



**City of Moorhead  
Park Advisory Board  
Meeting Minutes  
March 17, 2015  
1st Floor Council Chambers - City Hall  
500 Center Avenue  
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 March 17, 2015, at 4:00 PM.

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

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
1st Ward Council Member:	Nancy Otto	Absent
Board Member:	Billi Jo Zielinski	Present
4th Ward Council Member:	Chuck Hendrickson	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*

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

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

6. **[Receive Information - Scholarship Summary](#)**

Minutes: Parks and Recreation Director Holly Heitkamp presented a brief overview of the scholarship process since bringing the program internally to the parks office.

4:10 PM

The Board discussed using all allotted funds, advertising, funding, and donation requests from the community.

7. **[Recommendation - MB Johnson Picnic Shelter Plans](#)**

**Motion made to Approve made by Kay Litch and seconded by Sharon Ferris**  
Motion to Approve 7. Recommendation - MB Johnson Picnic Shelter Plans

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

8. **[Receive Information - Public Works Customer Service Tracking Software](#)**

Minutes: Public Works Director, Steve Moore announced the recent

4:21 PM

implementation of a service tracking software program for the Public Works Department.

The Board discussed annual data reports, contact information, and Park Board duties to promote this customer service option to the community.

9. [Long Range Planning Discussion - Parks 2016](#)

Minutes: Parks and Recreation Director, Holly Heitkamp and Parks/Forestry Manager, Larry Anderson presented the long range plans for existing and future parks, equipment, and amenities, as well as funding.

4:38 PM

The Board discussed upkeep/installation of hockey rinks, basketball courts, parking lots, and picnic tables, as well as plan categories and future implementation based on needs and requests.

An Oakport citizen questioned the existing area parks and their parking availability. Follow up will be completed with a review from the City Traffic Engineer.

10. [Recommendation - Preferred Beverage Provider in Parks](#)

**Motion made to Approve made by Billi Jo Zielinski and seconded by Brad Leeser**  
Motion to Approve 10. Recommendation - Preferred Beverage Provider in Parks

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

Minutes: Parks and Recreation Director, Holly Heitkamp provided a review of the request for proposals and decision process, announcing PepsiCo as the new intended beverage provider for Parks and Recreation.

4:50 PM

The Board discussed future pricing for consumers, and the 3-year contract term.

11. [Information/Update](#)

- a [Comstock House - Press Release](#)
- b [Golf Course - Senior Tour Tees Added](#)
- c [Heartland Trail Article](#)
- d [Upcoming Special Events](#)
- e [Red River Valley Figure Skating Competition - Thank You](#)
- f [Updated MASC Presentation - Soccer Complex](#)
- g [Hit Pitch & Run - The Chamber](#)
- h [Splash Pad vs. Pools - Tribune Article](#)

Minutes: The Board discussed future planning for a splash pad in Moorhead, cost, structure, attendance, collaboration with the

4:55 PM

YMCA, and an addition of a south side pool.

i [River Corridor Projects on City Website](#)

**12. [Adjourn](#)**

*Respectfully submitted by:  
Randy Dahlin*