

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
November 27, 2018
City Council Chambers**

1. Meeting Opening.

A. Call to Order.

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

B. Pledge of Allegiance.

Everyone stood for the Pledge of Allegiance.

C. Roll Call.

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

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

D. Agenda Modifications.

Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Witte to approve the agenda for the November 27, 2018 Parks, Recreation, and Culture Board Meeting.

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

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

3. Pleasure Rink Location Discussion (Jennifer Garvey)

Garvey said she wanted to bring up an idea for future years since it's too late for this year to think about moving the pleasure rink from the grass onto the south side of where the skate park is now. It will probably be about the same size as what it is now. Zdon asked if to clarify if she meant moving it to the concrete, and if that makes it easier to make ice. Garvey said she thinks it does. That we wouldn't have to worry about the ground freezing first and it's flatter. If it was on the concrete it would need some pieces of wood to contain the water. It is a little bit closer to the warming house too. Zdon said we had talked previously about moving it to where the wake park used to be, but there's not lighting there, and it would still be on dirt. Garvey agreed, and the concrete does have the lighting already because the rink used to be there. As a pleasure rink, she thinks it would be a sufficient size. Zdon said we can bring it back and look at it next year in the spring.

4. Unity Park Tree Planting Proposal

Everett reminded the board that there had been discussion about taking the wooden bollards out that have been falling down, and the board expressed interest in replacing them with something. She did some brief research on replacement permanent bollards, and because the parking lot is so long getting bollards for every four feet or so looked like it was going to be a pretty expensive venture. She also added that the aesthetics of what that would look like with Unity Park didn't make a lot of sense. Instead she looked into some landscaping options. She included a mock up in the packet of what it might look like with trees. She stated she doesn't think a whole lot of trees will be needed to make that distinction of park versus parking lot. Staff really hasn't noticed any damage from people parking where they shouldn't be, so it's not like we're combatting a serious issue over there. Trees are a reasonable solution. There are already two or three varieties of trees behind the ballfield already, so we might want to match those or maybe plant something different that will do well in that area. If the board is okay with it, staff will move forward with it. We'd want to get some substantial trees to make sure they survive. Witte asked what is the proposed spacing between the trees. Everett said 45 feet from trunk to trunk. Zdon added that it looked like about 30 foot trees once they're fully grown. Everett added she looked at a listing of trees that do well in Minnesota and most were 20 to 30 foot canopies, with some that are bigger. We'll also want to find something that isn't really messy. Zdon stated that it would look a lot better than the old bollards. Witte asked if there's any concern for people parking between trees. Zdon said that typically when people see that natural barrier they don't. There may be some that creep up a little bit though. Everett added that as it is, people could be parked there and

we haven't noticed them doing that. Garvey asked if this was the first summer that we've had the bollards out. Everett said they have been falling down for years and there hasn't been any real barrier there for a long time. Johnson asked if it was feasible within the budget. Everett stated that for the sake of time she put a placeholder in the budget for the project, and if the board decides not to spend that money that's okay too. Johnson asked if putting six or seven trees will be good enough. Everett said she thinks so. Johnson stated that he likes it. Zdon said he thinks it's way better than the bollards and will provide some shade. Johnson made a motion to approve the trees, Garvey approved. Motion to replace the bollards with trees as per the design in item four was unanimously approved.

5. Farmers' Market Rules Updates

Everett stated that she reviewed the rules after the season with having more vendors coming. One of the biggest issues with more vendors is during setting to make sure that everyone can get in and out on time and that it is safe. Everett highlighted the changes. The second point under Eligibility, she added that they need to have their applications in a week ahead of time so we know that people are coming ahead of time. If someone comes the day of, there is room in there to allow them in if there's space. There was also some redundancy in that section with the information about vendors finding their own licensing so that has been reordered. What is now number three in that section used to say that full season vendors have to attend the first four days. There's really no way to enforce that, and we're really not in a position to kick people out if they don't do that. Everett switched it out so there is an incentive instead; those who do come for the first four days will get a priority spot. The reason we have that rule at all is to establish the market early in the season, but some people just don't have anything to sell early on and aren't willing to sit there with nothing. Under number 10 vendor agreements, review and jurying, staff added language. Because we have vendors who have duplicate products and we have a limited space, we need to be able to say that we already have enough of something for sale and need to have room for something else. She checked with other markets and found that to be common practice. The rule now states that vendors need to be contributing to the mission as stated, and because the space is limited, the market manager has to evaluate applications according to value added to the market mission by providing high quality, in-demand products. That gives us some space to make sure the market is offering the best that we can for the community. That section was really brief before, and if people technically weren't breaking and rules they were in, so this helps to ensure the market's success. Another change is to 12B; some vendors want to have two booths. Again, as we get more vendors, eventually it might not make sense to allow people to have double booths, but this rule allows it as long as there is space and states that the full booth fee still applies.

The next change is under 13 – Vendor Expectations, which is where the safety piece really comes in. For 13B, the rule used to be that we could reassign their spot ten minutes before the market, but at point all of the vendors are already set up and wouldn't want to have to move. It now states that if they aren't there thirty minutes ahead of time, their booth will be reassigned. That helps the vendor look fuller so we don't end up with holes, but it also makes sure that people aren't coming in and out of the middle when customers are showing up. Most market days, there are people there by 1:45, and often by 1:30. We really need to control when cars are moving around in that tight space. The next point is it enforce when cars are arriving. If they're not there by 1:45, they won't be allowed to drive up at all. Vendor parking is still very close, so they'll just have to unload from their cars. It is a safety issue and is kind of non-negotiable. Johnson asked for clarification if that would pertain to the ice cream truck. Everett said they'll still be allowed because they're parked. Garvey asked if most booths are set up between 1:00 and 1:30. Everett said that about half of the booths probably are, but there have been a handful of vendors that are always late that are just going to have to adjust. Garvey wondered if 30 minutes was really a sufficient time. Everett stated that she thinks it is. The next rule is that what people really should be doing is driving up, dropping their stuff off, and then parking – in which case, half an hour is plenty of time. Most of vendors do several markets a week and set up very quickly. Everett did consider making the set up time longer, but for many vendors getting there earlier than 1:00 is really difficult. That said, there are a couple of vendors who set up early so they're out of the way, and she lets them do that. Garvey stated that the biggest point really is the safety with cars coming in and out with people walking around or waiting, so wanted to make sure there's ample time. Everett stated that customer traffic before 1:30 is pretty light, and those people are more aware that everyone is still setting up. Everett will plan to send out a letter to returning vendors informing them of this change, and will really take some enforcement the first couple of weeks.

Everett stated that there were a couple of other minor changes. Under 15 – Food Safety, she added that we have a hand washing station that people can request to use. There are people who give samples, and the state is very strict on how that should go. The market doesn't get shut down if someone is doing that wrong, their booth does. For us, we don't want that to happen, but it's ultimately their responsibility. Under Community Booths, Everett explained that there were groups that were doing fundraisers this year, but to her it makes sense that anyone selling anything should be paying the booth fee that everyone else. If they're just giving information, they fit under the community booth we already have. Zdon and Witte stated that they agreed. Garvey asked if vendors get information that the handwashing stations are available for them. Everett stated that they do, and she has done demonstrations for them at the preseason meeting as well. Garvey asked if there was a fee to do that. Everett said there is not, but she believes we got all of the equipment through a grant because there are labels on it. Zdon asked if a motion was needed. Everett said she didn't think so, but the rules and application will get approved by Council.

6. 2018 Parks Project Review

Everett stated that she provided the list that was created following the park visits in the spring. Public Works has done most of those things. She added that GameTime finally sent a little can of spray paint, but now it will have to wait. Everett also reviewed a list of the budgeted projects for 2018. Zdon stated that he'd like to discuss pet waste receptacles next year, especially with access to Legacy getting easier with the development, and maybe along the Bike/Walk Trail. Everett asked for clarification about where Zdon was thinking for the Bike/Walk Trail. Wimmer added that anything on the trail has to go through the Bike/Walk Trail Committee, and Everett added that they meet once a year in January. Zdon said that in that case, there may be not any on the trail in the next year, but we could discuss getting them in our parks. He said it would be a nice thing to have, and a lot of cities have them on their trails and in the parks. Garvey said the biggest things will be the cost and the upkeep. Zdon agreed, and said the upkeep will probably be even more than initial cost.

7. Parks Updates

Everett said that movie nights have been going really well, there were 64 people for November. The Boy Scouts came back to host. The December movie night is still open, and the Girl Scouts are looking into helping. If there are other groups interested, whoever gets their application in first will get to do it. She also included a note that the budget gets approved in December, and after that she'll start getting things moving for next year.

Everett added a quick reminder that there is no December meeting.

8. Adjournment

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

The meeting adjourned at 6:25 p.m.

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

Respectfully submitted,



Katie Everett
Parks, Recreation, and Culture Manager