



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

Parks, Recreation and Culture Board Meeting Dates	Application and Material Submittal Dates
(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

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



Adopt-A-Park Program

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 1st and concludes October 31st 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 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.



Adopt-A-Park Registration Form

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.

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



Adopt-A-Park Agreement Form

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



Adopt-A-Park Liability Waiver Form

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.

Participant's Name

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

Name of Park where Participant will perform services

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.

Signature of Participant

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



Adopt-A-Park Parental Release Form

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 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.