

DRAFT

MINUTES
PARKS, ARTS & RECREATION COMMISSION MEETING
THURSDAY
JULY 28, 2022 - 8:00 A.M.
BOOM ISLAND ROOM – CITY HALL

“To enhance community pride through developing and maintaining City parks with a high standard of quality.”

Members Present: Lynn Anderson, Julie Jelen, Janine Kopff, Sam Murdoff, Brian Stoll, Mercedes Turner

Absent: Adam Leiferman

Staff Present: Sara Cahill, Beth Green, Tom Pawelk, Sue Seeger

1. General Business

- A. Call to Order: Brian Stoll called the meeting to order at 8 a.m. and declared a quorum.
- B. Approval of Agenda – *Items may be added for discussion purposes or approval.*
 - Add: Brian Stoll Resignation LA/JJ
JANINE KOPFF MOVED TO APPROVE THE AGENDA WITH THE ADDED ITEM. MOTION SECONDED BY MERCEDES TURNER. MOTION CARRIED.
- C. Approval of Meeting Minutes
 - Regular Meeting Minutes from May 26, 2022
LYNN ANDERSON MOVED TO APPROVE THE REGULAR MEETING MINUTES FROM MAY 26, 2022. MOTION SECONDED BY BRIAN STOLL. MOTION CARRIED.
- D. Citizen’s requests and comments
 - NONE
 - Riverfest went very well with no problems, and it was the largest attendance thus far.
- E. Commissions Liaison Updates
 - Bertram Advisory Council (No New Update)
 - The Pointes Zoning Committee (JJ) (no new update)
 - The Pointes Compass Committee (AL) (no new update)

2. Regular Agenda

- A. Consideration to review and accept application from Daryl Tindle to fill the vacant seat left from Nancy McCaffrey, term appointment through 12/2023. (application will be sent under separate cover).

BRIAN STOLL MOVED TO ACCEPT THE APPLICATION FROM DARYL TINDLE AND TO RECOMMEND TINDLE TO FILL THE VACANT SEAT FOR THE REMAINDER OF THE TERM APPOINTMENT THROUGH 12/2023. MOTION SECONDED BY MERCEDES TURNER. MOTION CARRIED.

B. Review school lease agreement for 2022-2023 school year.

Pawelk explained that the lease amount has increased. The school district is responsible to cover the cost of adding plumbing for a hand washing station in the building. The lease date will run through June 2023. Murdoff had questions about the agreement in regard to assignment and subletting. Also with some of the wording and should that be cleaned up so that the district could not just end the agreement mid-year. The consensus is to leave the language flexible for goodwill and we have a great working partnership with the School District. Anderson agreed that she likes the way the agreement is structured. Jelen aid that she can ask the League attorney to read through the contract to make sure we are not missing anything.

LYNN ANDERSON MOVED TO RECOMMEND APPROVAL OF THE LEASE AGREEMENT WITH THE MONTICELLO SCHOOL DISTRICT FOR USE OF THE SHARED-USE MAINTENANCE SHED AT THE BERTRAM CHAIN OF LAKES REGIONAL APRK FOR THE 2022-2023 SCHOOL YEAR. MOTION SECONDED BY MERCEDES TURNER. MOTION CARRIED.

C. Consideration to approve changes to Riverside Cemetery Rules & Regulations.

Pawelk explained that Section 10 of the Riverside Cemetery Rules & Regulations is being modified to include an infant section stone size upgrade from 12" x 18" to 14" x 18" The purpose of the change will allow stone engraving and size of font etched into name plate into a larger size.

The second update to this section in 10.3 is to add the option of a frosted granite or deluxe edge border of 4" around the stone.

JULIE JELEN MOVED TO APPROVE CHANGES TO RIVERSIDE CEMETERY RULES & REGULATONS AS PRESENTED. MOTION SECONDED BY MERCEDES TURNER. MOTION CARRIED.

D. **Updates**

- MontiArts Update (SS) Updated included in agenda packet.
- MCC Operations Update (SC/TH) Update included in agenda packet.
- General Park Updates (TP). Update included in agenda packet.
 1. Needs Assessment & Park Master Plan: The document is at school district for review. Pawelk said that he's hoping to

have it back and to Council late August to approve and move on with an RFP. It will be a long process.

2. Block 52 Construction & West Bridge Park: The project is moving forward quickly, and construction scheduled to begin in September will impact West Bridge Park. Rentals at West Bridge Park are blocked off for next summer.
3. Bertram Athletic Park Driveway & Parking Improvements: Pawelk said we did not receive the state grant. He is in the process of a submitting grant request to Wright County to use leftover ARPA funds. There have been a few issues with vandalism on the fields this year.
4. Other: Emerald Ash Border: All the larger trees (10" + in diameter) in the park system have been treated and Park Maintenance Staff is now moving out to the boulevard trees.
5. Chalkfest: Oct 22nd & 23rd. 15 professional artists. Promote amateur locally. Will be on Walnut & 3rd. Details are still being worked out.

E. Next Regular Meeting: September 22, 2022, at 8 a.m.

3. Added items for discussion

Brian Stoll submitted his resignation to the Parks, Arts & Recreation Commission effective immediately. Stoll thanked the City and the PARC for the opportunity to serve on the commission. With added personal responsibilities, it is time for him to give up his seat.

LYNN ANDERSON MOVED TO ACCEPT THE RESIGNATION OF COMMISSIONER STOLL FROM THE PARC. MOTION SECONDED BY JULIE JELEN. MOTION CARRIED.

The Vice-Chair will serve as interim Chair until the new officer elections at the first meeting in January 2023.

4. Adjournment

BRIAN STOLL MOVED TO ADJOURN THE MEETING AT 8:55 A.M. MOTION SECONDED BY ERCEDES TURNER. MOTION CARRIED.

RECORDED BY: Beth Green

DATE APPROVED:

ATTEST: Tom Pawelk