

**MINUTES**  
**PARKS, ARTS & RECREATION COMMISSION MEETING**  
**THURSDAY**  
**JULY 27, 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: Julie Jelen, Janine Kopff, Adam Leiferman, Danielle Murdoff, 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: Julie Jelen called the meeting to order at 8:18 a.m.
- B. Approval of Agenda – *Items may be added for discussion purposes or approval.*  
JULIE JELEN MOVED TO APPROVE THE AGENDA WITH THE ADDED ITEM.  
MOTION SECONDED BY MARIA ONNEN. MOTION CARRIED.
- C. Approval of Meeting Minutes
  - Regular Meeting Minutes from March 23, 2023  
ADAM LEIFERMAN MOVED TO APPROVE THE REGULAR MEETING MINUTES FROM MARCH 23, 2023. MOTION SECONDED BY MARIA ONNEN. MOTION CARRIED.
  - Special Meeting Minutes from June 21, 2023  
JANINE KOPFF MOVED TO APPROVE THE SPECIAL MEETING DARYL TINDLE. MOTION CARRIED.
- D. Citizen’s requests and comments. Adam Leiferman noted that the parks in Monticello are really well maintained, and his family has been enjoying the parks this summer. The Montiview mountain bike trails are awesome as well. They really enjoyed RiverFest and said the parade was fantastic.
- E. Commissions Liaison Updates. None.

**2. Regular Agenda**

- A. Park Needs Assessment Update & Presentation from Bolton & Menk:  
Bolton & Menk shared the Project Summary. The public kickoff was on May 18<sup>th</sup> at the Farmer’s Market. Over 300 survey responses have been received to date. Public engagement included the Farmer’s Market, Walk & Roll and RiverFest.  
Smaller focus group sessions are being planned with various athletic associations and others. Danielle Murdoff mentioned Sunny Days may be a

good group to reach out to for those with special needs. She will also find a contact for homeschool groups.

They will wrap up the needs assessment process in the fall and will come back to PARC at that time with more of a formal summary.

Tom Pawelk asked BerryDunn about providing the park maintenance data per capita and that more specific information. Also, if it can be broken down by park to see what it takes to maintain each park. The rep from BerryDunn said it's not within the scope but he can submit a proposal on it. Tom asked about incorporating into the next phase of the project BD will. Pawelk said it would be helpful to have something like that going into the future. Using NPRA to develop metrics for specific tasks, then tasks for each park. A maintenance analysis will be beneficial to operations and maintenance of the department. This can be discussed in further detail in the future.

If there are other ideas for specific stakeholder groups, send those to Bolton & Menk as it's important to ensure that they're touching all the bases.

**3. Discussion of Added Items**

None.

**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).
  - Riverfest Recap
  - West Bridge Park
  - Bertram Project
  - Grant Applications
  - East Bridge Park

**5. Schedule Next Meeting**

Next Regular Meeting: September 28, 2023, at 8 a.m.

**6. Adjournment**

ADAM LEIFERMAN MOVED TO ADJOURN THE MEETING AT 9:31 A.M. MOTION SECONDED BY DANIELLE MURDOFF. MOTION CARRIED.

RECORDED BY: Beth Green

DATE APPROVED: 9-21-23

ATTEST: Tom Pawelk

A handwritten signature in blue ink that reads "Thomas A. Pawelk". The signature is written in a cursive style with a large initial 'T' and 'P'.