



**City of Moorhead  
Park Advisory Board  
Meeting Minutes  
November 27, 2018  
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 November 27, 2018, at 4:00 PM.

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

1 <sup>st</sup> Ward Board Member:	Janelle Brandon	Present at 4:10 pm
1 <sup>st</sup> Ward Council Member:	Heidi Durand	Present
2 <sup>nd</sup> Ward Board Member:	Sharon Ferris	Present
Citizen-at-Large:	James Hand	Present
Citizen-at-Large:	Gia Rassier	Absent
4 <sup>th</sup> Ward Board Member:	Currently Vacant	Absent
3 <sup>rd</sup> Ward Board Member:	Billi Jo Zielinski	Present

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

2. **[Recognitions/Presentations/Introductions](#)**

Minutes: Chair Zielinski welcomed the new Ward 2 Council Member, Shelly Carlson. 3:59 PM

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

**Motion made to Approve made by Sharon Ferris and seconded by James Hand**  
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. **[Information: Transfer of Moorhead Sports Center to Moorhead School ISD 152](#)**

Minutes: Public Works Director Steve Moore announced the transfer of the Moorhead Sports Center to the Moorhead School ISD 152. 4:03 PM

7. **[Approve: Parks / Community Capital Improvement Plan](#)**

Minutes: Public Works Director Steve Moore presented the proposed Parks Capital Improvement plan. 4:22 PM

The Board discussed partnerships with community associations, inclusive playground research, and general playground planning and materials.

**Motion made to Approve made by James Hand and seconded by Heidi Durand**  
Motion to Approve 7. Approve: Parks / Community Capital Improvement Plan

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

**8. [Recommendation: Moorhead Community Fund - Project List](#)**

Minutes: Parks & Recreation Director Holly Heitkamp presented the Moorhead Community Fund project list. 4:35 PM

The Board discussed arts and theater scholarship donations and the benefits of funding long time projects.

**Motion made to Approve made by Sharon Ferris and seconded by Janelle Brandon**  
Motion to Approve 8. Recommendation: Moorhead Community Fund - Project List

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

**9. [Information: Request for Proposal - Golf Food & Beverage](#)**

Minutes: Parks & Recreation Director Holly Heitkamp spoke about the recent Request for Proposal for a new food and beverage provider for the Moorhead public golf courses. 4:39 PM

The Board discussed current interest in proposals.

**10. [Approve: Standard Operating Procedures - Public Art, Park Naming](#)**

Minutes: Parks & Recreation Director Holly Heitkamp presented new standard operating procedures for public art and park naming policies. 4:44 PM

**Motion made to Approve made by James Hand and seconded by Sharon Ferris**  
Motion to Approve 10. Approve: Standard Operating Procedures - Public Art, Park Naming

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

**11. Information/Update**

a. [Skating Rinks Installation - Trails at Stonemill Park](#)

Minutes: Park Maintenance Manager Michael Schroeder provided an update to the recent improvements to the neighborhood ice rinks. 4:46 PM

b. [Update on Downtown / Homestead Trails - GMPTC Grant](#)

Minutes: Parks Maintenance Manager Michael Schroeder updated the Board on the Downtown / Homestead Trails. 4:47 PM

The Board discussed grant timeframe.

c. [Memorial / Oak Grove Pedestrian Bridge Completion Delayed](#)

Minutes: Parks Maintenance Manager Michael Schroeder spoke about the recent delay in the Memorial / Oak Grove bridge construction and the intended completion date. 4:50 PM

The Board discussed information provided to help spread updates in the community.

d. [Moorhead Municipal Pool - Moorhead Marlins Lease](#)

Minutes: Parks & Recreation Director Holly Heitkamp updated the Board on the outside use of the Moorhead Municipal Pool. 4:52 PM

e. [Matson Field Grandstand - Organizing Committee Meeting](#)

f. [Upcoming Special Events - Sleigh Rides, Frostival](#)

Minutes: Parks & Recreation Director Holly Heitkamp spoke about upcoming events. 4:53 PM

The Board discussed branding design. Public Works Director Steve Moore provided an update to the Strategic Plan.

g. [2018 Scholarship Report](#)

Minutes: Parks & Recreation Director Holly Heitkamp reviewed the scholarships and areas of interest for 2018. 4:55 PM

h. [News Articles](#)

12. [Adjourn](#)

*Respectfully submitted by:  
Randy Dahlin*