

1. Agenda Docs

Documents:

ITEM 1B. 052622 PARC AGENDA.PDF
ITEM 1C.032422 PARC MINUTES DRAFT.PDF
ITEM 1C.050322 SPECIAL PARC MINUTES DRAFT.PDF
ITEM 2B. MCC POLICY MANUAL.EDITED 2022.PDF
ITEM 2C. RFP.COMPREHENSIVE PARK NEEDS ASSESSMENT.BGREV.5-19-
22.PDF
ITEM 3A.MONTIARTS UPDATE MAY 2022.PDF
ITEM 3B. MCC UPDATES 5-2022.PDF

AGENDA
REGULAR MEETING
PARKS, ARTS & RECREATION COMMISSION
March 26, 2022 – 8:00 a.m.

1. General Business

- A. Call to Order
- B. Approval of Agenda – *Items may be added for discussion purposes or approval.*
- C. Approval of Meeting Minutes
 - Regular Meeting Minutes from March 24, 2022
 - Special Meeting Minutes from May 3, 2022
- D. Citizen’s requests and comments
- E. Commissions Liaison Updates
 - Bertram Advisory Council (LA)
 - The Pointes Zoning Committee (JJ)
 - The Pointes Compass Committee (AL)

2. Regular Agenda

- A. Consideration to accept resignation from Nancy McCaffrey.
- B. Review for recommendation MCC Policy.
- C. Review for recommendation RFP Comprehensive Needs Assessment & Park Master Plan Draft.
- D. Review Park Reservation Policy for green space use for programming and for non-profit rental rates.
- E. Haven Ridge 2nd Update (AS)

3. Updates

- A. MontiArts Update (SS)
- B. MCC Operations Update (SC/TH)
- C. General Park Updates (TP)
 - Ellison Park Shelter delivery
 - Emerald Ash Borer
- a. Next Regular Meeting: July 28, 2022

4. Adjournment

DRAFT

MINUTES
PARKS, ARTS & RECREATION COMMISSION MEETING
THURSDAY
MARCH 24, 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, Adam Leiferman,
Nancy McCaffrey, Sam Murdoff, Brian Stoll, Mercedes Turner

Staff Present: Sara Cahill, Beth Green, Tom Pawelk, Angela Schuman,
Sue Seeger, Hayden Stensgard guest, horst

1. General Business

A. Call to Order

Chair Brian Stoll called the meeting to order at 8:00 a.m.

B. Approval of Agenda

NANCY MCCAFFREY MOVED TO APPROVE THE AGENDA. MOTION SECONDED BY ADAM LEIFERMAN. MOTION CARRIED, 7-0.

C. Approval of Meeting Minutes

- Regular Meeting Minutes from January 27, 2022

JANINE KOPFF MOVED TO APPROVE THE REGULAR MEETING MINUTES AS AMENDED FROM JANUARY 27, 2022. MOTION SECONDED BY MERCEDES TURNER. MOTION CARRIED, 7-0

D. Citizen’s requests and comments

- None.

E. Commission Liaison Updates

- Bertram Advisory Council: Lynn Anderson and Tom Pawelk provided update.
- The Pointes Zoning Committee: Julie Jelen and Angela Schuman provided update.
- The Pointes Compass Committee: Adam Leiferman was unable to attend last meeting. Janine Kopff provided update.

2. Regular Agenda

- A. Consideration to review for recommendation park dedication requirements for Featherstone 6th Addition, a residential subdivision.

Turner asked about how the buffer compares to the buffer at Groveland. Angela said that our buffer has changed and there is a higher requirement.

That is a level C and this will be a level D which is more intense. Level D requires 20' and requirements for trees and shrubs go up.

McCaffrey said she has watched this develop over the last 20 years and she thanked both sides for working well and for the respectful and thoughtful communication.

The developer said that he has been fortunate to work with the City for almost 25 years. There's been give and take and changes along the way, but it will be a good addition to the city and the community. The initial plan showed the parkland having direct frontage on 89th. It is important to think about the expense of having park frontage on a street. Today it costs about \$500/running foot to develop the street, so 1,000 feet of street is a \$500,000, and that is a lot more than the value of the land. The 4th addition had almost 1,100 feet park frontage on the road. There was no profit in that development. Remember that in 20 years+ when the City has to rebuild, it is general revenue that will have to pay for that so that's a large number. That is the reason he requested the changes to provide lots along 89th Street.

Decision 1: Featherstone 6th Addition Preliminary and Final Plat – Subdivision

JULIE JELEN MOVED TO RECOMMEND A LAND DEDICATION IN THE AMOUNT OF 11% OF THE RESIDENTIAL SUBDIVISION AREA OF FEATHERSTONE 6TH ADDITION. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED, 7-0.

Decision 2: Featherstone Amended Preliminary Plat and Planned Unit Development

NANCY MCCAFFREY MOVED TO RECOMMEND A CASH-IN-LIEU DEDICATION FOR THE OVERALL FEATHERSTONE RESIDENTIAL SUBDIVISION AREA PARK DEDICATION DEFICIENCY, WHICH MAY BE SATISFIED BY COORDINATING WITH THE DEVELOPER FOR CONSTRUCTION OF THE 85TH STREET TRAIL EXTENSION IN AN EQUIVALENCY TO THE FINAL ACREAGE AREA DEFICIENCY. MOTION SECONDED BY MERCEDES TURNER. MOTION CARRIED, 7-0.

- B. Consideration to review for recommendation park dedication requirements for Headwaters Development, a residential subdivision.

McCaffrey asked about the proximity to the freeway and whether there is any type of sound barrier such as a wall being planned. Schuman said because it's on the interstate and County Road 39, that Mn/DOT is recommending berming along the interstate, but they are not requiring it.

She further explained that with a sound wall the decibel evaluation is made at the time of the improvement, so that consideration has past and was done at the time when I-94 was expanded. Large berm and some plantings would be something considered. The one exception to the rule is senior housing as typically that generation wants to see what's outside. The landscaping and grading plan will be important components. For this senior housing development.

Councilman Murdoff said he had the same thoughts and comments when the preliminary plan came through. The berming helps a lot, especially in the Sunset Ponds area. It will be important to see if we can encourage the developer to use better insulation or noise reducing products in the construction. The developer did not indicate whether they would be using sound barrier products. Schuman said that these will be review items that the City Planner will pick up on.

Seeger asked about there being fencing or anything that requires them to try to keep deer from running out on the freeway. There is not but there is an existing fence that runs along the freeway.

The existing gravel road pattern that the city uses. That will be removed.

The sidewalk on 7th where is it proposed to start & finish. On the north side of the street is pathway and the blue line is proposed sidewalk connection in the future. It will switch to a 10' bituminous pathway on the south side. From 39 to Elm, then switches. The developer's land does not go all the way to Elm Street so will need to work with the property owner and developer to construct all the way to Elm.

JANINE KOPFF MOVED TO RECOMMEND PARK DEDICATION EQUAL TO 11% OF THE VALUE OF RAW LAND AT THE TIME OF FINAL PLAT AS CASH IN LIEU OF LAND DEDICATION FOR COUNTRY CLUB MANOR FIRST ADDITION. MOTION SECONDED BY JULIE JELEN. MOTION CARRIED, 7-0.

- C. Consideration of appointing PARC members to the West Bridge Park Redevelopment Subcommittee.

Commissioners Turner, Jelen and Kopff plus MontiArts volunteered to serve on the subcommittee. The first meeting will be towards end of April. The goal is to have an engagement booth at Walk & Roll to gather community input. The plan that comes out of this group will guide the RFP.

- D. Consideration of approving turf conversions throughout the city park system.

Tom Pawelk noted that with the rising costs of maintenance, including fuel and fertilizer, it will be important to scale back and focus on more sustainable and natural areas within our park system. Blue grass takes a lot of fertilize to maintain a healthy turf. Areas identified that would be appropriate to convert include:

- Meadow Oak Park
- Sunset Ponds Park
- Parkside Park

Direct hardwood seeding is another option to bring back the forests. Seeded into native trees and will just take 3 to 5 years to establish that. It would be nice to do more direct hardwood seeding. Identify areas where it's appropriate.

Nancy McCaffrey noted that the East Bridge Gardeners are also trying to be more thoughtful with their flower bed plants as well to require less maintenance and more draught tolerant.

JULIE JELEN MOVED TO RECOMMEND APPROVING TURF-CONVERSION AND DIRECT HARDWOOD SEEDING SYSTEMWIDE TO REDUCE OVERALL OPERATING COSTS ASSOCIATED WITH TURF MAINTENANCE. MOTION SECONDED BY NANCY MCCAFFREY. MOTION CARRIED, 7-0.

3. Updates

- A. MontiArts Update. Updated provided by Sue Seeger and included in the agenda packet.
- B. MCC Operations Update. Update provided by Sara Cahill and included in the agenda packet.
- C. General Park Updates. Tom Pawelk provided general park updates.
 - BCOL Land Alteration Permit: Tom Pawelk said he is meeting with the Township as soon as he has more details back from grant. Need approval from Township and then County Board approval.
 - Ellison Park Shelter delivery: Expected to be delivered second week in May. No electricity until after restrooms are installed.
 - Emerald Ash Borer: EAB was found in February in NE Quad of city, and we are now seeing it in other areas. Staff will begin surveying the NE Quad with the MN Dept of Ag. They will attend a council meeting to do a presentation. We need to declare the Public Nuisance at the City Council and then that gets the ball rolling to implement the program for inspection and remediation. The biggest project will be tree inventory this year. Best way to treat is in the trunk of the tree professionally with

an injection. This will be good for 3 years. Discourage buying products off the shelf due to pollution to water system.

- Community-Wide Park Master Plan: Planning to collaborate with the School District and athletic associations. There should be an update at the May meeting.

a. Next Regular Meeting: May 26, 2022

4. **Discussion of added items.**

A. None.

5. **Adjournment**

NANCY MCCAFFREY MOVED TO ADJOURN THE MEETING AT 9:26 A.M. MOTION SECONDED BY JULIE JELEN. MOTION CARRIED, 7-0.

RECORDED BY: Beth Green

DATE APPROVED:

ATTEST: Tom Pawelk

MINUTES
SPECIAL PARKS, ARTS & RECREATION COMMISSION MEETING
MAY 3, 2022 – 7:30 A.M.
BRIDGE ROOM

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

Staff Present: Tom Pawelk, Angela Schumann

1. **Call to Order.**

Brian Stoll called the meeting to order at 8:02 a.m.

2. **Consideration to review for recommendation park dedication requirements for proposed Block 52 First Addition Subdivision.**

Angela Schumann explained that the PARC is asked to consider a formal recommendation related to park dedication requirements for Block 52 First Addition Plat.

The mixed-use project is proposed by Mark Buchholz/Buchholz Development. The proposal for the building includes 87 residential units above approximately 30,000 square feet of first-floor commercial development. As part of the redevelopment, the developer proposes to reconstruct the public parking area in the northwest portion of the block, add additional surface parking interior to the site, and add underground parking for residents of the project.

Block 52 First Addition is a subdivision plat including residential land development. The residential portion of the development covers the full building footprint. Monticello's current park dedication standards require dedication for residential subdivision. As such, the Parks & Recreation Commission is asked to review the plat and make a recommendation to the City Council on dedication requirements.

The total proposed plat area is approximately 2.08 acres. The plat currently shows a single lot and block to be platted for the mixed-use redevelopment project. The land to be platted is currently owned by the City and EDA. Three existing parcels on the block are not proposed for platting as part of the Block 52 First Addition.

Given the location of the development project directly adjacent to West Bridge Park and within the ½ mile service area radius of the MCC, staff believes a cash-in-lieu dedication is appropriate. As the City and developer continue to work through the lot configuration, an exact acreage is not available yet for purposes of calculating an approximate cash amount.

Although staff recommends the 11% equivalent cash dedication given the density, size and location of the project, pedestrian connections to this site will be critical. There is an existing sidewalk along Broadway which is proposed to be retained and enhanced with corner plaza improvements. The developer is also proposing a sidewalk surrounding the building, including a promenade feature that will address the grade change that occurs from Broadway to River Street. The promenade will keep a street-level sidewalk as well as a storefront-level sidewalk to allow users both connection and use options for the east side of the site.

The City will also be evaluating the completion of public improvements directly adjacent to the block. These include the reconnection of Walnut Street to River Street (including streetscape and pedestrian enhancements to the corridor), installation of a new sidewalk along the south side of River Street, completion of the missing segment of connecting sidewalk from River Street into West Bridge Park, and additional streetscape improvements with utility relocation and turning radius work at the intersection of Pine and Broadway.

Staff will further evaluate the proposed PUD project for its landscaping and internal site design and connectivity components for consistency with the Downtown Small Area Plan and CCD goals.

Councilman Murdoff asked about West Bridge Park being in the shoreland district and whether we have to worry about large tower play structures there, if a new play structure is installed with future park improvements. Yes, there are height requirements that have to be met. Wild & scenic is 35' and Shoreland is 25'. Pawelk said that anything planned in the future will need to take into consideration reaching out to other agencies such as the DNR before we continue on with a final park redevelopment plans. Other considerations are the flood plain. For instance, at Ellison Park, we cannot have enclosed picnic shelters as it's in the flood plain so FEMA requires the structures must have a flow through area so if the waters come up that it is able to flow through the building. This will all be worked through in the planning of the future improvements.

Councilman Murdoff asked about the dedication from this project and if we can we earmark the money that comes in from this to go towards West Bridge Park improvements. Pawelk said that we can make a motion to use the funds specifically for the park improvements.

Councilman Murdoff asked about how the amount of money is calculated for the cash in lieu. Is that on the base value of the land currently or the difference of the base land minus the final project? Schuman explained the statute is on the value of the raw land at the time of final plat. It is what the value of the land is today without the current building or the proposed building. That is a conservative interpretation. Schuman said that she will reach out to the city attorney just to clarify that her interpretation coincides with how he interprets it.

Lynn Anderson about the cash in lieu funds and if there should be money set aside for landscaping around Block 52. Schuman said the landscaping within the development is the developer's responsibility. The City requires a landscape security and that is held to make sure everything survives the first winter and then we do a follow-up inspection. After that, follow-up inspections are done periodically to ensure that everything remains in compliance.

BRIAN STOLL MOVED TO RECOMMEND CASH IN LIEU PARK DEDICATION FOR THE PROPOSED BLOCK 52 FIRST ADDITION PLAT CONSISTENT WITH THE SUBDIVISION ORDINANCE AND STATE STATUTE. MOTION SECONDED BY ADAM LEIFERMAN.

BRIAN STOLL MOVED TO EARMARK THE CASH IN LIEU FUNDS FOR WEST BRIDGE PARK REDEVELOPMENT. MOTION SECONDED BY JANINE KOPFF. MOTION CARRIED, 7-0.

3. **Adjourn.**

Meeting adjourned at 7:50 a.m.

RECORDED BY: Beth Green

DATE APPROVED: _____

ATTEST: _____

Monticello Community Center

Policy Manual



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REVISIONS

April 2017

December 2021

May 20, 2022

RESERVATION OF RIGHTS

The community center management, Parks, Arts & Recreation Commission and City Council reserve the right to interpret, adjust or change any policy in this manual without prior notification to ensure the safe and successful use of the community center for all patrons.

GENERAL FACILITY GUIDELINES

1. TOBACCO & SMOKING POLICY

- A. Smoking is not allowed in the building and is only allowed at the perimeter sidewalks or beyond. Cigarette cans will be provided in specified areas. Smoking will not be allowed in any area adjacent to or inside the community center building with the following exception: the Mississippi Room Patio will be allowed as a smoking area for renters of the Mississippi Room only.
- B. E-Cigarettes will be regulated in the same way as tobacco products.

2. FOOD AND BEVERAGE POLICIES

- A. The community center does not allow outside food to be brought into the facility, with the exception of renters in the Boom Island Room, Bridge Room, Warehouse and Mississippi Room.
- B. Alcohol is only allowed in the Mississippi Room and adjacent patio with prior approval of the Member Services Manager. All alcoholic beverages must be provided by an approved alcohol provider. Alcoholic beverages are not allowed in any other rental room or in any other area of the building.
- C. General facility users may only consume food and beverages, with the exception of water in the concession table area and the main hallway. For sanitary reasons, we cannot allow food in the locker rooms, pool area, gymnasium, fitness area, Romp 'n' Stomp or Supervised Play area , climbing wall , restrooms or walking track.
- D. Colored beverages are prohibited in all carpeted areas, the pool area, the gymnasium or any area that could stain.

3. ADVERTISING AND SOLICITATION POLICIES

- A. Any on-site solicitation must be authorized by an MCC Manager. Authorized solicitations will be limited to approved, non-profit organizations for fundraising efforts.
- B. Vendor solicitations will not be permitted without a prior appointment.
- C. The community center bulletin board:
 - a. Will be used to advertise non-profit organizations' community events, MCC programs, the senior center and the library.
 - b. Appropriate and authorized posters will be posted. Items will not be displayed for longer than 30 days.
 - c. All postings must be approved by a MCC Manager prior to posting.
 - d. The community center will remove and dispose of any material that is not authorized or is not permitted by our policies without notification of the advertiser.
- D. The community center maintains advertisement banners in the gymnasium. Please see the Member Services Manager to inquire about cost and contract length.
- E. At no time will non-City information be posted on any entryway doors.

4. MUSIC

MCC requires sound levels in and around the facility be controlled and maintained at a volume for individual listening only. The community center provides music in some areas of the building and will maintain a volume appropriate for background listening. Any other use of music must be authorized by MCC Management.

5. FACILITY PHONES AND CUSTOMER PAGING

- A. Emergency phones are located in the pool area, ~~meeting rooms~~ and at the Guest Services Counter. There is no long-distance service available.
- B. A courtesy phone is available at the Guest Services Counter for paying MCC customers or members at no charge.

C. A Guest Services Associate will attempt to find an individual only in an emergency situation.

6. DRESS CODE

- A. All facility patrons must wear a shirt and shoes in all areas, with the exception of the pool, locker rooms, and concessions stand area. Socks only, not shoes, must be worn in the Romp n Stomp play area.
- B. We strongly recommend some type of “shower shoe” be worn in the pool area and locker rooms.
- C. Wet bathing suits will not be allowed outside of the pool area, locker rooms or concession area. We strongly recommend that individuals dry off completely before entering any area outside the pool and locker rooms.
- D. Patrons will be asked to change if they are wearing clothing that is determined to be offensive or inappropriate. The determination will be made by a MCC Manager or a Facility Lead. Input from other patrons will be taken into consideration when making this determination.

7. INAPPROPRIATE MATERIAL OR LANGUAGE

- A. Inappropriate items, clothing, behavior, or language will not be allowed inside or adjacent to the community center.
- B. Inappropriate is defined, but not limited to, racial, sexually explicit, displays of nudity or use of profane or derogatory language.

8. ZERO TOLERANCE POLICIES

- A. The MCC will enforce a zero-tolerance policy against any type of weapons, drugs, violence, theft, underage use or possession of alcohol or tobacco products. Violators will be removed from the premises and will not be allowed future access.
- B. All law violations will be reported to the Wright County Sheriff’s Office.

9. PAYMENT FOR FACILITY USAGE

- A. Payment is required prior to use of the facility. With the following exceptions: **payment is not required for children 2 years and younger** or for users of the Indoor Walking /Jogging Track. All other facility areas require payment prior to use.
- B. Each paying customer will be given a wristband. Wristbands must be worn and visible on the patron’s wrist.

- C. Any person using the facility without payment will be asked to pay immediately for use at the Guest Services Counter. In the case of repeated nonpayment offenses, the Wright County Sheriff's Office will be called.

10. ADMISSION POLICY

- A. All patrons must check-in at the Guest Services Counter to receive a wristband or sign-in for Walking/Jogging Track use. Wristbands must be worn and visible on the patron's wrist.
- B. Members must show their membership card at each check-in.
- C. Proof of residency is required to receive the discounted resident rate.
- D. All members are required to have a photo on file for identification purposes

11. LOITERING POLICY

Individuals or groups lingering at the community center for an unreasonable length of time, who are not using the "free" amenities, or in general appear to be lingering without purpose, will be asked to leave by the manager, supervisor or custodian on duty. If the individual or group does not comply with our staff, the Wright County Sheriff's Office will be called for assistance.

12. CAMERA USE

Still or digital cameras, video cameras, cell phone cameras or any type of video recording or surveillance equipment use is prohibited in the locker rooms and restrooms. If cameras are used in these prohibited areas, the equipment will be confiscated and turned over to the Wright County Sheriff's Office for further investigation. Any camera use that infringes on the privacy of another individual using the MCC public areas will be prohibited, and camera equipment may be confiscated.

13. REFUNDS

Guest Services Associates are unable to provide refunds. There is a refund request form available at the Guest Services Counter. The form will be forwarded to MCC Management for follow up. See [cancellation policies](#) on page 9 for refund calculation on membership.

14. INJURIES WHILE AT THE COMMUNITY CENTER

The use of any area of the Monticello Community Center is at the individual's own risk. All patrons of the facility will hold harmless the City of Monticello, the community center and its employees.

A community center employee will provide assistance, within their abilities and personal safety, for any individual who is injured while using or visiting the community center and City of Monticello. An incident report will be completed at the time of the injury and forwarded to MCC Management for follow up.

The City of Monticello does not pay for medical claims for individuals injured while using the community center facility. In a case where negligence is suspected, a formal request for follow-up must be made directly to the Parks, Arts & Recreation Director.

15. MISCELLANEOUS

- A. The MCC reserves the right to deny admission or eject anyone who appears to be under the influence of alcohol or a controlled substance.
- B. The MCC and its personnel are not responsible for lost or stolen items or personal valuables.
- C. All community center users must comply with all city ordinances, Minnesota State Statutes, Federal Laws and Building and Fire codes.

- D. No vandalism or graffiti. Violators are expected to pay for the cost to replace or repair any damage.
- E. LOCKERS: The community center will not provide personal storage space in the building. Members may sign-up to rent one of the lockers designated for extended use, but all other locks left on lockers overnight will be cut. Items removed will be bagged and retained for seven (7) days and then put in the lost and found.
- G. LOST AND FOUND: Items found in and around the community center will be placed in lost and found. If items remain unclaimed for one (1) week, they will be disposed of by the community center. An item lost, identified by the owner, but left unclaimed for one (1) week will be disposed of by the community center. Items in the lost and found will be considered lost items and not the responsibility of the community center.
- H. BREASTFEEDING MOTHERS: Per state law, mothers are permitted to breastfeed in public in Minnesota. Breastfeeding mothers cannot be asked to cover up or go into the restroom.
- I. A personal needs room is available by request of any individual.
- I. PHOTO/VIDEO DISCLAIMER: The City of Monticello may periodically take pictures or video recordings of participants while they are engaged in programs, activities, special events, and enjoying our parks or other facilities. Photographs may appear in City brochures and publications, local newspapers, local cable television, and/or on City websites. Facility users authorize MCC to edit, copy, exhibit, publish, or distribute any images in which they appear for purposes of publicizing MCC programs or for any other lawful purpose, and waive any right to royalties or other compensation related to the use of such photographs.

16. COMMONS AREA USE

- A. No organized meetings in the commons area.
- B. No parties, gift openings or cake/cupcakes will be allowed in the commons area.
- C. No use of skateboards, skates, and shoes with wheels in the building or on the sidewalks surrounding the community center.
- D. No use of hacky sacks or balls in the hallways of the community center.

17. COMPLAINT, COMMENT OR SUGGESTION PROCEDURE

- A. The MCC will maintain a **comment box at the community center bulletin board.** All comments, complaints, or suggestions may be emailed to mccinfo@ci.monticello.mn.us for management follow up.
- B. The community center, at any time, welcomes comments, suggestions, complaints, or appreciation from any user to any MCC staff person. Any verbal comments, suggestions or complaints will be handled immediately, if possible, or forwarded to the appropriate manager for follow-up.

18. CLOSURES; BUILDINGS OR AMENITIES

- A. MCC Management shall have the discretion to close the facility in case of a building emergency or inclement weather. Closure information will be posted on our community center website and Facebook page.
- B. The MCC periodically closes areas or equipment for repairs or maintenance. Refunds, credits, or extensions will not be given for such closures.

SUPERVISION AND CONDUCT POLICIES

1. SUPERVISION POLICIES

- A. GENERAL FACILITY (excluding fitness center and pool):
 - a. Children eight (8) years of age and younger must be under direct adult supervision at all times.
 - b. Children must be at least eleven (11) years of age to use the facility independently without a parent/guardian in the building.
 - c. Minors that are at least 16 years of age are permitted to supervise younger children with a signed parental/guardian form on file with the MCC.
 - d. The City will not assume liability for unsupervised children.
 - e. Underage and unsupervised children identified will be required to call their parents or guardian and facility use will be restricted until supervision arrives.
 - f. The parents/guardians or adult supervisors of any minor child will be assessed any damage or additional cleaning costs that have incurred as a result of lack of supervision.
- C. POOL (No Lifeguard on Duty): No one under the age of 18 will be allowed into the pool during unguarded hours.
- D. POOL (Lifeguard on Duty):
 - a. Children age six (6) years and younger must be within arm's reach of a paid adult swimmer at all times.
 - b. Any child under the age of 11 years must be supervised by a parent/guardian or responsible adult.
- E. ROMP 'N' STOMP: Children eight (8) years and younger require parent/guardian or adult supervision while in the Romp 'n' Stomp area. Adult supervision for all ages is strongly encouraged.
- F. FITNESS CENTER:
 - a. Children 12 to 15 years of age are required to be directly supervised by a parent/guardian or responsible adult.
 - b. Children 12 to 15 years of age who have passed the Kid Lifting Equipment Orientation program may use the fitness center without adult supervision.
 - c. Individuals ages 16 years and older may use the fitness center without adult supervision, however, supervision at all times is highly recommended.
 - d. Children ages 0 to 11 years of age are not allowed in the fitness center.
- G. WALKING/JOGGING TRACK: Children 12 years of age and older may use the walking track without adult supervision.

2. CONDUCT POLICIES

- A. All persons present at any activity on MCC property shall abide by the policies of the MCC. At their discretion, MCC staff or their acting security staff may:

- a. Order removal of the offender.
 - b. Revoke the permit and order all persons from the premise, without refund or any monetary compensation.
 - c. Order immediate removal of all intoxicating liquor or substances from the premises.
- B. Disorderly conduct will be grounds for immediate termination of the activity or event without refund. This will be determined by MCC staff or a law enforcement agency. Assistance from the Wright County Sheriff will be requested for persons or groups who:
- a. Conduct themselves in a disorderly manner as to disturb or threaten the public peace, engage in brawling or fighting, engage in offensive, obscene, or abusive language, or engage in a boisterous and noisy conduct tending unreasonably to arouse alarm, anger, or resentment in others.
 - b. Linger about the doorway, sitting, or lingering upon the steps, windowsills, railing, fence or parking area adjacent to the community center in such a manner as to obstruct or partially obstruct ingress to or egress from the building, appear to be threatening to users or employees of the community center, or in such a manner to annoy the occupants of the community center.
 - c. Refuse to pay admission fee required for facility use.
- C. No profanity, violence, assaultive or abusive behavior or language will be tolerated.
- D. As a family facility, it is expected that all users of the community center will treat each other with respect and not monopolize any area or piece of equipment that is open to the public.

MEMBERSHIP POLICIES

1. MEMBERSHIP TYPES

- A. Three (3) Months
- B. One (1) Year
- C. Continuous

2. MEMBERSHIP DEFINITIONS

- A. Resident - An individual or family who lives within the City Limits of Monticello. Proof of residency will be required before discounted rates can be applied.
- B. Regular - All other individuals or families.
- C. Non-Profit - A not-for-profit organization or a 501C3 designation.
- D. Family – Up to two (2) parents and their minor children, living in the same household. If child is a fulltime student, they may stay on the family pass until the age of 25. After that they are required to purchase their own pass. Student transcripts or college ID required each year as proof.
- E. Adult - An individual ages 18 to 54 years old.
- F. Junior - An individual ages 16 months to 17 years old
- G. Senior - An individual ages 55 years old and beyond.
- H. Dual – Two (2) individuals living in the same household.

I. Personal Care Attendants (PCAs) - The community center recognizes that some individuals need a PCA during facility use. The PCA will be supervising/assisting their client at all times. The PCA does not have membership privileges and will not be listed on the family's membership. All PCAs will be wrist banded to identify them as PCAs with limited facility privileges.

J. Military –

K. MERSC -

3. MEMBERSHIP PAYMENTS

- A. Prices are established with the approval of the Monticello City Council and are subject to change.
- B. All fees and payments are due at the initiation of the membership.
- C. Payment requests returned unpaid will be sent to an Electronic Funds Recovery Company for payment recovery or they will be collected upon by an employee or agent of the community center with a non-payment fee assessed.
- D. After two (2) insufficient funds for monthly membership payment during a one (1) year period, Continuous Membership privileges will be revoked. All future memberships must be paid in full with either an annual membership or a three (3) month membership.

4. MEMBERSHIP CANCELLATIONS

Please see cancellation policies on page 9 of this manual.

5. MEMBERSHIP ENTITLEMENTS

Membership at the Monticello Community Center includes free use of the pool, water slide, spas, fitness center, group fitness classes, locker rooms, walking/jogging track, gymnasium, climbing wall, indoor play area, and admission to public skate times at the Moose Sherritt Ice Arena. Additional discounted rates apply for supervised play, programs, activities and **room rentals**.

6. MEMBER COMMUNICATION

Members consent to be contacted by the Monticello Community Center for all purposes relating to memberships via the contact information provided on the membership agreement. Members agree to keep all information accurate and current at all times and will promptly notify the Monticello Community Center of any changes to this information. Members agree to receive information via email in order to manage the membership account, including messages regarding the collection of past due payments. All communications sent to members via their registered email address are deemed to have been duly given and effective upon transmission. All communications sent to a member's physical address are deemed to have been duly given and effective three business days after they are sent via US Mail.

7. INSURANCE REIMBURSEMENT

The community center participates in many insurance reimbursement programs. These programs have policies and attendance requirements set by the insurance company and cannot be overridden by the community center. In addition to being eligible with their insurance company, community center members are required to have an annual or continuous membership to participate in the insurance reimbursement program. Members with three-month memberships are not eligible for

reimbursement.

8. SUSPENSION/TERMINATION OF MEMBERSHIP BY MANAGEMENT

Management has the right to suspend or terminate any membership for non-payment of dues, for behavior inimical to the enjoyment of the Monticello Community Center by other members and staff, or for any reason deemed sufficient in the sole discretion of management.

CANCELLATION POLICIES

1. MEMBERSHIP CANCELLATIONS

- A. Members may cancel a membership contract and request a full refund within three business days of the signing of their agreement. Formal requests for cancellation with a full refund must be in writing and approved by Management. After the initial three-day period, cancellation requests must be in writing and received on or before the 15th day of the current month to avoid being responsible for the upcoming month's payment. Continuous memberships are subject to a \$50.00 early termination fee within 12 months of the signing of the membership contract, which is due and payable at the time a formal request to cancel is made. Cancellation of an account does not dismiss outstanding balances or nullify previously agreed upon charges. At the time of cancellation, any outstanding balance must be settled.

2. PROGRAM CANCELLATIONS

- A. Cancellations made by the MCC due to lack of enrollment or inclement weather will receive a full refund.
- B. The community center will follow the Monticello School District's weather-related school closure policies. If the school closes due to weather, all programs, classes, and lessons will be cancelled. We will do our best to notify participants by phone, email and on social media, however, participants should feel free to check with Guest Services for class or activity status.
- C. Cancellation requests made by the participant within at least two (2) weeks/ fourteen (14) days of program start date will receive a full refund.
 - a. Cancellation requests received within one (1) week/seven (7) days of the program start date will receive a 50% credit voucher to be used towards another program.
 - b. Cancellation requests received less than one (1) week/seven (7) days of the program start date no refund will be given.

3. ROOM RENTAL CANCELLATIONS

- A. Boom Island Room, Bridge Room, Warehouse, and River Room
 - a. Cancellation requests received two (2) weeks or more to the rental date will be refunded the full rental amount paid to date.
 - b. Cancellation requests received within two (2) weeks or thirteen (13) days or less of the rental reservation will not be given a refund.
- B. Mississippi Room (Sunday – Thursday)
 - a. Cancellation requests received two (2) weeks or more to the rental date will be refunded the full rental amount paid to date.

- b. Cancellation requests received within two (2) weeks or thirteen (13) days or less of the rental reservation will not be given a refund.
- C. Mississippi Room (Friday – Saturday)
 - a. Cancellation requests received three (3) weeks or more to the rental date will be refunded half of the rental amount. If the room is subsequently rented, the other half will be refunded.
 - b. Cancellation requests received within three (3) weeks or twenty (20) days or less of the rental reservation no refund will be given.
- D. Little Mountain Chapel
 - a. Cancellation requests received three (3) weeks or more to the rental date will be refunded half of the rental amount. If the room is subsequently rented, the other half will be refunded.
 - b. Cancellation requests received within three (3) weeks or twenty (20) days or less of the rental reservation no refund will be given.

4. PARTY ROOM CANCELLATIONS

- A. Cancellation requests received within three (3) weeks or twenty (20) days of the party date will not be issued a refund.
- B. Cancellation requests received within three (3) weeks or more of the party date will be issued a refund in the amount of 50% of what was originally paid. If the room is subsequently rented, the other half will be refunded.

AREA SPECIFIC POLICIES

1. POOL

- A. The MCC pool has posted hours when lifeguards are on duty.
 - a. During guarded hours, any child six (6) years and younger must be directly within arm's reach by a paid adult swimmer.
 - b. Any child under the age of 11 years must be supervised by a parent/guardian or responsible adult.
 - c. MCC strongly recommends that all minor children be supervised by an adult.
- B. During un-guarded pool hours, no one under the age of 18 years will be allowed into the pool area.
- C. All persons using the swimming pool or hot tubs must take a shower with soap before entering the pool.
- D. All swimmers must have a swimsuit to swim in the pool. This includes an appropriate top and bottom for females and appropriate swim trunks for males. No underwear or boxers may be worn in the water. Cut-offs or dyed clothing will not be allowed.
- E. Any person who is not toilet trained must wear disposable swim diapers approved for use in public swimming pools.
- F. No swimming with diarrhea.

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- G. Any person having an infectious or communicable disease is prohibited from using the public pool; lesions, rashes (open or in the healing process) on any person are prohibited from using the pool. This includes chicken pox, poison ivy, new tattoos etc. Persons having open blisters, cuts, etc., are strongly advised not to use the pool.
- H. No diving is allowed.
- I. Spitting, spouting water, blowing the nose, or discharging bodily wastes in the pool is strictly prohibited.
- J. Running, pushing, boisterous, rough play or excessive noise is forbidden in the pool area, showers or dressing rooms.
- K. No food or drink, with the exception of water in a plastic container, will be allowed in the pool area.
- L. Public displays of affection will not be allowed in the pool.
- M. Dogs and other animals are not allowed in the pool area.
- N. All children ages six (6) years and younger and non-swimmers must be within arm's reach of a paid swimming parent or responsible adult supervisor.
- O. MCC will maintain a safe swimmer to lifeguard ratio. Swimmers may need to be added to a wait list until safe ratios become available.
- P. No dangling jewelry will be allowed.
- Q. Street shoes cannot be worn on the pool deck. They must be stored in the locker rooms or available shoe cubby.
- R. Remove all bandages, tape, etc., before entering the pool. Gum chewing is not allowed in the pool area.
- S. Do not visit excessively with the lifeguards. Their job requires close attention to the pool for public safety.
- T. The community center is not responsible for lost or stolen articles. Please lock up all personal items in a locker. We strongly recommend that all items of value be left at home.
- U. We cannot allow items that have previously been used in a lake into the community center pool for health and sanitary reasons.
- V. Coast Guard approved floatation devices type I - III will be allowed, however, do require direct supervision by an adult swimmer. Large floatation equipment cannot be allowed for safety reasons. No SCUBA will be allowed, and snorkeling gear requires prior permission.
- W. The management reserves the right to refuse admittance, or eject from the pool premise, any person failing to comply with any of the above health and safety regulations.

2. ADULT SPAS

- A. The adult spa is for paying customers sixteen (16) years of age and older.
- B. Individuals must shower with soap before entering the spa.
- C. One spa temperature will be maintained at 104° degrees and another spa will be kept at 99° degrees. This water temperature is unsafe for young children, pregnant women or persons with heart disease, diabetes, high blood pressure or low blood pressure.

- D. It is strongly recommended that an individual not spend more than ten (10) minutes in this spa. Nausea, dizziness, or fainting could result from prolonged use.
- E. The spa capacity is four (4) people. This is to be self-monitored. The lifeguards will enforce capacity policies.
- F. No alcohol, food, or other beverages will be allowed in the spa. Water in a plastic container will be the only exception.
- G. No one suspected to be under the influence of alcohol or other narcotics will be allowed to use the spa.
- H. Public displays of affection are not allowed in the spas.
- I. Swimsuits are required in the spas. No cut off shorts or dyed clothing will be allowed.
- J. Spas use chlorine as its sanitizing agent. Chlorine is like bleach and may cause swim wear to fade or wear more quickly. MCC will not be responsible for swim wear that appears worn prematurely from spa use.
- K. General pool rules are in effect for spa use.

4. WATER SLIDE

The community center flume slide is 160 feet long with three turns. It is fast and fun; however, due to its speed the community center will enforce these rules to ensure the safe use and enjoyment.

- A. The water slide will only be available during posted scheduled hours. If an individual is interested in reserving the slide for a group during non-scheduled hours, this can be arranged through the Event Coordinator.
- B. Only one person on the slide at a time. Double riding is not allowed.
- C. Slide riders must be at least 42 inches tall and able to swim unattended to the stairs.
- D. No waiting or catching at the bottom of the slide will be allowed.
- E. All slide riders must ride the slide feet first in a laying down position only.
- F. Stopping, standing, lying and kneeling on the slide is prohibited.
- G. No floatation devices will be allowed on the waterslide.
- H. Keys, eyeglasses, swim goggles, jewelry, watches, etc., cannot be worn or carried down the slide. These objects can cause injury and/or scratch the fiberglass water slide.
- I. A slide attendant will always be on duty when the slide is operational. Slide attendants will let individuals know when they can enter and use the slide. The slide attendant has the authority to evict an individual from the slide and/or the pool area based on behavior that does not follow the rules of the slide or the pool.

5. GATOR FLOATABLE TOY

The Gator Floatable Toy (hereafter known as the Gator) is a large floating toy used in the MCC pool on a limited basis with specifically scheduled hours. The schedule will be available in advance for our guests. Please note, the schedule may change due to large groups of people in the water and the safe pool capacity to lifeguarding staff ratios.

- A. When the Gator is in the pool the community center will have a lifeguard designated to monitor and guard the use of the Gator.

- B. There is no diving from the Gator.
- C. Stay out from under the Gator as the cables may cause a danger to swimmers.
- D. There is a three (3) person limit on the Gator at one time.
- E. No standing, pushing or leaping from the Gator.
- F. Gator users must obey the lifeguard's commands at all times.
- G. Because the Gator is in the deeper end of the pool, no life jacketed swimmers or non-swimmers will be allowed on the Gator.

6. LOCKER ROOMS

- A. The community center provides Men's, Women's and Family locker rooms.
- B. The community center will enforce an opposite sex policy in the Men's and Women's locker rooms. No child of the opposite sex over 2 years old will be allowed in the Men's or Women's locker rooms. The Family Locker room is available for those who need accommodation.. An exception to this policy would be after swim lessons to ensure quick access to shower areas for smaller children. However, out of respect to other users, locker room users with small children should use the family locker room whenever possible.
- C. Use of the Family Locker Room is limited to families with small children and multi-gender families.
- D. The use of cameras, video cameras or cell phone cameras is forbidden in all MCC Locker Rooms. If camera equipment is used it may be confiscated and turned over to the Wright County Sheriff's Department for further investigation.
- E. Pay lockers are available for daily use. The community center strongly recommends the use of these lockers for all personal items. Change for the lockers is available at the Guest Services Counter. At all times, personal items or valuables should be locked up.
- F. Items lost or stolen will not be the responsibility of the community center. Valuables should be locked up or not brought into the facility.
- G. Food and beverages, with the exception of water, will not be permitted in the locker rooms.
- H. Inappropriate behavior or language will not be permitted in the locker rooms. Patrons should immediately report any problems the Guest Services Counter for resolution by an employee or law enforcement if the situation warrants.
- I. No public or private displays of affection will be allowed in the locker rooms.

7. FITNESS CENTER

- A. The community center strongly recommends that everyone consult with a physician before beginning any exercise program.
- B. Direct parent supervision is required for anyone under the age of 16 years. Children under the age of 12 will not be allowed on the equipment. Children between the ages of 12 and 15 who have successfully completed the Kids Lifting Program may use the fitness center without adult supervision.
- C. For their safety, children are not allowed in the fitness area.
- D. Entry to the Fitness Area requires a current membership to MCC, payment of a daily fee for

that day, or a signed guest pass that authorizes the user to be in the Fitness Area.

- E. Patrons must wear a suitable workout top, bottom, and shoes at all times. Swim wear, wet or dry, bare or sandaled feet will not be allowed.
- F. Use of the fitness center and walking track will require a change of shoes to clean bottomed athletic shoes to ensure all equipment stays in good working order.
- G. Please be respectful of others:
 - a. Don't monopolize the equipment or areas of the fitness center. Please follow the posted time limits on all cardio machines (30 minute maximum).
 - b. Disinfect the equipment after use. The community center will provide disinfecting wipes.
- H. TV channels will be set on a first come basis and can be changed with the remote control. Please be courteous to other fitness area users and check with them before changing channels.
- I. Unload weight plates from equipment after using.
- J. Please wear earbuds when listening to electronic devices and take phone calls away from the equipment and off the workout floor.
- K. MCC Management has the right to eject any person for violating the rules and policies of MCC. Fees paid will not be refunded.
- L. Use common sense when lifting and use safe lifting practices. The community center does not employ full-time fitness center staff. A trainer may be available during scheduled times to assist with equipment demonstrations. Please check with the Guest Services Counter for days and times as they may vary.
- M. Please report any equipment problems to the community center staff as soon as possible for prompt repair and maintenance.

8. INDOOR WALKING OR JOGGING TRACK

The community center offers an indoor track for walking or jogging. The outside lane requires 15 laps around to equal one mile, the middle lane requires 15.9 laps to equal one mile and the inside lane requires 16.7 laps to equal one mile. The track is a FREE amenity of the community center.

- A. The community center strongly recommends that everyone consult with their physician before beginning any exercise program.
- B. The indoor track is available when the community center is open. The MCC requires all track users to sign in at the Guest Services Counter before using the track. Facility hours are available at the Guest Services Counter.
- C. The indoor track is not for individuals under the age of 12 years unless directly supervised by an adult and using the track appropriately. If a younger individual is hindering the use of the track for others, they will be asked to leave the indoor track area.
- D. Strollers are permitted on the walking track. To help us keep the track clean, please make sure the wheels are clean and free of excess dirt and debris.
- E. There are directional signs designated by day of the week to ensure comfortable and safe use of the walking track. Please adhere to these instructions.

- F. Shirts and shoes will be required at all times. Gym shoes or walking shoes are highly recommended. We ask that track users bring in and wear separate shoes on the walking track to keep the area clean.
- G. Bathing suits, wet or dry, will not be allowed on the walking track.
- H. No one will be allowed to spit, drop or throw objects onto the gymnasium floor. This action will result in expulsion from the community center with no refund of any fees paid.
- I. No standing on the walking track.
- J. Joggers should use the outside lane. Walkers, please move to the inside lanes. The middle lane should be used for passing.
- K. Do not take up all lanes so as to obstruct other users from passing. Please be courteous to other users.
- L. Do not climb on the center railing at any time.
- M. Please obey all posted safety and information signs.
- N. The indoor track will be closed when the gymnasium is being used as a polling location during elections.

9. CLIMBING WALL

The climbing wall is located in the main atrium of the community center across from the Guest Services counter. The climbing wall is 38 feet tall with a center “art wall” rock-like area. The wall’s features include six (6) top anchors with many routes set up ranging in difficulty from 5.4 to 5.12+, and two 32 feet tall hydraulic auto belay climbing systems.

- A. Climbing is only allowed during scheduled hours when staff is on duty. The wall can be rented for exclusive use for groups during closed hours. Arrangements must be made in advance with the Event Coordinator.
- B. All climbers must comply with the judgment and decisions of the climbing staff on duty.
- C. Do not visit excessively with the climbing wall staff. Their job requires close attention to the wall for public safety.
- D. All climbers must have a signed waiver of liability on file with the MCC. A parent or guardian’s signature will be required on a minor’s waiver.
- E. Children ages eight (8) years and under must be accompanied by an adult unless other arrangements are made.
- F. The climbing wall is included on MCC memberships. Nonmembers will be required to pay a fee to use the wall. All wall users must check in at the Guest Services counter before entering the climbing wall area.
- G. The use of the climbing wall is on a first come basis, first serve basis. All climbers must wait behind the belay staff for their turn. Please be respectful of the other climbers.
- H. No swinging, flipping or general reckless behavior will be allowed. To ensure rope integrity, please don’t hang or step on the ropes.
- I. No hard-soled footwear, cowboy boots, sandals or bare feet will be allowed on the climbing wall. Rock climbing shoes or athletic shoes are recommended.

- J. The MCC climbing wall allows chalk balls only, no loose powder will be allowed.
- K. No climbing will be allowed while under the influence of intoxicating substances. The climbing wall staff will make the decision of fitness for climbing.
- L. Shoes, coats and back packs must be stored in the locker rooms to ensure that the climbing area stays clear. The MCC is not responsible for lost or stolen items.
- M. Harnesses must be removed after climbing. Climbers cannot leave the climbing area with a harness on.
- N. Use of the auto belay system will require review and approval by the staff person before ascending the wall.
- O. Auto belay users weighing 50 pounds or less will need to have a trail rope attached to them.
- P. Their low body weight will not properly activate the hydraulic system during their descent.
- Q. Individuals weighing more than 250 pounds may not use the auto belay climbing system. The hydraulic system is not able to control their ascent or descent safely.

10. GYMNASIUM

- C. Use of the community center gymnasium is included with an MCC membership or a daily pass purchase. Check in at the Guest Services counter is required for all users.
- D. No food, gum, or beverages, except water in plastic containers, will be allowed in the gymnasium.
- E. No black-soled shoes or shoes that mark the floors will be allowed. Athletic shoes are strongly recommended. Bare feet will not be allowed in the gymnasium.
- F. No hanging on the rims or nets. The hoops will be set at the ten (10) foot limit unless a parent with a smaller child requests they be lowered. Please inform Guest Services staff when finished with the lower hoops, so staff can restore them to the ten (10) foot height.
- G. Inappropriate language, gestures, or behavior will not be tolerated. The violators will be warned and/or removed from the facility depending on the severity of the infraction. Fighting will not be tolerated at any time and will result in expulsion from the gymnasium and the facility immediately. A refund of payment for gym use will not be given after expulsion.
- H. Gym users may bring their own equipment for use, however, the MCC is not responsible for lost, stolen or broken items. Stereos or playing a stereo will not be allowed in the gym. Personal music systems with headphones will be allowed.
- I. Full court play is not allowed during open gym.
- J. Ball throwing or kicking will not be allowed when the gym is busy or is deemed a dangerous activity to other gym users by the Guest Services Associates. All throwing activities are required to be under the walking track on the west end of the building for the safety of all gym and walking track users.
- K. Throwing or kicking balls or other items up to the walking track or down from the walking track is never allowed and will result in expulsion from the gymnasium.

11. DROP-IN SUPERVISED PLAY

The supervised play is an unlicensed, staff supervised area for community center facility users. Supervised Play offers age-appropriate toys, activities and space to play while parents or guardians

are using the community center.

- B. Capacity is limited to the number of attendants and available . on a first come basis, first served basis. Reservations can be made in advance to hold a space.
- C. Supervised Play is open during posted hours only.
- D. The parent or guardian of the child(ren) must remain in the community center building at all times.
- E. The time limit for Supervised Play use is not to exceed two (2) hours per visit.
- G. Please do not bring your child if your child has:
 - a. had a temperature of 100 degrees or more within the past 24 hours.
 - b. had communicable illness such as strep throat, pink eye, chicken pox, measles, etc. unless they have been on antibiotics for longer than 24 hours or past the doctors recommended exclusion period.
 - c. lice, unless they have been treated and no longer have any nits or eggs visible.
 - d. has vomited or had diarrhea in the last 24 hours.
- H. The parent or guardian is expected to bring their child in fed. Snacks or meals will not be allowed in the childcare.
- I. Staff will not be able to provide individual attention, toilet training, meals or snacks, care for a sick or injured child, diaper changing or special clean up needs. The parent or guardian will be asked to specify which area of the facility they will be using in case any of the listed situations arise. The parent or guardian will be notified in the case of:
 - a. The child appears to be ill, i.e. has a temperature of 100 degrees or higher, excessive runny nose, signs of a viral infection, has vomited, etc.
 - b. The child cannot be calmed down after ten (10) minutes
 - c. The child has a soiled diaper
 - d. The child is disruptive and does not respond to positive discipline.
- J. Supervised Play attendants will not be allowed to administer medication at any time.
- K. To ensure the safety of all children in Supervised Play, all children must remain in the care room or in the indoor play area also known as the Romp n' Stomp.
- L. To the best of our ability, we will try to prevent, but will not be able to completely control, exposure to illness, accidental injuries or injury from another child against your child.
- M. Payment for use of the Supervised Play childcare is expected at the time of service Please do not tip the childcare attendant. As a municipal employee, they cannot accept gratuities, or they risk termination of employment.
- N. Discipline will be handled by using redirection, however, if behavior is not modified, the parent or guardian will be summoned to remove their child. .
- O. Use of Supervised Play requires a parent/guardian signed waiver and emergency contact information be kept on file.
- P. The community center is not responsible for lost, stolen or broken items. Please label any

items brought with your child.

- Q. The community center asks that the parent or guardian help to acclimate the child(ren) to the Supervised Play area. Children have good and bad days or may not be feeling well and therefore use of the Supervised Play may not be in the best interest of the child(ren) on certain days.

12. ROMP 'N' STOMP - INDOOR PLAY AREA

The Romp 'n' Stomp is for individuals who are 48 inches or shorter. It's a wonderful structure that kids can climb on, slide down and just have a great time in. The Romp 'n' Stomp is in a large room with other fun activities for kids to play with and plenty of room for parents/guardians to sit and watch.

- A. The Romp 'n' Stomp is included in community center membership. Patrons can also access the Romp 'n' Stomp by purchasing a daily pass or by paying an indoor play area fee. All users must check in at the Guest Services counter before entering the play area.
- B. The Romp 'n' Stomp is for children 48 inches or shorter and children up to age 8 years. There is a height marker just prior to entering the room.
- C. Direct adult supervision will be required at all times for children using the indoor play area. This does mean that the supervising adult must be in the Romp 'n' Stomp with the child.
- D. For sanitary reasons, socks must be worn at all times in the Romp 'n' Stomp.
- E. Bathing suits, wet or dry, cannot be worn in the Romp 'n' Stomp.
- F. Diaper changing is not allowed on the floors, benches, or tables. There are diaper changing stations available in all of the community center restrooms and locker rooms.
- G. Have your child use the restroom before entering the Romp 'n' Stomp.
- H. Do not bring food or beverages into the Romp 'n' Stomp room.
- I. Coats, shoes, back packs and diaper bags should be stored in the cubbies near the indoor play area. It is recommended that a locker be used for more secure storage. The community center is not responsible for lost, stolen or broken items.
- J. For health reasons, no child who has a fever, has a rash, has signs of a viral infection, has lice, or has vomited or had diarrhea in the last 24 hours will be allowed in the Romp 'n' Stomp.
- K. The parent or guardian will be responsible for disciplining and controlling their child from biting, hitting, pushing or other aggressive or disruptive behavior.
- L.

13. OPEN SKATE AT THE MOOSE SHERRITT ICE ARENA

- A. The community center membership includes free admission to the Moose Sherritt Ice Arena for the published open skate hours.
- B. Skate rental is available at the ice arena at an additional cost.
- C. All policies established and posted by the Moose Sherritt Ice Arena are enforced.

14. ROOM RENTAL POLICIES

The Monticello Community Center has a number of rooms available to rent to individuals, groups, organizations or businesses. All reservations must be made in advance on a first come basis, first

serve basis.

- A. Rental rates are calculated on an hourly basis, with a minimum two-hour rental requirement. Payment is due at the time of the room registration.
- B. The City of Monticello requires a Transient Merchant fee be paid for any facility renters who are using the facility for sales of goods.
- C. Set up time is not included in rentals. If additional time is required, it must be reserved and paid for at the time of the reservation.
- D. Please see [cancellation and refund policies](#) for room rentals on page 10.
- E. The Monticello Community Center is a tobacco free facility.
- F. Alcoholic beverages of any type are not allowed in any of the meeting rooms with the exception of an authorized rental in the Mississippi Room. No red beverages of any type will be permitted in the facility.
- G. Room renters, with the exception of the Mississippi Room, may bring in food from the outside or purchase from the MCC concession area. All leftover food must be taken with the renter when their event is over.
- H. An approved caterer must be used for all food brought into the Mississippi Room.
- I. Regular rates are for individuals or businesses not within the City Limits of Monticello. An organization must be a recognized organization to be determined by the Event Coordinator.
- J. An organization cannot reserve for a resident or regular individual or business. Also a resident cannot reserve for a regular individual or business.
- K. At the time of reservation, payment for the room will be required for the specified hours to be rented. There is an additional fee for facility use, i.e. pool, gym, climbing wall, etc. Check with the Event Coordinator for the current rates and availability.
- L. Decorations cannot cause any damage to walls, counters, tables, floors, etc. All decorations brought in must be taken down and removed by the renter.
- M. No vandalism or graffiti. Violators will be expected to pay for the cost to replace or to repair any damage. Damage deposits will be withheld when applicable.
- N. The MCC and its employees are not responsible for lost, stolen or abandoned items.
- O. MCC management reserves the right to deny a rental based on a previous rental experience or if the planned event is not appropriate for the community center building and users.
- P. The renter must comply with all City ordinances, MN State Statutes, Federal Laws, Building and Fire Codes. This includes capacity maximums for the rental room.
- Q. The actions and behavior of the guests of a renter will be the responsibility of the renter.
- R. Violation of MCC policies and failure to comply with MCC management and staff will result in expulsion from the building with no compensation or refund.

15. FREE ROOM USE POLICIES

- A. A non-profit organization may rent the Academy Conference room one (1) time per month for a time of not more than three (3) hours at no cost to the renter.
- B. The rooms are available weekdays 4:30 p.m. to closing and any time on Saturday or Sunday

when the community center is open.

- C. City meetings will take precedence over an organization.
- D. This free room use is on a first come basis, first serve basis and advance reservations are required.
- E. There is no room substitution if the either or both conference rooms are unavailable.

16. PARTY ROOM POLICIES

- A. The Lagoon or Aquarium Party rooms are reserved on a first come basis, first serve basis with the Birthday Party Reservationist.
- B. Reservations are made by selecting the party package that best fits the user's needs. Payment for that party's minimum will be taken at the time of reservation. The room reservation cannot be held without payment.
- C. The packages chosen may or may not provide food as a part of the package, regardless, no outside food may be brought into either room with the exception of cake and/or ice cream. The MCC has limited freezer and refrigerator space. We may or may not be able to accommodate cool storage for either, so please plan accordingly.
- D. The capacity for each party room is 18. This is building code and fire capacity and will be enforced.
- E. Each party has a specific start and end time. The party room user will not be able to enter the room early and will need to vacate the room at the designated end time. Party guests may continue to swim beyond the party end time as long as all their belongings have been taken out of the room.
- F. Party guests ages six (6) years and under will require a swimming adult be in the pool directly supervising them.
- G. Please see the cancellation & refund policies for party room rentals on page 10 of this manual.

17. PROGRAMS & CLASSES

The community center will provide programs, classes, lessons or activities on a regular basis depending on demand and instructor availability. We welcome community input into our program planning.

- A.
- B. Registration for a program, class or activity will require payment at the time of reservation to hold a spot in the event.
- C. Supervision or parent attendance for a program with minor children, will be indicated in the program description.
- D. Confirmation calls or notification will not be made.
- E. Some programs may have a registration start date and time. This will be indicated on the program flyer or online.
- F. Non-attendance for a class or portion of a class will not be accepted as a reason for reimbursement or partial refund. If there are extenuating circumstances for non-attendance, the registrant will need to speak with the Program Manager.

- G. In the case of program cancellation, the registrant, or their parent/guardian, will be notified. The community center will make every effort to expedite a refund to the participant if that is desired. The community center uses the City of Monticello for refunds. They use a strict schedule for check distribution. Please talk to the Director for refund date. Other options for refund might include gift card for the community center, refund to original registration credit card, credit towards another class, etc.
- H. Please see the cancellation and refund policies for programs and classes on page 9 of this manual.

18. GROUP FITNESS CLASSES

- A. The community center strongly recommends that everyone consult with their physician before beginning any exercise program.
- B. Group Fitness participants must be twelve (12) years of age or older.
- C. All participants must sign-in at the Guest Services desk in person, prior to attending each class. . Sign-up will be on a first come, first serve basis.
- D. PCAs may be allowed to observe/assist their clients, but not to participate individually.
- E. No cameras or devices such as phones may be used to take pictures or videos.
- F. Please turn cell phones off or set ring tone to silent during class.
- G. Class attendance maximums are set to ensure each participant has the space and equipment necessary to participate.
- H. Each participant should wipe down the equipment they used.
- I. Equipment should be put away neatly.
- J. Participation levels lower than four (4) people after the first four (4) weeks of the class may result in the community center dropping the class from the schedule.
- K. Classes may be cancelled due to instructor illness or room availability. Schedules will be posted on our website and notifications will be posted on Facebook.



Request for Proposals
Comprehensive Needs Assessment & Park Master Plan
Monticello Parks, Arts & Recreation and Monticello School District 882

I. PROJECT OVERVIEW

The City of Monticello and Monticello School District 882 are both responsible for providing recreational opportunities for the community. We intend to collaborate on a Comprehensive Needs Assessment and Park Master Plan. The goal is to identify potential partnership opportunities, allow each organization to find greater efficiencies in their individual operations, and prevent unnecessary duplication of services or infrastructure as much as possible.

The City of Monticello and Monticello School District 882 are seeking qualified consultants to complete a 15-year Comprehensive Needs Assessment and Park Master Plan for this partnership. The plan will provide short and long-term planning and implementation guidance for the city's capital improvements, acquisitions, and development to create a parks and recreation system that meets the needs of Monticello's residents and businesses.

The Comprehensive Needs Assessment and Park Master Plan should:

- Guide critical decisions about parks, trails and recreation facilities, infrastructure, programs, and services.
- Identify capital improvement goals necessary to assess funding needs.
- Engage stakeholders and community members in a consensus focused plan which clarifies the City's future plans for the park system.
- Identify opportunities to reduce maintenance and operation costs while preserving a high-quality park system.
- Seek balance in the park system to meet the needs of all Monticello residents, businesses, and stakeholders, while considering usability, access and differences in physical ability, age, income, language, and culture.
- Consider the interrelation of the parks and recreation system to transportation, housing, land use, economic development, utilities and infrastructure, natural resources, and public safety.
- Develop specific recommendations and an implementation strategy.
- A greater ability to identify parks and recreation opportunities throughout the city limits by each organization.
- A strategic approach to project completion that is responsive to community needs.
- Assistance for the City and School District in their infrastructure and program planning.
- A greater ability to identify funding mechanisms for ongoing development of parks and recreation projects.
- Enhanced opportunities to leverage state and federal resources to implement projects.
- NRPA National Park Metrics will be used for the Comprehensive Needs Assessment & Park Master Plan but is not intended to replace municipal parks/school district and recreation standards.

In addition to providing a design blueprint for parks, facilities, and school facilities the Master Plan will be used as a promotional document to foster support and community involvement. A successful master planning process will transform a community's vision into tangible plans to create outstanding recreation opportunities, well-maintained facilities and a customer focused and responsive park system.

The city intends this process to be an inclusive, customer-oriented plan organized around a community driven set of values and outcomes.

The city intends to incorporate and coordinate the Comprehensive Needs Assessment and Park Master Plan with the 2040 Comprehensive Plan. The City's 2040 Plan provides a future framework for the parks and recreation system and identifies multiple community-driven concerns, strategies and opportunities. The Master Plan will build off that framework, presenting specific and concrete analysis, recommendations, and guidance. A list of strategies identified in the 2040 Comprehensive Plan is included in this RFP. The City estimates the master plan process should be completed in six months. It is anticipated that the master plan will be adopted as an appendix to the Comprehensive Plan.

II. Community Background

Monticello is a growing regional center conveniently located along Interstate 94 and the banks of the Mississippi River. Monticello is a much different place than it was in 2008 when the Comprehensive Plan was last updated. The way we work, shop, socialize, live, and recreate is constantly changing. People have new expectations and aspirations for the communities they call home. While Monticello faces new challenges today, we are presented with opportunities for change and growth.

Monticello's land use pattern and neighborhood fabric are defined by its early settlement patterns, surrounding lakes and open spaces, the location and influence of the Mississippi River and past rail and highway transportation improvements. Monticello was incorporated in 1856 and has evolved from a small rural settlement to a dynamic city located along a major travel corridor between two metropolitan areas, the Twin Cities and St. Cloud.

Monticello is a center of growth for the region and a local service center for Wright County and surrounding unincorporated areas. In recent years, Monticello's growth has come in the form of single-family homes and multi-family developments within and around the edges of Monticello. Retail development oriented and visible to Interstate 94 and State Highway 25 has also occurred. The Xcel Energy Nuclear Power Generating Plant is an economic resource vital to the community and is planned to operate through 2040 and possibly beyond. Downtown Monticello and available properties throughout the community are prime locations for growth.

The City currently maintains 32 parks, providing a wide range of recreation facilities to the community. The current total park acreage in the city is approximately 307 acres, not including The Bertram Chain of Lakes Regional Park. Based on the City's population, this provides approximately 22 acres of parkland per 1,000 people in Monticello. Park acreage is currently sufficient to serve the City's population and new parks will be added as new neighborhoods develop ensuring Monticello will be served well in the future.

Monticello has acquired and developed its current park inventory primarily from 1980 until now. Prior to this, the older neighborhoods and riverfront parks in Monticello had been established but the lands to the south across Interstate 94 were the new frontier. After 1980, new residential neighborhoods featured large lots, curvilinear streets, cul-de-sacs, intended for families with reliance on vehicular travel. New neighborhood parks accompanied this development to accommodate new recreation and open space demand.

Monticello's population is projected to increase incrementally over the coming years. Changes in land use and transportation will also affect demand for municipal parks. Due to the City and community's desire to provide a range of housing types over the coming decades, more residents could have limited yard space attached to their homes and will likely depend on the City's park system for contact with nature, recreation and the outdoors. In addition, as mobility options change with efforts to diversify the modes of transportation, residents are likely to seek recreation close to home and to utilize safe and accessible walking and cycling paths. As Monticello develops and grows, it will become increasingly challenging for the City to secure and purchase land for community and neighborhood parks and trails, which makes long-term planning critical to the continued success of the park system.

III. Plan Design & Planning Process

A. Goals of the Plan

1. Be consistent with and/or advance the goals/vision of community.
2. Be responsive to the interests of citizens and diverse groups of stakeholders.
3. Implementable, lead to a shared vision for community livability, and provide recommendations for land-use policy, parks development and rehabilitation, and natural resource conservation.
4. Be extremely conscious of initial and ongoing expenses with the intent of lowering the overall proportion of the city's budget spent on the park system.
5. Be adaptable to future changes in conditions.
6. Lead to a shared vision for recreation and conservation among all stakeholders and guide future implementation.
7. Address needs based upon the demographics of the community/region, including low income, minority, and special-needs populations.
8. Address the need for ADA accessibility (e.g., facilities, sites, and programs).
9. Create opportunities for citizens to connect to open space, greenways, trails, parks, and conservation areas.
10. Strengthen connections between recreation, healthy lifestyles, and economic benefits in the community.
11. Reconnect people to the outdoors and foster environmental stewardship.
12. Leverage investment of resources, partnerships, and funding.
13. Support environmental sustainability, conservation, and green practices.

B. Plan Design Principles

The Monticello 2040 Plan process was guided by three key themes: sustainability, community health, and sense of place. The 2040 plan identified parks, pathways, and open spaces into ten areas of focus. This includes the Bertram Athletic Park, linear park classification, pathways and trails, stronger focus on the Mississippi River, public art, community identity and equity, sense of place, partnerships, and collaborations with community organizations. We encourage applicants to consider these key items into the park master plan process:

1. Visionary: a plan that reflects our shared concerns and aspirations, guides decision making and anticipates future growth and redevelopment needs;
2. Community-Oriented: a plan centered on the people that live, work, play and learn in Monticello. A plan that addresses our responsibility to future generations—focused on a Monticello that is healthy, safe, livable, prosperous and sustainable for all;
3. Consensus-Focused: a plan organized around a vision that originated from—and is embraced by—the community. A plan driven by a set of community values/guiding principles;
4. Inclusive: the plan will incorporate disparate viewpoints, specific needs, and opinions of segments of the population with the intent of hearing and acknowledging all voices, especially those that typically may be underrepresented in the planning process;
5. Accessible: plan should be consistent in tone, easy-to-read, easy-to-use, customer service oriented, one that avoids technical terms when possible, and a strong emphasis on visual interest and the use of photographs, charts, tables and infographs;
6. Action-Oriented: the plan will be focused on implementation with specific, measurable outcomes. It will be proactive and visionary plan;
7. Strategic: the plan will be thoughtful and pragmatic and yet challenge conventional wisdom when needed to achieve an outcome;
8. Systems-Based: The plan will acknowledge and address the interconnectedness of planning elements, the complexities of modern society and the need to address issues in an integrated and cohesive manner.
9. Data-Driven: the plan should be an evidence-based strategic framework by which to systematically achieve long-range planning goals and to do so efficiently and effectively;
10. Transparent: the planning process and its related impacts will be consistently communicated, ensuring all stakeholders have clear, accessible information that continues through plan adoption and beyond; and
11. Accountable: The plan will be viewed as an agreement between the city, stakeholders, and the larger community in which the city will do its best to achieve the vision laid out in the plan.

C. Community Engagement

The 2040 comprehensive planning process has been inclusive and has made many efforts to engage the resident through community workshops, at public events and gatherings, online surveys, and discussion forums. Community engagement will be critical to this plan and should compliment and build off the engagement work done thus far for Monticello.

To create a plan that includes the above-mentioned design principles, an authentic community engagement process will be necessary. The City expects proposals to include plans for multiple forms of community engagement including but not limited to:

- Focus groups
- Website, Radio
- Community polling
- Social media and other online platforms
- One-on-one discussions

- Public comment tracking tool
- City-sponsored events and meetings (i.e. Open houses, City Council, PARCS Commission, School Board, Planning Commission, etc.)

To be an inclusive process and plan, engagement activities will need to be tailored and adjusted based on the specific needs, history, culture and language of the community or population being engaged. An engagement process designed to meet the needs of those most likely to not engage – high priority populations - is likely to result in a process in which more people of all backgrounds are engaged. Be sure to include your firm’s experience working with diverse populations, including successes and lessons learned.

D. Trends and Issues

The parks, trails and recreation plan should address the following trends and issues:

- Changing demographics
- Regional and national trends in recreation
- Placemaking
- Community branding for parks, trails, recreation, and open space
- Connections to the Mississippi River
- Inclusive public engagement
- Long-term infrastructure maintenance and replacement
- Building community pride
- Celebrating the city’s unique history and culture

IV. SCOPE OF SERVICES

The following is a general description of the tasks to be required of the consultant. A final scope of services will be negotiated and finalized once a consultant is selected. In preparing a proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the plan.

1. Initial meeting with city staff to meet project team; review the project scope, schedule, and deliverables; map out timeline and community engagement plan; begin the process of data collection and issues analysis; and clarify any outstanding questions or concerns.
2. Tour parks, schools district and recreation assets.
3. Demographic trends – review information from the 2040 Comp Plan.
4. Meet with various stakeholder groups including all sports associations, activities, MontiArts, chamber, business leaders, community leaders, city staff, school district staff.
5. Execute community engagement strategy.
6. Facilitate monthly advisory committee meetings. The PARMS Advisory Committee will oversee the planning process and shall include:
 - a. One City Council member
 - b. Two members from the Parks, Arts and Recreation Commission (PARC)

- c. One member from the Planning Commission
- d. One member from the Bertram Chain of Lakes Advisory Council
- f. One overall representative for from the Athletic associations of Monticello
- h. Two members from large employers
- I. Four School District Reps
- J. MontiArts

7. Draft plan, completed via interactive process with staff and advisory committee.

8. Present draft plan to Parks, Arts and Recreation Commission, School Board, Planning Commission and City Council in a joint workshop.

V. PROJECT DETAILS

A. Outline of Project Deliverables.

It is recommended you consider the following list of project deliverables. This list should be used as a recommendation and guidance, not a list of requirements. The city welcomes additional ideas, revisions or deletions per your firms experience with master plans.

1. Listening and Visioning.

- a. Process and strategies to engage the community in a Comprehensive Needs Assessment and Park Master Plan. Establish Monticello Parks Arts, Recreation identity and mission statement.

2. Community Assessment with school District.

- a. Existing and future demographic analysis.
- b. Park and facilities inventory and analysis.
- c. Park typology classification and identification.
- d. Recreation programming assessment.
- e. Level of service assessment.
- f. Community survey to assess use and need.
- d. Establishment of Monticello Parks Friends Group

3. Strategy and Implementation Recommendations.

- a. Engagement strategy.
- b. Communications strategy.
- c. Marketing and branding strategy.
- d. Unifying design elements and wayfinding.
- e. Opportunity identification, concept planning, cost estimations and prioritization for individual parks within the system.
- f. New Park and facility concepts and target areas.
- g. Review of funding sources including park dedication, fee revenues and enterprise activities.
- h. Maintenance and operations assessment and strategy.

- i. Recreation programming assessment and strategy.
- j. Capital Improvement Plan, 15-year plan.
- k. System-wide priorities, actions, and cost estimate matrix.
- l. Progress evaluation matrix.

B. Timeline

The City proposes a six-month process with work expected to begin in August 2022. It is anticipated that all work will be completed by the end of January 2023.

C. Budget

The total budget available for the project shall not exceed XXXXX.

The City expects a community engagement process in which authentic and lasting relationships between city staff and area stakeholders are built, fostered and maintained. In some instances, it may make more sense for city staff to conduct community engagement activities without the consultant present due to budget constraints, relationship building, or expediency. Feel free to acknowledge such limitations and propose a comprehensive community engagement plan in which your firm/team may not conduct all activities.

City staff is available to assist in completing various plan sections, provide greater detail, context, and history, gather and analyze data, assist in meeting facilitations, and offer technical support. Additionally, city hall and the community center are both equipped with bright author display on various monitors and meeting space if needed.

The proposed budget total should include all expenses and materials to deliver the work product. The city requests a proposed line item budget as part of the submittal package. The city will not be liable for any costs incurred by the consultant in the preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or other activities related to responding to this RFP. No costs chargeable for work under this proposed contract may be incurred before receipt of either a fully executed contract with the city or specific written authorization from the City of Monticello.

The final contract dollar amount will be negotiated with the selected consultant/team. If the city is unable to negotiate a satisfactory contract with the selected firm, negotiations with that firm will terminate and the city may select another firm.

D. References and Plans

- a. Monticello 2040 Plan
- b. Monticello Parks System Plan 2010
- c. Natural Resource Inventory and Assessment
- d. Monticello Pathway Connections Map
- e. Wright County Parks and Recreation Comprehensive Master Plan
- f. Wright County Trail and Bikeway Plan
- g. Great River Trail Master Plan
- h. 2020 Building code
- i. School boundary map
- j. 2010 School facilities Plan

E. Monticello 2040

The city's 2040 Comprehensive Plan outlines and includes the following maps, figures and strategies. These items should be referenced and coordinated in the Parks Master Plan, but efforts should not be duplicated. Please note, the following list is only proposed language and may change in the coming months.

1. Goals and Strategies

a. Activate Parks and Facilities

- i. Conduct a Parks and Recreation Master Plan process to provide detailed parks and recreation strategy and recommendations for park system in accordance with Comp Plan recommendations.
- ii. Coordinate transportation planning, zoning and subdivision regulations to optimize access to and from all parks.
- iii. Plan a park system that is accessible to all users regardless of age, culture, mobility level or income
- iv. Provide Park spaces within walkable distance to all Monticello residents
- v. Maintain an average of 20 acres of park space per 1,000 residents
- vi. Establish unifying design elements across all parks
- vii. Identify target areas for new parks
- viii. Increase diversity of play experiences

b. Provide Passive Parks and Open Space

- i. Approve passive space and open space planning as a system connected to active park uses, natural resources, regional and county parks
- ii. Identify and maintain target levels of service for passive and active park space
- iii. Improve natural setting of all park spaces
- iv. Require dedicated open space in residential development

c. Support and Strengthen Trail System

- i. Promote trail use, connectivity and construction, including local and regional trail systems
- ii. Collaborate with public and private groups to ensure consistent, high-quality trail maintenance
- iii. Align parks planning with transportation planning to ensure the implementation of pedestrian and bicycle friendly street design on roadways – especially those connecting neighborhoods to parks and trails
- iv. Require connections to adjacent local and regional trail systems for approval of developments when applicable
- v. Continue to improve and install educational and directional trail system signage

- vi. Collaborate across city departments to ensure broad success of parks and trails system
- vii. Promote unpaved trails in nature areas
- viii. Promote paved shared-use trails in all large-scale residential developments
- ix. Promote on-road improvements to connect trail systems where applicable
- d. Embrace the Riverfront
 - i. Increase access to the riverfront and programming
- e. Enrich Programming
 - i. Include programming in Parks Master Plan process
 - ii. Increase and enrich the programming in all applicable venues of the Monticello Parks system
- f. Manage and Govern as a Community Effort
 - i. Embed collaboration into internal organizational structure
 - ii. Encourage wide participation in parks and recreation with diligence in communications
 - iii. Promote coordination, collaboration, and partnerships among local and regional public agencies
 - iv. Emphasize use of data and NRPA metrics to plan and coordinate parks and recreation
 - v. Maintenance and budget

VI. PROPOSAL SUBMITTAL

The following materials must be received by 4 p.m. (CDT) on Friday June 17, 2022, for a proposal to be considered. During the evaluation process, however, the City of Monticello reserves the right to request additional information or seek clarification from a consultant/team, or to allow for corrections of errors and/or omissions.

A. Project Overview

1. General Information: provide a brief overview of firm, including qualifications to execute the contract, company mission or statement of beliefs
2. Project Understanding: include a summary of the consultant's understanding of the project as described in this RFP including the desire by the city for an innovative, community-focused plan

B. Qualifications

1. Personal Qualifications:
 - a. Identification of lead project manager and their contact information
 - b. Name, proposed role, hourly rate, anticipated time commitment to the project, and biography of each team member
2. References: include a list of at least three municipal clients for which consultant has conducted strategic planning for parks and recreation, school planning, visioning, community engagement and/or financial analysis

C. Proposal

Submitted materials should provide city staff with a clear understanding of the consultant's proposed approach to the park master plan.

1. Proposal Overview: provide specific approaches, methods and assumptions that will be utilized to accomplish each task
2. Proposed Work Plan and Schedule: provide a proposed work plan with schedule, divided into distinct phases and including a list of key tasks, milestones, approximate dates, project deliverables and resource needs
3. Community engagement plan: provide an overview of your approach to community engagement including anticipated activities, approach to collaboration with city staff and efforts to engage high priority populations
4. Budget: identify cost estimates for each segment of the scope of services/proposed approach and work plan. At minimum, identify costs for the following:
 - i. Community engagement activities
 - ii. Update of existing plans and exhibits
 - iii. Analysis of future impacts and issues
 - iv. Implementation program
 - v. Production of final document – editable and PDF format, including all figures, maps and shapefiles. website and/or printed copies will be considered.
 - vi. Any other anticipated budgetary needs including incidentals

All responses, questions and correspondence should be directed to Tom Pawelk, Parks, Arts and Recreation Director, using the contact information below. In the interest of fairness to all respondents, please do not contact other staff or elected or appointed officials unless instructed to do so. A list of questions and pertinent responses will be posted on the city's website.

Tom Pawelk- Parks Arts and recreation Director

City of Monticello

505 Walnut suite 1

Monticello Mn, 55362

tom.pawelk@ci.monticello.mn.us

763-271-3268

One electronic copy of the proposal, in Adobe PDF format, shall be submitted to the email address above. Note the maximum size for email attachments is 32 MB; multiple emails with attachments are permitted.

VII. PROPOSAL REVIEW

A committee of city staff will review all proposals and will consider the following criteria in selecting a consultant/team using the following scoring matrix:

APPROACH

A strategy is devised to draft a consensus-based vision for the community 10 points.

A comprehensive approach is taken that acknowledges the multiple benefits – monetary and non-monetary – of a park and recreation system to the community 5 points.

Acknowledgment of future trends and issues included in proposal, experience planning for these issues and clear process to identify strategies 10 points.

Planning process is designed to gather and analyze data; data is used to influence decision making and proposed strategy 10 points.

Design and language techniques will be engaged to make the plan an accessible, easy to read, and easy to use document 10 points.

An approach is taken that ensures the plan will be strategic, pragmatic and action-oriented 15 points.

A work plan is submitted that is realistic and identifies specific goals, strategies and timeline 15 points.

COMMUNITY ENGAGEMENT

Community engagement plan includes multiple engagement techniques 10 points.

Specific tactics proposed to target high priority populations and create an inclusive planning process 10 points.

A process is identified to work with area stakeholders, athletic associations and appointed and elected officials 10 points.

BUDGET Proposed budget is reasonable and reflective of project needs 10 points.

Language is included stating the budget is “not to exceed” 5 points.

EXPERIENCE Project team has experience creating innovative, accessible, and engaging park master plans 5 points.

Project team has experience creating strategic, phased implementation plans that includes realistic strategies and tactics 5 points.

Project team has experience working with diverse populations 5 points.

Project team has experience working in the Midwest and is familiar with climate, culture, and economics 5 points.

Project team has the comprehensive skills, capacity and technological resources needed to complete the project 5 points.

At least three references are provided 5 points.

TOTAL 150 points

PARMS committee of city staff/school district will evaluate, and rank all submitted proposals. After conclusion of this review, staff will recommend the most qualified consultant/team to the City Council. The decision will be based on a combination of factors including, but not limited to, ranking, presentation of materials and other qualifications. The City Administrator may review the recommendations and invite the top candidate to conduct a presentation at a joint workshop before City Council, City staff, School board and PARC Commission. Presentations, should they occur, would take place end of July. The council will make the final selection of the consultant/team, with input from City staff, School board and the PARC Commission. Once authorized to proceed, the “most qualified” consultant will be expected to immediately assist in developing a final scope of services and contractual agreement.

The city anticipates the following review and selection schedule:

1. Submission Deadline: June 17th, 2022
2. First Review: June 20th, 2022
3. Interviews: June 27-30th, 2022
4. Selection: July 11, 2022.
5. City Council Contract Award: July 25th, 2022

IX. RESERVATION OF RIGHTS

The City of Monticello reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived from further investigation of such proposals. The city further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the city. The city may seek clarification from a respondent regarding their proposal at any time and failure to respond promptly may be cause for rejection. The city also reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the City of Monticello.

MontiArts Update May 2022

A lot is happening with Montiarts right now!

The biggest most immediate news is that MontiArts has moved out of the WTA building. We are very excited that the council approved a lease for us to move into 314 W Broadway, the former Taylor Land Survey building. We are anxious to get set-up and begin holding programming in the space as soon as the owner finishes a few repairs required by the building inspector and gets old items from the former tenant removed. We will still use the garage for some programming and will base operations out of there until we can open the new space. When it's ready—open house party!

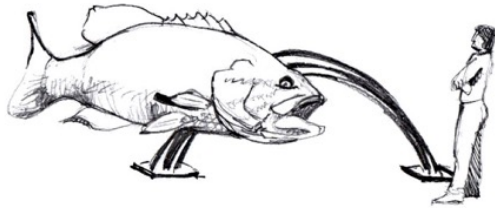
June 30th the CMAB will be holding some teaching artist training in our space, and they've asked us to give a presentation about MontiArts. It will be fun to show off all we have in Monticello now art-wise.

In neighborly news: MontiArts is happy to be neighbors again with Cindy Heaton of Preferred Title. Cindy has graciously offered to fund having the Mauer mural from her former building recreated on our new block somewhere. We just need to pick a spot and get site permission from the building owner. It will be great to begin enlivening our new block as soon as we move in! Thank Cindy when you see her!

We received a State Arts Board Grant that will allow us to hire our former unpaid MCAD intern Sadie Neilsen as a part time staffer. Sadie will work with the High School art Club, facilitate 2 or 3 programming time slots at our buildings, host some of our public appearances at events such as Party in the Park, help with social media, and fill in wherever else we determine she is needed.

We were just notified we received 10k of a CMAB grant where we requested 15K for Parker McDonald to install a sculpture of a small mouth bass at Ellison Park this summer/fall. We asked the Ellisons for a donation towards this project, which they generously agreed to. At that time they added an additional 5k to be used for MontiArts. That makes up the difference in the grant. This will be an impressive and gorgeous installation. Here's a rendering:

PROPOSED ELLISON SMALLMOUTH



There are a ton of projects we're preparing for behind the scenes. We're organizing an art studio crawl where the public will be provided a map to the homes of local artists to visit their studios, like a mini Art-a-Whirl (popular Mpls arts studio tour event.) This idea has been kicking around a couple of years, but it seems the timing is finally right- we now have artists willing to participate and help organize. Thank you, Charlotte, for putting this back on our radar.

Another idea we are researching is the possibility of a small chalkfest this fall. We are in the information gathering phase of this, and funds will need to be raised if we go forward. There is no grant available or funding in place currently. I have a call scheduled with the organizer of Maple Grove's huge Chalkfest this week to learn more about the costs and logistics of these types of events. Festival grants are paused for 2022 & 2023.

We are also promoting a community art show this August to be held at our new space, and organizing a digital film fest to take place next April at the MCC. We are going to start a filmmaker's group as soon as we open in the new space.

It's going to be a very busy fun summer!



PARKS, ARTS & RECREATION

May 20, 2022

MCC Operations Programs Update:

The MCC Egg Dive event on April 8 was a success with 120 participants. Kids gathered plastic eggs in the pool and used the eggs to purchase fun prizes.

On May 15 we participated in the Better Together: A Day of Wellness event at the Big Lake Football stadium, representing Monticello Parks, Arts & Recreation.

The outdoor Farmers Market opened on May 19. Live music is possible at the market thanks to contributions from Liberty Bank. We are currently soliciting sponsors for the popular Power of Produce Kids Club at the market, set to begin in July when more produce is available.

Summer event planning is in full swing! Movie in the Park is June 3, featuring Encanto. Music on the Mississippi is June 15 featuring the Mitch Gordon band. More movies and concerts to come throughout the summer.

Summer Swimming Lesson registration is open.

Staffing in the pool is improving with more lifeguards.

The Community Center summer hours will begin May 29 with the center closed on Sundays through September 4.

A lifeguard training class is being offered on April 9, registration is open, and we hope to recruit some lifeguards for MCC out of the training.

The Spring Egg Dive event takes place in the pool on Friday, April 8. Participants dive for plastic eggs in the pool and trade their eggs for fun prizes. Pre-registration is required, and the event is nearly full.

Swan River's Breakfast with the Bunny will take place in the gymnasium on Saturday, April 9.

The Farmers Market opens May 19 and will take place every Thursday 3:30-7:00 p.m. in the Library Parking Lot. Vendor applications are currently being accepted.

Planning is underway for summer events, Walk & Roll, Music on the Mississippi, and Movies in the Park.

MontiArts

MontiArts has been busy this year and has developed into more of a force in the regional arts scene. We heard from the Central Minnesota Arts Board (CMAB) that neighboring towns reaching as far as Saint Cloud have expressed jealousy for our ability to have consistent programming and a continually growing arts footprint. CMAB requested to have their first in-person meeting at MontiArts and asked for a MontiArts presentation at their luncheon on Aug 23rd.

In the last week, we received a large state grant which will enable us to add a part-time support person to our MontiArts team for a year!

The GLOW parade was a huge success with positive feedback coming from all involved and from those who heard about it. It was quite the buzz around town and is now an event with enough momentum to grow each year. People from many communities attended. The community/high school art club GLOW build sessions added new creatives and glow creations to our collection.

Quick Notes:

- Our new website (montiarts.com) continues to broaden our reach and accessibility.
- We will be holding a community art show in a few months as well as hosting the school district's art show in early May.
- Our high school art club continues to be a great addition.
- Weekly open studios for writers and visual arts continue
- Artists in Residence continue to use the spaces.
- We're applying for Parker's Sculpture at Ellison Park in early