



**City of Moorhead  
Park Advisory Board  
Meeting Minutes  
May 17, 2016  
City Hall Council Chambers**

Pursuant to due call and notice thereof, a regular meeting of the Park Advisory Board was held in the City Hall Council Chambers, on May 17, 2016, at 4:00 PM.

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

Board Member:	Sharon Ferris	Present
4th Ward Council Member:	Chuck Hendrickson	Present
Board Member:	Brad Leaser	Present
Board Member:	Kay Litch	Present until 4:51 pm
1st Ward Council Member:	Nancy Otto	Alternate
Board Member:	Larry Seljevoid	Absent
Board Member:	Bradley Vesta	Present
Board Member:	Billi Jo Zielinski	Present

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

2. **Recognitions/Presentations/Introductions**

3. **Approve Meeting Minutes**

**Motion made to Approve made by Billi Jo Zielinski and seconded by Sharon Ferris**  
Motion to Approve 3. Approve Meeting Minutes

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1 - Larry Seljevoid*

4. **Citizens Addressing the Board**

5. **Agenda Amendments**

6. **Approve 2017 Capital Improvement Projects**

Minutes: Parks & Recreation Director Holly Heitkamp and Parks/Forestry Manager Larry Anderson presented the proposed Capital Improvement projects for 2017. 4:35 PM

The Board discussed the Memorial/Oak Grove bridge co-funding, pedestrian crossings in the Johnson Farms area, list of priority items and criteria, park development in the Shepherds Meadow area (still being farmed), neighborhood hockey rink board replacement, and the Village Green parking lot extension as a priority.

Amendment request made by Sharon Ferris to raise priority of Village Green parking lot line item. Seconded by Billi Jo Zielinski.

**Motion made to Approve made by Sharon Ferris and seconded by Billi Jo Zielinski**  
Motion to Approve 6. Approve 2017 Capital Improvement Projects

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1 - Larry Seljevold*

**7. Approve 2017 Fee Schedule Recommendations**

Minutes: Parks & Recreation Director Holly Heitkamp presented the proposed fee schedule for 2017. 4:50 PM

The Board discussed fee analysis.

**Motion made to Approve made by Billi Jo Zielinski and seconded by Kay Litch**  
Motion to Approve 7. Approve 2017 Fee Schedule Recommendations

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1 - Larry Seljevold*

**8. Update on GMPTC - Legacy Grant Received - MB Johnson**

Minutes: Parks & Recreation Director Holly Heitkamp spoke about the GMPTC Legacy Grant received for MB Johnson Park amenities. 4:53 PM

**9. Approve 2017 GMPTC Application / Master Plan - Trails**

Minutes: Parks/Forestry Manager Larry Anderson discussed the application for the GMPTC Master Plan for Moorhead trails. 4:52 PM

**Motion made to Approve made by Billi Jo Zielinski and seconded by Chuck Hendrickson**  
Motion to Approve 9. Approve 2017 GMPTC Application / Master Plan - Trails

*Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2 - Larry Seljevold, Kay Litch*

**10. Approve Procedure Changes**

Minutes: Parks & Recreation Director Holly Heitkamp updated the Board on recent procedural changes in the Parks & Recreation Policy Manual. 5:03 PM

The Board discussed increased lockdown procedure training and service/emotional animal definitions and guidelines.

Board member Leeser requested to have legal counsel review of service/emotional animal procedures. This item was removed from approval until further reviewed.

**Motion made to Approve made by Sharon Ferris and seconded by Bradley Vesta**  
Motion to Approve 10. Approve Procedure Changes

*Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2 - Larry Seljevold, Kay Litch*

**11. Approve Park Plan - Village Green Sixth**

Minutes: Parks/Forestry Manager Larry Anderson spoke about past, present, and future plans for Village Green Sixth Park. 5:06 PM

**Motion made to Approve made by Billi Jo Zielinski and seconded by Sharon Ferris**  
Motion to Approve 11. Approve Park Plan - Village Green Sixth

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 2 - Larry Seljevold, Kay Litch*

**12. Approve Restructure of PAB Meeting Schedule**

Minutes: Parks & Recreation Director Holly Heitkamp provided a brief review of the proposed restructure of the Park Advisory Board meeting schedule.

5:10 PM

The Board discussed past Park Board meeting schedules, a revised schedule, special meetings, and schedule flexibility.

**Motion made to Approve made by Sharon Ferris and seconded by Billi Jo Zielinski**  
Motion to Approve 12. Approve Restructure of PAB Meeting Schedule

*Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2 - Larry Seljevoid, Kay Litch*

**13. Information/Update**

- a. [Growth Area Plan - Public Input Meetings](#)
- b. [Update on River Corridor Projects for 2016](#)
- c. [Moorhead Parks Receives River Keepers Good Neighbor Award](#)
- d. [Comstock House - New Management under HCSCC](#)
- e. [Capital Bonding Recommendations - Southside Park](#)

Minutes: Parks & Recreation Director Holly Heitkamp discussed the bonding recommendation for a Southside Regional Park soccer complex.

5:15 PM

- f. [Department of Revenue - Tax Preparation](#)
- g. [Evaluation - Winter Special Events](#)
- h. [Upcoming Special Events – Summer](#)

Minutes: Parks & Recreation Director Holly Heitkamp presented events for the 2016 summer season.

5:14 PM

- i. [Various News Articles](#)

**14. Adjourn**

*Respectfully submitted by:  
Randy Dahlin*