

**City of Moorhead
Park Advisory Board
Meeting Minutes
January 15, 2013
1st Floor Council Chambers - City Hall
500 Center Ave
4:00 pm**

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 January 15, 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 Leeser	Present
Board Member:	Kay Litch	Present
Board Member:	Cassandra Lougheed	Absent
Board Member:	Larry Seljevold	Present
Board Member:	Janeen Stenso	Absent
1st Ward Council Member:	Nancy Otto	Absent

- 1. Call To Order/Roll Call**
- 2. Recognitions/Presentations/Introductions**
- 3. Approve Meeting Minutes**

Motion made to Approve made by Sharon Ferris and seconded by Kay Litch

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 – Legacy Grant Application MB Johnson Park**

Minutes: Heitkamp announced that our 2013 submission for the Legacy Grant for MB Johnson Park was denied. A follow up conversation with Selection Committee Representative Joe Hiller was done by Heitkamp to see why Moorhead's grant was not selected and how we could apply differently in the future. Their main focus this year was on land acquisition and retrofitting existing buildings to make them handicapped accessible. The Selection Committee was also looking for more resource preservation and habitats to award grants. Resubmittal is currently in review for a fundable request. Larry Anderson stated that there are multiple areas within the Legacy Grant awards and that Moorhead can submit again for bike and pedestrian trails. Member Leeser asked what type of land acquisition would be considered in the future and voiced concerns about acquiring land that we do not have the funds to manage. Heitkamp discussed a request from Riverkeepers to consider a building at MB Johnson Park that would serve as a water resource center for training in Moorhead. Heitkamp stated

that a very special project is required to help make a feasible offer for funding.

Member Elmer stated that it was a great effort by all to apply for the grant and suggested that we continue to seek projects that would qualify for Legacy money and seek out other grants that would apply.

Member Elmer asked about Moorhead Parks current efforts to find Corporate sponsorship to help aid our operations/Capital needs, and provided some research on what other municipalities in Minnesota do. Heitkamp will follow up.

7. Recommendation - Golf Course Food and Beverage

Motion made to Approve made by Brad Leeser and seconded by Brenda Elmer

Motion to Approve 7. Recommendation - Golf Course Food and Beverage

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

Minutes: Heitkamp reviewed the process of approval for a food and beverage vendor. Four separate vendors showed interest, while only two submitted proposals; Sodexo and Machi LLC. The unanimous decision by the Selection Committee was made to stay with the current vendor, Machi LLC. Changes to the contract with Machi LLC as recommended in the recently completed Golf Study performed by Eide Bailly LLP, have been added. Once approved, the contract would move on for City Council review and approval.

Member Leeser asked if there were any complaints about the current vendor in regards to the food and beverage service.

Heitkamp stated there were none at this time. Evaluation forms were given to all corporate outings and tournaments directors, as well as comment boxes placed in both club houses and only positive remarks were received. There were some suggestions for improvements that have been heard and made in an efficient manner.

8. Moorhead Parks – Constituent Outreach

Minutes: Holly Heitkamp provided a general review of the outreach to Moorhead residents, including email reminders of upcoming program dates, time, and information for all registered users. Plans for a Parks and Recreation newsletter are in the planning stages and will be available with the new City website. Heitkamp remarked that email reminders have already brought positive feedback.

Member Seljevold questioned a QR code to be set up for the future City website. Heitkamp replied that one is already set up and ready to go.

Member Ferris asked when the new website will be available. Heitkamp stated within 6 months, with restructuring already taking place.

Member Seljevold invited everyone to attend the River Corridor meeting following the Park Advisory Board Meeting.

9. Adjourn

*Respectfully submitted by:
Randy Dahlin*