

MINUTES
PARKS, ARTS & RECREATION COMMISSION MEETING
THURSDAY
January 26, 2023 - 8:00 A.M.
BRIDGE ROOM – CITY

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

Members Present: Lynn Anderson, Julie Jelen, Janine Kopff, Adam Leiferman,
Sam Murdoff, Maria Onnen, Daryl Tindle, Mercedes Turner

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

1. General Business

- A. Call to Order: Lynn Anderson called the meeting to order at 8 a.m. and declared a quorum.
- B. Election of officers:
ADAM LEIFERMAN MOVED TO NOMINATE LYNN ANDERSON AS CHAIR. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED.
JULIE JELEN MOVED TO NOMINATE JANINE KOPFF AS VICE-CHAIR. MOTION SECONDED BY ADAM LEIFERMAN. MOTION CARRIED.
- C. Approval of Agenda
 - Add: Park Maintenance Standards Review
ADAM LEIFERMAN MOVED TO APPROVE THE AGENDA WITH THE ADDED ITEM. MOTION SECONDED BY JULIE JELEN. MOTION CARRIED.
- D. Approval of Meeting Minutes
 - Regular Meeting Minutes from December 1, 2022
DARYL TINDLE MOVED TO APPROVE THE REGULAR MEETING MINUTES FROM DECEMBER 1, 2022. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED.
 - Special Meeting Minutes from December 15, 2022
ADAM LEIFERMAN MOVED TO APPROVE THE SPECIAL MEETING MINUTES FROM DECEMBER 15, 2022. MOTION SECONDED BY JULIE JELEN. MOTION CARRIED.
- E. Citizen’s requests and comments
 - None
- F. Commissions Liaison Updates
 - Bertram Advisory Council (DT)
Tindle said there was not a quorum at the last meeting but there was discussion. The new County Commissioner Tina Dietrich was introduced to the council and she will be a good addition. The Friends group needs to become more active. There will be a

posting for two open seats due to the resignation of two members.

2. Regular Agenda

- A. Consideration to approve for recommendation Parks, Arts & Recreation Commission Mission statement.

Tom Pawelk gave an overview on how he wants the department presented as a whole, and some items were taken from the 2040 Com Plan as a guide. Pawelk said it is a good mix of who we are as a department and what we're trying to present to the community.

Monticello Parks, Arts & Recreation Department is committed to building community by connecting the citizens of Monticello, as well as residents of surrounding communities through (add here) ~~the programs we offer, the events we host, and the facilities we provide,~~ making Monticello a destination for your recreation for all generations.

Add: Arts and recreation programs, events and facilities we provide per Lynn Anderson and Julie Jelen.

Tom shared second options and changes were made to read as follows:

The Monticello Parks, Arts & Recreation Department is committed to providing a variety of recreational and educational opportunities for the citizens of Monticello, as well as residents of surrounding communities. Our goal is to enhance the quality of life through the arts and recreation programs, events, and facilities we provide, while preserving and maintaining natural areas, open space, and native habitat. We will strive to provide the highest level of service to our citizens, while balancing the needs of present and future generations.

MARIA ONNEN MOVED TO ACCEPT THE MISSION STATEMENT AS WRITTEN ABOVE. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED.

- B. Consideration to approve for recommendation submission of 2023 MN DNR Emerald Ash Borer Grant application for shade tree inventory and management.

Tom Pawelk explained that once Emerald Ash Borer attacks a tree it will die within five years if left untreated. This is a severe problem and a very costly problem in Minnesota. Monticello is trying to be proactive with this disease, and any dollars we can fight for to assist in remediating this problem is a good way to help our community. Tom asked the PARC to

provide a letter of support to include with the grant application. There are already 9 extra points given to our application based upon our location. Another plus is that in 2009 Monticello adopted an EAB Policy so we have a process in place and we're ahead of the game. We need the funding to provide the extra hands needed for the tree inventory as we do not have enough staff to do so.

JANINE KOPFF MOVED TO RECOMMEND APPROVAL OF APPLYING FOR THE DNR GRANT AND FOR THE PARC TO SUBMIT A LETTER OF RECOMMENDATION TO INCLUDE WITH THE GRANT APPLICATION. MOTION SECONDED BY MARIA ONNEN. MOTION CARRIED.

- C. Consideration to approve for recommendation City/School Parks Comprehensive Steering Committee consultant selection.
Two PARC members, Daryl Tindle and Janine Kopff are on the PARMS Steering Committee, Tindle as the BCOLAC rep and Kopff as the PARC rep. Two proposals were received. All members of the Steering Committee scored the proposals and one consultant really stood out from the other. The Steering Committee unanimously chose Bolton & Menk as the recommended consulting engineer for the project. The city will be meeting with Bolton & Menk and the School District on Monday for any additional questions and clarification.

DARYL TINDLE MOVED TO RECOMMEND BOLTON & MENK AS THE CONSULTANT FOR THE COMPREHENSIVE PARK NEEDS ASSESSMENT. MOTION SECONDED BY MERCEDES TURNER. MOTION CARRIED.

3. Discussion of Added Items

- A. Park Maintenance Standards Review.
Tom reviewed the objectives of parks and recreation maintenance and explained that it is documentation of our process of how we maintain our parks.
DARYL TINDLE MOVED TO APPROVE THE PARK MAINTENANCE STANDARDS. MOTION SECONDED BY JULIE JELEN. MOTION CARRIED.

4. Updates

- A. MontiArts Update (SS) Updated included in agenda packet.
B. MCC Operations Update (SC/TH) Update included in agenda packet.
C. General Park Updates (TP).
 - Grant app – Bertram: 90% done \$350,000 match, budget is \$1M. next step is to contact County and Township to get on agenda for land alteration permit, will go to Township first, hopefully at their February meeting. WSB will be the contract engineer for the

project. Grant app is due in March. Funding announced in July. \$350,000 with a 50/50 match.

- The Pointes: Still moving along. Lost funding will go to City Council Monday night to adopt a resolution. There is only so much money to make these projects happen so supporting lost funding for The Pointes and Bertram is needed. That will go to the State and if approved at the state level, it will then be on the ballot in 2024. This is for a half-percent Local Option Sales Tax. The overall project cost for Bertram based on the 2018 study is \$22M and The Pointes full buildout is \$40M. Time frame is 20 years for the local option sales tax, and this is standard for other cities.
- Spring Tree Sale: Open now.
- History Sign Project: Waiting on scanned photos.
- Downtown Improvement Project
- Other

D. Next Regular Meeting: March 23, 2023 at 8 a.m.

5. Adjournment

DARYL TINDLE MOVED TO ADJOURN THE MEETING AT 9:34 A.M. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED.

RECORDED BY: Beth Green

DATE APPROVED: 3/23/23

ATTEST: Tom Pawelk