



**City of Moorhead  
Park Advisory Board  
Meeting Minutes  
November 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 City Hall Council Chambers, on November 17, 2015, 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 Leeser	Absent
Board Member:	Kay Litch	Present
1st Ward Council Member:	Nancy Otto	Alternate
Board Member:	Larry Seljevold	Absent
Board Member:	Bradley Vesta	Absent
Board Member:	Billi Jo Zielinski	Present

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

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

a. Recreation Specialist, Kim Wangler

Minutes: Parks and Recreation Director Holly Heitkamp introduced Recreation Specialist, Kim Wangler. Wangler spoke about job duties, work history, and future events and programming. 4:05 PM

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

**Motion made to Approve made by Chuck Hendrickson and seconded by Sharon Ferris**  
Motion to Approve 3. Approve Meeting Minutes

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

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

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

**6. [Approve New Operating Procedures](#)**

Minutes: Parks and Recreation Director Holly Heitkamp provided an update to the existing Parks and Recreation policy manual, with new procedures including a breast feeding policy, media protocol, pool ratios, and lockdown guidelines. 4:22 PM

The Board discussed different procedures for each location, staff/management training, frequency of drills, and waiver difficulties.

**Motion made to Approve made by Kay Litch and seconded by Sharon Ferris**  
Motion to Approve 6. Approve New Operating Procedures

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

7. [Greater MN Parks and Trails - Application for Legacy Grant, Approve Updated Site Map - MB Johnson](#)

Minutes: Parks/Forestry Manager Larry Anderson briefly reviewed the application for a Legacy Grant, seeking new amenities within MB Johnson Park. 4:30 PM

The Board discussed a results timeline, entry status, a River Corridor and Blue Goose grant submissions, and the addition of soccer amenities at MB Johnson Park.

In addition, appreciation was given by member Zielinski on the traffic control and ease within the soccer complex at Southside Regional Park.

**Motion made to Approve made by Chuck Hendrickson and seconded by Kay Litch**  
Motion to Approve 7. Greater MN Parks and Trails - Application for Legacy Grant, Approve Updated Site Map - MB Johnson

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

8. [Information/Update](#)

a. [North of Normal - Frostival](#)

Minutes: Parks and Recreation Director Holly Heitkamp spoke briefly about the North of Normal Frostival event planned for the winter season of 2015-2016. 4:34 PM

b. [Blue Goose Trails Grant Application - TAP Funds](#)

c. [Extended Holiday Hours in Outdoor Ice Rinks](#)

Minutes: Recreation Specialist Kim Wangler provided a list of holiday activities offered by Moorhead Parks and Recreation during the holiday break. 4:33 PM

d. [Youth Scholarship Report](#)

e. [Pangea / Tree Lighting / Sleigh Rides / Skate with Santa](#)

Minutes: Parks and Recreation Director Holly Heitkamp provided an overview of the tree lighting and City involvement with the Holiday Lights Parade. 4:37 PM

f. [Haunted Mall Recap](#)

Minutes: Recreation Specialist Kim Wangler gave a recap of the Haunted Mall attendance, involvement, and activities. 4:36 PM

g. [Improvements to Tennis Courts / Flag Football Evaluation](#)

h. [ATM - Request for Proposal](#)

Minutes: Parks and Recreation Director Holly Heitkamp announced the 4:39 PM

continuing collaboration with Pelican Holdings, LLC as the ATM provider for four Moorhead Parks and Recreation locations.

i. [Golf Food and Beverage - Request for Proposal](#)

j. [Various News Articles](#)

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

*Respectfully submitted by:  
Randy Dahlin*