

MINUTES
PARKS, ARTS & RECREATION COMMISSION MEETING
THURSDAY
MAY 26, 2022 - 8:00 A.M.
ACADEMY 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, Nancy McCaffrey

Absent: Adam Leiferman, Sam Murdoff, Brian Stoll, Mercedes Turner

Staff Present: Sara Cahill, Beth Green, Tricia Handorff, Rachel Leonard, Tom Pawelk, Sue Seeger

1. General Business

A. Call to Order: Lynn Anderson called the meeting to order at 8:03 a.m. and declared a quorum.

B. Approval of Agenda – *Items may be added for discussion purposes or approval.*

JULIE JELEN MOVED TO APPROVE THE AGENDA AS PRESENTED. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED.

C. Approval of Meeting Minutes

- Regular Meeting Minutes from March 24, 2022

NANCY MCCAFFREY MOVED TO APPROVE THE REGULAR MEETING MINUTES FROM MARCH 24, 2022. MOTION SECONDED BY JULIE JELEN. MOTION CARRIED.

- Special Meeting Minutes from May 3, 2022

JANINE KOPFF MOVED TO APPROVE THE SPECIAL MEETING MINUTES FROM MAY 3, 2022. MOTION SECONDED BY NANCY MCCAFFREY. MOTION CARRIED.

D. Citizen’s requests and comments:

Nancy McCaffrey thanked everyone for all their hard work and dedication over the 23 years that she has served on the PARC. She said that she was recruited by Fran Fair. The Parks Department employees have been a tremendous help over the years with the East Bridge Gardens.

Commissions Liaison Updates

- Bertram Advisory Council (LA)

Lynn Anderson provided an update. Highlighted points include the submission of the Outdoor Rec Grant for the Athletic Park driveway and parking improvements at Bertram in March. The award notification will be in July.

- The Pointes Zoning Committee (JJ)
Julie Jelen provided an update. She noted that the draft Zoning Ordinance went to Planning Commission on April 5th. On April 25th the City Council adopted the text portion of ordinance. The last portion is to get images to complete the image gallery for the Pointes.
- The Pointes Compass Committee (AL)
No update.

2. Regular Agenda

- A. Consideration to accept resignation from Nancy McCaffrey.
JULIE JELEN MOVED TO ACCEPT THE RESIGNATION OF COMMISSIONER NANCY MCCAFFREY. MOTION SECONDED BY NANCY MCCAFFREY. MOTION CARRIED.
- B. Review for recommendation MCC Policy.
Tom Pawelk reviewed the manual with the group. He said that it sets up who we are a community center and how we're going to operate. Also, how to deal with issues that may arise.

Julie Jelen had questions about MERSC and what it is. MERSC is the Minnesota Employee Resource Center. It is a business account that the city is now a member of. We are partnering to offer discounted memberships to the Community Center through MERSC. This is the new business account rate. There are over 500 businesses within MERSC that support one another. When a business purchases a MERSC membership, the savings is passed on to their employees who will also get the discounted rate. Other benefits to members include discounts on other products, events, and services. Furthermore, we have additional PR and marketing provided through their website.

The next step for the policy is to end it to the city attorney for review and then to City Council for final adoption.

JULIE JELEN MOVED TO RECOMMEND STAFF TO MOVE FORWARD WITH THE MCC POLICY UPDATES AND PRESENT TO CITY COUNCIL FOR APPROVAL AFTER ATTORNEY REVIEW AND EDITS. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED.

- C. Review for recommendation RFP Comprehensive Needs Assessment & Park Master Plan Draft.
Pawelk explained that this is where we grow as a community how we're going to operate for the next 15 years. The next steps are to identify

everything that we need in our community including collaborations, programs, infrastructure, and how it all works with the school district and athletic associations. For instance, if we can partner on things, we will be able to get better prices on products (i.e., fertilizer). This will identify the track on where to go following the 2040 Plan. This will be the guide for all parks and trails for the future. This is all inclusive, including city, school district, and athletic associations. We will be following the metric of NRPA (National Parks & Recreation Association).

Lynn Anderson asked about what the benefits are for Parks & Recreation and noted that be good for commissioners to have talking points when they're out in the public. Pawelk said he has that info from NRPA, and he will provide that.

Two members will be asked to eservice on the PARMS Advisory Committee. Julie Jelen and Janine Kopff volunteered to server on the advisory committee.

- D. Review Park Reservation Policy for green space use for programming and for non-profit rental rates.
Item Tabled.
- E. Haven Ridge 2nd Update (AS) could be special meeting in June.
No update at this time.

3. Updates

- A. MontiArts Update (SS) check out website www.montiarts.com.
MontiArts has moved from the WTA building to the old Taylor Land Surveyor office at 213 West Broadway. Park staff was very helpful with the move.
- B. MCC Operations Update (SC/TH)
New summer hours, closed Sundays.
Working on partnership with YMCA on staffing the splash pad on Sundays at YMCA and in return, MCC members will get in free on Sundays. The water park public cost is \$10/person, open 12-6 Sat/Sun.
- C. General Park Updates (TP)
 - Ellison Park Shelter delivery: The Crane is scheduled for June 1st to set the restroom.
 - Emerald Ash Borer: Monticello is partnering with Wright County and the cities of Buffalo and St. Michael on a grant program application to help offset the cost of remediation. Tree injections should begin next month.

D. Next Regular Meeting: July 28, 2022

4. Adjournment

Meeting adjourned at 9:04 a.m.

RECORDED BY: Beth Green

DATE APPROVED: 7/28/2022

ATTEST: Tom Pawelk 