

**CITY OF MOORHEAD  
PARK ADVISORY BOARD  
Meeting Minutes  
Tuesday, September 16, 2008  
Hjemkomst Center**

**1. CALL TO ORDER/ROLL CALL**

Pursuant to due call and notice thereof, a regular meeting of the Moorhead Park Advisory Board was held at the Hjemkomst Center, Moorhead, Minnesota, on the 16<sup>th</sup> day of September 2008.

**Members Present:** Randy Bach, Heidi Durand, Greg Lemke, Ron Schneider, Diane Wray Williams

**Members Absent:** Mary Charlton, Lila Hazemann,

**Others Present:** Larry Anderson, Parks and Forestry Division Manager; Holly Heitkamp, Recreation Division Manager; Karen Stremick, Office Specialist; Kim Yager, Park and Recreation Intern

**Visitors Present:** Mark Hintermeyer, City Council Member

**2. RECOGNITIONS/PRESENTATIONS/INTRODUCTIONS**

None

**3. MINUTES – June 17, 2008**

Wray Williams moved to approve the June 17, 2008 minutes, seconded by Bach. Motion carried by unanimous vote.

**4. CITIZENS TO BE HEARD**

None.

**5. AGENDA AMENDMENTS**

None

**6. SOUTH SIDE REGIONAL PARK IMPROVEMENTS**

Staff presented members with the drawings for the proposed concession / restroom building for soccer and concession building for baseball, to be located at the South Side Regional Park. Initially, the buildings were included in the State Bonding Bill, however since the funding was not approved money must be allocated from other sources to construct the buildings. The City has \$325,000 remaining in the funds allocated to construct this park and there is \$200,000 requested in the Capital Improvement Fund in the Park section for the 2009 budget. The 2009 budget will not be approved by Council until December 2008. Discussion was raised regarding the possibility of utilizing existing funding to place building foundations in this fall when costs are lower as opposed to waiting until all funding is allocated next spring when costs and contractor demands may be higher. The risk with this option is that there is no guarantee that the additional funding needed for completion of the buildings will be approved by City Council and City staff did not feel comfortable proceeding with a partial project. PAB Member and Council Member Wray Williams thought that proceeding as quickly as

possible to construction of these facilities was important to be ready for the opening of the complex in the Spring of 2009. Construction ready drawings needed for bidding have not been prepared at this time. The timing of this project will be dependent upon these drawings being complete.

Preliminary plans provided were for a soccer building which included an indoor concession stand, eating area, garage / maintenance area, office space and restroom facilities. Plans were also provided for a baseball concession/restroom facility.

Members raised concerns regarding the baseball building being listed as an alternate, the number of bathroom facilities in the soccer building, and the overall expense for the facility. Staff explained that the building plans are preliminary and changes can be made and items can be removed and/or added as alternates. Staff explained that the first step would be to request bids to see actual costs that could be associated with the construction of the buildings. If bids came in high, the buildings could be scaled back and if bids were low options could be added.

Questions were also raised regarding rental fees for the office space, and financial contributions that the Soccer Club may make to the construction of the facility. Staff responded that a written proposal has been requested from Moorhead Youth Soccer to outline their ability to help finance this project.

Lemke motioned to begin the process of requesting bids for the soccer and baseball buildings, with the understanding that after the bids/costs are received the PAB would like to revisit the plans and review the alternate options, seconded by Bach. All votes were in favor; the motion carried.

**7. DRAFT NEIGHBORHOOD PARK CONCEPTS**

Staff distributed concepts drawings for some of the neighborhood parks created by SRF Consulting. These drawings were to be considered by the PAB as concepts only. Staff wanted the PAB to be aware that funding for these projects was not allocated and/or available at this time. It was requested that the PAB review the park concepts and note any changes and/or suggestions.

There were also two additional handouts distributed at the meeting showing new housing developments where future parks were requested. It was explained that currently developers are required to either make land donations for park land or cash for future park development. Currently, the amount required by the City does not cover the cost of park development. At a future PAB meeting the Planning and Zoning Department will present the current requirements and discuss future options that could improve the process.

**8. DRAFT POLICY AND PROCEDURE MANUAL**

PAB members were given a final draft of the Moorhead Parks and Recreation Procedure Manual. It was discussed that this manual was to be used only as a guideline for Staff. Since the document is only a guideline it would not require City Council approval. PAB members will review the document and bring any questions, concerns, and/or changes to the October meeting.

**9. ADJOURNMENT**

Chair Schneider adjourned the meeting

Respectfully submitted by:

Karen Stremick,  
Office Specialist  
Moorhead Parks and Recreation