



Minnesota's Opportunity Community®

**Meeting Announcement and Agenda of the Cambridge
Parks, Trails, and Recreation Commission**

Regular Meeting

Monday, January 8, 2024, 7:00 pm

City Hall Council Chambers

300 Third Avenue Northeast, Cambridge, MN 55008

www.ci.cambridge.mn.us

(763) 689-3211

AGENDA

- 1) Call to Order and Pledge of Allegiance (verbal)
- 2) Approval of Agenda (p. 1)
- 3) Approval of Minutes
 - A. October 9, 2023 Regular Meeting Minutes (p.2)
- 4) Public Comment: For items not on the agenda; speakers may not exceed 3 minutes each. When addressing the Commission, please state your name and address for the official record.
- 5) New Business
 - A. 2024 Parks, Trails, and Recreation Commission Meeting Schedule (p. 6)
 - B. Parks, Trails, and Recreation Commission Google Drive with Commission Bylaws and other reference material (p. 7)
 - C. Adopt-a-park Update (Handout)
 - D. Parks, Trails, and Recreation Commission minutes will now be included in the City Council Packet (verbal)
 - E. Discuss Adverse Weather Policy for Parks Programming (p. 8)
 - F. Updating Parks Priority List (p. 11)
 - G. Parks Update provided by Todd Schwab, Public Works Director (p. 15)
 - H. Snowman Contest and Winter Festival (p. 16)
 - I. Parks Programming Update (p. 20)
- 6) Other Business/Miscellaneous
 - A. City Council Update (verbal)
 - B. Commissioner Updates and/or Concerns (verbal)
- 7) Adjourn (Next meeting: April 8, 2024)

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

Cambridge Parks, Trails, and Recreation Commission Meeting Minutes Tuesday, October 9, 2023

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 3rd Avenue NE, Cambridge, Minnesota.

Commissioners Present: Jeff Andres (Chair), Kriste Ericsson, Christina Thayer-Anderson (Community Education Representative), Josh Ryberg (Youth Representative), and Lisa Iverson (Council Representative)

Commissioners Absent: Commissioners Jeff Soderquist (Vice Chair), and Lindsay Rassmann

Staff Present: Community Development Specialist Amy Norling

Call to Order and Pledge of Allegiance

Andres called the meeting to order at 7:03 pm and led the Pledge of Allegiance.

Approval of Agenda

Iverson moved, seconded by Ryberg, to approve the agenda. All voted aye, no nays, motion carried.

Approval of Minutes

Thayer-Anderson moved, seconded by Ryberg, to approve the April 10, 2023 meeting minutes. All voted aye, no nays. Motion carried.

Public Comment

No public comment

New Business

A 2023 Summer Programming Review

In 2023, Norling summarized, the Cambridge Park Programming hosted three kids' events, three concerts in the park, three street dances, an art fair, a snowman/snow sculpture contest, and a winter festival.

Norling continued, attendance has been growing for the kids' events, and the street dance with Jonah and the Whales brought 600 people which was the best attended event in 2 years. The snowman/snow sculpture contest and Winter Fest were new this year. Approximately 150 people attended the Winter fest, which was held on an extremely cold day. There were only 15 submittals for the snowman/snow sculpture contest. Next year more banners, direct marketing, and extra advertising will be used to help grow the events.

The June Third Thursday had two performers, staff felt that went well and were willing to try it again depending on Chambers directive.

Norling said she ordered the largest petting zoo package for the kids' event, but that did not help control the long lines. Next there are plans to introduce an additional event during the petting zoo, such as reptile or exotic animal exhibit, and to possibly rent a handwashing station. Madagascar Jr. was not well attended, only 30 came throughout the event. The performance was great, but the day was hot and humid. Norling asked Commissioners to consider a heat index cancel or reschedule policy. The last kids' event was five bounce houses. They used every outlet available in the park and would be difficult to add more, though those in attendance asked for more houses because the event was advertised as 'bounce house bonanza'. The houses ranged from toddler size, obstacle courses, climbers, slides and big traditional houses. Norling noted the drinking fountain was shut off due to vandalism so she bought bottled water, the events would benefit from drinking fountains being functional again.

Norling said this was the first year the city put on the Art Fair solo, previously the event was planned in conjunction with a local business. The budget was \$1,000 with a vendor's fee of \$35. Prizes were purchased for the chalk art contest yet the city profited from the event. Next year they could consider a smaller vendor fee. Norling conducted a poll after the event asking vendors if they felt it was beneficial for connection, financially, or both. The results were positive with no negative reports. It was a well-attended event that won Best Craft Show the County Star Readers' Choice Awards.

Norling noted Concerts in the Park still not well attended. Michael Carluccio had a wonderful lineup but only 100 people attended. Doug Otto and the Getaways had even fewer. The Johnny Cash cover band had 200 people attend with great feedback from the community. Next years thoughts are to try only impersonator band that may draw better attendance, and to advertise more, such as utilizing banners downtown, to reach as many people as possible.

Andres said he appreciated Norling's hard work in organizing these events. He said he was only able to attend the downtown concert with two performers this year. He noted he was skeptical having two bands in one event but it worked really well and was a nice event. His only feedback would be to put the artist on the street instead of on the curb to gain more focus on them. He has heard a lot of positive feedback on all the events, and also heard more bouncy houses were requested for the kids' event. If the budget allowed it would be nice to get one or two more. He encouraged Norling to not lower the Art Fair vendor price, stating there was a perceived value for services. He also noted he could hear the Johnny Cash band all the way from Goldenwood. Norling said she has received comments from nearby homes that sit on their patio and listen.

Andres said the weather had a lot of impact on events this summer and would like to address the weather cancellation policy. Norling said she would present the idea to Council for directive.

Thayer-Anderson said a weather cancel policy is commonplace and in the best interest to ensure public health and safety. She noted resources that other cities use, including an air quality index that could be considered. Norling noted she wanted something set in the policy instead of relying on personal determination. Thayer-Anderson agreed stating would make it easy to predict and plan around. Andres suggested to include air quality, determine how it would be communicated, and touch on if events would be rescheduled or not. He has seen the public asking on Facebook if event was still occurring. Norling stated she would propose creating weather cancellation policy to Council.

B Parks Update

Norling reported an update from Public Works Director Schwab:

The bike-walk trail connection Right of Entry forms have been sent out to property owners on Central Drive. Once the signed forms are received back surveying will commence. He also noted wetland delineation work has started. Norling said they expected work to be completed summer of 2024.

The irrigation systems in city parks are being blown out for the season, fall lime and fertilization will take place soon, most of the failing boards have been replaced on the bike-walk trail bridge, Water Tower Park work has been completed, the Skating Rinks are being prepped for opening, and staff are working with the high school on planning a varsity game at the rink in December.

Materials have been ordered to rebuild the damaged amphitheater in City Park, though it does not look like it will get rebuilt this year. A more extensive amphitheater, possibly in a different location, will be considered at a later date.

There is a dedication/grand opening ceremony planned for October 16th at 5:00 at the Sandquist Park Softball Complex.

Andres asked if Ivy Street would be widened with an on-street trail to connect from central to 328th. Norling wasn't sure if there would be lines painted onto Ivy, but will update Commission at the next meeting. Andres said some yards have retaining walls making a separate trail difficult. Norling was not sure if will be on-street or separate trail.

Andres asked if the amphitheater would be rebuilt as a similar structure, Norling said it would. Andres asked if staff were considering something different for future, Iverson said she was unclear on this as well, if plans were to build a more expensive structure it would be nice to have better one. Norling said Council was given the option to replace the structure with a similar one using insurance funds or seek other options, they voted to replace with a similar shelter. Andres said he would be interested to know what other locations were being considered.

Andres said he knows Russ Mann, he has done a lot of work for Sandquist Park is proud of the new field. He has arranged for the local newspapers to be at the event. Andres said he is a modest person who does not want the story to be about him, but instead all about the ballfield.

Other Business/Miscellaneous

A Council Update

Iverson noted staff have been addressing vandalism in the parks, this is an ongoing issue and she was interested in hearing ideas from the Commissioners. Council decided on decorative lighting, that included banner brackets and such, for the Hwy 95 reconstruction. Council restricted cannabis use in public spaces, adopted an MOU with Sheriff's Office for Sandquist Park clarifying Cambridge Police will handle all in-park calls, and the county will take the surrounding area. They discontinued lottery sales at Northbound Liquor, made changes to the SRO MOU with local schools, hired five firefighters, and ordered two new police cars, and Ross Benzen, the new Temporary Management Director, will be starting on the 16th.

B Commissioner Concerns

Iverson was contacted by Carrie Birch regarding a backdrop at the tennis court by the Government Center. Norling said she also received an email from Carrie, who works at Government Center, requesting a backboard at the tennis courts at Central Green Park for playing solo. Norling suggested asking Council to add a tennis backboard to the long-range park priority list. Iverson asked if Birch was a Cambridge resident, Norling said she did not know that, only that she works in Cambridge and requested the backdrop for her lunch breaks. Norling said it would be inexpensive to install.

Ryberg said many students ride bike to school and asked if a dedicated bike path could be put on Cypress. Some of his peers have expressed safety concerns.

Thayer-Anderson reminded Norling of the upcoming winter Community Education brochure deadline for the Winter Festival advertisement.

Andres asked if the vandalism at city park was still happening, Iverson said she thought it has decreased since school started. Norling noted there was recent graffiti under the Hwy 65 bridge on 16th Avenue, along with damage to the Peterson Park porta potty. Andres said that porta potty has been targeted in years past but felt it had lessened this year. Iverson said the vandalism at City Park has been major damage. Andres asked if closing the restrooms for a period of time helped, Iverson said she has not heard an update in a while. Commissioners requested a vandalism update at the next meeting.

Andres asked for an update on the Adopt-a-Park Program and asked if all parks have been adopted. Norling stated she will get more information from Administration for the Commissioners.

Andres said the agenda for the meeting was short. He would like to see more direction from Council in future that the Commission can work on. It would be nice to meet monthly again. Iverson said the city put money down on the Munkberg property, if they can complete that purchase the Commission would be busy.

Adjournment of Council Meeting

Being no further business before the Commission, Ryberg moved, seconded by Thayer-Anderson, to adjourn the regular meeting at 7:44 pm. All voted aye, no nays, motion carried unanimously.

Jeff Andres, Chair, Cambridge Parks, Trails and Recreation

ATTEST:

Amy Norling
Community Development Specialist

2023 Parks, Trails, and Recreation Commission

Please save the date for these following meetings:

January 8th, 2024	April 8th, 2023	July 8th, 2023	October 14th, 2023
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Meetings are held at 7pm at Cambridge City Hall.

Commissioners shall notify city staff if they are unable to attend, as meetings may need to be rescheduled if there is not a quorum (half or more of the commissioners present).

Additional meetings **MAY** be scheduled.

If additional meeting(s) are required then a post will be made on the City Facebook Page and it will be posted on the City website. Commissioners will be emailed directly.

If residents, businesses, or community members would like to be added to the Cambridge Parks, Trails, and Recreation Commission Packet dispersal list, please sign up at <https://www.ci.cambridge.mn.us/our-community/enotification>

If residents, businesses, or community members would like to report concerns or issues regarding city parks, please contact either anorling@ci.cambridge.mn.us or tschwab@ci.cambridge.mn.us or by calling 763-689-1800.

Core Strategies

#5 - Foster engaged, informed, and involved citizens and community

Background

A Google Drive folder has been created for the Parks, Trails, and Recreation Commission. This is a location for commissioners to be able to reference material quickly and efficiently. This Google Drive folder will be available to commissioners only and will be shared via email. Please bookmark this page and keep for future reference. Please notify staff if you would like any additional information stored here.

Fiscal Note

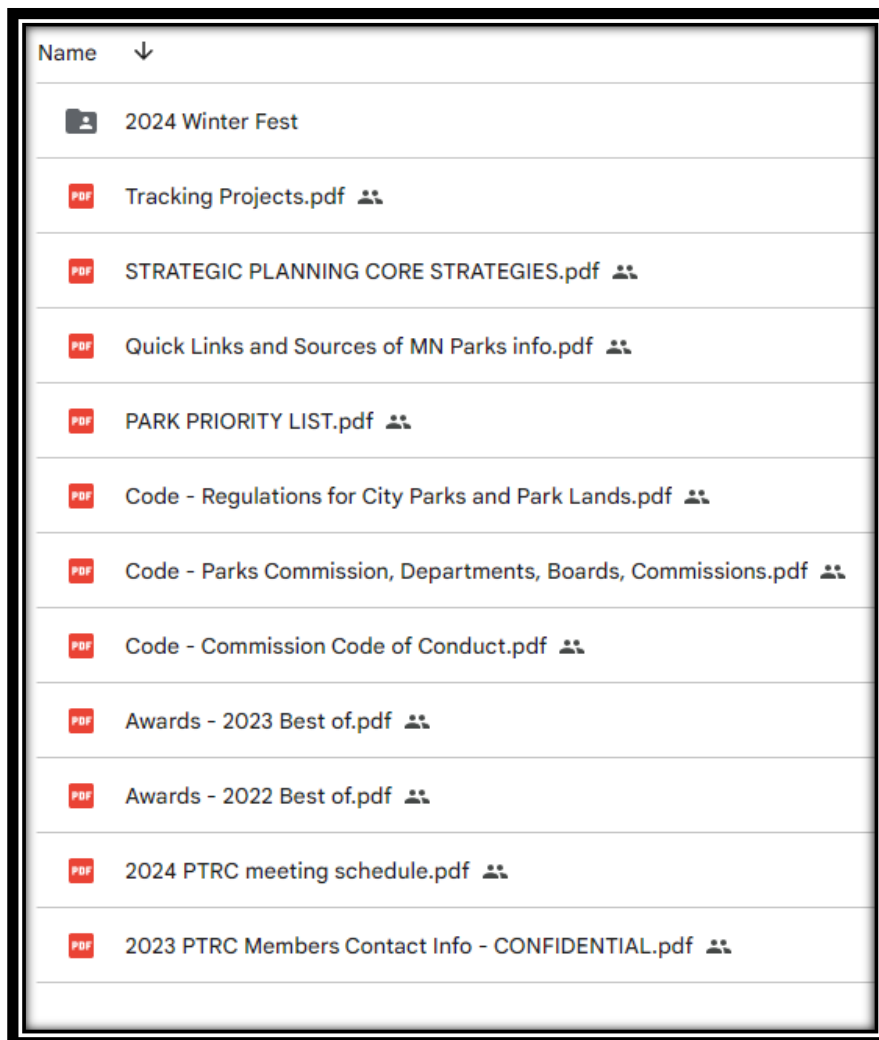
None.

PTRC Action:

None.

Attachments

None.



Core Strategies

#4 - Be responsible and Flexible in managing the City's Administrative Functions

#5- Foster engaged, informed, and involved citizens and community.

Background

Parks Programming has encountered a few instances of adverse weather affecting our events, including the heat index, air quality, and heavy rains. The Parks, Trails, and Recreation Commission has discussed implementing an Adverse Weather Policy for Parks programming during the October 2023 meeting, so staff has brought forth an example from a concert series hosted by another city, Buffalo. In this example, Attachment 1, Buffalo states that the Parks & Rec Dept consults with the band performing, checks local radar, and makes the decision on whether to host the concert at the original location or to move it to their backup location. Staff makes the decision by 4pm the day of and begins notifying the public. This is a very similar process to what Cambridge Parks Programming has implemented.

A formal policy may not be needed, but having a consistent contingency plan will help our residents (and performers) understand our processes and reasons for them. A handout such as the one Buffalo has would suffice. The handout/flyer could be posted on social media and the city webpage on any days we have adverse weather during events, so that way we may inform the public of what to expect that day.

Fiscal Note

There is no additional financial impact.

PTRC Action:

1. Discussion

Attachments

1. City of Buffalo, MN, Weather Decision Process for Concerts in the Park
2. Cambridge Parks Programming Adverse Weather Flyer - proposed

Concert in the Park - Weather Decision Process



What happens when it rains?

The City of Buffalo Concert in the Park series is a highly attended weekly family event held at Sturges Park. The highlight of our summer concert series is the Sturges Park bandshell location on the shores of Buffalo Lake. Attendees can spread out on the terraced lawn and enjoy music in the park amongst friends and family.

When there is impending rain in the forecast that might affect the concert-going experience, the Parks & Rec Department consults with the band performing that night's concert, checks local radar, and then makes the sometimes-tough decision to keep the concert at Sturges Park or move the concert to the Buffalo Civic Center.

Other factors that the Parks & Recreation Department considers:

- The summer music series is Concert in the **PARK**. If there is a light rain shower, a shorter show is better in the fresh air and beautiful park instead of inside at the Civic Center.
- Band set-ups (including sound system checks) are lengthy with most bands setting up as early as 4:00 p.m. Once bands are set up on site at the Sturges Park band shell then we are unable to move the show to the Civic Center.
- Attendance at Concerts in the Park is higher when the concert is at Sturges Park.
- The Civic Center acoustics do not promote the bands best sound quality.
- Rainy summer evenings in the Civic Center can be uncomfortable, hot, and muggy.
- Change of concert venue affects attendance greatly, typically the attendance at the Civic Center is about a 1/3 of normal attendance.



City of Buffalo Parks & Rec Department always tries to make weather decisions by 4:00 p.m. the day of the concert. Once the decision has been made to move concert to the Civic Center (*if it is available*) or to keep the concert at Sturges Park, the parks department notifies the band and vendors and posts signs that the concert has moved to the Civic Center. City staff then starts the process of updating the public by making updates to our website, Facebook & Twitter pages, and we ask KRWC radio if they will make an announcement to their listeners.

If you have any questions or concerns regarding this process, please feel free to contact the Parks & Recreation Department at 763.684.5421.

CONCERT IN THE PARK / KIDS EVENTS - BAD WEATHER PROCESS

What happens if there is bad weather?

When there is impending rain, high heat index, poor air quality, or other adverse summer weather then the City of Cambridge may **relocate** our Concert in the Parks or Kid's Events to the **Cambridge Public Library** (Bounce houses event in Aug is relocated to the Fire Hall instead).

Process

When there is adverse weather that may affect a Concert in the Park or Kid's Event, then city staff will consult with the performers, check local radar, and make the decision to relocate or not 2 hours before the event, then post this decision on social media, the city website, and at the location.

Other factors

- Relocating means a loss in attendance.
- Band set-ups can take hours, so once the decision is made, we will not change back to the original location, even if the weather clears up.

Questions: building@ci.cambridge.mn.us or call 763-552-3257

Core Strategies

#7 - Provide diverse amenities for a high quality of life

Background

The City of Cambridge has received requests for amenities to be added to the Parks Priority List including

1. A tennis Backboard at Central Green Park,
2. Picnic tables at Parkwood Park,
3. Signage for Parkwood Park, and
4. Bench along 6th Lane SE.

Commissioners are asked to provide recommendation to add the proposed items to the Parks Priority List and begin working on receiving cost estimations for the projects, then when costs are gathered to submit the amended Parks Priority List to City Council.

Benches have also been added to the Parks Priorities List with a note that if a bench is donated without a specific location in mind, that it be installed on 6th Lane SE. There are two benches at Parkwood Park, but benches have been requested on the walking trail around the park. There is an area on 6th Lane SE that is owned by the city that may be an appropriate location for a bench in the near future as indicated in Attachment 1.

Fiscal Note

Approximating costs of future projects.

PTRC Action:

1. Discussion
2. Motion to recommend the potentially amended Parks Priority List to City Council.

Attachments

1. Aerial of Parkwood and Central Green Park
2. Drafted Parks Priority List with potential amendments



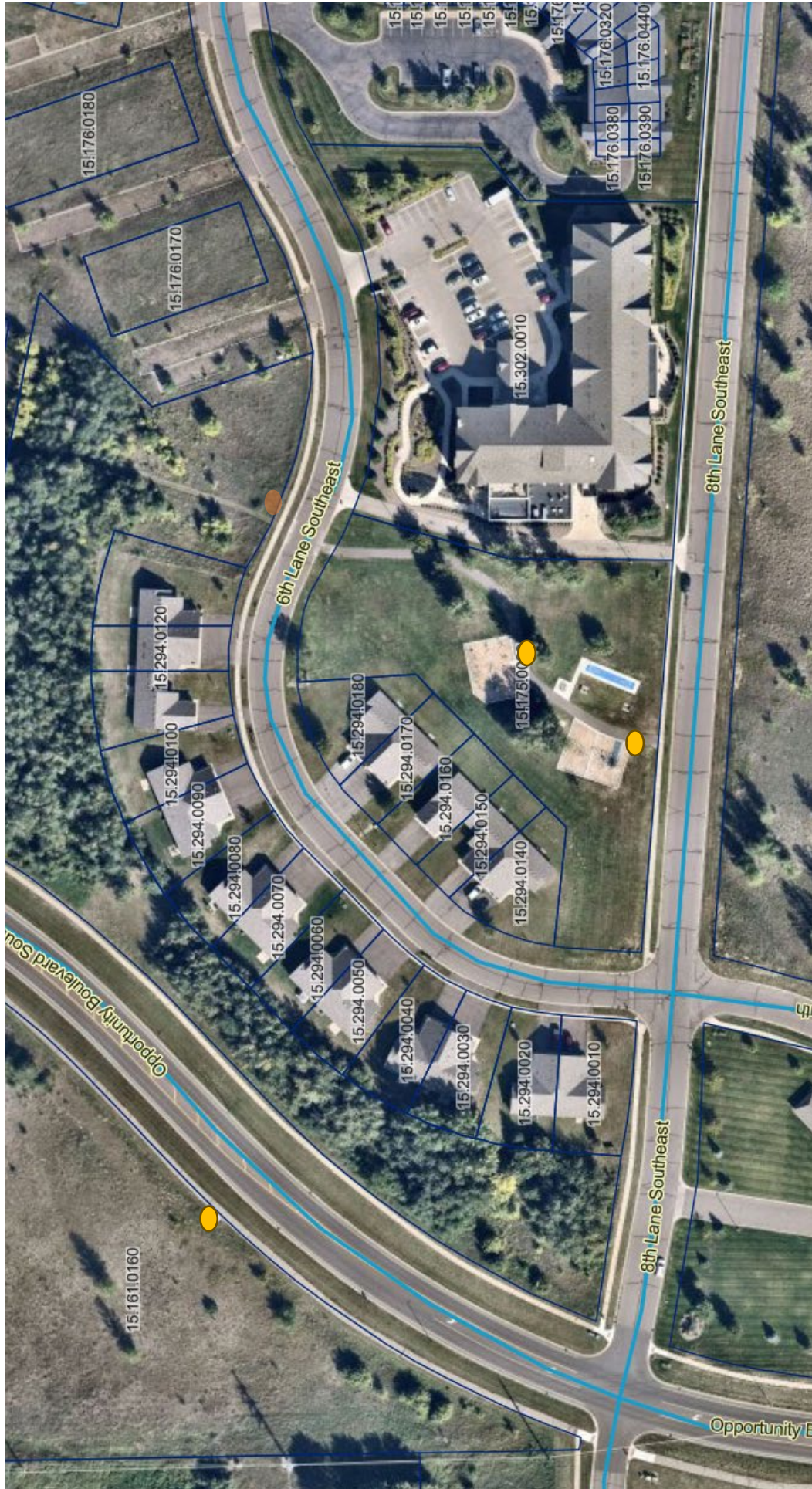
**Bakko 8'x16' Slimline
Flat Series Backboard**
\$3999.00



Tuffclad Series Picnic Table (1-5/8" frames)
#28030 6' (1.8m) \$1,984
#28037 8' (2.4m) \$2,484



Parkwood Park Aerial



- = bench location
- = proposed bench location

Central Green Park Aerial



PARKS PRIORITY LIST

Budget	Location	Improvement	Approximate Cost	Notes
Annually	Summer Parks Programming	Summer Concert Series Movies in the Park Activities in the Park	\$30,000/year as of 2022-2024	
Local Option Sales Tax	Sandquist Park	Multi-Use Field (Football, Soccer, Lacrosse, etc.) 200' x 300'	\$24,000 grading \$9,000 irrigation \$50,000 lighting (optional) Trees	
Local Option Sales Tax	C-1 Bike/Walk Trail Connection	Pave Central Dr NE	\$475,000 – paving, gravel, grading, clearing, drainage \$100,000 – easements \$125,000 – engineering, legal, fiscal, permits	Started in 2022
Future Improvements	Spirit River Nature Area	Fat Tire Bike Trail Signage	\$200.00	
Future Improvements	Sandquist Park	Softball and baseball fields	\$200,000 – Softball field \$230,000 – Baseball field	
Future Improvements	Pioneer Park	Small Play equipment	Small Play Equipment \$20,000	
Future Improvements	Boiling Springs Trail	River bank restoration and snowmobile trail/bridge restoration	Cost Unknown.	
Future Improvements	Joe's Lake Preserve	Develop trails	Potential funding/grant needed. Cost Unknown	
Future Improvements	City Park	Park improvement	\$270,000 – Parking Lot – 60 stall lot (concept B) \$100,000 Acquisition of additional property on Fern Street \$40,000 – Expanded play w/shade canopies \$8,000 – New picnic w/shelter \$20,000 – Tot lot	
Future Improvements	Library	Splash park	Splash Park (60 x 90) Restroom/Shower/Changing Facility	
Future Improvements	Central Green	Ice Rinks	Total Cost – Approximately \$660,000	
Future Improvements	Central Green	Restrooms	Dome cover (220' x 105') \$585,000 Cost Unknown	
Future Improvements	Dog Park	Small Dog Area	Approximately \$8,200 for 350 ft of chain link fence, 2 gates, and 1 double wide gate from bid received in 2021.	
Potential	Central Green Park	Adding swings		
Potential	Central Green Park	Solo tennis backboard		
Potential	Parkwood Park	Picnic table		
Potential	Parkwood Park	Parkwood Park signage to match our existing signage		
Potential	6 th Lane SE	Bench	If a bench is donated without a specific location in mind	We have a certain type of bench we install

Core Strategies

- #2 - Deliver Exceptional Public Services
- #5 - Foster engaged, informed, and involved citizens and community
- #6 - Enhance the City's presence as a regional hub
- #7 - Provide diverse amenities for a high quality of life
- #8 - Highlight and capitalize on natural resources

Background

- The skating rinks are both open for business in between rains. City Staff provided labor to facilitate an outdoor Blue Jacket hockey game against Hibbing on December 21st.
- Due to the lack of snow staff has had time to do some tree work. Dead and dying trees are being removed from Browns Park and re-forestation/buckthorn removal will start in the spring.
- The company that is providing the replacement shelter in City Park is in the process of sending engineered drawings for City approval. Once that is done they will start manufacturing. A spring construction should be possible.

The vandalism lessened considerably after P.D. stepped up presence and we shortened the operating hours of the City Park restrooms. Just small incidents throughout the rest of the City after school started.

Fiscal Note:

No notes provided.

Staff Recommended Parks, Trails, and Recreation Commission Action:

None

Attachments

None

Core Strategies

- #7 - Provide diverse amenities for a high quality of life
- #8 - Highlight and capitalize on natural resources

Background

The second annual, 2024 Winter Fest is fast approaching and will be held in February this year instead of January. There will be open skate, snow sledding, bonfires and warming houses, cornhole, a DJ, craft and food vendors, dog sled rides, and a horse drawn sleigh! Hot cocoa and s'mores will be provided for free (while supplies last).

The 2024 Snowman competition has begun! Photos of entries are now being accepted. Photos of entries will be displayed during Winter Fest and attendees will be able to vote for their top pick in each of the four categories. At 4:30pm during Winter Fest, we will announce the winners and award prize baskets, which will consist of items primarily donated from area businesses, and we will also award the trophies (pictured below). The categories for the Snowman Competition are: overall favorite/best, most creative, best traditional, and best business. Last year we had a tallest snowman category, but it was not too fun to vote for since you just picked the tallest one. This year we replaced it with overall favorite/best. Photos can be emailed, dropped off, or mailed in and are accepted until the day before Winter Fest.

Fiscal Note

2023 Winter Fest was approximately 10% of our Parks Programming budget.

2024 Winter Fest is approximately 12% our Parks Programming budget. The 2% increase is due to participating in the Snowflake Parade to help advertise Winter Fest and also due to paying a vendor to provide free cocoa.

PTRC Action:

- 1. None

Attachments

- 1. Winter Fest Portrait Ad
- 2. Winter Fest Agenda



Winter Fest

Located at Central Green Park • 1450 East Rum River Dr.
February 24, 2024 from 12:00-5:00 pm

Horse Drawn Carriage Rides ❄️ Dog Sled Rides

Skating and Sledding ❄️ Bonfires and Warming Houses
S'mores ❄️ Cornhole ❄️ Music ❄️ Food Trucks and Vendors

Snowman and Snow-Sculpture Contest

January 1 through February 23 at 4 pm.



Categories:
**Overall Favorite, Most Creative,
Best Traditional Snowman, and Best Business**

**Vote for your favorite submission
during Winter Fest!**
Winners will be announced at 4:30 pm.

**How to Submit your Snowman
or Snow-Sculpture entry:**

You can submit your entries in person at
City Hall 300 3rd Ave. NE

Or submit via email at
info@ci.cambridge.mn.us

Include a photo, entry category,
your address (to verify residency)
and a phone number
(so we can contact you if you win!)

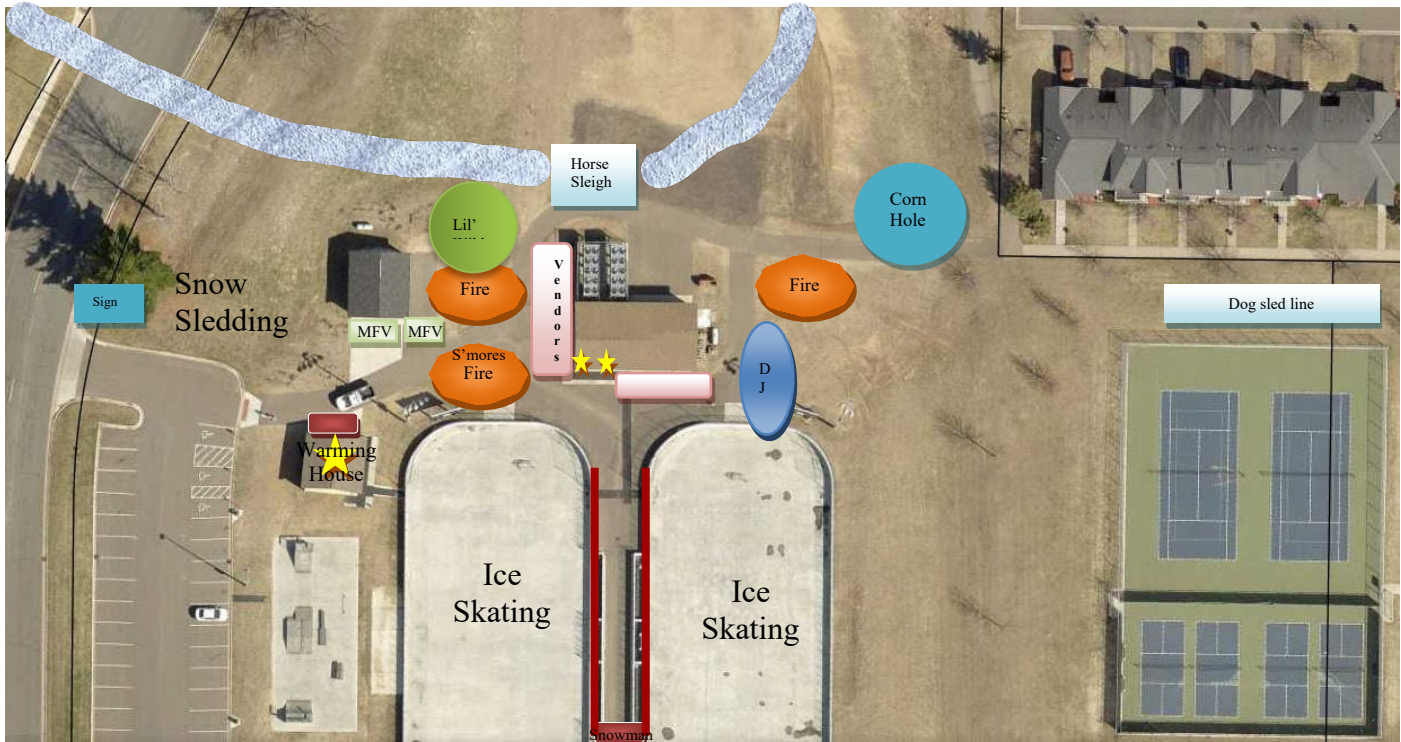


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Site Plan for Winter Festival 2024



Prep

- Bonfires
- S'mores
- Hot cocoa
- Dog sled rides
 - Waiver
 - Groom path
- Horse drawn sleigh rides
 - Path
 - Waiver
- Ice skating (byo)
- Snow sledding (byo and 4 on-site)
- Music by HappyProductions
- Extra garbage cans needed
- Warming houses x3
- Snowman judging area + snowman mascot
- Food Trucks
- Craft Vendors = 📦
- Corn Hole
- Porta Potties
- Décor and setup



2024 WINTER FESTIVAL AGENDA

1. Winter Fest Date and Time:
 - a. Saturday, February 24th from noon-5pm
2. Estimated weather:
 - a. (Last year was 7 degrees and windy)
 - b. Approximately 8 degrees to 23 degrees
3. Snowman Entries for the **Snowman Competition running from Jan 1-Feb 23rd at 4pm**
 - a. 0 as of 1-4-2024
4. Site Prep
 - a. Decided against salting/sanding due to possibility of dragging it into the ice rink
 - b. Need extra garbages around park
 - c. Need some tables and chairs near MFV
 - d. Need 1 standard and 1 handicap porta potty
 - e. Clear a path between the Oak View and Central Green parking lots
 - f. ~~Get signed parking lot lease for Oak View Parking Lot~~
5. Budget
 - a. As of 1-4-2024, we are at \$3,581 or 12% of the total Parks Programming Budget, a 2% increase from last year mainly due to participating in the Snowflake Parade.
6. Seeking more Corn Hole boards
 - a. We currently have 2 sets, **seeking more**
7. Dog Sledding
 - a. ~~Waiver~~
 - b. Grooming trail with snowmobile before event
 - c. ~~Contract~~
 - d. W9
8. Horse Drawn Sleigh Rides
 - a. Clear a path for the horse drawn sleigh
 - b. Get approval to use state land (in progress)
 - c. ~~Contract~~
 - d. ~~W9~~
 - e. ~~Insurance~~
9. Event staff
 - a. Who will be on-site:
 - i. Amy and Monica
 - ii. HappyProductions
 - iii. Any Fire Dept representatives?
 - iv. On-call Public Works
 - b. Volunteer Opportunities:
 - i. Decorating/Set-up
 - ii. Greeting, directing, helping
 - iii. Making sure the s'mores station stays full
 - iv. Announcing the winners of the Snowman contest at 5:30pm (should be Mayor or Council)
 - v. Making sure the waivers are signed at the horse drawn sleigh ride and the dog sled ride.
10. Signage
 - a. S'mores
 - b. Hot cocoa
 - c. Snowman judging
 - d. Dog sledding
 - i. Waiver must be signed
 - ii. Do not touch dogs
 - e. Snow sledding
 - f. Do not go on ice rink without skates
 - g. Please be mindful not to drag salt into the ice rinks
 - h. Sponsors
 - i. Fall hazard signs
 - j. Corn Hole
 - k. Warming House 1, 2, and 3
11. Donation/Sponsors
 - a. Provide Finance Dept with Donation receipts for Council approval
 - b. Create "Thank you" card for sponsors/donors
 - c. Ensure gift baskets have sponsor flyer
 - d. Have large poster on-site for sponsors
 - e. Who donated:

Core Strategies

- #2 - Deliver Exceptional Public Services
- #6 - Enhance the City's presence as a regional hub
- #7 - Provide diverse amenities for a high quality of life

Background

The 2024 season of Parks Programming is in the planning portion. We will be hosting 3 kid's events, 3 concerts in the park, 3 Third Thursday street dances, an Art Fair and chalk contest, and the Winter Fest and a Snowman Competition. All events are booked except two Third Thursday events due to waiting for information from the Downtown Committee. Now that all information has been received, then we can move forward with booking the last two events!

We have decided to duplicate the events that were well attended in the past such as the petting zoo and the bounce house event, but will elaborate on them to help build and grow them. The petting zoo will include farm animals, but this year we will also be including a reptile petting zoo and a handwashing station. We can only get 5 bounce houses in City Park with the amount of electricity available, but we will be adding music and bubbles. The last event is a kids musical performer called Bob The Beachcomber.

Concerts in the Park this year will be a Queen cover band, a Beatles cover band, and a 'women in country' cover band. We are hoping these cover bands do as well as the Johnny Cash cover band did last year since we saw exponential growth in attendance at that event.

Fiscal Note:

Parks Programming annual budget is \$30,000. The Art Fair budget is a separate \$1,000.

Staff Recommended Parks, Trails, and Recreation Commission Action:

None

Attachments

1. None