



PARK, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, January 22, 2019

6:00 p.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. James Witte
 - B. Chair of Parks, Recreation & Culture Board
 - C. Vice-Chair of Parks, Recreation & Culture Board
 - D. Secretary of Parks, Recreation & Culture Board
 - E. Approve Parks, Recreation & Culture Board Meeting Dates
 - F. Review of Conflict of Interest Policy – Resolution No. 2019-010

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

4. Overview of 2019 Projects

5. Dog Park Development Timeline

6. Parks Updates

7. Adjournment

RESOLUTION NO. 2019-010

CITY OF ISANTI CONFLICTS OF INTEREST POLICY

Purpose

The City Council of the City of Isanti confirms its determination that ethical standards among the Mayor and Council Members and members of the various Boards and Commissions and employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General Opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition

Public Officials shall be defined as follows:

- Mayor
- City Council
- Planning Commission
- Economic Development Authority
- Parks, Recreation, and Culture Board
- City Administrator
- Human Resources / City Clerk
- Finance Director / Treasurer
- Economic Development Director
- Community Development Director
- Public Services Director / Assistant City Administrator
- Chief of Police
- Liquor Store Manager
- Building Official
- City Attorney
- City Engineer
- Other employees of the City of Isanti

Standards of Conduct

1. Public Officials, City employees, and Police Reserve members:
 - a) Shall not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;
 - b) Shall not engage in, solicit, negotiate for, or promise to accept private employment nor shall they render services for private interests or conduct a private business when

such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;

- c) Shall not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials shall disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
 - d) Shall not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;
 - e) Shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:
 - 1) Lawful campaign contributions.
 - 2) Services to assist an official in the performance of official duties.
 - 3) Services of insignificant monetary value.
 - 4) A plaque or similar item.
 - 5) A trinket or item of insignificant monetary value.
 - 6) Informational material of unexceptional value.
 - 7) Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).
 - 8) Gifts given because of the recipient's membership in a group.
 - 9) Gifts between family members.
 - f) Shall not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.
2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business

with the City shall make known that interest in writing as provided in the disclosure section of this Policy.

3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), shall enter into any contract with the City unless otherwise authorized by law.
4. Public Officials shall disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.
5. Public Officials shall not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.
6. A Public Official shall not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed and employees serving as Department Heads or Supervisors, shall, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Administrator. All subsequent applicants for appointment on Boards and Commissions shall file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official shall file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Public Official shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy shall be set forth on a form which shall be made available by the City Administrator and is part of this Policy.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member shall not participate in the Council's deliberations or vote on the issue.

Violations


Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to \$3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:



Mayor Jeff Johnson



Katie Brooks
Human Resources/City Clerk

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



MEMO

To: Chair and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: January 22, 2019

Subject: Overview of 2019 Projects

Background

Since the last meeting of the Parks, Recreation, and Culture Board, the 2019 budget has been approved by City Council and includes funding for the following projects:

- Dog Park Development (*more information in following agenda item*)
- Bluebird Park Refurbishment
 - Staff is developing a request for proposals
- 2019 Parks Marketing/Publications
 - Pocket calendar to go out with Spring Isantian, first week of March
 - Update and print additional copies of Parks Brochure
- Curb Cut for Farmers' Market vendor access
- Tree Planting at Unity Park

In addition to these projects, dates for 2019 PRC events have been set as follows:

- Street Dances:
 - Saturday, June 22 – Hitchville
 - Saturday, July 20 – Audio Circus
 - Saturday, August 17 – Good for Gary
- Celebrate Isanti – Saturday, August 17
- Farmers' Market – Fridays, May 31 to September 27 (*no market July 5*)
- Earth Day Clean Up – Monday, April 22
 - Citywide Clean Up – Saturday, April 20
- Passport to Parks – June 20 to August 9
- Family Day at Legacy Park – Saturday, October 5
- Curious Creatures – Second Tuesdays (Council Chambers have been reserved for inclement weather)
- Movie Nights (*Tentative*)
 - November 15, 2019, December 6, 2019, January 17, 2020, February 21, 2020, March, 20, 2020



MEMO

To: Chair and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: January 22, 2019

Subject: Dog Park Development

Background

Development of the Dog Park is budgeted in 2019. Below are points of discussion and a tentative project timeline.

Project Timeline:

Site plans to City Council	February 5
Survey and utility locates	March (or after snow melts)
Final fence layout and measurements	March (after survey)
Request bids for construction	April
Construction bid approval	April 16, 2019
Construction: fence installation, site furnishings	May/June
Grand Opening Event	June 27 (<i>tentative</i>)

Staff has drafted an approximate site layout (attached). Final site layout will be dependent upon findings of the property survey, existing utilities, and Public Works access needs. All attempts will be made to keep existing trees on site.

An item not initially included in the project budget is a portable restroom for the dog park. Addition of this unit would cost \$95/month. Depending on actual construction bids received, this expense may still be covered in the budgeted amount for the project. Staff requests PRC Board discussion about placement of a portable restroom on site at the Dog Park.

Staff has also drafted Dog Park rules and signage (attached). Rules are based off published rules for other dog parks in Minnesota. Staff invites comment on these rules and any additions that should be made.

Staff Request:

Staff is requesting discussion on the plans for the Dog Park development. Further, staff is requesting recommendations for approval of the plans to City Council.

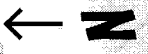
Attachments:

- Dog Park Site Plans
- Dog Park Rules Sign - Draft

4' COATED CHAINLINK FENCE & MAINTENANCE STRIP

EXISTING PARKING

PARK SIGN & RULES



TRASH & BAG DISPENSER

ENTRANCE W/ TRANSITION AREA

MAINTENANCE ENTRANCE

DOG PARK

WELCOME! SHARE AND ENJOY OUR PARK!

PLEASE FOLLOW OUR RULES:

PARK HOURS: 7 AM – 10 PM

KEEP DOGS IN SIGHT AND UNDER VOICE CONTROL AT ALL TIMES.

CLEAN UP AND DISPOSE OF PET WASTE IN TRASH RECEPTACLES.

BAGS MAY BE PROVIDED AS A COURTESY – IT IS STILL HANDLER'S RESPONSIBILITY TO CLEAN UP AFTER DOGS IF NO BAGS ARE PROVIDED.

LEASH DOGS WHEN ENTERING AND EXITING.

DOGS MUST BE PROPERLY VACCINATED.

NO AGGRESSIVE DOGS ALLOWED. AT FIRST SIGN OF AGGRESSION, DOGS MUST BE LEASHED AND REMOVED.

DOGS DECLARED DANGEROUS ARE NOT ALLOWED.

FEMALE DOGS IN HEAT AND DOGS UNDER THE AGE OF FOUR MONTHS PROHIBITED.

USERS OF THE PARK DO SO AT THEIR OWN RISK. THE CITY IS NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE CAUSED BY A DOG IN THE OFF LEASH AREA.

LIMIT OF 3 DOGS PER HANDLER.

CHILDREN SHOULD BE SUPERVISED BY AN ADULT.

ALL PERSONAL PROPERTY, INCLUDING WATER JUGS, BOWLS, AND TOYS MUST BE REMOVED DAILY.

DOGS ARE NOT PERMITTED TO DIG.

ALL OTHER CITY PARK RULES APPLY.





MEMO

To: Chair and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: January 22, 2019

Subject: Parks Updates

Background

Planning for 2019 is well under way. Staff has published the registration forms for the Community Garden (early registration starts February 4 and open registration starts February 19). Forms are available on the website and at City Hall. Advertisements will go out soon.

Street Dance bands are scheduled and vendor applications are available on the website at City Hall. Sponsorship information will be available soon.

The Spring Isantian is being put together including collecting annual advertisements from local businesses. Anyone interested in placing an ad needs to submit their order form by February 1st. There are also Community Partnership packages available which include an Isantian ad and sponsorship of the Street Dances, Farmers' Market, and Community Garden.

Movie Nights continue through April. There were 12 in attendance for the December movie; the Isanti Girl Scouts volunteered. The January movie is on the 18th (showing Happy Feet). Staff will give an update. The February movie (The Princess Bride) is scheduled for February 15 – volunteers are still needed.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, February 26, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from January 22, 2019 Park, Recreation and Culture Board Meeting
3. 2019 Meeting Dates
4. Equipment for Cambridge-Isanti Bike/Walk Trail
5. Dog Park Update
6. Parks Updates
7. Adjournment

**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 4th 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 4th. Everett stated that it will be on July 11th, 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 31st; 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 5th – 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 1st. 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.

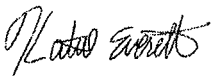
7. Adjournment

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 22nd day of January, 2019.

Respectfully submitted,



Katie Everett
Parks, Recreation, and Culture Manager

2019 PARKS, RECREATION AND CULTURE BOARD MEETING
AND
APPLICATION SUBMITTAL DATES

Parks, Recreation and Culture Board Meetings	Application and Material Submittal Date
January 22, 2019	January 16, 2019
February 26, 2019	February 20, 2019
March 26, 2019	March 20, 2019
April 23, 2019	April 17, 2019
May 28, 2019	May 22, 2019
June 25, 2019	June 19, 2019
July 23, 2019	July 17, 2019
August 27, 2019	August 21, 2019
September 24, 2019	September 18, 2019
October 22, 2019	October 16, 2019
November 26, 2019	November 20, 2019

**No meeting in December



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: February 26, 2019

Subject: Purchase of Maintenance Equipment for Cambridge-Isanti Bike/Walk Trail

Background

The Cambridge-Isanti Bike/Walk Trail Committee had its annual meeting on January 24, 2019. The City of Cambridge performs routine maintenance on the trail (in accordance with the Joint Powers Agreement), and Cambridge staff have requested purchase of a pull-behind blower unit to help mitigate the issues with pine needles and sand building up in areas of the trail. Cambridge staff have proposed that the City of Cambridge store the equipment and maintain it, and it will be available for use on other trails as needed. The equipment would be paid for through the Cambridge-Isanti Bike/Walk Trail Capital Fund (which the Cities of Isanti and Cambridge contribute to annually).

Staff Request:

Staff requests the Parks, Recreation, and Culture Board make a recommendation for City Council to approve the purchase of this equipment.

Attachments:

- Blower equipment quote



JOHN DEERE

Quote Summary

Prepared For:
City Of Cambridge
Lucas Milz
300 3rd Ave Ne
Cambridge, MN 55008
Mobile: 612-221-9878

Prepared By:
Jesse Kraft
Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040
Phone: 763-444-8873
jessekraft@mnequip.com

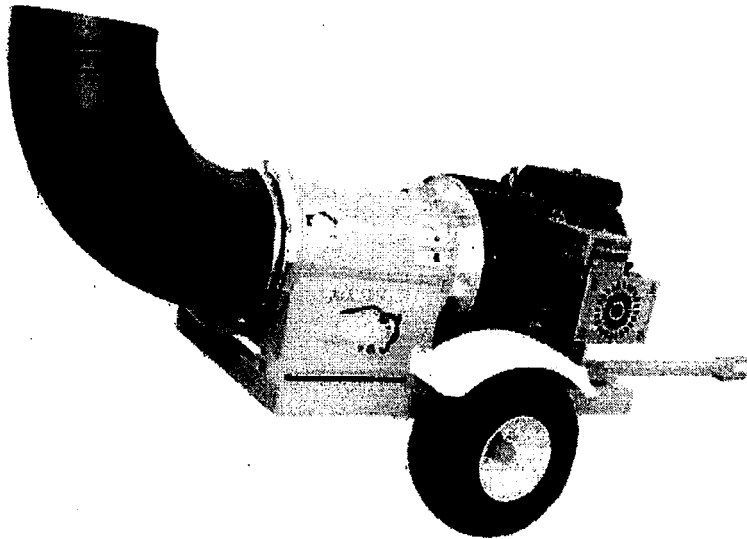
Quote Id: 17942666
Created On: 06 August 2018
Last Modified On: 06 August 2018
Expiration Date: 31 August 2018

Equipment Summary	Selling Price	Qty	Extended
BUFFALO TURBINE BT-CKB4JD BLOWER	\$ 8,450.00 X	1 =	\$ 8,450.00
Equipment Total			\$ 8,450.00

Quote Summary	
Equipment Total	\$ 8,450.00
DOT	\$ 0.00
Delivery	\$ 0.00
License	\$ 0.00
SubTotal	\$ 8,450.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 8,450.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 8,450.00

Salesperson : X _____

Accepted By : X _____



Thank you and have a good day.

Jesse Kraft

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MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: February 26, 2019

Subject: Dog Park Update

Background

After the January meeting of the Parks, Recreation, and Culture Board, staff updated the park plans to include a separate park identification sign (to be mounted in a high visibility area, likely on the fence).

At its February 5, 2019 meeting, the City Council discussed these updated dog park plans. The City Council gave approval for the project to move forward, but a member did express concern about staff time and resources that may be needed to address issues with dog owners not cleaning up after their pets. It was expressed that it should be clear to park users that the dog park is made available as a privilege to community members, and if it becomes unmanageable, the City could consider closing the park. While having rules in place to require responsible use of the park may help, there may be additional measures needed to ensure the problem does not get out of hand. Public Works has recognized that regular maintenance checks will be needed, and anticipate dedicating about 30 minutes per week for two staff to perform any necessary removal. It may also be helpful to post additional signs as visual reminders – staff has included sign options for Park Board discussion.

Staff will continue to monitor snow accumulation and will proceed with site surveys and physical fence layouts as soon as conditions allow.

Attachments:

- Updated Dog Park Signs

DOG PARK



2' x 4'

DOG PARK RULES

WELCOME! SHARE AND ENJOY OUR PARK!

PARK HOURS: 7 AM – 10 PM

KEEP DOGS IN SIGHT AND UNDER VOICE CONTROL AT ALL TIMES.

CLEAN UP AND DISPOSE OF PET WASTE IN TRASH RECEPTACLES.
BAGS MAY BE PROVIDED AS A COURTESY – IT IS STILL HANDLER'S RESPONSIBILITY TO CLEAN UP AFTER DOGS IF NO BAGS ARE PROVIDED.

LEASH DOGS WHEN ENTERING AND EXITING.

DOGS MUST BE PROPERLY VACCINATED.

NO AGGRESSIVE DOGS ALLOWED. AT FIRST SIGN OF AGGRESSION, DOGS MUST BE LEASHED AND REMOVED.

DOGS FORMALLY DECLARED DANGEROUS ARE NOT ALLOWED.

FEMALE DOGS IN HEAT AND DOGS UNDER THE AGE OF FOUR MONTHS PROHIBITED.

USERS OF THE PARK DO SO AT THEIR OWN RISK. THE CITY IS NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE CAUSED BY A DOG IN THE OFF LEASH AREA.

LIMIT OF 3 DOGS PER HANDLER.

CHILDREN SHOULD BE SUPERVISED BY AN ADULT.

ALL PERSONAL PROPERTY, INCLUDING WATER JUGS, BOWLS, AND TOYS MUST BE REMOVED DAILY.

DOGS ARE NOT PERMITTED TO DIG.

ALL OTHER CITY PARK RULES APPLY.



4' x 4'



Waste dispenser – signs included



Reminder Sign: Option 1



Reminder Sign: Option 2



MEMO

To: Chair and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: February 26, 2019

Subject: Parks Updates

Background

As of February 21, the Community Garden is about half full. Staff will continue to take reservations through May 31, or until the garden is full. There will be seven (7) additional ground plots, two (2) additional raised beds, and one (1) elevated bed constructed this spring. Space is reserved for educational programs again this year, and there is a possibility of the Isanti County Master Gardeners using some of the space. The pollinator garden will be continued on the northwest corner of the garden.

Staff has received species recommendations for tree plantings for Unity Park and will compile a recommendation for a future meeting.

The Spring Isantian and pocket calendar have been sent to the publisher, and should be delivered soon.

There were 9 people in attendance for the February movie night. The March 15 movie night (showing The Emoji Movie) is still open for a volunteer group.

Applications for Farmers' Market vendors are coming in, and many of last year's vendors have indicated they will be returning this year. All market information is available on www.isantifamilyfarmersmarket.org.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, March 26, 2019

6:00 pm

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from February 26, 2019 Park, Recreation and Culture Board Meeting
3. Adopt A Park Program
4. 2019 Park Visits
5. Parks Updates
6. CICB Request to Use Unity Ballfield – More information shared at meeting
7. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 26, 2019
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, James Witte, Aaron Zdon, and Mayor Johnson

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 Garvey, second by Witte to approve the agenda for the February 26, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from January 22, 2019 Parks, Recreation, and Culture Board Meeting

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

3. 2019 Meeting Dates

Meeting dates for 2019 had been omitted from the January packet. Motion from Witte, second by Garvey to approve all meetings dates. Dates were unanimously approved.

4. Equipment for Cambridge-Isanti Bike/Walk Trail

Everett explained that the proposed is a pull-behind piece of equipment that can be used on the Cambridge-Isanti Bike/Walk Trail. The Cities of Cambridge and Isanti contribute to that fund, and there is plenty of money in it. Cambridge will store it and maintain it, and if there are other uses that we have in town, we can use it. Zdon asked for clarification that we will be able to use it; Everett stated yes, as other trail needs arise both communities will be able to use it. Zdon asked to make sure that is clear in the final verbiage. Garvey asked if it states the specifics about future maintenance and how that will be handled. Everett explained that Cambridge will maintain the equipment once it is purchased. The board discussed that there will be routine maintenance involved. Everett explained that she said it would be used especially for the pine needles on the north end and sand on our end. The process from here is if the Board gives the recommendation, that is brought to Council and then we give them the go ahead to purchase it. Witte asked if this is just to be used for that trail. Everett said no; it will be purchased for that, but it will be available for other trails if needed. Garvey made a motion to recommend Council approval of the purchase, Witte made a second; the motion passed.

5. Dog Park Update

Everett gave a recap of the Council discussion. She made the change to have a separate sign on the fence for the dog park and the rules near the parking lot. She provided the updated signs in the packet. The Dog Park Rules sign was clarified to say “dogs *formally* declared dangerous” because there had been some confusion about what a dangerous dog was.

She added that during the Council discussion, a Councilmember was concerned that area dog parks have a lot of issues with people cleaning up after their dogs, and really wanted it to be clear to people that it’s a privilege to have the park and if it’s not maintained that the City doesn’t have to provide this. In Everett’s experience with signs at parks, it’s more effective to be encouraging than threatening to get people to do what you want. It can be most effective to build some community ownership of the dog park in other ways, but posting some signs might

also help. She provided some options for types of signs, and stated there are many versions already out there. The doggie bag dispenser option that we're including will come with a sign, and we could potentially post more inside the fence as well. Option 1 in the packet is a little more straightforward without being threatening, and Option 2 is more friendly and a reminder that it's a community park. Johnson stated that he would prefer to go about this in a more friendly manner as well; right away he liked number 2, and number 1 is a little stern but right to the point. Everett added that there's also something about people that when they are feeling threatened, they just want to do the opposite. Zdon stated that either option is okay, and he prefers number 1 because it is a little more direct. He also stated that these are not a huge investment, so we could even put a couple on each side if we needed. Johnson asked if there was any different in price. Everett said that the pre-made signs are all pretty comparable, they range from \$20-40 each. Witte wondered if we could take Option 1's verbiage and Option 2's image. Zdon asked if we need to decide on a specific sign now since we have time. Everett said that we do not. She added that there is the line of thinking that if our approach is "if this doesn't get clean up, we're taking it away," then why spend that money in the first place? Public Works has recognized the additional maintenance time and staff are prepared to keep it open. Zdon stated that tons of cities do this and that isn't going to happen. Everett added that the whole Council voted to move it forward as well; Johnson confirmed. Zdon added that it is a valid concern; Everett agreed and said that planning ways to head that off is a good thing to do.

Garvey asked if we have any of these clean up signs at any of the parks now. Zdon stated that there's one at the beginning of the bike/walk trail, but no bags. Garvey said she just wanted to make sure there was not something we were already using other places. She said that her opinion is that we do not need to put these signs everywhere. The have one way to enter and they'll see the sign there; if you put up too many signs, people stop reading signs. They're in a fenced in area and not going anywhere. Everett agreed that probably by the time people have passed the signs on the way in, they either are or they aren't going to pick up after their dogs. It might just be based more on whether there are other people there to watch them do it. Garvey added that it opens up an opportunity for some kind of adopt-a-park program. Everett stated that we do actually have a program, it just has sat idle for a long time and we don't currently have anyone participating. Garvey said this a prime opportunity for a group to be in charge of that, or maybe a business that wants to volunteer. Zdon asked if Everett could provide details at the next meeting about the Adopt-A-Park Program. Everett said that she can provide some general information now and then will bring it back. It's a basic agreement that they'll clean it up, she thinks three times per year. It would be worth looking at for possible updates. It's possible people thought there were too many requirements or something so they didn't go through with it.

Witte asked if the board needs to decide how many signs are going into the park now. Everett said from here she would like to get an idea of what their philosophy for addressing the issue is; if they have an idea of some options she can put together an idea of what that might look like too. Witte stated that he thinks two is enough. Johnson agreed that one on each side is too many. Everett stated that the dispensers she has seen typically have a sign and the dispenser itself also has some sort of reminder language on it. Many of those places also have separate signs without the dispensers if we just want something that matches. Zdon also stated that when we order the dispenser for the dog park we can talk about ordering more for other locations as well, because we might get a better price. Garvey agreed that she would like to order at least a few in case we need to replace them and have that option to put them in other places, if there is a price reduction. Johnson asked if we would want two of them at the dog park. Everett stated since the dispenser will go right at the entrance, it's probably not necessary to put one inside as well. She added that the rules sign does indicate that if for some reason that box is empty, people still need to clean up after themselves. She has also seen people at other dog parks that will bring extra plastic bags and leave them there for others to use, which is a great way to build that community ownership too. Garvey said that it might also be helpful to customize a sign with something directing people to call or email if the box is empty. Everett asked for clarification about whether the additional reminder signs are necessary with the dispenser and rules sign. Zdon said he thinks we should get a couple of reminder signs. Garvey stated that if we do get additional signs, it would make sense to put them right on the fence. The Board agreed. Everett asked for clarification if they would like to see another sign option that combines these options. Garvey added that that sign with color sign is current now, but in 10 years it will probably look outdated. Everett stated that by then, we will likely need to replace the signs anyway.

Everett added that otherwise the project is on hold until the snow melts; she has sent the plans to Bolton and Menk so they will be prepared to do a survey.

6. Parks Updates

Everett shared that community garden registrations continue to come in. Last year, we took out the table style raised beds because they were falling apart and no one reserved them. Someone has requested that option this year, so we are asking Public Works to build a new one for us. We have had requests for raised beds, so we will add the last two that we got through a grant. We will also add another row of plots this year. Before the garden opens, we will add all new mulch. It was all tilled under last year due to the weeds. We did some field tests on some organic herbicide options so hopefully we can stay on top of that better. That will open mid-May.

We have gotten some recommendations for types of trees that will work over at Unity. There are quite a few, so she will filter through them and make a recommendation about what might look nice and will be easy to take care of. The Spring Isantian and pocket calendars should be arriving very soon. They will come in a big envelope this time around. Movie attendance has been down. It sounded like there was something going on at the Middle School maybe, or some other community event at the same time. The next Movie Night is in March, we're showing The Emoji Movie and still need a volunteer group.

Farmers' Market vendor applications are starting to come back as well. Everett has checked in with most of last year's vendors and most are planning to come back. There are a few who won't be able to return this year for various reasons, but no one has said that they're not coming back because they're dissatisfied about anything. We can take applications all season as spaces are available. There is also a pre-season meeting that people can attend if they have questions about what they need to do to join.

Everett also has received applications from both ice cream vendors for the street dances and asked the board for their opinion about whether we should allow both in for this year. She said that we try not to duplicate products for sale, but there may be an argument that those are different things. Johnson said that he thought we could do both and put them on opposite ends. Zdon said it will affect both of their businesses some. Garvey asked if they know that each of them would be there. Everett stated that she has talked with The Parlor before, and the competition does not particularly bother them, but they would probably prefer to be the only one for the sake of their business. She does not think they will leave if we let the other one in. She has not yet spoken to Scoops about this yet. Garvey said that she thinks it is worth trying it on a trial basis for this year and let both know that we will want their feedback at the end of the year so we know for next year if we need to only let one in. Everett added that we are starting to book bigger bands as well, so we are hoping for bigger crowds which should also help. Garvey also agreed that they are kind of different products. Zdon agreed to do the trial, but to let them both know, and if there is a problem that The Parlor has priority since they have been participating for so long. Garvey said that as long as everyone knows it's a trial basis and not a permanent decision that we should be okay going forward and will make a different decision next year if we need to. Garvey added that whoever got their information in first should maybe get their preference for where they want to be located. Everett stated that we can do that.

7. Adjournment

Motion by Witte, second by Johnson to adjourn the February 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:33 p.m.

Dated at Isanti, Minnesota this 26th day of February, 2019.

Respectfully submitted,



Katie Everett
Parks, Recreation, and Culture Manager



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 26, 2019

Subject: Adopt a Park Program

Background

At the February 26, 2019 meeting, the Parks, Recreation, and Culture Board requested that the Adopt a Park Program reviewed for any updates that may be beneficial to increase participation. The current program details are attached.

Attachments:

- Adopt a Park Program



City of Isanti
Parks, Recreation and Culture
110 First Ave NW/PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
Fax: (763) 444-5560
E-mail: isantiparks@cityofisanti.us

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 two (2) years is required. Prior to the second year of the commitment, written verification from the group supervisor must be submitted to City staff stating that the group will be honoring the second year of the original commitment.
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 on Mondays following a busy weekend or on days directly following the holidays. Other days will be considered.
6. 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.
7. 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.
8. The group supervisor shall contact Parks staff at (763) 444-5512 or 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.
9. 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.

10. The City may contact volunteer groups for special project assistance, when needed. Participation by group members is voluntary.
11. The Public Works Department will provide tools and equipment required 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 the Public Works garage located at 100 Isanti Parkway NW the following day.
12. The group shall report any vandalism or potential safety hazards to Katie Everett, PRC Manager, at (763) 772-5856 or isantiparks@cityofisanti.us.

Possible Tasks Associated with Adopt-A-Park Program

- | | |
|--------------------------------------|---|
| • Litter pick-up | • Painting |
| • Raking | • Buckthorn Removal |
| • Sweeping | • General Park Maintenance |
| • Weeding | • Mulching |
| • Planting/Watering of Flowers/Trees | • Other projects as agreed upon by both parties |

Parks Available for Adoption

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

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 Park and Recreation as well as Public Works staff members.
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 Public Works Director for pick-up of these types of materials or items.

7. Avoid 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. Ask for assistance if the operation of a specific tool is unknown.
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

- Identify in writing to the Parks and Recreation Department the projects to be completed, date of the proposed clean-up, and a list of supplies needed. Such information shall be provided at least one (1) week prior to the scheduled clean-up day.
- 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.
- Submit a complete roster with all group volunteers.
- Return all completed and signed Adoption Registration Form and Adoption Agreement as well as Liability Waivers and/or Parental Release Forms for each participant.
- At least 48 hours prior to the clean-up date, pick up all materials and equipment from the Public Works Garage and ensure that all equipment and unused supplies are returned the following day.
- Make sure all equipment and safety protection items are being used correctly by participants.
- Provide a first aid kit on the day of the event for participants and have emergency contact numbers available.



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 Parks, Recreation and Culture
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Adopt-A-Park Registration Form

Name of Group or Individual: _____

Address: _____

Phone Number (home): _____ Phone Number (work): _____

Primary Contact Person

Name: _____

Address: _____

Phone Number (home): _____ Phone Number (cell): _____

Secondary Contact Person

Name: _____

Address: _____

Phone Number (home): _____ Phone Number (cell): _____

Group Participants

	Name	Address	Age (if under 18 years)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

7.

8.

9.

10.

11.

12.

13.

14.

15.

Adoption Information

Name of Preferred Park: _____

Second Park Option: _____

Can you commit to a two –year term, with a minimum of three (3) scheduled clean-up dates in the spring, fall, and summer? _____

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



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Adoption Agreement Form

The City of Isanti, acting by and through its Parks and Recreation 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. Unless otherwise agreed between the parties, the City of Isanti will furnish, all tools, materials, supplies, labor and services and other accessories in connection with this Agreement. It shall be the participant’s responsibility to ensure that these items are removed from the Park and returned to the Public Works Department the following day.
3. The participant(s) will use only non-motorized hand tools to perform its 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.
4. 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.
5. 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.

6. 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.
7. 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.
8. Either party may terminate this Agreement at any time upon written notice to the other party.

Parks, Recreation, and Culture Manager

_____ **Date** _____

Public Works Director

_____ **Date** _____

Group Supervisor

_____ **Date** _____



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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 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



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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: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 26, 2019

Subject: 2019 Park Visits

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.

2018 Park Assignments were:

- Aaron Zdon – Academy Park and Whisper Ridge
- James Witte – Rum River Meadows and Isanti Hills Neighborhood Park
- Jenny Garvey – Bluebird Park, Unity Park, and Riverside Park
- George Wimmer – Legacy Park and River Bluff Preserve
- Jeff Johnson – Mattson Park and VFW Park

The PRC Board will need to determine if these visits will happen again in 2019, and if so, will need to update the park assignments. The 2018 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:



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 26, 2019

Subject: Parks Updates

Background

The March movie night attendance was up slightly (20 in attendance for The Emoji Movie). The last movie night of the season is April 19 (Guardians of the Galaxy) and the Isanti Ambassadors are volunteering.

At the March 19, 2019 meeting of the Committee of the Whole, it was determined that the Dog Park rules should be adopted into City Ordinance. There are currently park use rules which are applicable to all City park and recreation areas and separate skate park rules already in Ordinance.

The Earth Day Clean Up is coming up on Monday, April 22 from 5:00 – 7:30 pm. A few groups have already expressed interest. Anticipated parks to be included so far are: Mattson, Unity, Whisper Ridge, Riverside, and Isanti Hills Neighborhood Park. More parks may be added as volunteers come forward.

The Farmers' Market pre-season meeting is scheduled for 2:00 pm on April 26 at the Community Center. Current and interested vendors are invited to attend. The market opens on May 31 and will occur each Friday from 2:00-6:00 pm through September 27 (no market July 5).

Katie Everett's last day with Isanti was March 20. City staff are working to fill the position as quickly as possible. In the meantime, Parks, Recreation, and Culture questions can be directed to City Administrator Wood.

Josi Wood

From: Cambridge Isanti Competitive Baseball <cicombaseball@gmail.com>
Sent: Friday, March 15, 2019 1:18 PM
To: Josi Wood
Subject: Use of Unity Field by CICB

Follow Up Flag: Follow up
Flag Status: Flagged

My name is Josh DeLeeuw. I also sent this email to Mayor Johnson several weeks ago but did not receive a response. I didn't send it to the parks administrator because I saw that she was resigning. I am the communications director for Cambridge Isanti Competitive Baseball and also a resident of Isanti. I am emailing to inquire about using Unity Field in Isanti for the upcoming 2019 baseball season and hopefully many more seasons to come.

CICB is the primary youth summer baseball association in the two city area and in fact our membership is the largest of all the youth sports associations with player numbers that top 400 nearly every year. We are always in search of good fields to use and for the past several years we have not used Unity Field in Isanti, mostly because of the price we would have to pay to be able to use the field. We felt this was a good time to revisit the idea of the City of Isanti partnering with CICB for use of Unity Park.

We currently have a deal in place with the City of Cambridge for use of the Multi-Use field and the Baseball field at Sandquist Complex north of Cambridge. That deal is for \$250 for the year. We provide a calendar that we keep up to date for use of the field so that if anyone else from the city wanted to use the fields they still could, provided there wasn't anyone on it. Of course we understand that Tuesday nights would not be open for us since that field has been used for church softball on Tuesdays for years. We would not interfere with that.

What we are looking for is if the city would be willing to work with us similarly as Cambridge does, and to provide a reasonable rental fee. We are a non-profit with a very tight budget. We have all of our own bases and maintenance equipment. We would have teams rake and drag the field when games or practices are done. The city would need to provide general maintenance as you already do along with mowing. We also carry our own liability insurance as well in case that was a question.

It's a shame to drive by that field every day in the summer and see it barely being used. By partnering with us we could change that and help boost baseball in our area. We typically have games on Monday, Wednesday, and Thursday evenings and also have coaches scheduling practices the other days of the week. Our season runs from whenever winter gives up and the field is ready for use until the end of June for our in-house program.

Thank you for your consideration and I look forward to working with you on this. We have a board meeting in early April and it would be great to be able to bring this to the meeting for our approval provided the city is on board with partnering with youth baseball in the area.

Please feel free to email me back or you certainly can call me if you'd like to set up a meeting or just have a phone conversation about it. My number is (320) 282-4278.

Thanks!

Josh DeLeeuw

CICB Board Member



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, April 23, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from March 26, 2019 Parks, Recreation and Culture Board Meeting.
3. Park Visit Summary
4. Parks Updates
5. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 26, 2019
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, James Witte, Aaron Zdon, and Mayor Johnson

Staff Present: Josi Wood, City Administrator

D. Agenda Modifications.

Zdon asked if there were any agenda modifications, Wood stated there was one agenda modification for discussion of sign and lettering for Isanti Indoor Arena. Motion from Witte, second by Johnson; the motion passed.

2. Approval of Minutes from February 26, 2019 Parks, Recreation, and Culture Board Meeting

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

3. Adopt A Park Program

Wood shared that it was requested by Park Board that this come back for discussion. She continued to share that she had updated the program back in 2013 or 2014 but have not had anyone partake in this. Zdon shared that Park Board was not aware of it. Wood stated that it has been part of the brochure and parks website with no interest. Witte asked if it is promoted on the Facebook. Wood stated that she was unsure if Katie ever shared it on Facebook. Garvey suggested that if it were changed to a one-year commitment it may get more people participating. Garvey suggested removal of the language pertaining to Mondays following a busy weekend or days directly following holidays and avoid areas where hazardous conditions may exist. Garvey continued to explain that the parking lot may be a place where it should be picked up as well. Wood suggested revising the language to say use caution in the area versus avoiding the area. Wood further suggested taking out the language of Public Works Department will provide tools and equipment required to perform tasks and have the groups responsible to provide the tools and equipment instead in order to prevent liability issues. Garvey suggested the language change to tools recommended. Johnson stated that the program should be reviewed. Wood shared that she should would review it for changes. Zdon stated that it could be looked at again in May.

4. 2019 Park Visits

Wood shared that last year everyone divvied up the parks and questioned the Board if that is how they wanted 2019 Parks. Wood continued to share that in previous years it seemed there was not enough time in one evening to get to all the Parks resulting in some Parks not getting looked at. Johnson questioned if the Board wanted to look at it as a group. Zdon stated that it takes hours and last year it was raining and cold. Zdon suggested divvying up the Parks again and everyone reporting back to the board. Johnson stated that one person is vacant and he would gladly take on the Parks of the vacant board member. Witte stated he would take River Bluff Park and Johnson agreed and said he would gladly take Legacy Park.

Wood questioned the Board if Katie Everett emailed out Park Ambassador Checklists ahead of time. Garvey stated that it was a good helpful guide with Johnson in agreeance. Garvey shared that the sooner the checklists were sent out the better. Wood said that she would email out the checklist.

5. Parks Updates

Wood shared that March movie night attendance was about 20 for the Emoji Movie with another movie coming up called Guardians of the Galaxy. Wood continued to share that the Isanti Ambassadors are volunteering and that she would be doing that movie night.

Wood further shared that Committee of the Whole had discussed the Dog Park rules and they did recommend that it be included in City Code by Ordinance. Wood stated that City Code has other park rules, skate park rules and will have a separate article 3 that will include Dog Park rules.

Wood stated that Earth Day Cleanup is coming up and that she has all the materials. Wood shared that a few groups have expressed interest but have not committed yet.

The Farmers' Market pre-season meeting is on April 26 at the Community Center. There have been a lot of great vendors coming in but are still looking for a few more.

Wood stated that Katie Everett's last day was March 20th. City staff are interviewing this week with a lot of applicants some applicable and some not.

Wood shared that Facebook pages were discussed at Goal Setting and also discussed at Committee of the Whole. It is planned to go to City Council meeting on April 2nd to have different Facebook pages where a lot of great information can get to residents and community members. Wood further shared that due to staff capacity, to make sure there is not too many sites. The plan is to combine the official City of Isanti Facebook page with Isanti Events and Community Center.

6. CICB Request to Use Unity Ballfield- More information shared at meeting

Wood shared the Cambridge-Isanti Competitive Baseball Association has reached out and had interest in Unity Ballfield. In the past there have been church leagues that have taken part in using that ballfield but not a lot. Last year there was only one church league that took advantage of the ballfield. Wood continued to share that a few years ago the field had a revamp where Public Works took bumps out of the field. Cambridge-Isanti Competitive Baseball Association has requested a flat season rate versus per day. Josh DeLeeuw from Cambridge-Isanti Competitive Associate shared that they use a number of fields in Cambridge for their baseball program and use a lot of the school fields through Community Education as well. He further shared that they would use the field for practice and make-up games. Josh stated that it would be a good asset to the baseball association as well as the City because the City is paying for the field to be maintained to sit empty. Josh DeLeeuw stated that the association pays \$250 a year for the permit and the association is looking for something similar. Wood questioned what days the association is looking to use the ballfield. Josh DeLeeuw stated they are looking to use the park Monday, Wednesday and Thursdays starting April 15th until June 20th. Committee discussed that since they are renting for a number of days possibly a discount in price. Josh DeLeeuw stated that the association is Cambridge-Isanti Competitive Baseball so it would be nice to have it here in Isanti too. It was agreed by the PRC Board to have CICB rent the field at the regular rate but may consider a discount next year with more notice to discuss the matter.

6. B. Sign and Lettering- Isanti Indoor Arena

Wood stated that we have the monument sign at the Isanti Indoor Arena that is used for advertising, evening meetings for BMX and State Finals. In the past it was directed that staff would keep those letters and do all the changing of the sign. Wood stated that she would like to request to give the letters over to BMX and allow them to be able to change words on the sign. With the frequency that BMX wants to change the sign, staff does not have the capacity. BMX may have the time to fine tune it to what can and cannot be put on the sign and abbreviate it as needed. Wood further stated that it may be something that stay with the facility and can be drafted by letter as an understanding between the City and BMX that if the letters are lost, broken or want more letters than what they have, BMX can do so at their cost. Motion by Johnson to approve moving forward with Isanti Indoor Arena sign changing taken over by Rum River BMX. Motion by Johnson, second by Witte. Motion passed unanimously.

7. Adjournment

Motion by Johnson, second by Witte to adjourn the March 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:36 p.m.

Dated at Isanti, Minnesota this 26th day of March, 2019.

Respectfully submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board
From: Josi Wood, City Administrator
Date: April 23, 2019
Subject: Park Visit Reports

Background

At the March, 26, 2019 meeting, the Parks, Recreation, and Culture Board members assigned parks for each member to visit before the April 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: Josi Wood, City Administrator

Date: April 23, 2019

Subject: Parks Updates

Background

The Earth Day Clean Up is Monday, April 22 from 5:00 – 7:30 pm. There are approximately 45 people who are volunteering from the following organizations/business: Flagship Bank, Girl Scouts, Boy Scouts, C-I Middle School National Honor Society, and Isanti Ambassadors.

The Farmers’ Market pre-season meeting is scheduled for 2:00 pm on April 26 at the Community Center. Current and interested vendors are invited to attend. The market opens on May 31 and will occur each Friday from 2:00-6:00 pm through September 27 (no market July 5).

The Adopt-A-Park policy/program will be reviewed by the new PRC Manager and brought back to the PRC Board at a later date.

Bluebird Park Refurbish project update and color selection.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, May 28, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from April 23, 2019 Parks, Recreation and Culture Board Meeting.
3. Unity Park Proposal
4. Park Visit Summary
5. Painting Plow Blades Update
6. Parks Updates
7. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 23, 2019
City Council Chambers**

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance

Everyone stood for the Pledge of Allegiance

C. Roll Call

Members Present: James Witte, Aaron Zdon, and Mayor Johnson

Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager, Josi Wood, City Administrator

Zdon stated that Garvey is no longer board member, and is now city staff. Wood stated that the city is advertising for the open vacancies of additional board members. Garvey was vice chair of the board. Wood continued that if a board member is going to be absent, please notify staff as soon as possible, as we will not be able to hold a board meeting with less than three people because there will not be a quorum.

D. Agenda Modifications

Zdon asked if there were any agenda modifications, Wood stated there was one agenda modification for nominating a new vice chair to the board. Motion by Johnson, seconded by Witte; the motion passed.

2. Approval of Minutes from March 26, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Johnson and second by Witte. Minutes were unanimously approved.

3. Park Visits Summary

Garvey reported on - Bluebird, Riverside, and Unity Parks. Garvey shared that Bluebird colors are fading. Garvey noted that the north wheel on the north side of park; appears that there is a bolt that needs tightening, mulch looked good, trail looks good. Garvey continued that the curb along the drive by the basketball court is in very rough shape and will need some concrete work. Wood added that the city will be doing curb side repair for the Farmers Markets, will do this repair at the same time. Garvey further shared the pavilion looks good and that the basketball court needs new lines painted on. The skate park equipment looked good. Garvey noted that there is a lot of debris that needs to be taken care. Need to let city maintenance aware of the debris and they will take care of it. Wood noted that we have a box for the lights at the skate park have been continually broken into. We are having a new box put in and up higher on the pole so that kids can't break into it. Lights in the park automatically go off at 10 PM. Need to

the check to see if lights are on timer for winter or summer hours. The control box for the timer is control by the electrician or public works. Garvey further discussed Riverside Park with an overall rating of a 4. Garvey noted that a couple of items for maintenance, one is the swing step. It has a bracket that appears to be off or twisted. Garvey further shared that the tot area where the fish piece is appears to have some moss growing on it, needs to be pressure washed. The mulch looks good, but in some spots it appears that too much mulch was used under tot car. Garvey mentioned that the trail looked good, and asked about the green gate that has access to the river, do we need to put up a sign stating city property ends here. Garvey finished with Unity Park and noted that the infield for the ball field has just been done and is ready the season, but the grass area is in rough shape. Garvey reported that the two small pavilions; one has shingles on the roof and are holding up and one has wood shingles. The large pavilion, roof appears to be in good shape. Once the snow is gone, people are parking on the grass when picking up their kids. Maybe we need to put up a sign stating no parking on grass. Garvey noted that the bleachers need a bit of leveling and repair. Wood shared that these are the property of the Rodeo, and the board should look at this item for future use/purchase and the Park Board may need to look into compliance with liability issues. Garvey noted that we should add to our equipment box the city of Isanti name to it. Garvey noted that there has been a porta potty put in the one spot that is helping with parking on the grass.

Mayor Johnson reported on Mattson, VFW, and Legacy Parks. Johnson reported that Mattson's overall appearance looked fantastic and rated it a 5. The playground is in good shape and had adequate mulch, however the trails and sidewalks are in need of some repair. Wood noted that the sidewalks are city property. Johnson continued that the pavilion looks fine, the tennis courts are in great shape and the picnic table looks great. VFW with overall appearance was rated a 4 plus. The swing posts look rusty. It was discussed that the posts could be sprayed with a galvanized coating to help with the rust and to let public works decide at their discretion as to how best to proceed. The playground mulch is sufficient and no obstruction in the park. Trails are good. The park is mainly city sidewalks. No pavilion in this park. Johnson continued with reviewing Legacy Park which has no playground equipment, no safety concerns and no mulch. Wood notated that we use lime ag on the trail, and we have budgeted some money for this year to spot update along trails and the cost of \$20,000 to \$30,000 to re lime ag the whole trail. The paths are becoming narrow because of erosion. It is on public works radar for this year to spot check areas that need attention. Johnson continued with his update of no pavilion and rated Legacy at a 5, all equipment in the park look great. Discussion continued with that in the past there have been problems with the picnic tables, but these problems have gone away. Discussion continued about the parking lot for this park as to when it will be done. Wood noted that it will probably be done during the second phase of construction. The city will probably be working with the construction company in regards to the paving of the parking lot. The board discussed steps and that there are apparently a couple of loose steps that are in need of repair. Wood noted she had noticed during a recent trip she had to the park that the area around the steps need to be filled in the lime ag.

Witte reported on Rum River Bluff Preserve, Isanti Hills, and Rum River Meadow Parks. Witte shared that Rum River Bluff Preserve was rated a 5. The bike racks look great and that is there is no playground mulch in this park. Witte noted that the steps are in of some repairs, with loose anchor bolts that need to be pounded down. The railing on the staircase are in good shape. Witte continued that the trails look good, however the trails are flooded in both directions. Witte noted that the stairs need to be clear of debris and the fishing pier has not been put in as of yet because the river is high. Wood noted that when she was there she noticed that there were a lot of golf balls in the park, this needs to be addressed in the future. Witte continued with Isanti Hills and an overall rating a 4. Witte noted that profanity has been engraved into the bench in the southeast corner of the park and also there is profanity on one the swings further to the south. The colors on the bouncy animals are fading and the slides have streak marks on them from boots. Witte noted that the grounds look good, but add some mulch around the swing set and bouncy animals. The pavilion and benches look fine. An update to the equipment is needed. Wood noted we can't find the replacement parts for this playground equipment. This playground equipment might be grandfather in but if you start doing improvements, it would need to be brought up to code and doesn't meet ADA code and safety compliance. The playground equipment would have to be replaced and not updated. Witte finished with reviewing Rum River Meadows and gave it an overall rating of a 5. Witte noted that the barrier around the perimeter of the park, plastic curbing, on the southwest corner, is coming up and needs to be pushed back down as some of the bolts are working their way up. Wood added that concrete edging is to be put in this year, depending on budget. The two parks that are left to have this done are Rum River Meadows and Riverside. Witte continued that the rock wall the handles are good. There is small hole at the bottom of the volleyball net. The picnic tables look fine. Witte observed that kids are playing with the cover that goes over the irrigation system. Wood noted that she has seen some others have a concrete slab to lock it in place and something we can look into. An ongoing problem within the park is dog feces issue. Public works has spent a lot of time at this park picking up dog feces. Possible solution would be to a fence around the playground area.

Wood asked if the board was aware of the project that is budgeted this year for a fence over at River Bluff Preserve, for a property to the north of the parking lot. Wood wasn't sure if this was brought to this board in the past. Jenny will be working on the project and will update the board at the next month meeting.

Zdon reported on Academy and Whisper Ridge Parks Zdon rated Academy a 5. Zdon reported that this is a new park as of last year and this park is also used by the school as a playground. The mulch needs to be raking this year as it has matted down, especially under the swings. Wood noted that mulch was added last year. Zdon noted that he saw no safety or maintenance issues, the trails look good and no obstructions. Zdon continued with his observation of Whisper Ridge and gave it an overall rating a 2. Zdon noted these safety issues - gate needs a new latch, possibly remove the gate. Half tennis court and basketball court. Zdon stated the trails are a 3 and are cracking and heaving. There are no obstructions, no pavilion and no mulch at this park.

Zdon reported that this park is at a 2, the board will need to decide if we fix the park or get rid of it. Zdon continued with do we resurface it as it does get some use. The surface is in bad shape. Wood added that the resurface of Mattson Park tennis courts cost approximately \$15,000 and awhile back had looked at doing Whisper Ridge at that time and the cost would be close to \$40,000. Discussion followed about what possibilities we could do, take out the court and replace with green space or just put in the basketball court.

Johnson noted that the concrete edging were put in Mattson park. Wood followed up that she did a cost analysis on concrete vs the plastic edging. The plastic is not cheap and has to be replaced every couple of years. The two remaining parks will have the concrete edging done this year as budgets allow.

4. Park Updates –

Wood shared that Earth Day cleanup on Monday, April 22nd. The groups this year included the: Cub scouts, Flagship Bank, C-I Middle School National Honor Society, Boy Scouts, Isanti Ambassadors and the Girls Scouts who will be out on Thursday, April 25th. Wood continued that this year we had every park covered and also included was the ditch along Cajima by Knife River. The National Honor Society they hit south passage and river bluff and walked down the street along the ditch, which was really full of debris.

Wood further shared that the Farmers' Market pre-season meeting is scheduled for Friday, April 26th at the Community Center. We have a numerous vendors interested this year. The market open May 31st and runs through September 27th every Friday from 2 PM to 6 PM.

Wood noted that the Adopt-A-Park program will be brought back to the board at another meeting.

Wood continued that the Bluebird Park refurbish project received two quotes. What the city received were different than the RFP that was stated. Wood shared that the city found out after reviewing the bids that it is not a good idea to completely dismantle an old park, powder coat it and put it back together because of stability issues. It is recommended that we to do electric static painting on site, which would not require that equipment to be dismantled. Jenny and Matt will take a look at the different parks that have been done. The two vendors have done this before, one of them we have never used before and staff will check out the quality of each vendor. Wood discussed that included at tonight's meeting for the board to review are pictures of colors that are being suggested to go along with the teal color on the slides are sand and royal blue. The swing set would be royal blue. It was felt the sand or beige would stand the test of time with fading. The board members noted that they liked the color scheme. The Clifford playground or tot playground within Bluebird park, will not be included in the refurbish, as this piece is obsolete with replacement pieces and when items break we will not be able to replace them and we will have to take that piece down. Wood noted that the bids that came in were between \$8,000 and \$9,000, under budget. This is a project is in capital improvement plan and the balance would stay there and staff is recommending the funds to stay there to be used for

another project and board agreed. Wood shared that this will need to go the council for final approval and also noted that a small slide is being replaced at Bluebird park.

Wood shared that the dog park received three quotes from fence companies. Council approved using Town & Country Fencing. Public works will be putting in the edging. Town & Country will come back to put in the rest of the fencing. This will all be done in the next 3 to 4 weeks. There are funds available for benches, porta potty, dog clean up area station, and one to two elements for dogs. A grand opening date is tentative for June.

5. Additional Item to Agenda

New Vice Chair for PRC board, with vacancy of Garvey, new vice chair to be nominated to board is Witte.

Motion by Johnson, second by Zdon. Motion passed. James Witte accepted the nomination.

Two more members are needed and are advertised as open.

6. Adjournment

Motion by Mayor Johnson, second by Witte to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:53 PM

Dated at Isanti, Minnesota this 1st day of May, 2019.

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: May 28, 2019
Subject: Unity Park Proposal

Background

Discussion about the bollards at Unity Park between the parking lot and ballfield began in the spring of 2018 after the park visits. The Parks, Recreation, and Culture Board expressed interest in having the bollards replaced. Staff has found another alternative to the tree option that was previously approved and is asking the board to review this new proposal. The tree option will need maintenance from public works staff or contracting it out for pruning as time goes. Staff is proposing a rock edging option that will provide the barrier that is needed and will not require the maintenance and replacement cost that a tree option would. Young trees may tend to be damaged by users and we now have more youth using this park during the summer with ball field rentals. Money was budgeted and this option falls within this budgeted amount. Staff also requests that the board consider the length of edging needed, the entire length is approximately 420' and provide staff direction.

Staff Request

Staff is requesting that the Parks, Recreation, and Culture Board discuss re-examing the Unity Park tree option. If the PRC Board approves, staff will proceed with the project in 2019.

Attachment

- Concept Picture of rock/boulder barrier





MEMO

To: Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: May 28, 2019

Subject: Park Visit Summary

Background

At the April 23, 2019 Parks, Recreation, and Culture Board meeting, all board members gave reports on their assigned park visits. Staff has drafted a project list from these reports and invites PRC Board input for prioritization of projects.

Short-Term and Immediate Maintenance Projects:

- Academy: Rake mulch
- Bluebird: Repaint lines on basketball court, remove branch debris from concrete area by skate park, fix wheel on north side of park
- Isanti Hills Neighborhood: Add mulch around swing and bouncy animals, graffiti removal on bench and swings, streak marks on slides
- Legacy: Steps repair with ag lime, loose wood
- Riverside: Step swing bracket repair, tot lot wash down of algae growth, removal of mulch under bouncy car
- Rum River Bluff Preserve: Steps – loose bolts and debris removal, fishing pier when river recedes
- Rum River Meadows: Plastic edge curbing needs to be repaired or replaced with concrete edging, plastic rock that covers irrigation needs to be secured
- Unity: Place name on equipment box
- Whisper Ridge: fix gate latch
- VFW: Sand/repaint swings

Long-Term Projects:

- Repair/replace parking lot bollards at Unity
- Discuss future of Whisper Ridge – resurface courts? Larger park overhaul?
- Repair curb near Bluebird basketball court



MEMO

To: Members of the Parks, Recreation & Culture Board
From: Jenny Garvey, Parks, Recreation and Culture Manager
Date: May 28, 2019
Subject: Painting Plow Blades Update

Background

Public Works has delivered the plow blades to Isanti Primary, Isanti Middle/Mn Center, Isanti Intermediate/School for All Seasons and the Arts and Science Elementary schools for them to paint before the end of the school year. They will be displayed at Celebrate Isanti on August 17. The photos below show progress as of May 23.





MEMO

To: Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: May 28, 2019

Subject: Parks Updates

Background

The Farmers Market begins May 31. There are currently 15 total vendors signed up (as of May 23). The market will run every Friday from 2:00 – 6:00 pm until September 27. Public Works also added a drive curb cut for our Farmers Market to allow for easier entrance for the vendors coming in with trailers.

The Passport to Parks citywide scavenger hunt will take place again this summer. There will be a kick off event on June 20th at Bluebird park and the hunt will go through August 3rd. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17th. Passports will be available for download from the City's website and pick up at City Hall.

Street Dances will kick off on June 22 with Hitchville. Staff is working update all sponsor information; Kwik Trip will be Platinum Level sponsor this year, joining Dahlheimer Distributing as the events' top sponsors. The second street dance is July 20 featuring Audio Circus, and the third is on August 17 featuring Good for Gary.

The Community Garden opened on May 11. All plots are reserved, which includes: 67 ground plots, 7 raised beds and one elevated bed, and staff is working on adding more.

The Dog Park is open and we will have a Grand Opening and ribbon cutting ceremony on Wednesday June 12th at 11am. The dog waste station is in place, and the signage and bench are being shipped and will be installed in the next week or two. Additional amenities are being researched and may be added as budget and maintenance allows.

Bluebird park will be getting a new look this summer. The larger playground area will be closed, weather permitting, July 29- Aug 9 to have a new coat of paint put on, just in time for Celebrate Isanti Aug 17th.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, June 25, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from May 28, 2019 Parks, Recreation and Culture Board Meeting.
3. Parks Updates
4. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 28, 2019
City Council Chambers**

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance

Everyone stood for the Pledge of Allegiance

C. Roll Call

Members Present: James Witte, Aaron Zdon, and Mayor Johnson

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

D. Agenda Modifications

Zdon asked if there were any agenda modifications, no modifications, Motion by Witte, seconded by Mayor Johnson; all in favor; the motion passed.

2. Approval of Minutes from April 23, 2019, Parks, Recreation, and Culture Board Meeting

Motion by Witte and second by Mayor Johnson; all in favor. Minutes were unanimously approved.

3. Unity Park Proposal

Garvey reported that Unity Park had previous approval of adding trees to the parking lot edge along the ballfield to assist with cars not parking on the grass. Garvey asked the board to re-examine that option and shared a new option that staff found that would entail less maintenance and upkeep than the tree option would. Garvey proposed to the board the rock edge option and provided a picture of the idea, Garvey stated that planting young trees could be damaged and pruning would be an item that would be necessary for years to come. The rock edge option fits within the budget. Zdon, Witte and Mayor Johnson agreed that this was a nice option and less maintenance was needed. Johnson motioned that we amend the proposal to install trees at Unity Park and change the proposal to install the rock/boulder edge along the parking lot, second by Witte; the motion passed.

4. Park Visit Summary

Garvey reviewed the list compiled of what projects and maintenance items were from the tours the board members took and reported at the April 23 meeting. .

5. Painting Plow Blades

Garvey reported that four local schools took place in this project and noted that within the packet are two pictures of ones that are being worked on and that the blades will be picked up in the next couple of weeks and the finished blades will be on display at Celebrate Isanti Day, August 17th.

6. Parks Update

Garvey reviewed that the Farmers Market will be Fridays May 31 –Sept 21 2-6pm and that PW was able to get the curb cut for easier access for vendors. Garvey also reviewed that the Passports to parks event will be back this summer with a kick off event June 20th at Bluebird park. Garvey further reviewed that the street dances will be June 22 – Hitchville, July 20 – Audio Circus and Aug 17 – Good for Gary and vendors are already signing up and our Platinum, sponsors this year are Kwik Trip and Dahlheimer Distributing. Garvey also mentioned that the Community Gardens are full and opened on May 11 and staff is working on adding a few more plots as interest is there. The dog park is open and the grand opening will be held Wed June 12 at 11am, the bench is in the park and signs will be going up. Johnson asked if another bench was going to be added and Zdon questioned this and said he has heard from the public if another one was going to be added. Garvey stated she had thought somewhere it was in her information that one was going to be donated, but she would look into it and see and then as budget allows to also add other amenities to the park. Garvey finished with that Bluebird Park will be getting a new paint job on the larger playground equipment and this is anticipated to be closed from July 29-Aug 9.

7. Adjournment

Motion by Witte, second by Mayor Johnson to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:21 PM

Dated at Isanti, Minnesota this 28th day of May, 2019.

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: May 28, 2019
Subject: Parks Updates

Background

The Passport to Parks scavenger hunt kickoff event will take place Thursday June 20 at Bluebird Park and the hunt will go through August 9th. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17. Passports will be available for download from the City's website or can be picked up at City Hall.

Street Dances will kick off on June 22 with Hitchville. The second street dance is July 20 featuring Audio Circus, and the third is on August 17 featuring Good for Gary.

The Dog Park Grand Opening and ribbon cutting ceremony was on Wednesday June 12th at 11am. We had about 30 people in attendance and 12 dogs. We had a drawing for a few prizes and the guests of honor seemed to enjoy meeting new friends and running around without a leash on.

Curious Creatures was June 11 with 15 kids in attendance at River Bluff Preserve for Terrific Turtles. The next one is scheduled for July 9 at Bluebird Park – the theme will be Incredible Insects.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, July 23, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications

2. Approval of Minutes from May 28, 2019 Parks, Recreation and Culture Board Meeting.

Community Event Discussion

3. Preview the Parks, Recreation and Culture Comp Plan

4. Parks Updates

5. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 28, 2019
City Council Chambers**

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance

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C. Roll Call

Members Present: James Witte, Aaron Zdon, and Mayor Johnson

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

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Dated at Isanti, Minnesota this 28th day of May, 2019.

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: July 23, 2019

Subject: Request to review the Parks, Trails and Open Space Plan

Background

The PRC Board and City Council approved a Comprehensive Park Plan in 2011. This board has not reviewed the Comp plan since 2011. Staff is bringing it to the board to review and looking for direction.

Staff Request

City staff is requesting a recommendation to create a sub-committee to review the Park, Trails, and Open Space plan.

Attachments

Comprehensive Parks, Trails, and Open Space Plan dated 4.5.2011

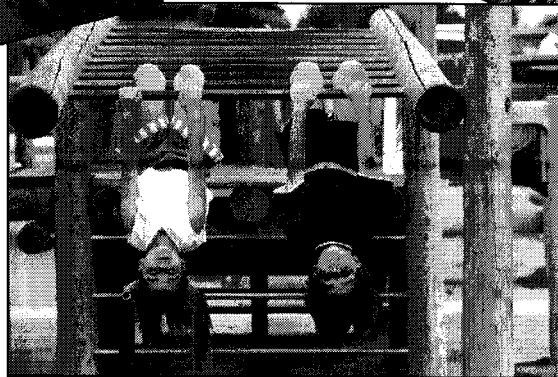
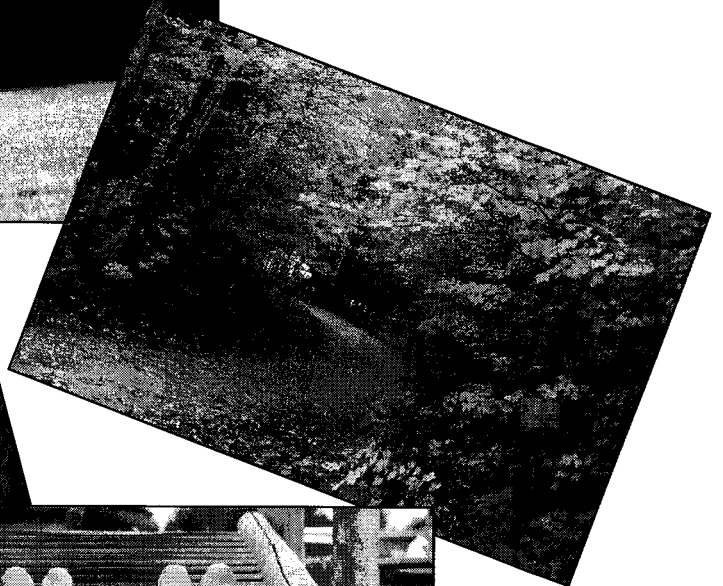
City of Isanti

A Community for Generations



Comprehensive Parks, Trails, and Open Space Plan

ADOPTED APRIL 5, 2011



EXECUTIVE SUMMARY

The City of Isanti is located approximately 45 miles north of the Twin Cities Metropolitan Area. The community is divided by Trunk Highway 65, which serves as a strong north-south transportation connection between Isanti, the Twin Cities Metropolitan Area, to the south; and the City of Cambridge, to the north. County State Aid Highway 5 serves as the primary east-west transportation corridor through the community. These main corridors carry high volumes of traffic and are easily accessible to area residents. Many of Isanti's services and community facilities have been located on or adjacent to these corridors, while residential neighborhoods and area parks have been placed along local or residential streets that tie into these main thoroughfares.

Since 2002, the City has experienced significant levels of growth and development. Currently, the community is home to 5,569 residents, as estimated by the State Demographer's office for 2010. While the economic downturn in 2007 has stifled growth and development, the City of Isanti recognizes that the economy will recover; and development will be resumed in the future. While the level of growth as well as the amount of time necessary for a full economic recovery is undetermined, in order to ensure that the community continues to be a place where people want to live, work, and recreate; Isanti is committed to planning for the future and providing recreational amenities and opportunities for all that may live, work, or visit the area. The City of Isanti is also committed to working with surrounding entities to establish regional facilities and amenities that can be utilized by more than just area residents. These interconnected facilities will further enhance active living and alternative modes of transportation throughout the region.

In 2008, the City of Isanti adopted a new Comprehensive Plan. As part of the planning process, the City chose to examine the significant natural resources and amenities located within the area. As a result of this thorough study, Chapter 5 Natural Resources and Chapter 6 Parks, Trails, and Open Space were included within the final plan. These chapters analyzed existing conditions from a broad perspective and made general recommendations that would aid in the future development, expansion, or conservation of City parks, open spaces, and natural areas. In addition, these two Chapters enabled the City to establish overall goals, policies, and objectives that the City wished to pursue; as they pertained to the preservation of natural resources and development of future parks, trails, and open spaces. As a supplement to the 2008 Comprehensive Plan; the 2011 Parks, Trails, and Open Space Plan utilizes these objectives and recommendations as a basis for a more in-depth look at the City's existing and future parks, trails, and open space system. Specific parks, open spaces, and trail segments will be examined and recommendations will be made for future improvements.

Each section of this Plan will provide City staff and City officials with key information and the building blocks that will help to better define the community, and its goals for both the existing and future park system. The Plan can be used as a reference for the City, to be

reviewed when confronted with decisions regarding the location, timing, replacement, maintenance, and development / redevelopment of the overall park system.

The City of Isanti envisions a park, trail, and open space system that will not only enhance the quality of life for its current residents; but will create a system that can be easily built upon in the future as Isanti continues to grow. The Plan will serve as a guide and will offer an opportunity to improve, develop, and create a system of planned green spaces and parks that emphasize safety, innovation, and conservation. The intent of this overall park system is not only to provide residents with recreational opportunities, but to protect and enhance the natural resources that can still be found throughout the community. While the establishment of a greenway system in developed areas of the community may be considered a challenge; ensuring that areas located in undeveloped portions of the community and within future planning areas have been identified will help to reduce these types of challenges as the community grows and new development takes place.

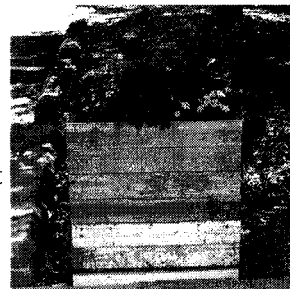
The anticipated outcome is to produce a park, trails, and open space plan that meets the needs of both existing and future community residents; encourages healthy, active lifestyles; and preserves those natural areas found throughout the community, so they can be enjoyed by future generations.

PLAN PURPOSE

The Comprehensive Parks, Trails, and Open Space Plan is intended to serve as a guide for maintaining and enhancing the existing parks, trails, open spaces and other associated natural and recreational amenities found within the City of Isanti. The Plan will also provide an overall framework for the development of future active and passive recreational amenities; as the community continues to grow. The Plan acknowledges that there are both opportunities and constraints, which will work to both assist in the advancement of the Plan's goals and objectives or may place limits upon those ideas and principals. These limits may require the City to further evaluate some future plans. However, these limits are not to be seen as barriers, but as crossroads allowing the City to weigh additional options, so as to meet the specified goals and objectives of this plan. Despite this acknowledgement, the Plan will provide a framework for the future of the City of Isanti Parks, Trails, and Open Space system.

The Plan also recognizes the goals, objectives, and recommendations provided within the 2008 Comprehensive Plan, which focuses on Natural Resources and their importance for inclusion within the overall park system as well as the general standards provided for within the Parks, Trails, and Open Space portion of that same document. It is the purpose of this Plan to supplement and expand upon the recommendations provided for within these chapters of the 2008 Comprehensive Plan and to provide further direction for the implementation and creation of a successful Parks, Trails, and Open Space system. When developing this Plan, the following general objectives will be essential throughout the park planning process:

- Maintain a consistent high level of service when developing new amenities and facilities within the overall park system; which is similar to what has been provided today in existing park and recreation areas.
- Determine the needs of the community and the activities to be provided within each park or open space, ensuring that both are in accordance with the community's overall vision for the park system.
- Guide decision makers, developers, and City staff in planning for future growth and development within the community through the integration of existing and future parks, open spaces, natural areas and other recreational amenities; and ensuring that all residents have reasonable access to these amenities.
- Assist the community in the continued establishment of goals, objectives, and strategies for the development of future parks, trail, and open space connections.
- Commit to the preservation, conservation, and enhancement of natural areas and wetlands located throughout the community.



- Create a trail system that provides for an interconnected network of open spaces, parks, and natural resource areas that are open and accessible by the public.
- Plan for an interconnected park and trail network to be utilized for recreational purposes as well as for alternate transportation options; ensuring the connection of neighborhoods, schools, commercial services, recreational facilities, and parks.
- Promote an increased quality of life for current and future residents through the promotion of active, healthy lifestyles.
- Encourage cross jurisdictional planning with neighboring townships, cities, and the County; to ensure that current and future trail connections will promote a more expansive, integrated regional park and trail system.
- Establish a continuous and permanent Greenway system, which loops through Isanti; linking neighborhoods, commercial areas, parks and open spaces via linear natural features that have been identified throughout the community.
- Develop, monitor, and amend; as necessary, a short-term and long-term capital improvement and maintenance program that will guide the City in property acquisition, capital improvement projects, and operations; which not only shows continual investment in the park system, but advancement of the overall community vision.
- Build a park system and provide recreational opportunities and amenities that are balanced, multi-dimensional, and adaptable to the changing attitudes and interests of the population; catering to all ages and levels of ability.

THE COMMUNITY

Historical Background

Today, the area surrounding Isanti can be characterized as cropland containing both large open spaces as well as small remnants of the original natural vegetation that was once found within Isanti County. Areas containing high natural resource value include the Rum River, several streams (Park Brook, Isanti Brook, and Spirit Brook); woodland areas, and wetland complexes; all of which have brought and continue to bring value and quality to the lives of area residents. The natural resource significance found throughout this area continues to be recognized as perhaps one of leading factors for the initial settlement of the area and one of the main reasons for its continued growth.

“Old Isanti” was first settled in 1860, as a logging and farming community. After the construction of the railroad, the location of the community changed, and “New Isanti” was soon re-built between the Rum River and the Great Northern Railroad. Fields growing potatoes and navy beans flourished on the natural landscape surrounding the community. But, after years of farming, crop lands became depleted of nutrients and the farming industry began to decline. With the decline of agriculture; the environment in Isanti County began to change as well. The natural areas originally found within Isanti County became separated by croplands, roads, and eventually development. Today, Isanti has become an exurban bedroom community located within a collar county of the Twins Cities Metropolitan Area, where residents commute to work and return at the end of each day to enjoy the small town atmosphere that Isanti provides.

Historically, the City of Isanti and its residents have continued to have a close relationship with the outdoors and the natural environment, through its park and open space system. The Municipal Rose Garden, the Old Band Stand, as well as the community’s continued participation in sporting activities such as baseball, tennis, and hockey; have attributed to the types of parks and open spaces that have developed over time within Isanti. The park and open space areas continue to be of great importance to the residents of this community and will continue to be so as the City develops in the future. Planning for future parks, facilities, and amenities will continue to be increasingly important to the promotion of healthy, active lifestyles for future residents. In addition, these types of facilities and amenities will continue to serve as a focal point or a gathering place for area residents.

Demographics

The City of Isanti has seen significant growth and change in recent years. The rapid growth in population and households; coupled with increased commercial and industrial development has changed the dynamics of the community. While the recent economic downturn has resulted in a gradual decrease in the amount of development that has occurred overall within

the community; the City recognizes that small amounts of growth will continue to occur and will steadily increase in the future.

In order to plan for future park and recreation system amenities and facilities, an understanding of the characteristics of the existing population is necessary; as the characteristics of the population will determine the needs and the demands for particular types of services. While the needs and demands of the community will change as it continues to grow; and composition of the age cohorts will change, the current statistics will provide the City with a basis from which to begin its planning efforts. The City had completed a comprehensive demographic study as part of the 2008 Comprehensive Planning process. The results of that study projected that the City of Isanti would see a population increase to between 7,750 (low forecast) to 9,000 (high forecast) by 2015. Whether these population estimates will hold true in the future, due to the economic downturn the City is experiencing, will remain to be seen. However, at this point, these are the best estimates available to the City for projecting the types of services that may be required in the near future. In recent years, the City has seen a significant increase in the number of young families with school aged children. This demographic shift has placed high demands upon area schools, recreational facilities, and community services. But, while these age cohorts are increasing, there is still a need for the City to accommodate the demands for services for the middle-aged and senior-aged cohorts.

When compared to the overall population, the City of Isanti has a lower percentage of senior citizens residing within the community. While the City will continue to add to the senior population, the overall number of seniors when compared to the total population is anticipated to remain quite low in the years to come. The middle-aged cohorts, ages 36-54, will also see some level of increase; however, when compared to the total estimated population of the City this number too will remain fairly low. The lower percentage of residents within these two cohorts, middle-aged and senior-aged, has been attributed to the type of housing that is currently found within the community. The majority of the housing stock provided in the community, caters to the new "starter" homebuyer. While the City has planned for and has encouraged the development of different housing types, many of the larger single-family residential units as well as attached multiple-family units are anticipated to be developed at a later date as the community grows and the population diversifies. The cohort containing individuals ranging in ages 34-44 is anticipated to increase for the City in the coming years, due to the attractive entry-level housing options provided throughout the community. As a result, it is anticipated that those under the age of 18 will also continue to increase. Much of the recent park development has catered specifically to these age cohorts; and would appear to be the focus for the City in the near future.

The City will need to balance the interests and needs of the various age groups and ability levels that will continue to characterize the residents of the community. While the interests and needs of the younger adult and school aged children population may continue to be more

prevalent, parks and other associated facilities and amenities will need to cater to older adults as well. When developing the parks, trails, and open space system; conscious efforts should be made to include various types of programming and activities within each area that will cater to a more diverse public. Creating and establishing varying types of programs and activities aimed at different age cohorts will enable the City to better adapt to potential changing demographics in the future.

Related Planning Efforts

The City of Isanti adopted the 2008 Comprehensive Plan in November 2007. This Comprehensive Plan replaced the previous document, which was completed in 2002. Since, the 2002 Plan, many changes had occurred with respect to the City, as a large amount of land was annexed for development purposes. The annexation of available land lent itself to a significant amount of population growth, due to increased residential, commercial, and industrial development. The 2008 Comprehensive Plan took into consideration those properties within the existing City boundaries as well as areas outside of the City limits that may be subject to future development as the City grows and expands beyond its existing boundaries. The Comprehensive Plan set forth the goals, objectives, and implementation strategies for the City of Isanti as it expands within these areas. The goals and strategies for the implementation of the Plan were divided into various categories, to include: General Community, Intergovernmental Coordination, Community Appearance and Livability, Natural Resources, Growth Management, Land Use, Housing, Downtown, Economic Development, Community Facilities, Parks and Open Space, and Transportation. Many of these goals and strategies found in specific Chapters of the overall Comprehensive Plan have been incorporated and will be supplemented by the 2011 Park, Trail, and Open Space Plan.

The City has also completed several other planning related studies and plans, which include a Multi-Modal Transportation Plan, Development Impact Study, and a Capital Improvements Plan (CIP). Each of these documents will be used to further the goals and objectives of the City of Isanti, as the community moves into the future. These documents will become increasingly important as the demand and need for City services and infrastructure evolve or increase for both existing and new development. These documents provide guidance for the location and / or redevelopment of City related services and amenities. The Capital Improvement Plan will provide a strategy for how funds will be allocated over future years for specific projects, so as not to create an undue financial burden on the community or its residents. Currently, park related projects and amenities for both new and existing facilities/ equipment have not been included within this document. The City will need to establish such a plan for the future costs associated with the construction and/or monitoring and replacing of City park facilities and amenities. To date, many park projects have been eligible for Park Dedication Funds. However, all replacement items or redevelopment projects associated with City parks would require the use of general budget funds.

In addition, plans have been prepared and adopted at the County level, which have an effect upon the City of Isanti. Isanti County has adopted a 2006-2030 Transportation Plan, 2008 Isanti County Parks and Recreation Plan, and 2009 Land Use Plan. These documents provide a larger framework for planning across Isanti County. Natural resources, transportation systems, park and recreation amenities, and land use implications do not end at the City limits; but are extended into neighboring communities, townships, and Isanti County. The City acknowledges that planning for the conservation of natural resources, trails, and park amenities need to be reviewed in a broader context that will contribute to the overall function of City, Township, and County systems. This 2011 Park, Trail, and Open Space Plan will take into consideration the components identified in other City and Regional Planning documents, to ensure that Isanti is meeting the goals, objectives, and vision for the region as well.

PARK AND TRAIL SYSTEM CLASSIFICATION

Parks and trails have been classified into various categories depending upon the types of amenities provided as well as based upon location and size criteria. The National Recreation and Park Association (NRPA, 2006) has established general descriptions for each park type, which have been used throughout this Plan as a guide for classifying components of the City's park system. The various types include:

Mini-Park

The mini-park is created to address the limited, isolated, or unique recreational needs associated with a small area. This type of park must be located within ¼ mile distance of a residential area and is generally between 2,500 square feet to 1 acre in size.

Neighborhood Park

The neighborhood park is considered the most basic unit of the park system. This park serves as the recreational and social focus for a residential neighborhood; and provides for both active and passive recreational opportunities. This type of park is usually within ¼ to ½ mile distance of a residential area and is not interrupted by non-residential roads or other types of physical barriers, making it readily accessible to area residents.

School Park

The combination of parks and recreational amenities with school sites has been found to fulfill the space requirements for other types of parks, such as neighborhood, community, sports complex, or special use parks. The proximity of a school park to residential neighborhoods is determined by the location of the school property. The size of the park will vary depending upon the types of recreational facilities or amenities that are offered and the overall size of the school property.

Community Park

The community park serves a much broader purpose than a neighborhood park. The park focuses on serving larger community-based recreational needs, rather than just those of the surrounding residential neighborhood. This type of park also focuses on preserving unique landscapes, natural areas, and open spaces. The community park usually serves two (2) or more neighborhoods within one-half (½) to a three (3) mile distance. The overall location and types of amenities provided in these parks will be based upon the size, quality, and suitability of the site.

Large Urban Park

The large urban park serves an even broader purpose than the community park. This type of park can be used when community or neighborhood parks are not of adequate size or do not contain the necessary amenities to serve the needs of the overall community. The focus is on meeting community-based recreational needs. The preservation of unique landscape areas as well as passive open spaces is also a main focus for this type of park. The large urban park serves the entire community and the amenities provided are determined by the quality and suitability of the area. The overall area of the park will be determined based upon the uses that are provided. Different types of recreational opportunities require less or more land area. Generally, the large urban park is around fifty (50) to seventy-five (75) acres in size, in order to accommodate the necessary planned amenities that would service a community.

Natural Resource Areas

These are lands that have been set aside for the preservation or conservation of significant natural resource amenities, remnant landscapes, open space, and / or visual aesthetics and buffering. The location is dependent upon the availability and opportunity for access to these types of natural resources. The size of the overall area will also vary depending upon the location of natural amenities found on the site.

Greenways

Greenways tie the park system components together to form a continuous linear park environment, which tie natural resource elements to the overall park system. In some instances, utility corridors have been utilized as areas for greenway systems. Greenways are situated based upon the availability and location of natural resources or utility corridors, so the overall size of these areas can also vary.

Sports Complex

A sports complex places programmed athletic fields and other types of associated facilities on larger and fewer sites within the community. The sports complex is strategically located, so as to serve the entire community. The size of the facility is based upon the demand for a specific type and / or a certain number of recreational facilities and amenities. A minimum of twenty-five (25) acres is necessary; however, forty (40) to eighty (80) acres are strongly recommended.

Special Use

The special use park can actually cover a broad range of recreational activities and/or facilities. These parks are usually developed with a particular single purpose use in

mind. The location and size are variable, and are based upon the specific use involved. Examples may include, but are not limited to a dog park or golf course.

Private Park / Recreation Facility

These types of parks and recreational facilities are owned by a private entity, yet may contribute to the overall City park and recreation system. These facilities vary in size and location; and are dependent upon the types of activities that are involved.

Each of the parks and facilities found within the City of Isanti have been reviewed and compared against the criteria established for each park type by the National Recreation and Park Association (NRPA). Oftentimes, it is difficult to classify a particular park or amenity within a specific group, as the general description, size or location may not precisely meet the requirements established by the NRPA. When difficulties were found in the classification of a particular park or facility, staff has reviewed the park against the general description and location. The actual size of the park may be disregarded for classification purposes. An inventory has been conducted of each park currently found within the park system, which has been included within this plan as a reference. The inventory focuses on the classification, size, and the amenities that have been or will be provided within each of the City's existing parks.

In addition, the NRPA has also prepared a classification system for various types of trails. General descriptions regarding the trails purpose as well as the materials and uses permitted on the trail are all factors that are taken into consideration when reviewing the trails throughout the community. The various trail types include:

Park Trail

Park Trails are multi-purpose trails that are located within greenways, parks, and natural resource areas. The focus of the trail is based upon the recreational value of the overall facility and its unity with the natural environment. There are three (3) different classifications for Park Trails.

- A 'Type One' trail is a single purpose hard-surfaced trail for pedestrians, bicyclists, or in-line skaters.
- A 'Type Two' trail is a multi-purpose hard-surfaced trail for pedestrians, bicyclist, and in-line skaters.
- A 'Type Three' trail is a nature trail for pedestrians, on which the surface may be composed of hard or soft materials.

Connector Trail

The Connector Trail is a multi-purpose trail that emphasizes safe travel for pedestrians to and from parks, and provides access to other areas within the community. The focus for this type of trail is as much on transportation, as it is on recreation. Again, there are various types of trails that fit this category.

- A 'Type One' trail has a separate or single purpose and is hard-surfaced for pedestrians, bicyclists, or in-line skaters. This type of trail is generally located within an independent right-of-way area.
- The 'Type Two' trail is a separate or single purpose hard-surfaced trail for pedestrians, bicyclists, or in-line skaters, which is located within roadway right-of-way.

On-Street Bikeways

These are paved segments of a roadway that serves as a means to safely and effectively separate bicyclists from the motor vehicle traffic. On-street bikeways are placed in two categories; bike routes and bike lanes. A bike route is a designated portion of the roadway that is for preferential or exclusive use by bicyclists. A bike lane is a shared portion of the roadway that provides separation between motor vehicles and bicyclists, for example a paved shoulder.

All-Terrain Bike Trail

This is an off-road trail for all-terrain mountain bikes. These trails are usually single purpose loops that are located in larger parks or within natural resources areas. The trails consist of natural materials that may be prevalent within the area, in which the trail is located. Hard-surfaces generally are not provided as a base for the all-terrain bike trail.

Cross Country Ski Trail

These trails are developed for traditional and skate-style, cross country skiing activities. Often times, these trails are located in larger parks with natural resource amenities. Again, these trails are mainly utilized during the winter months for this particular type of activity.

Equestrian Trail

These trails are developed for the sole purpose of horseback riding. The trails are looped through larger parks or natural resource areas. Rather than just limiting these trails to equestrian activities, the trail can be developed to accommodate hiking or all-

terrain biking. Conflicts between the various uses should be anticipated and control mechanisms should be in place to avoid such conflicts.

EXISTING PARK SYSTEM

Isanti has approximately 105 acres of park land spread throughout nine (9) parks within the current City limits. Isanti has one (1) large urban park, two (2) community parks, five (5) neighborhood parks, and one (1) mini-park. Sandbrook Golf Course, while not within City limits; Martin's Landing, the David C Johnson Civic Arena, and the Isanti Firefighters Rodeo Grounds; none of which are owned or operated by the City of Isanti, have provided significant additional recreational amenities and facilities for community and area residents. In addition, the Isanti Primary School, Isanti Intermediate School, and Isanti Middle School; all provide additional passive and active recreational opportunities and amenities for area residents. A brief description of the activities and facilities provided on each of the school parcels has been provided. But, despite each of these organizations contribution towards the overall recreational amenities for the City, these facilities have not been included in the overall park totals presented within this document. However, their importance in the overall recreational system should be noted.

The City also leases portions of Bluebird Park to the Cambridge-Isanti Soccer Club, Rum River BMX Association, Redbirds Organization, and has a standing agreement with the Cambridge-Isanti Youth Hockey Association for the outdoor hockey rink. Each of these groups work in conjunction with the City to provide additional recreational elements that service the community. The property may be owned by the City; however, each of these entities is responsible for the implementation of recreation programs and maintenance associated with their facility.

In order to develop this plan, the City analyzed the existing conditions found within each park. Each park was evaluated based upon these conditions. Opportunities were determined for the development of new and/or expanded services as well as for re-development of existing facilities. Recommendations have been provided for each park within the City's system. These recommendations have been based upon the perceived opportunities and/or constraints that would appear to be present for each park. Opportunities or constraints are based upon physical attributes, level of service standards, the need to balance the kinds of facilities and amenities provided across the park system, and comments provided by area residents.

The recommendations are conceptual only and will be further evaluated to determine what future improvements can and should be made, and the timeframe in which those improvements should occur. The availability of funds and the needs of the community will be weighed heavily when making these types of future decisions.

In General

Over time, the City of Isanti has worked to create a park system that caters to residents and visitors alike. In general, there are a number of features and activities to which the community would like to see remain or would like to see changed in the future, so as to promote the overall park system. In many of the City's parks; bench swings had been provided in the past for those adults that have brought their children to the park to play. However, vandalism to bench swings because of improper use of such equipment has resulted in the need for their removal. In those parks, which currently have bench swings, once the swings have outlived their use, they should be removed and replaced by a different piece of play equipment or by an additional bench.

In addition, the City has a long established tradition of Community Park Builds and Community Tree Plantings. Both activities are open to all residents of the community, business owners, and other civic and non-profit groups; wishing to help in a community service project. These types of activities give individuals the opportunity to participate in the community-building process; which gives residents a sense of pride, responsibility, and ownership in the community and its improvements. If possible and feasible, the City should aim to continue this tradition in the future.

Also, upon creation of a new public park, the Park and Recreation Board has established Park Naming Contests. In these instances, City residents are given the opportunity to present a potential park name for Council consideration. Again, this process brings City residents into the park planning process and instills a sense of pride and ownership within the community. Other park related contests and awards have been created and provided to City residents, to include the City Flag Contest and the Mayor's Great Yard Award. Each of these events recognize the achievements and contributions of City residents.

The City should consider placing bike racks within the various parks. Many of the City's parks are located along trail or sidewalk corridors, in which residents have the opportunity to ride a bicycle to each of the City's park facilities. In an effort to reinforce the need for an active lifestyle; safe and convenient places for the storage of bicycles while residents or visitors are enjoying the amenities of the park system are considered a necessity. As the City continues to grow and develop additional parks, open spaces, trails, and the greenway system; the demand for bike racks in convenient locations will increase.

Lastly, over the past 10 years, the City of Isanti has been monitoring the play equipment provided within the parks for compliance with recently adopted safety regulations. Slides, merry-go-rounds, and teeter totters have all been removed from the parks; as they were not in compliance with current park safety regulations. The City of Isanti will continue to strive to protect the health and safety of those children

using the park equipment. When necessary, play equipment will be removed and replaced, in a timely manner.

Isanti Public Schools

As previously mentioned, the City of Isanti has three (3) public schools located within its municipal boundaries; the Isanti Primary School, the Isanti Intermediate School, and the Isanti Middle School. Each of the schools provides recreational opportunities and amenities on school property that can be accessed and utilized by City residents. While these areas are not owned, operated, or maintained by the City, the recreational facilities provided at each of these three sites fill gaps that may be seen within the existing park and recreation system. For this reason, a brief discussion and description of the existing facilities found on each of these school sites has been provided below.

Isanti Primary School

301 County Road 5 NW

Located on the northwest corner of the intersection of Third Avenue NW and County Road 5 NW.

The Primary School has both a small and medium sized play structures located along Third Avenue NW. The equipment consists of slides, climbing bars, tubes, and bridges. Two (2) swing structures are also located within this same general area. Benches have been strategically placed around the play equipment area. The play area is surrounded by a chain-link fence, protecting children playing within the area from the adjacent residential street. Sand has been placed as the base of the equipment area.

The Primary School also has a larger play structure for older children located on the west side of the school. Slides, tubes, and climbing equipment make up this larger play structure. A swing structure has also been located within this area. Similar in design to the other play area, benches have been located around the outer perimeter of the activity area and sand has been provided around the base of the equipment. A ball field as well as additional open space area can be found to the north of the play structure and to the west of the parking lot. In addition, a hard surfaced area has been located adjacent to the school building, which has two (2) funball goals.

Isanti Intermediate School

101 9th Avenue SW

Located to the south of the intersection of 8th Avenue NE and 9th Avenue NE.

The Intermediate School has two (2) ballfields as well as a vast amount of additional open space area, which could be used for other types of organized play activities or sports. This area is irrigated and is surrounded by a chain-link fence, so as to separate this area from the residential lawns that abut the fields on the south, southeast, and southwest sides. A basketball hoop and hard surfaced play area has been provided on the south side of the school, immediately adjacent to the school building. Several large play structures consisting of slides, bridges, swings, and climbing equipment has also been located within this area.

Isanti Middle School

201 Centennial Drive NW

Located on the southwest corner of the intersection of Centennial Drive NW and County Road 5 NW, immediately adjacent to the Rum River.

The Middle School has two (2) practice football fields as well as two (2) baseball fields with benches. Soccer facilities with goals are located on the south side of the school. A paved area with four (4) basketball hoops and tetherball equipment has also been provided within this same general area. Climbing equipment, while only small stand-alone pieces, can be found in various locations on the property. These pieces of equipment were part of a larger physical activity course used by the school during physical education classes.

Bluebird Park

Location

201 Isanti Parkway NW

Bluebird Park is generally located within the southeast corner of the intersection of Third Avenue NW and Isanti Parkway NW. A portion of the park, which consists of the Soccer Complex, is located within the northeast corner of the intersection of Third Avenue NW and Isanti Parkway NW. Bluebird Park is bisected by an access road, which is an extension of First Avenue NW. The park stretches along both sides of this access roadway, extending from Third Avenue NW on the west to the BNSF Railroad on the east; and south from Isanti Parkway NW to the Isanti Firefighters Rodeo Grounds and the Isanti Centennial Complex Industrial Park.

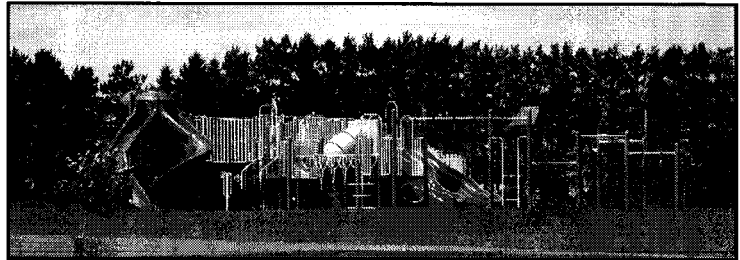
Existing

Two (2) large parking lots are located within the park, one at the north end and the other at the south end of the park. The parking lots contain approximately one hundred thirty-one (131) parking spaces for park patrons. Trails meander through the

park and connect to a trail provided along the west side of the Third Avenue NW, via a pedestrian crossing. Construction of the Bike/Walk Trail along the east side of Third Avenue NW, just north of Isanti Parkway NW will provide additional pedestrian access to the park, as this trail will link the City of Isanti to the City of Cambridge. Construction is scheduled to be completed in the summer 2011.

Play equipment is located near the center of the park, which includes both small and large play structures to accommodate a wide variety of age groups. The smaller play structure, with a Clifford theme, has slides, a bridge, and climbing equipment. A larger structure for older children consists of slides, climbing walls, and climbing bars. A large net climber stands in the middle of the play equipment area. Several small play events known as spring creatures have been provided for smaller children.

A large swing set containing four (4) toddler seats and four (4) regular seats can also be found on site. Two (2) to three (3) benches of varying styles and materials



have been provided around the perimeter of the play equipment for parents accompanying their children at the park. Two (2) picnic tables have also been located near or within the play equipment area. One (1) open-sided picnic shelter has been constructed to the southwest of the play area and contains four (4) to five (5) picnic tables. A handicapped picnic table has been the most recent addition to the shelter, which was purchased using funds donated by the Rotary Club. In 2010, a message center was constructed by City staff and placed near the shelter to display reservations for the park shelter.

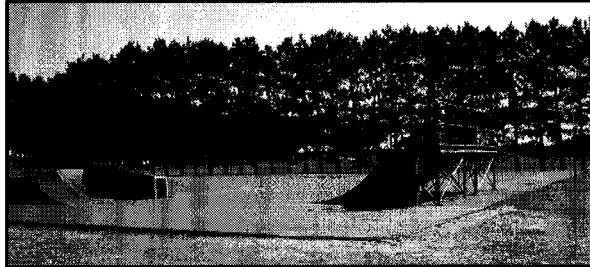
Facilities for additional sports activities are included within the park. A full-size basketball court with two (2) benches was constructed in 2009. The court has been striped accordingly for regulation games. A lighted outdoor hockey rink with boards



as well as a pleasure skating rink is provided during the winter months for area residents. A

volleyball net has also been added to the amenities found at Bluebird Park; which will be available during the summer months when the pleasure skating rink is not in use.

The volleyball net was transferred from Mattson Park to Bluebird Park in 2010. A skateboard facility, which is heavily used by the City's older children, supplements the amenities that have been provided within the park. Ramps, pikes, and other obstacles have been constructed on a large bituminous surface.



A public green space or passive park area has been located within the northwest corner of the park. This area is available for other activities, such as kite flying, Frisbee throwing, or playing catch. Mature trees line the east side of the park area and new trees are continually planted each year, in accordance with an approved landscape plan. Portable toilets and garbage cans have been adequately provided for throughout the park.

There are several additional athletic elements that have become synonymous with Bluebird Park, given their close proximity. These include Sportsman Field, the Soccer Complex, and the Rum River BMX Facility. In each instance, the City may own the property in which these amenities are located; however, each individual recreational group has an agreement with the City and is responsible for improvements and maintenance of their respective facility. Each facility has been briefly discussed below.

Sportsman Field – (Redbirds Organization)

Sportsman Field, home of the Isanti Redbirds, is a regulation sized baseball facility located near the southwest corner of the Bluebird Park. The field is lighted. Bleachers, dugouts, a cement block building with concession stand and upstairs press box have all been constructed on the site. A small outbuilding stores team equipment and field maintenance items. Improvements to and maintenance of



the facility is provided by the Redbirds Organization, which raises funds through concession/ticket sales as well as numerous fundraising events that may occur throughout the year. Water is provided to the facility by a private well. Sewer service has not been installed, so portable toilets are provided by the group for the season. Connection to City water and sewer services should be considered in the future.

Isanti Soccer Complex – (Cambridge-Isanti Soccer Club)

The Isanti Soccer Complex was established through the use of grant funds awarded by the Minnesota Department of Natural Resources. Due to such funding, the area is to remain in perpetuity for recreational purposes. The Soccer Complex, which is located just north of Bluebird Park across Isanti Parkway, contains nine (9) regulation size soccer fields. Two (2) small open-sided shelters, located on the south and east sides of the complex; and one (1) large open shelter located on the west side of the complex have been provided on-site for those utilizing the



facility. A small equipment storage facility is located near the middle of the soccer complex. Graveled parking areas are provided along Third Avenue NW as well as along Isanti Parkway NW for patrons to the facility. Similar to Sportsman Field, the Cambridge-Isanti Soccer Club is responsible for improvements to and maintenance of the soccer fields. The Cambridge-Isanti Soccer Club has an agreement with the City of Isanti for the leasing of the land and the operation of the Soccer Complex. Updates to the existing Agreement are necessary to accommodate changing conditions.

Rum River BMX Facility – (Rum River BMX Association)

The Rum River BMX facility, which is located within the northeast corner of Bluebird Park, has one shelter with concession area. Eight (8) to nine (9) picnic tables have been provided within the concession



area for visitors to the facility. Chain-link fencing has been installed along the perimeter of the track. Metal bleachers have been provided for spectators.

The City has constructed a small paved parking lot with eighteen (18) spaces, which has been located to the east of the concession area. The track is paved, mulched, and lighted. Portable toilets and garbage cans have been provided as well. The Rum River BMX Association is also responsible for the operation of, improvements to, and maintenance

of the facility. The Rum River BMX Association has entered into an agreement with the City for the leasing of land and the operation of the track. The Agreement is considered quite dated and is in need of updates to accommodate current conditions.

Recommendations

Prior to the initial construction of Bluebird Park, the City Council had approved a site plan for the future development and layout of the park. While many aspects of the site plan have been implemented to date, there are many more amenities and facilities planned for development in the future. The City should continue its efforts to develop those facilities identified in the plan. The timeline for each elements construction will depend upon whether or not funds are available and the overall needs of the community for each type of facility or amenity. As part of this plan, several recommendations for modifications to the original site plan have been noted based upon current needs of the community.

A performance center has been identified for location within the northwest corner of the park. The performance center would host plays, music, and other events for the community in the future and may serve as a focal point for area residents. While a volleyball net has been established within the park, two (2) sand volleyball courts have been identified near the southern entrance to the park. The volleyball facilities would serve as a summer activity, when the pleasure rink is not a possibility. The volleyball court will need to be constructed in such a fashion, so as not to cause undue issues for the pleasure rinks development each winter. If necessary, upon construction of the volleyball courts, discussion has been held regarding the placement of the pleasure rink within a portion of the parking lot located immediately adjacent to this area.

A second full-size basketball court or a tennis court has been identified as being located next to the existing basketball court, which is located within the southwest section of the park. Given that the location of the existing basketball court has changed slightly from the original plans, the City will need to verify that an additional court would fit within this general location. The configuration of a second court in this area may need to be adjusted to accommodate the space.

A warming house/concession stand with public restrooms is planned to the north of the existing outdoor hockey rink. Bluebird Park sees a great deal of use throughout the year, so the restrooms/concession area is considered a fairly important project. Concerns have been raised regarding the maintenance costs as well as the potential vandalism that may occur with permanent restroom facilities. However, despite the issues that such a structure may present, the components associated with this structure will be important as the City continues to grow and further recreational amenities are

added to the park, in which subsequent additional recreational events will be held that may require these types of facilities.

A small play structure and small shelter has been identified near the BMX Track, within the northeast corner of the park. The Rum River BMX Association is working to obtain grant funding to aid in the construction of these amenities. Due to the close proximity of this area to that of the facilities provided within the heart of Bluebird Park, the small play structure and shelter should be eliminated from the proposed plan. Funds that may have gone to the construction of the smaller shelter can be designated elsewhere in the park.

A small and large ball field has been proposed for the east side of the park. The City receives many requests in the summer from various leagues looking to reserve the City owned softball field located in Unity Park. Additional baseball / softball facilities will be an asset to organized community recreation events in the future. However, many softball / baseball facilities have been constructed in neighboring communities. While an additional larger field would be beneficial in the future, the smaller field may not be necessary and could be eliminated from the proposed site plan. This would leave additional open space within the park, which could be utilized for other types of organized recreational activities.

A disc golf course has been identified for the area surrounding the proposed additional ball fields. Discussion either for or against the disc golf course has been held numerous times by the Park and Recreation Board. The Park and Recreation Board had determined that at this time, such an activity is not in high demand by City residents. In addition, disc golf courses have been constructed in a neighboring community located to the south of Isanti. Residents or visitors choosing to use the area for Frisbee golf would be able to do so, providing they would bring their own temporary equipment. However, at this time, an organized course is not considered a necessary recreational element for the park.

Small improvement projects such as additional landscaping and the placement of a boundary fence along the railroad tracks should continue to be considered in the future. Discussions have also begun regarding the future of the Old Wickstrom home that is currently located within the northeast corner of the property to the east of the BMX track. The structure has been vandalized and continues to degrade with each passing year. Due to the liability issues associated with the condition of the current structure, the City will need to come to some conclusion on the future of the home. Demolition or rehabilitation may both be costly options, but protecting the safety and welfare of the residents of the community need to come first. Funds will be necessary for either option.

Unity Park

Location

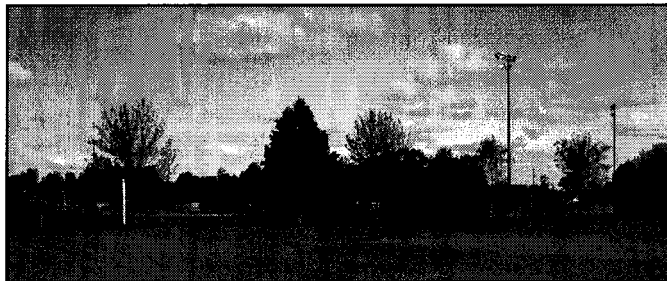
420 3rd Avenue NW

Unity Park is located to the north of Unity Boulevard NW and runs the entire length of this street segment. The western corner of the park, which contains the softball field, is located within the northeast quadrant of the intersection of 3rd Avenue NW and Unity Boulevard NW. The more passive area of the park is located within the northwest quadrant of the intersection of Unity Boulevard NW and First Avenue NW. The park is surrounded by residential uses to the south, the Isanti Primary School to the west, additional recreational amenities and the Isanti Area Firefighters Rodeo Grounds to the north, and industrial uses to the east.

Existing

Unity Park was also developed with the aid of grant funds provided by the Minnesota Department of Natural Resources. The park was developed to include both passive and active areas. Unity Park is the location of the communities' only softball field. A stand-alone field with bleachers is located within the western portion of the park. The field is lighted and is surrounded by chain-link fencing within the outfield. There are several bird houses that have been constructed on the property near the ball field. The bird homes were constructed

by private individuals and placed within the park at the time of its development. There is also a mature line of trees that surround the outfield. A gravel parking lot is located along Third Avenue



NW, which has been used by not only park patrons, but the Isanti Primary School as well. City staff has held negotiations with the school district, in an effort to come to some resolution on a maintenance agreement. However, such efforts have stifled; and the lot will be closed during the winter months when necessary. A portable toilet and garbage cans have also been provided.

The more passive area of the park is located to the east. This area contains a wide open green space as well as a small wetland complex with native vegetation. Mature trees line the north side of the park. A park shelter currently exists on the site, along with a small wooden picnic table with a cover. A grill has been provided on-site for those wishing to picnic in the park. Sidewalk is located along the west side of Third

Avenue NW and along the south side of Unity Boulevard NW, providing pedestrian access to the park.

Recommendations

Improvements will need to be made to the field in the future. Bleachers, lime, striping, and lighting will all need to be replaced. The lighting system within the park is currently being turned on and off via the breaker box. The turning of the lights on and off, in this fashion, is considered to be hazardous. The City will need to update the lighting system in the near future to avoid any safety issues. In order to ensure that the field is adequately maintained for those groups using the field, the City has implemented a fee structure for field use by organized teams. The revenue received from the fees will be used to help off-set the costs associated with the maintenance of the field now and in the future. Additional seating may be considered for the passive portion of the park, particularly in those areas overlooking the natural area provided on the property. Seating may consist of a few benches. Unity Park also lacks identification signage. The City should consider placing a sign in the park, similar to those found in other City parks; which identifies the park and includes the rules/regulations for the use of the facility.

The Park Board has discussed the existing park shelter and does not see the need to reconstruct or replace this shelter in the future, as the shelter and this portion of the park is perceived to have very little use. If an Eagle Scout were to rebuild the shelter in the future as part of a required project, the City would accept a new shelter; however, the City would look to have the shelter constructed within a different park. At one time, there was continued discussion with the Isanti Fire Department to have the shelter moved to Bluebird Park. Representatives from the Fire Department offered to pay for the structure's relocation and to establish a new concrete floor for the facility. However, to date, the structure still stands within the park. Further discussions with the Isanti Fire Department to move the structure have ceased.

Eagle Park

Location

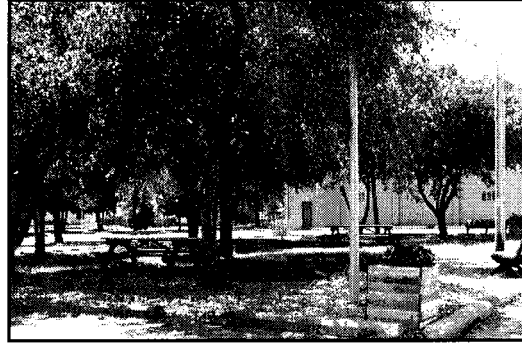
Eagle Park does not have a physical address. The area is located within an extension of the Municipal Parking Lot (11 Main Street West) directly behind the businesses along Main Street West, to the north of Broadway Street SW, and to the west of the railroad tracks.

Existing

Given the location and size of the area, it is difficult to understand how this area received "park" designation within the overall City system. The area is a small green

space located within the middle of a City owned parking lot. Approximately 13-14 mature ornamental trees surround the area. Recently, the City has removed several and trimmed many of the trees located within the area. Cement curb stops have been provided around the perimeter of the parking area, which lines the outside of the green space.

During the 2008 Park and Recreation Board 's "Tour of the Parks", the Board had agreed that Eagle Park should not be included as a park within the City Park System. However, since the 2008 annual park tour, the City has approved an Interim Use Permit for the Isanti Area Chamber of Commerce, which permitted the organization to operate a Farmer's Market within this area. Since that



approval, the area has been maintained to include mulching and flowers around the perimeter of the area. Flower boxes have also been added at each of the four corners. At the May 4, 2010 City Council meeting, the Chamber of Commerce donated to the City of Isanti two (2) wooden picnic tables for the area; which the City accepted.

Recommendations

The Park and Recreation Board had recommended that the area be declassified as a park and removed from the park listing. However, given the turn of events, such declassification may need to be placed on hold until such time as the City of Isanti or the Isanti Area Chamber of Commerce would decide to cease the Farmer's Market operations that are currently being held within the park. The City had been pursuing discussions to develop this area as an expansion of the municipal public parking area, in an effort to create a future park and ride location. Ultimately, the green space would have become future parking stalls. Discussions regarding the proposed change in use.

VFW Park

Location

410 Railroad Avenue SW

VFW Park is located on the northeast corner of the intersection of Railroad Avenue SE and Palomino Drive SE. The park is located to the south of the VFW Post facility, to the west of an existing residential neighborhood, to the north of a less densely populated residential area with future growth potential, and the east of the railroad tracks. The area to the north and west is guided for residential and commercial mixed

-uses; while the area to the south and east are guided for low density residential development.

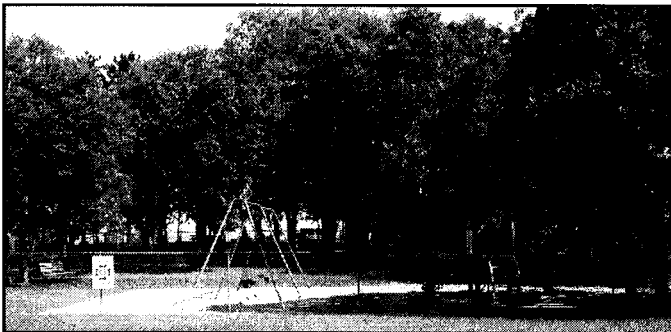
Existing

The City of Isanti had entered into a lease agreement with the VFW in 1987, which set forth the terms and conditions for the use of the area identified as VFW Park. The original agreement allowed for a chain-link fence to surround the perimeter of the park, for play equipment to be placed within the area, and for the installation of two (2) bituminous parking spaces with a corresponding trail to be placed along the south edge of the property. While the area designated as park, has been surrounded by chain-link fence and play equipment has been installed; the parking spaces and trail have not been constructed. The overall size and dimensions of the park are quite small. Additional open space area, military equipment, and horseshoe pits are located to the north and west of the site; however, these areas are not considered part of the park.

Play equipment consisting of a swing set with three (3) regular seats and one (1) toddler seat has been provided. A small slide with climbing bars has also been located on the site. A spider web climber has been installed, which would appear to be the newest piece of play equipment within the park. Sand has been provided around the base of the equipment. Grassy areas can be found outside of the play area. Two (2) benches, one (1) picnic table, and a grill are also found on-site for park patrons. The area is surrounded by mature trees, which provide more than adequate shade for those visiting the area.

The area is isolated. There are no sidewalks or trails leading to the park. Residential homes can be found to the east, with future residential designated to the south of the site. However, much of the area located immediately to the south is classified as

floodplain and wetland; rendering additional development immediately to the south of the park quite difficult, if possible at all. Currently, the lack of development and the variety of uses within the area as well as the lack of pedestrian and motor vehicle traffic has fostered a sense of isolation and seclusion to the park. In addition, neighboring properties have added recreational elements to their private



parcels that deter children from entering the park. These conditions have resulted in the park receiving very few visitors from the surrounding area. Despite these conditions, this is the

only neighborhood park located adjacent to the existing residential properties to the east that is easily accessible and within a short walking distance. While there would appear to be many factors working against maintaining the park within this location, the availability of a park to City residents within this area is considered important.

Recommendations

Despite the feeling of seclusion and isolation within the park, this is the only park that is within walkable distance from the existing residential neighborhoods located to the east. Additional elements or area may be needed to make the park more attractive to those currently living within the area and for future residents. Updated park equipment or rather a “theme” for the park may help to attract individuals to the area. Expansion of the park area to the west has been considered; however, documentation regarding this discussion is limited and may need to be revisited as an option for the area.

As the area continues to develop or re-develop, the park may become more popular. However, the park would need to have a more welcoming and secure feeling. The location of the park to the south of a bar / restaurant has also brought about concerns from area residents. While the surrounding uses cannot be moved or replaced so easily, modifications to the park may need to be considered to make the park more attractive to area residents. If the park is unable to expand in area or services in the future, additional neighborhood parks should be considered for all new residential developments that may occur to the south of this area. As the City expands to the south, and as additional park land is added to service this area of the community, the VFW Park may not be needed in the future due to the constraints associated with the site.

If the park is maintained in the future, trails and/or sidewalks will be necessary in order to provide safe pedestrian access to the park. With potential residential development to the south, and redevelopment to the north and west, traffic through the area may increase. Safe trail and / or sidewalk connections will become a necessity within the area. As equipment in the park is replaced, the area surrounding the equipment should have the same wood chip material placed as the base.

Mattson Park

Location

311 5th Avenue NW

Mattson Park is located on the northwest corner of the intersection of Main Street West and 5th Avenue NW. The park stretches along 5th Avenue NW to the north, until

its intersection with County Road 5 NW and stretches to the west along the creek. The park is surrounded by various types of residential uses.

Existing

A full-size basketball court is located within the northwest corner of the park, adjacent to County Road 5 NW. The court does receive a large amount of use by area residents. In August 2009, striping improvements were made to the court to further enable regulation games. Two (2) full-size tennis courts with benches, line the northeast corner of the park. Five (5) bituminous parking spaces have been provided for this general area of the park. Chain-link fencing surrounds the tennis courts and a retaining wall with handrails is provided along the east side of the park between the sidewalk and the tennis courts, due to the change in grade. The City of Isanti has been working with the Isanti Middle School to allow for use of the tennis court facilities for their tennis program. At this time, a fee structure has been put in place for both the spring and fall seasons, for such exclusive use of the facility. The funds taken in for this type of use will be used to help maintain and replace items associated with the tennis courts.

Near the middle of the park, four (4) horseshoe pits with corresponding benches have been located to the south of the tennis courts. There is an open space area located between the play equipment to the south and the horseshoe pits to the north that could be utilized for various types of active or passive activities. Mature trees line the west side of the park along the banks of Park Brook and are scattered throughout the park.



The play equipment is located within the southern portion of the park. A bench swing, four (4) toddler swings, and four (4) regular swings have been provided. A Mountain Climb and Slide as well as a Climber with Skywheels and Loop Ladders are more recent additions to the play equipment at the park. A Buck-A-Bout has been on-site for many years. The new

play equipment areas are surrounded by wood chips. The older equipment (swings and Buck-A-Bout) is still surrounded by a sand base. Five (5) benches have been strategically located around the play equipment.

A shelter is located within the southeast corner of the park. The structure is made of wood with a shingled roof and a concrete floor pad. The shelter provides a roof over four (4) picnic tables. In 2010, a message center was constructed by City staff and

placed near the shelter to display reservations for the park shelter. Four (4) grills have also been scattered throughout the park for picnic-goers. A portable toilet and garbage cans have been provided throughout the park.



Sidewalk has been provided along the west side of Fifth Avenue NW. The sidewalks are connected to the overall sidewalks system along the north side of Main Street West and the south side of County Road 5 NW. Handicapped parking has been provided along Main Street West, due the grade differences between the street (Fifth Avenue NW) and the park below. Appropriate pavement markings and signage designates the handicapped parking area.

Recommendations

Replacement equipment will be needed in the future, particularly for the swings. Funds will need to be put aside for their replacement within the capital improvements plan. The sand base around the older play equipment should be replaced with play curbing and wood chips as these structures are replaced, so that this park is similar to the others within the park system. In the future, a new shelter or larger shelter will be necessary. City staff does receive requests for reservation of this shelter for events. If a new shelter were constructed within the future, the City should look at a different type of structure than is currently found on site. A new shelter should blend with the surrounding residential uses. In addition, given the increased amount of usage the park shelter has seen in recent years for family gatherings and other types of functions, the City may look to have electricity extended to the Mattson Park shelter as well.

Riverside Park

Location

503 Rum River Drive NW

Riverside Park is located near the corner of Rum River Drive NW and Hillock Street NW. Riverside Park is located to the east of the Rum River. This area has also been surrounded by residential neighborhoods.

Existing

Riverside Park contains various types of play equipment, which caters to both small and older children. The toddler equipment is comprised of a small slide with a spring

creature, which is located on the south end of the park. A larger play structure with slides, climbing equipment, tunnels, and bridges is located on the north side of the park. Very little open area is available on the site for passive activities. A bench swing, one (1) bench, and two (2) picnic tables have been provided for park patrons. Wood chips surround all of the play equipment. Portable toilets and garbage cans have also been provided. Bituminous surface parking has been provided for eleven (11) vehicles.



The park is buffered by a heavy line of trees located to the west. Some new trees have been planted to add shade at the park; however, it will take many years before these trees can provide an appropriate

tree canopy. A lot, which is considered part of Riverside Park, extends back to the river. A fence with access gate has been provided along this lot line. Questions have arisen as to how and whether access from this lot to the river could be accommodated, so residents are able to enjoy the scenic natural amenities of the area.

A new safety light was installed at the park during the summer of 2008, in an effort to increase park safety for those utilizing the facilities as dusk. There is a trail which leads into the park from the north side. The trail begins at its intersection with Whiskey Road and runs the length of Hillock Street NW, behind the residential homes into the park. Sidewalk is located on the west side of Rum River Drive NW, which also provides pedestrian access to the park.

Recommendations

In the future, upgrades and replacement of park equipment will be necessary. The play equipment within the park has been located at opposite ends of the area. In the future, play equipment should be concentrated within one general vicinity, to allow for better visibility by parents that may be watching over their children at the park.

The park is located adjacent to a natural area, which leads down to the Rum River. The City should consider the possibility of expanding the park towards the river and allowing for public access via trails to natural areas along the Rum River. The topography and the ponding area located behind the park as well as the type of trail that the City could provide would need to be further reviewed due to the flood plain and scenic river designation of the Rum River. While the option may not work for the

site, walking paths providing access to the Rum River would be an asset to the community and its residents. An issue that may arise if trails and access was provided would be the potential trespassing issues, if the public were to go beyond any constructed City trails, due to the large number of privately held lots that are located along the Rum River, both to the north and to the south of the Riverside Park area. If the City wished to provide additional trail linkages along the Rum River heading to the south or north, easements would need to be obtained by the City from each of these owners and just compensation provided.

Rum River Meadows Park

Location

1108 South Passage SW

Rum River Meadows Park is located along the north side of South Passage SW, just to the west of the intersection of South Passage SW and Maplewood Avenue SW. The park is surrounded by residential properties. Some areas within the platted subdivision are vacant at this time; however, as the properties are sold, additional residential homes will surround the area.

Existing

Rum River Meadows Park contains both a larger play structure for older children as



well as a smaller structure that is geared towards younger children or toddlers. The smaller structure contains a slide with stairs. Several spring

creatures have also been provided for smaller children. The larger play structure consists of slides, climbing equipment, poles, and a bridge. A swing set with two (2) regular seats and two (2) toddler seats has been located on site. A bench swing; along with two (2) regular benches and two (2) picnic tables have been provided. Wood chips have been provided around the base of the play equipment.

There is some green space surrounding the play equipment, which could be used for other types of activities. Trees have been planted, in an attempt to add shade to the property. An irrigation system is also in place to ensure that the landscaping is adequately maintained. An imitation rock is located on the property, which houses the irrigation control panel. Sidewalk is located on the north side of South Passage, which connects to the overall City system via trail along the west side of County Road

23 and north side of South Passage, on the east side of County Road 23; and via sidewalk along the east side of County Road 23. A streetlight has been placed along South Passage SW, which provides some light for park patrons in the evening.

Recommendations

Additional trees and landscaping have been discussed in the past for the park. The park was developed on vacant property within the Rum River Meadows subdivision, and such parcels did not have any existing trees in place. In order to have adequate shade for park patrons in the future, additional trees should be considered to aid in the expansion of the tree canopy. When planting trees, care should be taken when digging, so as not to disrupt or break the underground pipes associated with the irrigation system.

Fencing has been proposed for the perimeter of the park. The private property owner to the north has constructed a privacy fence. Should the City move forward with placing additional fencing along the east and west sides of the park; the type, materials, and height of the fencing would need to be determined. However, the fencing may detract from the openness of this small neighborhood park and may encumber other activities from occurring on the park property. Again, in the future, the equipment will need to be replaced in an effort to maintain safety standards for the park and to continue to draw people to the area.

The park is nestled between several residential properties. While many of these properties are vacant due to the present nature of the economy, the park area will be surrounded in the future, which will make expansion relatively difficult. Given that the lots surrounding the park are currently vacant, coupled with the success of this neighborhood park, the City may want to consider looking at additional land in which to add additional recreation facilities or open space areas for the neighborhood. While the area currently has young families with younger children, these children will age and may look for other types of recreational opportunities. Additional events or activities catering to older children may be necessary in the future.

Whisper Ridge Park

Location

795 Third Avenue SW

Whisper Ridge Park is located behind the existing homes on the corner of Cottonwood Street SW and Third Avenue SW. The park directly abuts and is located to the southeast of the residential twin homes located on Birch Court SW and is directly to the north of a single-family residential neighborhood. The railroad borders

the property for a short distance on the east, while the property to the north is vacant. Spirit Brook runs through the northern portion of the property.

Existing

Whisper Ridge Park is the location of one (1) full-size basketball court and one (1) full-size tennis

court. The courts are surrounded by a chain-link fence. A trail leads back to the area, which links the two entrances, one from Third Avenue SW and one from Birch Court SW. Fencing has



been placed along the entrance from 3rd Avenue SW. Lighting has been provided at each of the access entrances as well. One (1) picnic table, a trash container, and a portable toilet have been provided on site. Mature trees surround this area to the north and east. Much of the area is left in its natural state and would be considered passive park area. Spirit Brook and a large wetland area are located to the north of the park. This area is controlled by a private property owner at this time; however, little if any of this area can be developed due to the natural resource significance of the area and the location of the existing floodplain.

Recommendations

Due to the park's location, many of the City's residents do not know that the park exists. The City has had issues with individuals riding recreational vehicles within the area, which has disturbed the surrounding neighborhood and cut up the natural areas that exist on the site. The Public Works Department has placed bollards along the railroad tracks within the area, in an effort to prevent ATV and vehicle use on the property. However, due to the isolation of the park and its lack of use, additional illegal activities have been known to occur in the park.

In previous discussions of the Park and Recreation Board, members agreed that due to lack of use, the courts should not be replaced in the future. The courts should be removed upon their deterioration. However, due to recent discussions with the school district, for the exclusive use of the Mattson Park tennis courts during both the spring and fall season; the Park Board is looking at creating a second tennis court that could be used by the school district in the future. Cost estimates for the second tennis court have been obtained and City staff has been directed to begin discussions with the

school district on a cost sharing option for the new equipment. If all goes well, a second court could be installed by Spring 2011, pending discussions with the School District and Council approval. There is area located to the north, which is unbuildable due to flood plain and wetland issues. In the future, the City may consider working with the property owner, in an effort to expand the park to the north. Additional passive and natural areas would then be available to City residents. In addition, access to and visibility of the park may be better attained from the north.

Whether the park is eventually converted from an active park to a more passive park, additional park signage should be considered, so as to provide better identification for City residents. Such signage and the type of signage would need to be reviewed and should be placed near the walkway entrances into the park.

Isanti Tot Lot

Location

518 Dogwood Street SW

The Isanti Tot Lot is nestled behind the existing residential homes, which line Cottonwood Street SW, Dogwood Street SW, and 6th Avenue SW. The park is completely surrounded by residential homes with very little visibility from the public street.

Existing

The Isanti Tot Lot contains a wide variety of play equipment and structures. Play equipment includes a super scoop, Buck-A-Bout, several spring creatures, dome shaped climber, swing set with three (3) regular swings and one (1) toddler swing, tunnel slide, and climbing play system. Sand has been provided around all of the play structures. A wooden play curb structure has been provided, which holds the sand in the play equipment area.



A wooden shelter with shingles placed upon a concrete slab is located within the park. The existing roof is wearing and shingles are missing. Three (3) picnic tables and two (2) benches have been provided for those utilizing the park. Limited green space is available for other types of activities. There are some trees that have been located on-site. Trails providing walkway access to the park have been provided from

Cottonwood Street SW and Dogwood Street SW. The trails link to the overall sidewalk system along the west side of Cottonwood Street SW and the east side of 6th Avenue SW. The trail sections as well as the park area is surrounded by chain link fencing, so as to separate the park area from the residential lots that are immediately adjacent to the park.

Recommendations

The Isanti Tot Lot is heavily used by the neighborhood residents. While the equipment is adequate for the age groups of children living within the area today, the equipment may need to be changed in the future to accommodate an aging neighborhood. A theme or other types of recreational activities will need to be considered. Wood chips and plastic play curbing should be used to surround the play equipment, so as to maintain consistency with other City parks and to prevent sand-burrs from growing in the play area. Additional trees should be considered, so as to provide adequate shade and buffer between the activities within the park and residential properties. The super scoop that is currently found on site, which allows for digging in the sand that is currently used in the play area, may need to be removed if wood chips are placed in the park instead. If the City would intend to replace the super scooper, a sand area may need to be maintained within the park for this piece of equipment.

The shelter that is located on site was constructed by the Cambridge-Isanti High School Trades class. While the shelter is in fairly good condition today, it will need to be replaced in the future. At this time, it is difficult to know how much use the shelter does receive, given that this is a small neighborhood park that is utilized mainly by surrounding residents. If the shelter were to be replaced in the future, the shelter should blend with the residential feel of the area.

The Isanti Tot Lot is located in similar fashion to that of Whisper Ridge. The park is hidden behind the existing residential homes located within the area. In order to ensure that residents of the community know the park is located within the area, additional park signage should be considered near the entrance walkways into the park.

In the past, discussions have been held regarding the paving of a third access entrance into the park from 6th Avenue SW. There is vacant land, owned by a private individual adjacent to 6th Avenue SW. Not only could area be obtained for a third access point, but potential additional park land could be acquired to expand the park and provide direct access and visibility to the area from the public street. At this time, many residents and visitors to the community do not realize or do not understand that this is a City park. The location of the park is deceiving and, oftentimes, goes unnoticed.

EXISTING TRAIL SYSTEM

Trail and sidewalk connections have become an increasingly important part of the City's park and transportation system over the last eight years. Trails not only provide an opportunity for additional recreational opportunities, but are an important link between schools, neighborhoods, parks, commercial areas, and other community facilities throughout Isanti. The trail system in Isanti is relatively new; as trails have only become a requirement of new development since 2002. Previously, pedestrian thoroughfares consisted of narrow public sidewalks that were added minimally within or adjacent to new residential developments. Isanti now requires new development to provide both sidewalks and trails; as these facilities are considered to be important in the creation of an overall pedestrian way system. Both types of facilities are required to meet the city's adopted construction specifications and location standards, included within the City's Subdivision Ordinance and Engineer's Design Manual.

Trails and sidewalks now connect most new developments to one another; and have been dispersed throughout the community. While there may be some gaps within the system, the City remains dedicated to closing these gaps in the future, to ensure that the sidewalk and trail system will only become stronger and more well-connected. While some of these gaps in the system are located within developed areas of the community; a great majority of these infill pieces are located on parcels that have not yet developed. City policy and ordinances would require the developer to construct these trail or sidewalk segments upon the development of the property. The City of Isanti realizes that it cannot control the timeframe in which these areas will develop in the future. If the City would decide that a particular segment is necessary prior to such development, the City would become the responsible party for obtaining easements and constructing these sidewalk or trail segments.



The majority of the trail linkages found within the community can be classified as Type Two, Park Trails or Type Two, Connector Trails. Both of these trail categories will continue to be important as well as the most predominant types of trail found within the community. However, as the City continues to grow and develop, and as the needs and demands of the community change, additional trails with different types of purposes may be necessary and may need to be included in the overall sidewalk and trail system.

In review of the existing Sidewalk and Trail Map, it has been determined that there are gaps within the system that need to be filled. The proposed "infill" segments have been discussed in more detail below.

- The Pedestrian Bridge linking the east and west sides of the City of Isanti. The community is divided by State Trunk Highway 65 (TH 65), which renders

pedestrian and bicycle crossing difficult and dangerous. In an effort to ensure that area residents and visitors have a safe crossing over this major transportation corridor, the City had been working towards obtaining easements and funds for the construction of a pedestrian overpass. However, due to the recent changes in Washington since the 2010 election, securing the additional funding necessary for the bridge may not be feasible. The City has the easements for connecting trails, which were to lead to the entrance of the facility, on both the east and west sides of TH 65. These sidewalks and trails are still considered important, even without the pedestrian bridge, to ensure connectivity along each side of the corridor. While some Federal Funding as well as a monetary contribution by the State of Minnesota has been secured to date; which would help pay for the construction of the project, additional funds are necessary. The City may need to look towards other options, rather than a pedestrian bridge, to provide safe passage across Highway 65.

- East TH 65 trail extension making connection to the Pedestrian Bridge. This trail segment would connect the east entrance of the Pedestrian Bridge to 8th Avenue SE near the Isanti Intermediate School. If the bridge project were to fail, these trails are still considered to be important connectors between the residential neighborhood, future commercial area, and the school property.
- Main Street trail improvements making connection to the Pedestrian Bridge. This trail segment would connect the west entrance of the Pedestrian Bridge to the existing sidewalk that is currently located on the south side of Main Street East. Currently, this sidewalk segment ends at the intersection of Main Street East and Credit Union Drive NE. Again, this trail segment would still be necessary without the bridge, so as to fill a gap in the current service area.
- CSAH 5 Trail and Sidewalk Improvements along the south side from Elim Lane NE to Credit Union Drive NE and along the north side from Hillock Court NW to Third Avenue NW (Isanti Primary School). The project would involve the completion of sidewalk or trail segments that had previously been identified as necessary for the safety of pedestrians walking to school along CSAH 5 as well as to local businesses in these areas for surrounding residential neighborhoods. Applications had been submitted for Safe Routes to School funding, but to date, the project has not been granted funds. The City continues to pursue funding to aid in the construction of these sidewalk areas. Easements would also need to be obtained from private property owners in several areas along this roadway, due to the limited amount of existing right-of-way.
- CSAH 5 Trail Improvements to the west of Whiskey Road. This trail segment should connect the bridge that currently crosses the Rum River to the existing trail

that is located within the southwest corner of Whiskey Road NW and CSAH 5 NW. Currently, pedestrians walk along County Road 5 NW within this area to get to the Rum River Bridge. A trail would provide the separation necessary between pedestrians and motor vehicle traffic.

- Connection from the Bike-Walk Trail to the South. The bike-walk trail, as it enters Isanti, ends at the intersection of Isanti Parkway NW and Third Avenue NW. A trail should be extended to the south, which not only provides access to the trails that enter Bluebird Park on the west side of Third Avenue SW, but continue further south to ensure connection to the overall sidewalk and trail system. Existing sidewalk and trail locations should be examined in this area to ensure connectivity to the greater sidewalk and trail system in Isanti.
- Second enhanced pedestrian crossing on County Road 5 NE. A second enhanced pedestrian crossing has been identified within the Comprehensive Plan, which would cross County Road 5 NE, just to the east of its intersection with 8th Avenue NE. As this area to the north and southeast begins to develop, additional residential neighborhoods will need a safe crossing that would tie these newly developed areas into those of the existing community.

Additional sidewalk and trail extension or infill projects may be necessary, which have not been summarized here. The City should look to conduct a Walkable Workshop of the community utilizing it's sidewalk and trail system, so as to identify additional areas where connections may be needed or signs/signals for safe pedestrian crossing should be included or displayed. Once identified, these areas can be further prioritized to ensure that construction is completed for these segments as well.

FUTURE PARK AND TRAIL SYSTEM DEVELOPMENT

Future Park Development

In order to ensure that a wide variety of play area types, sizes, amenities, and facilities can be found throughout the City of Isanti Park System that reflect the overall vision and values established by the community; an overall framework that provides direction for the creation of new parks and the redevelopment of existing facilities is needed. This framework will ensure that the Isanti Park System embodies the essence of the community and meets the needs of residents now, and in the future.

1. All children should have the opportunity to play.

Play areas within parks should be created, so as to be stimulating and developmentally appropriate for all age groups. The play area should be designed to allow children the opportunity to investigate and influence their environment. The areas should enable children to thrive, contribute, and begin to create a healthy, active lifestyle. Furthermore, parks should be located and designed so as to accommodate all age groups, including adults. A better quality of life will be experienced by all, if equity and diversity are achieved within the facilities and services provided in the park system.



2. Parks should be both accessible and located within a reasonable walking distance.

Play areas should be readily accessible and located within walking distance for all age groups and all abilities. Most play areas should be located within ¼ mile of a residential neighborhood. Crossing of major barriers such as collector or arterial roadways should be eliminated. A network of multi-use, non-vehicular pathways, sidewalks, or trails should be created to ensure that accessibility and walking distance standards are met for the community.

3. The connections between Parks, Open Spaces, and Natural Areas should be enhanced.

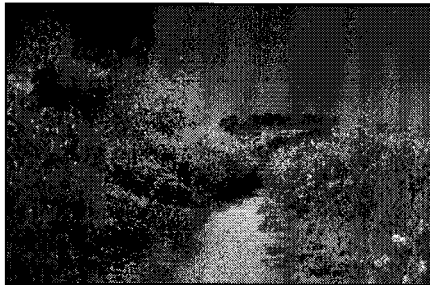
Every park, play area, and open space within the community should be connected to every other park, play area, and open space through a linear greenway or sidewalk and trail system. This circulation system, which connects these amenities will encourage biking and walking within the community; and will foster a more positive community image for residents. Safe pedestrian connections will enhance community connectivity for both recreational and transportation purposes. Utility corridors such

as storm water drainage systems or above and under ground utility corridors may be considered as prime locations for a greenway system, as these areas can provide usable open spaces that remain consistent with their main purpose and function. When possible, these areas should be considered, in an effort to provide a more cohesive park and trail system.

4. Parks should offer a variety of amenities and should be considered a destination for residents.

Each park or play area within the overall park system should be different and should include a variety of different play settings and amenities. Each park area should be programmed to provide a unique experience, so that the system as a whole creates an exciting and diverse set of activities for all age groups. Residents come to identify with a particular amenity or facility located within a particular park. These unique places encourage healthy, active lifestyles.

5. The overall park system should provide access to natural settings.



As part of the overall park system, the City should aim to protect wild and natural areas, which should then be made accessible to the public. Native landscaping should be provided throughout the park system when it is appropriate to do so. Education programs should be encouraged adjacent to these areas, in an effort to stimulate interest and encourage increased environmental awareness. All age groups can benefit from viewing and acquiring an appreciation for the natural environment.

6. Open spaces should encourage sustainability for future generations.

Good park design maintains and respects the natural features that may be found on a given site and take into consideration such things as natural drainage patterns, topography, plants and wildlife. Parks and open spaces should be built on the existing environmental conditions or such features should be re-created on the site to help further define and enhance play areas. Respecting the natural environment found in a particular area; will not only help to create more unique spaces, but will preserve natural areas for future generations to enjoy.

7. Play areas should be designed with the recreational activities that may be provided in mind.

Playground areas should contain more than one type of recreational activity. Many parks contain manufactured play equipment alone; however, encouraging activity

amongst the youth of the community requires more than play equipment. The number and type of activities provided should be determined by the area, location, size, function, adjacent uses and the overall community need for specific types of play activities. A variety of stimulating activities and facilities will help to encourage more active lifestyles.

8. Play areas should be site specific and sensitive to the surroundings.

Play areas should be designed to meet the character of the site. The activities provided should ensure that the area is seen as a destination. A master plan should be considered for each new park, even if the entire project cannot be constructed immediately. The overall features of the site should reflect the values, history, and needs of the area that it is intended to serve. Elements provided within the park should inspire community connection to the area. High quality building materials should be incorporated, along with a well-thought landscape plan to make the area aesthetically pleasing.

9. The neighborhood and/or community should be involved in the design of a new park or open space area.

When designing a play area, meaningful community involvement, which includes children, youth, adults, maintenance staff, and recreational leaders; should be a focus in the design process. After the park has been designed and constructed, all attempts should be made to keep the community involved in the park's development in the future. New play areas should be designed and based upon community or neighborhood needs. When redeveloping an existing park or continuing to build upon the concepts provided within a new park, community participation from those residents within the surrounding neighborhood should be considered and included at each stage of the development process. This type of citizen participation encourages "ownership" of the space that is created.



10. Maintenance standards and a Capital Improvement Plan should be implemented during the design process.

Each area should have an on-going maintenance guide, which is considered at the beginning of the park planning and design phase. Each item within the play area should be documented and included within a maintenance program and Capital

Improvement Plan, so as to ensure that funding is available in the future for the upkeep of the equipment and the maintenance of the overall play area.

11. Adequate funding and resources must be identified when designing a new park or implementing a program.

The play area design should be reviewed to incorporate capital, operations, and maintenance costs in the allocation of funds so that there is complete financial understanding of the play area in the future. The City should continue to use partnerships and collaboration efforts when possible as a funding option. Cost estimates should be prepared for each project, which includes a full accounting of all costs at the design stage. Once a park is planned and created, on-going maintenance and replacement costs are a concern and should be addressed at the beginning of the park planning process.

12. Realize that park areas and needs will change over time. The ability to adapt to changing preferences is necessary.

Neighborhoods change over time and the play areas located within these areas should consider potential future changes at the design stage. Flexible space should be added to the overall park area to allow for changes as the community grows and changes. Full funding for the construction of a park may not always be available, so incremental development of a park allows sites to evolve as needs change in the future. This phased development over time will allow for changes in user types, patterns, and preferences. In addition, the City must consider the changing demographics and the new trends that may arise in the future when planning for new play areas.

Future Trail Development

Linkages from existing and future parks, open space and natural areas to residential and commercial areas of the community will continue to be an important part of the overall park system. Not only will these linkages encourage an alternative form of transportation, to include walking and biking, but their inclusion within the overall park system will encourage active living and healthy lifestyles throughout the community. In order to ensure that these options are in place for community residents, an overall framework that provides direction for the construction of new trail segments is needed. This framework will ensure that the trails providing access and linkage to the overall Park System will continue to meet the needs of City residents.

1. Build a safe and secure community-wide trail system that links neighborhoods, recreational areas, community facilities, regional destinations, and natural areas to one another.

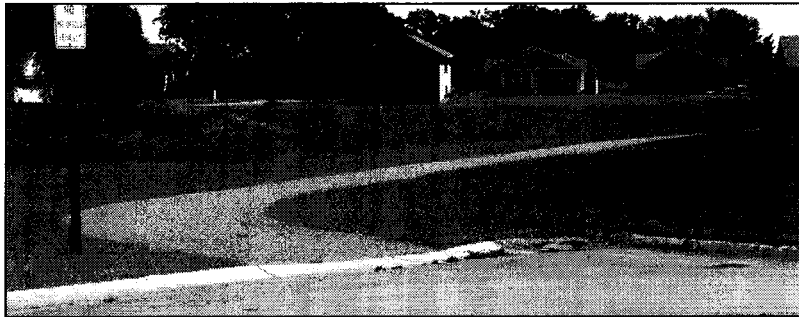
The sidewalk and trail system has been identified as a highly desired infrastructure improvement for the City of Isanti. The existing trail system should be evaluated, maintained, and expanded upon to continue to accommodate both recreational and transportation needs. Providing a safe and secure pedestrian transportation system will help to encourage active and healthy lifestyles for area residents. Connections should be monitored on a regular basis, so as to ensure that the proper infrastructure is in place to continue to provide safe pedestrian connections for area residents.

2. Establish a continuous greenway system both around and through the community where possible.

Natural features can be found, which can be construed to be linear in form; and thus have the potential for being linked to create a more continuous system. If these areas could be preserved, they would serve as natural stormwater buffers, trail corridors, nature areas, and neighborhood links throughout the community. The community should strive to identify those areas throughout the community that could be used for such a greenway system.

3. Continue to develop new trail segments in conjunction with the subdivision of land.

New trail segments should continue to be required as part of the platting and site design process. New residential and commercial developments have been required to provide both sidewalk and trail linkages, so as to ensure that the existing system is tied to new growth areas. This will enable the community to fill gaps that may exist and ensure that future gaps are avoided when possible.



4. Trail location should take into consideration natural areas and features.

Trail alignment should take into consideration the location of natural areas and features. The exact location of a future trail should be determined by studying in the field the conditions of the proposed trail location prior to development. While trails are a necessity within the overall park and trail system; care should be given to trail placement to ensure that natural areas are protected from construction and development. In addition, the preservation of these natural areas will help to enhance the aesthetics along any given pathway.

5. Work with the State, County, Township, and other governmental entities to ensure that existing and future trail connections take into consideration regional linkages.

The community should continue to work with other governmental entities to ensure that existing and future trail linkages provide access to regional trails that may be constructed within or near the community. Regional collaboration to construct a larger trail infrastructure system for both recreational and transportation purposes will continue to be increasingly important in the future. Not only will these partnerships help to strengthen regional planning efforts, but will help these governmental entities to share resources for the common good.

6. Maintenance standards and a Capital Improvement Plan should be implemented.

Similar to that in park planning, the continued maintenance and reconstruction of sidewalk and trail segments should be considered during the planning and design phase. These amenities will also need to be replaced and maintained to ensure that the system is safe for pedestrians. Funding must be made available in the future for maintenance and construction and/or reconstruction of these segments.

FUTURE PARK, TRAIL, AND OPEN SPACES

The City of Isanti is anticipating future population growth and continued residential, commercial, and industrial development. This additional growth and development will require additional park, trail, and open space areas to be incorporated within each new development; to be added to the existing park system. The City of Isanti believes that future expansion of the park system will be necessary to ensure that future residents and visitors to the community have the same opportunity to utilize parks, trails, and open spaces within the immediate vicinity of their homes and/or destinations. The connection of these future park areas to the overall park system will be important and should be reviewed prior to park development. While several future projects have already been identified and will be constructed within the near future; other projects may not be constructed for many years, pending the economic climate of the community.

- Pedestrian Bridge. The pedestrian bridge project has been more than just a discussion topic for many years. A large portion of the funding has been secured through various funding sources in an effort to make the project a reality for the community. The City of Isanti is separated by State Trunk Highway 65, which while it may be considered a positive attribute for economic development activities along the corridor; this corridor has also served as a physical barrier for pedestrians and bicyclists. The future growth areas, as identified within the 2008 Comprehensive Plan are mainly located to the east of the State Trunk Highway 65 corridor; while a significant portion of the existing community lies to the west of this highway corridor. Currently, in order to get from parks and / or community facilities located on either side of this roadway, individuals are required to drive to those locations. Providing a safe crossing to pedestrians and bicyclists has become and will continue to be an important goal for the City of Isanti. The pedestrian bridge overpass has been seen as a means to provide pedestrians and bicyclists with such a safe passage over this highway corridor; removing the potential conflicts that have arisen between vehicular and pedestrian traffic and ensuring that both sides of the community are tied to one another and to the overall park system. However, due to recent changes in Washington with the 2010 election, the remaining funds necessary to construct the project would appear to be unavailable. The City will need to make a tough decision on the outcome of this project, whether to proceed or to look at other options.
- Villages on the Rum 3rd Addition, 2nd Replat - Park Addition (Outlot A). On May 18th, 2010, the City Council of the City of Isanti approved amendments to the Planned Unit Development known as Villages on the Rum 3rd Addition. While a number of amendments had been approved, one such amendment included a condition that the outlot, formally known as Outlot G within the Preliminary Plat, be deeded to the City of Isanti for future open space and natural area. Much of this area is located within the Rum River Scenic Easement, in which development is substantially restricted by

the State of Minnesota, Department of Natural Resources. The area is characterized by significant woodland vegetation as well as native ground cover consisting of sedges, ferns, and wildflowers. Isanti Brook has been considered to have good stream characteristics and water quality; making it a prime area for natural resource conservation.

The original plat for this development permitted a number of residential lots to back-up to Isanti Brook, a tributary of the Rum River, which runs through this area. The amendments to the Planned Unit Development have now moved these rear lot lines away from Isanti Brook. The residential lots extend only to the limits of the scenic easement that has been placed along the brook. Isanti Brook will be completely located within the limits of the Outlot, which will be owned by the City of Isanti. This will help to ensure that this natural amenity is protected and can be enjoyed by the community in perpetuity. The scenic easement area will be marked by appropriate signage to be provided by the developer of the property, to ensure that residents in this area are aware that the property is to be maintained in its natural state.

In order to obtain access to this future natural park area, Lot 3, Block 3 has been removed from the original plat and will serve as the access point to the park property. Future parking spaces as well as picnic areas and trails may be placed and constructed within the area to provide for natural hiking and walking areas for area residents and visitors. The City will need to name the park and provide appropriate signage identifying the location of this natural area. The City will need to work to ensure that the visibility issues associated with several other City parks does not occur at this future park area.



Again, the area will be for passive park purposes only. No playground equipment or other recreational structures would be permitted within the natural area. Any other amenities will be limited, so as to keep the area in its natural state. Any future trail would need to be constructed of natural materials such as sand or wood chips. The location of any such trail will need to take into consideration the topography of the area as well as the location of natural elements found within the park. A small bridge may need to be considered for the crossing of Isanti Brook. The City will need to work with the Minnesota Department of Natural Resources for any future trails or bridges that may be constructed within this area, to ensure that they meet requirements.

- Fairway Greens Future Neighborhood Park

As part of the Fairway Greens Development, a small neighborhood park had been proposed along 10th Avenue NE. While this small park would serve the residential units that had been planned for this general area; the size of the park and location would be unable to accommodate the total number of anticipated residential households that could be developed throughout the entire Fairway Greens Development in the future. Additional park locations and facilities would need to be planned and developed in the area, as additional residential units are platted.

The platted area, in which the park was scheduled to be constructed, has undergone a number of changes. The economic crisis and foreclosures that have taken place on the preliminary and/or final platted portions of the development have stalled the project. While extension to plat approvals and the timeline provided for within the development agreement have permitted the current owner to keep the original approvals in place; such deadlines will expire. If the existing plats for this development were to expire, the area would need to be re-platted for development in the future. As a result, the remaining overall development and proposed park would be up for discussion between the City and the developer at that time. Pending the type of residential uses and layout of any new development, the location and size of the park may need to be re-examined.

- Future Expansion of Outlot A (Villages on the Rum 3rd Addition, 2nd Replat - Park Addition)

Within the 2008 Comprehensive Plan, the City of Isanti foresees future planning area to the north of the Villages on the Rum Development, to as far north as 301st Avenue. While the actual amount of land area is limited for future planning, the City of Isanti may look to expand upon the park area that has been platted as Outlot A, and continue this area along Isanti Brook as it heads to the north. Significant natural resources lie just north of the current city boundary along Isanti Brook, which should be conserved within its natural state. Trails that may be constructed within the current portion of Outlot A may need to be expanded upon, as the City annexes property for future development to the north. Preservation of these natural resource amenities will continue to be important as the City grows.

- Future Active and Passive Park Areas (East Side of TH 65)

On the east side of Trunk Highway 65, additional park and open space area will need to be considered prior to and at the time of development. To date, all City-owned park facilities are currently located on the west side of Trunk Highway 65. In order to continue in the Isanti tradition, through the provision of vast park and open space areas, which are easily accessible and available to all City residents; plans will need to

be implemented for the development of these types of facilities along the east side of the corridor as well. Within the planning area identified within the 2008 Comprehensive Plan, there are a number of large wetland complexes and associated natural areas that should be considered when reviewing proposals for future development.

A number of other types of parks and park facilities may be reviewed and considered for this area, which may include but is not limited to: a dog park, a large passive park, nature conservatory, a sports complex, small pocket parks etc. Each facility should be reviewed based upon the needs of the community and locations should be carefully considered.

· Future Greenway System

When encouraging healthy lifestyles and active living, it becomes increasingly important to provide residents and visitors to the community with an integrated and well-planned park and recreation system. Green spaces and parks should be more thoughtfully planned, so as to create a connected system of multi-purpose greenways throughout the community. As a result, open spaces and parks become part of a larger multi-purpose greenway system; that results in the preservation of key natural areas that will not only offer community residents additional green spaces and passive recreational areas, but will contribute to a more sustainable and environmentally friendly development pattern. These greenways or natural area corridors can be integrated into the existing and the proposed future trail system. Such linkages will provide residents with an integrated park and trail system, which will enhance the quality of life for the community.

· South Park Future Neighborhood Park

Upon approval of the South Park Preliminary PUD Plat, a small neighborhood park was to be located within a future phase of the development. While the exact location of that park had not been determined, the City did request that one be added for residents living within this area. The economic downturn as well as the resulting foreclosure crisis has stalled this development. While the overall approvals for the development are still in place, once those approvals have expired, development in this area will need to be reviewed again at a future date. However, a park should continue to be considered for this area, due to the lack of such facilities nearby.

· Community Center

Over the years, interest has been expressed in the development of a recreational community center; which would provide other types of amenities to area residents. These amenities may include indoor gymnasiums, swimming facilities, exercise facilities, and indoor tracks. While the item has been reviewed, the cost has been a

major concern for the City when thinking of moving forward with such a project. For residents, this type of facility is considered a must, as nothing similar is located within this region for area residents. Future planning and research should continue, so as to ensure that such a facility can be constructed within the future. Private and/or public partnerships may need to be considered to make such a facility possible.

FUNDING SOURCES FOR FUTURE PARK AND TRAIL DEVELOPMENT

In order to maintain the existing park and trail system and to develop future park system amenities, funding sources must be identified. The City of Isanti has identified the following funding sources from which to draw from for future park and trail maintenance and development needs. While some of these funds may be easier to draw from than others, such sources are all still noted as options.

General Tax Levy

The general tax levy has been and will continue to be an important funding source, particularly towards operation and maintenance of park and trail facilities. Some capital improvements are also funded through the general tax levy. However, in upcoming years due to budget constraints, the amount of funding available for park and recreation items through the general tax levy may decrease. Additional sources of funding may need to be reviewed.

Park Dedication Fund

With the increased levels of development seen throughout the community in past years, the park dedication fund has become an increasingly important funding source for new and developing City parks. The fund can be used for both capital improvements as well as land acquisition costs. However, with the decreased levels of development experienced by the community in more recent years, the park dedication fund will be in need of replenishment. Unfortunately, additional funds for this source only come through development and subdivision proposals. Unless development resumes to previous levels, additional funding sources may be necessary in the near future.

User Fees

The City of Isanti has recently implemented a user fee system for the Unity Park Field as well as for the tennis courts at Mattson Park, both of which sees a fair amount of use by organized teams throughout the summer. The intent of the user fee is to help fund the maintenance and operation costs associated with these facilities. Use of these facilities results in yearly maintenance obligations. The user fees enable the City to ensure that the field is maintained in good condition and is operational for those wishing to use the facilities. In the current economy, user fees may be looked to even more as a way to help finance general maintenance and operation improvements.

Donations

Charitable organizations and / or individuals often donate funds to park and recreation efforts. The City may receive funding, providing that those funds are used for designated purposes or activities. However, the funding would enable the City to provide amenities or services that would not otherwise have been made available within the park system.

Grants

Grant opportunities are continuously available for park and trail improvements. Many grant opportunities are available at both the state and federal level. The Minnesota Department of Natural Resources has many grant options that are available each year. Grant information can be obtained through the DNR website. Transportation funds are also available to local units of government for the purpose of trail construction and maintenance. The City of Isanti has received grant funds in the past, which enabled the development of parks and trails throughout the community. In the near future, these types of grant funds will become even more important as other funding mechanisms become more limited.

Partnerships with Other Governmental Entities

Establishing partnerships with other communities, townships, and the County will become even more critical in future years. This type of collaboration and combining of valuable resources will better able these entities to ensure the success of a future park or trail system. These collaborative efforts will also help entities to avoid duplication of services and will enhance the park and trail planning process, so as to avoid wasteful spending of precious budgeted funds.

There are several other funding options that the City may consider; however, additional research into the standards and legal requirements would be necessary prior to pursuing such options. Additional financing alternatives may include:

- Lease/Purchase Financing
- Special Assessments
- Park Bond Referendum
- State Bonding

LAND ACQUISITION STRATEGIES

As is current practice, the City of Isanti will acquire most new park and trail land through the dedication of such land by private property owners, as required by the Subdivision Ordinance. While the City of Isanti could purchase properties, when available for park, open space, and trail development and/or expansion; funds to do so in upcoming years will be limited.

The acquisition process to pursue parcels or areas that are already developed may be more difficult. Instances where this would occur include; those areas that have been identified as greenway areas for the interconnected park system. The City has identified certain greenway areas along the Rum River as well as along Spirit and Park Brook. There are also several smaller connections through wetland / woodland areas. While some of these identified segments are located on property that may develop in the future and would be subject to the subdivision ordinance requirements, many of these areas are located along residentially developed parcels. In these instances, land may not necessarily need to be purchased, as there are other options to consider. Below is a list of methods for consideration.

Conservation Easement

This type of easement can be either purchased from the property owner or may be donated by the property owner. The easement would allow for an outside party, the City, to have limited use and access to a designated portion of the property without having to pay the price to purchase the property. Terms of the easement can be negotiated between the outside party and the property owner. For the City, the easement would allow for not only the construction of the trail through the easement area, but would permit maintenance and use of the trail by the public. The greenway area would be preserved in its natural condition in perpetuity. Restrictions on tree removal and land alteration may be required; however, for the private property owner, the individual may receive future development credits as well as would be able to restrict the types of public uses that may be permitted on the trail segment. If a non-profit organization such as a land trust is involved in the easement process, then the property owner may be entitled to tax write-offs or credits.

There are advantages to using this type of easement. The property, while listed at a diminished tax value, is not taken off of the tax rolls. The property owner is able to have continued enjoyment and profit from their property as well as allow the property owner to have some flexibility in the level of public use that is allowed on the trail within the easement area. For the City, these types of easements are less expensive than purchasing the property. However, with anything there are disadvantages, which include the potential for on-going conflicts between the underlying property owner and the outside party. Even if such conflicts and confusion does not occur under one property owner, the selling of the property to a different party may result in conflicts with the new owner in the future. Lastly, the conservation easement limits the activity

on the land to specific functions. Obviously, upon creation of the easement, the activities that are able to use the facility have been specifically identified. Changing the requirements in the future may be difficult, if the needs of the community change in the future.

Fee-Title Ownership

Simply purchasing the property and having the City as the owner of the property is the cleanest and allows for the greatest amount of flexibility. This ownership allows the City to preserve, develop, and maintain the area as the City feels fit over time. If the use of the property evolves over time, given changing dynamics of the community, there are no restrictions on the use of the property. While the advantages to ownership are obvious, the disadvantage to ownership is the cost associated with purchasing the property.

Other land acquisition strategies may be taken into consideration, which have not been mentioned here. However, these strategies may need to be further reviewed and examined on a case-by-case basis, so as to ensure that they are meeting the goals and needs of the community.

APPENDIX



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: July 23, 2019

Subject: Parks Updates

Background

Each month staff reviews items that are relevant to the board and what has or is occurring within the department.

Bluebird Park: In April of 2019, the board approved the new paint project that will start on Monday July 29. The large playground area will re-painted and the entire playground area will be closed for 2 weeks, weather depending, and the playground will re-open Monday August 12.

Passport to Parks: The scavenger hunt kickoff event was on Thursday June 20 at Bluebird Park and the hunt will continue through Friday August 9. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17. Passports are available for download from the City's website or can be picked up at City Hall.

Street Dances: Our second street dance of the summer was Saturday July 20 featuring Audio Circus, and the final dance will be on August 17 featuring Good for Gary, as the ending to our Celebrate Isanti event.

Dog Park: The Dog Park Grand Opening and ribbon cutting ceremony was on Wednesday June 12 at 11am. We had about 30 people in attendance and 12 dogs. Staff conducted a drawing for a few prizes and the guests of honor seemed to enjoy meeting new friends and running around without a leash on.

Legacy Park: The developer has granted a temporary access point from the new street and staff has placed signs at this point and mowed a path to the entrance of the park. The developer has provided plans to expand the project this fall and go back as far as the true park entrance and parking lot. If the process continues and gets approval, the parking lot for Legacy could be paved and ready by winter.

Curious Creatures: This is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and \$3.00 for non-residents.

- June 11 we had 15 kids in attendance at River Bluff Preserve for Terrific Turtles.
- July 9 we had 7 kids in attendance at Bluebird Park for Incredible Insects.



Celebrate Isanti: This is our city celebration day. Staff has attached a flyer that has all the events occurring this day. Volunteers are needed throughout the day to assist with the race, and kids festival.

CELEBRATE **Isanti**

Join us as we celebrate the residents, businesses, and organizations that make Isanti a great Community for Generations!

5K FAMILY BIKE RIDE AND RUN/WALK

**CHECK IN 8:00 AM AT CAMBRIDGE
PARK AND RIDE**

BIKE RIDE - 8:30 AM

5K - 8:45 AM

**FIRST 50 REGISTERED IN EACH EVENT
GET A FREE GIFT!**

KIDS' FESTIVAL

9:00 AM TO 1:00 PM

BLUEBIRD PARK

CAR SHOW

RUM RIVER RODS SUMMER SPECTACULAR

10:00 AM - 3:00 PM

DOWNTOWN ON MAIN STREET

STREET DANCE

GOOD FOR GARY

7:00 PM - 11:00 PM

DOWNTOWN ON MAIN STREET

**GRAND PRIZE DRAWING FOR
PASSPORT TO PARKS @ 7:00 PM**

**August 17
2019**

QUESTIONS? CALL 763-444-5512

OR

EMAIL ISANTIPARKS@CITYOFISANTI.US





PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, August 27, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Oath of Office for new Parks, Recreation & Culture Board Member
 - E. Agenda Modifications
2. Approval of Minutes from July 23, 2019 Parks, Recreation and Culture Board Meeting.
3. Review the Parks, Recreation and Culture Comp Plan from Board Members
4. Parks and Recreation Updates
5. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 23, 2019
City Council Chambers**

1. Meeting Opening.

A. Call to Order.

Zdon called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance.

Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present: James Witte, Aaron Zdon, and Mayor Johnson

Staff Present: Jennifer Garvey, 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 July 23, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 28, 2019 Parks, Recreation, and Culture Board Meeting

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

3. Community Event Discussion

Steve Lundeen – 1110 Ironwood Ave Sw – brought to the board ideas he would like to see be explored more by the board. A community light show, similar to Bentleyville for the community to enjoy and to assist with sponsoring and volunteering at. Mayor Johnson had first presented idea in 2017 or 2018 to the board. Mayor Johnson has information he gathered at that time for this event. The board agreed to continue to move forward with looking more into this type of event to be held here in Isanti with the intention to make sure we have strong sponsors/volunteers to start to plan for a future event. Lundeen then mentioned an egg hunt, it was brought up that Rum River BMX has had this type of event the past couple of years and so the city could reach out and co-sponsor/partner with the existing event. Belt buckle/medallion hunt to go along with the Rodeo/Jubilee Days celebration and the board decided to continue to look into this event.

4. Preview the Parks, Recreation and Culture Comp Plan

Garvey explained that the comp plan had not been reviewed by this board since 2011 and is bringing it tonight to have the board provide staff direction if they would like to set up a sub-committee to review this packet. The board discussed that they would each review the plan on their own over the next month and bring it back to the August meeting with their insights/updates/etc.

5. Parks Update

Garvey shared that in April of 2019, the board approved the new paint project that will start on Monday July 29. The large playground and swing area will re-painted and the entire playground area will be closed for 2 weeks, weather depending. The Passport to Parks scavenger hunt kickoff event was on Thursday June 20 at Bluebird Park and the hunt will continue, in which citizens can explore our parks and is open through Friday August 9. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17. Passports are available for download from the City's website or can be picked up at City Hall. Garvey continued that our second street dance of the summer was Saturday July 20 featuring Audio Circus, and the final dance will be on August 17 featuring Good for Gary, as the ending to our Celebrate Isanti event. The attendance for the June dance was slightly higher than the July date. June we had a couple of moments of rain, but for July the weather was a wonderful event. The Dog Park Grand Opening and ribbon cutting

ceremony was on Wednesday June 12 at 11am. We had about 30 people in attendance and 12 dogs. Staff conducted a drawing for a few prizes and the guests of honor seemed to enjoy meeting new friends and running around without a leash on. Legacy Park, the developer has granted a temporary access point from the new street and staff has placed signs at this point and mowed a path to the entrance of the park. The access point will have to be moved again as the one we created now has stakes in it so this access point will need to be adjusted. The developer has provided plans to expand the project this fall and go back as far as the true park entrance and parking lot. If the process continues and gets approval, the parking lot for Legacy could be paved and ready by winter. Curious Creatures is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and \$3.00 for non-residents for June 11 we had 15 kids in attendance at River Bluff Preserve for Terrific Turtles and July 9 we had 7 kids in attendance at Bluebird Park for Incredible Insects. Celebrate Isanti is our city celebration day. The day starts off with the bike/run/walk at 8:30 and 8:45, then continues with the Kids festival, community organization/business vendor showcase from 9am-1pm, the car show from 10a-3pm along Main street and then finishes up with the last street dance at 7pm with Good for Gary and also at 7pm the grand prize drawing for the scavenger hunt. Volunteers are needed throughout the day to assist with the race, and kids festival.

6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 23, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:40 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2019.

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: August 22, 2019

Subject: Receive the Parks, Trails and Open Space Plan

Background

The PRC Board was provided a copy of the Comprehensive Park Plan at the July 23, 2019 meeting. During that meeting, the board decided to take the month to review the plan on their own and report back at the next meeting and include recommendations, corrections, ideas, revisions, etc. Staff will review the board members notes and create a list of items or a report on this information and bring back to the board at a later time.



MEMO

To: Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: August 22, 2019

Subject: Parks and Recreation Updates

Background

Each month staff reviews items that are relevant to the board and what has or is occurring within the department.

Passport to Parks: The scavenger hunt grand prize drawing was on Aug 17th at 7:00 pm at the beginning of the Street Dance. We only had 15 passports handed in and staff estimates over 100 were handed out.

Street Dances: The last dance was Saturday Aug 17 and featured Good for Gary, as the ending to our Celebrate Isanti event. The crowd was the biggest of the summer dances and it was a wonderful show.

Curious Creatures: This is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and \$3.00 for non-residents.

- Aug 13 we had 7 kids in attendance at Mattson Park for Super Science.

Parks:

Bluebird playground opened on Tuesday August 6, the playground looks wonderful.

Legacy park the developer has granted a temporary access point from the new street and staff has placed signs at this point and mowed a path to the entrance of the park. The developer also has provided plans to expand the project this fall and go back as far as the true park entrance and parking lot. If the process continues and gets approval, the parking lot for Legacy could be paved and ready by winter.

Isanti Hills Neighborhood park had some vandalism in July. What appeared to be a four wheeler took a joy ride in the park and tore up some grass, however Public works was able to smooth it out. Thankfully no big damage occurred.

Riverside park: Public Works added the concrete edge to the playground areas, to assist with mulch control and maintenance.

Staff was informed from the DNR that we are missing some signage regarding grants that the city received for funding sources at Mattson, the Soccer complex and Unity Park. Staff is in the process of getting them ordered and Public works will put them in place.

Unity project will begin this week. The board approved this project in the spring of the new plan of placing rock along the east side of the parking lot to assist with the bollards being removed and people parking on the grass.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, September 24, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from July 23, 2019 Parks, Recreation, and Culture Board Meeting.
3. Receive the Parks, Trails and Open Space plan
4. Snow Sledding Hill
5. Dog Park Amenities
6. DNR Funded Projects
7. Parks Updates
8. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 23, 2019
City Council Chambers**

1. Meeting Opening.

A. Call to Order.

Zdon called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance.

Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present: James Witte, Aaron Zdon, and Mayor Johnson

Staff Present: Jennifer Garvey, 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 July 23, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 28, 2019 Parks, Recreation, and Culture Board Meeting

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

3. Community Event Discussion

Steve Lundeen – 1110 Ironwood Ave Sw – brought to the board ideas he would like to see be explored more by the board. A community light show, similar to Bentleyville for the community to enjoy and to assist with sponsoring and volunteering at. Mayor Johnson had first presented idea in 2017 or 2018 to the board. Mayor Johnson has information he gathered at that time for this event. The board agreed to continue to move forward with looking more into this type of event to be held here in Isanti with the intention to make sure we have strong sponsors/volunteers to start to plan for a future event. Lundeen then mentioned an egg hunt, it was brought up that Rum River BMX has had this type of event the past couple of years and so the city could reach out and co-sponsor/partner with the existing event. Belt buckle/medallion hunt to go along with the Rodeo/Jubilee Days celebration and the board decided to continue to look into this event.

4. Preview the Parks, Recreation and Culture Comp Plan

Garvey explained that the comp plan had not been reviewed by this board since 2011 and is bringing it tonight to have the board provide staff direction if they would like to set up a sub-committee to review this packet. The board discussed that they would each review the plan on their own over the next month and bring it back to the August meeting with their insights/updates/etc.

5. Parks Update

Garvey shared that in April of 2019, the board approved the new paint project that will start on Monday July 29. The large playground and swing area will re-painted and the entire playground area will be closed for 2 weeks, weather depending. The Passport to Parks scavenger hunt kickoff event was on Thursday June 20 at Bluebird Park and the hunt will continue, in which citizens can explore our parks and is open through Friday August 9. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17. Passports are available for download from the City's website or can be picked up at City Hall. Garvey continued that our second street dance of the summer was Saturday July 20 featuring Audio Circus, and the final dance will be on August 17 featuring Good for Gary, as the ending to our Celebrate Isanti event. The attendance for the June dance was slightly higher than the July date. June we had a couple of moments of rain, but for July the weather was a wonderful event. The Dog Park Grand Opening and ribbon cutting

ceremony was on Wednesday June 12 at 11am. We had about 30 people in attendance and 12 dogs. Staff conducted a drawing for a few prizes and the guests of honor seemed to enjoy meeting new friends and running around without a leash on. Legacy Park, the developer has granted a temporary access point from the new street and staff has placed signs at this point and mowed a path to the entrance of the park. The access point will have to be moved again as the one we created now has stakes in it so this access point will need to be adjusted. The developer has provided plans to expand the project this fall and go back as far as the true park entrance and parking lot. If the process continues and gets approval, the parking lot for Legacy could be paved and ready by winter. Curious Creatures is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and \$3.00 for non-residents for June 11 we had 15 kids in attendance at River Bluff Preserve for Terrific Turtles and July 9 we had 7 kids in attendance at Bluebird Park for Incredible Insects. Celebrate Isanti is our city celebration day. The day starts off with the bike/run/walk at 8:30 and 8:45, then continues with the Kids festival, community organization/business vendor showcase from 9am-1pm, the car show from 10a-3pm along Main street and then finishes up with the last street dance at 7pm with Good for Gary and also at 7pm the grand prize drawing for the scavenger hunt. Volunteers are needed throughout the day to assist with the race, and kids festival.

6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 23, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:40 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2019.

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: September 24, 2019

Subject: Receive the Parks, Trails and Open Space Plan

Background

The PRC Board was provided a copy of the Comprehensive Park Plan at the July 23, 2019 meeting. During that meeting, the board decided to take the month to review the plan on their own and report back at the next meeting and include recommendations, corrections, ideas, revisions, etc. Staff will review the board members notes and create a list of items or a report on this information and bring back to the board at a later time.



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: September 24, 2019

Subject: Snow Sledding Hill

Background

In 2018, the park board was provided a brief idea of having a sledding hill within the city, which was apart of the 2018 annual council goals. The idea was presented to the PRC board but did not have much discussion and nothing further was discussed. Staff is bringing back this item to discuss further and provide staff with direction. Staff has reached out to our insurance carrier but has not heard back from them.

Other items to consider:

- Staff time to maintain.
- Snow Fall.
- Lighting.
- Bluebird park has one natural hill, however it is not a high grade.
- Obstacles for sledders: trees, bushes, fencing, drainage, etc.
- Parking.
- Walking distance.
- Restrooms.

The initial idea that was presented was the idea of a sledding hill to be built within Bluebird park. Public works would have to build a steeper hill for grade within Bluebird or keep the hill as is within Bluebird, when we have enough snow on the ground and then maintain this throughout the winter.



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: September 24, 2019

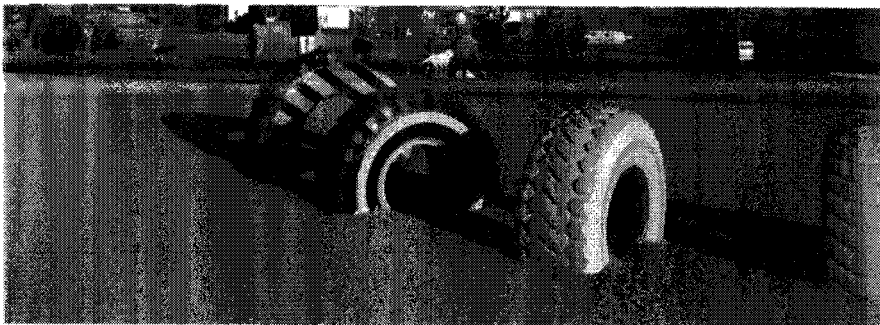
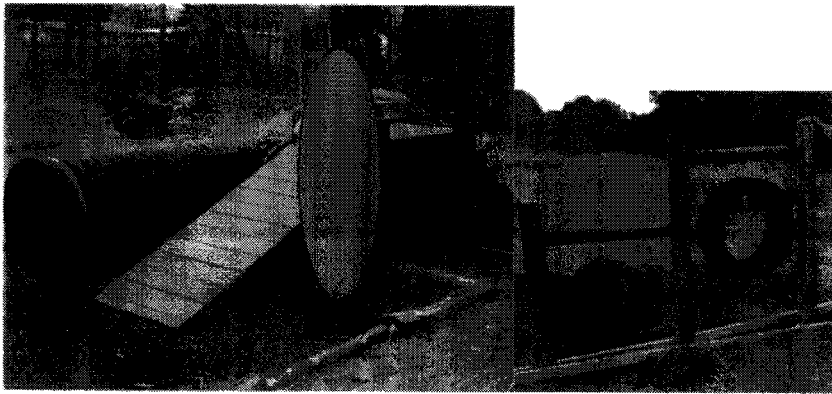
Subject: Dog Park Amenities

Background

The dog park opened up this past May and staff was asked to explore ideas to add more amenities and a bench. The Rotary Club of Cambridge & Isanti, donated money to the city to be used for the dog park. A new bench will arrive within the next couple of weeks and Public works will install it this fall. The remaining dollars can be used for amenities to be placed within the dog park. Staff has reviewed a few ideas and has included a few concepts to review.

Attachments

- Pictures of dog park amenities





MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: September 24, 2019

Subject: DNR Funded Projects

Background

Staff was provided information from the DNR that we have some items that need attention for projects that the city received grant funding for from the state when these parks were built. We received information on three parks: Mattson, Unity and the Soccer complex. Staff has asked the DNR for clarification on a few of these items as they were unclear. One item we received was to add a funding sign, however after clarification this is one item that we do not need to duplicate signs that we already have within the park regarding the funding source, but the ones we are missing will be put up by Public works.

Soccer Complex: The city has been in contact with the soccer association regarding the picnic table at the shelter and their board will review and provide an update to the city regarding the progress on this item. Staff is looking for direction on a couple of the items within the report. Staff is working on the accessible parking signage.

Mattson Park: Mattson park has a porta potty that should be placed in a more accessible area. Staff is recommending adding a concrete pad along the sidewalk. Another item that was pointed out was the accessibility to the play areas. The concrete edging is not flush with the dirt/wood chips. Plan A would be to increase the dirt/grass and wood chips along an area for each section of play, which would also entail ongoing maintenance by Public Works to ensure it is staying flush with the concrete. Plan B, which is what staff recommends would be to add concrete sidewalk type access to each play area and connect them. Attached are pictures of the individual play areas and the layout of these to consider adding concrete accessible sidewalks. Staff is also looking for direction on the accessible table for the grass/shelter areas.

Unity Park: Unity ball field has access areas to the ball field that are not 36", which is the standard width that is accessible. Staff is looking for direction on addressing this item within the report.

Attachment:

- DNR Inspection Report
- DNR Projects List – City of Isanti
- Pictures of play areas

Park Grant History and Inspection Comments City of Isanti

Mattson Park

Year: **1976** Project Number: **NR-300201**

Project Dollars: Federal 0.00 State 7,500.00 Local 7,500.00

Project Description: Develop playground, tennis courts, grills, lighting and restrooms.

Inspection Comments: Mattson Park: Inspection Date: July 16, 2019

7/16/19

- Funding Acknowledgment Sign: Need a new sign. You may order from the DNR (see attached form) or make your own similar sign.

 - Restrooms: maintain lip at entrance of restroom to 0.5 inches max

 - Parking sign: needs to be a minimum of 60 inches

 - Accessible tables needed on field and under shelter

 - Accessible route is needed onto each play unit
-

Soccer Complex

Year: **1999** Project Number: **OR99-057**

Project Dollars: Federal 0.00 State 50,000.00 Local 50,000.00

Project Description: Develop 32 acres of City property into a 9-field soccer complex with parking and concession stand.

Inspection Comments: Soccer Complex: Inspection Date: July 16, 2019

7/16/19

- Parking - parking signs should be raised to 48 inches. You also need accessible parking at the north end.

 - Shelter - need accessible table at shelter

 - Sign - need funding acknowledgment sign at entrance. You may order from DNR (see attached form) or may make your own similar sign.
-

Unity Park

Year: **1979** Project Number: **LW27-01020Q**

Project Dollars: Federal 15,500.00 State 7,750.00 Local 7,750.00

Project Description: Acquisition of 15.5 acres.

Year: **1979** Project Number: **LW27-01020R**

Project Dollars: Federal 45,500.00 State 22,750.00 Local 22,750.00

Project Description: Develop ballfields, lighting, landscaping and roads.

Park Grant History and Inspection Comments City of Isanti

Inspection Comments: Unity Park: Inspection Date: July 16, 2019

7/16/19

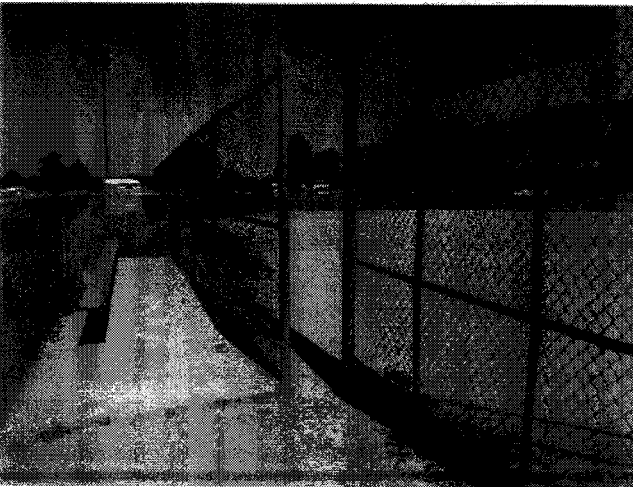
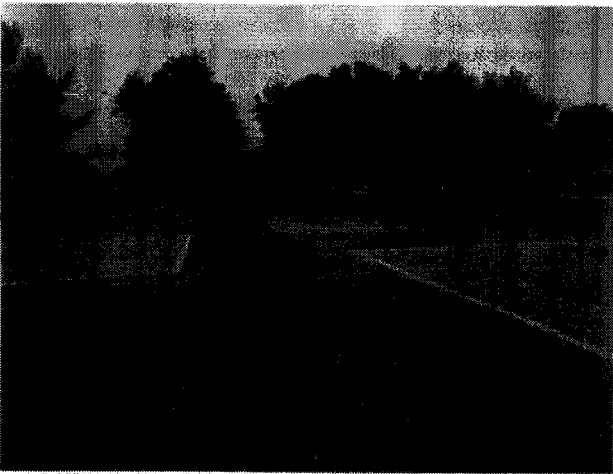
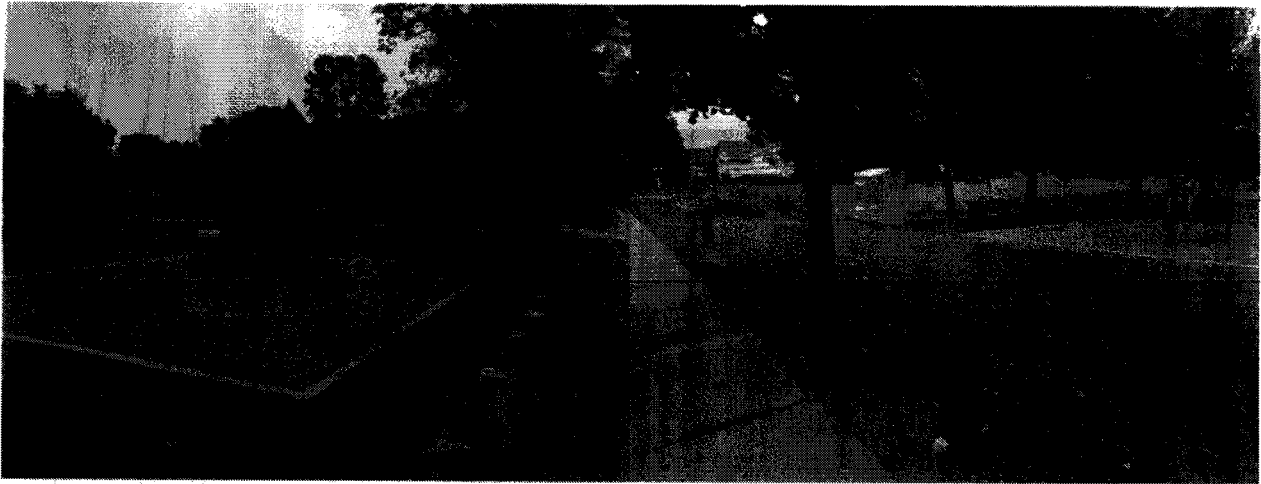
- Sign - funding acknowledgment sign needed at park entrance

 - Gate at South Ball Field - widen entrance gate at south ball field to 36 inches to permit use by persons using wheelchairs
-

Park Grant History
City of Isanti
DNR Local Grants Program

Year	Proj #	Title	Project Description	State Grant	Federal Grant	Funding sign #
1976	NR-300201	Mattson Park	Develop playground, tennis courts, grills, lighting and restrooms.	7,500	0	8.05.04C
1999	OR99-057	Soccer Complex	Develop 32 acres of City property into a 9-field soccer complex with parking and concession stand.	50,000	0	8.05.04C
1979	LW27-01020Q	Unity Park	Acquisition of 15.5 acres.	7,750	15,500	8.05.04B
1979	LW27-01020R	Unity Park	Develop ballfields, lighting, landscaping and roads.	22,750	45,500	8.05.04B
Total Projects: 4				88,000	61,000	

Funding signs # refers to DNR Online Warehouse catalog number.





MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: September 24, 2019

Subject: Parks, Recreation and Culture Updates

Background

Each month staff reviews items that are relevant to the board and what has or is occurring within the department.

Curious Creatures: This is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and \$3.00 for non-residents.

Sept 10 was cancelled due to low enrollment.

Oct 8 is scheduled at Bluebird park with the theme: B is for Bird.

Parks:

Unity project is completed. The board approved this project in the spring with large rocks being placed along the parking lot to ensure people do not park on the grass.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday, October 22, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from September 24, 2019 Parks, Recreation, and Culture Board Meeting.
3. River Bluff Preserve Dock/Bridge
4. Department Updates
5. Adjournment

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 24, 2019
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: James Witte, Aaron Zdon, and Brian Thum

Members Absent: Mayor Jeff Johnson

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

D. Agenda Modifications

Zdon asked if there were any agenda modifications, Zdon asked to add to Parks Update about the skate park. Motion by Witte, second by Thum to approve the agenda for the September 24, 2019 PRC board meeting.

2. Approval of Minutes from July 23, 2019, Parks, Recreation, and Culture Board Meeting

Motion by Witte and second by Thum; all in favor. Minutes were unanimously approved.

3. Receive the Parks, Trails and Open Space plan

Garvey reviewed that the Comp Plan was previously handed out to the board and they were to review and bring back comments/suggestions. Garvey will review and compile the results of all the board members comments and bring back these at a later time. Zdon had emailed his prior to the meeting to Garvey and the others will be able to email their completed lists by Monday Sept 30.

4. Snow Sledding Hill

Garvey reviewed that back in 2018, the park board was provided a brief idea of having a sledding hill within the city, which was a part of the 2018 annual council goals. The idea was presented to the PRC board but did not have much discussion and nothing further was discussed. Staff is bringing back this item to discuss further and provide staff with some direction. Staff has reached out to our insurance carrier but has not heard back from them. Some others items that the board should consider are: staff time to maintain, amount of snow fall, lighting, Bluebird park has one natural hill, however it is not a high grade, obstacles for sledders: trees, bushes, fencing, drainage, etc, parking, walking distance and restrooms. Another option would be to purchase a snow making machine, to assist with snow and to allow for a steeper grade of hill, staff did a

brief search and found units for about \$3,000. Again, more items to consider are staff time to make snow, make hill, maintain hill, maintain machine, weather conditions, etc. Garvey also mentioned that at Bluebird the design of the park has an amphitheater and that council will be looking at this more in 2020. Zdon mentioned that this was bid out and had plans back in about 2008 and that it fell through as the economy turned. Zdon stated that Bluebird hill would be a good option, and its not a steep hill. Witte mentioned that he has seen kids sledding on south passage by a drainage area for younger kids. Zdon also mentioned a pile of dirt that he has seen at Andover and Coon Rapids. Zdon and Witte mentioned the soccer field hill and that the top of the hill has a fence so it doesn't provide much of an area at the top and that maybe a snow machine could be added to this area to provide the steepness and the top area that is needed but not sure if we have the water supply. Garvey mentioned that water supply could come from the hydrants as we do for making the outdoor rink. Zdon then mentioned that we could try Bluebird with a sign that its for sledding. Witte mentioned the idea of River Bluff Preserve and knocking down trees, however this would have to be quite a few and was then decided that was not a good option as safety would be a big factor with trees. Zdon mentioned that the board is exploring it and for simplicity, that Bluebird is the option to proceed with, get a sign made and for cost. Zdon mentioned the snow-making machine would also be able to provide more snow and that we can look into this more as the budget process comes about.

5. Dog Park Amenities

Garvey reported the dog park opened up this past May and staff was asked to explore ideas to add more amenities and a bench. The park has been well received and is getting used a lot, staff has increased pick up from Monday and Fridays, to Mon, Wed, Fri. Garvey continued that the Rotary Club of Cambridge & Isanti, donated money to the city to be used for the dog park. A new bench has arrived and Public works will install it this fall as we see where the best option to place it will be as it will be in concrete. The Rotary club stated that the remaining dollars can be used for amenities to be placed within the dog park. Garvey presented a few ideas and concepts/pictures she found to review. Public works can make some of these items as they are made out of wood. Tires were presented as ideas to place around. Zdon mentioned that staff to look into if Public works is available to utilize their skill to build items and that we also check with dog trainers as far as spacing or heights for amenities. Garvey mentioned that she will research a bit with organizations, as Isanti County has a K9 unit and an area where they have amenities. Witte mentioned the drainage corrugated pipe is a good option to add. Garvey mentioned we have procured a couple of large tires to add to the park. Zdon stated that he liked the concept of them being partially buried and Witte stated he liked the painted idea. Witte also mentioned he liked the hoop style of tires for jumping through. Zdon stated that Public works can review ideas and see what is possible for them to build. Garvey stated that this area doesn't have the requirements that a children's playground has so we are able to save some funds building items on our own. Zdon asked if the bench donated by the Rotary will have a plaque. Garvey replied that it has the word Rotary designed into the bench itself and that other amenities will have a small plaque added similar to ones we have on tables that the Rotary Club has donated.

6. DNR Funded Projects

Garvey reviewed that staff received information from the DNR that we have some items that need attention for projects that the city received grant funding for from the state when these parks were built, after the DNR did a tour of these locations. We received information on three parks: Mattson, Unity and the Soccer complex. Staff has asked the DNR for clarification on a few of these items as they were unclear. One item we received was to add a funding sign, however after clarification this is one item that we do not need to duplicate signs that we already have within the park regarding the funding source, but the ones we are missing will be put up by Public works. Garvey continued with that she has been in contact with the soccer association regarding the picnic table at the shelter and will add it under the picnic shelter. Public works is working on the adding accessible parking signage and the funding sign was added to the picnic shelter. Mattson park had the funding sign added to the south park sign and another area that the DNR pointed out was the porta potty and accessibility on the grass. Garvey reviewed that the porta potty will need to be placed on a concrete slab to assist with the ADA accessibility item that was pointed out. Garvey continued with the accessibility to each of the playground areas, and Zdon stated that we would do a sidewalk off of the sidewalk and to connect and what makes the most sense to connect these together. Zdon stated that Public works can use their best judgement to place the sidewalks within the park area to connect these elements. Garvey described a placement for the porta potty to be placed and board agreed to have staff place it as they best judge it to go. The other items are being worked on or are completed and the one remaining one we need direction on is the picnic tables within Mattson. Zdon clarified that we need to address this item as they have been brought to our attention. Garvey stated that she clarified with Mia, DNR person, that we do not have a deadline for these items that they are providing this as information and to make sure we are working on them. Zdon stated that we could budget to add the picnic tables. Garvey reviewed that Unity has the funding sign, it was just overlooked and the gate entrance width will need to be adjusted as this was built before ADA standards. Zdon gave staff direction to further research the safety factors and requirements for ballfields and a gate idea was mentioned to be added as an option. Witte asked if it had to be in the specific area, which it doesn't have to be in that exact but in the dugout area and in each dugout. Motion by Witte to add 2 ADA picnic tables at Mattson park, second by Thum. Motion carries unanimously.

7. Parks Updates

Garvey reviewed the summer items of the street dance, Celebrate Isanti, the 5k walk/run had a good amount registered but only half showed up the day of. The three street dances were well attended with Good for Gary with the highest attendance. Curious creatures was cancelled for Sept due to low enrollment, and with the next one is scheduled for Oct 8. Unity park project is finished and looks wonderful. Zdon added to the agenda that there are a few holes in the skate park equipment on the south ramp that will need to be fixed and fasteners will need to be adjusted. Garvey added that the switch for the skate park lights will be looked into as they go off at 10pm, but what time do they come on at? Zdon stated he was there at about 8pm, but the

lights were not on. Garvey finished with the Farmers Market ends Sept 13 and the community garden ends Oct 13.

8. Adjournment

Motion by Witte, second by Thum to adjourn the September 24, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:43 PM

Dated at Isanti, Minnesota this 24th day of September, 2019.

Respectfully Submitted,



Jenny Garvey
Parks, Recreation and Culture Manager

DRAFT



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: October 22, 2019

Subject: River Bluff Preserve Dock/Bridge

Background

In 2016, city council approved a dock/bridge to be placed within the park which is placed over an area that is along the river bank. It allows access to the north side of the trail/river bank. This area tends to have water flowing like a creek breakoff of the river. The bridge has been hauled in and out of the park each year. This year the bridge was placed in late due to the high water level and has been under water most of this year. Public works also indicated that the water level has been much higher than it was this year in previous years. In 2018, staff did receive some information from Bolton and Menk, the city engineer firm, that a wood structure bridge in length of about 75' could be \$250,000-\$300,000.

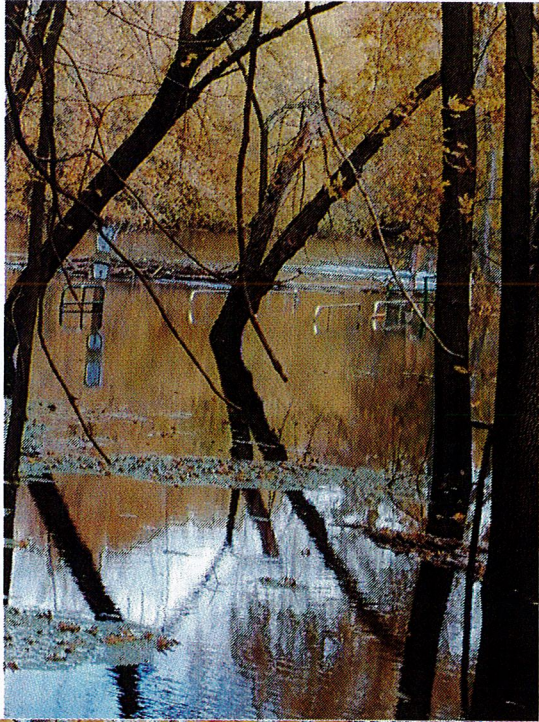
Staff Direction

Staff is looking for direction on:

- Continuing use of this bridge.
- The trail along the river bank (including on the north side of the trail)
- Maintenance.

Attachment

- Pictures of current bridge and water level.





MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: October 22, 2019

Subject: Department Updates

Curious Creatures: This is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and \$3.00 for non-residents.

Sept 10 was cancelled due to low enrollment.

Oct 8 was at Bluebird park with the theme: B is for Bird. This month we only had 3 kids, but we had fun painting birdhouses and learning more about birds within Bluebird Park.

Community Garden: The season ended on Sunday October 13th. The gardeners donated 267 pounds of food to the senior dining program. The kids garden area was also able to provide donated items.

Sledding Hill: The insurance company let us know that there is no additional expense or coverage needed, just to note that we will take on more of a liability with such area. They may send more information our way when/if they receive it from the League of Mn Cities. Staff will continue to move forward with indicting Bluebird hill as a sledding hill.

Mattson/DNR Funding follow up from Sept meeting. Staff reviewed these items a bit more in detail and it was decided that this the sidewalks were not needed as there are areas around each area that does allow for ADA access into the play area. Public works would also have to maintain these as sidewalks throughout the winter and this adds more issues. Staff will look into adding the ADA picnic tables as budget allows.

Movie Nights start in a few weeks. Free movies are offered once a month from Nov-March on a Friday evening. Local groups can apply to volunteer to run the concession stand and benefit from the profits for their time. Here is the line up for this upcoming season.

Nov 15 – Shrek; Dec 6 – The Santa Clause; Jan 10 – Willie Wonka and the Chocolate Factory; Feb 21 – A Bug’s Life; March 20 – The Sandlot. Doors open at 6:30pm and movies begin at 7pm.

Farmers Market:

The season ended on Sept 27 and staff conducted an end of the season meeting with all the vendors right after to capture some great feedback. Staff also sent out an electronic survey. Here are the results:

1. **How many years have you been a vendor at our market?** New-first year vendor (2), 1-2 years (2), over 3 yrs(2)
2. **Layout options:**
3. **Do you like the hours of 2-6pm.** Yes (5), No, (1); noon -6pm suggested
4. **Do we have the right mix of vendors?** Yes(5), No (1); more crafts suggested.

5. **Do you plan to return in 2020?** Yes(5), No (1)
6. **Please let me know any comments or suggestions to help improve the IFFM.**
 - a. Put in sections; food trucks not just ice cream, creating a more event atmosphere somehow to attract families more. We do need more vendors for sure; layout advice.



PARKS, RECREATION & CULTURE BOARD AGENDA

Council Chambers

Tuesday November 26, 2019

6:00 p.m.

1. Meeting Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Agenda Modifications
2. Approval of Minutes from October 22, 2019 Parks, Recreation, and Culture Board Meeting.
3. Isanti Family Farmer's Market Rules and Regulations Updates
4. Programming Ideas
5. Parks Updates
6. Adjournment

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

1. Meeting Opening.

A. Call to Order.

Zdon called the meeting to order at 6:01 p.m.

B. Pledge of Allegiance

Everyone stood for the Pledge of Allegiance

C. Roll Call

Members Present: James Witte, Aaron Zdon, Brian Thum, and Councilmember Jimmy Gordon

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

D. Agenda Modifications

Zdon asked if there were any agenda modifications. Motion by Witte, second by Thum to approve the agenda for the October 24, 2019 PRC board meeting.

2. Approval of Minutes from September 24, 2019, Parks, Recreation, and Culture Board Meeting

Motion by Witte and second by Thum; all in favor. Minutes were unanimously approved.

3. River Bluff Preserve Dock/Bridge

Garvey provided the background information that in 2016, city council approved a dock/bridge to be placed within the park, which is placed over an area that is along the river bank. It allows access to the north side of the trail/river bank. This area tends to have water flowing like a creek breakoff of the river. The bridge has been hauled in and out of the park each year by Public Works. This year the bridge was placed in late due to the high water level and has been under water most of this year. Public works also indicated that the water level has been much higher than it was this year in previous years. The river fluctuates each year on the level. In 2018, staff did receive some information from Bolton and Menk, the city engineer firm, that a wood structure bridge in length of about 75' could be \$250,000-\$300,000, this bridge is similar to what is along the bike/walk trail that connects to Cambridge. Garvey added that the item of continuing use of the bridge had been further discussed with staff since sending out the packet and is now being removed for our review and we will still be continuing to use the bridge. Garvey further reviewed that staff is looking for direction on the north side of the park/trail and if we would want to expand or review this area in more detail of expanding a trail area. Garvey also included can staff leave the bridge at the bottom of the hill, or along the back area of the river bank and not have to haul it up and down the hillside, and to also to provide a timeframe as

to when to put it in and take it out each year. Staff reviewed the pictures that were included in the packet which shows that water level and the top of the dock, as its very difficult to tell where it actually is under the water. Witte asked since the bridge has been in place is this the first year that it has been in this type of water. He has fished on this bridge in the past, including that summer and has not seen it at this type of water level. Zdon noted that the area is on the mark for the wettest year on record and this year is abnormal. The past three years the bridge has been usable, and this area of the river does flood, but typically in the spring and then recedes. Witte and Zdon noted that the north side of the trail are at a higher elevation and are not as flooded. Zdon continued to watch the use of the current bridge and water levels and to have staff notate these in order to get an idea of the history, as it continues to flood we will need to look at another option. Witte noted that some trees have fallen and may have opened up the area further. Staff reviewed that the bridge will be taken out this week after direction provided tonight. Zdon asked if there it was a good amount of work to get it up the hill and staff responded that it was and they look for a clearing in the trees to be able to do this. Zdon and Witte suggested to find a higher spot on the lower area to be able to store it on the off season. Staff asked Witte when in 2018 he was down along the river and he noted it was around July and the water was a couple feet under the bridge. Zdon also noted that if we had the wood type of bridge previously discussed that would be under water with the level of water we have now. Zdon asked if a motion was needed, staff indicated none was needed just providing more clear direction on this item. Garvey followed up with referencing the timeframe they'd like to see the bridge be in and out. Zdon stated that normally when the river floods in the spring, it typically goes back down. Thum commented that if the bridge is made out of aluminum not sure why it would need to be hauled out each year and that its more dangerous to haul it up and down the hillside. Zdon and Thum stated that it would be good to just pull it aside along a higher spot and leave along the lower area of the park. Zdon asked if the board would want to walk it in the spring to review it more. Garvey suggested that winter could be an option to take a look at it too. Gordon asked if the north trail area was similar to four wheeler type trail, and he said the trail is just grass along that area that leads to Martins Landing, the grass is higher at about 8" high and its cleared out enough to be an obvious trail. Staff will bring back a trail walk at a later meeting to review the north section. Gordon followed up with a question on the estimated cost of staff taking the bridge in and out. Garvey responded that she wasn't sure what the cost would be, its staff time that is the biggest factor in this item. Garvey mentioned that nothing is rented to haul it, its all just in house equipment that is used. Gordon followed up with seeing if the cost is justifiable with the wood bridge option and Zdon responded that it would take many, many years to get it to compare.

4. Department Updates

Garvey reviewed that Curious Creatures is a monthly program and that Sept was cancelled due to low enrollment and that the Oct 8 was at Bluebird park and we only had 3 kids, but we had fun painting birdhouses and learning more about birds within Bluebird Park. Garvey will continue to watch this program and put some different ideas for next year. Zdon asked if staff handed out flyers to preschools. Staff did not hand out flyers for this program to preschools but did hand out flyers to schools for the family day/movie nights. Zdon asked that staff get some flyers to check with local preschools to see if that was an option. November's theme is Turkey trot.

Community Garden: The season ended on Sunday October 13th. The gardeners donated 267 pounds of food to the senior dining program. The kids garden area was also able to provide donated items.

Sledding Hill: The insurance company let us know that there is no additional expense or coverage needed, just to note that we will take on more of a liability with such area. They may send more information our way when/if they receive it from the League of Mn Cities. Staff will continue to move forward with indicting Bluebird hill as a sledding hill.

Mattson/DNR Funding follow up from Sept meeting. Staff reviewed these items a bit more in detail and it was decided that this the sidewalks were **not needed** as there are areas around each area that does allow for ADA access into the play area. Public works would also have to maintain these as sidewalks throughout the winter and this adds **more** issues. Staff will look into adding the ADA picnic tables as budget allows.

Movie nights start in a few weeks which are free **movies are offered** once a **month** from Nov-March on a Friday evening. Local groups can apply to **volunteer** to run the **concession stand** and benefit from the profits for their time. **Here is the line up** for this upcoming season.

Nov 15 – Shrek; Dec 6 – The Santa Clause; Jan 10 – Willie Wonka and the Chocolate Factory; Feb 21 – A Bug’s Life; March 20 – The Sandlot. **Doors open at 6:30pm** and movies begin at 7pm.

Farmers Market: **The season ended** on Sept 27 and staff conducted an end of the season meeting with all the vendors right after to **capture some great feedback**. Staff also sent out an electronic survey. **Here are the results:**

1. **How many years have you been a vendor at our market?** New-first year vendor (2), 1-2 years (2), over 3 yrs(2)
2. **Layout options:** responded with most liked the current layout.
3. **Do you like the hours of 2-6pm.** Yes (5), No, (1); noon -6pm suggested
4. **Do we have the right mix of vendors?** Yes(5), No (1); more crafts suggested.
5. **Do you plan to return in 2020?** Yes(5), No (1)
6. **Please let me know any comments or suggestions to help improve the IFFM.**

Put in sections; food trucks not just ice cream, creating a more event atmosphere somehow to attract families more. **We do** need more vendors for sure; layout advice.

Zdon asked if the other vendors liked this layout of sections and Garvey noted that at the meeting and most vendors do not like that type of layout of being in sections. The Parlor has been a big draw for days they are scheduled. The other area that was noted about adding events and it was discussed that this is difficult to not have the activity or event take away from people shopping at the market, which is the focus. Garvey review the street dance vendor survey she sent out, they all responded with yes and they would return next year and had 4 responses. Witte asked about the a community garden survey and also asked about the response rate with the farmers market.

Witte asked if a community garden survey could be sent out and Garvey responded that yes she will put one together and send out this year.

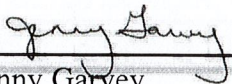
5. Adjournment

Motion by Thum, second by Thum to adjourn the October 22, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:31 PM

Dated at Isanti, Minnesota this 22nd day of October, 2019.

Respectfully Submitted,



Jenny Garvey
Parks, Recreation and Culture Manager

DRAFT



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: November 26, 2019
Subject: Isanti Family Farmer's Market Rules and Regulations Updates

Background

Staff has reviewed the market Rules and Regulations, and recommends some changes. The changes are outlined in the attached Rules and Regulations document (see underlined and crossed out items).

Attachment

- 2020 Rules and Regulations



2020 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
- B. Dates: Friday's; May 29 – September 25, 2020; excluding July 3.
- 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: 763.444.5512 (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 22.

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 (2pm) and no later. Vendors arriving late will be re-assigned a stall by the market manager from the available vacant space, if any remains. The market manager may reassign any stall not occupied 30 min prior to opening of 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 vendors. 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. A \$10 late arrival fee may be added to repeated vendors arriving late to set up their booth.
- 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 ~~between vendor spaces~~ 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 Alex Hintz (alex.hintz@state.mn.us or 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: 763-444-5512
Cell: 763-772-5856
Email:
isantiparks@cityofisanti.us



4.

MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board

From: Jenny Garvey - Parks, Recreation and Culture Manager

Date: November 26, 2019

Subject: Programming Ideas

At the July PRC board meeting there was a community discussion that Council member Lundeen came to discuss and a couple of the items were an egg hunt and a medallion hunt. Staff reached out to the Rum River BMX regarding an egg hunt collaboration. Rum River BMX will not be conducting another hunt. Staff also researched a medallion hunt option.



MEMO

To: Chair Zdon and Members of the Parks, Recreation & Culture Board
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: November 26, 2019
Subject: Department Updates

Movie Nights: Nov 15 – Shrek; we had 19 in attendance and for the Dec 6 – The Santa Clause; we will have Northern Elements Cheer be our volunteer group. The rest of the line up is: Jan 10 – Willie Wonka and the Chocolate Factory; Feb 21 – A Bug’s Life; March 20 – The Sandlot.

Pleasure rink: Weather depending, Public Works will start to flood the rink the beginning of December.

Curious Creatures: Nov 12 – cancelled; Dec 10 is Frozen Forest.

River Bluff Preserve: Bridge/Dock has been taken out for winter.