

**City of Moorhead  
Park Advisory Board  
Meeting Minutes  
November 20, 2012  
1st Floor Council Chambers - City Hall**

Pursuant to due call and notice thereof, a regular meeting of the Park Advisory Board was held in the 1st Floor Council Chambers - City Hall, on November 20, 2012, at 4:00 PM.

**Roll call of the members was made as follows:**

3rd Ward Council Member:	Brenda Elmer	Present
Board Member:	Sharon Ferris	Present
Board Member:	Brad Leeser	Absent
Board Member:	Kay Litch	Present
Board Member:	Cassandra Lougheed	Present
Board Member:	Larry Seljevoll	Present
Board Member:	Janeen Stenso	Absent
1st Ward Council Member:	Nancy Otto	Absent

1. **[Call To Order/Roll Call](#)**

2. **Recognitions/Presentations/Introductions**

Minutes: Larry Anderson announced the tree lighting and holiday parade to follow the meeting. 4:02 PM

3. **[Approve Meeting Minutes](#)**

**Motion made to Approve made by Sharon Ferris and seconded by Cassandra Lougheed**  
Motion to Approve 3. Approve Meeting Minutes

*Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2*

4. **[Citizens Addressing the Board](#)**

5. **[Agenda Amendments](#)**

6. **[Update - Cross Country Ski Program](#)**

Minutes: Holly Heitkamp provided information in regards to the new cross country ski program to be held at MB Johnson Park. 4:13 PM

Larry Anderson spoke about the City equipment updates for MB Johnson, as well as the importance of the work done by the local clubs (Prairie Edge Nordic Ski Club and the FM Trailbuilders) who have helped to clear and mark the trails through the park for the bike/walking/ski trails.

Maps are being printed to identify the areas and distances separating the walking trails from the bicycle and cross country ski trails. As more trails are cleared the goal is to completely separate the walkers from the other uses into different areas of the park.

Member Lougheed inquired about ski rental outside of the weekends. Holly Heitkamp responded that at this time, weekend rental is all that will be available due to the lack of site lighting along the trails and the short days.

Member Elmer inquired as to the marketing that would accompany this new program. Holly Heitkamp stated that press releases will be sent as well as other promotion through the Park's website, Facebook, and other areas of advertising as budget allows.

Member Elmer followed up with a request to remind the council what amount was asked for from the Legacy Grant. Holly Heitkamp responded that the requested amount was \$890,000 but the top awards have been \$500,000.

## 7. Recommendation - Golf Course Food and Beverage RFP

**Motion made to Approve made by Cassandra Lougheed and seconded by Kay Litch**  
Motion to Approve 7. Recommendation - Golf Course Food and Beverage RFP

*Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2*

Minutes: Holly Heitkamp spoke about the Request for Proposal (RFP) for serving food and beverage at the two Moorhead golf courses. The request for bids will be sent out, with two interested parties already requesting to bid. Advertising will be placed in the Forum newspaper, as well as a letter being mailed out to restaurants with a Moorhead Food License. Two changes made to the current contract will be to ask the new vendor to cover the damage costs to any carts where the vendor's staff are found to be negligent as well as any equipment repair of \$500 and under. 4:25 PM

Member Elmer asked if the request for bids will go beyond Moorhead. Holly Heitkamp stated that the Forum ad should cover the area beyond Moorhead.

Member Seljevold remarked that with golf numbers and the economy down, will these changes preclude some from wanting to submit a proposal due to the difficult financial situation they may find themselves in? Holly Heitkamp stated that without raising the percentage taken from the vendor that the changes would limit the City's risk in the future.

The process will include a committee being chosen to look at proposals in interview candidates. During this interview process potential vendors would have an opportunity to address the percentage requested and the new requirements and make a determination if this works with their business plan. Once a vendor is chosen, contract negotiations would ensue with the final approval coming from the Moorhead City Council.

## 8. Information/Update

Minutes: Holly Heitkamp spoke about the Duluth Ice Arena article and assured the Park Board that the Sports Center is up to code and has been able to make sure there are no issues with any equipment. Tests are routinely being done to insure that all 4:30 PM

equipment is running as it should be.

Larry Anderson spoke about the upcoming public meetings for the Metro COG Corridor Study.

Member Elmer remarked that the new pedestrian bridge looks wonderful and wondered about bridge signs and safety. Larry Anderson remarked that her concerns were recently discussed with the engineers working on this project and steps were being taken to address this.

Member Lougheed asked if the council was interested in a Parks & Recreation float in the holiday parade. Holly Heitkamp responded that the Parks department had done so in the past and will look into this for future parades.

Member Lougheed also asked about the progress of Park Christian School in their development plan, and if the "land swap" with the City will be complete in order to install the play system at Village Green Sixth this next summer. This item has passed the Moorhead City Council and the land is available to proceed.

## **9. Adjourn**

*Respectfully submitted by:  
Randy Dahlin*