



AGENDA
CITY OF ISANTI
PARKS, RECREATION & CULTURE BOARD MEETING
Tuesday, November 24th, 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/98760369552?pwd=b2hRcnU0MTdMaVVYcTM2MVhRZGxNQT09>

or by calling into this number +1-312-626-6799 with this meeting ID: 987 6036 9552 and
passcode 917770

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 7th 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

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
- G. Website: 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 1st Avenue NW
PO Box 428
Isanti, MN 55040

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

2021 Plot Rental

Ground Plots - 10' x 10' (66):
\$15/100 ft²
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)

For questions regarding the Isanti Community Garden, please contact the Parks, Recreation and Culture Manager at 763-762-5754 or isantiiparks@cityofisanti.us

Garden Safety Tips:

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

Is there a problem in the garden?

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

Isanti Community Garden



2021 Handbook

Community Garden Rules

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

1. The City of Isanti will

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



2. Community gardeners will

- Complete a plot reservation form and pay required fees.
- Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
- 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

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

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 18th.

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!