



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

**Council Chambers**

**Tuesday, January 28, 2020**

**6:00p.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. Aaron Zdon
  - B. Chair of Parks, Recreation & Culture Board
  - C. Vice-Chair of Parks, Recreation & Culture Board
  - D. Secretary of Parks, Recreation & Culture Board
  - E. Annual Review of Conflict of Interest Disclosure Form
  
3. Approval of Minutes from November 26, 2019 Park, Recreation and Culture Board Meeting.
  
4. Review Parks, Recreation & Culture Board Meeting Dates
  
5. Review Adopt-A-Park Program Policy and Forms
  
6. Department Updates
  
7. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES  
November 26, 2019**

**Call to Order:** Chair Zdon called the meeting to order at 6:01 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, and Council Member Jimmy Gordon  
Members Absence: Brian Thum  
Staff Present: Jennifer Garvey, Parks, Recreation, and Culture Manager

**Agenda/Modifications:** None added, motion by Witte, second by Gordon to approve the agenda for November 26, 2019. Motion passed 3-0.

**Meeting Minutes:** Motion by Witte; second by Gordon to approve meeting Minutes from October 22, 2019. Motion passed 3-0.

**3. Isanti Family Farmer's Market Rules and Regulations Updates:**

Staff reviewed updates on a few items which include some wording, along with the website address update and new 2020 dates. The web address was eliminated from the new city website was updated in September. Staff added a new item of a late fee to vendors if they arrive late, this has been a continuing problem. Zdon agreed with the addition of the late fee item. Witte asked about the member fee and staff added that this is like an administrative fee. Zdon asked to clarify the daily booth space and that these are added, on as space allows, staff mentioned there is plenty of space for these booths. Zdon added that the late fee makes sense to help with the late arrivals and interfering with set up. Gordon asked about licensing requirement within the rules. Vendors are encouraged to carry personal coverage and within the application, other requirements are included. Motion by Witte; second by Gordon to approve updated IFFM Rules and Regulations. Motion passed 3-0.


**4. Programming Ideas:**

In July 2019, Council Member Lundeen had come to the meeting to discuss ideas of an egg and a medallion hunt. Staff reached out to MX who had done an egg hunt in the past and they have decided to no longer host such an event. Staff will continue to look into a hunt for this time of year and are looking at indoor options. Staff is also continuing to research the medallion hunt option for 2020 to have around the Rodeo timeframe. One other item that was mentioned at the July discussion was a light show. Staff asked if a sub-committee would be formed to look into it and if Council Member Lundeen or Mayor Johnson were asked or heard from if they would be apart of this item to start this more in depth. Mayor Johnson had done a lot of research in the past regarding this type of event. Zdon continued that this event will take a lot of sponsorship and staff will reach out to the Mayor and Council Member.

**5. Parks Updates:**

Garvey said that movie night went well, there were 19 people for November. The December movie night will be hosted by North Elements Church and staff has not received any other applications thus far. Pleasure rink will hopefully start to flood this in early December now that snow is in the forecast to create the edging. Curious creatures was cancelled in November due to a cold day, participants cancelled. Dock was removed from along the river within the River Preserve and was left at bottom of hill for storage over the winter.

**Adjournment:** Motion by Witte; second by Gordon to adjourn the November 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion passed 3-0, meeting adjourned at 6:23 p.m.

  
Respectfully Submitted  
Jenny Garvey  
Parks, Recreation, and Culture Manager



**MEMO**

**To:** Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** January 28, 2020  
**Subject:** Review Parks, Recreation & Culture Board Meeting Dates

2020 PARKS, RECREATION AND CULTURE BOARD MEETING  
 AND  
 APPLICATION SUBMITTAL DATES

<b>Parks, Recreation and Culture Board Meeting Dates</b>	<b>Application and Material Submittal Dates</b>
(Fourth Tuesday of Month)	(Fridays)
January 28, 2020	January 17, 2020
February 25	February 14
March 24	March 13
April 28	April 17
May 26	May 15
June 23	June 12
July 28	July 17
August 25	August 14
September 22	September 11
October 27	October 16
November 24	November 13
**No meeting in December	



## MEMO

**To:** Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation, and Culture Manager  
**Date:** January 28, 2020  
**Subject:** Adopt a Park Program

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### **Background**

At the March 26, 2019 meeting, the Parks, Recreation, and Culture Board reviewed the Adopt a Park Program for any updates that may be beneficial to increase participation. Staff updated the suggestions and have included it for review.

### **Request:**

Staff is requesting action on this item.

### **Attachments:**

- Adopt a Park Program - DRAFT



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## Adopt-A-Park Program

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The goal of the Adopt-A-Park Program is to provide interested individuals, groups, or organizations with a public service opportunity that allows volunteers to help maintain the City of Isanti Park System. The program encourages and promotes community involvement, but also enables the City to further beautify and improve park areas. The Adopt-A-Park Program duties and responsibilities supplement the work of City staff; and by working together we hope to help area residents, businesses, and service organizations to become better connected to the community in which they live, work, and recreate.

### Time Commitment

1. A commitment of a minimum of one year is required.
2. By adopting a park, the volunteer(s) or participant(s) can clean-up as frequently as they so choose. However, clean-up should occur at least three (3) times each year, preferably one time each in the spring, summer, and fall.
3. The adoption commitment period begins April 1<sup>st</sup> and concludes October 31<sup>st</sup> of each year.

### Program Guidelines

1. All Adopt-A-Park projects should aim to benefit the majority of park users.
2. Participation in the Adopt-A-Park Program is on a first-come, first serve basis. Applications are accepted throughout the year.
3. All participants under the age of 18 must have adult supervision and must submit a parental release form prior to performing any duties associated with the Adopt-A-Park Program.
4. All groups must have a designated supervisor who is able to meet the responsibilities noted for the position.
5. Adopt-A-Park activities should occur during the daylight hours of park open times (7:00 a.m. to 10:00 p.m.) and during good weather conditions.
6. Work responsibilities associated with Adopt-A-Park activities can be physically demanding. All participants should be in good physical condition and able to complete the tasks.
7. The group supervisor shall contact Parks, Recreation & Culture (PRC) Manager at (763) 444-5512 or at [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us) at least one (1) week in advance of the date that the group will be performing tasks outlined in the Adopt-A-Park Program materials.
8. Participants may not modify or add to the existing landscape or site design without receiving prior authorization from the Parks, Recreation, and Culture Board and the City Council.
9. The City may contact volunteer groups for special project assistance, when needed. Participation by group members is voluntary.
10. The city of Isanti will provide bags, gloves and safety vests to the assigned group to perform tasks assigned under the Adopt-A-Park Program. All items and materials should be picked up at least 48 hours in advance of the group's scheduled clean-up date. Borrowed and unused supplies must be returned to Isanti City Hall within the following week of clean up.
11. The group shall report any vandalism or potential safety hazards to PRC Manager.

**Parks Available for Adoption**

Academy	Legacy	River Bluff Preserve	VFW
Bluebird	Mattson	Rum River Meadows	Whisper Ridge
Isanti Hills Neighborhood	Riverside	Unity	

**Possible Tasks Associated with Adopt-A-Park Program**

Litter pick - up	Weeding	Planting/watering of flowers/trees	Painting
Raking	Sweeping	Mulching	Buckthorn Removal

**Safety Tips**

Each participant in the Adopt-A-Park Program must review the information regarding the program as well as these safety guidelines before performing services at the adopted site and abide by them while performing such services/duties.

1. Participants must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions from city staff.
2. Work only during daylight hours and in appropriate weather conditions.
3. Stay away from areas that may have recently applied chemical pesticides.
4. Participants should be aware of extreme conditions, under which they may be working, to include but is not limited to heat, insects, sun, natural environments, etc. Participants should wear protective clothing and equipment including work gloves, durable shoes and long sleeved shirts/pants to prevent injury from sharp objects, insect stings/bites, sunburn, and poison ivy. Light colored clothing is recommended as it is most visible.
5. Do not overexert yourself. Take needed breaks and drink plenty of water.
6. Participants should never pick up any heavy, large, or hazardous materials, park equipment or operate/move park maintenance equipment. Notify the city staff for pick-up of these types of materials or items.
7. Use caution in areas where hazardous conditions may exist such as: along roadways, in parking lots, on bridges, near/on construction sites, near open water, and other areas where mowing, tree trimming, or pest control is in progress.
8. Be aware of your surroundings to ensure your safety and the safety of others (group members/park patrons). Be especially careful when using tools.
9. Do not wear earphones or headsets, engage in horseplay, or other types of conduct that may divert your attention from your work or impair your ability to perceive hazardous or dangerous situations.

**Group Supervisor Responsibilities**

1. Identify in writing to the PRC Department the projects to be completed and date of the proposed clean-up. Such information shall be provided at least one (1) week prior to the scheduled clean-up day.
2. If intended projects would result in modifications, changes, or additions to the park landscape or design; those shall be provided to Park and Recreation staff in advance, so as to be reviewed by the Parks, Recreation, and Culture Board and approved by the City Council.
3. Submit a complete roster with all group volunteers.
4. Return all completed and signed Adoption Registration Form and Adoption Agreement as well as Liability Waivers and/or Parental Release Forms for each participant.
5. Provide a first aid kit on the day of the event for participants and have emergency contact numbers available.



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## Adopt-A-Park Registration Form

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Name of Group or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Primary Contact Person**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Secondary Contact Person**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Adoption Information**

Name of Preferred Park: \_\_\_\_\_

Second Park Option: \_\_\_\_\_

Can you commit to a one-year term, YES -- NO

Please list task(s) you are interested in accomplishing: \_\_\_\_\_

Any other information that you would like for us to know about your organization/group.

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**Group Participants**

Name	Address	Age (if under 18 years)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

DRAFT

City of Isanti  
Parks, Recreation, & Culture  
110 First Ave NW/PO Box 428  
Isanti, MN 55040  
Phone: (763) 444-5512  
E-mail: [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)



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## Adopt-A-Park Agreement Form

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The City of Isanti, acting by and through its Parks, Recreation & Culture Department, Public Works Department, and \_\_\_\_\_ (“volunteer/participant”) agree to the terms set forth in this Agreement which governs the services the Volunteer(s)/Participant(s) will perform at \_\_\_\_\_ (Park Location).

### Recital

The City desires to provide interested persons and organizations with an opportunity for community involvement through voluntary participation in an Adopt-A-Park Program.

### Agreement

1. The Participant(s) will provide the services designated on the possible tasks associated with the Adopt-A-Park Program. All services performed under this Agreement shall be performed on an uncompensated basis by Individual/Group volunteers. The Individual/Group will perform any activity which the City has previously approved and will not subcontract or hire others to perform services hereunder. The City may perform or cause others to perform the activities listed in the possible tasks associated with the Adopt-A-Park Program at its discretion.
2. The participant(s) will use only non-motorized hand tools to perform services under this Agreement and will take all reasonable precautions to protect its participating members and the public against injury and against damage to property.
3. The participant(s) shall abide by the Safety Tips. The representative (“group supervisor”) who signs this Agreement, or his or her designee, shall ensure that each person to perform services under this Agreement will read and abide by the Safety Tips and will sign a Liability Waiver in the form accompanying this Agreement.
4. The participant(s) will not discriminate against any person desiring to perform services under this Agreement due to the person’s race, color, creed, religion, national origin, disability, age, gender, affectional preference, marital status or status with regards to public assistance.
5. All participant(s) and any other persons who may perform any activities covered under this Agreement shall not be considered employees of the City. Accordingly, the City is not responsible or liable for any injury or any other claims, expenses, or losses sustained by such persons while engaged in any of the activities covered under this Agreement.
6. The participant(s) shall defend, indemnify and hold harmless the City of Isanti, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses

or expenses, including attorney fees, arising out of or resulting from the volunteer's (including volunteer, officials, agents or employees) performance of the duties required under this Agreement.

7. Either party may terminate this Agreement at any time upon written notice to the other party.

\_\_\_\_\_  
**Group Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parks, Recreation & Culture Manager**

\_\_\_\_\_  
**Date**

**DRAFT**

City of Isanti  
Parks, Recreation, & Culture  
110 First Ave NW/PO Box 428  
Isanti, MN 55040  
Phone: (763) 444-5512  
E-mail: [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)



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## Adopt-A-Park Liability Waiver Form

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The waiver must be signed by each person participating in the Isanti Adopt-A-Park Program. If the participant is under the age of 18, the Adopt-A-Park Parental Release Form must be completed and returned by the participant's parent or guardian.

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Participant's Name

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Participant's Home Address (Street, City, State, and Zip Code)

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Name of Park where Participant will perform services

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Group Name

I intend to participate in the Isanti Adopt-A-Park Program either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I confirm that I am 18 years or older.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

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Signature of Participant

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Date

City of Isanti  
Parks, Recreation, & Culture  
110 First Ave NW/PO Box 428  
Isanti, MN 55040  
Phone: (763) 444-5512  
E-mail: [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)



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## Adopt-A-Park Parental Release Form

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Name of Participant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Group: \_\_\_\_\_

I hereby give my permission for \_\_\_\_\_, a minor, to participate in the City of Isanti Adopt-A-Park Program either individually or as a member of the above named group. I agree that participation is completely voluntary and that the participant is not entitled to payment for any services rendered.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**Contact information for parent/guardian**

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_



## MEMO

**To:** Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** January 28, 2020  
**Subject:** Department Updates

**Movie Nights:** Dec 6 – The Santa Clause; Jan 10 – Willie Wonka and the Chocolate Factory; Northern Elements Cheer was our volunteer group for Dec and Jan. Feb 21 – A Bug’s Life; our volunteer group will be the Isanti Ambassadors and March 20 – The Sandlot.

**Pleasure rink:** Opened Friday December 20, 2019.

**Curious Creatures:**

**2020  
CURIOUS CREATURES**

**TUESDAYS - 9:00-10:00 AM**

**2-5 yrs old**  
siblings welcome as helpers

**Free to city of Isanti residents**  
**\$3/non-resident child**  
**You must pre-register**

**Program minimum:**  
5 registered one week prior

**TO REGISTER:**  
Email: [recreaparks@cityofisanti.org](mailto:recreaparks@cityofisanti.org) or  
call 763-444-5512

**Join us for these Fun Filled programs around the city.**  
Each program will include:  
crafts, Free play and snack.  
Come prepared to go outside each time.

**Comp Plan:** open public meeting was held Tuesday Jan 21 at Planning commission meeting to review the overall master plan.

**2020 Events:** Staff will provide more information at meeting. 2020 Goal setting discussion is night prior to this meeting.



**PARKS, RECREATION & CULTURE BOARD AGENDA**

**Council Chambers**

**Tuesday, February 25, 2020**

**6:00p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from January 28, 2020 Parks, Recreation and Culture Board Meeting.
3. Discussion Items: (Brian Thum)
  - A. A walkway from the skate park parking lot to the main parking lot of Isanti indoor arena due to flooding
  - B. Bringing back canopy set up on the pine tree lines in between the skate park parking lot and the main parking lot of Isanti indoor arena
  - C. Insect control for the rain gardens on the east side of Isanti indoor arena
4. Department Updates
5. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES  
January 28, 2020**

**Call to Order:** Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum  
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

**Agenda/Modifications:** None added, motion by Zdon, second by Witte to approve the agenda for January 28, 2020. Motion passed 4-0.

**2. Oath of Office:** recited by Zdon. Election of chair motion by Witte to nominate Zdon for chair position, seconded by Gordon. Zdon accepted and motion passed 4-0. Witte volunteered to be Vice chair. Thum motioned to nominate Witte to vice chair and seconded by Gordon. Motion passed 4-0. Secretary is assigned to staff, Jenny Garvey (PRC Manager) will be secretary. The annual review of the conflict of interest forms for two members: Brian Thum and James Witte, to be handed back into staff by end of night.

**3. Meeting Minutes:** Motion by Witte, second by Gordon to approve meeting Minutes from November 26, 2019. Motion passed 4-0.

**4. Review of the Parks, Recreation and Culture Board meeting dates:** Garvey reviewed the 2020 dates along with the material submittal dates for 2020 and reminded the board members that if they have an item they would like added to an agenda these are the dates to have items in to staff by. Council already approved schedule not need for motion.

**5. Review of Adopt A Park Program Policy and Forms:**

In March 2019, staff presented this to the PRC board to review and to come back with changes. Garvey reviewed and updated those changes and is now bringing this back to the board to review. Zdon asked about how this program is being promoted. Garvey responded that staff will utilize Facebook, the city website and the Isantian (city newsletter) to promote this program. Staff was not sure how this was promoted in the past besides just being on the website. Witte also suggested the bulletin board at Coborn's or flyers in the schools. Thum suggested signs at the parks themselves to help promote this program. Thum motioned to approve the Adopt A Park program policy and forms, seconded by Witte. Motion passed 4-0.

**6. Department Updates:**

Garvey said that movie night went well with 40 in attendance in December and in January with 31 in attendance and both nights were hosted by Northern Elements Cheer. Movie night for February will be hosted by Isanti Ambassadors. Thum asked if groups have to be specifically located in Isanti. Staff was unsure if they had to be within the city, but noted that a group within the city would have precedence over an outside group and would look more into the detail of this. Staff will review this more and get back to the board. The pleasure rink opened on December 20 for the season and the ice has been maintained by Public Works and has been able to use the new water truck to make smooth ice, even with the temperature fluctuations and staff has noticed that the public is using it and have seen users on the ice. Thum replied that he has used it and the ice is the best it has been in years. Garvey reviewed that curious creatures has been revamped a bit with a new time of 9-10am and utilizing the Isanti Community Center for the winter months to be able to have it go with bad weather days and will still have the option to have the kids go outside. Staff reviewed that the cost will go from \$3 to \$2 with the decrease in the timeframe of the program. Zdon asked if it affected the cost, staff responded that it would not and this fee is only for non-resident. The board agreed that this was ok with this change of cost. Garvey reviewed that the city had an open house for the city master comp plan. Garvey is still in the process of compiling the PRC comp plan, which is a separate item than the master city comp plan. Staff reviewed the 2020 goal setting from the previous night, staff will move forward with the new programs of a medallion hunt, kids fun day at jubilee days, free tennis lessons, rocket building, candy cane flashlight hunt, family day in winter and daytime movies. Staff will continue for further review are an egg hunt, parade float and fireworks.

**Adjournment:** Motion by Witte, second by Thum to adjourn the January 28, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:30 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation, and Culture Manager

DRAFT



## MEMO

**To:** Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** February 25, 2020  
**Subject:** Department Updates

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**2020 Events:** Staff will move forward with other items reviewed further by council of an egg hunt to take place in 2021, fireworks for 2020 and a city float for 2020 Jubilee parade.

**Sledding Hill:** Approved by council to add to Bluebird Park in 2020. Staff anticipates to start this project in Fall 2020.

**Parks Calendar:** Insert will be in the spring edition of the Isantian.

**Street Dance Bands:** June 20 – The Farmer’s Daughters; July 18 – Brother Ferris; August 8 – The Brat Pack



**PARKS, RECREATION & CULTURE BOARD AGENDA**  
**Council Chambers**  
**Tuesday, June 23, 2020**  
**6:00p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from February 25, 2020 Parks, Recreation and Culture Board Meeting.
3. Park Visits
4. Department Updates
5. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES  
February 25, 2020**

**Call to Order:** Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum  
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

**Agenda/Modifications:** None added, motion by Witte, second by Thum to approve the agenda for February 25, 2020. Motion passed 4-0.

**2. Meeting Minutes:** Motion by Witte; second by Thum to approve meeting Minutes from January 28, 2020. Motion passed 4-0.

**3. Discussion Items presented by PRC Board Member Thum:** Thum brought to the board an idea of adding a walkway to connect the main Isanti Indoor Arena parking lot to the northeast parking lot in Bluebird Park. Thum is a frequent visitor to this facility. Thum added that this facility is getting more use and the extended parking areas are being utilized. One in particular is the parking lot that is in the northeast section of the park, just north of the skate park. The grass area between main parking lot, which runs along the tree line gets flooded or is very saturated with water throughout the year as it's a low lying area. Thum suggested a walkway be added to this area. Thum added that people have to walk along the street, which has no sidewalk to access the facility to avoid the grass area. There is a path that runs to the facility, but is south of the skate park and have to walk that distance to access the path. Zdon asked what the process was and if BMX was willing to help fund this project. Zdon also added that when the parking lot re-structure occurred a few years ago this idea was briefly discussed and he also agreed that this is an area that is difficult to walk through. Zdon and Thum were not sure if BMX would be in agreement with this addition. Zdon also added that this is a non-budgeted item this would need to be reviewed. Garvey added that this project would have to also meet ADA standards. The board discussed options and that maybe the city engineer could review this area. Witte clarified the area of question. Zdon continued that he would also like to see adding a pathway to the existing skate park and the parking lot. Zdon also commented that parking spaces would be lost with the addition of a walkway. Thum added that he has not talked or discussed this with the BMX board. Garvey added that City Engineer Jason Cook was in the audience, in which Cook reviewed that a culvert could be added and that the parking spots could be crossed off and labeled no parking, and a quick estimate was about \$2,500. Cook also added there is a catch basin in this area and could maybe capture some of the water. Zdon added that he would prefer to have a walkway vs a catch basin. Thum agreed that he would also like to see the walkway option. Zdon added that in a prior PRC meeting the board had discussed the path in the south area that jogs out by the pleasure rink and straightening it out. Witte added that he also recalled this discussion. Motion by Witte, second by Thum, to look at the trails in the section in Bluebird Park by the skate park, the arena and the parking lots.

Thum also brought to the board to discuss the item of canopies to be set up along the tree line grass area and the parking lot. Zdon added that this was not a city/PRC rule, he recalled that this is a BMX item they had decided to put in place. Garvey continued that this is correct and that she reached out to BMX contacts and this was put in place by BMX, as cars were scratched by bikes. Garvey added that the restriction as a city for canopies is that they cannot be staked into the ground where the sprinkler system is in place.

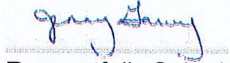
The third item Thum brought to discuss was the idea of insect control around the staging area for racers in the IIA which is on the east side of the building and the rain garden is on this side of the building. Garvey commented that the rain garden is a pollinator area and mosquito control in the rain garden would not be possible. Thum added if there are any plants at that are a natural mosquito control. Garvey continued that she does not have that background knowledge but can look into this item further.

**4. Department Updates:**

Garvey reviewed that staff will move forward with the an egg hunt for 2021, a parade float option for 2020 and fireworks for 2020 after the parade in July. Garvey continued that a sledding hill will be added in 2020 to Bluebird Park and Public works will start this project in the fall timeframe. The spring newsletter will have a Parks calendar insert, so be on the watch for this when it is mailed out. It includes the events and a calendar

for 2020. The street dances are June 20, with The Farmer's Daughters, July 18 will be Brother Ferris and August 8 with The Brat Pack.

**Adjournment:** Motion by Witte, second by Thum to adjourn the February 25, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:25 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation, and Culture Manager

DRAFT



**MEMO**

**To:** Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey -Parks, Recreation, and Culture Manager  
**Date:** June 23, 2020  
**Subject:** 2020 Park Visits

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**Background**

In 2018, the PRC Board determined that instead of doing a whole group tour during a meeting that it would be more effective for members to each visit a couple of parks ahead of the meeting to provide more thorough inspections. The review took place at the April meeting.

2019 Park Assignments were:

Aaron Zdon – Academy Park and Whisper Ridge

James Witte – Rum River Meadows, River Bluff Preserve and Isanti Hills Neighborhood Park

Jenny Garvey – Bluebird Park, Unity Park, and Riverside Park

Jeff Johnson – Mattson Park, Legacy Park and VFW Park

The PRC Board will need to determine if these visits will happen again in 2020, and if so, we will need to update the park assignments. The 2019 checklist for the visits is attached.

**Attachments:**

- Park Ambassador Checklist

# Park Ambassador Checklist

**Park Name :** \_\_\_\_\_ **Date of Visit:** \_\_\_\_\_

Below are some items to look for while you visit each park. Remember, City staff also inspect the parks regularly for maintenance issues, so on these visits think “big picture” – how is the park doing overall, are there changes that should be made? Skip any sections below that do not apply.

## Playground Equipment

### **Overall appearance of playground:**

1	2	3	4	5
Very Poor				New or Like New

### **Safety or maintenance concerns**

List any damaged or missing pieces of equipment:

## Grounds

### **Playground mulch:**

Does there appear to be adequate mulch around the playground equipment?

\_\_\_ Yes \_\_\_ No

### **Trails:**

Pavement conditions:

1	2	3	4	5
Very Poor				New or Like New

Are there any trail obstructions? (Tree limbs, encroaching vegetation, pot holes, etc.)

\_\_\_ Yes \_\_\_ No

If yes, explain:

**Pavilion**

Overall condition:

1	2	3	4	5
Very Poor				New or Like New

Overall Park Rating

All things considered, rate the park:

1	2	3	4	5
Very Poor				Excellent

**Recommendations**

Are there pieces of equipment or other improvements you'd like to see at this park? Is there something that should be removed?



## MEMO

**To:** Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** June 23, 2020  
**Subject:** Department Updates

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Staff cancelled the March Curious Creatures program and movie night, due to COVID-19 health issue that is occurring around the country and state. June 9 – Water Mania was able to occur, with 3 families, due to the limit of 10 in a group. July 7 – Cowboys and Cowgirls is the theme.

Fireworks: These were moved from Thursday July 9 to Saturday July 11 due to the cancellation of the Rodeo and Jubilee Days and council wanted to move it to the weekend this year.

Path/Walkway in Bluebird: COW discussed this at the March 17, 2020 meeting and has decided to not pursue this, as the park layout and amenities within the park could change.

Staff is continuing to plan for the Pop bottle rocket class and free tennis lessons that will be in July.

Council first postponed the June street dance until September, but decided to add a new band to the June 20 date, Bad Jack. Street Dance Bands are Sept 12: The Farmer's Daughters, July 18: Brother Ferris and August 8: Brat Pack Radio.

The Famer's market is open. We are open Friday's from 2-6pm from May 29 – Sept 25, with no market on July 3. We have 18 vendors. Each week brings a different variety to choose from. The layout is a bit different this year with having to provide social distancing within the market.

The community garden opened on Thursday May 7. All plots have been reserved. The kids garden area is being assisted by 2 kiddos. Encompassing the kids garden area is the pollinator area, and this year we are going to try to plant sunflowers amongst the perennials that are there. The northeast corner remains open for future plots.

The council has been discussing the upcoming budget and CIP. Within the CIP are items related to the future of parks. In particular, Whisper Ridge, VFW and Isanti Hills Neighborhood Park. These parks have been discussed in the past, almost annually, when we review the park tour items. As of now, the Council has not funded any future replacements for these parks. This is being presented for information for the Park Board to be aware of and to review at future meetings the ideas that the Park Board would have for new items.



**PARKS, RECREATION & CULTURE BOARD AGENDA**  
**Council Chambers**  
**Tuesday, July 28, 2020**  
**6:00p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from June 23, 2020 Parks, Recreation and Culture Board Meeting.
3. Park Visit Reports – Collect Park Board Items
4. Equipment Requests
5. Fir Street Update
6. Department Updates
7. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION AND CULTURE BOARD MEETING MINUTES  
June 23, 2020**

**Call to Order:** Jenny Garvey – PRC Manager called the meeting to order at 6:00 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum  
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager; Matt Sylvester- Public Services Director

**Agenda/Modifications:** Witte asked about River Bluff Preserve item and Garvey added that they will review this within the department updates. None added, motion by Witte, second by Gordon to approve the agenda for June 23, 2020. Motion passed 4-0.

**2. Meeting Minutes:** Motion by Witte; second by Thum to approve meeting Minutes from February 25, 2020. Motion passed 4-0.

**3. Park Visits:** Garvey reviewed that in 2018, the PRC Board determined that instead of doing a whole group tour during a meeting, it would be more effective for members to each visit a couple of parks ahead of the meeting to provide a more detailed review of the parks. The 2019 Park Assignments were: Aaron Zdon – Academy Park and Whisper Ridge; James Witte – Rum River Meadows, River Bluff Preserve and Isanti Hills Neighborhood Park; Jenny Garvey – Bluebird Park, Unity Park, and Riverside Park; and Jeff Johnson – Mattson Park, Legacy Park and VFW Park. Zdon said that he agreed this was a more efficient way to review the parks as the tour took a much longer time. Witte agreed this was a good way to review the parks. Gordon will take Bluebird, Unity and Riverside Parks and Thum will take Mattson, Legacy and VFW parks. The board members have the park ambassador check list and will bring these back to the July meeting.

**4. Department Updates:** Garvey reviewed the department updates. Staff cancelled the March Curious Creatures program and movie night, due to COVID-19 health pandemic that is occurring around the country and state. For June 9 we had Water Mania and for July 7 our theme is Cowboys and Cowgirls which was to coincide with the Rodeo. Council decided to move the Fireworks from Thursday July 9 to Saturday July 11 due to the cancellation of the Rodeo and Jubilee Days. The COW discussed the path/walkway that the PRC board had addressed extending or re-routing at the March 17, 2020 meeting and has decided to not pursue this, as the park layout and amenities within the park could change. Staff is continuing to plan for the Pop bottle rocket class, and free tennis lessons that will be in July. Currently we have 5 registered for the youth classes. Kids day is set for Friday July 10 at Bluebird park, with an inflatable water slide, kids dance and the Police and Fire chiefs will give brief safety talks. The medallion hunt will start with clues being released on Monday July 6. Council first postponed the June street dance until September, but decided to add a new band to the June 20 date, Bad Jack with the quick changes that were adjusted from the guidelines that have been in place. The other Street Dance Bands are Sept 12: The Farmer's Daughters, July 18: Brother Ferris and August 8: Brat Pack Radio. The Famer's market opened May 29 and will run through September 25, we will not have a market on July 3 with the holiday. Its open Friday's from 2-6pm. This year we have 18 vendors and each week brings a different variety to choose from. The layout is a bit different this year with having to provide social distancing within the market. The community garden opened on Thursday May 7 and all plots have been reserved, 75 in total; 67 ground plots, 7 raised beds and one elevated bed. Staff is in the process of planting sunflowers in the pollinator area and creating a walkway/maze through it. The northeast corner continues to remain open for future plots. The council has been discussing the upcoming budget and CIP. Within the CIP are items related to the future of parks. In particular, Whisper Ridge, VFW and Isanti Hills Neighborhood Park. These parks have been discussed in the past, almost annually, when we review the park tour items. As of now, the Council has not funded any future replacements for these parks. This is being presented for information for the Park Board to be aware of and to review at future meetings the ideas that the Park Board would have for new items. Sylvester added that within these parks are playground equipment that we can no longer get replacement parts for. Zdon added that he agreed we struggle with replacing parts and that he recalled this being an issue with these parks in the past. Witte asked if River Bluff Preserve had been addressed yet, as he had been in touch with staff with tree's that had fallen. Matt Sylvester reviewed that the PW crew was able to clean up some trees at the dock within River

Bluff preserve, after clarifying from the Mn DNR that this was possible. Tree's had fallen and were interfering with fishing. The river level is quite low right now.

Mayor Johnson had some questions or clarifications to the CIP/budget item that was discussed. Johnson added that the council has been discussing the CIP/budget items and that he wanted to make sure that the PRC board knew that the council is looking at these three parks (Whisper Ridge, VFW and Isanti Hills Neighborhood(IHN)). Council is reviewing moving funds from the equipment replacement to funding a bigger project for Bluebird and to have this park as the main park within Isanti. Thum added that he didn't want to see VFW park go away as kids are using it now and there are lots of kids in that area. Johnson added council was not looking at eliminating any park but that they are asking the board to look into new ideas and wanted to make sure this board was in the loop with this plan or budgeting area. Sylvester reiterated that these parks have the equipment that staff can no longer get replacement parts for and the board is being asked to look into new ideas for replacement, such as open space or other amenities. Zdon didn't want to see any parks eliminated within the city and asked if it was within the plan to have one in every neighborhood. Johnson added that it wasn't an ordinance and that council wasn't looking to eliminate a park and that within our city we have 14 parks. Mayor Johnson added the discussions at council have been to see if the VFW would want to take back or take on VFW park and an idea to have them take down the surrounding fence around that park. Mayor Johnson asked Councilmember Gordon if he had anything to add. Gordon added that he didn't agree with having the one main park idea and adding an amphitheater or other amenities to the park and the funding getting shifted to that, he would like to see more of a cost savings to the citizens. Witte added that he has used IHN park, and didn't want to see any park get eliminated. The idea is for the PRC board to review items that could be added instead of replacing the playground equipment. Zdon brought up a natural park in Waseca that he had visited. The mayor added that he wanted to make sure the PRC board had a voice and council will review this and provide direction to the board and staff for future meetings to discuss this more. Zdon reviewed that the council and staff will provide more information at a future meeting for the PRC board to review.

**Adjournment:** Motion by Witte, second by Thum to adjourn the June 23, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:32 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation and Culture Manager



**MEMO**

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation & Culture Manager  
**Date:** July 28, 2020  
**Subject:** Park Visits

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**Background**

At the June 23, 2020 meeting, the Parks, Recreation and Culture Board members assigned parks for each member to visit before the July 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:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** July 28, 2020  
**Subject:** Equipment Requests

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**Background:**

Staff received a call from a resident asking if an ADA swing could be added to Rum River Meadows park. The budget does not have anything included for certain equipment to be added to each park, only replacement items. Staff is recommending that at the end of this year, to monitor our equipment replacement and see if funds are available from 45300-404 to purchase three ADA swings to be placed at Academy, Rum River Meadows and Mattson Parks.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** July 28, 2020  
**Subject:** Fir Street Update

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### **Background:**

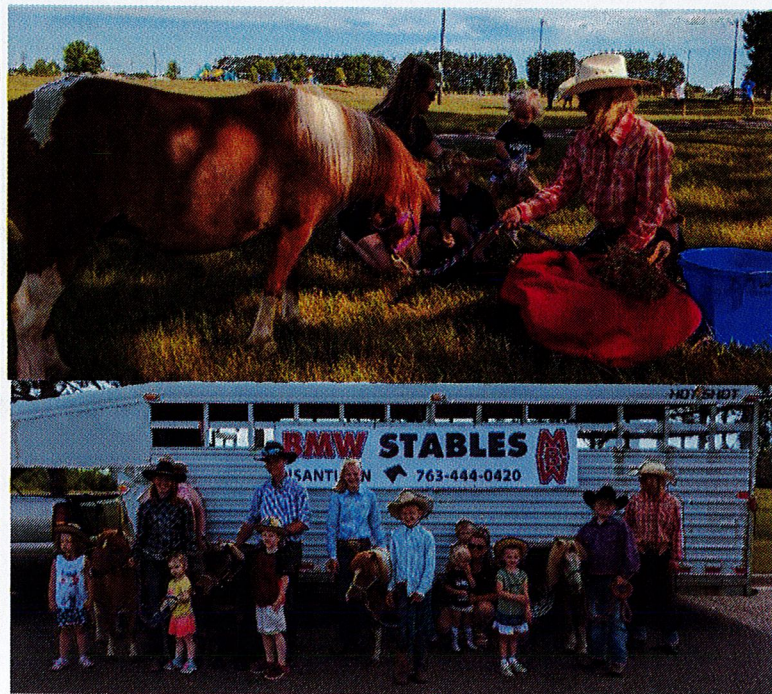
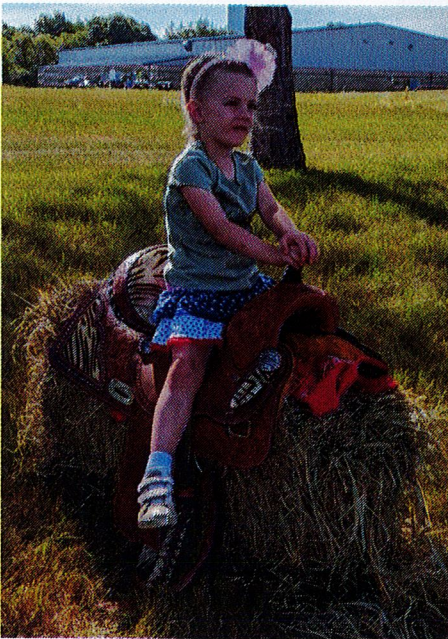
In 2015, two parcels were acquired through a Conditional Use Deed as these properties were in tax foreclosure. The PRC Board and City Council directed staff to acquire these two lots for park space. The city has 15 years to develop these two lots. This was brought to the PRC Board in 2018 to review options of potential park amenities, nothing was decided upon and the board and staff had indicated it would be brought back when it was budgeted for and more details and planning was needed. Staff is bringing this item back for the PRC board to be aware of with new members to review and to keep it in the mind that we will have to plan and budget for this in the next few years. Staff will add this to future agenda for PRC to review and provide guidance to City Council and staff.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** July 28, 2020  
**Subject:** Department Updates

Staff was able to hold the Curious Creatures on July 7 with the Cowboys and Cowgirls theme. A big Thank You to BMW Stables for bringing out cowboys and cowgirls and miniature horses, and showing the kids more about roping, grooming, feeding and saddling a horse.



Fireworks: The night was great weather and they went off on Saturday July 11. The show was 10 minutes and the parking lots surrounding Bluebird had a good number of cars at them.

Kids Day July 10: 11-1pm was Kids Dance and 11am-2:30pm we had the waterslide. The line was long for the waterslide and the kids and parents were very patient and waited over an hour. The day went well and the comments staff has received were positive. Public Works crew was there to assist and help at the waterslide, they did a great job!



Street Dance: July 18 Brother Ferris took the stage. The weather was hot and storms were predicted all day, but the weather held off. The crowd was lower than normal. Next dance is August 8 with Brat Pack Radio. This will follow the Rum River Rods Summer Spectacular Car Show.

Tennis Lessons started July 13 and go through the 30<sup>th</sup>. We have the two youth classes going. Staff had to step in to teach the class, as the scheduled instructor was not able to.

Chase Imker was our lucky medallion winner. He found the medallion on the first day, July 6. Chase found it under the left field light pole at Unity Park.



**PARKS, RECREATION & CULTURE BOARD AGENDA**  
**Council Chambers**  
**Tuesday, August 25, 2020**  
**6:00p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from July 28, 2020 Parks, Recreation and Culture Board Meeting.
3. Park Visit Reports Review
4. Tree Plan Review
5. Department Updates
6. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES  
July 28, 2020**

**Call to Order:** Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, and Brian Thum  
Members Absent: Council Member Jimmy Gordon  
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

**Agenda/Modifications:** Mayor Jeff Johnson, 705 Main Street he has received several emails and is asking to add a discussion item regarding Bluebird park and the skate park area and teens that are being inappropriate to other users verbally and before it could potentially get physical. Motion by Thum, second by Witte to approve the agenda with the modification to add the discussion as 5a. for July 28, 2020. Motion passed 3-0.

**2. Meeting Minutes:** Motion by Witte; second by Thum to approve meeting Minutes from June 23, 2020. Motion passed 3-0.

**3. Park Visits** Annual Park visits were conducted by each board member; staff collected them and will gather all the information and bring back to the August meeting. Zdon added that unless there was anything that needed immediate attention. Thum brought up an item at Legacy, a larger tree/branch had fallen near the Sunnyside picnic table that he moved aside but staff should address this. Witte added about the community garden, and inquired about organic pesticides that could be used and to let the gardeners know of this. Staff asked if any board member has their forms that are electronic to email those to staff.

**4. Equipment Requests-** Garvey mentioned that staff had received a request from a resident about adding an ADA style swing to Rum River Meadows Park. The city does not have anything in the budget for specific items, but an over all replacement budget for park equipment. Staff is recommending that we look at the budget at the end of the year and see where we are and if the budget allows to add a ADA swing to Rum River Meadows, Academy and Mattson Parks. Zdon asked if staff would have time to apply or research if there are any grants that could be available for this type of equipment. Garvey added that she does watch for grant opportunities and if she does come across one for this or anything else related to the park department, she does research it more.

**5. Fir Street Update** – Garvey reviewed that in 2015 the PRC Board and City Council had given staff direction to acquire two parcels, through a Conditional Use Deed and staff has tried to get a more solid direction from the State and County as the timeframe we have to develop these lots into a park space. Initially it seemed that is was three years, but staff also found information stating we had 15 years. Staff reached out to the county and they are researching this a bit more and will provide staff more information when they can. Staff will then bring this back to the board to review the information. Staff had brought this item to the board in 2018 with ideas on how to develop this park area and nothing was decided at that time, as this park in unfunded, and when the time comes, we will have to budget for this development and amenities. Zdon asked if it's a Conditional Use Deed what does that mean, does that mean that it is our property forever that will be a park? Garvey responded that is how she understands it to mean, that we own the land and we would have the park forever. Witte asked if the board had discussed getting public input for this park. Garvey responded that when the time comes that is something we can do at the time we are further in the process.

**5a. Added Discussion Item:** Bluebird Park and skatepark. Zdon reviewed that at approximately 3:30 pm each day, children are being bullied by teens that frequent the skate park. Zdon suggested that the police could add it to their rounds. Mayor Johnson asked do we want to tie up our police with this and also added that he had talked to Chief Muyres regarding this item and police have been doing this daily and have been sitting in the lots and when they leave the teens start back up. The teens also use disrespectful language to adults that are speaking to them. The Mayor is asking the board for direction on what we can do. Thum added that this is between the individuals and that this isn't a city issue, the best we could do is to have police patrol, which they currently are doing, as they are not breaking the law. Parents and children need to try to address this on their own. The Mayor added that he said that this is all verbal at this time, but have made physical threats. Zdon added that then this is something they(those involved) can press charges for. Mayor Johnson also added that there was a physical fight between girls and then now its criminal, Police can now proceed with that. Witte added that there is not really anything we as a city can do, Thum and Zdon agreed. Thum suggested that maybe there is signage that could be placed. Witte inquired about trespassing and this could potentially occur with the Police. Mayor Johnson added that Police are continuing to patrol this area. Mayor Johnson is bringing it to the attention of the board before he sends these concerns he has received from the public to staff. The board discussed signage as a possibility and directed staff to research and see what is available as an option.

**6. Department Updates;** Staff reviewed that we had our July 7 curious creatures program and it was a big hit. BMW stables for brought out miniature horses. They showed the kids how to rope, feed, groom and saddle a horse. A big THANK YOU to them. July 11 was fireworks and they were launched in the grass area just south of the BMX building. Great show was put on and lots of positive comments. Mayor Johnson added that maybe we should do a 15-minute show for future. Zdon liked the 10-minute show and it was captivating to watch, they were a great steady show. July 10 was Kids day with Kids Dance from 11am-1:00pm and 11am-2:30pm the waterslide. This event was very well attended and some waited over an hour to go down that waterslide. Public works crew was a great help at this event. Brother Ferris performed at the July 18 street dance. The attendance was a bit lower than normal; the weather was unpredictable all day with storms in the forecast. The weather held off for the event. Aug 8 is the next dance with Brat Pack Radio, and will follow the Rum River Rods Car show, which is scheduled that day from 10am-3pm. Garvey continued that tennis lessons are finishing up this week, with three weeks of lessons. The youth classes had enough participants, with classes, M/W and T/Th. The medallion hunt started on July 6 and ended on July 6. Chase Imker was the lucky finder, who found it at Unity Park. Thank you to these local businesses who donated items: Best Western Isanti, Falcon National Bank, Fusion Nails, Isanti Tire and Auto Care, Inc, North 65 Chamber of Commerce, North American Title Company and Strike Life Tributes. Witte asked if a fishing event could be added to our programming. Zdon added that in the past the city and the DNR had this type of event at Martins Landing.

**Adjournment:** Motion by Witte, second by Thum to adjourn the July 28, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:40 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation and Culture Manager



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey, Parks, Recreation & Culture Manager  
**Date:** August 25, 2020  
**Subject:** Park Visit Summary

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### Background

At the July 28, 2020 Parks, Recreation and Culture Board meeting, all board members handed in their assigned park visits. Staff has drafted a compilation of each members parks for review and to further discuss items and invites the PRC Board for their input and for prioritization of projects.

Aaron Zdon: Academy and Whisper Ridge

Academy: Overall Rating: 5

Items noted: Rake at landings and possible better ADA access from road.

Whisper Ridge: Overall Rating: 2

Items noted: Surface cracks on court, ridges and cracks from roots along trails leading into park area, discuss the cost to repair vs. cost to remove and replace with green space.

Brian Thum: Legacy, Mattson and VFW

Legacy: Overall Rating: 5

Items noted: Encroaching vegetation by FV overlook bench and stairs. Tree limb by Sunnyside landing. Request to move the large park sign closer to the parking lot.

Mattson: Overall Rating: 3

Items noted: None

VFW: Overall Rating: 4

Items noted: None

James Witte: River Bluff Preserve, Rum River Meadows, Isanti Hills Neighborhood (IHN)

River Bluff Preserve: Overall Rating: 4

Items Noted: Trails need a good cleaning, as habitat starts to move in on trails. Steps could use the blower for debris. Branch on south zig/zag trail to look at for possible falling hazard.

Rum Rive Meadows: Overall Rating: 4

Items noted: Wood chips kicked out by bench swing. Recommend concrete border. Weed control in wood chips.

IHN: Overall Rating: 3

Items noted: Outdated park, damage to end slide piece. Various carving and scratches on equipment due to vandalism. Mulch looked aged. Pavilion no signs of damage.

Jimmy Gordon: Bluebird, Riverside, Unity

Bluebird: Overall Rating: 5

Items Noted: Swing chair could use some oil/grease, repaint hopscotch, missing garbage can by pavilion, merry-go-round addition was suggested

Riverside: Overall Rating: 4

Items noted: Black residue on sides of stairs and platform, weeds in tot area in wood chips

Unity: Overall Rating: 4

Items noted: Bleachers should be painted and/or boards replaced.

Staff noted these items for prioritization:

*Short-Term and Immediate Maintenance Projects:*

- Academy: Rake mulch
- Bluebird: swing grease/oil, garbage can replacement(ongoing)
- Isanti Hills Neighborhood: mulch
- Legacy: sign to be moved when parking lot is complete and additional map sign to be brought back
- Riverside: weeds removed from tot area and residue removal.
- Rum River Bluff Preserve: cut vegetation along trails, debris removal from steps
- Rum River Meadows: concrete edging project completed Aug 10; weeds removed from mulch.

*Long-Term Projects:*

- Ramp access at Academy from road
- Unity: Bleachers – 2021 CIP
- Discuss future of Whisper Ridge – resurface courts? Larger park overhaul?
- Bluebird Hopscotch – new stencil needed, end of year budget item to review



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** August 25, 2020  
**Subject:** Tree Plan - Review

### Background:

Staff is bringing this item to the PRC board to review. The city does not have a tree plan in place, but are in the process of researching this. The city has 11 parks and several of these parks are newer and have less trees than other more established parks. The parks that staff recommends to look at in more detail are: Academy, Bluebird, Riverside and Rum River Meadows. This fall PW will be creating the sledding hill in the northwest corner of Bluebird park on the existing hillside. With the addition to the hillside, trees need to be removed on the top of the hill and moved to a new location. Tree moving cost is estimated at \$600 for the three trees.

Pictures of Bluebird park:



### Request:

Recommendations for tree movement within Bluebird of the three trees that need to be moved for the sledding hill. Recommendations for new trees within parks.





## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** August 25, 2020  
**Subject:** Department Updates

Staff has does not have any updates at this time on the Fir Street item.

Curious Creatures was held on August 11 with the Ice Creme theme. We had 10 kids at Mattson Park.

Street Dance was held August 8<sup>th</sup> with Brat Pack Radio. We had 10 vendors with an additional alcohol vendor that was approved by city council. Attendance was a bit more than July's and this dance followed the Rum River Rods Car Show that was during the day.

The dog park is being well used and new amenities have been added from our donation from the Rotary Club of Cambridge & Isanti. Staff is making a plaque to be place within the park.

Bluebird park has had some vandalism in the past few weeks. A tunnel piece on the playground was damaged and a replacement part has been ordered. The bathroom on the south end of the BMX building have been vandalized twice.

The movie schedule has been created and movies picked.

- Nov 6 – The Mighty Ducks 2
- Dec 11 – The Polar Express; we will include a Santa visit this night before the movie, which council approved at their Aug 5 meeting.
- Jan 22 – Frozen II
- Feb 19 – Cars
- Mar 26- The Sandlot

Isanti Family Farmers Market goes through Sept 25, Friday's 2-6pm.

Upcoming events:

- Sledding Hill project starting Sept 8.
- Family Day at Legacy Park – Sunday Sept 27 from 3-5pm to include, hiking, smores, and family photos and prize drawings from C-I Hockey Assc, CMK Financial Services, Connexus Energy, Coborn's Marketplace, Physical Therapy-Isanti, Rockstad and Co. Relics & Wares).
- Candy Cane Flashlight Hunt – Sunday Dec 13 from 5-6:30pm at Legacy Park
- Curious Creatures 9-10am each date
  - Sept 15 – Back to School at Isanti Hills Neighborhood Park
  - Oct 6 - Police/Fire at Isanti Community Center
  - Nov 10 – Gobble, Gobble at Isanti Community Center
  - Dec 8 – Santa Fun at Isanti Community Center



**PARKS, RECREATION & CULTURE BOARD AGENDA**  
**Council Chambers**  
**Tuesday, October 27, 2020**  
**6:00p.m.**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from August 25, 2020 Parks, Recreation and Culture Board Meeting.
3. Public Hearing
4. New Development Concept Review
5. Fir Street Update
6. Sledding Hill Rules Signage
7. Tree Plan - Update
8. Department Updates
9. Tobacco Free Policy Review
10. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES  
August 25, 2020**

**Call to Order:** Aaron Zdon - Chair called the meeting to order at 6:01 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, and Council Member Jimmy Gordon

Members Absent: Brian Thum

Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Gordon with no modifications. Motion passed 3-0

**2. Meeting Minutes:** Motion by Witte; second by Gordon to approve meeting Minutes from July 28, 2020. Motion passed 3-0.

**3. Park Visits Reports Review:** Garvey explained that at the July 28, 2020 PRC Board meeting, all board members handed in their assigned park visits and staff has drafted a compilation of each member's parks for review and to further discuss items and invited the PRC Board for their input and for prioritization of projects. Aaron Zdon reviewed Academy and Whisper Ridge. His findings for Academy was an overall rating of 5 and items he noted were to rake at landings of swings and slides. Garvey noted that this is a battle at most of our playgrounds and that some of them have rubber mats on the slide to assist with this item. Zdon also noted another item is possible better ADA access from the road. Staff noted that they will look at this into more detail as this was not done with the original project as the park was first developed for the school and that has ADA access via the sidewalk into the park area. Zdon noted for Whisper Ridge an overall rating of 2 and items noted were surface cracks on courts, holes and cracks from roots along trails leading into park area he also wants to ensure we discuss the future of the park in more detail in the near future on the cost to repair vs. remove and replace with green space. Witte asked about a rubberized option for courts and the cost and longevity. Zdon stated we aren't sure what that would be, Garvey also noted she was not aware of what that cost or option would entail. For tennis court repair the subsurface is what would also need to be replaced to ensure a better surface area. Garvey noted that the Whisper Ridge has a CIP plan and wasn't sure what items were on this park. Brian Thum had reviewed Legacy, Mattson, and VFW parks. Thum noted for Legacy an overall rating of a 5 and noted these items of encroaching vegetation, VFW overhanging bench and stairs. Tree limb by Sunnyside landing had fallen and he requests to remove the large pole sign close to the parking lot. Garvey noted that these items will be addressed by public works and are in the short-term plan and the sign was actually in the process of getting moved into a new location now that the parking lot is nearly finished. Garvey also noted that we had a map sign and that has also been returned to the park entrance along the trailhead. Thum also visited Mattson and gave an overall rating of a 3 and had nothing to note for this park. The board wondered the rating of a 3 as they all felt the park was in pretty good shape. For VFW park Thum gave an overall rating of a 4 and had nothing to note for this park. James Witte reviewed River Bluff Preserve, Rum River Meadows, and Isanti Hills Neighborhood (IHN) parks. Witte's findings for River Bluff Preserve were an overall rating of a 4 and items noted were the trails need a good cleaning, as habitat starts to move in on trails in between the steps and a curve. Steps could use the blower for debris. Witte inquired what rock base they use on the steps and to note that this shouldn't be removed when cleaning up the stairs. Branch on south zig/zag trail to look at for possible falling hazard. He noted for Rum River Meadows an overall rating of a 4 and items noted are wood chips kicked out by bench swing. Witte recommends a concrete border around playground. Garvey added that this project was actually completed two weeks ago and was our last playground area to have this completed, which we had on our project list to do. Witte also noted weed control in wood chips. Witte noted for IHN an overall rating of a 3, and items noted were outdated park, damage to end slide piece. Various carving and scratches on equipment due to vandalism, the mulch looked aged and the pavilion showed no signs of damage. Garvey noted that this park is an example of what staff has mentioned at previous meetings regarding outdated playground equipment and that we can no longer get replacement parts

for this playground. Witte added a comment about the volleyball net at Rum River Meadows has a hole and this court does not seem to get used. Garvey added that a volleyball court too often is not on a grass surface and that when Bluebird park was developed this park had that as an option and wasn't installed, and then when the additional lots were secured for RRM it was decided that one could be added to this park area to have one within our park system. Jimmy Gordon reviewed Bluebird, Riverside and Unity parks. Gordon findings for Bluebird were an overall rating of a 5 and items noted were swing chair could use some oil/grease, repaint hopscotch, missing garbage can by pavilion, and a merry-go-round addition was suggested. Garvey noted that many swings in the system squeak and have added this to the maintenance list, and continued that the city has stencils for the other items but not the hopscotch one and will look at end of year budget to see if we can purchase one to have. Gordon reviewed Riverside with an overall rating of a 4 and items noted were black residue on sides of stairs and platform and weeds in that area in wood chips. Gordon noted for Unity an overall rating of a 4 and items noted were bleachers should be painted and/or boards replaced. Garvey indicated that the bleachers are in the 2021 CIP and will get replaced next year. Garvey then reviewed these items for prioritization:

*Short-Term and Immediate Maintenance Projects:*

- Academy: Rake mulch
- Bluebird: swing grease/oil, garbage can replacement(ongoing)
- Isanti Hills Neighborhood: mulch
- Legacy: sign to be moved when parking lot is complete and additional map sign to be brought back (completed August)
- Riverside: weeds removed from tot area and residue removed
- Rum River Bluff Preserve: cut vegetation along trails, debris removal from steps
- Rum River Meadows: concrete edging project completed Aug 16, weeds removed from mulch.

*Long-Term Projects:*

- Ramp access at Academy from road
- Unity: Bleachers – 2021 CIP
- Discuss future of Whittier Drive – resurface courts? Larger park overhaul?
- Bluebird Hopscotch – new stencil needed, end of year budget item to review

**4. Tree Plan Review-** Garvey reviewed the city does not have a tree plan in place, but staff is in the process of researching this in more detail and will bring back to a future meeting. The city has 11 parks and several of these parks are young and have less trees than more established parks. The parks that staff recommends to look at in more detail are: Academy, Bluebird, Riverside and Rum River Meadows. This fall PW will be creating the sledding hill on the northwest corner of Bluebird park on the existing hillside. With the addition to the hillside trees need to be removed on the top of the hill and moved to a new location. Tree moving cost is estimated at \$500 for the three trees. Staff is requesting recommendations for tree movement within Bluebird of the three trees that need to be moved for the sledding hill. Garvey reviewed the options within Bluebird to move the trees to bench areas to provide shade and provided pictures for the board to review. Zdon added that when Bluebird was first planned there was a tree plan put in place and it stopped with the crash in the market and to review this plan and the budget implications. Zdon added that they be moved to the play area and the bench areas. Witte asked about Rum River Meadows and that this has a couple of trees within the park area but on the north side of the park and inquired if that moving one to RRM be an option. Zdon asked the budgeting and plan for future years, Garvey noted that she has not started that process and that this was the start and we needed to just move these three trees at this time. It was noted that the bench in RRM on the west end would be the most beneficial to have a tree placed to provide shade. The board reviewed the Bluebird park option to move the tree to the north bench and the west bench. Staff added that the west bench may not have enough space to plant a new tree, so asked if that was not an option what the next option they would like to see a tree be placed. Zdon suggested to shade the biffys on the north end. Gordon asked if bringing another tree to RRM would be an option. Zdon asked if it was still well used and indicated to add the other tree to provide a shade tree for the picnic tables. Direction was to have two trees at RRM, if the tree on the west side of BB playground would not be a viable option.

**5. Department Updates** – Garvey reviewed she does not have any updates at this time on the Fir Street item. Garvey created a new promotional event flyer that she gave to the board. Curious Creatures was held on August 11 with the Ice Creme theme with 10 kids at Mattson Park. Street Dance was held August 8<sup>th</sup> with Brat Pack Radio with 10 vendors and an additional alcohol vendor that was approved by city council. Attendance was a bit more than July's and this dance followed the Rum River Rods Car Show that was during the day. The dog park is being well used and new amenities have been added from our donation from the Rotary Club of Cambridge & Isanti. Staff is making a plaque to be place within the park. Bluebird park has had some vandalism in the past few weeks. A tunnel piece on the playground was damaged and a replacement part has been ordered and hope to have by end of September. The bathrooms on the south end of the BMX building have been vandalized twice in the last couple of weeks and they have been temporarily closed as we fix the hand dryer. The skate park had a few boards replaced that were damaged. The movie schedule has been created and movies picked the schedule will be Nov 6 – The Mighty Ducks 2; Dec 11 – The Polar Express; which we will include a Santa visit this night before the movie, which council approved at their Aug 5 meeting; Jan 22 – Frozen II; Feb 19 – Cars; and Mar 26 – The Grinch which I was not able to show this past March so bringing it back. The Isanti Family Farmers Market continues through Sept 25, Friday's from 2-6pm. The other upcoming events and projects are the wedding hall project starting Sept 8; Family Day at Legacy Park – Sunday Sept 27 from 3-5pm to include, hiking, smores, and family photos and prize drawings from C-I Hockey Assc, CMK Financial Services, Connexus Energy, Cobble's Marketplace, Isanti Physical Therapy, Rockstad and Co. Relics & Wax. A new event of a Candy Cane Parade Light Hunt – Sunday Dec 13 from 5-6:30pm at Legacy Park and the month of Curious Creatures 9-10am Sept 15 – Back to School at Isanti Hills Neighborhood Park; Oct 6 - Police/Fire, 10-10:30 Gobble, Gobble and Dec 8 – Santa Fun all at Isanti Community Center. Garvey added that she created facebook events for the department on the city page. Legacy park parking lot is nearly completed. The community garden's sunflower maze is in full bloom and the maze is available for the gardeners to walk through.

**Adjournment:** Motion by Witte, second by Gordon to adjourn the August 25, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:48 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation and Culture Manager



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** October 27, 2020  
**Subject:** New Development Concept Review

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### **Background:**

A new housing development is being proposed on the east side of Hwy 65, just northeast of the Arts and Science Middle School off of Cajima and 7<sup>th</sup> Ave NE. The developer met with city staff and has provided a preliminary concept for the PRC board to review, in particular to the park area. The attachments include the proposed park areas for this preliminary proposed development. This is being brought to the PRC Board in the very early steps in the process for review.

### **Recommendation:**

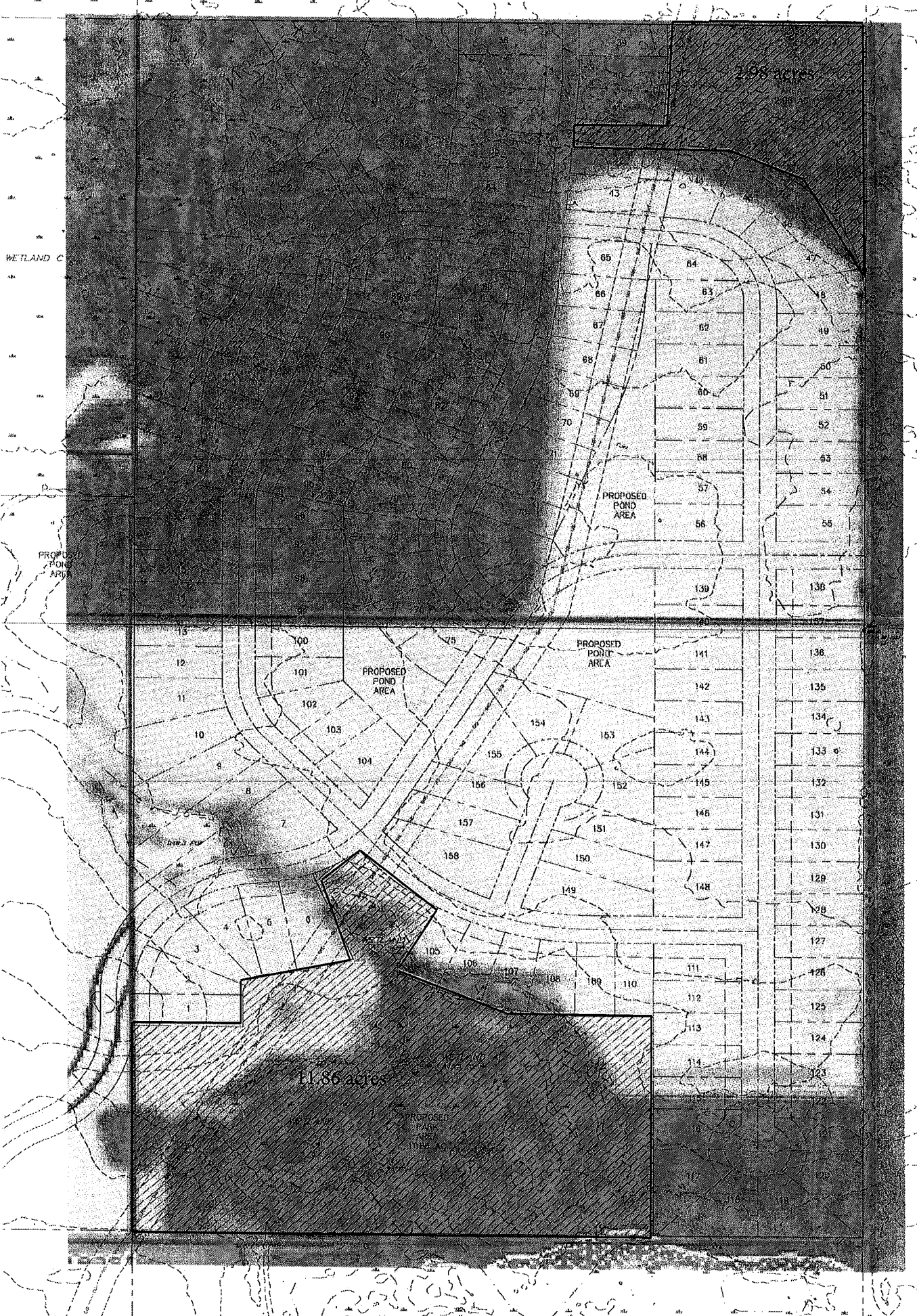
Staff does not recommend accepting the land for park dedication and a fee credit. Staff views this land as unusable for the city.

### **Request:**

Does the PRC Board accept recommending the land/area's as part of their Park Dedication within this new proposed housing development?

### **Attachments:**

- Maps of proposed land/area
- Map of general area within city



208 acres

WETLAND C

PROPOSED POND AREA

PROPOSED POND AREA

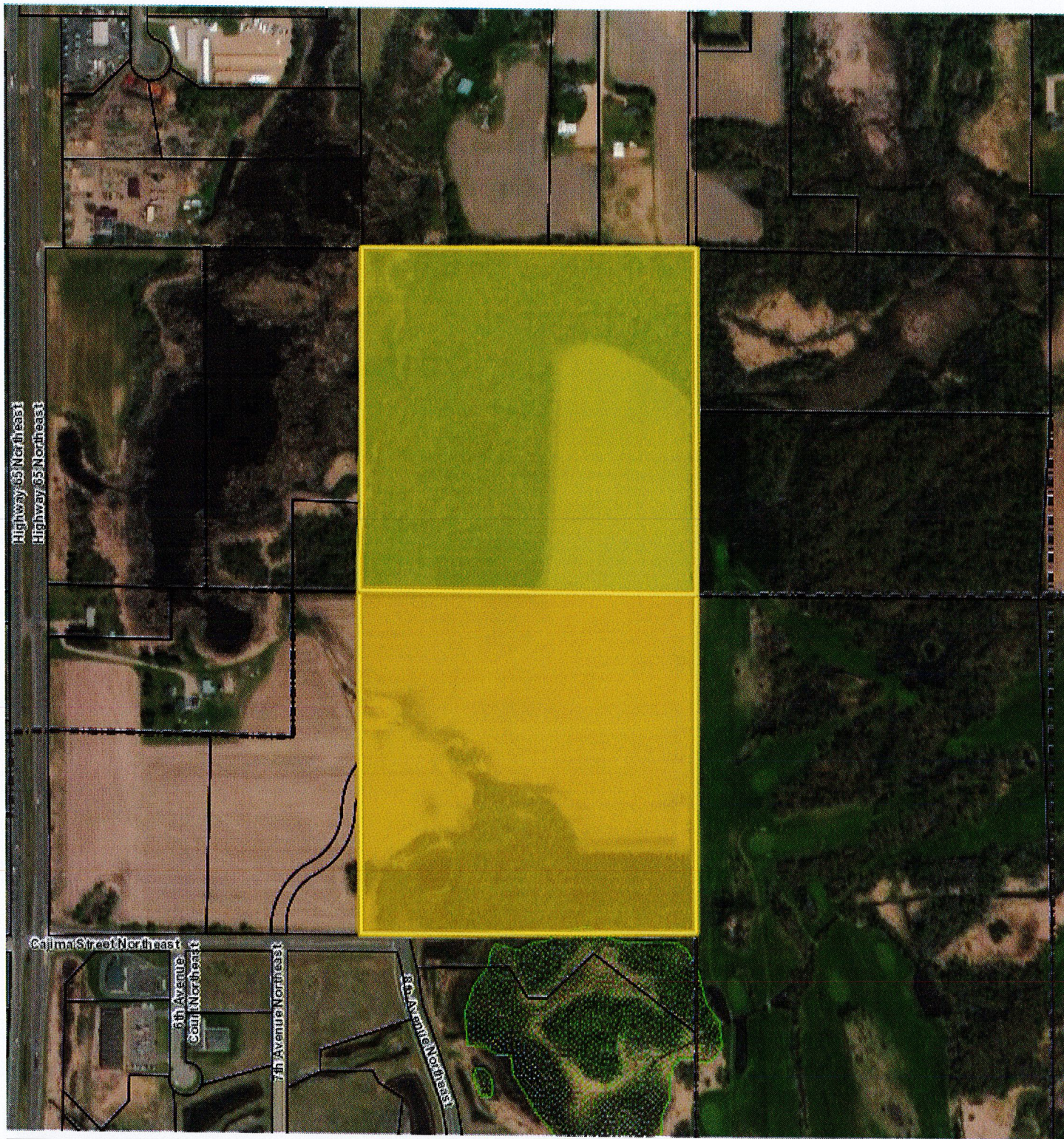
PROPOSED POND AREA

PROPOSED PORT AREA

11.86 acres

PROPOSED PORT AREA

1570



0 527 Feet

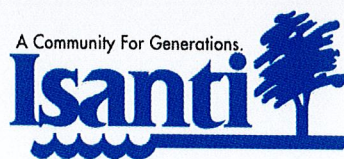


**BOLTON & MENK**

Real People. Real Solutions.

**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.



**Map Name**



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** October 27, 2020  
**Subject:** Fir Street Update

---

### **Background:**

At the July 28 meeting staff reviewed an update on this item. Staff has been able to gather more information from the state on these two parcels.

After further information gathering from the state it has been determined that the city has 15 years from the 2015 purchase to have these parcels as a completed park. The planning process will need to continue and staff will bring this back to a future meeting for more detailed planning.



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** October 27, 2020  
**Subject:** Sledding Hill Rules Signage

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### **Background**

The hill creation was completed in October by Public Works. Staff has researched other communities' rules and the League of Mn Cities signage rules and has included a draft rule sign. Staff is recommending to have two signs back to back be installed on an existing 4x4 post close to the flag in the northwest corner of the park, which would be adjacent to the sledding hill. One sign would face the street corner and one sign would face the hillside.

Rules signage draft:

1. Users assume risk of injury
2. Adults must supervise children
3. Use caution
4. Be considerate of others
5. Do not sled when icy
6. Do not alter sledding hill
7. Sled in designated areas only

### **Request:**

To approve sledding hill rules and signage and to forward to council for approval.

### **Attachments:**

- Draft sign with rules



# Sledding Hill Rules

1. Users assume risk of injury
2. Adults must supervise children
3. Use caution
4. Be considerate of others
5. Do not sled when icy
6. Do not alter sledding hill
7. Sled in designated areas only



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** October 27<sup>th</sup>, 2020  
**Subject:** Tree Plan - Update

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### **Background:**

Staff was able to research and find the original Bluebird Park development plans along with the tree plan that was started and then stopped in 2009, as a result of the economy at that time. The tree plan was just for Bluebird Park and did not include any of the other city parks. The PRC board discussed the Bluebird Park tree plan again in 2015, which they approved staff to move forward with again for Bluebird Park by contacting a college student or arborist to assist with this project. There was also direction to accept donated trees from a local business to be used for parks. A few trees are still at PW growing but not quite ready to be transplanted to a park. A plan has not been developed. Staff will continue to work on developing a plan, along with budget/costs and bring this item back to the board in 2021 for further direction.

### **Attachments:**

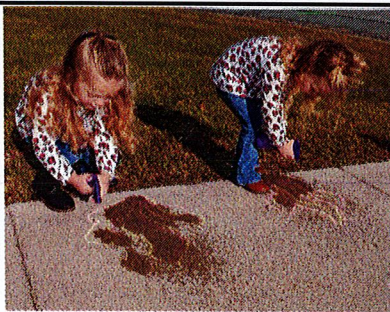
- 2009 Tree Plan Layout Guide





## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** October 27, 2020  
**Subject:** Department Updates



Curious Creatures was held on September 15 at Isanti Hills Neighborhood Park with 15 kids with a Back to School theme and on October 6 17 kids at Isanti Community Center with a Police/Fire theme.

The last Street Dance was held September 12 with The Farmer's Daughters. The event went well with about 400 in attendance, which was lower than expected with the Rum River National Race in town, but the pandemic health issue that surrounds us I feel is still affecting attendance for events.

The dog park has the new plaque in place for the donation from the Rotary Club of Cambridge & Isanti.

Bluebird Park had the tunnel piece that was damaged earlier in the summer replaced, along with Rum River Meadows swing bracket replaced. The swings are back up.

Isanti Family Farmers Market is done for the season as of September 25. Staff conducted a short wrap up meeting after the last day and the vendors mentioned they enjoyed the season and did well, especially consider how 2020 has been.

Family Day was September 27 at Legacy Park. Self-guided nature hikes, smores and a photo booth were the day's events. We also had a prize drawing this year with items from: C-I Hockey Assc. (Jumping Jack's, Wintergreens and Pizza Pub gift certificate) – value \$150; Coborn's Marketplace - \$50 gift certificate; CMK Financial Services gift basket – value \$60; Connexus Energy gift basket -value \$100; Isanti Physical Therapy massage gift certificate – value \$80; Rockstad and Co. Relics & Wares gift basket – value \$35. Thank you to these generous local businesses/organizations for supporting our community. We handed out 60 tickets to people coming to the event. Three prizes remain to be picked up, those not picked up by the November 1 deadline, will be drawn at the upcoming movie nights.

The community garden closed up October 18 for the season. Sunflowers were planted this past summer and will remain in the garden until next spring for birds and animals to enjoy a meal during the winter months.

Upcoming events:

- Sledding Hill grand opening TBD (will depend on snow fall)
- Movie Nights (limit 15 families until restrictions update):
  - November 6 – The Mighty Ducks 2
  - December 11 – The Polar Express (Santa Visit 5-6:45pm (limit 25 families))
- Candy Cane Flashlight Hunt – Sunday December 13 from 5-6:30pm at Legacy Park
- Curious Creatures 9-10am each date
  - November 10 – Gobble, Gobble at Isanti Community Center
  - December 8 – Santa Fun at Isanti Community Center



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** October 27, 2020  
**Subject:** Tobacco Free Policy Review

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### **Background**

The City Council adopted Resolution No. 2013-158, which established a Tobacco Free Park Policy. The Council had approved that all youth playground areas, picnic shelters or park buildings, and organized sporting areas, complexes, and facilities located on City-owned park land be included under the policy. A copy of the Resolution and policy has been attached. All city parks and grounds have the specific tobacco free signs or parks signage that states no tobacco use or no tobacco products. Ordinance 295 went in to affect in 2014 which states:

**§ 295-3 Smoking on municipal property prohibited.**

No person shall smoke a cigarette, cigar, pipe or other lighted tobacco-related device, or use a nicotine or lobelia delivery device or other electronic delivery device, or chew or otherwise use tobacco within any municipally owned building or municipally owned vehicle, within or without the City of Isanti municipal limits.

The Ordinance will supersede the policy.

### **Request:**

To review the policy and provide staff direction of any changes.

Does the PRC Board want to include language that covers parking lots or other specific areas to the ordinance?

### **Attachments:**

- Tobacco-Free Park Policy
- Resolution 2013-158



## CITY OF ISANTI

### TOBACCO-FREE PARK POLICY

#### **Subject**

Prohibition of tobacco product use within the City of Isanti Park System in those areas as identified within this policy statement.

#### **Purpose**

The City of Isanti Parks and Recreation Tobacco-Free Policy is designed to protect the health, welfare, and safety of our park patrons.

#### **Policy**

The City of Isanti is committed to establishing a quality of life for all residents, therefore, we believe that:

1. Tobacco product use in the proximity of children, youth, and adults engaging in or watching recreational activities is unhealthy and detrimental to the health of others.
2. Tobacco products consumed in public spaces are often discarded on the ground, thus posing a risk of ingestion to toddlers and causing a litter issue within park areas.
3. As parents, leaders, coaches, and officials, we are thought of as role models and the use of tobacco products around youth has a negative effect on their lifestyle choices.

#### **Tobacco-Free Facilities**

No person shall use tobacco products in the following City-owned park land, park facilities, and open space areas:

1. Youth playground areas.
2. Picnic shelters or park buildings.
3. Organized sporting areas, complexes, and facilities located on City-owned park land.

#### **Policy Enforcement Plan**

The emphasis on enforcing the Tobacco-Free Park Policy is through voluntary compliance:

1. Appropriate City-owned park land areas and facilities as identified above will be signed.
2. City of Isanti staff will meet and/or provide information to organizations, leaders, or coaches that discuss the policy and to distribute flyers with the "Tobacco-Free" regulations.
3. City staff will make periodic observations of park land areas and recreational facilities as identified above to monitor for compliance.

#### **Adoption Date**

July 2, 2013

Amended August 7, 2013

**RESOLUTION NO. 2013-158**

**A RESOLUTION AMENDING RESOLUTION NO. 2013-125 TO ADOPT A TOBACCO FREE PARK POLICY**

**WHEREAS**, the City Council of the City of Isanti is committed to quality of life standards for all residents; and,

**WHEREAS**, the use of tobacco products within designated areas of the park system are unhealthy and detrimental to other park patrons, remnants of tobacco products result in litter in park areas, and the use of tobacco has a negative effect upon the lifestyle choices of our community's youth; and,

**WHEREAS**, the Parks, Recreation, and Culture Board had reviewed the item at their meeting on May 28, 2013 and recommended that a tobacco free park policy be drafted and implemented for playground areas and shelters; and,

**WHEREAS**, the City Council authorized City staff to prepare such a policy (Resolution No. 2013-105); and,

**WHEREAS**, the Parks, Recreation, and Culture Board reviewed the proposed Tobacco Free Park Policy and recommend approval with the addition of organized sporting activity areas at their regularly scheduled meeting on June 25<sup>th</sup>, 2013; and,

**WHEREAS**, the City Council had approved Resolution 2013-125 in which Unity Baseball Field was added to the areas that were to be tobacco-free; and,

**WHEREAS**, it was brought to City staff attention that the intent was to include all similar such organized sporting areas located on City-owned park land areas; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota** hereby amends Resolution No. 2013-125 and adopts a revised Tobacco Free Park Policy, as provided in 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 7<sup>th</sup> day of August 2013.

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Mayor George A. Wimmer

ATTEST:

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Donald C. Lorsung  
City Administrator/City Clerk

(SEAL)



**AGENDA  
CITY OF ISANTI  
PARKS, RECREATION & CULTURE BOARD MEETING  
Tuesday, November 24<sup>th</sup>, 2020 - 6:00p.m.  
City Hall Council Chambers**

Pursuant to Minn Statute 13D.02, the public body has determined that the Parks, Recreation and Culture Board will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The City of Isanti will be holding the Parks, Recreation and Culture Board meeting by using Zoom.

**The public can comment at the Parks, Recreation and Culture Board meeting by visiting this website:**

<https://zoom.us/j/93710510648?pwd=SVd5TC9lRExybld5ZmFpR1N4Z2RFUT09>

or by calling into this number +1-312-626-6799 with this meeting ID: 937 1051 0648 and passcode 313088

**To mute and unmute during meeting press \*6**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from October 27, 2020 Parks, Recreation and Culture Board Meeting.
3. Public Hearing
4. Isanti Family Farmers Market and Community Garden Updates
5. Department Purchases
6. Department Updates
7. Adjournment

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES  
October 27, 2020**

**Call to Order:** Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon, Michael Becker

Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Gordon with modification of swearing in new board member. Motion passed 3-0

**2. Meeting Minutes:** Motion by Witte; second by Gordon to approve meeting Minutes from August 25, 2020. Motion passed 4-0.

**3. Public Hearing:** Dan Balk – 411 Hillock St NE – came to request for the city to add pickleball lines to existing tennis courts, in particular Mattson tennis courts. Mike Mueller resident of Cambridge also came to speak about pickleball, and is President of the Cambridge Area Pickleball Assc, a non-profit group which promotes healthy living, with 140 members, and has several areas in Cambridge and Isanti that they can play indoor and outdoor. Pickleball is played on a court surface and is similar to tennis, however the court itself is smaller and a different net and equipment is used. 20x44 is the court size, other outdoor courts in the surrounding area have line for pickleball use. Zdon asked how many people in the league and that the board has discussed this in the past. Witte asked if there has been push back regarding to the different lines on the courts and any confusion regarding playing. Mueller replied that in Cambridge there are dedicated courts for pickleball, at this area there is not. Zdon asked for clarification of what is preferred, and Balk reiterated that they are interested in having lines on a court for practice. Zdon stated that Whisper Ridge is one option to add lines or to add at other court areas. Witte added that we would have to consider resurfacing Whisper Ridge. Zdon stated that this is something that the board has discussed and will have to make some decisions in the very near future and what the future of that area will be. Mueller added that 4 courts can be on a tennis court, if they are placed sideways on the tennis court. Gordon asked the cost of adding lines or courts to, Mueller added that it was about \$11,000 which involved new courts and lines. He was not aware what the cost of just adding lines would be to a court. Mueller added that Cambridge added the courts into their street project. Balk added that the lines would be a narrow line to be added, a temporary tape option that could be added. Zdon and Witte added that is something that we can look into. Zdon asked if Balk was familiar with Whisper Ridge and added that parking is very limited and only on street parking is available. Zdon would like to see Mattson as the option. Mueller added that Badminton court lines is the same as pickleball court lines. Motion by Witte for staff to research further on the pickleball court option at either Mattson or Whisper Ridge, seconded by Becker. Motion passed: 4-0

**4. New Development Concept Review** – Garvey reviewed that a new housing development is being proposed on the east side of Hwy 65, just northeast of the Arts and Science Middle School off of Cajima and 7<sup>th</sup> Ave NE. The developer met with city staff and has provided a preliminary concept for the PRC board to review, in particular to the park area. The attachments include the proposed park areas for this preliminary proposed development. This is being brought to the PRC Board in the very early steps in the process for review. Garvey added that staff's recommendation is to not accept the land for park dedication and a fee credit. Staff views this land as unusable for the city. Garvey added asked does the PRC Board accept recommending the land/area's as part of their Park Dedication within this new proposed housing development? Garvey added that when a new development is added to the city an option is for park dedication land or a fee based on each lot in

that development, which is \$1,500 per lot, and in this development of about 160 lot could be about \$224,000 in park dedication fund fees. Garvey added that the two areas being proposed, the larger area of about 12 acres is wetland area and the almost 3 acres is unknown at this time as staff has not gone to this area to view. Zdon asked for clarification on the area and that the current Academy Park is just to the south of this development and just east of the Arts and Science Middle School. Zdon also added that he would not want to accept this land area, especially if they are wetland, and that we would put a park in the north area of the development and close to an existing park and this size development to have some type of park. Zdon asked staff to remind all what Park dedication funds can be used for. Garvey added that the funds can be used for anything new, it cannot be used on any maintenance or existing, anything that is new, land acquisitions or capital improvements. It can be used for capital improvement and purchasing new land. Zdon asked what the balance of the Park dedication fund amount was... Garvey was not sure what the balance was at and didn't want to provide something that was incorrect. Zdon asked if the new Legacy development was platted years ago. Garvey added that the development fees would be current as they are just adding those now. Gordon added that staff is suggesting that staff is recommending to not accept either of these parcels and asked for reiteration. Garvey added that the park dedication fee is \$1,500 per lot and with this potentially to be about \$224,000 with the approximate 160 lots vs the land being proposed for park area. Gordon added that does the north area to be used for the park, and Zdon added that he didn't want to offset the fees provided over the land. Witte asked about the pond areas within the proposal and specific areas they would like to see a park area. Zdon reiterated that he would rather have the fee's over the land area being proposed so we could build them a park. Motion by Gordon to not accept the land in exchange for the fees, seconded by Witte. Motion passed 4-0.

**5. Fir Street Update-** Garvey explained that at the July 28 meeting staff reviewed an update on this item and that staff has been able to gather more information from the state on these two parcels. After further information gathering from the state it has been determined that the city has 15 years from the 2015 purchase to have these parcels as a completed park. The planning process will need to continue and staff will bring this back to a future meeting for more detailed planning, and it was brought to the board in 2018 and will revamp it at a future meeting and will discuss this at that time. Zdon added that this area could use park dedication funds for this park.

**6. Sledding Hill Rules Signage-** Garvey reviewed that the sledding hill was completed in October by Public Works in Bluebird Park. Staff had researched other communities' rules and the League of Mn Cities signage rules and has included a draft rule sign. Staff is recommending to have two signs back to back be installed on an existing 4x4 post close to the flag in the northwest corner of the park, which would be adjacent to the sledding hill. One sign would face the street corner and one sign would face the hillside. The draft rules are as follows: 1. Users assume risk of injury, 2. Adults must supervise children, 3. Use caution, 4. Be considerate of others, 5. Do not sled when icy, 6. Do not alter sledding hill and 7. Sled in designated areas only. The sign would be about 18" by 18". Witte asked about combining rule 3 and 4. Becker added that something should be added about horseplay. Witte added sledding prohibited when icy as an option and walk up the side of the hill. Witte added would the hill be open during daylight hours only. Zdon added that during park hours. Garvey added that it would be open during park hours, but it is not lite. Witte added to have it as during daylight hours only. Gordon added that its dark after 5. Witte asked about the type of items to sled with and asked about ski's or snowboard. Are we allowing that? Gordon and Zdon added why not, Zdon stated we would be snowboarding down the hill. Zdon added to watch up the hill, for people coming down the hill. Some type of language to add. Gordon reiterated that the side of the hill verbiage was good and asked if this was run by the city attorney. Garvey added that it was run by League of Mn Cities and past city attorney, but has not by the new attorney, and Gordon

added that it may not be necessary. Witte added about the alterations and adding to that more. Zdon added that the signs need to be made quickly. Zdon agreed to combine 3 and 4 to walk on side and watch those coming down type of language and to add at bottom Have Fun, the most important rule for a sledding hill and Gordon agreed to add it. Witte asked about parking close by. Motion by Witte, seconded by Becker to adjust rules and to combine 3 and 4, walk alongside hill and to have fun. Motion passed 4-0.

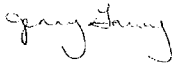
**7. Tree Plan- Update-** Garvey reviewed that staff was able to research and find the original Bluebird Park development plans along with the tree plan that was started and then stopped in 2009, as a result of the economy at that time. The tree plan was just for Bluebird Park and did not include any of the other city parks. The PRC board discussed the Bluebird Park tree plan again in 2015, which they approved staff to move forward with again for Bluebird Park by contacting a college student or arborist to assist with this project. There was also direction to accept donated trees from a local business to be used for parks. A few trees are still at PW growing but not quite ready to be transplanted to a park and they are still small. A plan has not been developed. Staff will continue to work on developing a plan, along with budget/costs and bring this item back to the board in 2021 for further direction and attached was the original tree plan and there are some areas that were crossed off on the plan for trees that were planted and many trees that were planted did not survive.

**8. Department Updates** – Garvey reviewed that Curious Creatures was held on September 15 at Isanti Hills Neighborhood Park with 15 kids with a Back to School theme and on October 6 17 kids at Isanti Community Center with a Police/Fire theme the police department send two officers to talk about safety and hand out goodie bags to the kids and the fire department dropped off goodie bags with fire hats for staff to hand out as they couldn't make it. The last Street Dance was held September 12 with The Farmer's Daughters. The event went well with about 400 in attendance, which was lower than expected with the Rum River National Race in town, but the pandemic health issue that surrounds us I feel is still affecting attendance for events. The dog park has the new plaque in place for the donation from the Rotary Club of Cambridge & Isanti. Garvey continued that Bluebird Park had the tunnel piece that was damaged earlier in the summer replaced, along with Rum River Meadows swing bracket replaced. The swings are back up. Isanti Family Farmers Market is done for the season as of September 25. Staff conducted a short wrap up meeting after the last day and the vendors mentioned they enjoyed the season and did well, especially consider how 2020 has been. Family Day was September 27 at Legacy Park with self-guided nature hikes, smores and a photo booth were the day's events. We also had a prize drawing this year with items that were from the medallion hunt we had an overwhelming response from. C-I Hockey Assc. (Jumping Jack's, Wintergreens and Pizza Pub gift certificate) – value \$150; Coborn's Marketplace - \$50 gift certificate; CMK Financial Services gift basket – value \$60; Connexus Energy gift basket - value \$100; Isanti Physical Therapy massage gift certificate – value \$80; Rockstad and Co. Relics & Wares gift basket – value \$35. Thank you to these generous local businesses/organizations for supporting our community. Staff handed out 60 tickets to people coming to the Family Day event. Three prizes remain to be picked up, those not picked up by the November 1 deadline, will be drawn at the upcoming movie nights. The community garden closed up October 18 for the season. Sunflowers were planted this past summer and will remain in the garden until next spring for birds and animals to enjoy a meal during the winter months. Our upcoming events are; sledding hill grand opening TBD, Movie Nights will be limited to 15 families until restrictions update on November 6 – The Mighty Ducks 2, December 11 – The Polar Express along with Santa Visit 5-6:45pm and limited to 25 families for the timing with amount of families we can accommodate in that time frame. The Candy Cane Flashlight Hunt will be Sunday December 13 from 5-6:30pm at

Legacy Park; Curious Creatures for November 10 – Gobble, Gobble and December 8 – Santa Fun at Isanti Community Center. Witte asked when the dock would be removed as he noticed it last week when he was there and Garvey added that it was removed late last week.

**9. Tobacco Free Policy Review** – Garvey reviewed that the City Council adopted Resolution No. 2013-158, which established a Tobacco Free Park Policy. The Council had approved that all youth playground areas, picnic shelters or park buildings, and organized sporting areas, complexes, and facilities located on City-owned park land be included under the policy. A copy of the Resolution and policy has been attached. All city parks and grounds have the specific tobacco free signs or parks signage that states no tobacco use or no tobacco products. Ordinance 295 went in to affect in 2014 which states Smoking on municipal property prohibited. No person shall smoke a cigarette, cigar, pipe or other lighted tobacco-related device, or use a nicotine or lobelia delivery device or other electronic delivery device, or chew or otherwise use tobacco within any municipally owned building or municipally owned vehicle, within or without the City of Isanti municipal limits. The Ordinance will supersede the policy. Staff is requesting for the PRC board to review the policy and provide staff direction of any changes they see are needed and does the PRC Board want to include language that covers parking lots or other specific areas to the ordinance? Gordon and Zdon discussed that the parking lot does not need to be included into the language and should be left as is and technically the parking lot is included in the current language as its written. Motion by Witte and seconded by Becker to approve the Tobacco Free Policy as it is written and not changes.

**Adjournment:** Motion by Gordon, second by Witte to adjourn the October 27, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:53 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation and Culture Manager



**MEMO**

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** November 24, 2020  
**Subject:** Isanti Family Farmers Market and Community Garden Updates

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**Background**

Staff has reviewed the Isanti Family Farmers Market and the Community Garden rules and regulations along with the fees for each. Staff does not have any recommendations for changes.

**Attachment**

- Isanti Family Farmers Market 2021 Rules and Regulations
- Isanti Community Garden 2021 Rules and Regulations



# 2021 Rules & Regulations

## 1. Name: Isanti Family Farmer's Market ("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 Municipal Liquor off Heritage Blvd
- B. Dates: Friday's; May 28, 2021 – September 24, 2021.
- C. Time: 2:00 – 6:00 pm
- D. Mailing Address: 110 1st Avenue NW, PO Box 428, Isanti, MN 55040  
Attn: IFFM Market Manager
- E. Phone inquiries can be made: 763-762-5754 (Office) or 763-772-5856 (Manager's Cell)
- F. Email: [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)
- G. Website: [www.cityofisanti.us](http://www.cityofisanti.us)

## 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 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.
    - 1. 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. Full Season vendors 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.
  - iv. Membership fees will not be refunded if expelled from the IFFM.
  - v. 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.

## 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 21.

## 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 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 Mission: The IFFM 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.
- 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 10'x10' stalls. 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 required to keep their booth open for the entire market day 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. Vendors shall be open and ready for business at the start of the market (2:00pm) and no later. Vendors arriving late (after 2:00pm) are not guaranteed a booth or allowed to be a vendor for that day due to safety concerns. The market manager may reassign any stall not occupied 30 minutes prior to opening of the 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 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 booths. 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.
- 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.

- F. 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.
- G. Hawking and false advertising is forbidden.
- H. 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.
- I. 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.
- J. All items offered for sale must have pricing displayed clearly for each item or group of items. Pricing should be clear and legible.
- K. 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.
- L. Each vendor is responsible for his/her sales tax collection, where applicable.
- M. 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, 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.
- N. 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.
- O. IFFM Rules are subject to change. Changes to IFFM rules will be communicated to vendors in writing.

#### **14. Market Miscellaneous**

- A. Walkways 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. 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.
- F. 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.

- G. 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. 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 651-201-4259)

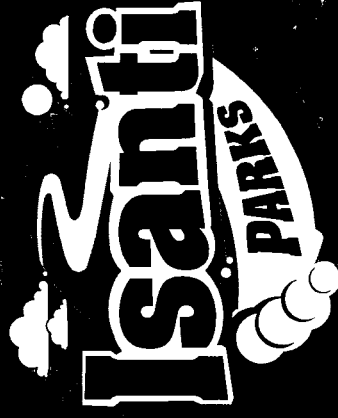
**16. Community Booths**

- 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.

City of Isanti  
110 1<sup>st</sup> Avenue NW  
PO Box 428  
Isanti, MN 55040

**Market Manager –  
Jenny Garvey**  
Office: 763-762-5754  
Cell: 763-772-5856  
Email:  
isantiparks@cityofisanti.us

# Isanti Community Garden



## 2021 Handbook

For questions regarding the Isanti Community Garden, please contact the Parks, Recreation and Culture

Manager at  
763-762-5754 or  
[isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)

### Garden Safety Tips:

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

### Is there a problem in the garden?

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

### 2021 Plot Rental

Ground Plots - 10' x 10' (66):

\$15/100 ft<sup>2</sup>

reserve up to 3 per household

Raised Beds(7)\* (4'Wx8'Lx19"H):

\$20

Elevated Bed (1)\* (4'Wx8'Lx19"H):

\$20

\*Contact us about wheelchair accessible options

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

### Important Dates

#### Registration Open

Feb. 1 - 7: Returning gardeners reserving the same plots

Feb. 8 - 14: Returning gardeners reserving new plots

Feb. 15 - May 31: Open Registration

#### Season Kick-Off Meeting

May 6, 2021  
6:00 pm

#### First Day to Garden

May 6, 2021 (after meeting)

#### Last Day of Season

October 17, 2021

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

# Community Garden Rules

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

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



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

## Rules of Use

- No refunds will be issued after May 1.
  - All gardening must occur between dawn and dusk.
  - Gardeners may allow others to garden at their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
  - Harvesting of any kind from others' plots is prohibited without permission from primary plot renter.
  - Pets are not allowed inside the community garden. Service animals are allowed as needed.
  - Children (under 15) in the community garden will be supervised at all times.
  - Community garden plots are intended for personal use only. No commercial gardening is allowed.
  - Garden plots may not be used to grow illegal plants, controlled substances, shrubs, or trees.
  - All plants and temporary structures (ex: trellises) must be contained within the plot boundaries.
  - The garden cannot technically be considered organic, but the use of commercial pesticides is not allowed. For a list of acceptable products, contact City of Isanti Staff.
  - Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
  - When provided equipment is used, it must be returned in good condition to the shed. Gardeners should report any lost or damaged tools to City of Isanti staff immediately.
- Plot reservations will be taken  
February 1 through May 31.  
Gardening will begin on May 6, 2021 and  
end on October 17, 2021.  
(Dates are subject to change due to weather conditions.)

- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - The garden is not planted by June 11, 2021
  - No signs of maintenance
  - Weeds have gone to seed
  - Harvest rotting on vine
  - Gardener has not responded to inquiries from City of Isanti staff.
  - Gardener has not addressed issues within 7 days of being notified by City of Isanti



## Notices:

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

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

**MEMO**

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** November 24, 2020  
**Subject:** Department Purchases

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The department will be able to purchase the following items for 2020 budget:

- Inclusive swing for Rum River Meadows Park (\$515)
- Additional replacement belt swings (\$40 each - 3)
- Hopscotch Stencil (\$250)
- Pressure Washer for ICC and BMX bathrooms (\$100)



## MEMO

**To:** Chair Zdon and Members of the Parks, Recreation & Culture Board  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** November 24, 2020  
**Subject:** Department Updates

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The department has had to cancel several events due to the COVID 19 pandemic surrounding us, including some upcoming events.

- Curious Creatures was cancelled for November 10 and December 8. Movie Night for November 6 and December 11 along with the Santa event.
- The community center is temporarily closed.

The Candy Cane Flashlight hunt for December 13 and the grand opening of the sledding hill for December 16 are on as planned.

Public Works will continue to prep and prepare the pleasure rink for use this winter. The sledding hill will be able to remain open for use when we have snow. The rules sign was posted November 18<sup>th</sup>.

### Sledding Hill Rules

1. Users assume risk of injury
2. Adults must supervise children
3. Use caution & be considerate of others
4. Do not sled when icy
5. Do not alter sledding hill
6. Sled in designated areas only
7. Walk up the side of the hill and leave the middle open for other sledders
8. Exit bottom of hill promptly



Have Fun!