

**City of Moorhead  
Park Advisory Board  
Meeting Minutes  
July 16, 2013  
Elm Room - Hjemkomst Center  
202 1<sup>st</sup> Avenue North  
4:00 pm**

Pursuant to due call and notice thereof, a regular meeting of the Park Advisory Board was held in the Elm Room of the Hjemkomst Center, on July 16, 2013, 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 Leaser	Absent
Board Member:	Kay Litch	Absent
Board Member:	Cassandra Lougheed	Present
Board Member:	Larry Seljevold	Absent
1st Ward Council Member:	Nancy Otto	Absent

**1. Call To Order/Roll Call**

**2. Recognitions/Presentations/Introductions**

**3. Approve Meeting Minutes**

**Minutes could not be approved due to the lack of a voting quorum.**

**4. Citizens Addressing the Board**

**5. Agenda Amendments Approve Monument Sign for Village Green Golf Course**

Minutes: Recreation Division Manager Holly Heitkamp updated the board on the bid for the Monument sign for Village Green golf course.

**Motion could not be made due to a lack of a voting quorum.**

**6. Presentation Field of Dreams Committee - Matson Field**

Minutes: Recreation Division Manager Holly Heitkamp introduced Jeff Miller with the Field of Dreams Committee who spoke about the history of the Matson Field Baseball Complex and the work that has been recently completed. Miller informed the board that he is moving out of Moorhead and that the Field of Dream Committee fundraising efforts have stalled. He also updated the Park Board on the existing financial situation, and the status of the donations that have been promised but not collected. Discussion centered around how to proceed to getting a permanent grandstand for spectators as a priority for this athletic venue.

Park staff will schedule a visit to Perham, MN to receive information on their grandstand as an example of a downsized project from what the Field of Dreams Committee had proposed.

**7. Approve Village Green Sixth – Park Plan**

Minutes: Recreational Division Manager Holly Heitkamp and Parks & Forestry Manager Larry Anderson gave a brief overview of the plan for Village Green Sixth Park.

**Motion could not be made due to a lack of a voting quorum.**

**8. Recommendation - Metro Youth/RSVP - Scholarship Program**

Minutes: Recreation Division Manager Holly Heitkamp provided a brief history of the scholarship program and informed the Board that due to a low return of investment for Metro Youth/RSVP, they are no longer interested in providing this service. The Parks department is suggesting that we take the scholarship program internally. Parks would income qualify participants much like they were in the past with Healthy Community Partnership and then Metro Youth Partnership/RSVP.

The Board members in attendance agreed that moving the scholarship funds in house would be beneficial to the Park programs and Moorhead Citizens.

**9. Approve Procedure Changes for Handling Disruptive Participants**

Minutes: Recreation Division Manager Holly Heitkamp informed the Board that there have been some recent incidents of bad behavior at some Park locations necessitating the need to suspend participants from the program. With these suspensions, it became clear that we needed a more formal process for participants to appeal the decisions made by park staff, therefore changes to the policy manual are warranted.

The Board agreed policy updates were necessary to help create a fun and safe environment. The Board also discussed having a Park Advisory Board member on the grievance committee. Members Cassandra Lougheed and Sharon Ferris both volunteered.

**Motion could not be made due to a lack of a voting quorum. To be voted on during the September Park Advisory Board meeting.**

**10. Recommendation - ATM Contractor for Park Facilities**

Minutes: Recreation Division Manager Holly Heitkamp spoke about the current ATM machines and service providers at Village Green and The Meadows Golf Course, Hjemkomst Center, and the Moorhead Sports Center, and the selection of one vendor to provide service for all current locations.

The Board discussed cost, contract information, timeframes, and raising rates in the future. This will move on to Council for Approval due to the time sensitive nature and the lack of a quorum for a recommendation.

## **11. Information/Update**

Minutes: Recreation Division Manager Holly Heitkamp updated the Board on the "Let's Move Initiative" and changes to the recommendation approved by Park Board at the Council level.

Parks & Forestry Manager Larry Anderson spoke about concerns from residents who live in the Belsly Park area and a fence being built in an attempt to curb disruptive behavior. The fence is ordered.

Recreation Division Manager Holly Heitkamp updated the Board on the past request of broadcasting special events on television, saying that due to copyright issues, we are unable to do so.

Recreation Division Manager Holly Heitkamp provided an update on the Legacy Grant project and the MB Johnson shelter for the submission for 2014 funding. Parks staff continues to wait for the DNR to complete their work and provide the forms necessary for the submission. Follow up will continue every two weeks.

## **12. Adjourn**

*Respectfully submitted by:*  
*Randy Dahlin*