

**CITY OF HANOVER
PARK BOARD MEETING
SEPTEMBER 26, 2017 – DRAFT MINUTES**

Call to Order and Pledge of Allegiance

Chair Mat Boie called the Park Board meeting of September 26th, 2017 to order at 7:00 p.m. Present were Chair Mat Boie, Abby Peterson, Jeff Grupp, Council Liaison Zajicek, and City Accountant / Deputy Clerk Jackie Heinz. Absent was Gleason and Strehlow. No guests were present.

Approval of Agenda:

MOTION by Grupp to approve the Agenda, seconded by Peterson. **Motion carried unanimously.**

Approval of Minutes from August 22, 2017

Peterson stated the minutes for the Thank You Letter agenda item should read as follows: Peterson asked if Thank You Letters were sent to the Easter Egg Hunt Sponsors. Heinz stated she would check with Elizabeth. **MOTION** by Peterson to approve the minutes as amended from August 22, 2017, seconded by Grupp. **Motion carried unanimously.**

Open Forum:

None

Unfinished Business:

None

New Business:

Winter Park Event

Heinz stated a date needed to be picked and which activities would take place if a winter park event was to be scheduled. Grupp suggested ice skating and showing an outdoor movie, possibly a holiday special. Peterson suggested including a bonfire, indoor movie, hot chocolate and hot cider. Boie suggested doing an event in collaboration with the Hanover Athletic Associations broomball. Boie stated with good weather and decent ice it would be a great event.

Heinz stated the City of Osseo has a fire truck parade with Santa, who then sits in the park to see children. There is also a bonfire in the street, with cookies and hot cocoa provided.

Boie suggested having the event on a Saturday in January or February. Grupp suggested a time of 2:00 – 5:00 pm. Heinz stated she would check the calendar for dates that are available and if showing a movie was okay.

Spring Open House at Parks Event

Grupp stated he will head up the event, contact St. Michael and Albertville for ideas and how their events are organized. Possibly give out tokens at each park. Peterson suggested participants receiving a passport at the first park and a stamp at each consecutive park they visit.

Boie suggested promoting all of Hanover parks including Riverside. Peterson stated Riverside is a county park and City parks should be promoted first.

Grupp suggested putting a map in the spring newsletter about the event. Peterson suggested having a drawing. Zajicek suggested having Hanover printed on water bottles and schedule the event for the end of April, possibly the 21st or 28th. Zajicek quoted \$0.42 per unit for a refillable water bottle. Boie suggested holding the event on a Sunday. Peterson stated Sundays are a family day for doing activities at home.

Boie stated adding 2 new events is great.

Budget Update

Heinz stated there is a total budget of \$2,200 for park events for 2017. Events held this year include the Concert in the Park, Bike Rodeo and Zoomobile with total expenses of \$1,945, leaving \$255 left in the budget. We budget the known donations so it doesn't factor into the levy amount. For example, Concert in the Park donation of \$1,600 covers the budgeted expense of \$1,600, so the event is "free" for tax levy purposes. If expenses come in under budget at the end of the year, the council decides where to transfer the funds, usually to a capital account.

Boie inquired if the Park Board loses the \$1,600 if the donation isn't received from the Hanover Athletic Association. Heinz stated no. Boie asked about increasing the budget. Heinz stated not until 2019, the preliminary budget for 2018 is set.

Zajicek asked if the extra money from the budget could be kept for the Park Board, does it have to be transferred. Heinz stated she would clarify with Brian Hagen.

Reports:**Grupp**

- The December Park Board meeting would be the 26th, would there be a meeting. Heinz stated no.

Peterson

- Showed the list of donations for the 2016 Easter Egg Hunt.

Boie

- Suggested Park Board events should have a checklist with all information for the event, including the process and what to do. A copy is kept at City Hall. Zajicek stated all members retain a copy for each event as well.
- Spoke with Stan, was to meet last month but didn't. Going to check about meeting next month.

Heinz

- Stated she talked with Elizabeth about the Easter Egg Hunt, thank you letters were not sent out. Instead the companies / organizations logos were posted on signs around City Hall the day of the event thanking the sponsors.

Adjournment:

MOTION to adjourn by Peterson to adjourn at 7:54 p.m., seconded by Grupp. **Motion carried unanimously.**

ATTEST:

Jaclyn Heinz, Accountant/Deputy Clerk