

ISANTI COUNTY
PARKS AND RECREATION COMMISSION
MEETING AGENDA
5:00 P.M. Tuesday, May 23rd, 2023
VEGSUND FAMILY COUNTY PARK
40097 POLK ST NE, STANCHFIELD, MN 55080

Proposed Agenda

- A. Public Comment
- B. Approval of Agenda
- C. Approve Minutes of April 25th, 2023 Meeting
- D. Up-to-Date Budget Report through April 2023
- E. Bills & Invoices
- F. Director's Report
 - 1. Programs & Events
 - 2. Ex Mark Mower Lease
 - 3. Drinking Fountains
 - 4. Stamm Farm Development
 - 5. Park Visitor Numbers
- G. Other Business
 - 1. Draft Promotional Plan
 - 2. Stanchfield Township Park Fund Request
 - 3. Isanti County Comprehensive Land Use Plan
 - 4. Per Diems
- H. Next Meeting – June 27th, 2023 – 5:00 pm
- I. Adjourn

DRAFT – THESE MINUTES HAVE NOT BEEN APPROVED

PARKS & RECREATION COMMISSION MINUTES – April 25th, 2023 - 5:00 P.M.

ISANTI COUNTY GOVERNMENT CENTER

555 18th Ave SW, CAMBRIDGE, MN 55008

Voting Members Present: Whitey Redfield, Luke Merrill, Lee Kingsbury, John Carlson, Bill Berg, Bob Shogren

Voting Members Absent: Carol Urness, Susan Blom, Jamieson Baldwin-Schaffer, Adam Curtis, Wayne Anderson

Staff Present: Barry Wendorf

Public Present: Hazel Erickson

A. Public Comment – None

B. The meeting was called to order at 5:05 p.m. by Parks Director Barry Wendorf.

Merrill motioned, Kingsbury seconded to approve the meeting agenda. **Motion carried.**

C. Minutes – Shogren motioned, seconded by Merrill, to approve meeting minutes of March 28th, 2023. **Motion carried.**

D. Budget Report – Shogren motioned, Berg seconded to approve the March Budget Report. **Motion carried.** During discussion regarding tree purchase, Merrill recommended planting Maples in the future due to cost and lack of disease.

E. Bills and Invoices – Shogren motioned, Carlson seconded to pay 23 bills totaling \$9,925.11 for the month of April. **Motion carried.**

F. Director's Report

1. Programs & Events – All About Isanti County Parks program at the Cambridge Library at 6pm. Spring Bird Hike May 13th at Anderson Park at 7:30am. 5th Grade Conservation day at Becklin Park on May 19th at 9am. Disc Golf Tournament at Springvale Park at 9am on May 20th.
2. Prescribed Burn Season – Staff and Volunteers have been working on completing the list of twelve prairies planned for prescribed burning this spring.
3. Drinking Fountains – All four fountains are planned to be operational this week, with exception of Vegsund Park which will be tested for Coliform Bacteria prior to opening.
4. Park Visitor Numbers through March 2023 were reported.

G. Other Business

1. Draft Promotional Plan – A Draft Plan was presented with discussion including Purpose, Framework, Action, Results and Incentives. Topics such as drone video for promotion on You Tube, a camera overlooking the fishing pier at Vegsund Park, brochures available at AIRBNB's, Hotels, Apartments, and Realtor's. Advertisements on monitors at schools and Community Calendars. Having a presence at events such as Customer Appreciation Day, Isanti Rodeo, Snowflake Parade. Create a Photo Contest with County Parks. Purchase incentives like hats and shirts to be sold or given away. A revised Draft Plan will be discussed at the next meeting.
2. Spring Turkey Hunt at Becklin Park – The park is open to turkey hunters through the Capable Partners Program starting April 12 through May 31st. Caution signs are placed at entrances.
4. Comprehensive Land Use Plan – the Isanti County Zoning Office will be completing an updated plan in 2023. This is a great opportunity to provide input on the future direction of Isanti County. In the process of receiving public comments through an online survey at <https://www.imagineisanticounty2045.com/>
5. Per Diems

H. Next Meeting Scheduled for **Tuesday, May 23rd, 2023 – 5:00 p.m. at Vegsund Family County Park**

I. Merrill motioned, Berg seconded to adjourn meeting at 6:15 pm. **Motion carried.**

Submitted by, Barry Wendorf - Isanti County Parks Director

Bills & Invoices / May 23	Amount	Account
Per Diems - April / Park Board - 3	\$180.00	PD
Mileage - April / Park Board	\$14.28	M
Fuel – truck / Wright Express	\$549.00	F
Brochures -Springvale & Anderson / Poste Haste Business Solutions	\$798.00	PM
Pressure Washer, Shop Vac, Wipers, Silicone, Bulbs / Menards	\$672.18	PS
Foam, Flashlight / Forestry Suppliers	\$229.92	PS
Oil / Midwest Machinery Co.	\$37.13	MVP
30 Yd Dumpster (4), Headlight Bulbs / BMO	\$2,640.14	PTS
Electricity Springvale / East Central Energy	\$104.85	E
Electricity Becklin / East Central Energy	\$33.71	E
Electricity Anderson / East Central Energy	\$38.58	E
Postage	\$2.40	PO
Portable Restroom Rental & Service / LRS	\$625.00	R
Security System Monitoring - Shop / WH Security	\$80.90	PTS
Bleach, Ziplocks, Water, Batteries, Pins / Menards	\$34.40	PS
Propane Tank Rental / Federated Coop Inc.	\$10.74	RME
Hardware for Vegsund Stairs / Menards	\$12.76	PS
Split Rail Fence, Jack, Joist Hangers, Caution Tape / Menards	\$186.78	PS
Mower Lease - May / Western Equipment Finance	\$273.75	VL

Grand Total of Bills & Invoices = 6,524.52

Park Reserve Fund Balance (Acquisition & Development) 5/18/2023 Update

End of '07 Auditor's Reserve Fund Balance	\$48,538.86
End of '08 Auditor's Reserve Fund Balance	\$131,794.06
End of '09 Auditor's Reserve Fund Balance	\$189,829.84
End of '10 Auditor's Reserve Fund Balance	\$187,960.76
End of '11 Auditor's Reserve Fund Balance	\$182,269.77
End of '12 Auditor's Reserve Fund Balance	\$180,229.17
End of '13 Auditor's Reserve Fund Balance	\$225,119.56
End of '14 Auditor's Reserve Fund Balance	\$295,349.15
End of '15 Auditor's Reserve Fund Balance	\$414,906.42
End of '16 Auditor's Reserve Fund Balance	(\$145,114.32)
End of '17 Auditor's Reserve Fund Balance	\$260,074.04
End of '18 Auditor's Reserve Fund Balance	\$386,889.61
End of '19 Auditor's Reserve Fund Balance	\$352,540.16
End of '20 Auditor's Reserve Fund Balance	\$390,493.57
End of '21 Auditor's Reserve Fund Balance	\$365,491.04
End of '22 Auditor's Reserve Fund Balance	\$426,038.68
Springvale Phase I Development (\$84,200)	
Anderson Park Phase III Development (\$132,000)	
2023 building permit fees	\$2,500.00
2022 tax forfeited property 20%	
Reserve Fund Balance available 2023	\$428,538.68

PARKS & RECREATION FINANCIAL REPORT - APRIL 2023

EXPENDITURES:		Year to Date	Budgeted	Balance	Proj. Exp.	Proj. Balance	
6103	Salaries & Wages - Permanent	70,161.15	205,863	135,702	205,863	0	Div Lead/ Maint Lead / Admin Assistant / Ditch
6105	Salaries & Wages - Part Time	5,567.29	21,536	15,969	21,536	0	Maintenance - 1000 hrs
6151	Life Insurance	24.26	83	59	83	0	
6153	Health Insurance	9,057.73	36,265	27,207	36,265	0	
6154	Dental Insurance	248.57	1,485	1,236	1,485	0	
6155	SELF Health Insurance	1,830.62	7,276	5,445	7,276	0	
6157	Cash In Lieu of Insurance	916.74	2,000	1,083	2,000	0	
6163	PERA	5,679.53	17,056	11,376	17,056	0	
6175	FICA	5,557.38	17,396	11,839	17,396	0	
6180	Per Diem	1,140.00	6,600	5,460	5,077	1,523	Park Board - \$60/meeting
6201	Internet Service	0.00	500	500	500	0	Hot Spot
6205	Postage & Shipping	12.81	2,025	2,012	2,025	0	400 + 2,500 (E News Letter)
6208	Cell Phones	260.00	780	520	780	0	\$65 / mo
6241	Training / Registration	50.00	0	-50	50	-50	MADI
6245	Membership Dues	50.00	300	250	350	-50	GMPT / MADI
6246	Advertising & Employment Ads	543.00	1,575	1,032	1,575	0	Newspapers / Community Guide / Calendars
6250	Electricity	768.68	2,775	2,006	2,775	0	Shop, Anderson & Becklin Shelters
6254	Refuse Removal	0.00	1,500	1,500	1,500	0	Mattresses / Dumpster / Tires / TV
6260	Professional & Technical Services	1,063.60	57,310	56,246	57,310	0	Teetzel Prop. / Security / Arch Survey
6262	Computer Software Licences	396	0	-396	396	-396	GPS License
6283	Conservation Services	0.00	7,300	7,300	7,300	0	Invasives / Prairie Mgt
6304	Vehicle Maintenance	0.00	250	250	250	0	Oil Changes, Car Washes
6307	Equipment Repair & Maintenance	259.67	4,000	3,740	3,500	500	Tractor, mower, UTV, plow, snowmobile
6333	Travel Expenses - Mileage	104.42	1,375	1,271	1,375	0	Park Board Meetings
6334	Travel Expenses - Room & Board	0.00	150	150	150	0	
6343	Rent - Machinery & Equipment	2,688.07	11,820	9,132	11,820	0	Lavatory rental
6344	Vehicle Leases	4,482.20	21,035	16,553	21,035	0	3/4 t & 1/2 t (847) Mower(3285) UTV(7250)
6378	Regulatory Charges	5.00	200	195	200	0	Nyman & Bohn House Demo Permit / Drone Reg
6379	Vehicle Registration	0.00	100	100	100	0	License Tabs
6402	Printed Materials	798.00	2,425	1,627	2,425	0	Brochures
6403	Office Supplies	306.63	200	-107	200	0	paper / laminate / supplies / envelopes
6405	Computer Supplies	2,751.50	2,000	-752	2,752	-752	Laptop / monitor
6410	Program Supplies	1,160.30	14,000	12,840	14,000	0	Operations / Signs / Gravel / Mulch
6411	Heating Fuel Oil	808.12	900	92	900	0	Propane Tank @ Shop
6560	Fuel	1,757.63	6,450	4,692	6,450	0	Park Trucks / Equipment
6562	Tires	0.00	0	0	0	0	Truck Tire
6565	Machinery & Vehicle Parts	775.31	0	-775	775	-775	
116-6612	Anderson Park Improvements	0.00	132,000	132,000	132,000	0	Stamm Farm Development Grant
TOTAL		119,224	586,530	467,306	586,530	0	

REVENUES:

5503	Shelter Reservation Fees	0.00		116-5011 Forfeited Prop.	0.00
5301	State Grants	0.00		116-5114 Building Permits	2,500.00
5860	Refunds & Reimbursment (truck)	0.00		118-5751 Donations	250.00
TOTAL REVENUES INTO BUDGET		0	TOTAL REVENUES INTO RESERVE FUND		2,500.00