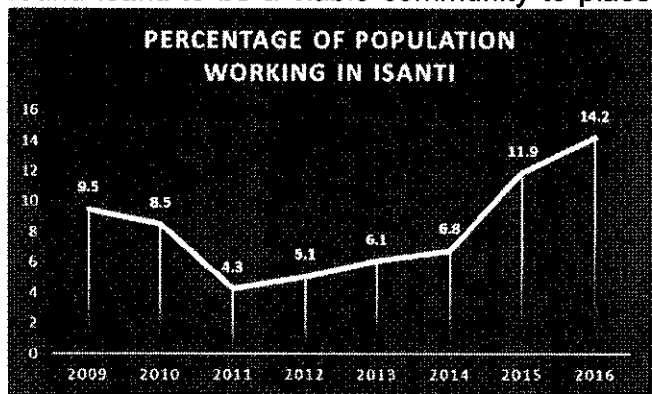
Background, Existing Plans, Existing Policies Audit, and Existing Facilities

Introduction

Reviewing historic development patterns, existing policies and facilities that the City of Isanti currently has in place allows for a more comprehensive review of goals and objectives of the City's bicycle and pedestrian plan. By understanding how these existing policies and facilities came to be, we allow ourselves to better define future goals and objectives intended to be determined through this process.

Background

The City of Isanti has been a fast growing 'exurb' of the Twin Cities metro through the last few decades. Since 1980, population has increased from 858 in 1980 to 5,594 in 2016¹. Much of the new residential development has occurred West of State Highway 65 and up to the East shore of the Rum River. This development can be attributed to the more affordable land and home prices, and the proximity to the Twin Cities North Metro. Since the economic crash of 2008, more commercial and industrial businesses have found Isanti to be a viable community to place

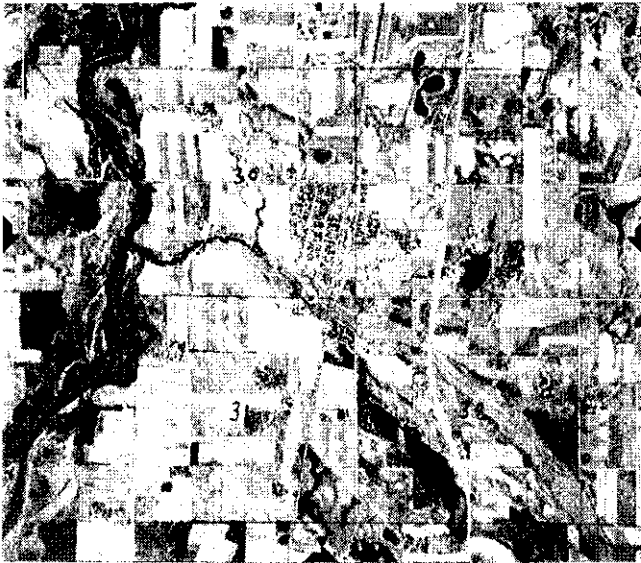


Source: US Census American Community Survey, 2009-2016

¹ Per US Decennial Census, 1980 – 2010, and US Census American Community Survey 2016



roots, and as a result, a steady increase in community members staying in the community for work has taken place.



Isanti, 1953 – UM Historic Aerial Photos Collection

Existing Plans

Isanti County adopted the *2017 Trails and Bikeways Master Plan* in June of 2017. This County-wide Master Plan considered regional bicycle trails throughout Isanti County, and included a brief section on the City of Isanti (pgs. 99-100) with a comprehensive trail system

identified, including the Spirit River Regional Trail connection from the North/South, and the East/West connection.²

Existing Policies Audit

Taking a look at existing policies is key to ensuring consistent implementation of the future bicycle and pedestrian infrastructures. By performing this audit, we can find out whether or not the Isanti City Code is consistent, or if there's needed changes.

Sidewalks

Chapter 284 of the City of Isanti Ordinances regulates streets and sidewalks, including locations and exemptions.

§284-10 Sidewalk Location; exemption:

- a. Sidewalks shall be placed on the west side and the north side of every street, cul-de-sac, or other necessary area within the City. City staff can modify the location of sidewalks to the other side of the roadway in order to promote contiguous sidewalks and safer pedestrian movement.
- b. Industrial Zones are exempt from placing sidewalks but placing City trails is allowed.

§284-15 Construction Specifications:

- a. Sidewalks shall be five feet wide with six-foot boulevards.
- b. Sidewalks must be constructed of portland concrete four inches thick; five inches thick where the sidewalk is part of the driveway.
- c. Sidewalks shall be constructed on a three-inch sand cushion. The sand shall be equal to MNDOT regulations and the Isanti engineering design standards.

² See Map XX and Map XX for Maps on the *2017 Trails and Bikeway Master Plan* for Isanti County



- d. Pedestrian curb ramps for the handicapped shall be installed on all corners according to MNDOT and City Engineer specifications.
- e. The City Engineer and/or Building Official must inspect sidewalk construction.
- f. All materials, workmanship, and details of the construction of sidewalks on the public rights-of-way of the City shall be in accordance with the current plans and specifications of the Public Works Director or assigned personnel.

Ordinance 536, an ordinance establishing the City's subdivision code includes the following requirements on the construction of sidewalks:
Subdivision 5. Pedestrian Ways.

Pedestrian ways will be required on all blocks. Easements for pedestrian ways shall be at least twenty (20) feet wide for trails only and shall be required in locations deemed necessary to public health, convenience, and necessity. Sidewalks and trails shall meet the location and construction requirements established by this Ordinance.

A. Sidewalks.

- 1. Location. Sidewalks shall be placed on the west side and the north side of every street, cul-de-sac, or other roadway as identified by the City.
 - a. The City may modify the location of sidewalks when necessary, to form a contiguous sidewalk system.
 - b. Parcels located within Industrial Districts are exempt from these requirements.
 - c. All new subdivision / developments shall install sidewalks at the developer's expense.
- 2. Construction Standards.

- a. Sidewalks shall be five (5) feet in width with six (6) foot boulevards.
- b. Sidewalks shall be constructed of concrete five (5) inches thick. Where the sidewalk is part of a driveway, it shall be six (6) inches thick.
- c. Sidewalks shall be constructed on a three (3) inch sand cushion. The sand shall meet MNDOT requirements and the Isanti Engineering Design Standards.
- d. Pedestrian curb ramps shall be installed on all corners according to MNDOT standards and City Engineer specifications.
- e. The City Engineer shall inspect sidewalk construction.
- f. All materials, workmanship, and details of the construction of sidewalks on the public right-of-way shall be in accordance with approved plans and specifications by the City Engineer.

Subdivision 5. Development Standards.

Conservation Subdivision developers shall comply with the following minimum standards, unless otherwise modified by the City Council based upon a record of findings that the proposed modification(s) would better enhance the natural character more so than the strict interpretation of the Conservation Subdivision regulations of the City of Isanti and would otherwise be consistent with the purpose and intent of the Comprehensive Plan and Conservation Subdivision.

H. Pathways.

Trails and sidewalks shall be identified, which extend through buildable land area or through the open space land to connect to other planned or existing trails and



sidewalks on adjacent parcels or along local roadways.

Subdivision 2. Required Improvements.

- A. The subdivider shall submit engineering plans and specifications satisfactory to the city for all required improvements, as listed or as specified in this chapter. These improvements must be initiated within one (1) year of final plat approval and completed within two (2) years.
- B. The following public improvements are required in every plat:
 - 5. Sidewalks and trails shall be required, in accordance with the standards presented herein.

Trails

Chapter 300 of the City of Isanti Ordinances regulates trails.

§ 300-2 Trail location.

Trails shall be placed as shown on the most current Trail Map. City staff can modify the location of trails to the other side of the roadway in order to promote contiguous nonmotorized movement. All new subdivisions/developments are expected to install trails, at the developer's expense. Trails may be located in any zone.

§ 300-4 Construction.

- a) Trails shall be at least eight feet wide.
- b) Trails must be constructed of portland concrete or bituminous. In some instances, the City may allow for a wood chip trail, especially along environmentally sensitive areas. Trails through

wetlands may be constructed to boardwalk/bogwalk requirements as indicated in the City Engineering standards in lieu of filling in wetlands or wetland mitigation.

- c) Trails shall be constructed as the City Engineer dictates.
- d) Concrete pedestrian curb ramps for the handicapped shall be installed on all corners according to MNDOT and City Engineer specifications.
- e) The City Engineer and/or Building Official must inspect trail construction.
 - a. All materials, workmanship, and details of the construction of trails on the public rights-of-way of the City shall be in accordance with the current plans and specifications of the Public Works Director or assigned personnel.



Subdivision 5. Pedestrian Ways.

Pedestrian ways will be required on all blocks. Easements for pedestrian ways shall be at least twenty (20) feet wide for trails only and shall be required in locations deemed necessary to public health, convenience, and necessity. Sidewalks and trails shall meet the location and construction requirements established by this Ordinance.



B. Trails.

1. **Location.** Trails shall be placed in accordance with the 2008 Comprehensive Plan and Parks, Trails and Open Space Plan.
 - a. The City may modify the location of trails when necessary, to form a contiguous trail system.
 - b. All new subdivision / developments shall install trails at the developer's expense.
2. **Construction Standards.**
 - a. Trails shall be at least eight (8) feet in width.
 - b. Trails shall be constructed of concrete or bituminous. In some instances, the City may permit a wood chip trail, if located within an environmentally sensitive area.
 - c. Trails through wetland areas may be constructed to boardwalk / bogwalk requirements as indicated in the City Engineering Design Standards, in lieu of filling wetlands or wetland mitigation.
 - d. Trails shall meet the specifications of the City Engineer.
 - e. Concrete pedestrian curb ramps shall be installed on all corners according to MNDOT standards and City Engineer specifications.

- f. The City Engineer shall inspect trail construction.

Rules of Travel

Chapter 99 regulated Bicycles, Roller Blades, and Skateboards

§99-1 Prohibited Acts:

It shall be unlawful for any person to ride a bicycle or use a skateboard or roller blades upon a sidewalk within the downtown commercial district along Main Street between 2nd Avenue³ and the railroad tracks between the hours of 9:00 a.m. and 6:00 p.m. It shall be unlawful for any person to ride a bicycle or use a skateboard or roller blades in a careless, reckless, or negligent manner in disregard for the rights or safety of property or any other person anywhere within the City of Isanti.

Section Summary

The City of Isanti has strong requirements in place for the installation of trails and sidewalks for new developments and for rule of travel for bicyclists.

Goals & Objectives

Goal 1A: Codify Existing Policies

Objective 1B: Amend §284-15(b) and Ord. 536 Subd. 5(A)(2)(b) to reflect consistency in City development practices.

Achievement: City Staff to prepare code amendment and present to DOAC and City Council.

Goal 1B: Provide Reasonable Alternatives to Sidewalk & Trail Locations

³ See Map XX-XX for a visual representation of the prohibited bicycling area



Objective 1B: Because the City of Isanti has had inconsistent sidewalk and trail development, strict adherence to location of sidewalks would be burdensome and poor planning in some cases. Staff should consider the connectivity of the entire neighborhood when determining location of future sidewalk and trail placement.

Achievement: City Staff/PRCB/City Planning Commission to consider new development sidewalk and trail placement in a broad sense.

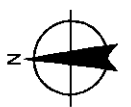
Goal 1C: Enforce Current Construction Standards on both New & Replacement Sidewalks & Trails

Objective 1C: As a cost saving effort, developers and the City may allow for sidewalks and trails not built to City standards. This should be completely avoided and enforcement of current development standards should be strictly enforced.

Achievement: City Staff to review plans and ensure consistency with development standards of new and replacement sidewalks and trails.



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A Community For Generations

Downtown Bicycle Sidewalk Usage Prohibited Zone 9:00 am to 6:00 pm

Legend

— BNSF_Railway

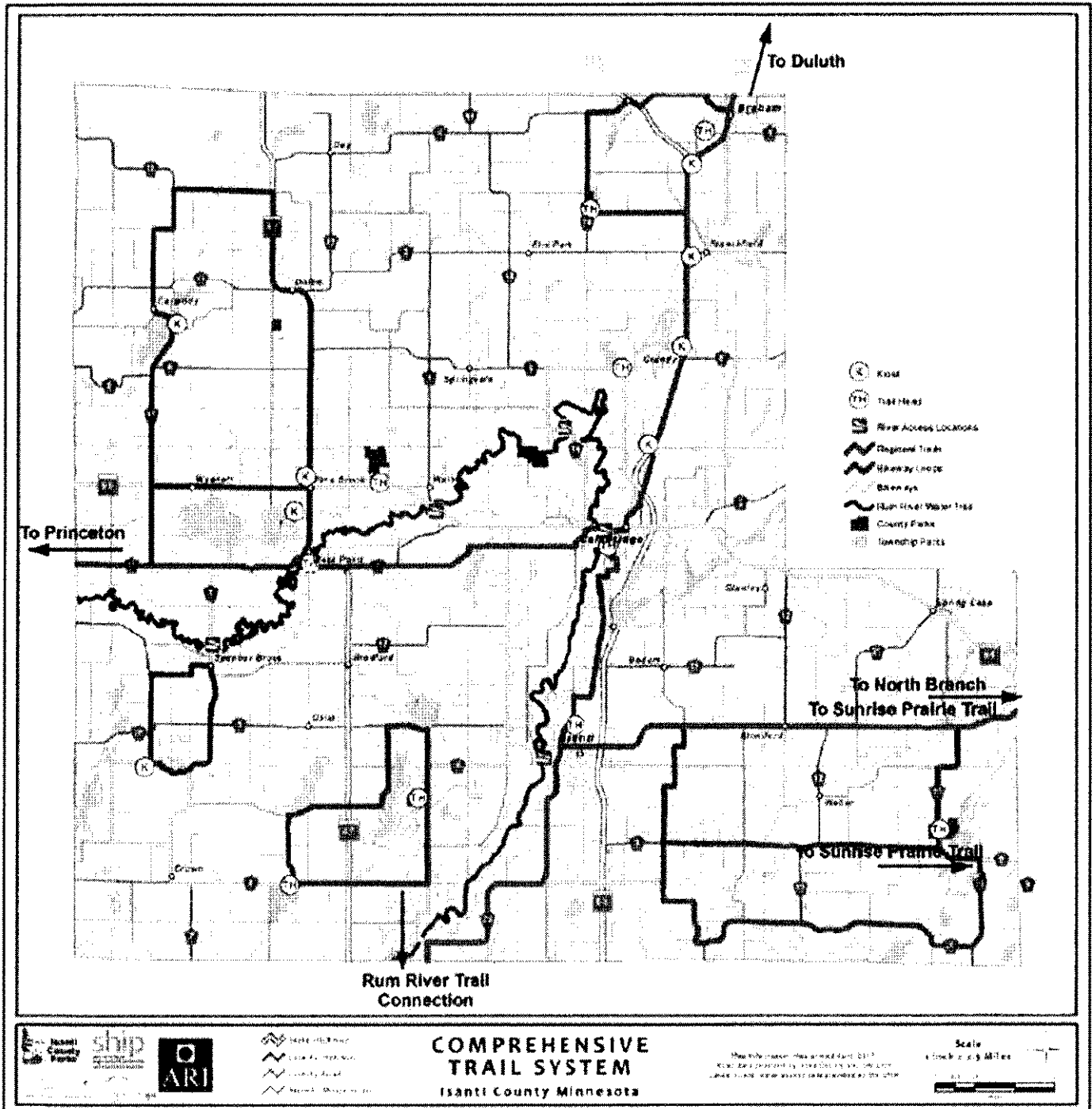
— Sidewalk Bicycle Prohibit Zone



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Map XX: 2017 Isanti County Trails & Bikeways Master Plan – Regional Trail & Bikeway Plan



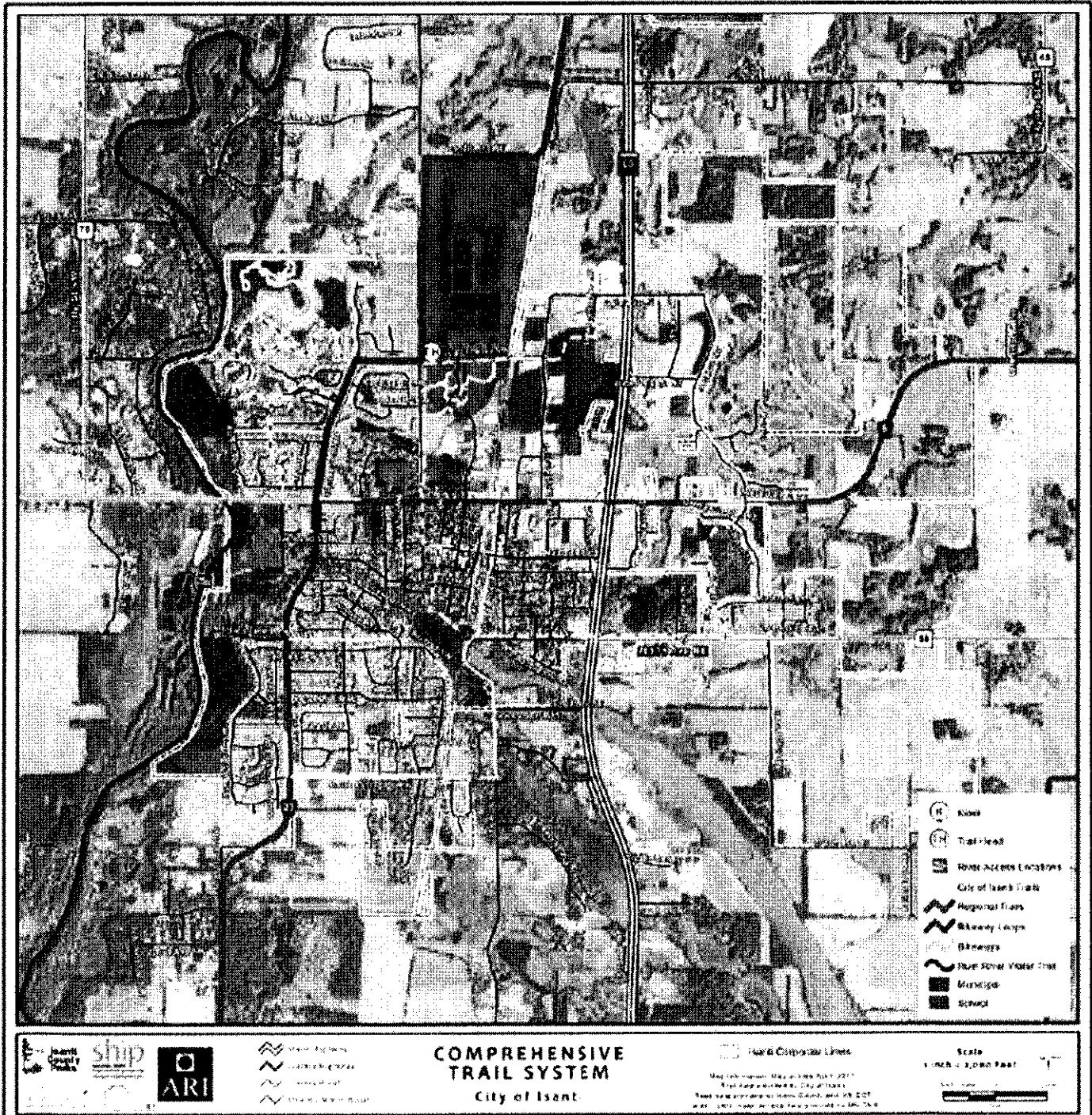


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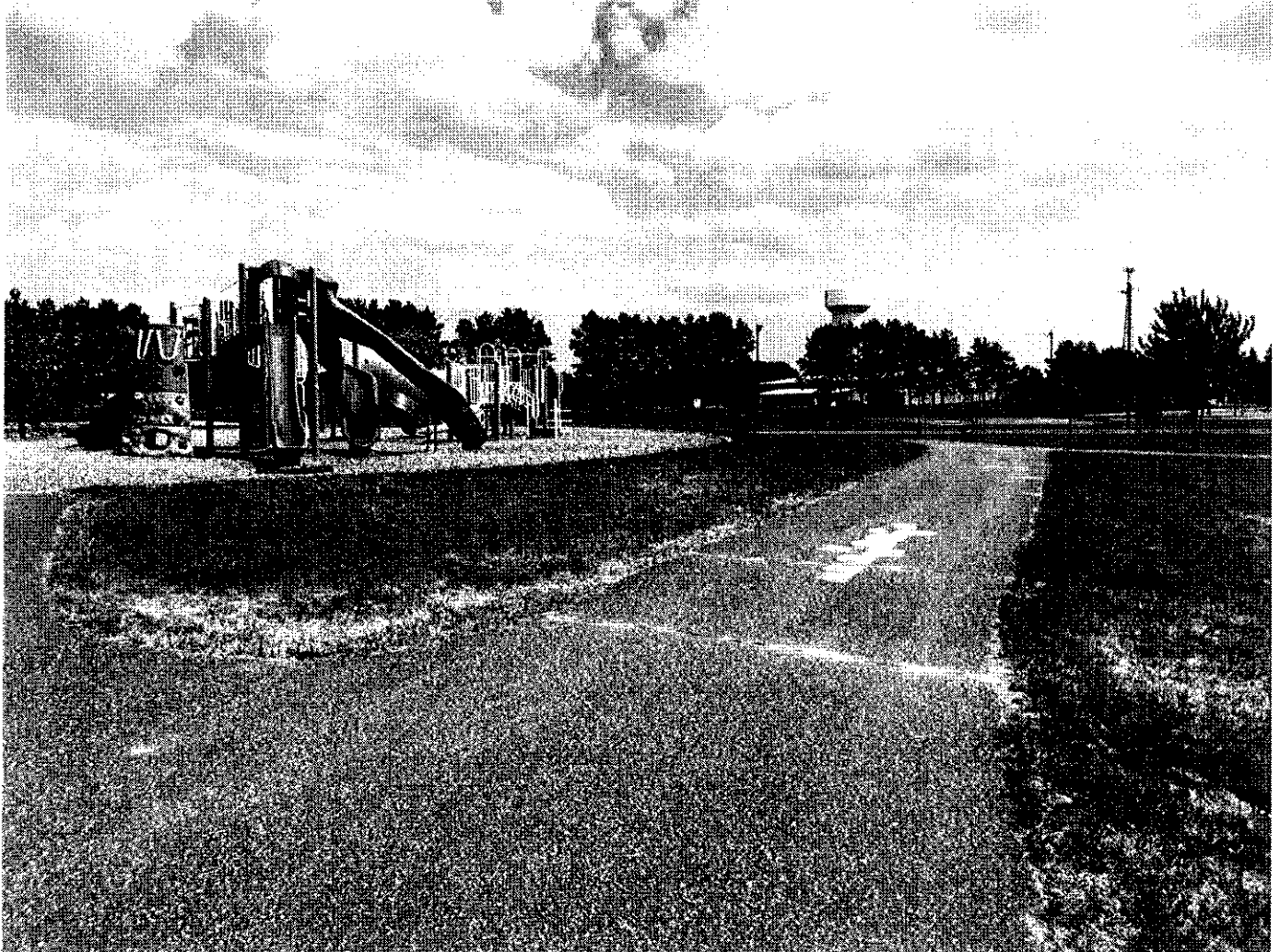
Map XX: 2017 Isanti County Trails & Bikeways Master Plan — City of Isanti

Source: 2017 Isanti Trails & Bikeways Master Plan, Figure 13.4





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Section II

Existing Facilities & Community Assets



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Existing Facilities

Introduction

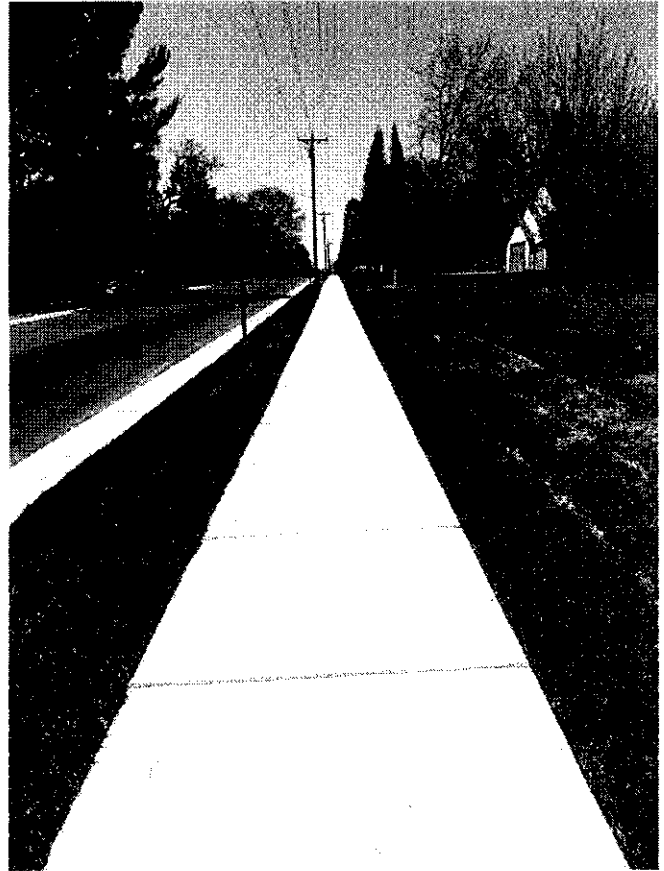
One of the most crucial parts of a bicycle and pedestrian master plan is to map out where existing bicycle and pedestrian facilities are. By looking at existing facilities, we are assisting staff and the public in understanding where there are gaps in infrastructure; this allows for more consistent future planning efforts, and identifies areas of high, medium, and low priority for future infrastructure areas.

Sidewalks

The City of Isanti has an extensive sidewalk network. Nearly 38 miles of sidewalk exist in the community's neighborhoods, downtown, and general commercial districts. There are, however, gaps of sidewalk access some residential neighborhoods and the Isanti Industrial Park.

The City has been extremely proactive over the last several years in installing sidewalk when roads are reconstructed. As an example, Palomino Road SE was reconstructed in 2017, and the addition of a 5-foot sidewalk along the North of the road played a key part in assisting an underserved neighborhood in having access to sidewalks, and further offered additional non-motorized connectivity to the surrounding neighborhood.

Map XX identifies the existing sidewalk infrastructure within the City of Isanti.



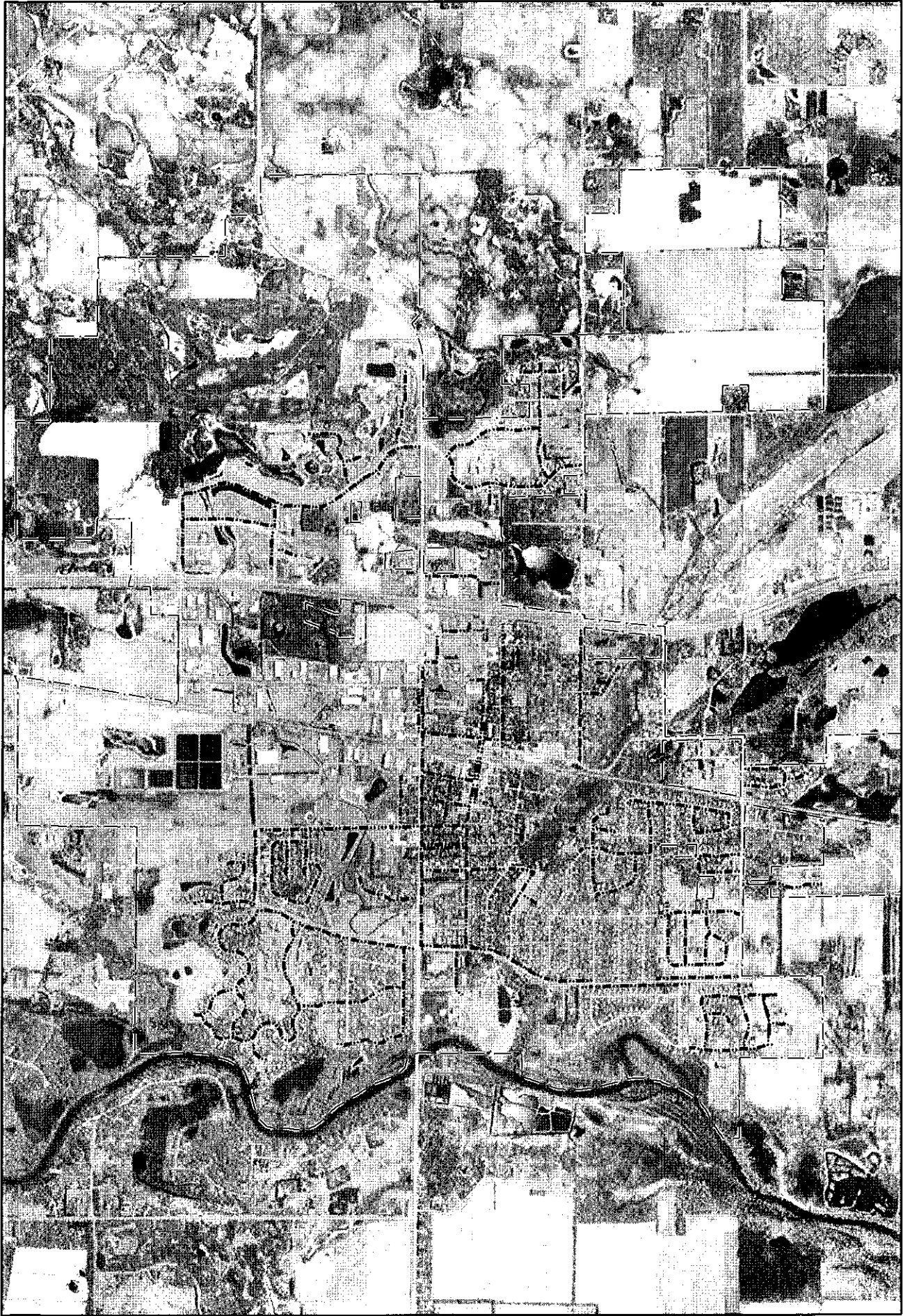
Newly Installed Sidewalk Along North-side of Palomino Rd SE



New Subdivisions are required to have sidewalks



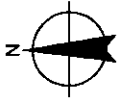
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Legend

--- City Limits
— Existing Sidewalk

Existing Sidewalk Locations





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Shared-Use Paths

Shared-use paths are paved, off-street travel ways designed to serve nonmotorized travelers; bicyclists are typically the most common users of shared-use paths. However, in many places, shared-use paths are frequently used by pedestrians, inline skaters, roller skaters, skateboarders, wheelchair users, and users of many other modes⁴.

The City of Isanti has an existing 6.7 miles of shared-use paths within the limits of the community. All of these paths are between 8 feet and 10 feet in width, and are broken down by mileage in Table X.

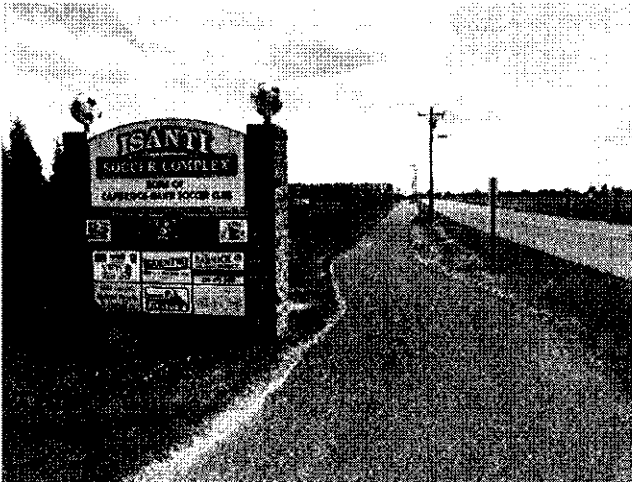
Shared-use paths offer connectivity throughout the community that is away from high-speed and high-volume streets, and, if planned well, may offer more direct routes and connectivity of transportation to non-motorized users.

Table X: Shared Use Path Miles by Width

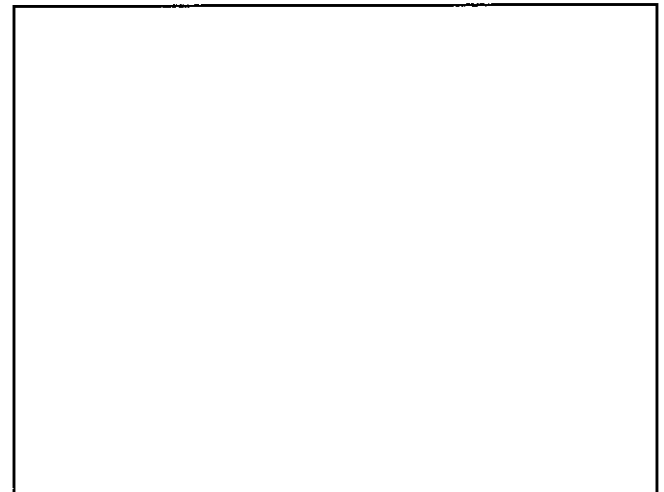
Shared-Use Path Width	Miles
10 feet	2.62
9 feet	2.76
8 feet	1.32



Shared-Use Path facing South on Railroad Avenue



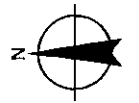
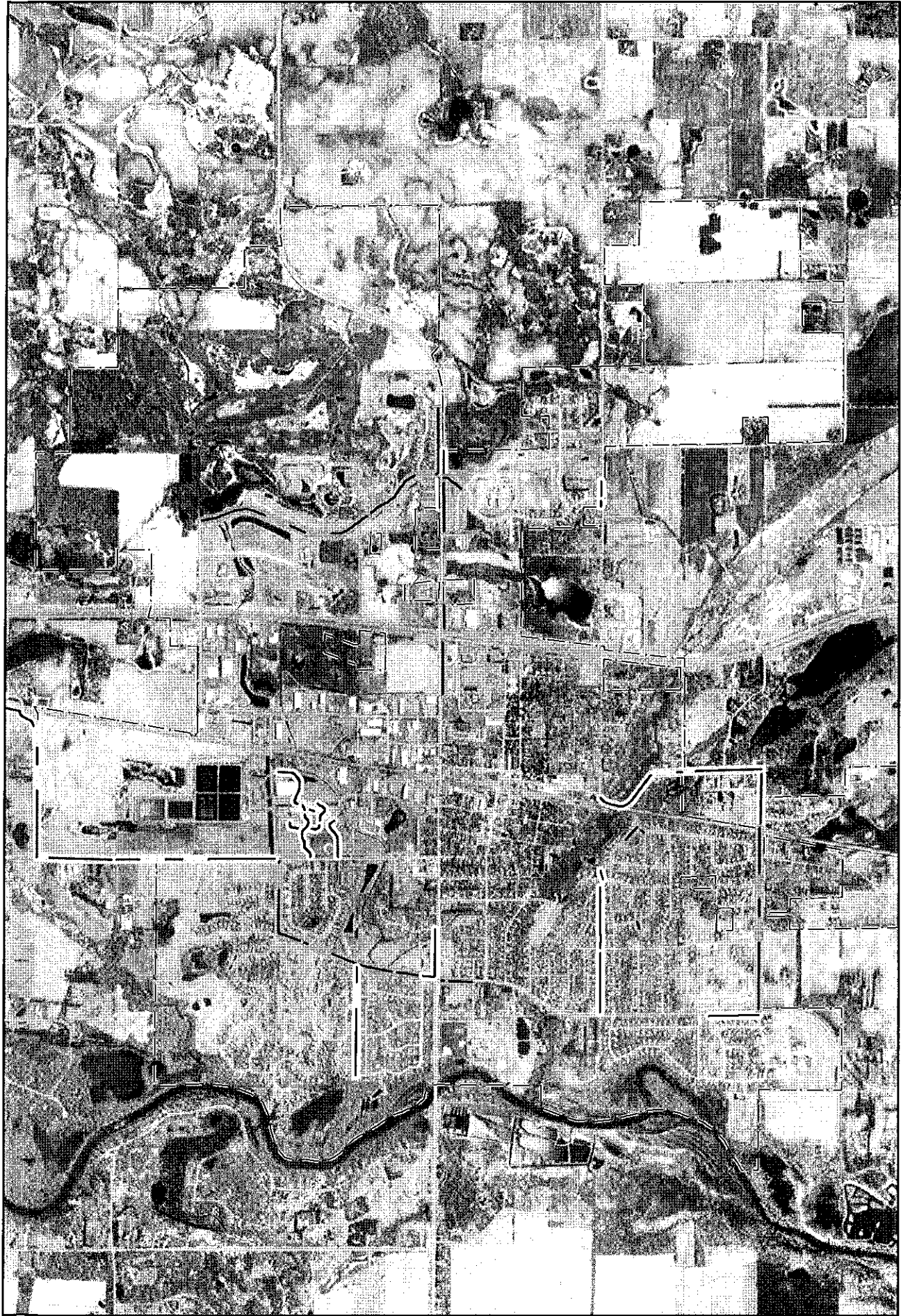
Shared-Use Path facing South on 3rd Ave NW



⁴ Definition taken from the US Department of Transportation



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Existing Shared Use Paths

Legend

- City Limits
- Shared Use Paths
- Width
 - 8 Feet
 - 9 Feet
 - 10 Feet



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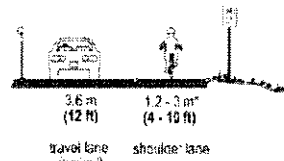
Dedicated Bike Lanes

Bike lanes are defined as a portion of a roadway which has been designated by striping, signing, and pavement markings for the preferential or exclusive use of bicyclists⁵. On streets where parking is prohibited, a typical cross section of a roadway will include a 4' paved shoulder with a 10-12" concrete curb gutter, providing for roughly 4' 10" or 5' 0" area for bicycling.

The City of Isanti currently has one dedicated bike and pedestrian paved shoulder along the East side of Railroad Ave SE.

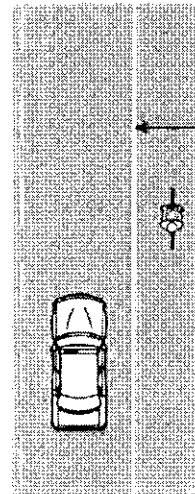
Isanti Indoor Arena

The City of Isanti is unique in owning the Isanti Indoor Arena, a 74,000 square-foot facility currently leased to the Rum River BMX Association. Rum River BMX is a 501(c)(3) non-profit organization that operates the Isanti Indoor Arena as an indoor BMX pedal bike racing facility. The facility currently has an indoor BMX racing track and a pump track.



Design Requirements:

- Shoulder width ranges from 1.2 m - 3 m (4 ft - 10 ft) (See Table 4.2)
- Minimum 1.5 m (5 ft) from right edge of rumble strip to the face of a guardrail, curb or other roadside barrier
- Shoulders should be wider where higher volumes of bicyclists are expected



Shoulder Lane Stripe
Pavement marking line
100 mm (4 in) wide solid white



Optional:

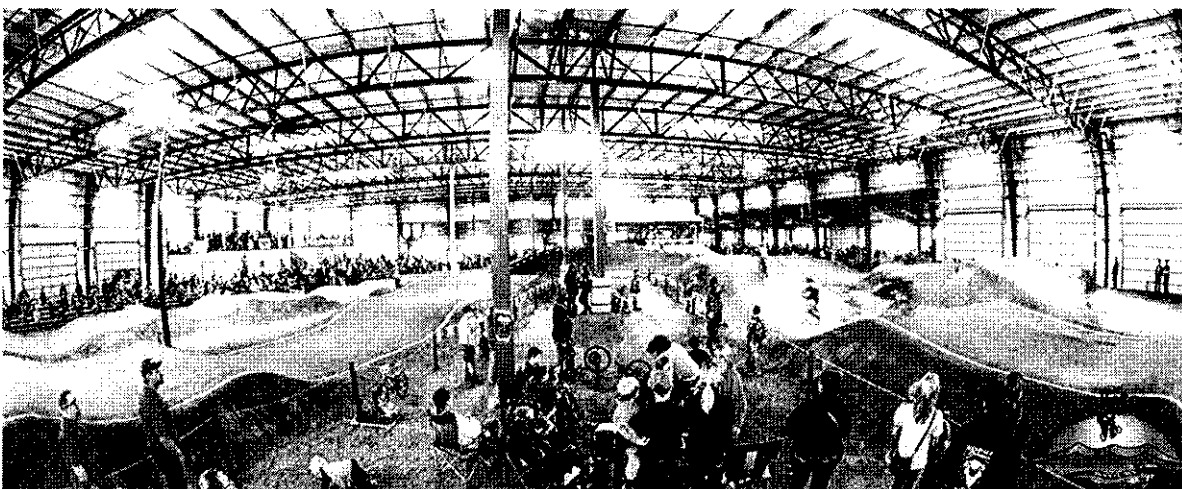
Sign shoulders as a bikeway or designated bicycle routes and/or popular bicycling roadways when ADT > 2,000 average vehicle speeds > 56 km/h (35 mph), and when there is inadequate sight distance (e.g. corners and hills).

** Not to Scale **

Note: Check current MN MUTCD for any changes to signs and striping configurations.

Above: Source, MnDot

Below: Source, BMX USA



⁵ Definition taken from AASHTO



Community Assets

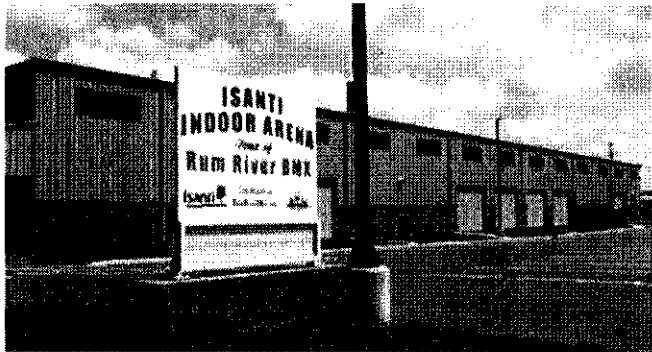
Parks & Recreation

The City of Isanti has a robust parks system that includes 12 parks consisting of 179 acres throughout the community. These parks offer a wide range of activities from passive uses like trails and gardening, to active uses like baseball and soccer fields.

Map XX shows the locations of parks and recreation areas in the community. Below is an assessment of each park:

Note: Numbers below correspond to numbers on Map XX.

1. Legacy Park – Bellaire Blvd NW & Blossom Blvd NW
Amenities: Hiking, picnic area
2. Bluebird Park – 201 Isanti Parkway NW
Amenities: Bike trail, playground, basketball court, shelter area, skate park, pleasure rink, baseball field
3. Unity Park – 420 3rd Ave NW
Amenities: Softball field
4. Isanti Soccer Complex – Isanti Parkway NW & 3rd Ave NW
Amenities : Soccer fields



5. Isanti Indoor Arena – 101 Isanti Parkway NW
Amenities: Indoor BMX track, pump track
6. Riverside Park – 503 Rum River Dr NW
Amenities: Picnic area, playground, toddler play area
7. Mattson Park – 311 5th Ave NW
Amenities: Horseshoes, playground, shelter area, basketball court, tennis court



8. Martin's Landing (Owned & Operated by Mn DNR) – Whiskey Rd SW & Martin's Landing Rd SW
Amenities: Fishing, boat launch site
9. Whisper Ridge Park – 795 3rd Ave SW
Amenities: Tennis court, basketball court
10. VFW Park – Palomino Rd SE & Railroad Ave SE
Amenities: Picnic area, playground, toddler play area
11. Isanti Hills Neighborhood Park – 518 Dogwood St SW
Amenities: Playground, shelter area, picnic area
12. River Bluff Preserve – 1111 Rum River Dr SW
Amenities: Community garden, hiking trails, fishing



13. Rum River Meadows Park – 1108 S Passage SW

Amenities: Picnic area, playground, toddler play area, volleyball court

14. Academy Park – 6th Ave Ct NE

Amenities: Playground, picnic area, tennis court

Educational Facilities

The City of Isanti is home to some of the best education institutions in Minnesota. Three public schools are within the City and two public-charter schools educate the next generation of Isantians.

Map XX shows the locations of the educational institutions in the community.

Note: Letters below correspond to letters on Map XX.

- A. Isanti Middle School – 201 Centennial Dr NW
- B. Isanti Primary School – 301 Heritage Blvd NW
- C. Art & Science Academy Elementary School – 903 6th Ave Ct NE

D. Art & Science Academy Middle School – 1005 7th Ave NE

E. Isanti Intermediate School – 101 9th Ave NE

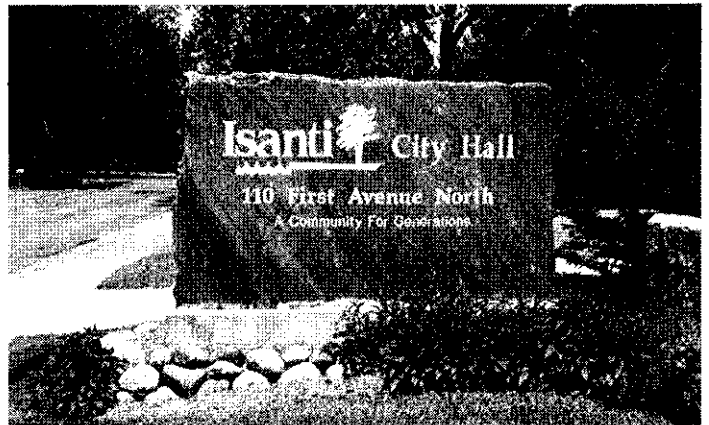
City Offices & Facilities

The City of Isanti is an established Statutory City under MN Stats. Chapter 412. As such, the City offers a full-range of administrative services, police and fire protection, a community center, farmers market, and liquor store. Many of these city offices and facilities are often frequented by residents and visitors. 1

Map XX shows the locations of city offices and public facilities most often used.

Note: Letters below correspond to letters on Map XX.

- a. City Hall – 110 1st Ave NW
- b. Community Center – 208 ½ 1st Ave NW
- c. Police & Fire Department – 401 1st Ave NW
- d. Isanti Farmers Market & Liquor Store – 400 W Duel Blvd NE



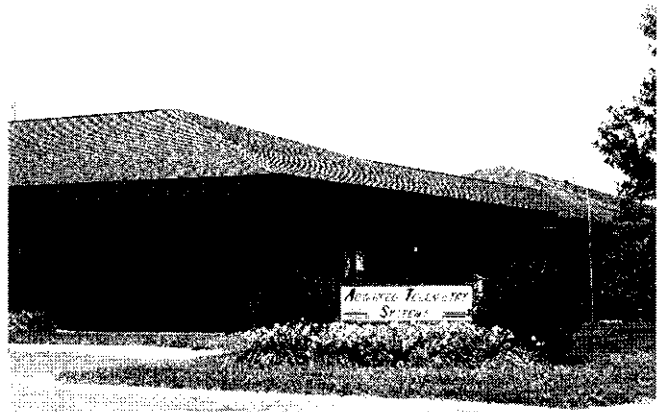


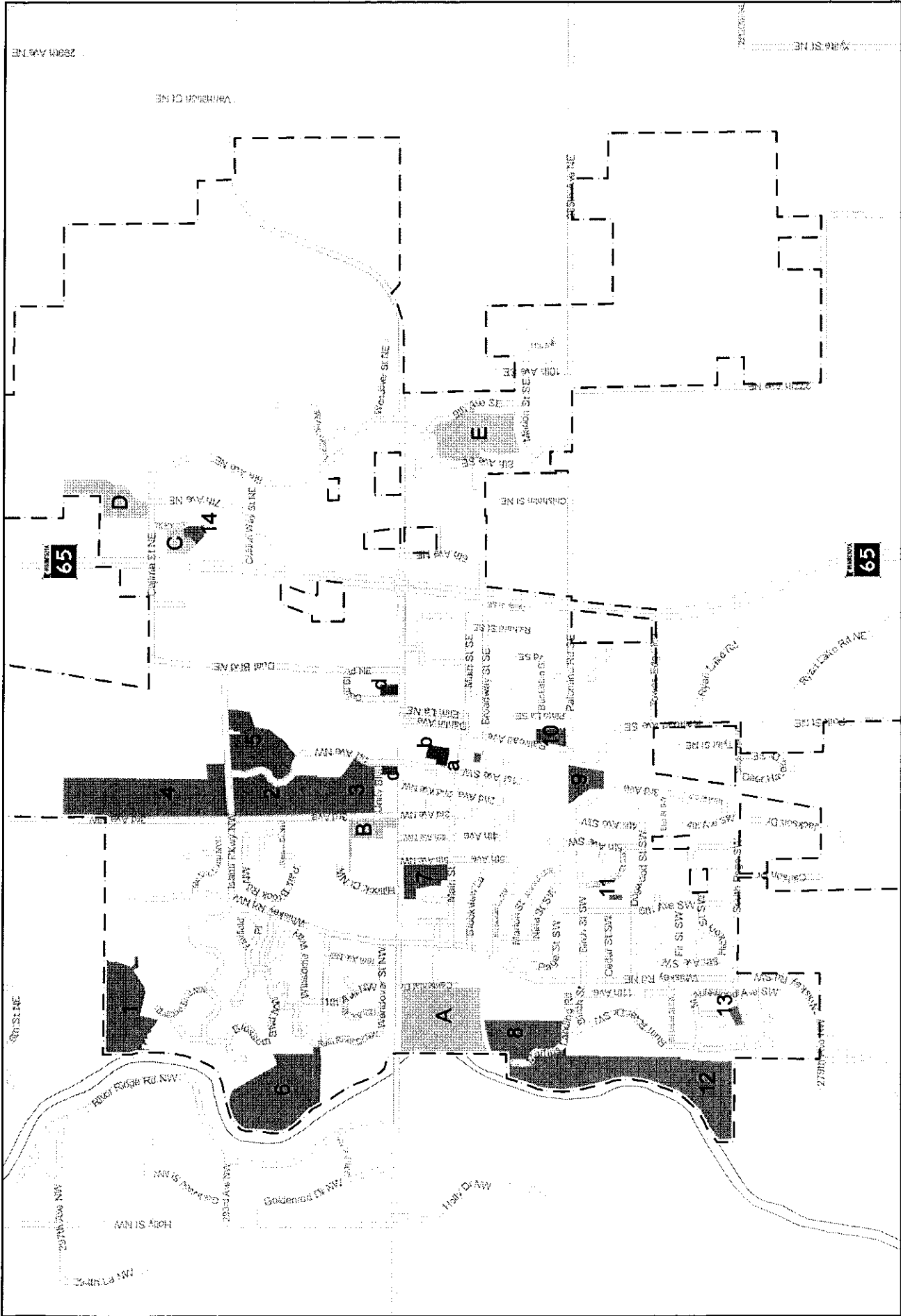
Employment Concentration Centers

While much of the City of Isanti has developed as residential over the last several decades, a concerted effort to attract new industrial, manufacturing, and commercial businesses has resulted in a growing industrial park and commercial corridor along Highway 65. Map XX shows the areas of high employment concentration.

Note: Numbers below correspond to numbers on Map XX.

1. Historic Downtown Isanti
27 Businesses
162 Employees
2. Isanti Industrial Park
71 Businesses
620 Employees
3. Anlauf Commercial Development
22 Businesses
273 Employees
4. Isanti Commons Development
6 Businesses
176 Employees
5. Rum River Commercial Development
8 Businesses
71 Employees





Community Assets

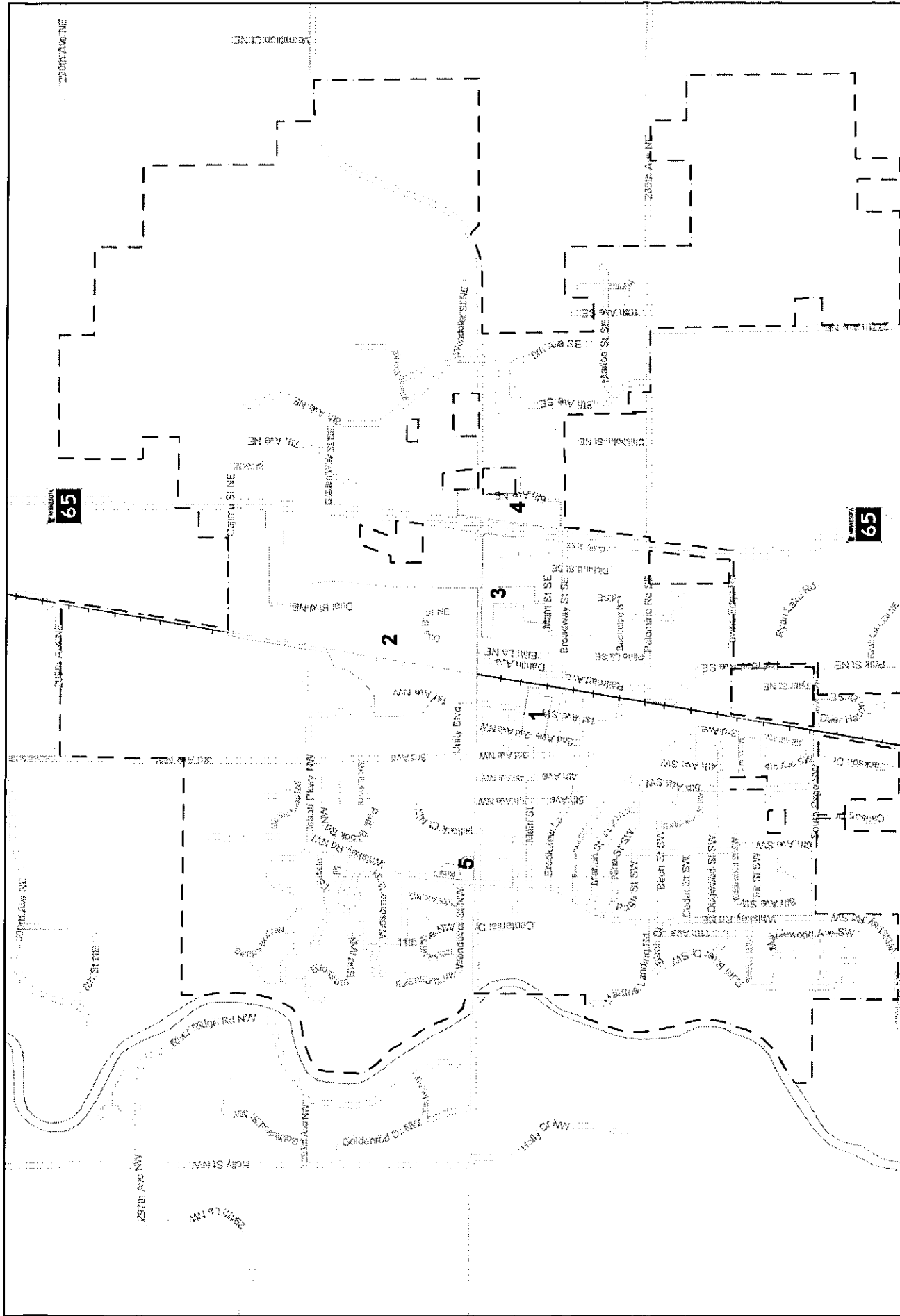
1 inch = 2,000 feet

Legend

-  City Limits
-  Educational Facilities
-  Parks & Recreation
-  City Offices & Facilities



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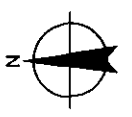


Legend

- City Limits
- Employment Concentration
- BNSF_Railway

Employment Concentration Centers

1 inch = 2,000 feet





MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: June 26, 2018
Subject: Unity Parking Lot

Background

The Parks, Recreation, and Culture Board has placed the posts at the Unity Ballfield parking lot on its project list as a result of the PRC member park visits in April. City staff have inspected the posts, and recommends removing the current posts right away. Over half of the posts are already missing, and the remaining posts are rotten, which may cause a safety risk to park users.

With PRC approval, City staff will remove the remaining bollards as soon as staff time allows.



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Community Events and Parks Coordinator

Date: June 26, 2018

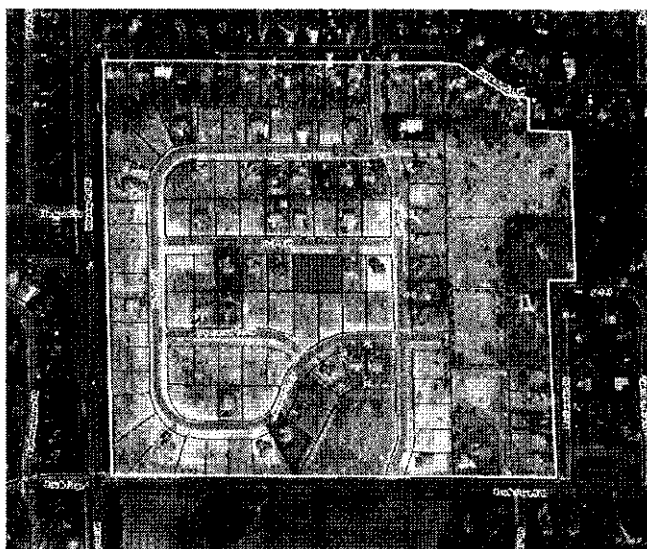
Subject: Fir Street Planning Timeline

Background

At the May 22, 2018 meeting, the Parks, Recreation, and Culture Board discussed the future park parcels on Fir Street. The Board determined that public input on the parcels would be appropriate, and that a public meeting could be held to choose between a few options presented by the Board. Staff has drafted a timeline as follows and is looking for Board input:

- July 24, 2018 – Board discussion to determine priority options for staff research
- September 25, 2018 – Staff presentation of project estimates; Board selects top options for public input
- October 23, 2018 – Public invited to attend

The area below is roughly a 750 ft radius from the future park parcels; staff invites Board comment on the scope of notices to be sent. This area includes 117 parcels, some of which are currently builder- or City-owned:



Ideas already discussed were a basketball court, picnic area with tables, shelter, and grill, and exercise equipment.



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Community Events and Parks Coordinator
Date: June 26, 2018
Subject: Parks Updates

Background

The Passport to Parks citywide scavenger hunt will begin on June 21 with a kickoff event at Bluebird Park. Staff will give an update of that event. The passports will be available at City Hall and on the City's website for download. There will be some copies available at the Indoor Arena and the Isanti Clinic this year as well. Passports are due by 4:30 on August 3.

The first Street Dance will be held on June 23. The original band was no longer available, so Hitchville was contracted for the performance. Staff will give an update.

Curious Creatures is scheduled for July 10 at Bluebird Park – the theme is Reptiles and Amphibians. More registrations are still needed.

The Community Garden is looking great. The educational program through the Isanti County Master Gardeners has planted and will continue through the season.

There were 6 people in attendance for the Pollinator Workshop on June 9. Participants went on a pollinator hike and made bamboo bee houses.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, July 24, 2018

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 June 26, 2018 Parks, Recreation, and Culture Board Meeting.
3. Activity Stencils – Academy Park
4. Fir Street Parcel Planning Timeline
5. Parks Updates
6. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
June 26, 2018
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: Jennifer Garvey, Jeff Johnson, James Witte, and Mayor Wimmer

Members Absent: Aaron Zdon

Staff Present: Katie Everett, Parks, Recreation, and Culture Manager
Ryan Kernosky, Community Development Director

D. Agenda Modifications.

Garvey asked if there were any agenda modifications; there were none. Motion by Witte, second by Johnson to approve the agenda for the May 22, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 22, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Gap Analysis, Sect I & II of Bike and Pedestrian Plan

Kernosky (Community Development Director) explained that the board had previously received maps to provide input on areas in the City where there are gaps in sidewalks and bike routes. He stated that he is still working on the bike routes, but the sidewalk gap map is included in the packet. We are trying to create connectivity, so we look for where sidewalks and trails end, and where they should be picked up to connect to another portion. Kernosky identified areas A through L and with internal staff and ranked them in priority. It's important to note that just because it's high in priority doesn't mean it's going to get done in the next year. A lot of times when you apply for cycling or trail grants, they want a plan that identifies areas that are a priority. In terms of this, what he's looking for from the board now is any comments or modifications on the gap analysis. Garvey asked if the County roads take precedence over the City roads. Kernosky said that they do not, those are the County's. However, the sidewalks on Heritage are the City's sidewalks, but the curb and road are the County's; the same with Whiskey Road.

Hearing no further comment, Kernosky moved on to the rough draft of Sections I and II of the bike and pedestrian plan. The first section is mainly background information; we talk about the plan, existing policies, and identify areas in those that could be changed to be more consistent throughout the City's Code. Goal 1A: codify existing policies – amend specific ordinances and chapters of the code to make sure there's more consistency. Goal 1B is to provide reasonable alternatives to trail locations, and Goal 1C is to enforce current construction standards on both new and replacement sidewalk and trails. It's straightforward background information so someone down the road can pick it up and understand why we created the plan. It also includes the 2017 trail plan for Isanti County and the prohibited bike rules we have downtown between normal business hours. Section II identifies existing facilities and community assets. It's a true inventory of our current sidewalk, trails, and bike lanes and identifies those in the maps. That helps with future planning to see where they are and where they need to go in the future. Community assets would include parks and recreation facilities, other municipal locations like City Hall and Police Station. We also looked at employment concentrations centers including Downtown, the Industrial Park, and commercial developments.

They're all put into one map, so when we start to look at future sidewalks, trails, and bike paths we can have a clear idea of where they're going and what their purpose serves. Witte asked if as houses are continued to be built on Whiskey approaching the S-curve if the sidewalk will be continued. Kernosky stated that Maplewood Ave will be extended eventually to loop around onto Rum River Drive, and it's included in the Code that sidewalk needs to be part of that. There is no sidewalk on the west side of Whiskey Road passed South Passage, it's just a dirt trail that snowmobiles use. Wimmer added that there is no City right-of-way there, it's just the County. He stated that on the east side of Whiskey there is sidewalk in the newly developed area, but through the last 40 years or so during development there was no solid policy in place about it. In those areas you'll see things like two blocks with sidewalk then two blocks without, and it was really just what the Council at the time thought. In 2005 or 2007 we did a number of things to try to change that, and then updated it in 2008/2009. The Council can at any point change that, but it makes it a little more difficult. That's why there's no sidewalk on the east side of Whiskey. We've talked to those homeowners and some want it and some don't. You'd in essence have to force them to give it up, which is not something we wanted to do there. The County has no right-of-way in there, and from a zoning standpoint it's meets and bounds, so it's kind of a hodgepodge.

Kernosky stated that he hopes to have the future sidewalk and trail map for the board, and there can be further discussion on that. Garvey asked if Kernosky just put the master plan together or if it was in place. Kernosky said it is a new document. It is part of the Comprehensive Plan update which is coming; that plan will have a non-motorized transportation component to it. Instead of having a two or three page portion of it, we might as well have a nice plan that we can follow for the next couple of years. Garvey told Kernosky he's done a great job putting it together.

4. Unity Parking Lot

Everett stated that the board had talked briefly about the wooden posts out at Unity after the park visits, and then Public Services Director/Assistant City Administrator Wood had been out doing some other work. They noticed that the remaining posts are really wobbly, and we're worried that if someone leans on one the wrong way we might run into some problems. The board hadn't decided what we wanted to replace them with, but we'd like to get the go ahead to take out what's there. If the board wants to have discussion about whether we need to have a replacement and what that would be, we can do that too. Garvey asked if we know the history of why they were put in in the first place. Everett said that she thought it was probably to keep cars off the grass, but they've been there for a long time. She said that we could do concrete bumpers if we're concerned about people leaving the lot, or we could wait to see it's a problem before we do something. Garvey stated that she doesn't like the concrete bumpers because it's more of a pain for maintenance to have to go around it, especially for plowing. If we're not plowing it's not a big deal. Everett stated that we did find an agreement and it is being plowed. Wimmer stated that he believed with the parking lot code we have to have some kind of buffer or inevitably you'll have people going there. If we take the wood posts out probably have to have something to put back in, but we can check with Kernosky to know for sure. Garvey agreed that we should probably have something, and the concrete bumpers are probably the cheapest alternative versus putting something similar back in. That would be something to come back with is alternatives and what the cost would be. Maybe we don't need as many bollards in place, or maybe there's another item we can't think of too. We could also strategize some areas that we'd need them in too. Witte asked if the posts are on the west side of the lot. Everett stated that they're between the lot and field. Wimmer stated that he thought there some on the school side too. Everett stated that she doesn't think there's anything between the lot and the street. Witte said that he was there Tuesday night playing church softball and people were parking on the grass between the lot and the school. Everett stated that she isn't sure if it's just our preference or if there's something in code stating that we need to stop that. Garvey stated that she'd like to see it come back with staff recommendation and some cost analysis of the options. Everett asked that if she does find out that we don't have anything stating that we have to have something, are we okay to take these out before we have a replacements? Or is the board's preference still to have a replacement as soon as those come out. Garvey stated that if it's a safety issue she thinks they should come out, and err on the side the safety aspect and at least try to get something in by next summer. Everett stated that she'd look into what the code says and would send an update out if something happens before the next meeting.

5. Fir Street Parcel Planning Timeline

Everett stated that she put together what the Board had discussed in a more concrete timeline. The board mentioned that it would be helpful to talk with the people that would be living around that future park to know what it is they want. Everett plugged in that for July she'd like to get a list of options that the board wants her to spend more time researching. We don't have any decisions that we need to make at this meeting, but in July we can kind of narrow those down into a few options that Everett can price for and that kind of thing. That will give her time before the September meeting to present the costs for each of those and a draft site plan. Then from those options, the board will pick maybe up to 3 that we'd invite the public to choose from. In October, it would be on the regular meeting at the beginning. She included a 750 radius map that she adjusted a little bit to include the whole neighborhood. This gives an idea of who could be included in those invitations, but it can be adjusted however they see fit. Garvey stated that she thinks it's a good timeline and she thinks it's a good range. Witte asked if the board should pick three ideas. Everett said at the July meeting we can throw out all of the ideas and pick 4 or 5 or whatever, and then at the September meeting we will parse that down to what we really want the public to be choosing from. We may find during that process that there are two options that really make sense, it will just take some research. She included the options that were brought up previously including a basketball court or more of a picnic area with a shelter and grills and tables, and maybe a circuit exercise area. Wimmer stated that this won't be in next year's budget, so if we're rolling this out to the public a year and half before anything were to happen, that needs to be taken into consideration. Once you go down that path, people might want to start seeing things happen quicker what would possibly happen. Everett stated that part of this timeline is because of the application that stated that we intended to do something in 3 years, so this is our doing something. Wimmer stated that he is saying that we're going a lot farther down the field that you really need to fulfil that obligation, so if that's the only reason. He's just saying that if you're going to roll it out that way you'll need to have something that the Council has talked about and has planned to do because this isn't in any budget discussions at all. He just wants to make sure that this board knows that as well. Everett stated that we talked about that at the last meeting that it wasn't going to be a 2019 project. She stated that if Wimmer thinks it needs to go out farther, she is fine with that too. Wimmer stated that the planning needs to happen, but the rolling it out to the public with the reduced options is something that might wait. If it is rolled out they need to be made aware that it might a ways out, it'd be important to do that. Everett asked what the Board preferred: to go as far as picking options and then putting it on hold for future comp plan and that kind of thing. Witte agreed that if we show something to the public they're probably going to want to see it within the year. Garvey clarified that the first two items would be done and the third with the public would be down the road, and once we have an idea getting timeline. Then we have at least done the due-diligence of the planning and getting that process started. Witte stated that by that time the parcel might be filled with houses too.

6. Parks Updates

Everett stated that the scavenger hunt has started. Staff handed out a bunch of passports at the street dance, and there are some at BMX. She will bring some over to Allina for them to distribute too. There's at least one sitting at her desk that is already finished. They are open through August 3rd and 4:30. There are a couple of new things for the Grand Prize. Great Clips has donated a hair cut and some kid hair products. And Mississippi Biological has offered to do some butterfly kits. It's cool to get some business interest. Mississippi Biological does things like supplying caterpillars to science classrooms and things, there's an interesting business to have in town. Wimmer added that they're the largest supplier in the Midwest, and had been in St. Paul, and he is a great corporate citizen. Everett stated that last year we received comments that people wanted multiple drawings, so we will compile what we have. Wimmer stated that we'll do three prizes so it will be an escalating third, second, first. Again it's by drawing. All three will be worthwhile, but the top will still be significant. Everett shared that the first 100 are still getting a prize as well.

Everett stated that the first street dance went really well. We had a huge turnout for Hitchville. They were able to pull a lot of strings and get that show together in less than two weeks. Considering that we book all of our bands in January, that was a monumental task for them, so it was great that they were able to work with us to get that done. They also put on an awesome show that people really enjoyed. We have more food

vendors that we typically have, and everyone was still busy all night. Retail Meats was open for most of the event too. It's cool to see some downtown business involvement.

The next Curious Creatures is coming up July 10th and we still need more registrations. If there are other places we can advertise that, Everett is looking for suggestions. She has done Facebook ads and sent it out to the County daycare licenser, and all kinds of things that she can think of.

The community garden is growing very fast. Since the School for All Seasons didn't come back, the summer intern, Bree Erickson, was able to get some things planted. Everett believes that we did watermelon, cantaloupe and some kind of squash. The Grow Your Own program has planted some things and are planning to continue with the program through the season. As more produce starts coming in we'll start collecting for senior dining too.

The pollinator workshop had four adults and two children come. Everett has found that a lot of adults are interested in pollinators and they want to know what the whole deal is. It was a fun day, and Everett thinks everyone came away with something.

Before the next meeting is the July Street Dance. Jonah and the Whales is back on the 14th.

The parade is next Thursday, July 5th and Kids' Day is that Saturday. The rodeo is Friday, Saturday, and Sunday.

The farmers' market is also doing really well. Last week and this week, all of our booth spaces have been filled. There are a couple of new vendors joining this week, and more are asking questions each week too.

Everett stated that Soil and Water is also interested in doing some more cedar tree revetments at River Bluff. As long as we get official Council approval to spend that money, we'll do 150 more feet at the park. Garvey asked if they just keep us in mind for it. Everett said that this year they didn't have to start from the beginning with us. They work with a lot of private landowners too, so they visited all of the sites they have applications for and they knew we have a lot of area that can be done. They figured out how much funding they had remaining after their visits. Wimmer stated that it has been an excellent collaboration working with them.


7. Adjournment

Motion by Johnson, second by Witte to adjourn the June 26, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:32 p.m.

Dated at Isanti, Minnesota this 26th day of June, 2018.

Respectfully submitted,



Katie Everett
Parks, Recreation, and Culture Manager



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation and Culture Manager

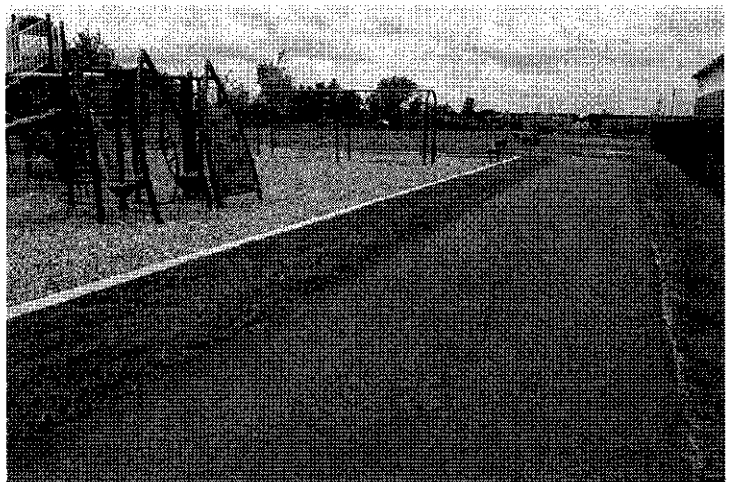
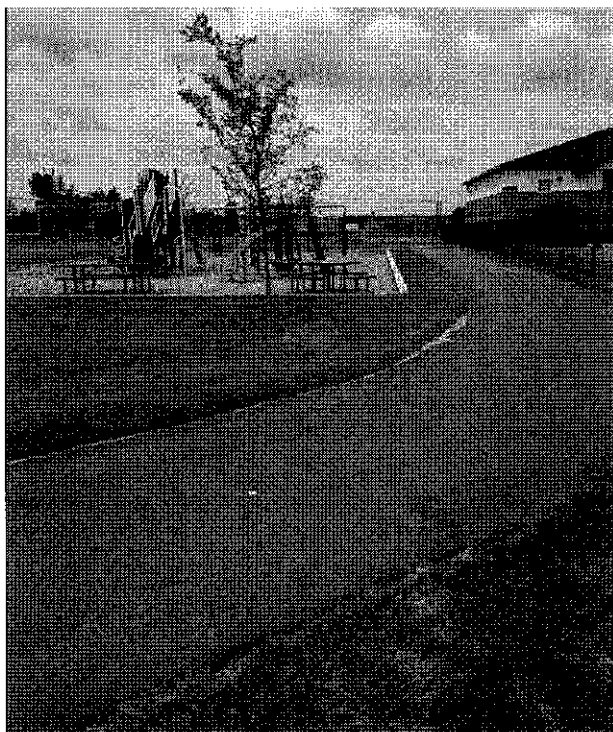
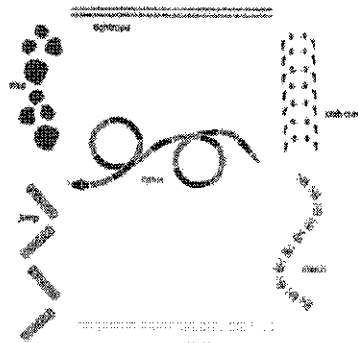
Date: July 24, 2018

Subject: Activity Stencils – Academy Park

Background

City staff will be painting the activity circuit on the trail at Bluebird Park over the next couple of weeks. Following the 2018 park visits, there was Parks, Recreation and Culture discussion about also using the stencils at Academy Park. Staff a requesting PRC direction about this project.

The stencils would use the area of the trail bordering the north side of the playground:





MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation and Culture Manager

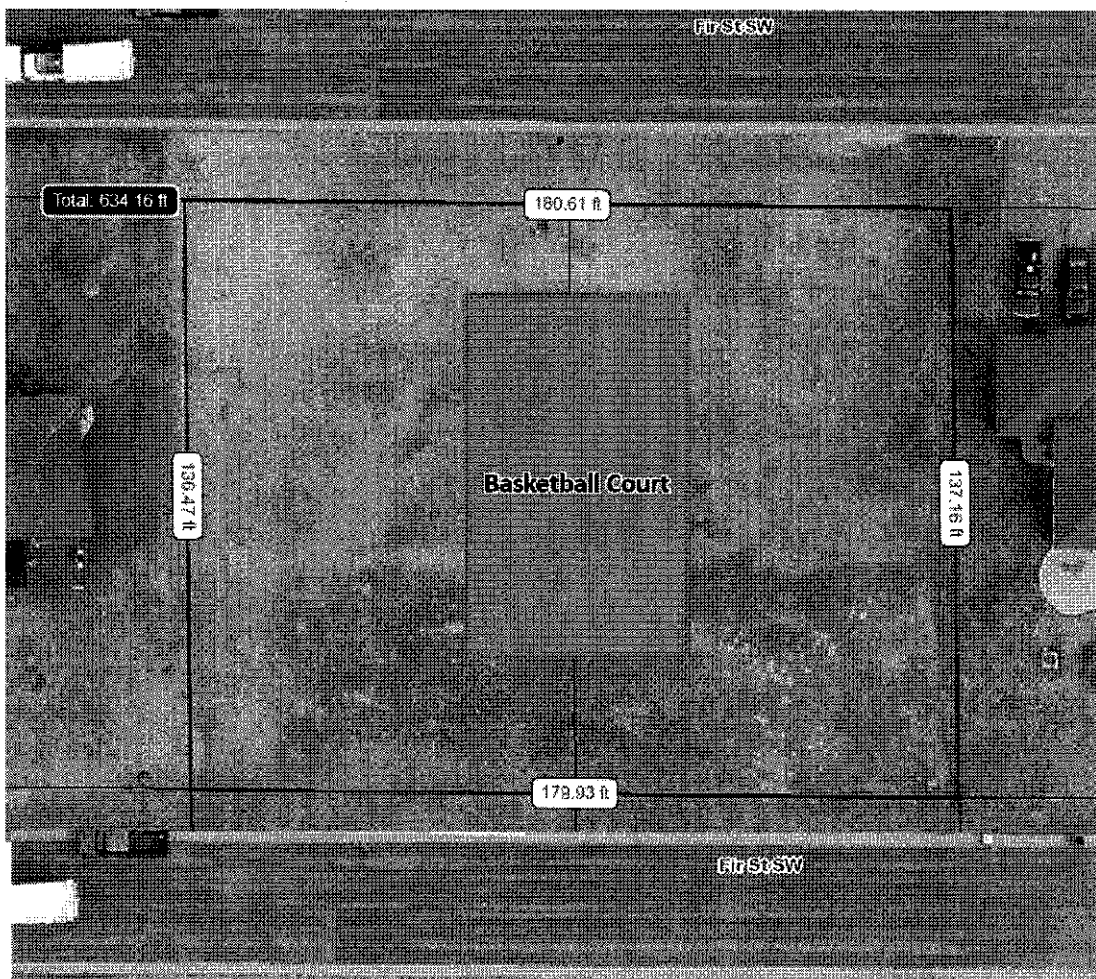
Date: July 24, 2018

Subject: Fir Street Parcel Planning

Background

At the June 26, 2018 meeting, the Parks, Recreation, and Culture Board discussed the timeline for planning the future park on Fir Street. The Board determined that planning will go through the exploration of options in 2018 and will put the options forward for public input at some point in the future when funding becomes available for development.

At the July meeting, staff is asking the Board to come up with a short list of options for staff to investigate further. Ideas already discussed were a basketball court, picnic area with tables, shelter, and grill, and exercise equipment. A couple of these options are below to give an idea of the scale of the lots:





MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation and Culture Manager

Date: July 24, 2018

Subject: Parks Updates

Background

The Passport to Parks citywide scavenger hunt is open through August 3. Staff continue to advertise the program to get more participation. Passports and all program information are on the City's website.

The second Street Dance was July 14, and there was a great turnout for Jonah and the Whales. The last street dance of the summer is in conjunction with Celebrate Isanti on August 11 and will feature Bad Girlfriends.

Celebrate Isanti planning is well under way. New additions to the event this year include:

- Public Works will be bringing the painted plow blades to Bluebird Park as well as other pieces of equipment to showcase the work the department does.
- Public Works has also worked with their union to provide a simulator for the public to experience what it's like to operate the large equipment
- Chip-timed 5K

The event schedule an information is listed on the website, and below:

Check in for Family Bike Ride and Run/Walk: 8:00 am at Cambridge Park and Ride
 Family Bike Ride: 8:30 am (Cambridge-Isanti Bike/Walk Trail ending in Bluebird Park)
 5K Run/Walk: 8:45 (Cambridge-Isanti Bike/Walk Trail ending in Bluebird Park)
 -Free shuttle available to bring participants back to their vehicles from Bluebird
 Kids' Festival: 9:00 am – 1:00 pm in Bluebird Park
 Car Show: 10:00 am – 3:00 pm Downtown Isanti
 Street Dance feature Bad Girlfriends: 7:00-11:00 pm Downtown

The farmers' market season is going well. July 27 marks the half-way point in the season, and vendor booth fees have already surpassed the 2017 total. Staff regularly receive comments from customers that they are enjoying the market and are pleased with the new location. Potential new vendors continue to inquire about the market each week.

The cedar tree revetment project at River Bluff Preserve has been approved by City Council and is anticipated to be completed in early October, 2018.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, August 28, 2018

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 24, 2018 Parks, Recreation, and Culture Board Meeting.
3. Bike and Pedestrian Plan Update (Ryan Kernosky, Community Development Director)
4. Community Garden Discussion
5. Parks Updates
6. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 24, 2018
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, Jeff Johnson, James Witte, Aaron Zdon, and Mayor Wimmer

Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.

Zdon asked if there were any agenda modifications; there were none. Motion by Garvey, second by Wimmer to approve the agenda for the July 24, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from June 26, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Activity Stencils – Academy Park

Everett explained reminded the Board what the stencils look like. A while back we had found that we couldn't get the same hopscotch for Bluebird and the Park Board decided to get the activity stencils in place of those. Public Work will be putting them out at Bluebird. There are two places where the trail comes up to the playground, so we're going to do a circuit out of the playground, onto the trail, and back into the playground. They'll do that in the next couple of weeks. We're wondering, so we get enough paint, if we should do something similar at Academy Park. Everett went out with Erickson, the summer intern, and found that it will take use the area from the curve around the playground. If the Board is interested in doing that, we will do that. Garvey said that she thinks it's a great addition. Zdon said that now that we have them it's just paint and staff time, so it's a pretty affordable thing to add in. Everett added that we should be able to reuse the stencils many times to touch them up in the future as well. Johnson asked what the stencils say. Everett said that there is one that says tightrope, one that is stones so it says step, another is log and that says jump, there's a snake that says tiptoe, one is a crab crawl, and there are ants that say march. Everett will let Public Works know to put the stencils at Academy Park as well. They will use street paint, so we'll have blue, white, and yellow paint. Some of the stencils need two colors to look right.

4. Fir Street Parcel Planning Timeline

Everett stated that she provided a second page with scale for a shelter included. She added that those pictures are just meant to give visuals for what existing things in that space would be. The stage the Board is in now, is for them to choose options for Everett to look into further. She will then come back with those ideas mostly as an information piece until future planning allows for the project to move forward. A basketball court fills up most of the distance from front to back, and then there's some extra space on the sides which could give a buffer for those houses. Or if we put in a shelter, there's an idea in the picture of what space we have to work with. Witte said he thinks a basketball court or exercise equipment. He's not sure if a shelter or grill would be used. He doesn't see people using the charcoal grills as often. Garvey and Zdon agreed, and Zdon mentioned that people probably have their own grills at home. Zdon stated that he likes the idea of exercise equipment and/or a shelter. There's a basketball court around the corner not too far from there, that actually does get used. He mentioned that his son goes there, but he's not sure how many other people are

using it. Zdon said that some outdoor exercise equipment would be good, that stuff is pretty cool. Mayor Wimmer added that we'd be looking at exercise equipment for the trails on the other side of 65, so maybe there's something that could tie together doing that at the same time as this one. Zdon said maybe there could be some savings if we bought two of each instead of one of each. Witte asked if we'd still send out a survey to the neighborhood. Everett clarified that at some point in the future we can send out a survey that says "These are the options that the City has found feasible, and we want your feedback before moving forward." That's kind of what we're looking at. Garvey said that it's hard to predict the future because there's going to be another great idea down the road that we don't know about yet, but bocce ball is an area that other cities are getting into with permanent courts. Everett added that the casual yard game idea is coming around right now. Garvey said that there are concrete cornhole or bean bag games too, since horseshoes are kind of on their way out. She said she doesn't necessarily want to put in concrete ones because it might be obsolete in ten years, but that type of thing. She said there are also special bocce "courts." Wimmer said that the biggest suggestion we get is pickleball. Cambridge has done that, and they've actually started teaching that in school. If we're looking at different type of court that we get a lot of requests on, that would be it. Zdon said it wouldn't have to be centered, it could be to one side and you'd still have room for a shelter and some exercise equipment or something depending on the budget. Garvey said that if we get into a basketball court, or a court like this, it increases the cost significantly; but whereas we have more of a passive type of activity, the cost might not be as high. She agrees that pickleball and basketball are huge right now. The board commented that pickleball might just be a trend. Garvey said that maybe we do a surface that could be multipurpose. It could be something with different stripes for a multipurpose structure. She said she knows we're in the very beginning stages, but those different ideas to start getting cost ideas. Johnson mentioned that there are lot of little kids in that area, from 4 to 12 years of ages. He doesn't know if we can focus on something for them; we're kind of focusing on adult activities more than kids. He's been through there and there a ton of little kids. Zdon said that their nearest playground is what used to be the Tot Lot; Wimmer added that Rum River is close too. Wimmer stated that what we have run into with the play parks is that yeah, they're there now, but 3 years from now they have no interest in doing it. That's why we've tried to mix up with just active space kind of stuff. Everett stated that in her outdoor education experience, if you give kids outdoor space and tell them to entertain themselves, they will. Sometimes just an open space is kind of the best thing, and then people can use it the way they want to instead of being restricted. Garvey said that a lot of the lots around there are smaller where the kids don't have that space they need. It'd be two or three yards wide that they'd need to get a kickball game going or something, so she likes the idea of open space. She mentioned that playground equipment really ups the cost too. Johnson asked if those are the exact measurements. Everett said that they're not; they're just as close as she could get on GIS, but the property lines are not exact in that program. Johnson said it's a pretty large area, there's just the light post and electrical box. Everett stated that to get exact dimensions we'd have to get a survey done and that costs money. This gives us an idea. She said for now, she'll look into options for a multiuse court, maybe there's a cool version of a yard game set up – more of a passive thing, and exercise equipment that could maybe be incorporated into both places. Witte said that he assumes there's exercise equipment for children too. Everett said that there definitely is, and there are some really fun kind of ninja warrior things out now too. Some of those have kid versions up to adult elements in them.

Everett stated that this will come back in the fall; she'll put together some mock-ups for the board. Then we'll just kind of leave it there for now. We're working on doing some comp plan stuff in the next couple of years, so if it makes sense maybe we can do it with some of that. But we don't really want to get it out there until we have money to do it.

5. Parks Updates

Everett said that we're in the thick of things. Passport to Parks is still open. She's hoping to get a lot more of those in. There are a lot out in circulation, and she's had people tell her they're working them. We are planning to split the Grand Prize into three drawings this year. The first 100 people still get their prize when they turn them in. They're due August 3rd.

The July street dance went well. Jonah and the Whales are great to work with. They commented that they love coming here and our crowd is always awesome. She has actually gotten that comment from our food vendors and other bands that they love coming to Isanti because people here are really respectful and everyone is having a good time. It's great to hear that about our community.

Everett provided the schedule for Celebrate Isanti in the agenda. If the board knows of any groups that want to be involved to let her know. She just got the soccer club's registration so they will be there. BMX is planning to be open during the kids festival so people can at least see inside the arena. Public Works has some really cool things going on this year too. They're bringing over all the plow blades for us, and people will get to see the plow. They have a semi trailer with a simulator in it that people will be able to go in and kind of test drive some of the equipment that Public Works uses. That was a partnership with the union, so they're trying to get more people involved with labor jobs as well, but it's at no cost to us. It's a cool chance for people to see what Public Works does for the City. The race is being chip-timed this year. We're still looking for more registrations, but we're getting there. The link is on website. There's a whole page on the website with the detailed event information, so people can be directed there if they have questions, or they can contact Everett. The Street Dance is Bad Girlfriends. The car show is expecting a really good turnout; there used to be a car show in Oak Grove that they're not doing this year. Staff ordered some sunglasses for the event as well.

The farmers market is going really well this year. As of this week, we are almost \$200 over our total vendor revenue from last year. And we are 9 out of 19 weeks through the season. It's hard to compare just vendor numbers because we have more new vendors that signed up for full seasons or half seasons this year. It's not a great comparison since we had many vendors just come once or twice last year. As far as how many booths have been full, we're well ahead of last year.

Everett stated that the cedar tree revetment was approved by City Council. The tentative schedule is for that work to be done in October. They will probably deliver the trees the week before. Everett will give an update on that as it gets closer.

Everett had sent out park project emails with updates. VFW park is complete and they're working on Mattson Park this week. We are going to hold off on Bluebird; it has taken longer than anticipated to get more mulch so we want to make sure the park looks good for Celebrate Isanti.

6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 24, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

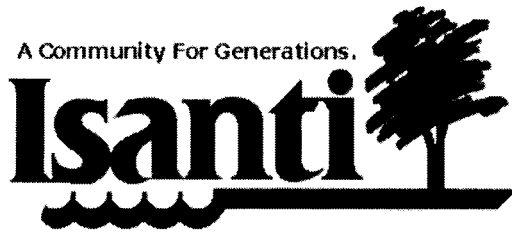
The meeting adjourned at 6:24 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2018.

Respectfully submitted,




Katie Everett
Parks, Recreation, and Culture Manager



MEMORANDUM

TO: Park, Recreation & Culture Board

FROM: Ryan Kernosky, Community Development Director 

DATE: August 28, 2018

SUBJECT: **BIKE AND PED MASTER PLAN – FUTURE FACILITIES**

The true ‘meat and potato’s’ of the Bike and Pedestrian Master Plan is the planning of future facilities within the community.

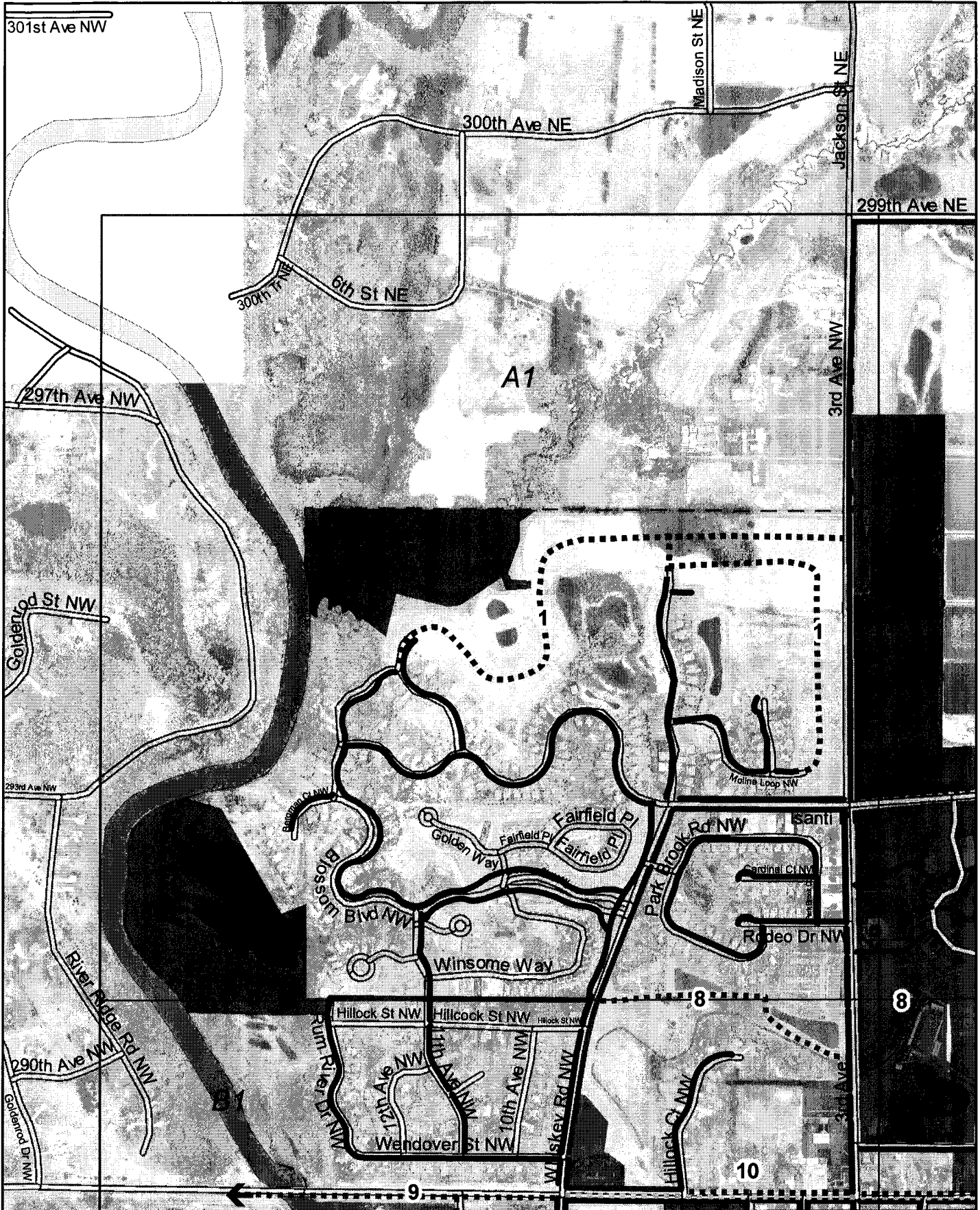
Enclosed you’ll find an overall map of the planned future facilities, and 9 gridded sections of the overall map. You’ll also find a document that includes grid number, future facility ID, project description, responsible parties, and timeline. Future facility ID numbers on the map are associated with the future facility ID numbers in the workbook included.

Please take several minutes to review this document and attached maps. Please bring ideas or changes to the meeting. I intend to present the final document to you in your September meeting.

Square Location	ID	Project Description	Responsible Party	Timeline
A1	1	Sidewalk extension from Bellaire Blvd to 3rd Ave & connect Moline Loop to Whiskey Road, consistent with planned development of the area	Developer	As property develops
A2	2	Multimodal path extension along Isanti Parkway to E Dual Blvd, continuing south along E Dual Blvd to connect with a potential path to a HWY 65 Pedestrian/Bicycle bridge.	City of Isanti	As needed, based on HWY 65 Bridge Crossing decision
A2	3	Installation of Bicycle Lane from Heritage Blvd to HWY 65.	City of Isanti	Consider installation as road is re-striped
A2	4	Sidewalk extension from Golden Way St NE, connecting through to the future development of the commercial parcel, eventually connecting back up at 8th Ave NE.	Developer	Developer Driven
A3	5	Multimodal path extension from 301st Ave (City Planning Boundary) connecting along existing gasoline easement, connecting to existing multimodal path along east-side of 8th Ave NE.	Developer	As property develops
A3	6	Multimodal path extension from CSAH 5 connecting north to future multimodal path identified in #5. This path will be along a future collector street identified in the future road map of the City of Isanti.	Developer/City	As property develops or as City builds future collector street
A3/B3	7	Multimodal path extension along north-side of CSAH 5 to connect to North Branch and the Sunrise Prairie Trail	State of MN/City/Developers	As properties develop, and as State and local aid assist in the extension
A1/A2/B1	8	Multimodal path extension from Whiskey Rd NW to Bluebird Park/Isanti Rodeo Grounds	City of Isanti	As easements are acquired
B1	9	Multimodal path extension along CSAH 5 from Rum River to Whiskey Rd	City/County of Isanti	As reconstruction of street occurs
B1	10	Multimodal path and sidewalk extension from Hillock Ct NW to existing sidewalk on Heritage Blvd.	City/County of Isanti	As reconstruction of street occurs

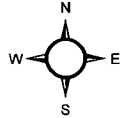
B1	11	Installation of Bicycle Lane from Whiskey Rd NW to Credit Union Drive	City/County of Isanti	As reconstruction of street occurs and additional Right of Way is obtained
B1	12	Multimodal path extension along west-side of Whiskey Rd NW from Oakwood St to Martin's Landing Rd	City/County of Isanti	As reconstruction of street occurs
B1	13	Sidewalk installation to remove existing gaps, creating connectivity.	City	As reconstruction of street occurs
B1	14	Sidewalk Installation to remove existing gaps, creating connectivity.	City	As reconstruction of street occurs
B1	15	Sidewalk extension from Birch St SW to Dogwood St SW, connecting to existing sidewalk	City	As reconstruction of street occurs, high priority
B1	16	Sidewalk installation to remove existing gaps, creating connectivity.	City	As reconstruction of street occurs
B2	17	Bridge Option 3	City/State	As State and local aid to assist in construction occurs
B2	18	Multimodal path extension along south-side of CSAH 5 from 6th Ave NE to existing multimodal path	Developer	As property develops
B2	19	Sidewalk extension from existing sidewalk along west-side of Credit Union Dr NE to Credit Union Drive NE	Developer	As property develops
B2	20	Sidewalk extension along north-side of Main St SE from Credit Union Dr to 5th Ave NE	Developer	As property develops
B2	21	Sidewalk installation to remove existing gaps, creating connectivity.	City	As reconstruction of street occurs
B2	22	Bridge Option 2	City/State	As State and local aid to assist in construction occurs
B2	23	Multimodal path extension from potential bridge, connecting to 8th Ave SE	City	If Bridge Option #1 or #2 occurs, the extension should occur concurrently

Bridge Option 1				As State and local aid to assist in construction occurs, extension on east side of pond should occur concurrently to connect with ID #23 extension
B2	24			City/State
B2	25	Multimodal path along north-side of 285th Ave NE (Palomino Rd) extending from HWY 65 to existing multimodal path at 8th Ave SE.		City/Developer
B2	26	Bike Lane installation on Palomino Rd		City
B2	27	Sidewalk installation to remove existing gaps, creating connectivity.		As additional Right of Way is acquired, or when street is reconstructed to allow for a sidewalk
B2	28	Sidewalk installation to remove existing gaps, creating connectivity.		As additional Right of Way is acquired, or when street is reconstructed to allow for a sidewalk
B2	29	Sidewalk installation to remove existing gaps, creating connectivity.		As street is reconstructed
B3	30	Sidewalk installation to remove existing gaps, creating connectivity.		As property develops
B3	31	Sidewalk installation from Marion St SE to CSAH 5		As property develops
B3	32	Multimodal path connecting 285th Ave NE to CSAH 5		As property develops
B3	33	Sidewalk installation from Marion St SE to future multimodal path.		As property develops
B3	34	Multimodal path connecting existing multimodal path at 8th Ave SE, connecting east to		As property develops
C1	35	Multimodal path extending from South Passage SW south along the west-side of Whiskey Rd		As property develops
C1	36	Sidewalk installation from South Passage SW along Jackson Drive.		As street is reconstructed
C2	37	Sidewalk installation along north and west sides of Tyler Ave SE.		As street is reconstructed
C2	38	Multimodal path installation along west-side of Polk St NE, extending from South Passage SE to 273rd Ave NE		As street is reconstructed

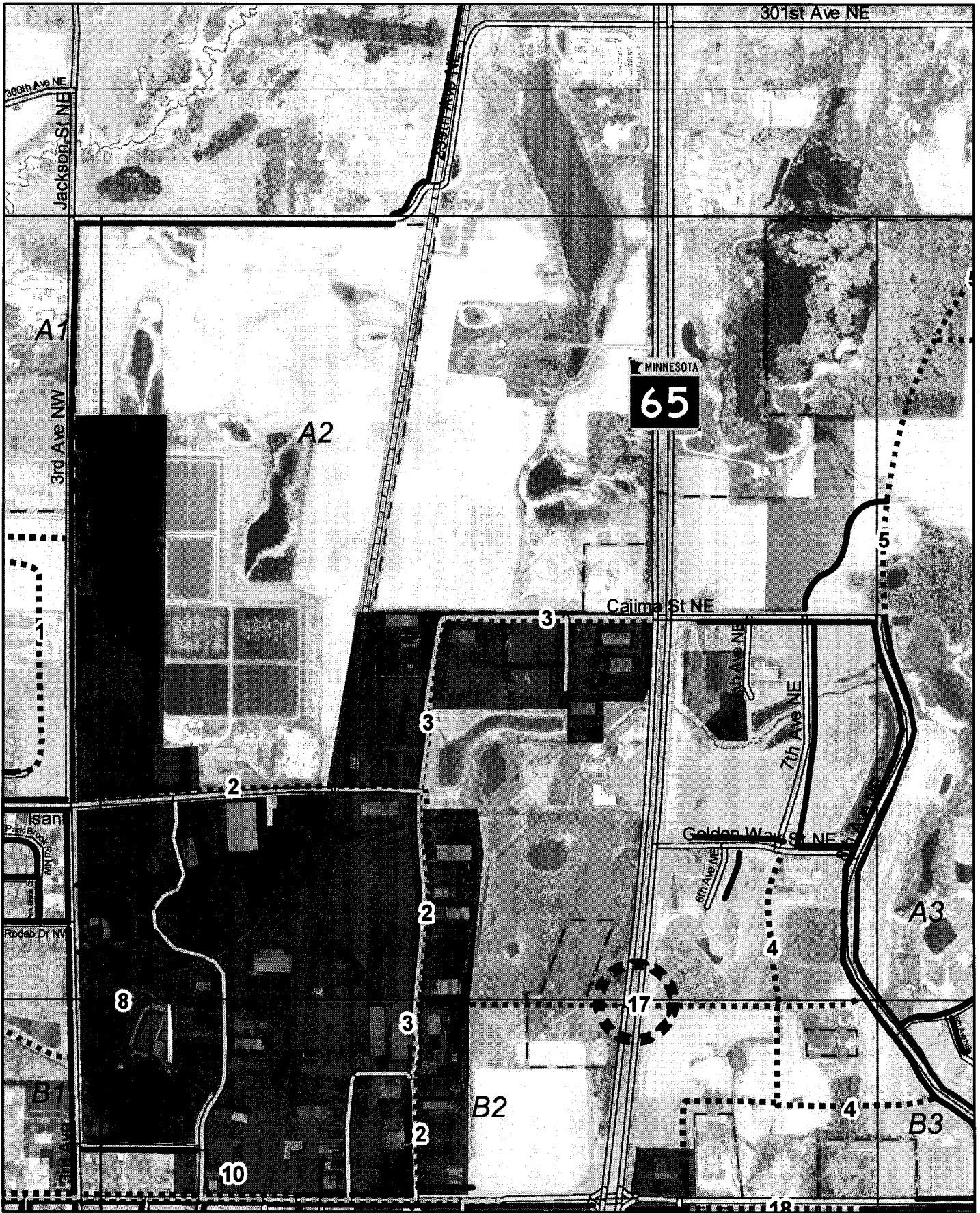


Legend

- Existing Sidewalk
- Existing Multimodal
- Proposed Sidewalk
- Proposed Multi-Modal
- *** Proposed Bike Lane
- City Offices & Facilities
- Employment Concentration Areas
- Educational Facilities
- Parks & Recreation
- BNSF_Railway
- City Limits

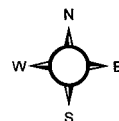


A1

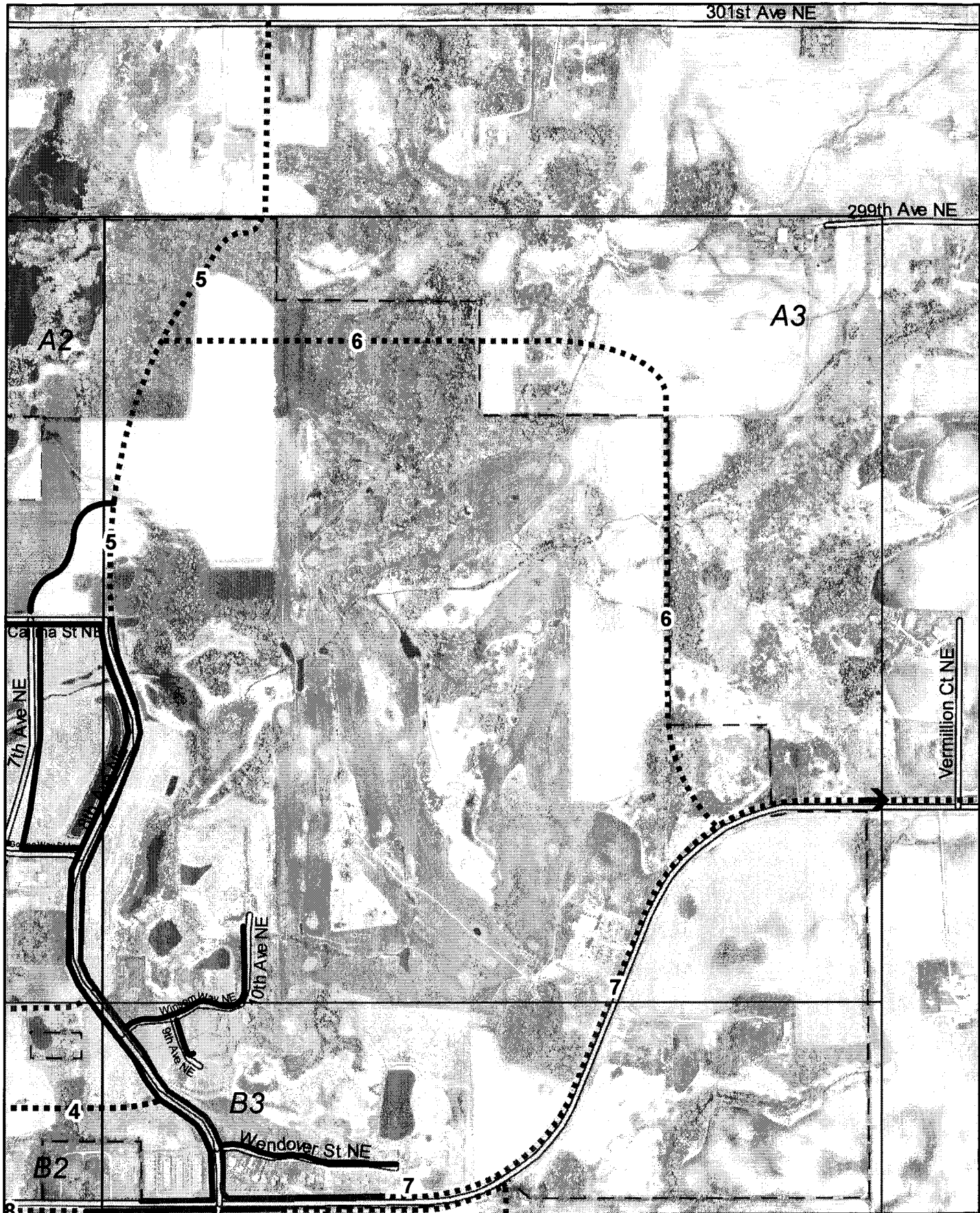


Legend

- Existing Sidewalk
- Existing Multimodal
- Proposed Sidewalk
- Proposed Multi-Modal
- **** Proposed Bike Lane
- City Offices & Facilities
- Employment Concentration Areas
- Educational Facilities
- Parks & Recreation
- BNSF_Railway
- City Limits

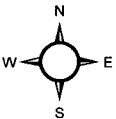


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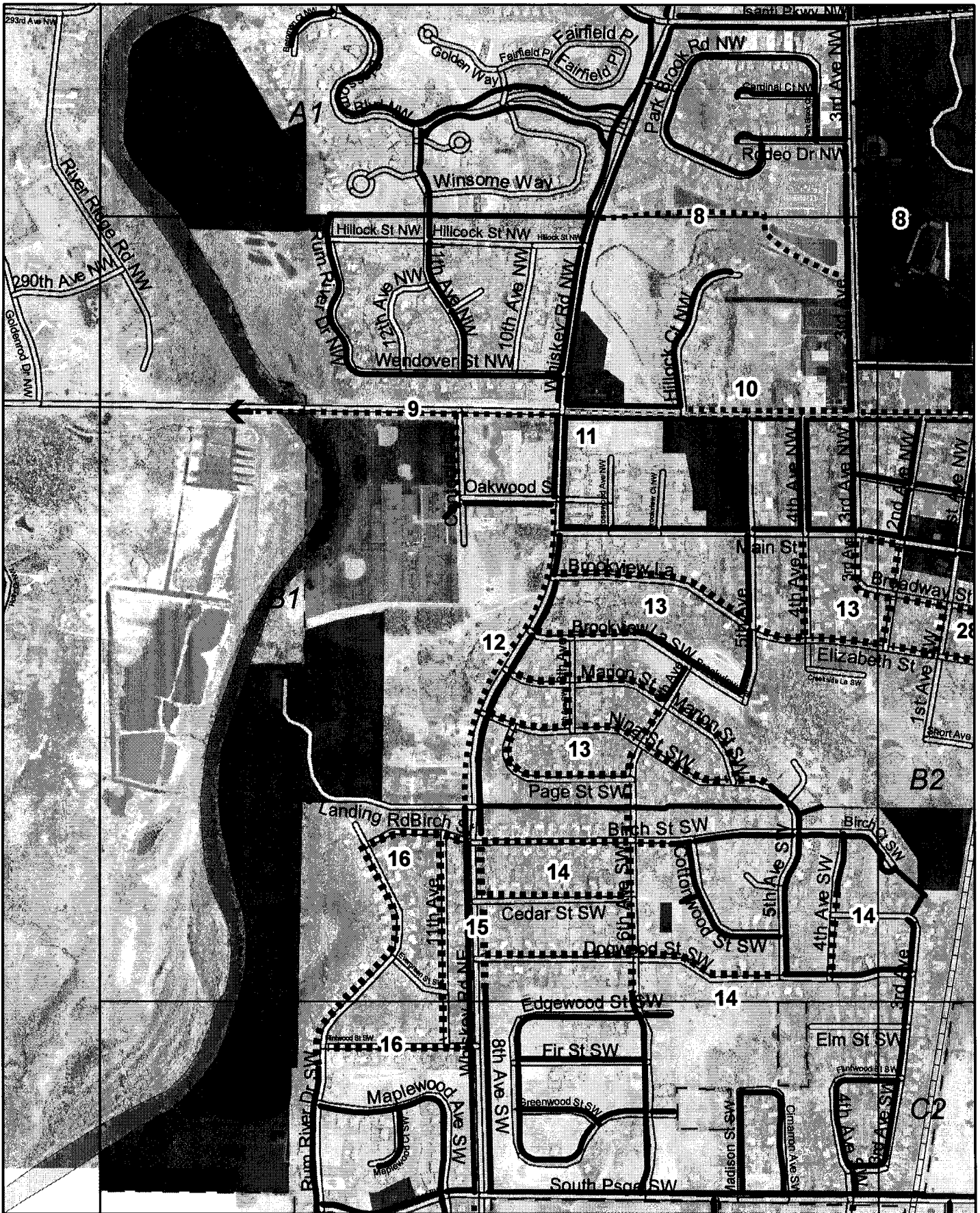


Legend

- Existing Sidewalk
- Existing Multimodal
- Proposed Sidewalk
- Proposed Multi-Modal
- Proposed Bike Lane
- City Offices & Facilities
- Employment Concentration Areas
- Educational Facilities
- Parks & Recreation
- BNSF_Railway
- City Limits

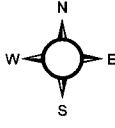


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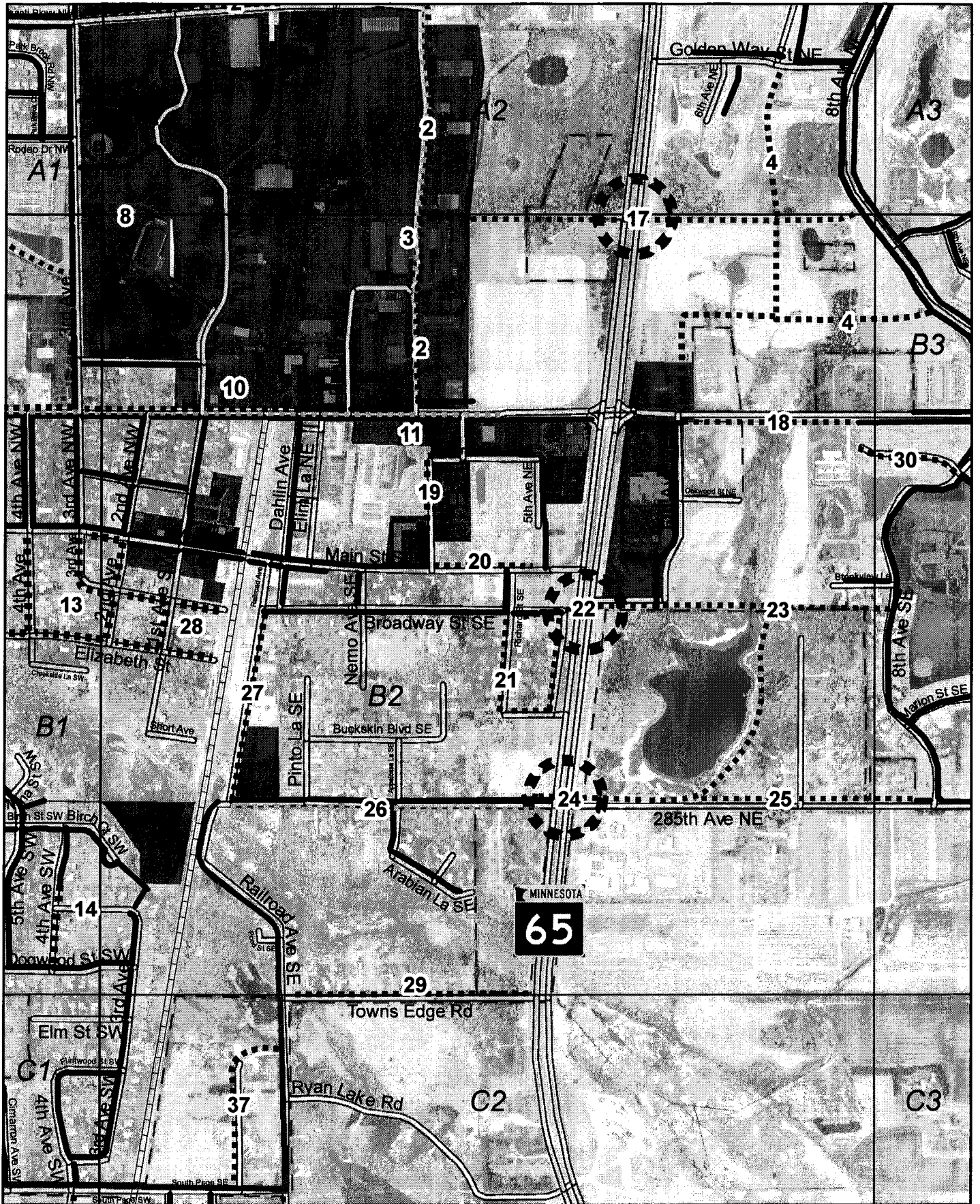


Legend

- Existing Sidewalk
- Existing Multimodal
- ▬▬▬ Proposed Sidewalk
- ▬▬▬ Proposed Multi-Modal
- ▬▬▬ Proposed Bike Lane
- Parks & Recreation
- City Offices & Facilities
- Employment Concentration Areas
- Educational Facilities
- BNSF_Railway
- City Limits

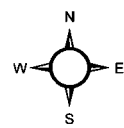


B1

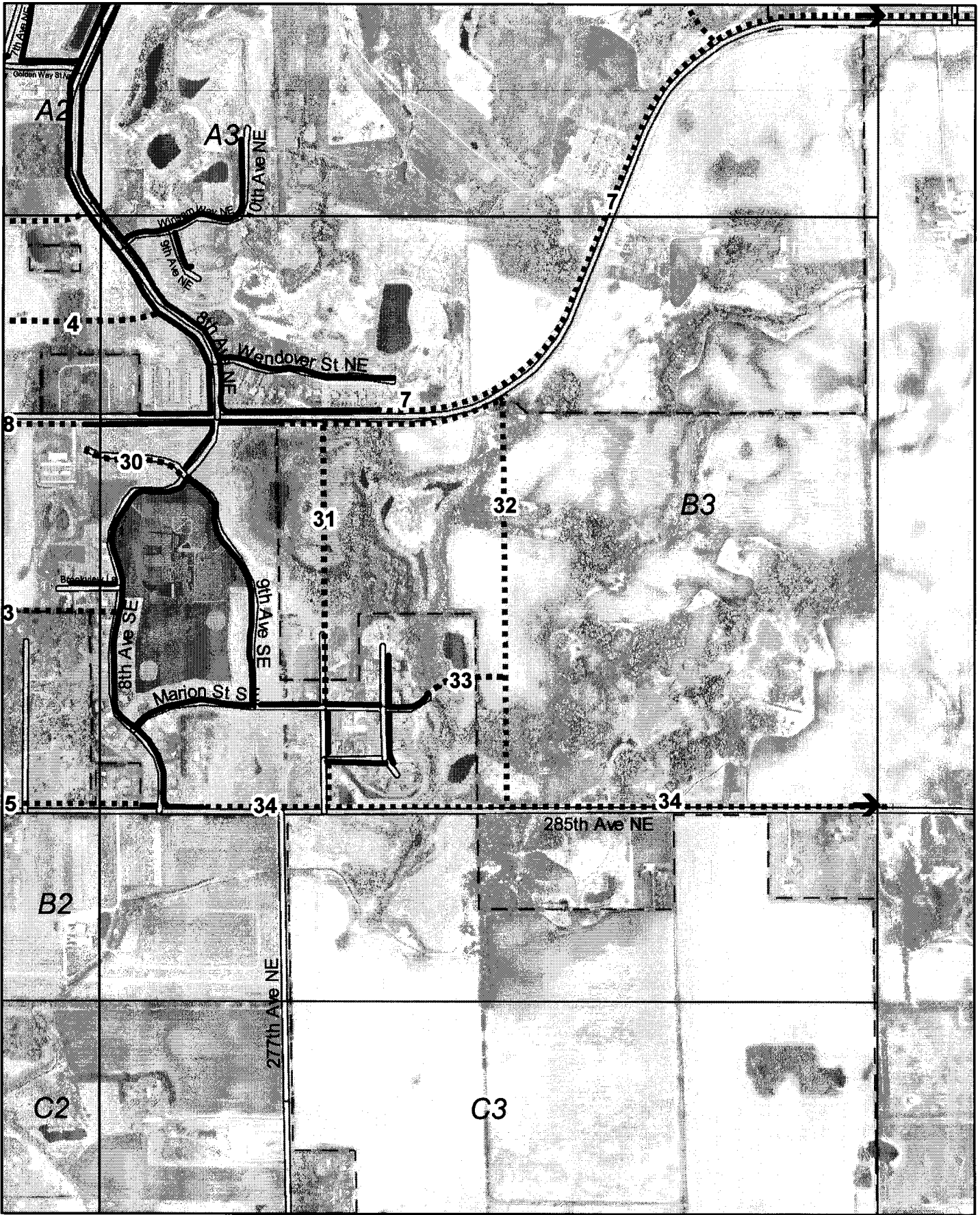


Legend

- Existing Sidewalk
- Existing Multimodal
- Proposed Sidewalk
- Proposed Multi-Modal
- Proposed Bike Lane
- City Offices & Facilities
- Employment Concentration Areas
- Educational Facilities
- Parks & Recreation
- BNSF_Railway
- City Limits

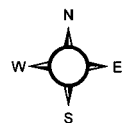


B2



Legend

- | | | |
|------------------------|----------------------------------|----------------------|
| — Existing Sidewalk | ⋯ Proposed Bike Lane | ■ Parks & Recreation |
| — Existing Multimodal | ■ City Offices & Facilities | ▬ BNSF_Railway |
| ▬ Proposed Sidewalk | ■ Employment Concentration Areas | □ City Limits |
| ▬ Proposed Multi-Modal | ■ Educational Facilities | |

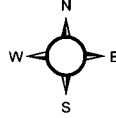


B3

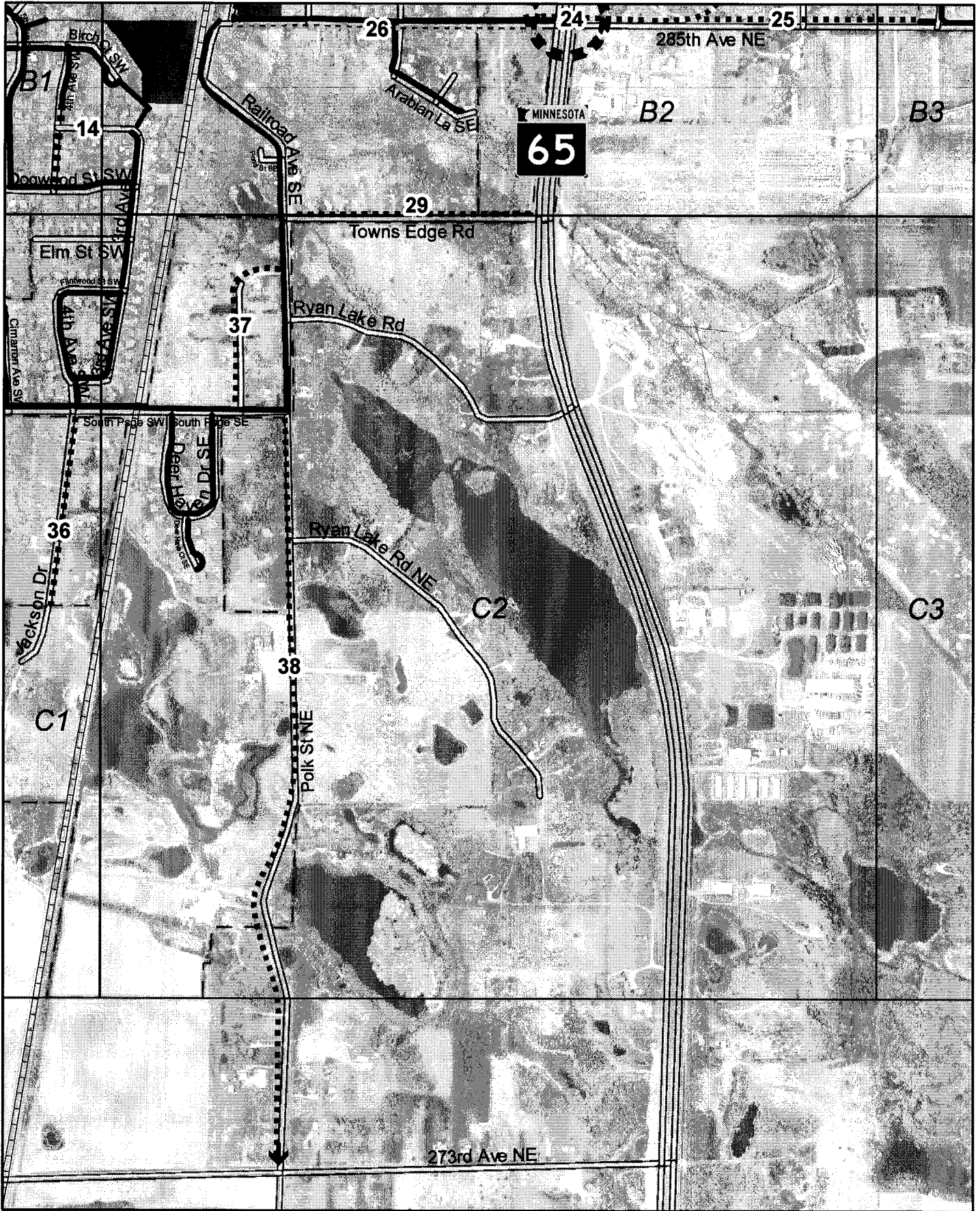


Legend

- Existing Sidewalk
- Existing Multimodal
- Proposed Sidewalk
- Proposed Multi-Modal
- ▨ Proposed Bike Lane
- City Offices & Facilities
- Employment Concentration Areas
- Educational Facilities
- Parks & Recreation
- BNSF_Railway
- City Limits

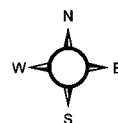


C1

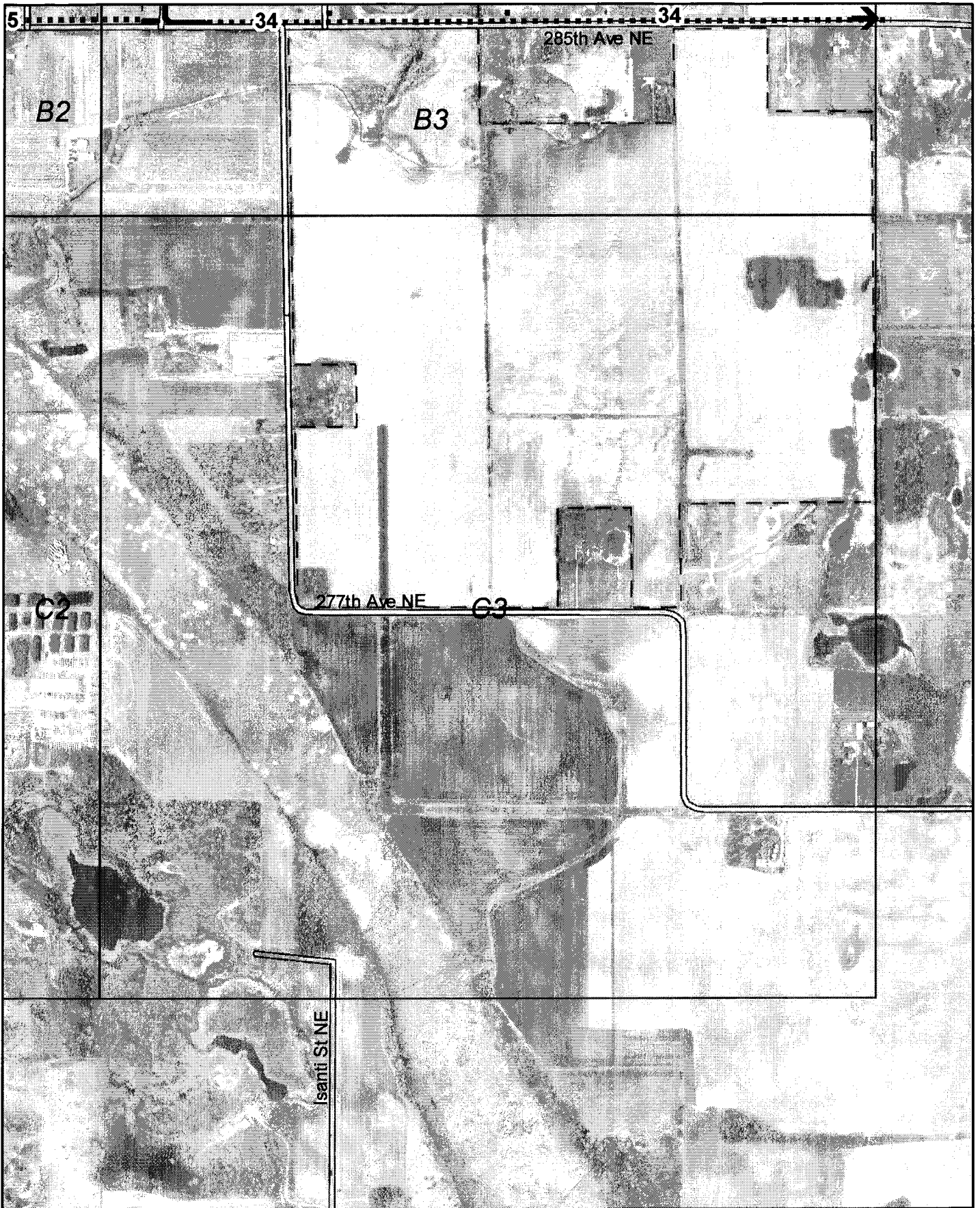


Legend

- Existing Sidewalk
- Existing Multimodal
- ▣ Proposed Sidewalk
- ▣ Proposed Multi-Modal
- ▣ Proposed Bike Lane
- ▣ City Offices & Facilities
- ▣ Employment Concentration Areas
- ▣ Educational Facilities
- ▣ Parks & Recreation
- ▣ BNSF_Railway
- ▣ City Limits

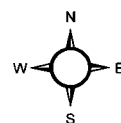


C2



Legend

- Existing Sidewalk
- Existing Multimodal
- ■ ■ Proposed Sidewalk
- ■ ■ Proposed Multi-Modal
- ⋆ ⋆ ⋆ Proposed Bike Lane
- City Offices & Facilities
- Employment Concentration Areas
- Educational Facilities
- Parks & Recreation
- BNSF_Railway
- City Limits



C3



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Parks, Recreation and Culture Manager
Date: August 28, 2018
Subject: Community Garden Discussion

Background

There are currently 60 ground plots and 4 raised beds for rent at the Isanti Community Garden, all of which have been reserved in 2018. In the original plans for the garden, room was left for future expansion as needed. That space is currently being used for perennial pollinator plantings, a kids' garden which contributes to the Senior Dining produce donations, and an educational area which has been used by School for All Seasons in 2016-2017, and the Isanti County Master Gardeners in 2018. The space for future expansion has taken considerable staff time for upkeep.

Attached to this memo are two maps showing possible options for expansion – some combination of the two could also be viable.

Staff Request

Staff is requesting the PRC Board discuss priorities for the community garden and give direction for 2019.



Legend

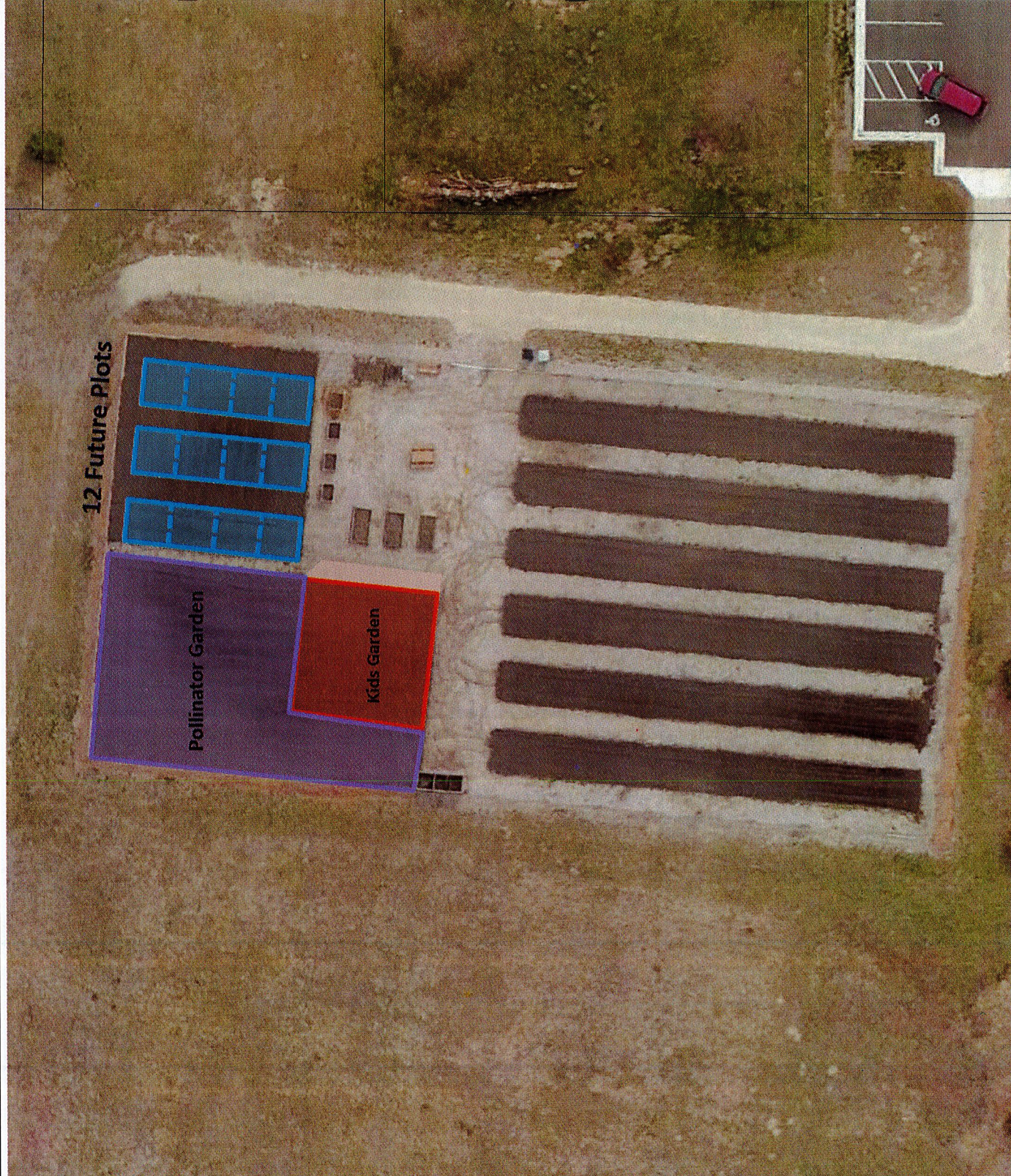
- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercoul
- Protected Waters - Basin
- Public Water Basin
- Public Water Wetland



**2019 Garden -
Option 1**

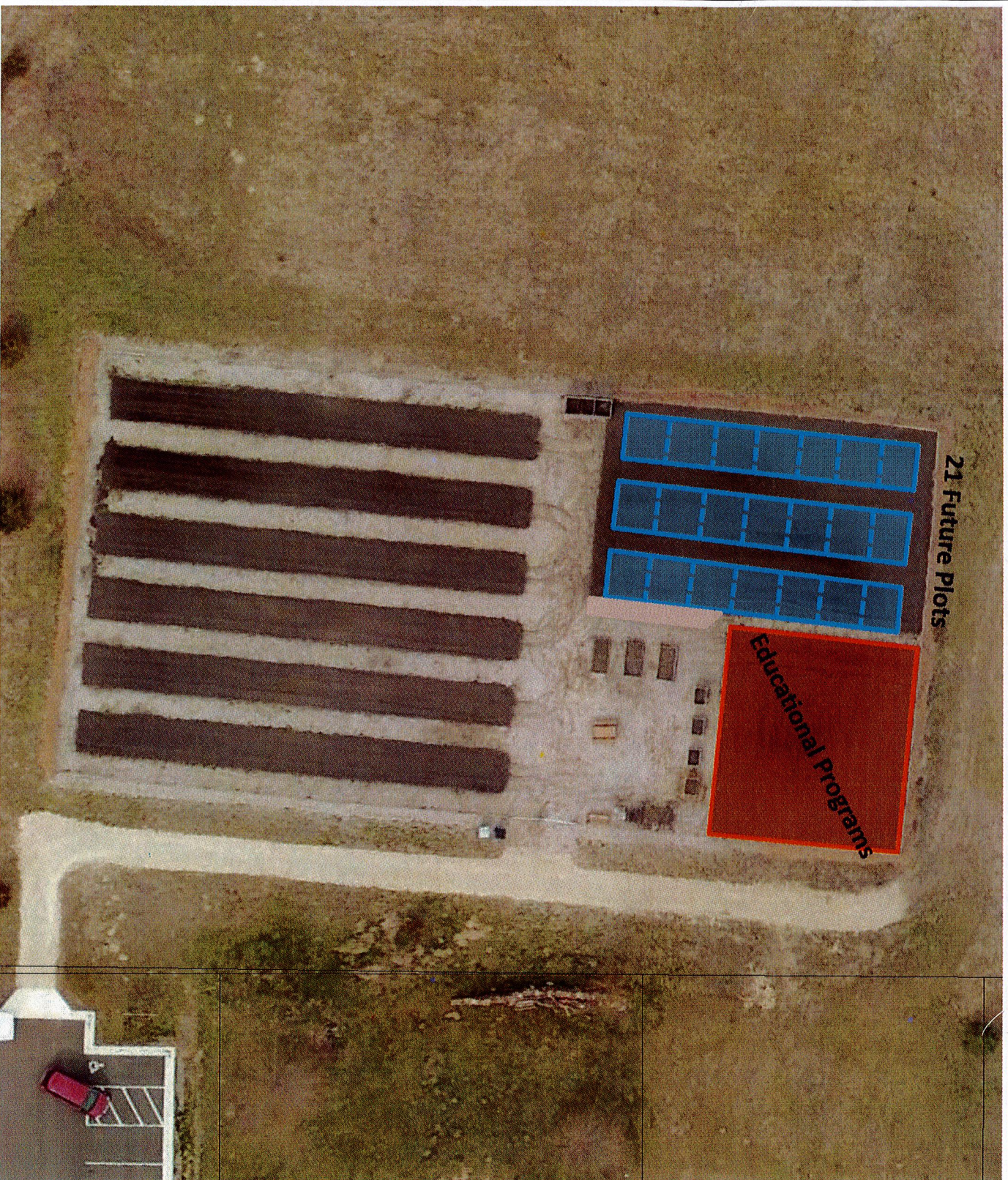
Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.



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21 Future Plots

Educational Programs



Legend

-  City Limits
-  Parcels (3-10-2017)
-  Non Parcel Items
-  Protected Waters - Watercoul
-  Protected Waters - Basin
-  Public Water Basin
-  Public Water Wetland

**2019 Garden -
Option 2**



Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies therein contained!



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0 33 Feet

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MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation and Culture Manager

Date: August 28, 2018

Subject: Parks Updates

Background

Summer events have wrapped up, including Celebrate Isanti. There was a good turnout for all of the day's events which included a family bike ride, 5K run/walk, kids' festival, car show, and street dance. A selection of pictures is attached. We had great participation for local organizations this year for the kids' festival including Rum River BMX who had the arena open during the kids' festival for an open house.

The August Curious Creatures had a great turnout at Mattson Park with 16 kids! The next program is scheduled for September 11 at River Bluff Preserve.

The Farmers' Market will continue through September 28. Most booth spaces are filled for the remainder of the season. Staff will give a season report at the September 25 meeting.

There was a Harvest Potluck at the Community Garden on August 23. The garden is open through October 14, 2018.

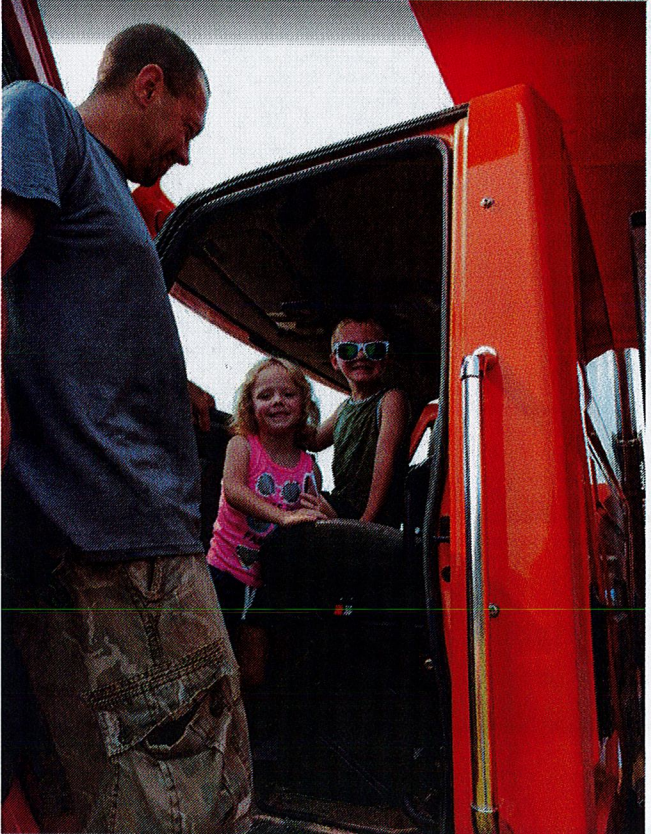
Coming up this fall:

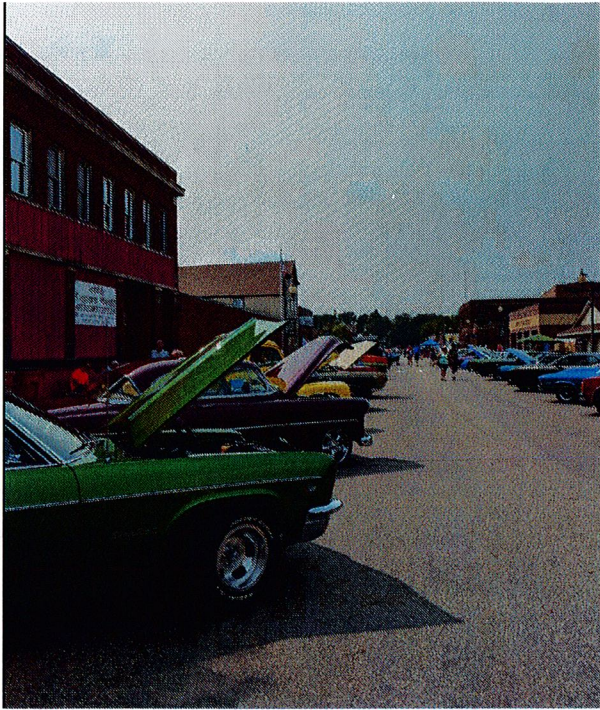
Free Movie Nights at the Isanti Community Center

October 19 – Coco, November 16 – Ferdinand, December 7 – A Christmas Story, January 18 – Happy Feet, February 15 – The Princess Bride, March 15 – The Emoji Movie, April 19 – Guardians of the Galaxy

Fall Family Day at Legacy Park

3:00-7:00 pm – this is a new event, and will include s'mores, nature hikes and activities, and family photo opportunities. The event is free and open to the public.







PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, September 25, 2018

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 25, 2018 Parks, Recreation, and Culture Board Meeting.
3. Fir Street Parcel Options
4. Legacy Park Update
5. Parks Updates
6. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
August 28, 2018
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: Jennifer Garvey, Jeff Johnson, and Mayor Wimmer

Members Absent: James Witte and Aaron Zdon

Staff Present: Katie Everett, Parks, Recreation, and Culture Manager
Ryan Kernosky, Community Development Director

D. Agenda Modifications.

Garvey asked if there were any agenda modifications; there were none. Motion by Wimmer, second by Johnson to approve the agenda for the August 28, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from July 24, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Johnson. Minutes were unanimously approved.

3. Bike and Pedestrian Plan Update (Ryan Kernosky, Community Development Director)

Kernosky explained that the what is included in the packet is the visualization of the future Bicycle and Pedestrian Plan. It was taken from comments by this body and members of staff. You'll notice there are lot of extensions of sidewalks and multimodal paths, things of that nature. What I've also done is considered future road planning in the community – future collector streets and major and minor arterials – then ran multimodal paths next to those future streets. The numbers of the maps are associated within the other part of the document with what needs to occur, who is responsible for that, and then kind of a general timeline. A lot of them are going to be as the property develops as the developer's responsibility. That would include sidewalk extensions and some multimodal transportation extensions. There are future options for bridges, and that was something that came up with the submitted documents from this board, that we need to have something that identifies possible future extensions for a pedestrian and bike bridge and/or tunnel to go under 65 to connect the west side to the east side. Kernosky asked the board for questions or feedback. Everett stated that Zdon provided comment ahead of the meeting that Isanti Parkway by Bluebird Park and BMX was a top priority as well as along County Road 5. Kernosky stated that the portion along Isanti Parkway is a future extension of the multimodal path and the City controls all of the frontage, so when the City would decide to do that extension it would be much easier than some other parts. County Road 5 is a challenge because the City has no jurisdiction over that road, but we would look forward to working with the County to ensure bike lanes, sidewalks, or multimodal paths are installed to enhance the safety of that corridor. Wimmer added that the issue with that is that the County has stated repeatedly that they don't have right-of-way in that area as we've tried to work with Safe Routes to School grants. The issue comes in adding to the north side, those homes have very small frontages so they've been less than excited about wanting to have a sidewalk or trail in that area as well. We did try a couple of years ago to have discussion of having a bike lane through there (doesn't do anything for pedestrian traffic), but the County did adopt last year incorporating bike routes on County highways. That may help move that along. Everett asked if we get any sort of notice when the County is planning to do a construction project so we can provide the input that these things are important. Wimmer said that if it's through the City, yes it goes to the Engineering staff. We are not involved in design and things along that line. That's why it was important to get the bike portion in their overall planning so when they look at redoing County highways they're looking at doing that. Their board has changed their direction on that, starting last year.

Everett asked if in the Isanti Hills area where there are no sidewalks if there is enough space to add sidewalks the next time the roads are done. Kernosky stated that those streets do have a 60 foot right-of-way, so it could be just like with Palomino with the addition of a sidewalk and a 4- or 5-foot tree boulevard. It is all 60 or 66 foot right-of-way depending on the street in that neighborhood.

Garvey thanked Kernosky for his work on the document. Kernosky added that he is aiming to present the final document at the September meeting.

4. Community Garden Discussion

Everett stated that board has images of what the garden looks like, and explained that we actually have four raised beds and have removed the table options. The areas on the north side of the garden were left open on purpose when we designed the garden so that we could expand in a way that made sense based on the kind of participation we got with the garden. Both of those spaces have taken a lot of time for maintenance because weeds grow very fast out there. Essentially we have room for 33 more plots if follow the same 10'x10' model on the north section. The maps give an idea if we do one side or the other. A couple of things to consider: we can turn it all into plots and tell the school and the Master Gardeners that they can reserve actual plot spaces instead of having an open space that they have to maintain everything. That may be easier for them to handle, and then we might get more participation out of them as well. This kind of thing then, Public Works can just till and it goes a lot faster, even if next year an entire row were to not be used, the maintenance of doing something like that goes a lot faster. Everett has not heard yet from School For All Seasons if they're considering incorporating that into their curriculum this year, but this year they did not participate and previous couple of years it was really a struggle for them to maintain the big space over the summer. This year, the Master Gardeners have kept up pretty well, but Everett thinks it was more space than they really needed too. She hasn't gotten a report from them yet on how many families were involved with that. Everett said that there would be some cost associated with mulch to make the paths, but nothing too considerable since we have to buy mulch for playgrounds every year anyway. Wimmer asked if we were just about full this year. Everett confirmed that all 60 plots were reserved this year and all 4 raised beds, but we do have 2 more raised beds that we can add if they are reserved. Everett explained she spoke with a gardener at the pot luck whose wife is in a wheelchair, and he said they have a couple of those tables at home. So it may be that most people have space for that size table at home, so that might be why they weren't rented from us. It's good to be able to accommodate people, so maybe there's a different way we can do that to make it more worth someone's while. Everett stated that she doesn't know that we'll get more than 50% more reservations, so if we do all of it at once we may have some empty plots again in 2019.

Wimmer stated that he thinks we should look at doing at least a 10% increase in plots for next year, so that's just adding 6 more plots. Garvey asked if it would make sense to keep going in the straight row format so we as we add more in the future it keeps going that way. Wimmer thought it would, especially sense most people out there with more than one plot have them in the same row. We have a fair amount of people that have more than one plot, so that would make it consistent. Garvey asked if it would be an option if we opened up one of the lines [on the west side], knowing the rest is still future plots, to keep the pollinator plants. She asked if the pollinator plants perennials or annuals. Everett explained that they're most perennial. In that section right now there were some plugs that we planted and many of them now have been eaten by rabbits. Last year and this year, we planted some wildflower seed to cover the area and this year we planted more plants. We do have a row of some Black Eyed Susans, coneflowers, and hyssop that came back really well this year. Potentially some of that will want to come back next year, and we can move the bigger plants if we decide we want to use that space for plots. Garvey said she would like to see the pollinator garden continued if that's a possibility. Everett said that the community gardeners have been really interested in pollinators too, and many of them plant flowers too. At the point that the whole garden is plots, we potentially could plant some of those pollinator plants around the garden sign or somewhere in the area too. It would still be beneficial to the garden. Garvey added that she thought if we provided plots for the school and Master Gardeners, that would be a better option because it is more manageable on their side of it, and then it fits in more with what we're offering at the garden too. Whether it's that we don't sell out the new plots and we let them use those, we can always work at it each year a little differently.

Everett summarized that we are going to leave the educational plot area as-is for next year, but do the farthest left row – does that feel too disconnected from the rest of the garden? Wimmer said we could do the interior line,

since the ones on the outside are the ones that get the most visitors. Garvey agreed that it would make sense to do the row closest to the raised beds and then expand outside.

5. Parks Updates

Everett gave a summary of summer events. She said that she got great feedback about Celebrate Isanti. Lots of families with young kids came out to the Kids' Festival, and they all loved the simulator. It was super cool for the kids to get to try out that equipment. The Union said that it was a good event for them too, and we hope that they want to come back. Wimmer said that in talking with them, it sounds like once we get them a date they'll get it scheduled. Everett said that it sounded like the car show went pretty well; she didn't get final numbers but when she talked to the organizer at the event it sounded like there were at least 150 cars. The street dance went really well. Bad Girlfriends was a good band and they said they had a good time and are interested in coming back. BMX was open that day, and they said they had a good handful of people sign up for activities after the event so it was worth their time to be open. Wimmer said he talked to them and they got a lot of new riders out of it.

Everett explained that Curious Creatures went really well. The only time we've been able to hold those is at Mattson Park because there's a person who does home daycare and she brings her kids over. This time we had a bunch of unrelated people come too, so hopefully we can get them to come back and maybe come to some of the other parks too. The next one is at River Bluff and it is a harvest theme.

Everett stated that the Farmers' Market goes through the end of September so there are 5 weeks left. She is still continuing to get new vendors. At next month's meeting she will give a full report about how the season went, but it's looking like overall it went really well.

Everett added that there was a potluck out at the Community Garden and there were about 8 people there. They were the people that usually come out for things, and they have a lot of good feedback about what's growing out there and how to help each other out. They did mention that the picnic the Cambridge community garden does has some awards for people's plots. That could be something fun to think about doing as well. They have the Master Gardeners go around and decide on the best the plot, most creative, and it sounds like there's one for something like the weediest plot too. That kind of idea is interesting because it might hold people more accountable when they know that people are looking at what they're doing. Everett will look into doing something like that next year. This year it was just really casual and we asked people to bring something to share that was made with something from the garden. The garden is open through mid-October.

Everett gave an update on fall programs as well. Movie Nights start in October, and the volunteer groups we've had in the past have been emailed the sign up form. If the board has ideas of local youth organizations that might want to take over concessions for a night to let her know. Hopefully we get all of the dates filled again. New this fall is family day at Legacy Park on October 6. It will include fun fall things, and a lot of people go out there to take family photos so we'll have options for families to do that too. We haven't done anything like this one before, so we'll see how it goes.

6. Adjournment

Motion by Johnson, second by Wimmer to adjourn the August 28, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:27 p.m.

Dated at Isanti, Minnesota this 28th day of August, 2018.

Respectfully submitted,



Katie Everett
Parks, Recreation, and Culture Manager



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation and Culture Manager

Date: September 25, 2018

Subject: Fir Street Parcel Planning

Background

At the July 24, 2018 meeting, the Parks, Recreation, and Culture Board discussed future park types that may be appropriate for the Fir Street parcels. The board directed staff to research the following options: multi-use sports court, exercise equipment (which could potentially be done in conjunction with the future Academy Park expansion), and casual use/yard game park space. A summary of expenses are below; it is important to note that quotes would need to be received for specific options at the time of development for more accurate costs as prices are likely to change over time. Concepts and examples for each park type are attached to this memo.

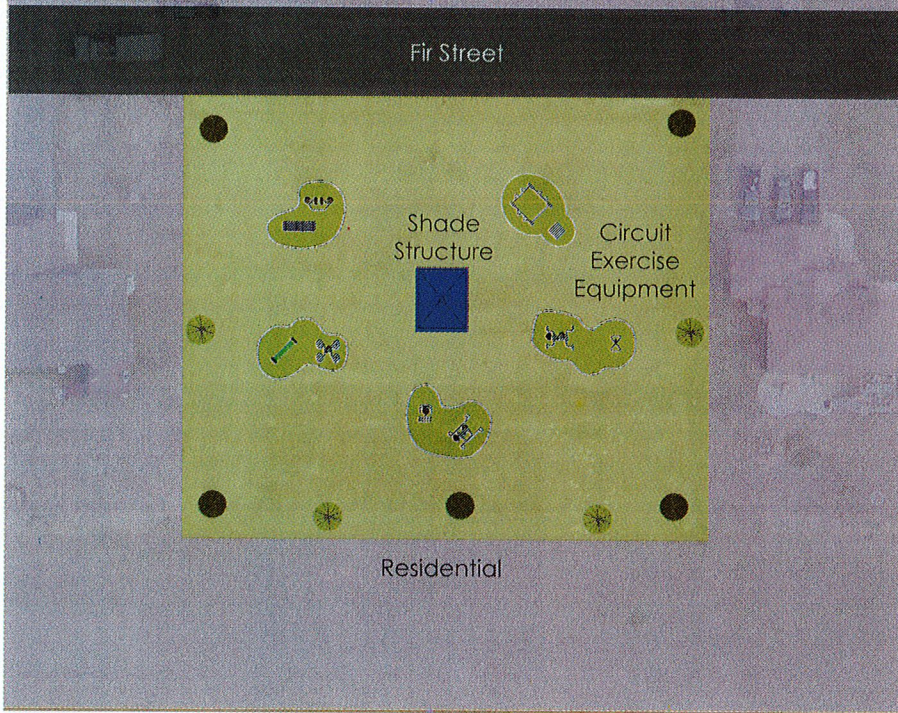
<i>Option A: Exercise Park</i>		<u>\$99,900</u>
Exercise Equipment	\$45,000	
Equipment Surfacing (poured rubber)	\$45,000	
Shade Structure (mesh canopy) & Slab	\$7,500	
Picnic Tables (2)	\$1,800	
Bench	\$600	
<i>Option B1: Large Multi-use Court</i>		<u>\$115,000</u>
Large Court	\$95,000	
(Separate basketball, pickleball, four-square, hopscotch)		
Fencing	\$5,000	
Pavilion & Slab	\$15,000	
<i>Option B2: Small Multi-use Court</i>		<u>\$81,000</u>
Small Court	\$61,500	
(Combined basketball and tennis)		
Fencing	\$4,500	
Pavilion & Slab	\$15,000	

<u>Option C: Casual Use</u>		<u>\$13,000</u>
Shade Structure (mesh canopy) & Slab	\$7,500	
Bocce Court	\$2,000	
Concrete Cornhole (2 sets)	\$3,500	

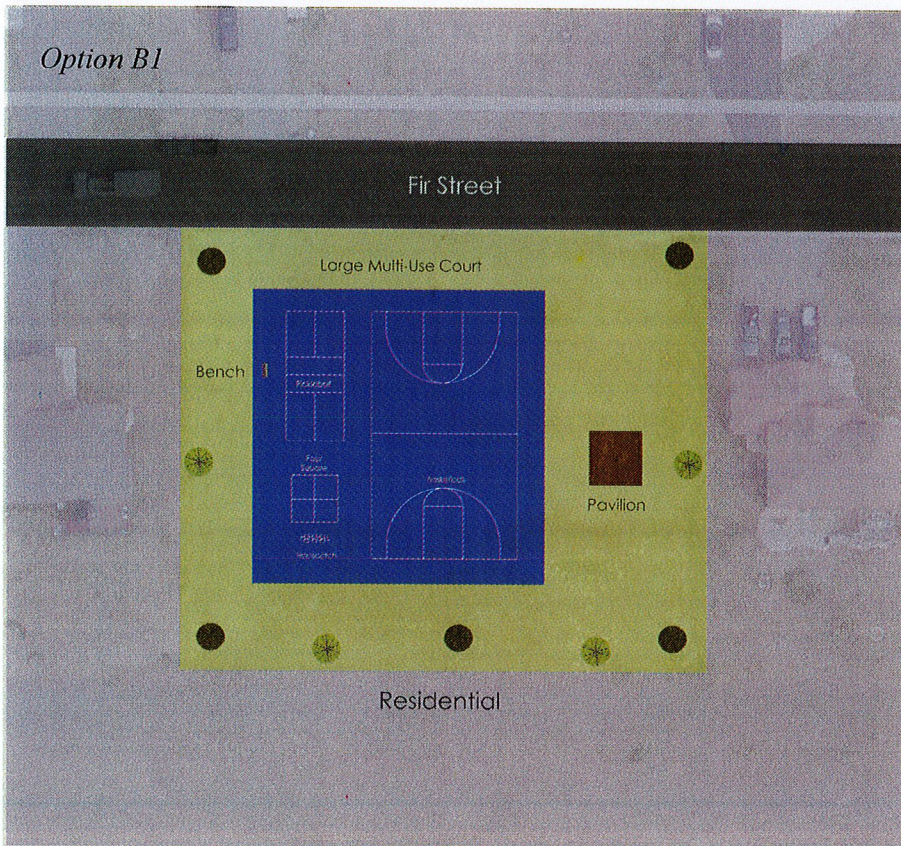
<u>Additional Features</u>		<u>\$13,500</u>
Trees	\$3,000	
Irrigation	\$10,000	
Park Signs	\$500	

In addition to the above estimates for initial development, there are varying maintenance costs associated with each type of park. A sport court would need periodic crack filling and resurfacing, exercise equipment would need to be replaced and/or repaired due to regular wear and tear or vandalism, etc.

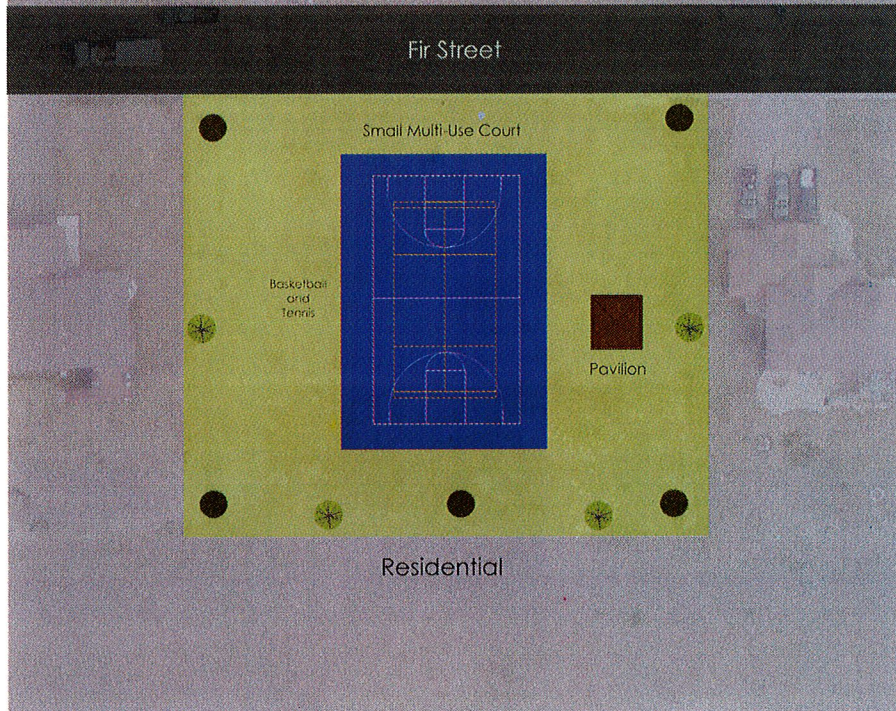
Option A



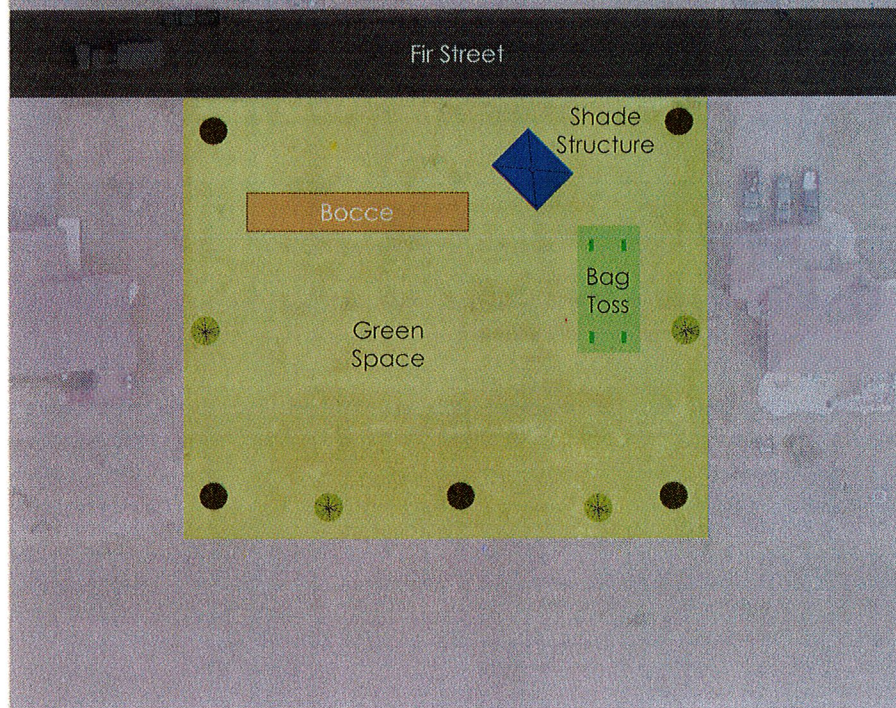
Option B1



Option B2



Option C





MEMO

To: Members of the Parks, Recreation & Culture Board

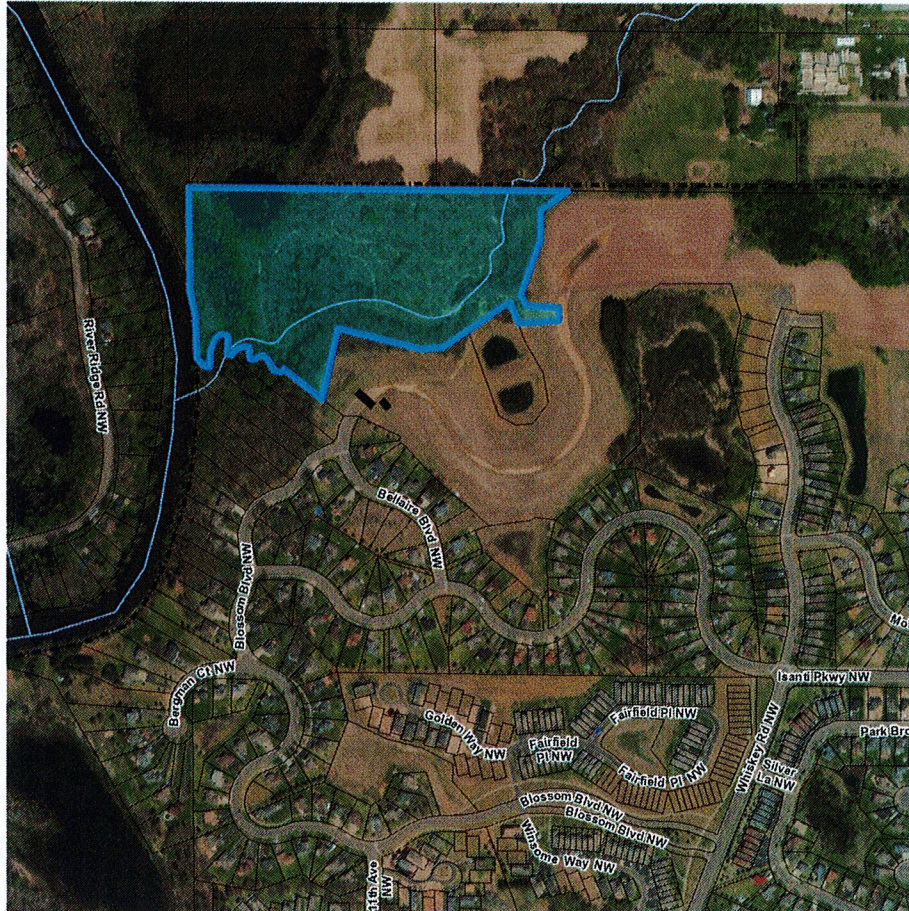
From: Katie Everett, Parks, Recreation and Culture Manager

Date: September 25, 2018

Subject: Legacy Park Update

Background

The City of Isanti is working with a developer interested in expanding the residential area east and south of Legacy Park. The map below shows the city-owned area (Legacy Park) which will not be affected by this development. Once the final plat is approved and recorded, the road is expected to be developed along the current easement access; when this occurs, the Legacy Park gate and signage will need to be relocated. As development continues, a parking lot will be added on the south-east side of the park. Any resident questions about this development and/or the impact on Legacy Park should be directed to City staff.





MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Parks, Recreation and Culture Manager
Date: September 25, 2018
Subject: Parks Updates

Background

Farmers' Market season will end on September 28. We had 24 total paid vendors this season compared to 20 in 2017. There have been a few vendors who joined late this season that have indicated that they would like to attend regularly next season as well. There is an end of season meeting planned following the last market day; staff will give an update with vendor comments.

Family Day at Legacy Park is scheduled for October 6th from 3:00-7:00 pm. The event is free and open to the public; it will include a s'mores station, self-guided nature hikes, and family photo opportunities.

Movie Nights begin on October 19th and will run through April. The complete list of movies, as well as volunteer application, are available on the City's website.

Attendance for Curious Creatures has begun to pick up. There were seven kids (plus two younger siblings) that participated in the September program at River Bluff Preserve. The next Curious Creatures program is October 9 at Bluebird Park (theme: Creepy Crawly Creatures).

Tentative dates for summer 2019 events have been set, and will be confirmed with approval of the 2019 budget. Tentative dates are:

Street Dance – June 22, Street Dance – July 27, and Celebrate Isanti – August 17



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, October 23, 2018

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 25, 2018 Parks, Recreation, and Culture Board Meeting.
3. Family Day Recap
4. Parks Updates
5. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 25, 2018
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, Jeff Johnson, James Witte, Aaron Zdon, and Mayor Wimmer

Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

Others Present: Jennifer Hawks, Lisa Johnson

D. Agenda Modifications.

Zdon asked if there were any agenda modifications; there were none. Motion by Witte, second by Johnson to approve the agenda for the September 25, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from August 28, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Fir Street Parcel Options

Everett explained that she put together ideas for the parks might look like that the board discussed previously. The cost estimates are meant as a general guideline for how things compare. The board had talked about doing exercise equipment that we could potentially do at the same time as Academy Park. This option includes circuit training equipment, and there are obstacle course types of options. The set of equipment shown was about \$30,000, freight ends up costing almost as much as the equipment, and then installation as well. It is slightly cheaper than playground equipment, but there are still moving pieces. Depending on how many pieces of equipment chosen, there would be a lot of variability on how that might actually turn out. Everett included a couple of options for types of pavilions. The community garden has a mesh fabric for shade instead of a metal or shingled roof. Those are getting to be really popular; they look really nice and provide shade with some protection from rain. There are options to get really fancy with the exercise equipment – you could pave trails between them and that kind of thing.

Everett made a couple of options for a multiuse court because there are a couple of different ways people were doing that. The first one you just make a bigger slab and have separate courts, and in the second one you make a slab big enough for a basketball court and tennis court fits on top of it, then you would stripe them in different colors. In that option, Everett recommends putting a fence around the sport court to keep the balls in the play area. The other park options might not need a fence at all. There is space for a pavilion with those options as well, if we decided we wanted that.

Everett stated that the last option is the casual-use, sort of a gathering space type of park. Included in this option is a bocce court that could be super simple. We could have Public Works make something, there are lots of tutorials out there. You can also get expensive, specific to bocce, surfacing if you want it. The bag toss that is included would be concrete. When Everett was researching she found lots of cool concrete ping pong tables and things. On the ping pong tables, instead of a fabric net, they have a metal piece that is stamped out with shapes. All of those options have very different prices as well.

At the memo, Everett included some other things that could be considered for any of the options. We would probably plant trees at any of the options, but based on the use you might plant different types or more or less trees. There is irrigation at Rum River Meadows, so in some of these options with bigger open spaces, that might be really important to do. If we're going to put a big court on it, there's probably not really a reason to irrigate the grass around it. Park signs are also included as a reminder that there are always other miscellaneous costs that come up. Right now, these are kind of just informative. Everett asked the board for comments.

Witte asked if with Option C (bag toss and bocce ball) patrons would have to provide their own. Everett stated that she saw a couple of options for that; what we could potentially do is get a set of bean bags and as soon as they're gone, we don't replace them. There was one example Everett saw that they posted a "bring your own bags" sign, so that could also be an option.

Zdon said that they're all really awesome, and he thinks C could be really cool. Maybe we add another element too, he doesn't know if it would be ping pong or what it is. Everett stated that the board had also talked about having open space for pick up football and things too. Zdon said agreed, and said that if was laid out right we could even stripe something like 10 yard lines for fun. He added that it's feasible that you could put a lock box out there with bags, but then you're dealing with having to give out a code. Garvey agreed that she liked Option C with the green space and the shade structure. Zdon added that he thinks we would definitely want irrigation with the green space. Everett asked if with that type of we would want some type of fence on the boundary. Garvey said she doesn't like the idea of fencing. More of a natural fencing with trees and bushes would be preferred.

Witte said that he is torn between B1 [large court] and C, just because of the request for pickleball. Everett stated that there are lot of places that are striping tennis courts with pickleball lines. If we determine at some point that we need to have pickleball, that could be a way to do that too. Zdon added that we could also convert Whisper Ridge, and that's not that far from there either. We'd have to advertise it as a new pickleball court. Garvey agreed that she would rather see it go there. She added that down the road, since it's in a higher residential area than our current courts, we could get complaints of the balls bouncing at any hour could be an issue too. Witte asked if this park would be lighted. Everett stated that she thinks there's an electrical box out there, so we could potentially get lights. We don't have lights at most of our parks; which also helps the neighbors not have more light, and hopefully keeps people out of the park when it's dark too.

Everett stated that we'll just hold on to these for the file. At the point that we are ready to move forward with something, we can take a look and see if anything new has come up and narrow the prices in as well.

4. Legacy Park Update

Everett informed the board about planned development around Legacy Park. The map in the memo shows the park boundary which is really all that the City owns, however many residents think that the whole area is part of the park. The City is working with a developer who is looking at starting to develop that open space. Everett stated that she and Public Services Director/Assistant City Administrator Wood have already gotten calls from people curious about what was going on when there were people out doing surveys. Legacy Park is protected and not effected by what is going on. If all of the plans are approved, we will start to see things happen back there soon. Zdon added that it's going to be a great neighborhood, especially along the park side. Everett asked the board members to direct people to City Hall if they have questions. Zdon asked if there is any timeline. Wimmer stated that they are planning to put the road in on Phase 1, and he just called a special meeting because they're now going to put the road in on the eastern edge to connect up to 3rd by the soccer fields. That meeting will be October 2nd. They're look at Phase 2 being up to the area where our parking lot will be, and doing that in the spring. Garvey asked if there are specific markers designating where that parking lot is. Everett said that we'd have to get it surveyed and there isn't anything up there now. Wimmer stated when the road gets paved up to that point, the parking lot will get paved and it will be a defined lot. Garvey asked if in the interim it would be helpful to have some type of markers to help guide people. Wimmer said that we'll be able to answer that in the spring. If they won't be up that far, then yes, we would want to have a defined route. If they follow their plan, it will be there. Everett stated that it might be worth noting that on the park maps we are currently directing people from the south side of the ponds into the park, but that really is just an access easement and is not meant to be a trail. Zdon asked if this is considered a new development or if it's part of an old one – will there be Park Dedication funds? Wimmer said that there will be as each phase is approved there will be a development agreement. Right now

we're putting together the master development agreement, and then it will be completed in phases. The 21 acres for Legacy Park was part of the original agreement. When that land went into foreclosure, we worked with the bank to get that land to the City. We also worked with the development agreement so there's a mix of R3, higher density, closer to the soccer fields and R1 in the development.

5. Parks Updates

Everett stated that Farmers' Market season is done on Friday. She is making dinner for the last day and will get their feedback about what they thought about the season and what they think for next year. Early comments that she's gotten are that they wondering how to get more of them in, because they want more vendors. Part of that discussion needs to be if there is demand for that. If we invite more people in, is everyone still successful. Growing responsibly is important too. For the most part, things are going really well. Vendor numbers are up since we moved. It seems like we have had pretty consistent customers, and weather is always a factor.

Family Day at Legacy Park is coming up on October 6th. The Ambassadors are going to come out that day to help too. There will be a scavenger hunt, a s'mores station, and some areas where families can take pictures as well. It is a drop in event, and open to the public. It's the first time we're doing it, so we're trying to get the word out.

Movies start on October 19th. We are still looking for volunteer groups.

Curious Creatures is starting to kick off. In August we had a big turnout at Mattson Park and many of them came back for September at River Bluff. The next one is October 9th, and that's the first one that we'll be able, hopefully, to run at Bluebird. That's one of those places where people just happen to be a lot, so more people might see it and catch on. Wimmer added that at the one in September, the parents said that somebody had come and told them to come to the next one. It's good to see people pulling each other in. Everett agreed that word of mouth is kind of our best tool.

Everett stated that the last item are the tentative dates for 2019. The rodeo is a week later next year, so that kind of shifts us back a little bit. These will get confirmed once we get the budget set.

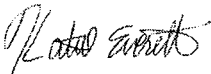
6. Adjournment

Motion by Witte, second by Garvey to adjourn the September 25, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:23 p.m.

Dated at Isanti, Minnesota this 25th day of September, 2018.

Respectfully submitted,



Katie Everett
Parks, Recreation, and Culture Manager



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Parks, Recreation and Culture Manager
Date: October 23, 2018
Subject: Family Day Recap

Background

The first ever Family Day at Legacy Park event was held on October 6, and was very well received by the community. Staff estimate about 100 people in attendance over the course of the event. Informal surveys with attendees suggest that about half of those who came out to the event had never been to Legacy Park before (and many had never heard of it). The Isanti Ambassadors helped greet attendees and took family photos at the photo booth. Staff received great feedback about the event activities and the quality of the park. Staff also heard from a resident who was at the park the following weekend and noticed more people at the park than she typically sees, and she believed it to be a result of the event.







MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Parks, Recreation and Culture Manager
Date: October 23, 2018
Subject: Parks Updates

Background

The first movie night is scheduled for Friday, October 19th. The Isanti Scouts (BSA Troop 523) is volunteering. Staff will give an update about the event at the meeting. The next movie (Ferdinand) is scheduled for November 16, and staff is still seeking a volunteer group.

At its October 16, 2018 meeting, the City Council approved the final plat for the Legacy Pines development. City staff will continue working with the developer to ensure Legacy Park is not impacted by the development, and will maintain access to the park as much as is feasible during the project.

Public Works is in the process of preparing the parks for winter. The Community Garden has been tilled and closed for the season. The dock at River Bluff Preserve is anticipated to be removed during the week of October 22. Staff will give an update of 2018 completed projects at the November 27 meeting.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, November 27, 2018

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 23, 2018 Parks, Recreation, and Culture Board Meeting.
3. Pleasure Rink Location Discussion (Jennifer Garvey)
4. Unity Park Tree Planting Proposal
5. Farmers' Market Rules Updates
6. 2018 Parks Project Review
7. Parks Updates
8. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
October 23, 2018
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, Jeff Johnson, James Witte, Aaron Zdon, and Mayor Wimmer

Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

Others Present: Lisa Johnson

D. Agenda Modifications.

Zdon asked if there were any agenda modifications; there were none. Motion by Wimmer, second by Witte to approve the agenda for the October 23, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from September 25, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Witte. Minutes were unanimously approved.

3. Family Day Recap

Everett stated that there are pictures included in the agenda packet, and the event went really well. Being the first time doing this event, we didn't know what to expect, but Everett's best guess is that we had about 100 people come through. The event included mostly self-guided activities. The Ambassadors were there to help guide people and take pictures at the photo booth. It sounded like most people had them take pictures with their phones, but we had our camera out there too for people that didn't have a phone or wanted a higher quality photo. Everett had about 15 families that she emailed pictures to afterward. The s'more station was the open space at the bottom of the stairs and there was a nature hike with scavenger hunt activity for kids. In casual crowd polls with people at the s'mores station, Everett would guess that at least half of the people had never been there, and many had never heard of the park before. It was really an all missions accomplished event. Zdon added that the s'mores station was great, and when he was there there had to be at least 20 people there. Everett said that for this year, the event was from 3:00-7:00 so it was around sunset for pictures, and after about 6:00 pm we didn't see a whole lot of people, but before that there were around 20 people at the s'mores station the whole time.

4. Parks Updates

Everett shared that the first movie night went really well and we had 55 people come. Some of them were there with Boy Scouts, but many were there on their own. We handed out schedules to everyone, so hopefully we see them all again. We still have volunteer opening for every night except for April. Everett has sent the information to the principals at all of the schools, and she is reconnecting with other groups who have done it before.

Everett also stated that the Legacy Pines development has been approved. We will do our best to make sure that while that's happening everyone can still get to the park. She reminded the board members to send people to City staff if they have questions as they start seeing construction. So far, all Everett had only seen some tree clearing in the development. When she drove by earlier she noticed the graders are out there, but they haven't done anything yet. Zdon asked if there's anything in the papers about it yet. Wimmer stated that it was covered when it was discussed at Council, and a number of people who live out there attended that meeting. Unfortunately, there are a lot of nonsensical rumors going around, but it has always been proposed as R1 on that side. Zdon added that he didn't know if maybe we could do an article in the paper stating that a development is going in and showing the

plat, because there's a lot of misinformation about the housing sizes and how people are going to get to the park. Everett added that she is also working on the Winter edition of the Isantian, so we can maybe put something in there too if there's space. Garvey added that she agrees with having more information, maybe even on the board that's out there, showing people how they can access the park during construction. Wimmer stated that per the agreement it will be accessible at all times, and agreed that it would be a good idea to put something out that shows what the development will look like and how to get through it.

Everett added some last notes about the season change over for parks: the dock is out at River Bluff and the community garden is tilled under. Public Works also tilled the mulch and we'll get new mulch next year, and they already added in the new row for next spring. Next month she will give an update about all of the projects that were completed this year.

5. Adjournment

Motion by Witte, second by Johnson to adjourn the October 23, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:08 p.m.

Dated at Isanti, Minnesota this 23rd day of October, 2018.

Respectfully submitted,



Katie Everett
Parks, Recreation, and Culture Manager



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation and Culture Manager

Date: November 27, 2018

Subject: Unity Park Tree Planting Proposal

Background

Discussion about the bollards at Unity Park between the parking lot and ballfield began after the Spring park visits. The Parks, Recreation, and Culture Board expressed interest in having the bollards replaced. In researching options, staff found that permanent (concrete or steel) bollards may be prohibitively expensive. Staff have not seen any damage or other issues occurring in the area due to vehicle traffic, and would recommend planting a line of trees instead. The trees will better match the aesthetic of the park, while still providing a visual separation from the parking lot. The tree plantings are anticipated to be a more affordable option as well.

Staff Request

Staff is requesting that the Parks, Recreation, and Culture Board discuss planting trees at Unity Park rather than installing bollards. If the PRC Board approves, staff will proceed with the project in Spring 2019.

Attachment

- Unity Park Tree Planting Concepts



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Parks, Recreation and Culture Manager
Date: November 27, 2018
Subject: Farmers' Market Rules Updates

Background

Following another season of growth at the Farmers' Market, staff have reviewed the market Rules and Regulations, and recommend some changes to the market day set up procedures and vendor eligibility to improve safety and ensure market viability. The changes are outlined in the attached Rules and Regulations document.

Attachment

- 2019 Rules and Regulations

2019 Rules & Regulations



City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Market Manager – Katie Everett
Office: 763-444-5512 Cell: 763-772-5856 Email: isantiparks@cityofisanti.us

1. Name: Isanti Family Farmer's Market (The "IFFM")

- A. Shall be open to producers and vendors that live within a 50 mile radius of Isanti, MN or as approved by the Market Manager.
- B. A Farmers' Market consists of two or more producers, selling produce or food that they raised or created directly to individual customers at a defined location on a periodic basis.
- C. Definitions:
 - i. A **vendor** is the retail seller at a stall, booth or tent. Both farmers and non-farmers selling at a farmers' market are vendors.
 - ii. A **producer** refers to the farmer, grower, baker, maker of homemade foods, arranger of flowers, etc. selling at a farmers' market.
 - iii. A **member** is a vendor who is an official market participant (member of the market's association of vendors).

2. Mission Statement

The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.

3. Supporting Structure

- A. Funding is provided by the City of Isanti Parks, Recreation, and Culture Department.

4. Governance

- A. IFFM is governed by the City of Isanti Parks, Recreation, and Culture Board and/or Market Manager.
- B. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager monitors the effectiveness, quality, efficiency, and financial stability of the farmer's market as a means of ensuring accountability to vendors, the community, and the vendor association.
- C. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager enforces the rules and regulations of the farmers' market.
- D. The IFFM will not discriminate against any person based on race, color, creed, national origin, sex, age, disability or sexual orientation.

5. Purpose

- A. This Vendor Rules & Regulation handout is intended to describe the organization and administration of the Isanti Family Farmer's Market. It details rules and regulations to be followed by the Market Manager, vendors and management of the IFFM. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager shall deal with any issue not covered in this handbook.

6. Use

- A. The use of the IFFM is restricted to the sale of local products from within a 50 mile radius of Isanti, MN. Special exceptions may be allowed from time to time, upon the approval of the IFFM Market Manager in response to local supply and productivity.

7. Market Location & Season

- A. Located at 400 West Dual Blvd, Isanti, MN 55040 – next to Isanti Liquor off Heritage Blvd.
- B. Dates: Every Friday, beginning May 25, 2018 through September 28, 2018
- C. Time: 2:00 – 6:00 pm
- D. Mailing Address: 110 1st Avenue NW, PO Box 428, Isanti, MN 55040
- E. Attn: Katie Everett OR Market Manager
- F. Phone inquiries can be made: 763.444.5512 (Office) or 763-772-5856 (Katie's Manager's Cell)
- G. Email: isantiparks@cityofisanti.us
- H. Website: www.isantifamilyfarmersmarket.org

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8. Membership

- A. **Eligibility:** All Producers and Vendors are welcome upon receipt of approved application. The Market Manager has the right to refuse admittance if a Producer or Vendor does not follow market rules:
 - i. Grower, Producer, Crafter, Local Business or Artisan residing within 50 mile radius of Isanti, MN or has permission from Market Manager.
 - ii. ~~Member has paid applicable fees and completed application. Member has completed application and paid applicable fees at least seven (7) days prior to market day. Exceptions for pre-payment of booth fees may be made for vendors with demonstrated commitment to the market, through at least four attended markets, or as determined by the market manager.~~
 - iii. ~~An application will not be considered complete until copies of all necessary state permits, licenses, and tax forms are acquired by the vendor and submitted to the Market Manager, as well as the annual member fee and booth fees. All application materials are required annually for new and returning members.~~
 - iii. ~~No one will be accepted into the market without a completed application and all necessary state permits, licenses, and payment of annual dues, plus stall fee.~~
 - iv. ~~Full Season vendors are required to be present during the first four (4) consecutive Fridays of the market season attending each of the first four (4) consecutive Fridays of the market season will be given priority booth space for the remainder of the season.~~
 - v. ~~New and continuing applications will include copies of all appropriate licenses.~~
 - vi. ~~Membership fees will not be refunded if expelled from the IFFM.~~
 - vii. ~~Vendors are responsible for acquiring the appropriate licenses, when applicable, and tax forms.~~
 - viii. ~~Vendors under 18 years of age are welcome but must have a responsible adult (18 years or older) present during market hours.~~
- B. **Member Expectations:** The supporting members, as a whole, should feel free to comment to the City of Isanti Parks, Recreation, and Culture Board and/or IFFM Market Manager with respect to:
 - i. The overall management, operation and administration of the market.
 - ii. The improvement of the market, site, vendor layout, and other physical improvements.
 - iii. The regulation of the market, including the hours of operation, designation of stall space, charging of market fees, sanitation, posting of signs and other matters of interest to the public or vendors.
 - iv. The advocacy and support of the market and development of continuing advertising and promotional programs for the market.

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9. Fee Structure

- A. All applications will need to be reviewed prior to acceptance to the IFFM. Notification given for acceptance can be done the day of market, at Market Manager discretion, if all information is provided.
- B. Payment of fees required with application submission.
- C. Fees will be refunded if not accepted by Parks, Recreation, and Culture Board or Market Manager of IFFM.

- D. Annual Membership Fee: \$10, Annual Booth Fee \$100, Half Season Booth Fee \$60, Daily Booth Fee \$10.
- E. Vendor fees are NON-REFUNDABLE after May 24th.

10. Vendor Agreement

- A. **Application Process:** All applicants for membership must complete a signed Vendor Application. The Vendor Agreement also lists all the products (by category and sub-category) that are approved for sale at the market.
- B. **Applicant:** The Applicant Vendor is the grower, producer, crafter, local business or artisan resident ~~admitted seeking admission~~ to the membership. Vendors should list ALL other family members or production employees who are to participate in the booth/stall during the current season.
- C. **Review & Jurying:** All applications will be evaluated for their potential to contribute to the IFFM Market Mission: *The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.* Because space is limited, the IFFM Market Manager must evaluate applications according to value added to the market mission by providing high quality, in-demand products; and, the Market Manager reserves the right to refuse the acceptance of any applicant vendor or vendor product that is not in keeping with the rules, regulations, or standards of the market. ~~All products to be offered for sale must be approved by the Market Manager. The IFFM Market Manager reserves the right to refuse acceptance of any applicant vendor or vendor product that is not in keeping with the rules, regulations or standards of IFFM.~~
- D. **Authority:** The IFFM Market Manager reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned documents is grounds for termination of vendor membership and termination of the Vendor Application.
- E. **Warnings:** The Market Manager will issue warnings to vendors not in compliance with these responsibilities. After a total of 3 such warnings have been recorded, the vendor will be asked to explain to the IFFM Market Manager and/or City of Isanti Parks, Recreation, and Culture Board why the Vendor Application should not be terminated.

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11. Product Categories

- A. Vendors who wish to participate in the IFFM must submit a Vendor Application packet including a product list by category to the best of their ability. It is the vendor's responsibility to ensure that all products in each category comply with current MDA and USDA regulations and are properly identified and labeled. This market is being established as an outlet for local agriculture, produce and craft products to help promote sustainable farming, rural enterprise and local commerce.

12. Booth/Stall Allocation & Requirements

- A. Space is allocated by the market manager to paid-up, full-season vendors first. The priority for remaining space is given by preference to paid-up, half-season vendors secondly and then to new members thereafter.
- B. Vendor space is limited to 10'x10' stalls. ~~(Some stalls may be larger)~~ As space allows, vendors may request additional stall space; additional booth fees will be required.
- C. Disputes over stall spaces will be settled by the Market Manager. All such decisions are subject to appeal to the City of Isanti Parks, Recreation, and Culture Board.
- D. Customer parking will be clearly designated by conspicuous signs and arranged to ensure safety and market visibility.
- E. Market vendors are encouraged to display their name or farm name at the front of the booth that identifies their farm or business.
- F. Vendors are responsible for providing all display materials for their respective booth/stall, including but not limited to tables, racks, awnings, chairs, etc.
- G. Vendors are responsible for setting up and tearing down all display materials.
- H. The market manager may require that unsafe or unsightly materials be removed from the booth/stall area.
- I. The IFFM accepts no responsibility for damage or loss to display materials.
- J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.

- K. Vendors are encouraged to are required to keep their booth staff open for the entire market day hours and should not begin teardown before the designated market closing time unless approved by Market Manager.

13. Vendor Expectations

- A. At least one vendor (under definitions above) as listed on the Vendor Application must be present to sell at a market day unless approved otherwise by Market Manager.
- ~~A. B. Vendors shall be open and ready for business at start of market and no later. Vendors arriving late will be assigned a stall by the market manager from the available vacant space, if any remains. The market manager may reassign any stall not occupied 30 min prior to opening of market. A vendor shall make every effort to notify the market manager as soon as possible if they are not going to be in attendance that week.~~
- ~~C. No vehicles will be allowed inside defined Farmers Market vendor area during open hours of operation of 2:00 to 6:00 PM between 1:45 pm and 6:00 pm. Vendors and vehicles will be allowed in the Market Area before and after the market is open for set-up and tear down of vendors. Any vendors arriving late to the market will be designated a booth space closest to the vehicle entrance, and may be denied drive up access for customer and vendor safety.~~
- ~~D. Vendors should load and unload in such a way as to avoid obstructing the flow of traffic and the work of other vendors. Booth items should be unloaded quickly and vehicles parked prior to set up.~~
- ~~B.~~
- ~~E. Vendors (under definitions above) may employ or provide a salesperson that is hired solely for market sales in a booth/stall. All salespersons in a booth/stall must be accompanied by a vendor who is listed on the Vendor Application or approved by Market Manager.~~
- ~~D. Vendors shall be open and ready for business at start of market and no later. Vendors arriving late will be assigned a stall by the market manager from the available vacant space, if any remains. The market manager may reassign any stall not occupied 10 min prior to opening of market. A vendor shall make every effort to notify the market manager as soon as possible if they are not going to be in attendance that week.~~
- ~~E. Vendors are responsible for their own booths/stalls and will leave their site clean and in a condition suitable to the City and the property owners.~~
- ~~F. Hawking and false advertising is forbidden.~~
- ~~I. Sales must be conducted in an orderly and businesslike way. Each vendor is responsible for handling and safely keeping their cash box or other monetary container.~~
- ~~J. Vendors will not start selling products before the designated time of the market start. No presales or pre-bagging are allowed, as this is unfair practice for those customers that cannot come prior to Market start.~~
- ~~K. Vendors should load and unload in such a way as to avoid obstructing the flow of traffic and the work of other vendors.~~
- ~~L. All items offered for sale must have pricing displayed clearly for each item or group of items. Pricing should be clear and legible.~~
- ~~M. Vendors are encouraged NOT to practice "distress pricing" for the express purpose of undercutting other vendors with same or similar products. When the market manager perceives "distress pricing" is occurring, the IFFM Board reserves the right to impose pricing ranges or to cancel any Vendor Application.~~
- ~~N. M. Each vendor is responsible for his/her sales tax collection, where applicable.~~
- ~~N. The City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer, or seller, seller's party, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.~~
- ~~P. Q. All vendors are strongly encouraged to carry their own general liability and product liability insurance, as the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and Market Manager does not provide coverage.~~
- ~~P. IFFM Rules are subject to change. Changes to IFFM rules will be communicated to vendors in writing.~~

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14. Market Miscellaneous

- A. Walkways between vendor spaces must be kept open.

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- B. Selling is allowed only in designated areas.
- C. No part of the market may be used for overnight storage.
- H. No alcoholic beverages or unauthorized weapons are allowed in the market or on the market grounds.
- D. ~~No smoking in vendor booth areas per City Ordinance. Smoking areas off-site include the public parking areas. Please ask for other nearby locations. Vendors do reserve the right to ask customers to not smoke around their booth/stall.~~
- J. At the end of the market day, all refuse must be placed in the bins provided. Garbage and recycling bins will be provided by the market manager and removed at the end of each market day. For produce and food vendors, it is especially critical to clean up scraps of any such refuse material from the ground due to the risk of encouraging vermin.
- K. ~~No smoking in vendor booth areas per City Ordinance. Smoking areas off-site include the public parking areas. Please ask for other nearby locations.~~
- L. The only animals allowed in the farmer's market area of operation are police dogs or service animals, such as patrol or disability service dogs – per MN Department of Health.

15. Food Safety and Sales

- A. All processed foods offered for sale must be protected from contamination.
- B. Containers, wrappings and gloves must be single-use only where applicable.
- B.C. ~~It is the responsibility of vendors to be familiar with and adhere to state food safety and product sampling regulations. Portable handwashing stations are available for vendor use upon request to the market manager.~~
- D. Review MDA, FDA, DHS and USDA requirements frequently if any questions remain.
- E. The Minnesota Department of Health (MDH) contacts for Isanti County is Alex Hintz (alex.hintz@state.mn.us or 651-201-4259)

16. Community Booths

- A. A community booth/stall is available to charity and non-profit organizations at no cost for promotional or educational purposes. Any group interested in using that stall shall contact the Market Manager at least one (1) week prior to the assigned day.
- B. A Local Business of the Week Booth will be provided at no cost to a local business. Interested businesses should contact the Market Manager for scheduling. This booth will give a local business an opportunity to educate the public as to what products and services this business provides.
- C. All IFFM rules and regulations apply to the vendor and persons residing in that stall.
- D. ~~Community Booths shall not be used for sales of any kind – groups wishing to hold a fundraiser must pay vendor fees, and will be subject to all applicable licensing requirements for IFFM vendors.~~

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MEMO

To: Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: November 27, 2018

Subject: 2018 Parks Project Review

Background

The following list was created after the April 24, 2018 Parks, Recreation, and Culture Board member park visit reports.

Short-Term and Immediate Maintenance Projects:

- Add animal print hopscotch to Bluebird Park and Academy Park - *complete*
- Look into mulch depth/swing height (especially at Bluebird Park) – *full mulch replacement at Bluebird Park. VFW sand replaced with mulch and concrete play curb installed; Mattson plastic play curb replaced with concrete. New mulch added to all other parks.*
- Move ice rink sign toward parking lot – *will go up when ice is made*
- Install a Public Restroom sign near the Bluebird playground – *complete*
- Sand/repaint swings at VFW Park
- Spot repair trails at Legacy Park – *complete*
- Tighten hand holds on rock wall at Rum River Meadows - *complete*
- Address flaking paint at Rum River Meadows – *in progress*
- Consider adding pet waste receptacles at parks
- Put out tennis net at Whisper Ridge and fix gate latch - *complete*
- Tighten tennis net at Academy Park - *complete*
- Post shared use sign at Academy Park – *complete*

Other projects completed in 2018:

- Mattson tennis courts resurfaced
- Main entry doors at Isanti Community Center replaced
- Sand diggers at Isanti Hills Neighborhood Park replaced
- Former skate park asphalt converted to parking at Bluebird Park
- Bike racks installed at River Bluff Preserve, Riverside Park, and City Hall
- New Parks brochure created



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Katie Everett, Parks, Recreation and Culture Manager
Date: November 27, 2018
Subject: Parks Updates

Background

The November movie night was well attended – 64 people came out for a free showing of Ferdinand. BSA Troop 523 volunteers to host again. The December movie (A Christmas Story) is scheduled for December 7. As of November 19, the December movie is still open for a volunteer group.

Upon approval of the 2019 budget, staff will begin preparing for 2019 projects including advertising event dates, updating forms (farmers' market vendor applications, etc.), and collecting estimates for construction of the Dog Park.

Reminder that there is no December Parks, Recreation, and Culture Board meeting.