

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD  
MEETING MINUTES  
January 22, 2019  
City Council Chambers**

**1. Meeting Opening**

**A. Call to Order.**

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

**B. Pledge of Allegiance.**

Everyone stood for the Pledge of Allegiance.

**C. Roll Call.**

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

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

**D. Agenda Modifications.**

Everett asked if there were any agenda modifications; there were none. Motion by Zdon, second by Witte to approve the agenda for the January 22, 2019 Parks, Recreation, and Culture Board Meeting.

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

**A. Oath of Office for New Parks, Recreation & Culture Board Members**

a. James Witte read the Oath of Office

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

Johnson nominated Zdon, Witte provided a second. Zdon was unanimously approved as Chair.

**C. Vice-Chair of Parks, Recreation & Culture Board**

Witte nominated Garvey, second by Johnson. Garvey was unanimously approved as Vice-Chair.

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

Everett will continue as City staff to serve as Secretary.

**E. Approve Parks, Recreation & Culture Board Meeting Dates**

Meeting dates were omitted from the packet. The Board tentatively approve all 4<sup>th</sup> Tuesdays with no meeting in December. The dates will be included in the February agenda packet.

**F. Review of Conflict of Interest Policy – Resolution 2019-010**

Attorney Joslin reviewed Conflict of Interest Policy with the board. He reminded that the board that this applies to members of the Council and commissions, and City staff and contracted officials. The main focus is to make sure that decisions made are done with an open mind with the best interest of the City at heart, and to avoid any situation that interferes with ability to do so. Conflicts are most often financial, and for this board are not frequent but could include acquiring property or investing in particular things that might result in a personal financial benefit. In that case, members should recuse themselves from that discussion. Joslin reminded the members that they can consult him if they have any questions come up.

Joslin also reviewed the Open Meeting Law with the members. Park meetings must be open, posted, and records kept. Board business is to be conducted at the meetings openly and transparently so that citizens can see how decisions are made. Serial or daisy-chain communications to conduct business outside of a meeting are not allowed.

**3. Approval of Minutes from November 27, 2018 Parks, Recreation, and Culture Board Meeting**

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

#### **4. Overview of 2019 Projects**

Everett stated that she put together a basic list of some of the bigger projects this year. The list includes Bluebird Park refurbishment which will involve taking apart the playground, getting all of the metal pieces repainted, and then putting it back together. We're hoping to not have to replace the plastic parts since many have been replaced as they've broken. Because it's such a big project, we will go out for quotes for it. Everett is putting together the Request for Proposal to go through Council.

The list also included marketing items for this year. Everett included the parks calendar for this year. She made substitutions on the inside panels this year; she took out the community garden and replaced it with Family Day, and traded Curious Creatures in for Movie Nights. The "other events" includes rodeo and National Night Out. We currently don't have anything organized for National Night Out, but a lot of people ask about it. Johnson asked if Park and Rec would be responsible for National Night Out. Everett responded that in a lot of places it's the Police Department, but she doesn't think it has to be that way. Johnson said he'd like to see that happen here. Everett said that one challenge is that Celebrate Isanti is right around the same time; that doesn't mean that we can't do something. Zdon asked what day the parade will be since the rodeo is after the 4<sup>th</sup>. Everett stated that it will be on July 11<sup>th</sup>, and rodeo will just do Friday/Saturday because they dropped Sunday again this year. Zdon asked if we should list the parade separately; Everett said that she will add it to the list. Everett also provided options for photos at the top of the calendar; the board discussed and said they liked the nature option (Legacy Park) best. The other marketing piece is to update the square park brochure; there are just some quick edits with contact information and that sort of thing and then we can get a bunch more printed for the year, and hopefully be able to use them for a couple of years. There isn't as much of a deadline for those.

Another project on the list for this year is getting a curb cut done at the farmers' market. We have been hauling around a wooden ramp for the last couple of years, and some of the lower sedans and things still couldn't get out so we end up having people drive all over the place. This project will help get the one-way traffic we want to keep everyone safe. We're hoping to get it done before the market opens. Everett is working with the engineer to get the drawing so we can bid it out separately. If it comes back too expensive, we'll roll it into other pavement management projects for the year. The challenge with including it that way is that we don't know when we'll be able to get it done.

Everett stated that there is also money budgeted to put some trees in at Unity. She has gotten some species recommendations from a tree expert. She will take a look at those and bring them back to the board for their input.

Everett also included information about this year's events. Street Dance bands have been booked. Hitchville is coming back; they were a big hit for us last year so we're excited to have them back. Audio Circus is new this year, but they play a lot down at Maxx so they should have a local draw as well. Good for Gary is well known around here, and the Facebook event already has a lot of interest. Celebrate Isanti is August 17; the car show is planning to be part of the event again, and we have time to work out some of the other details. The farmers' market will start May 31<sup>st</sup>; that's another event that is a little bit later this year, the last Friday is after Memorial Day. There won't be a market on July 5<sup>th</sup> – we tried it one year and no one came, and the vendors should get that day off too. Everett scheduled Earth Day Clean Up for Monday, April 22. Last year it was on a Saturday, and was not on Earth Day, so this year we'll try it on Earth Day in the evening and maybe we can get some of the scout groups and things to join us. The Citywide Clean up is still on the weekend. Passport to Parks is scheduled again; Everett will bring it back for discussion about ways to boost participation this year. Family Day was successful last year, so she has scheduled that again for the same weekend. Curious Creatures is continuing and Everett booked Council Chambers for rain days if needed. Hopefully the consistency will get more people involved. There were seven kids for the January one at Bluebird Park, and the kids were really excited to get outside in winter. Cambridge-Isanti Early Childhood's Facebook page shared that information too. Everett asked for board discussion about Movie Nights. They are in the fifth season, and they're not hugely popular but are also not that much work. She is okay with continuing them next season, but it may be worth it to shorten the season from October through April to November through March. That still covers the winter months and maybe that will make it easier to get enough volunteer groups. The goal of those was more than just showing a movie as something to do, it was to have some events that could support our community groups. The board approved the shortened season for 2019-2020.

Garvey asked if any of the bands we have do advertising on their own. Everett stated that most of their websites have tour dates and they list street dances there, and they usually have active Facebook pages as well. On our events, they've been invited to co-host so essentially their whole audience sees our events.

## **5. Dog Park Development Timeline**

Everett stated that after the board's discussion, the next step is to bring the plans to Council. She talked with the engineer earlier and he said there wasn't a problem with doing a survey with some snow on the ground, so we should be able to get things moving. The concept was also included in the packet for board review, and shows where it is planned to sit on the site. The biggest questions right now are where the utilities run along the road – with the location of the trees, Everett is guessing we'll be about twenty feet of the road anyway, so hopefully there isn't an issue – and on the eastern boundary, we just have to make sure we don't come up against any issues with railroad property. We will make it as big as we can in the space that we have. We'll go as far south as that first building. The fence is planned to be 4' coated chain link with a maintenance strip, and will have kind of a vestibule area to enter without letting all of the other dogs out. If that is located on the southwest corner, it can still be utilized when and if the dog park is expanded. We will have a sign with rules, and Everett figured putting that near the parking lot would make sense since that's where most people will come in from. The doggy bag dispenser is in the budget as well. Public Works has asked that there's a big enough entrance for them to get in with the mowers. There is a rough timeline, which might have to change since there are things that have to be done before we can do anything else. Throughout the process, she plans to do some media blasts so people know that it's happening to create some excitement about it to hopefully get it used as soon as it's open. Everett would like to do some kind of Grand Opening, and believes June 27 is reasonable, but it will depend when frost goes out and that kind of thing. Zdon agreed that should be plenty of time. Everett asked the board for comments. Garvey said that entrance location also makes sense in case a dog does get out, that is furthest away from the road. She also stated that the park sign combined with rules is too far off the road, and it would make sense to have something right on the road. Garvey said it would probably need to be two separate signs. Everett stated that sign with rules was designed as 4' x 4', and the little sign at VFW and Unity are 2' x 4'. She asked if that kind of sign that just says "Dog Park" would work. Garvey thought that would work, and the Dog Park sign could be attached right to the fence. Zdon agreed that would be a good idea, where ever there's a high visibility spot. Witte asked if there were plans to put any sort of obstacles or anything in. Everett said that it isn't budgeted yet. Zdon stated that long term we had talked about adding it in. Everett said that if someone wanted to donate them this year, we could probably work them in. It is a little less than an acre space, so she wasn't sure how much "stuff" you'd want in there either. Zdon said a couple things would probably be good. Witte said maybe even a drain tube. Garvey recommended checking with Public Works to see if we already have anything laying around that we could use. Everett added that we can also wait to see where the bids for fences come in, and if there did end up being extra money we could think about using that too. Zdon stated that once there's some more knowledge out there that this is coming, some dog trainers and other people might reach out to us too. Garvey stated that there are at least a couple of dog groomers in town too, and that might be a good way for them to put their name out there. Everett stated she does have money for a bench in the budget, but there is a resident who said they're interested in donating one so that might also be a source of savings.

Another point of discussion was whether or not to have a portable bathroom on site. Everett said this wasn't originally considered in the budget. There are bathrooms at the south side of BMX, but they're kind of far away so what to do they do with their dogs while they're gone? She wasn't sure if people will be there long enough that they'll need a bathroom, that may be the case. They are \$95 per month for an accessible unit. Typically in the parks they're just there from April to October, she's not sure if people would use one there in the winter or not. Zdon and Garvey thought they would. Everett stated that there might be money to cover it under the contingency built into the budget, but since it wasn't originally included she wanted to bring it up for discussion. Zdon stated that it's a "nice to have" not a "need to have" but the other bathrooms are pretty far away. Johnson asked if we utilize the one in Mattson Park. Everett said that we do. Johnson said that he thought about moving one. Everett said that it's hard to tell how often some of the neighborhood park ones get used, but we have them in most of the other parks. Johnson asked if we could get a deal with all of these; Everett stated that she thinks we are and our contractor has been really great to work with. Zdon summarized by saying we'll wait until bids come in after the survey and we should do it if there's money. Garvey said her only other thing was to make sure there was a bench. Everett said that we will have a bench, whether we pay for it or we get one donated. Zdon said that it wouldn't even hurt to have two if someone wanted to donate one and we had money to buy another. Garvey said even a picnic table might be nice.

The last point of discussion was the rules. Everett explained that these came from a combination of many other dog parks. She said some of them were really particular about dogs being licensed in that City. Because of where this is going, Everett said she could see a lot of visitors from out of town using it, so that might not make sense here. Most of the other rules were common across dog parks. Everett said there is time before we need to get that made, so we can revisit it later if needed too. Johnson asked about what is declared a dangerous dog. Everett said that she checked in with Chief Hill about that because a lot of places used that very specific language. There is a State statute that if police have declared a dog dangerous, that dog has to microchipped, vaccinated, and wear a muzzle in public. Those dogs aren't typically taken to a dog park, so it shouldn't really be a problem but it's just one of those things that should be said. Witte asked if there is a limit of dogs in the park at once. Everett said she didn't see any rules that addressed that, but we could add one if we wanted. She would guess that most dog owners would probably just come back later if they got there and it was really busy. She wasn't sure how she would enforce that.

The board discussed that Cambridge has a dog park next to their community garden and across from their outdoor rinks, but no one was sure how much use it was getting. Johnson asked if anyone had noticed how nice of shape our rink was in; Zdon commented that we've had good conditions to make ice. Garvey asked where the light switch was and if it was now connected to the timer. Everett said that we had been instructed to make sure those lights were off at all times, so the might not be coming on right now. Everett stated that she will look into it, but she's not sure. Zdon asked if we are sticking with no lights, because it's dark around 5:00 and that's when everyone gets home from work. Johnson said that we should be able to have the lights on at least until the park closes. Everett agreed that makes sense at least for the pleasure rink. Zdon agreed and then mentioned that we can talk about the skate park lights too, but that's mostly in the summer. The board also discussed the location of the rink, and Everett said that she has it in her notes to bring next winter's rink up before budgeting this year.

## **6. Parks Updates**

Everett said that there are lots of applications out right now. The community garden applications are out and have been sent to last year's gardeners. Registration officially opens in February. The Street Dance vendor applications are out too. We are currently taking advertisements for the Isantian as well, those are due by February 1<sup>st</sup>. We have had ads for local organizations in the past as well. Everett added that the Spring Isantian is being put together with help from the department heads. Event information will go in there as well. Farmers' Market applications are also available, we have received a couple back, including a new farm. Everything is on the website, and they are available at City Hall.

Movie Nights continue. Last week was super cold, but we still had a few families show up; there were 13 people total. The February movie The Princess Bride and we still need a volunteer group. We also don't have anyone signed up for March, but the Ambassadors are signed up for April.

Witte asked if there is a fee for street dance vendors. Everett stated that it is \$50 for food vendors and \$25 for non-food vendors. The board discussed the ice cream trucks that we had last year since there were a couple of different ones. Everett explained that she's been telling all of the vendors that we'll take applications and make a decision about who gets in. We have to weigh lots of factors to make sure that vendors are happy and that we have enough of them to serve attendees.

## **7. Adjournment**

Motion by Witte, second by Johnson to adjourn the January 22, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:55 p.m.

Dated at Isanti, Minnesota this 22<sup>nd</sup> day of January, 2019.

Respectfully submitted,



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Katie Everett  
Parks, Recreation, and Culture Manager