

1. 3-26 Agenda Docs

Documents:

ITEM 1. PARC AGENDA 032626.PDF
ITEM 1.C. DRAFT MINUTES 2-26-26.PDF
ITEM 2. B. RC CRAWLER COURSE - PARK OPTION.PDF
ITEM 2. B. SUPPORTING DATA - MAP 4TH STREET CRAWLER.PDF
ITEM 2. B. SUPPORTING DATA - MAP PAR-WEST CRAWLER.PDF
ITEM 4. A. PARK UPDATE.PDF
ITEM 4. B. MCC PAR UPDATE MARCH 2026.PDF
ITEM 4. B. MONTIARTS PARC MARCH26.PDF

AGENDA
REGULAR MEETING
PARKS, ARTS & RECREATION COMMISSION
MARCH 26, 2026 – 8:00 a.m.
Academy Room – Monticello Community Center

- 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 February 26, 2026
 - D. Citizen requests and comments.

- 2. Regular Agenda**
 - A. Motion to recommend the 2026 Monticello Community Center Skate Park Improvement Project.
 - B. Motion to recommend a preferred location for the proposed RC Crawler Course.

- 3. Discussion of Added Items**

- 4. Updates**
 - A. Director's Update (TP)
 - B. MCC Update (SC)
 - C. Park Maintenance Update
 - D. MontiArts Update (EW)

- 5. Next Regular Meeting April 23, 2026**

- 6. Adjournment**

DRAFT

**MINUTES
PARKS, ARTS & RECREATION COMMISSION MEETING
THURSDAY, FEBRUARY 26, 2026 - 8:00 A.M.
ACADEMY ROOM – CITY HALL**

Members: Julie Jelen, Adam Leiferman, Council Liaison Charlotte Gabler, Janine Kopff, Danielle Murdoff, Erin Stein, Stephen Peterka

Staff Present: Tom Pawelk, Beth Green, Josh Berthiaume, Rachel Leonard

1. General Business

- A. Call to Order: Chair Jelen called the meeting to order at 8:00 a.m.
 - Introductions.
- B. Approval of Agenda – *Items may be added for discussion purposes or approval.*

Add Twin Pines Park Dedication as Item A under Regular Agenda

 - COMMISSIONER MURDOFF MOVED TO APPROVE THE AGENDA WITH THE ADDED ITEM. MOTION SECONDED BY COMMISSIONER KOPFF. MOTION CARRIED.
- C. Approval of Meeting Minutes
 - Regular Meeting December 4, 2025, COMMISSIONER LEIFERMAN MOVED TO APPROVE THE REGULAR MEETING MINUTES FROM DECEMBER 4, 2025. MOTION SECONDED BY COMMISSIONER MURDOFF. MOTION CARRIED.
- D. Citizen requests and comments.
 - Crawler Course: Director Pawelk said he is still working with Sean on the crawler course and talking back and forth via email. Hoping to have something to bring back to the next meeting.
 - Skate Park: Commissioner Murdoff asked about the status of the skate park. Director Pawelk said that funds have been committed by the VFW and Mayor Hilgart is securing funding commitments from others. We will continue to move forward with the project.

2. Regular Agenda

- A. Twin Pines Park Dedication: The 96-unit multi-family residential development that was approved in 2022 which included a commitment for cash in lieu park dedication, did not move forward. Since that time, the prior approvals lapsed and new ownership took over the project. The applicant is seeking approval for what is essentially the same project originally approved for the site.

Given the site layout and constraints, staff recommended a cash dedication to the City Council in addition to pedestrian connections, in alignment with past approvals for the site from PARC. The pedestrian connection will extend an internal sidewalk connection to School Boulevard, creating access to Pioneer Park and future amenities at The Pointes at Cedar. There is \$53K in cash in lieu for development.

B. Review Pickleball design and recommendation to move forward. (WSB)

Director Pawelk thanked everyone for their time and dedication to this project. WSB Presented the pickleball court design.

The Master Plan is updated to include Pickleball in place of tennis, the addition of a shared maintenance facility, and a multipurpose indoor sports facility. The Master Plan will be submitted to City Council for approval on March 9.

In looking at the site, overall grading adjustments will be required to ensure that the play areas are at the right elevation. This includes lowering the ballfield pinwheel to reduce fill, adding a drainage swale around the ballfields so surface drainage is more easily accomplished. The soccer and lacrosse fields will be lowered, tipping north to consolidate drainage to the pond, and integrating the maintenance facility drainage needs into overall stormwater.

On the west side of the athletic park, the west parking lot drainage will be adjusted to the middle/storm infrastructure to reduce fill, the west fields will be flattened slightly with additional swales to capture runoff, and the hockey rink is shifted to the north to allow for larger infiltration area in the SE corner and allow the fields to fully drain.

Councilmember Gabler asked if hockey area could be regraded as a multipurpose field, and, yes, it can be programmed differently moving forward.

The pickleball court design will include 8 dedicated courts with an overall court size of 30' x 64'. The bituminous surface will have an acrylic color coating and white lines. There was discussion on whether the courts should be painted with 2 or 3 colors. While 2 would be better for maintenance, the idea of having 3 colors with the kitchen area in a different shade is appealing and would allow the courts to stand out as "premier". The idea is to find standard colors that coordinate or match the city logo colors of navy

blue/aqua or teal/green. The consensus is to request to bid 3 colors and then have a color palette to choose from at that time.

Two shade structure designs were shown. The consensus is to go with the more streamlined curved design shade structure, keeping the shade canopy in a lighter color. There was some discussion about extending the shade structure to be one long structure rather than two separate structures. However, staff said that by having the middle area open it would allow for setting up the city logo canopy for a check-in station during events or tournaments. The consensus is to keep the two shade structures as shown in the plans.

There was discussion on the trail connection to the east, and the consensus is to keep that as shown in the plan but it may be taken out at a later date if deemed unnecessary.

While there is a smaller parking section included in the plans, the additional larger parking lot to the west is being considered as an alternate bid. There was discussion on whether the additional parking lot is necessary at this time. City Administrator Leonard said that there will be push and pull going on when this development begins and that we will need to explain the logic behind what we're doing and be very mindful about decisions being made. Looking at the master plan for the athletic park as a whole and how each phase flows into the next in the appropriate way and timeline. It was stated that there is nothing worse than a really nice facility with no parking. The consensus is to include the parking lot as a bid alternate as shown.

Director Pawelk talked about applying for an Outdoor Recreation Grant for the installation of vault restroom facilities in the park. Looking at four locations for the vaults. This goes back to the needs assessment where nicer restroom facilities were requested for public parks. The installation of the vault toilets would require two permits from the county, one for the septic and another for the building. The grant application max is \$500K. The cost range of the vaults, depending on the unit style, is \$40K-\$80K per unit.

City Administrator Leonard said to keep in mind that there is only one pot of money so is this the most important thing to do and can we explain it to the public. Every time you assign the funds you have to look at the big picture.

The consensus of the group is to include the vault restroom next to the pickleball court in a location just south of the parking area.

Director Pawelk said that there is a special meeting on March 9 with City Council to go over the feasibility report, and also to accept a resolution to apply for the grant. Once there is clear direction from council, then we will form the Athletic Subcommittee to move forward with planning the phased improvements at the athletic park.

COMMISSIONER PETERKA MOVED TO RECOMMEND APPROVAL OF THE PICKLEBALL COURT DESIGN WITH THE CHANGES NOTED IN THE DISCUSSION FOR THE COURT COLORS AND THE CANOPY DESIGN, AND TO INCLUDE THE LARGER PARKING LOT AS A BID ALTERNATE. MOTION SECONDED BY COMMISSIONER KOPFF. MOTION CARRIED.

COMMISSIONER LEIFERMAN MOVED TO RECOMMEND MOVING FORWARD WITH RESOLUTION TO APPLY FOR THE OUTDOOR RECREATION GRANT FOR THE VAULT RESTROOMS. MOTION SECONDED BY COMMISSIONER PETERKA. MOTION CARRIED.

3. Updates

- A. Director's Update (TP)
- B. MCC Update (SC)
- C. Park Maintenance Update (JB)
- D. MontiArts Update (EW)
- E. Senior Center Update (JJ)
- F.

4. Schedule for the Next Meeting

- Next Regular Meeting: March 26, 2026, at 8 a.m. will be held at City Hall.

5. Adjournment

COMMISSIONER LEIFERMAN MOVED TO ADJOURN THE MEETING AT 10:12 A.M. MOTION SECONDED BY COMMISSIONER KOPFF. MOTION CARRIED.

RECORDED BY: Beth Green

DATE APPROVED:

ATTEST: Tom Pawelk

Motion to recommend a preferred location for the proposed RC Crawler Course.

Prepared by: Parks Director	Meeting Date:	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item
Reviewed by:	Approved by:	

ACTION REQUESTED

Motion to recommend a preferred location for the proposed RC Crawler Course.

PREVIOUS COUNCIL ACTION

December 2025 PARC reviewed citizens' comments for the RC Crawler Course. PARC reached consensus to gather more information, and Director Pawelk will report back at a future meeting.

REFERENCE AND BACKGROUND

In December 2025, PARC reviewed a community request for an RC crawler course featuring natural terrain elements such as rocks, hills, and technical obstacles. During that discussion, the Commission expressed support for exploring the concept further and identified several priorities to guide staff work. These included locating the course within city limits to ensure accessibility for youth, identifying a site with adequate parking and restroom access, and considering the availability of electrical power for battery charging. PARC also emphasized the importance of gathering user input to help shape the design.

Following that direction, staff evaluated potential locations and identified Par West Park and 4th Street Park as strong matches for the criteria discussed at the December meeting. Both parks offer sufficient space for a crawler-style layout, along with parking and restroom facilities that support regular community use.

Park staff have access to rocks, dirt, and other natural materials needed to construct the course features. With these materials available, staff are prepared to build the foundational elements of the course. However, because crawler courses benefit from technical expertise and user-driven design, staff would seek input from the local crawler club to ensure the layout reflects best practices, supports a range of skill levels, and aligns with the expectations of the community members who initiated the request.

- I. **Budget Impact:** Staff and equipment would be used to haul materials and assemble the course as a community project, not to exceed 25 hours of staff time or the equivalent of approximately \$1,500 – \$2,000 in combined labor and equipment value.
- II. **Staff Workload Impact:** City staff would maintain the area by keeping vegetation controlled. Ongoing maintenance needs are expected to be minimal.
- III. **Comprehensive Plan Impact:** The agreement supports the City's Comprehensive Plan goals of expanding recreational opportunities.



IV. STAFF RECOMMENDED ACTION

City staff recommends approval of a motion identifying a preferred location for the RC Crawler Course, with Par West Park and 4th Street Park presented as suitable options for Commission consideration.

SUPPORTING DATA

- Park location maps for proposed course.



 City Boundary
 Parcels

1 in = 55 Ft





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March 20, 2026
Map Powered By Datafi



PAR-WEST CRAWLER COURSE



-  City Boundary
-  Parcels

1 in = 27 Ft



March 20, 2026
Map Powered By Datafi





MARCH 2026

PARKS DEPARTMENT

Tree Removals

- Staff have removed 110 boulevard trees infected with EAB, locations include River Mill, Sunset Ponds, and 7th Street.
- EAB tree removals will continue through early April.

Winter Maintenance

- Ice skating rinks were closed for the season on February 17th.
- A few minor snow events have required salting and/or plowing.

Special City Council Special Meeting 3/9/26

Staff met with the City Council and members of the athletic associations to review the Bertram Chain of Lakes Athletic Park Feasibility Study.

- Council provided staff directions to proceed with one complete project to bond for \$13M for the Bertram Athletic Park Buildout, Staff is asked to come back with infrastructure that can be completed with that price and the cost for operation & maintenance of the new facility. Proposed construction to begin in 2027 with completion in 2028.

City Council Meeting 3/9/26

- City Council approved the Special Event Permit for Swan River PTO's Breakfast with the Bunny Fundraiser on March 21, 2026 in the Gymnasium at the MCC.
- City Council awarded the mowing and landscape maintenance contract to Cross Cut Property Services. This is a two-year contract with a one-year extension.
- City Council adopted Resolution 2026-16 approving the plans and specifications, and authorizing advertisement of bids for the Bertram Chain of Lakes Regional Athletic Park Phase III improvements (the pickleball courts with the parking lot alternate, and the shared maintenance facility).

- City Council adopted Resolution 2026-17 authorizing submission of a 2026 Minnesota Department of Natural Resources Outdoor Recreation Grant application for vault restroom units at the Bertram Chain of Lakes Regional Athletic Park.

City Council Meeting 3/23/26

- Council is being asked to approve a contract with Bolten & Menk to provide engineering services for the Bridge Park Sidewalk Improvements Project.
 - The City successfully secured funding through MnDOT’s Local Partnership Program (LPP) to construct an ADA compliant pathway/sidewalk connecting River Street, east of Trunk Highway 25 (TH 25), to the sidewalk improvements completed as part of the Downtown Roadway and Pedestrian Improvements Project. The proposed project includes the following improvements:
 - Installing a bituminous trail from River Street to the pedestrian underpass beneath the TH 25 Mississippi River Bridge within East Bridge Park.
 - Extending the sidewalk width under the TH 25 bridge.
 - Extending sidewalk to connect to the existing sidewalk within East Bridge Park.
 - Updating the lighting system for the TH 25 Mississippi River Bridge pedestrian underpass.
 - Updating the guardrail along the pedestrian underpass connecting East Bridge Park to West Bridge Park.

Staff Shoutouts:

- Park employee Scadden passed her ISA tree license.
- Park employees Braun & Scadden have started their pesticide license recertification course.
- All Park staff completed their tree recertification course.
- Park staff has been assisting with various projects around the MCC.

Spring Trees

- The Spring Tree Sale is open now with eight varieties of trees available to purchase at a cost of \$50 each. Bare root trees are approximately 1” in diameter and 8-10’ in height. Orders are being accepted on a first-come, first-served basis. Details can be found on the city website at: <https://www.monticellomn.gov/179/Spring-Tree-Sale>.
- Arbor Day will be celebrated on April 24, 2026, with a tree giveaway at the MCC. Bare root Norway Spruce will be given away this year.

- As part of our Canopy Solutions Grant, Davey Tree will host a tree planting workshop at the MCC on April 21 from 6-7 p.m. in the Bridge. This workshop is free for the public to attend.
- Spring tree planting with the FFA in May, the date is TBD.

Heritage Day

- We received a Joy Grant for \$5,000 from the Initiative Foundation to support Monticello Heritage Days 2026. This is a new community celebration honoring our past and the stories that have shaped Monticello today. Join us on Saturday, June 13, 2026, at West Bridge Park & River Street for the inaugural Heritage Day as we come together to celebrate Monticello's history while enjoying a fun, family-friendly event designed for all ages. This special day will highlight our community's roots as a logging community during the 19th century timber boom, local traditions, and shared pride through engaging activities, entertainment, and opportunities to connect with neighbors. While the event is still in planning stages, we can confirm activities will include:
 - Lions Club Pancake Breakfast.
 - Lions Club Chuckwagon (concession stand).
 - Historical Presentations.
 - Bald Eagle Program by the Raptor Center.
 - All American Lumberjack Show and Interactive Lumberjack Camps. (3 shows and 3 camps throughout the day).
 - Paul Bunyan Live entertainment show.
 - Trading Post/Maker's Market.

We also have a chainsaw carving artist at the ready provided we can receive additional donations. Other activities are also in the planning stages.

We have set up sponsorship levels on the city website for the event. Please visit: <https://www.monticellomn.gov/740/Heritage-Day> for more details.

With the opportunity to host this special event, we have chosen to do this in lieu of Walk & Roll this year. However, Walk & Roll may return in subsequent years.



MARCH 2026

COMMUNITY CENTER

Memberships

- We ended February with 2,769 total memberships and 5,150 active members.
- About 1,681 memberships are supplemented by Medicare supplement plans. (Silver Sneakers, Silver & Fit, Renew Active, etc.) These members do not pay for a membership, but the Community Center reports visits for reimbursement. Not only do we have an increase in the number of members but we are also seeing increased visits, therefore increased reimbursements.
- Daily pass revenue exceeded the budgeted target in February by \$25,539!

Aquatics

- We are gearing up for Spring Break, the end of March/beginning of April. We have scheduled some additional Family Swim and Slide hours.
- Early Bird swimming lesson registration opened in March for lessons in April and May.
- Summer swimming lesson registration will open May 6 for MCC members and May 8 for everyone.

Programs

- Sponsors are needed for summer events! Information is available online at: <https://mn-monticello.civicplus.com/604/Sponsor-an-Event>
- Without sponsors we do not have a budget to host events like Movies in the Park, Music on the Mississippi, Power of Produce Kids Club, and the Bubble and Foam Party.
- We hosted 2 indoor farmers markets in March.
- The farmers market begins its **20th season** this year! Vendor spots are full for the outdoor season and we have started a waiting list.
- A Spring Preview Indoor Market on April 25 will feature new and returning

vendors.

- The Spring Egg Dive event on March 27 is sold out for the evening sessions. A few spots remain for the morning session.
- Sara attended the MN Festivals and event conference in Plymouth.

Facility

- The facility remained open on Sunday, March 15 during the snowstorm. The National Guard was planning to drill on Sunday but they ended up canceling.
- Projects completed to keep the facility maintained: upgraded lighting throughout, refinishing family locker room doors, stripping and resealing restroom floors.

Rentals

March is very busy rental month with Dakota Supply trade show that rents all of our rooms all day. We had the Woman of Today craft show, Pheasants Forever banquet, Rockford Youth Wrestlers that rent the Mississippi Room along with a 2 hour after hours pool rental, along with our regular renters like Stellis Health and Kwik Trip for our larger rentals.

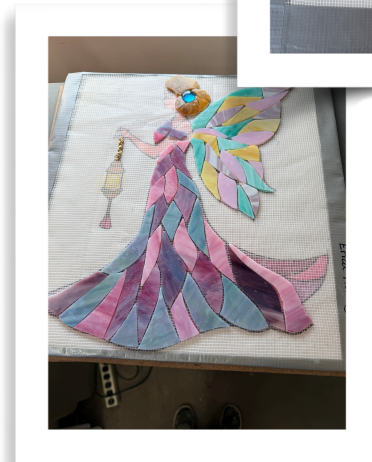
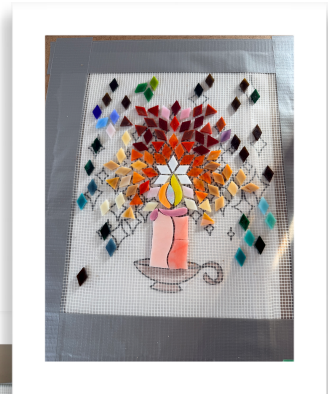
March 2026

Winter to Spring

GlowFest 2026 was a tremendous success. On one of the coldest nights of the month, more than 400 people came together to celebrate our shared community, culture, and city. We saw our largest crowd to date, with strong participation in the lantern workshops leading up to the event. This year's featured sculpture, Twizzles the Unicorn, was a standout and quickly became a community favorite. We are grateful for the support of the Central Minnesota Arts Board (CMAB), whose funding helped make both the workshops and event possible. The success of GlowFest continues to highlight the impact and enthusiasm around community-created art.



Following GlowFest, we transitioned directly into Phase 2 of the 2025–2026 Community Mosaic Seating Project, also supported in part by CMAB. Lead artist Sue Seeger has completed the first of four chair structures, with assistance from Derek in the Parks Department on the metal base.



These chairs will be covered with individually created mosaic sections (approximately 16” x 16” or smaller) and, when completed, will be placed throughout the downtown area. As we move into spring, we will continue recruiting participants to contribute to this collaborative project. With four chairs to complete, there are many opportunities for community members to get involved.

Thank you for your continued support of MontiArts and community-based public art. We look forward to building on this momentum as we continue creating meaningful, community-driven art experiences.

Erica and the MontiArts Team