

**HARRISBURG PARK AND RECREATION ADVISORY BOARD
DRAFT MINUTES OF THE MEETING OF JUNE 14, 2017
HELD AT 6:00 P.M. IN THE CITY HALL CONFERENCE ROOM**

CALL TO ORDER

Chairman Tank called the meeting to order at 6:00 p.m.

Members present: Bergsmith, DeBruin, Kindt, McMahon, and Tank. Staff present: Brown, McMahon, Remmerde, and Thurston. Others present: Kami Rasmusson and John Ratzloff.

APPROVAL OF AGENDA AND MINUTES

1. To approve the agenda for the June 14, 2017 regular meeting.

Bergsmith moved, with DeBruin seconding, to approve the agenda. The motion was approved by a unanimous vote.

2. To approve the meeting minutes of May 10, 2017

Bergsmith moved, with DeBruin seconding, to approve the minutes of the May 10, 2017 Park Board meeting. The motion was approved by a unanimous vote.

BUSINESS ITEMS

3. Request to plant lilac bushes: Tank reported on a resident's request to plant lilac bushes in Heartland Park. Thurston will investigate and report back to the Board at their next meeting.
4. Recommendation to the City Council on project change order requests for:
Central Park Parking Lot Electrical Service, and
Foundation Drive Gravel Roadway.

Brown described the change orders with the Board and answered several questions. Kindt moved, with DeBruin seconding, to recommend to the City Council that these change orders be approved and paid for from the Land and the Subsidies budget line items of the Parks budget. The motion was approved by a unanimous vote.

5. Discussion of a digital event planner: The Board discussed several options and decided to try putting City events on the School events site.
6. Discussion of park reservations: The consensus of the Board was to add reserving parks, or portions of parks, as well as the softball fields to the shelter reservation policy for the City. The Board requested staff to revise the Park Ordinance for Board action at their next meeting.
7. Discussion of park signs: The Board asked staff to bring a draft sign layout of park use rules to the next meeting for Board review.

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8. HBA Update: John Ratzloff presented an update on the baseball season and field usage.
9. City Update: Brown reported on the construction projects in the Legion Park area. Jason Thurston reported on recent maintenance activities and vandalism. McMahon reported that 2018 budget recommendations need to be made at the next Board meeting, on movies in the park, and trail project progress.
10. National Night Out event planning discussion: DeBruin reported on his efforts of obtaining gift items for the event. Tank presented quotes for inflatables and food for the event. The consensus of the Board was to approve these quotes. The Board will continue this discussion at the next meeting.
11. Election of Officers: Lois McMahon moved, with DeBruin seconding, to cast a unanimous ballot for Tank as Chairman, Kindt as Vice-Chairman, and Bergsmith as Secretary. The motion was approved by a unanimous vote.
12. Discussion of Parks Capital Improvement Plan: Kindt moved, with DeBruin seconding, to recommend to the City Council that pet waste stations be installed in every park this year. The motion was approved by a unanimous vote. The Board reviewed the project list created earlier this year. Tank asked that the members select their five most needed projects for discussion at the next meeting. Staff was asked to report on the progress of the building removal at Ellis Larson Park at the next meeting.

ADJOURNMENT

Kindt moved, with DeBruin seconding, to adjourn. The motion was approved by a unanimous vote. The meeting was adjourned at 7:20 p.m.

The next Board meeting will be held at 6:00 p.m. on Wednesday, July 12 in the City Hall Conference Room.

Respectfully submitted,

Michael McMahon
Planning & Zoning Administrator