

**FRIENDS OF ITASCA STATE PARK
ANNUAL MEETING - 2 OCTOBER 2021 AT 10AM
CLASSROOM - JV BROWER VISITORS' CENTER**

AGENDA

Call to Order

Approve/Amend Agenda

Secretary's Report: Dan Wilson - 5 October 2019 Minutes (No 2020 Annual Meeting due to COVID)

Treasurer's Report: John La Fond

Park Update:

- Park projects since 2019
- Park operations under COVID
- Other
- Look ahead to next season

Nominating Committee: Board Openings (New officers will be elected by the board at a subsequent board meeting)

- Board Members with expiring terms
 - Tim Holzkamm
 - LuAnn Hurd-Lof
 - Barb Jauquet-Kalinowski
 - Julie Sanders*
 - John LaFond*
 - Roberta Anderson*

- One open board position

Draft Memorandum of Understanding with DNR to allow Friends to conduct business (fund raising projects) in the park

Friends Initiatives:

- Replacement of Playground Equipment
- Fund raising (Grants / Raffle / Ice Cream Socials)
- Historic photo framing
- Recap of past projects
- Reception for Senate Bonding Tour

Membership Committee: John La Fond

Website/Facebook: ?

Old Business

Adjourn

*Board members whose terms would have expired in 2020, but were extended as the annual meeting in 2020 was cancelled

DRAFT

FRIENDS OF ITASCA STATE PARK
ANNUAL MEETING
JACOB BROWER VISITOR CENTER CLASSROOM
OCTOBER 5, 2019 – 1:00 P.M.

Board members present: Vice President LuAnn Hurd Lof, Treasurer John La Fond, Secretary Dan Wilson, Eric Haugland, Linda Bentson, Roberta Anderson, Candy Malm, Julie Sanders, Charlie Hovde

Park Staff present: Aaron Wunroe, Park Administrator, and Connie Cox, Park Naturalist

Speakers present: Kathleen Ristinen, woodcut artist who created the Itasca woodcut donated by Peter and Charlie Hovde, who provided a presentation following the Annual meeting; and Larry Weber, author and naturalist, and 2019 Friends annual meeting speaker on spiders.

- The meeting was called to order by acting President LuAnn Hurd Lof.
- **Agenda: Motion by John LaFond, seconded by Candy Malm to approve the agenda with the addition of a report on the trail. Motion passed.**
- **Secretary's Report:** A spelling error in the name of a Board member was noted. **Motion by John LaFond, seconded by Candy Malm to accept the minutes of the 2018 Annual Meeting as distributed. Motion carried.**
- **Treasurer's Report:**
 - John La Fond distributed a report of the income and expenditures since the 2018 Annual Meeting, reporting a cash balance of \$14,915.71 on September 29, 2018 with income of \$12,921.79 and expenses of \$11,550.54 for an October 5, 2019 balance of \$16,286.96. Fund commitments included in the ending balance are \$3,000 of 2016 raffle proceeds reassigned to Playground Equipment and transferred to NWMF, and \$3,988.09 in 2017 & 2018 raffle proceeds designated to the historic photo restoration and framing (less expenses of \$71.79). Not included in the balance are other funds held at the Northwest Minnesota Foundation of \$18,175.42 including \$8,570 from 72 donors and \$2,000 from Friends funds. These funds include \$5,000 dedicated to the Playground Equipment project.
 - **Motion by Roberta Anderson, seconded by Julie Sanders to accept the Treasurer's report as presented. Motion passed.**
- **Membership:**
 - John LaFond reported that we now have 14 lifetime members with the addition of Board member Julie Sanders and her husband Bob. To date, 26 have renewed for next year, with 54 having reviewed or are new members for 2019-2020. Currently we have 132 people on the membership roster.
- **Park Update:**
 - Aaron Wudroe, Park Administrator share his appreciation for the work of Friends of Itasca. He reported on the progress of the amphitheater, a first- class facility of its kind,

adding that it would be in full operation in 2020, adding weddings to the list of activities the facility will support.

- He projected work to start on the Headwaters erosion prevention project, adding that SHIPO will be involved in the final approval before the project proceeds.
 - He identified two new kiosks, one on the north end of the Park to assist with Park registration and one in the entrance to the Jacob Brower visitor Center, both intended to make the Park more inviting to visitors. Phase one of the project includes an electronic pay station at the north end which is installed but not yet activated. Phase 2 includes the interpretive information kiosk.
 - The Park is planning for a 3- mile bike trail extension that goes from Mary Gibbs to the start of the one-way on Wilderness Drive, plus a spur to Bert's cabins. The project is funded by bonding funds which will be bid out in 2020 with project completion scheduled for 2021.
 - Eric Haugland reported on the recent meeting with the Minnesota Legislators regarding the Heartland Extension trail proposal which includes a 14- mile spur on tax forfeit land, which would start at the Heartland Trail near Emmaville and link up with the bike trails at Itasca State Park. All attending the meeting with legislators appeared interested and supportive. He thought that Sen. Utke would co-author a bill in the Senate and that Rep. Green would do the same in the House.
 - Aaron Wudroe further reported on the Nicollet Court project which has been funded for design and restoration, and will be carried out over the next 2 years.
 - The 2019 annual visitor count is expected to exceed the 2018 visitor count of 550,000.
 - The Headwater Hostel will be closing. The current concessionaire has not been able to make the project financially sustainable. The Park will maintain the facility while seeking to address the variety of housing needs of Park staff/interns as well as possible consumer groups including include ski teams, hunters, knitting clubs, etc.
 - Bids will be let for a new waste water pond this fall, with plans to complete the project in the next 12 - 18 months.
 - Water/boat access near the boat and bike shop will be revised to improve access while reducing the risk for accident. The project is in the design stage and is not yet funded.
- **Friends Initiatives:** Kathleen Ristinen, creator of the woodcut print was welcomed. Her presentation followed the Board meeting. Other Friends initiatives for 2019 included the Historic photo framing, wicker furniture restoration, replacement of playground equipment and music under the pines.
 - **2019 Raffle:**
 - John LaFond reported that all 1,000 raffle tickets will have been sold by the time of the drawing, adding that the early 2019 raffle ticket sales at the winter events were helpful. Fewer tickets were sold this year at Itasca Sports and Rock Creek.
 - **Motion by John LaFond, seconded by Linda Bentson to designate all of the 2019 raffle receipts to the playground project. Motion carried.**
 - **Ice Cream Socials:**

- John LaFond reported total sales from ice cream socials of \$3,027 with total expenses of \$1,376 with net proceeds of \$1,650 from 9 events. While expenses were up, the net proceeds were similar to 2017 which was our best year to date.
- **Web site/Facebook Page**
 - Candy Malm has agreed to assume the responsibilities for maintaining and upgrading the web site and Facebook page. She reported that Harold has been very helpful in transitioning the duties.
 - **Motion by Dan Wilson, seconded by John LaFond to send a letter of appreciation on behalf of the Board to Harold Fenske for his dedicated service. Motion carried.**
- **Nominating Committee:**
 - A list of Board members and their terms was reviewed.
 - It was noted that Julie Sanders is completing the term for the position previously filled by Doug Williams.
 - Eric Haugland suggested finding a replacement for Harold Fenske from the Bemidji area.
 - The terms for Eric Haugland, Charlie Hovde, Roberta Anderson and Dan Wilson are up for re-election this year. All four have indicated their willingness to accept another term. **Motion by John LaFond, seconded by Charlie Hovde to cast a unanimous ballot to re-elect all four to another term. Motion carried.**
- **2020 annual meeting date:**
 - An email vote was made subsequent to the meeting. **Motion by John LaFond to set the date for the 2020 Annual meeting for October 3, 2020. Motion approved by email.**
- **Adjournment:**
 - **Motion by John LaFond, seconded by Charlie Hovde to adjourn the meeting. Motion passed.**

Respectfully submitted:

Dan Wilson, Board Secretary

Friends of Itasca State Park

Treasurer's Report Annual Meeting - October 2, 2021

Cash Balance October 3, 2020	\$17,225.97
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Income:		
Donations - Designated Playground	\$13,372.86	
Memberships - Designated Playground	\$2,560.00	
Grants	\$22,700.00	
Total Income	\$38,632.86	\$38,632.86

Expenses:		
Transfer to Northwest MN Foundation	(\$36,076.00)	
Website Design - Lintelmann	(\$500.00)	
Postage & Stamps	(\$111.40)	
Senate Bonding Bill Tour Supplies	(\$79.34)	
Scavenger Hunt Prize	(\$30.00)	
Parks & Trails Membership	(\$35.00)	
Monthly Web Page Maintenance - Lintelmann	(\$30.00)	
Annual Internet Fees	(\$100.00)	
GoDaddy Annual Fees	(\$31.16)	
PayPal Fees	(\$93.47)	
Total Expenses	(\$37,086.37)	(\$37,086.37)

Cash Balance October 2, 2021 Annual Meeting	\$18,772.46
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Fund Commitments Included in Ending Balance

- 2017 (\$1,100) & 2018 (\$2,960) Raffle Proceeds Designated to \$3,988.09
 historic photo restoration & framing less expenses of \$71.91

was change

Funds Held at Northwest Minnesota Foundation \$66,468.01

\$23,916 \$42,552

Includes \$45,901 for Playground Equipment Project

Includes \$1,595 Contributions made directly to NWMF

Also Includes \$2,124 General Spendable for all purposes.

Total Playground = \$49,906 when we include funds at First National Bank, but not yet sent

Respectfully submitted by:

John La Fond

DRAFT
FRIENDS OF ITASCA STATE PARK
BOARD MEETING

Special Zoom Meeting: Beach Playground Project
September 22, 2021, 3:00P.M.

Board members present: President Tim Holzkamm, Vice-President LuAnn Hurd-Lof, Treasurer John LaFond, Secretary Dan Wilson, Roberta Anderson, Charlie Hovde, Julie Sanders and Barb Jauquet-Kalinowski.

Park staff present: Ben Bergey, Regional Manager DNR Parks and Trails, Aaron Wunrow, Itasca Park Administrator, Connie Cox, Park Naturalist, Jim Hanson, Park Maintenance

Ben Bergey shared his interest in this project, and his prior career experience including playgrounds.

- The meeting was called to order by President Tim Holzkamm.
- The Agenda was emailed prior to the meeting.
- **July 30 Minutes to be addressed at the next regular meeting.**
- **Treasurer's Report:**
 - The **Treasurer's report**, submitted by Treasurer John LaFond identified total income of \$14,106.62 including donations of \$556.62 designated to the playground, and \$50.00 in memberships also designated to the playground. Other income included the Hector Foundation Grant of \$10,000, a 3M Grant of \$2,500 and a Park Rapids Rotary Grant of \$1,000. Total expenses include a transfer to the Northwest MN Foundation of \$10,120, website design (Lintelman) of \$500, postage and stamps of \$56.40, Senate Bonding Bill tour supplies of \$79.34, scavenger hunt prize of \$30, Monthly web page maintenance (Lintelmann) of \$30, and \$0.88 for PayPal fees. Also reported are fund commitments of raffle proceeds from 2017 (\$1,100) and 2018 (\$2,960) designated to historic photo restoration and framing, less expenses of \$71.91. Also included in the report are funds of 66,468.01 held at the Northwest Minnesota Foundation, including \$45,901 for the Playground Equipment Project and \$2,124 spendable or other causes. With the funds still at the First National Bank, the total for the Playground Project is \$49,906.
Aaron shared that the \$79 and time spent on the Bonding Bill tour was very helpful for promoting the Park. LuAnn added that we continue to receive donations through GiveMn but we should identify how we will use the funds.
- **Playground Project**
 - Prior to the meeting, the proposal from GameTime was distributed by Roberta to the members. The proposal initially submitted by Midwest Playscapes in January was re-distributed just prior to the meeting.
 - The Midwest Playscapes proposal submitted by Scott Winter identified a cost of \$35,908 reduced by the NW Mn Coop discount for a final cost of \$32,849, including shipping, with an installation cost of \$1,500 assuming use of volunteer installers. The proposal also assumes a partial replacement of the existing playground. Dan inquired about how the existing and new sections would look together aesthetically.
 - Aaron shared the value of addressing both aesthetic and accessibility qualities. Also mentioned was the need to have any proposal address historic standards as the Park is a National Historic Landmark. Aaron shared that some aspects of the playground project would require historic review by the State Historic Preservation Office (SHPO) to assess how well the playground fits into the Park's historic landscape. Ben shared that he has significant prior experience with playgrounds in his park career in Wisconsin that he will bring to the discussion.
 - The Minnesota-Wisconsin Playground-GameTime proposal was discussed, identifying the difference in scope of the proposal, as the submission assumes total replacement of the existing beach

playground structure except for the Zip Track. The 3 distributed documents included: 1) a materials cost of \$57,717.13; 2) an installation cost of \$26,332.87; and 3) an alternative Consultation cost (community build option) of \$15,175. Natural colors including browns and greens would be incorporated. Footings for this proposal go down 12". If the Minnesota-Wisconsin Playground (GameTime) proposal is selected, and we put in an order in November, they would ship after the first of the year with installation this coming Spring. Roberta shared that the materials ~~and installation~~ cost of \$82,000 ~~would be~~ is being reduced by the 50% grant they awarded, to \$41,000. When Freight and Material Surcharge are included, total material cost is \$57,717. Total cost for the project if we go with Game Time would be \$72,892 if volunteers do the installation or \$84,050 if Game Time does the installation. If we order by November, we would pre-pay the materials cost but not the cost of the installation. Roberta added that the installation cost for this option is greater than the Midwest Playscapes proposal as the Midwest proposal includes simpler bolt and screw installation. **(Note: Roberta shared additional clarifying information she received from Tim Newgard in a post meeting follow up call.** The information from the call included the following:

- We need to order the playground equipment on or before November 2nd to take advantage of the 50% grant. (Other clients received a smaller percentage, but our proposal was well considered.) If we do not use the grant, it would be reallocated to other clients. We would be able to apply again in August 2022 with no guarantee of receiving a grant or the percentage of participation.
 - The company will set price increases in December for next year and are forecasting a 3-5% increase in playground equipment.
 - The surcharge would also be set at the same time as the equipment price increase. Tim Newgard's regional manager shared his belief that there would be a surcharge in 2022. This year there is a surcharge of 18.5% and it is predicted that it would be at least that much and maybe go up to 25% for next year.
 - Tim Newgard asked that the playground design for our project not be shared with other vendors.
 - Roberta clarified with Tim Newgard that we are not asking him to present at the annual meeting.
- A need to get a comparable full playground replacement bid from MidWest Playscapes was discussed to have two comparable proposals for price and product comparability. LuAnn added that we need to get a comparable quote soon to address the short timeline related to the grant. Dan inquired about whether we would be looking at 3 options which would include the current partial replacement proposal already submitted by MidWest.
 - Aaron shared that the Park would help with demolition of the existing playground as needed.
 - Discussion followed on what kinds of a surface would be included with the likelihood of the same surface now used, but possibly adding a padded area to improve accessibility. Jim shared that a padded pathway would be a useful addition to improve accessibility, (if a larger padded area was not possible.) Jim shared that he has a supply of pourable surface material. It is unknown if this is enough for our needs.
 - Ben shared that they would take the entire package/proposal to SHPO for their review.
 - John inquired about warranties. Roberta shared that Minnesota-Wisconsin Playground has a very good service record. She added that the committee had reviewed many catalogs of playgrounds which brought them to the Minnesota-Wisconsin Playground/GameTime option. They avoided options with roofs and flags and other less preferable qualities. They only selected playgrounds with 5" pole structures over 3" poles for long term performance.
 - John inquired about the need for a building permit. Ben shared that DNR development staff would review the proposal for accessibility and aesthetics/historic landscape compatibility, adding that he would proceed with referral of the project to SHPO while we are getting the second bid, so as not to slow our project down.
 - LuAnn inquired about structures for toddlers in the plan. Roberta shared that the Minnesota-Wisconsin model chosen was designed for 5-12 year olds, adding that options to address both

accessibility and toddler needs would require more funding. Connie inquired about whether the company makes platforms that would allow access for children using wheelchairs. She also added that the footprint of the playground area may have limits on how much can be included.

- Ben suggested we not try to rush the project to address the time limits included in the Minnesota-Wisconsin business plan but take the time to consider the needs of disabled. He also indicated that we should not let the Game Time grant drive our decision. This is a business model that other companies use as well. Julie asked about what a realistic timeline might be. Ben encouraged us to access expertise in playgrounds in our planning, identifying the need for teamwork between Park staff and Friends while sharing his belief that installation in 2022 is realistic. Aaron added that Ben's prior experience with playgrounds will be helpful, and that he and Connie and Jim will discuss which of them will be the primary contact for Friends playground planning as well as the lead contact with the State.
- Connie shared her amazement with the progress Friends has made with fund raising, identifying the significant impact this project will have on the quality of the experience for future visitors.
- John shared his interest in total replacement, further inquiring about whether the existing playground structure could be relocated to another place in the Park. Discussion followed about options for the existing playground, its ownership, and the option of selling it for scrap.
- Jim shared that at such time that Friends completes the purchase, Park staff can be involved with off loading and storing the playground materials.
- Roberta reviewed the takeaways from the discussion including:
 - Getting a bid for a comparable playground from Scott Winter
 - Get an updated quote for the original equipment proposed by Scott Winter
 - Submission of the plan to the state (SHPHO) for historical and aesthetic review
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- Other:
 - Covid: Aaron shared that state employees now must be vaccinated, which also includes volunteers, and that state restrictions on size of groups remain in place. Masks will be needed for the indoor annual meeting.
- **Next meeting:**
 - **The next meeting will be the Annual Meeting on Saturday, October 2nd at 10:00 AM in the classroom at the Jacob Brower Visitor Center. LuAnn offered to work on an agenda.**
- **Motion by John to adjourn. Motion carried.**

Respectfully submitted,
Dan Wilson, Secretary