

1. Agenda Docs

Documents:

120221 PARC AGENDA.PDF
ITEM 1C. 092321 REGULAR PARC MINUTES.PDF
ITEM 1C. 101321 SPECIAL PARC MINUTES.PDF
ITEM 3. GENERAL UPDATES.PDF

AGENDA
REGULAR MEETING
PARKS, ARTS & RECREATION COMMISSION

December 2, 2021 – 8:00 a.m.

City Hall - Academy Room

Or GoTo Meeting Option

<https://global.gotomeeting.com/join/946823989>

Access Code: 946-823-989

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 September 23, 2021
 - Special Meeting Minutes from October 13, 2021
- D. Citizen’s requests and comments
- E. Commissions Liaison Updates
 - Bertram Advisory Council

2. Regular Agenda

- A. Consideration of a recommendation for 3-year Commission Renewals for Commissioners Brian Stoll and Janine Kopff to serve from 1/2022 thru 12/2025
- B. Consideration of a recommendation for 1-year Commission Renewal for Lynn Anderson to serve on the Bertram Chain of Lakes Advisory Council as the PARC representative for 2022
- C. Consideration of a recommendation to appoint a commissioner to The Pointes Zoning Review Group.
- D. Consideration of a recommendation to appoint a commissioner to the Compass Group (The Pointes Advisory Group)
- E. Discussion of future Bertram Athletic Complex Infrastructure Plans

3. Updates

- A. MontiArts Update (SS)
- B. MCC Operations Update (SC/TH)
- C. General Park Updates (TP)
 - a. Next Regular Meeting: January 27, 2022

4. Adjournment

**MINUTES
PARKS, ARTS & RECREATION COMMISSION MEETING
THURSDAY
SEPTEMBER 23, 2021 - 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: Julie Jelen, Janine Kopff, Adam Leiferman, Nancy McCaffrey, Sam Murdoff, Brian Stoll

Members Absent: Lynn Anderson, Mercedes Turner

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

1. General Business

A. Call to Order

Chairman Stoll called the meeting to order at 8:06 a.m.

B. Approval of Agenda

- Add Safe Routes to School Map Review

JULIE JELEN MOVED TO APPROVE THE AGENDA WITH THE ADDED ITEM.

MOTION SECONDED BY NANCY MCCAFREY. MOTION CARRIED, 5-0.

C. Approval of Meeting Minutes

- Regular Meeting Minutes from July 22, 2021

JULIE JELEN MOVED TO APPROVE THE REGULAR MEETING MINUTES

FROM JULY 22, 2021. MOTION SECONDED BY NANCY MCCAFREY.

MOTION CARRIED, 5-0.

D. Citizen’s requests and comments

- Skate Park: Tom Pawelk noted that there is a small group of interest in a skate park. Sara Cahill and Tom Pawelk will continue to research this. Julie Jelen will provide them with info on skate park rules from the LMC (League of MN Cities).

E. Commission Liaison Updates

- Bertram Advisory Council: No quorum at last meeting. Next meeting is 11/5/2021.

2. Regular Agenda

- A. Consideration of a recommendation for Comprehensive Plan Amendment for adoption of the Chelsea Commons Small Area Plan.

Angela Schumann explained that The PARC is asked to review the draft Chelsea Commons Small Area Plan (SAP) and make a recommendation to the Planning Commission and City Council regarding its formal adoption. If recommended for approval, this will go to the City Council on September 27.

The Chelsea Commons Small Area Plan is created to reimagine the potential development of a prominent land area in the core of Monticello. Chelsea Commons will be an exceptional neighborhood in which to live, work and play. The Plan combines a varied mix of commercial services, residential living opportunities, and public open space amenities. Chelsea Commons is centered on a significant recreational water feature and surrounded by a series of interconnected public spaces for discovery. The Plan is designed to inspire exceptional private development that values and builds on these distinctive public areas. Chelsea Commons will be a magnet for the Monticello community and beyond.

Schumann explained that this plan fulfills the need for parkland for existing neighborhoods in the community. The pathway system will link directly into the larger system identified within the Pathway Connections. It is a central component of Monticello's vision, and how it sees itself into the future – sustainable, prosperous, healthy – fostering a sense of belonging and connection.

Next will be the review process, naming and implementation. Schumann explained that there is a naming poll online which is for feedback only. The chosen name will be presented to the City Council, but the council will have the final say in naming the area.

The RFP for park grading & landscaping will be posted on 9/27/21. If approved it is expected that grading will take place in 2021, 2022 & 2023. Phasing for public improvements will be timed with private investments. Chairman Stoll asked about funding and timing, will there be an end date of when it will be built out, and noted concerns about it being a long, drawn-out project. Comparing it to how long Bertram has taken and noting how some associations have fallen off while waiting for Bertram to be built out. Furthermore, what is the plan to get businesses there?

Schumann explained that the plan for Bertram is a phased plan, it is being built according to the needs assessment based on the way people recreate. For the Chelsea Commons Project, the city council will have to determine if they want to do bonding for funding. The talk is that they would like to see this completed sooner rather than later. The lake feature will be the draw. Council Liaison Murdoff said Chelsea Commons is more of a public/private development and things are already happening there. As it keeps progressing, more interest grows in the area which helps the project to move along more quickly. Once the plan is in place, then it can be marketed to get the private sector interested.

JULIE JELEN MOVED TO RECOMMEND APPROVAL OF THE CHELSEA COMMONS SMALL AREA PLAN AS WRITTEN. MOTION SECONDED BY NANCY MCCAFFREY. MOTION CARRIED, 5-0.

- B. Consideration of approving an Eagle Scout Project at Swan Park for trumpeter swan history signage and authorizing staff to install the signs.

The Parks, Arts & Recreation Commission is asked to approve an Eagle Scout Project for history signage at Swan Park and to authorize City staff to assist with installation of the signs. The signage will be installed in the interior of Swan Park near the viewing area overlooking the Mississippi River.

The Eagle Scout candidate was present to discuss his project. He said he has been working with the Swan City Heritage Foundation to get more details and to tell the story of how the swan feeding program began. The foundation will fund the project. As there is only a small sign there right now, it seemed important to put up larger informational signs to provide history of the swan feeding program and its success. Thanks to the dedicated efforts of Sheila Lawrence, she brought the swan population back to record numbers, not only in this area but in Minnesota as a whole. The sign will tell Sheila's story, and include pictures of the swans, and Sheila Lawrence feeding the swans. The signs will also explain why the feeding program has been suspended as the population has now increased in droves and it is important for the birds to remain wild to be healthy and to flourish.

The scout further explained that this new sign will replace the old sign, being placed in that same location, next to the pathway. It will be a 4-panel sign placed on a concrete pad. The City Parks Department will pour the concrete pad and assist in installation of the sign.

JANINE KOPFF MOVED TO RECOMMEND APPROVING THE EAGLE SCOUT PROJECT AT SWAN PARK AND TO AUTHORIZE PARK STAFF TO ASSIST WITH

THE INSTALLATION OF THE TRUMPETER SWAN HISTORY SIGNAGE. MOTION SECONDED BY JULIE JELEN. 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 Tricia Handorff and included in the agenda packet.
- C. General Park Updates. Tom Pawelk provided general park updates.
 - ParWest Prairie Project: Great River Energy has contacted the city and they are looking at driving through the native areas that were just seeded so that they can trim the oaks and eliminate the buckthorn in the area. Pawelk said that he is requesting that they complete the other half of the native prairie grass planting and provide the funding. Prior to trimming GRE will need to go door to door to communicate with the residents.
 - Nancy McCaffrey asked about trees on Prairie Road that have recently been cut and left lying there. Pawelk said that was from Burlington Northern Santa Fe (BNSF) for site lines. Unfortunately, that is their process, to trim trees and then to just leave them lay. This has been an ongoing problem with them.
 - Next Regular Meeting: December 2, 2021

4. Discussion of added items.

- A. Safe Routes to School Grant Map Review: Tom Pawelk reviewed the Safe Routes to School map with the commission and noted that the areas highlighted in red are what the grant will be focused on. Adding a trail on south side of School Boulevard near Cardinal Hills Park which will be on the southern edge of the ROW along School Boulevard. Pawelk noted that Cardinal Hills was constructed without sidewalks. Discussed adding a trail extension into the development from School Boulevard in an area where there is an easement and a curb cut to connect with an existing trail in the development. This is the first set of improvements, and it will go to City Council for approval at the next meeting. The construction will begin in 2022.

5. Adjournment

Meeting adjourned at 9:15 a.m. Community Center tour following meeting.

RECORDED BY: _____ **Beth**

DATE APPROVED: _____ **Green**

ATTEST: _____

MINUTES
SPECIAL PARKS, ARTS & RECREATION COMMISSION MEETING
OCTOBER 13, 2021 – 8:00 A.M.
Academy Room and/or Virtual GoTo

“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: Beth Green, Tricia Handorff, 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 the proposed Monticello Business Center/Monticello Lakes residential subdivision.**

Angela Schumann explained that the PARC is asked to consider a formal recommendation related to park dedication requirements for Monticello Business Center 8th Addition, a 200-unit multi-family residential plat to be known as Monticello Lakes.

The proposed Monticello Lakes plat is approximately 10.73 acres. The subject site is located north of School Boulevard and includes a portion of the large powerline corridor which runs diagonally through the south portion of Chelsea Commons.

The Planning Commission and City Council reviewed a concept stage submittal for the development proposal earlier this year. City official expressed general support for the multi-family concept, with particular attention toward the project’s relationship to the goals for the Chelsea Commons area. The City’s comments include those recommending high-quality site finishes and a strong relationship to the public amenities.

With the recent adoption of the Chelsea Commons Small Area Plan, staff believes the proposed use and density are consistent with the expectations for the southeasterly portion of the guide plan area.

The site plan does illustrate an extensive internal pathway system and connections from the development project to the looped lake system and Edmonson Avenue pathway. Staff has recommended to the developer that revisions be made to address the accessibility of these pathways in terms of grade down to the lake. Internal pathway systems are not eligible for park dedication. Also, as the developer continues to work through site planning, pathway connections to and around the lake system may be necessary to serve the project's fire access requirements and would be evaluated for park dedication credit as needed.

A secondary gateway trail is proposed along the powerline corridor as part of the adopted Chelsea Commons Small Area Plan. To satisfy a portion of park dedication requirements for the plat, it is recommended that an easement for trail and appurtenant purposes be dedicated along the developer's half of the powerline corridor. The width of the trail easement will be determined as the pathway alignments are solidified with the grading and landscaping plans. The developer shall receive land area credit for those portions of the trail easement on their portion of the powerline property. Staff would propose that the developer's remaining park dedication (after credit for the trail easement) be met as cash-in-lieu. The City will then work with the property owner of Outlot A at a future date to secure the lakes area in the outlot through stormwater compliance, park dedication and/or acquisition as applicable.

Tom Pawelk noted that we need to allow for flexible space (in the power line easement) for a trailhead, with signage at the gateways going into park to ensure good flow from the housing areas going into the parks. Mark Welch with G-Cubed Engineering said that he will work with staff on coordinating the pathways and trailhead area under power lines.

Nancy McCaffrey asked about power line maintenance and the fact that the infrastructure under power lines will need to be heavy enough to support utility trucks driving on the surface of the trail. Pawelk noted that it will also be limited in height to what we can and cannot plant. It will also be important to look into public art, realizing that there will be static leadoffs from the power lines.

ADAM LEIFERMAN MOVED TO RECOMMEND A COMBINATION OF LAND AREA AND CASH-IN-LIEU PARK DEDICATION FOR THE MONTICELLO BUSINESS CENTER 8TH ADDITION/MONTICELLO LAKES PLAT, TO POWERLINE CORRIDOR, WITH THE TOTAL OF DEDICATION EQUIVALENT TO THE 11% REQUIREMENT. MOTION SECONDED BY NANCY MCCAFFREY. MOTION CARRIED, 7-0.



PARKS, ARTS & RECREATION

Ellison Park Improvement Project Status

To date, the contractor has installed utilities, foundation, sidewalks, and bituminous pavement. The new precast shelter was delayed due to supply issues and will be delivered Spring 2022.

Monticello Community Center

Reservations are still being required for pool usage due to the lifeguard staff shortage. We are currently reviewing the lifeguard wage scale that Monticello Community Ed is offering so that the city can offer the same wages for these positions. Furthermore, a new fee schedule is being proposed for the MCC to include a veteran's discount and Minnesota Employee Resource Service Company (business community memberships). New recreational offerings at the MCC include dodgeball leagues, pickleball leagues, and we are currently looking into offering E-sport (gaming) leagues.

Riverside Cemetery

In January of 2021, city council awarded city wide contracted mowing services. However, staff terminated the contractor based on failure to uphold specifications at Riverside Cemetery. Staff is recommending awarding contract to the next low proposal from the 2021 RFP process.

Winter Operations

Park staff has prepared all necessary arrangements to open outside recreation areas at East Bridge, West Bridge, Ellison, and 4th Street Parks when conditions allow, including open skating rinks, hockey rinks, sliding hill, and more.

The Monticello Lions will be hanging holiday lights at West Bridge Park after Thanksgiving on Saturday, November 27th.

There will be a lighting event on December 4th open to the public from 4-6 p.m. Santa will be attending too! Stop by to enjoy some hot chocolate, cookies and presents for the kiddos! Take pictures and tell Santa what you'd like for Christmas!