



PARK COMMISSION MEETING  
November 22nd, 2016

6:30 P.M.  
Sartell City Hall

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- 1) AGENDA REVIEW AND ADOPTION
- 2) APPROVAL OF PREVIOUS MEETING MINUTES  
A. September 27th, 2016
- 3) Park Maintenance Update
- 4) Vandalism discussion
- 5) Park District Funds update
- 6) Photo Contest
- 7) Goals for 2017 discussion
- 7) ADJOURN

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FOR THOSE REQUIRING SPECIAL ASSISTANCE, PLEASE CONTACT  
CITY HALL AT 253-2171

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**Sartell Park Commission**  
**September 27<sup>th</sup>, 2016**  
**Sartell City Hall**

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Pursuant to due call and notice thereof, the meeting of the Sartell Park Commission was held on September 27<sup>th</sup>, 2016 at Sartell City Hall. Dave Lindbloom called the meeting to order at 6:30 pm.

**MEMBERS PRESENT:** Dennis Molitor, Diane Schellinger, Dave Lindbloom, Rachel Lomasteymaugh, Michael Burzette

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Nate Keller, Community Development Technician  
John Kotheunbeuttel, Assistant Public Works Director  
Larry Then, Utility System Supervisor  
Meghan Bown, CentraCare Health Foundation – *Crave the Change*

**AGENDA REVIEW AND ADOPTION**

*A motion was made by Molitor to adopt the agenda as proposed. The motion was seconded by Burzette. Motion carried unanimously.*

*A motion was made by Schellinger and seconded by Molitor to approve the July 26<sup>th</sup>, 2016 Park Commission minutes. Motion carried unanimously.*

**Park Maintenance Update**

Kotheunbeuttel provided a brief update on Park Maintenance including: Pickelball Court construction, vegetable gardens, compost site, and general maintenance and upkeep of the parks. The Pickelball Courts got their first coat of paint early in the day. Crews are hoping to have the courts completed within the next two weeks.

**Tobacco Free Policy**

Keller explained the proposed Tobacco & E-Cigarette amended resolution. Previously in 2002 the Park Commission passed a resolution prohibiting Tobacco products at “Youth oriented activities and events”. The proposed amended resolution would expand the prohibition to include all Tobacco and E-Cigarette products at all City-owned property. The amendments provide stronger clarity while eliminating the arbitrariness involved in determining what constitutes a “Youth oriented activity or event.”

The Park Commission recommended that any language referencing the Park Commission be taken out of the amended resolution. The rationale was the policy refers to ALL City-owned property not just the Parks thus making the policy more of “City” policy then a Parks policy.

*A motion was made by Schellinger to approve the amended Tobacco and E-Cigarette resolution while taking out any Park Commission references. The motion was seconded by Lolmasteymaugh. Motion carried unanimously.*

### **Other business**

Keller briefed the Commission on the success of the Rain Garden class which was held on August 4<sup>th</sup>. Twenty-five people signed up for the class. Staff thought it was a good idea to possibly host another similar class next year. Of those who attended the class it was estimated  $\frac{3}{4}$  of the attendees did not have a rain garden but were looking at installing one.

Molitor provided a brief update on the potential new Paper Mill art. Its planned to have new art installed at Veterans Park. The potential new art will include a large paper cut out of the Mill along with 9 storyboards which will showcase the history of the mill.

The status of the Neighborhood Matching Fund program was discussed by Keller. There have been minor setbacks in getting the program started. Keller is hoping to have the initial meeting this winter with a launch of the program next spring.

Discussion was made on the different options for signage to prevent vandalism. Keller suggested a Police representative join the next meeting to discuss language for a sign along with any ideas or suggestions to help prevent vandalism (specifically at the Park Shelters).

Keller suggested the next meeting focus on goal setting for 2017. Discussion will center on what the Park Commission wishes to accomplish in the next year. Discussion will also center on the Park funds currently available for each Park District according to the Financial Management plan.

Keller suggested the next Park Commission meeting be held at Sartell City Hall (Tuesday, November 22nd).

### **ADJOURN**

*A motion was made by Molitor and seconded by Burzette to adjourn the meeting at 7:16PM. The motion carried unanimously.*

Minutes by:  
Nate Keller, Community Development Technician

# MEMO

## PARK COMMISSION

Originating Department: <b>Administration</b>	Meeting Date: <b>November 22<sup>nd</sup>, 2016</b>	Agenda Item No. <b>5</b>
Agenda Section:	Item: <b>Park District Funds update</b>	
<p><b>Background:</b> Attached to your packets is the proposed Financial Management Plan for each Park District. We will discuss the planned improvements for each district and the current balances.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"><li>1. Proposed Financial Management Plan (2017 draft)</li><li>2. Park District Map</li><li>3. Park and trails map</li></ol> <p><b>Action Requested:</b> None just discussion.</p>		

**CITYO F SARTELL FINANCIAL MANAGEMENT PLAN**  
**Exhibit C**  
**Sartell Park Funds**

	<u>Revenues</u>	<u>Expenditure</u>	<u>Balance</u>	
<b>Fund 211 - Park Fund</b>				<b><u>Greenways only</u></b>
2016 Starting Balance			\$12,861	Avalon (4)
2016 LeSauk Township Contribution	\$20,000		\$32,861	Celebration Pond (4)
2016 Val Smith courts		\$20,000	\$12,861	Newport (4)
2016 Roundup Contributions	\$3,000		\$15,861	Oakview Pond (6)
2016 Pinecone Regional Park - wetland mitigation engineer		\$3,000	\$12,861	Pine Lakes (3)
2017 Roundup Contributions	\$3,000		\$15,861	Sartell Heights (2)
2017 Fox Run & Celebration pool shade shelters (also 260)		\$10,000	\$5,861	Stonebrook Estates (4)
2017 Tree plantings - Celebration and Lions		\$4,000	\$1,861	Tiffany Meadows (4)
2017 Non-Election Year Levy	\$18,000		\$19,861	
2017 Pickleball benches & windscreen		\$5,000	\$14,861	
2018 Beautification Fund Transfer	\$20,000		\$34,861	
2018 Roundup Contributions	\$3,000		\$37,861	
2018 Trees, Benches, Trash receptacles		\$5,000	\$32,861	
2019 Roundup Contributions	\$3,000		\$35,861	
2019 Non-Election Year Levy	\$20,000		\$55,861	
2019 Trees, Benches, Trash receptacles		\$5,000	\$50,861	
2020 Beautification Fund Transfer	\$20,000		\$70,861	
2020 Roundup Contributions	\$3,000		\$73,861	
2020 Trees, Benches, Trash receptacles		\$5,000	\$68,861	
<hr/>				<b><u>Parks</u></b>
<b>Fund 260 - Regional Parks - Also see local sales tax funds for other planned regional park imp</b>				
2016 Starting Balance			\$7,665	Sartell Veterans (District 2)
2016 Park Dedications (Arbor Trails, Kornovich)	\$8,020		\$15,685	Watab Creek North & South (District 2)
2016 Val Smith courts		\$10,000	\$5,685	Rotary Riverside Park (District 2)
2017 Reker apart park ded (20%)			\$5,685	Northside (District 5)
2017 Celebration Pool shade features - w/park ded funds above?			\$5,685	Val Smith (District 6)
				Pine Cone Regional Park (District 3)
				Pinecone Central Park (District 4)
				Linear Park (District 2 & 5)
				Sauk River Regional Park (District 1)
				Lions Park (District 2)
				Celebration Park (District 4)
				Lake Francis (District 1)
<hr/>				<b><u>Parks</u></b>
<b>Fund 261- District 1</b>				
2016 Starting Balance			\$176,883	Huntington
2016 Park Dedication - Kornovich	\$17,200		\$194,083	
2016 Sauk River Park State reimb from prior	\$9,750		\$203,833	
2016/17 Lake Francis/Angel of Hope Improvements		\$165,000	\$38,833	
<hr/>				<b><u>Parks</u></b>
<b>Fund 262 - District 2</b>				
2016 Starting Balance			\$113,172	Sabre Oaks
2016 Park Dedication - single family lot	\$783		\$113,955	Rolling Meadows East, North & West
2017 Watab Park shelter		\$100,000	\$13,955	Nature's Edge
Sartell Rotary Park - parking/access if/when needed?			\$13,955	Meadowlake
<hr/>				<b><u>Parks</u></b>
<b>Fund 263 - District 3</b>				
2016 Starting Balance			\$36,011	Geoffrey
2016 Arbor Trails park ded (80%)	\$14,083		\$50,094	Creekview Park

2016 Pinecone Regional Park parking lot	\$100,000	(\$49,906)	Sandstone East & West
2017 Reker apt ded (80%)		(\$49,906)	Madison Crossing
2017 Skatepark if determined feasible at this site	\$50,000	(\$99,906)	
		(\$99,906)	

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**Fund 264 - District 4**

2016 Starting Balance		\$14,702	<u>Parks</u> Fox Run
2017 Wilds Court recommendations from Park Comm	\$10,000	\$4,702	Wilds North & South
20?? Fox Run Phase 2 Equip		\$4,702	Cypress PineTree Pond

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**Fund 265 - District 5**

2016 Starting Balance		\$44,078	<u>Parks</u> Morningstar
2017 Northside tennis court or soccer field improvements?		\$44,078	
		\$44,078	

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**Fund 266 - District 6**

2016 Starting Balance		\$62,163	<u>Parks</u> Eastside Kiddie
2016 Val Smith Courts	\$60,000	\$2,163	
		\$2,163	

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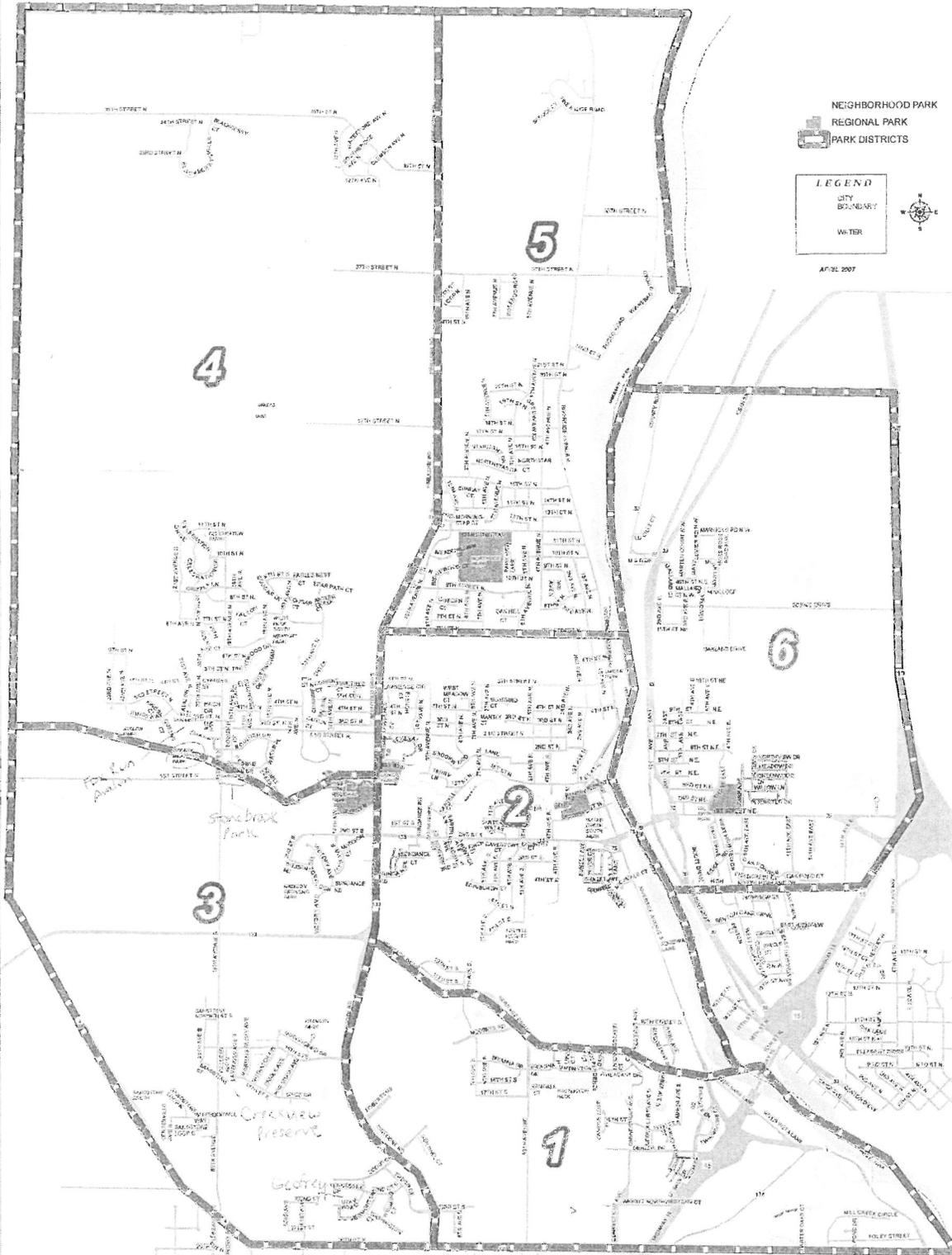
**Fund 267 - Recreational Field Fund**

2016 Starting Balance		\$11,870	
2016 Golf Course Lease 1st half	\$12,500	\$24,370	
2016 Golf Course Lease 2nd half	\$12,500	\$36,870	
2016 Turf Improvement Proposal	\$22,000	\$14,870	
2016 Design Tree & iiW Planning Proposal	\$7,800	\$7,070	
2017 Golf Course Lease	\$25,750	\$32,820	

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# CITY OF SARTELL, MN - PARK DISTRICT MAP



NEIGHBORHOOD PARK  
REGIONAL PARK  
PARK DISTRICTS

**LEGEND**  
CITY BOUNDARY  
WATER

APRIL 2007



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CITY OF SARTELL, MN

PARKS AND TRAILS MAP

OCTOBER 2015

- School and Public Facilities
- Sidewalks
- Trails and Paths
- Natural Parks and Greenways
- Neighborhood Parks
- Regional and Community Parks
- NWI - Wetlands

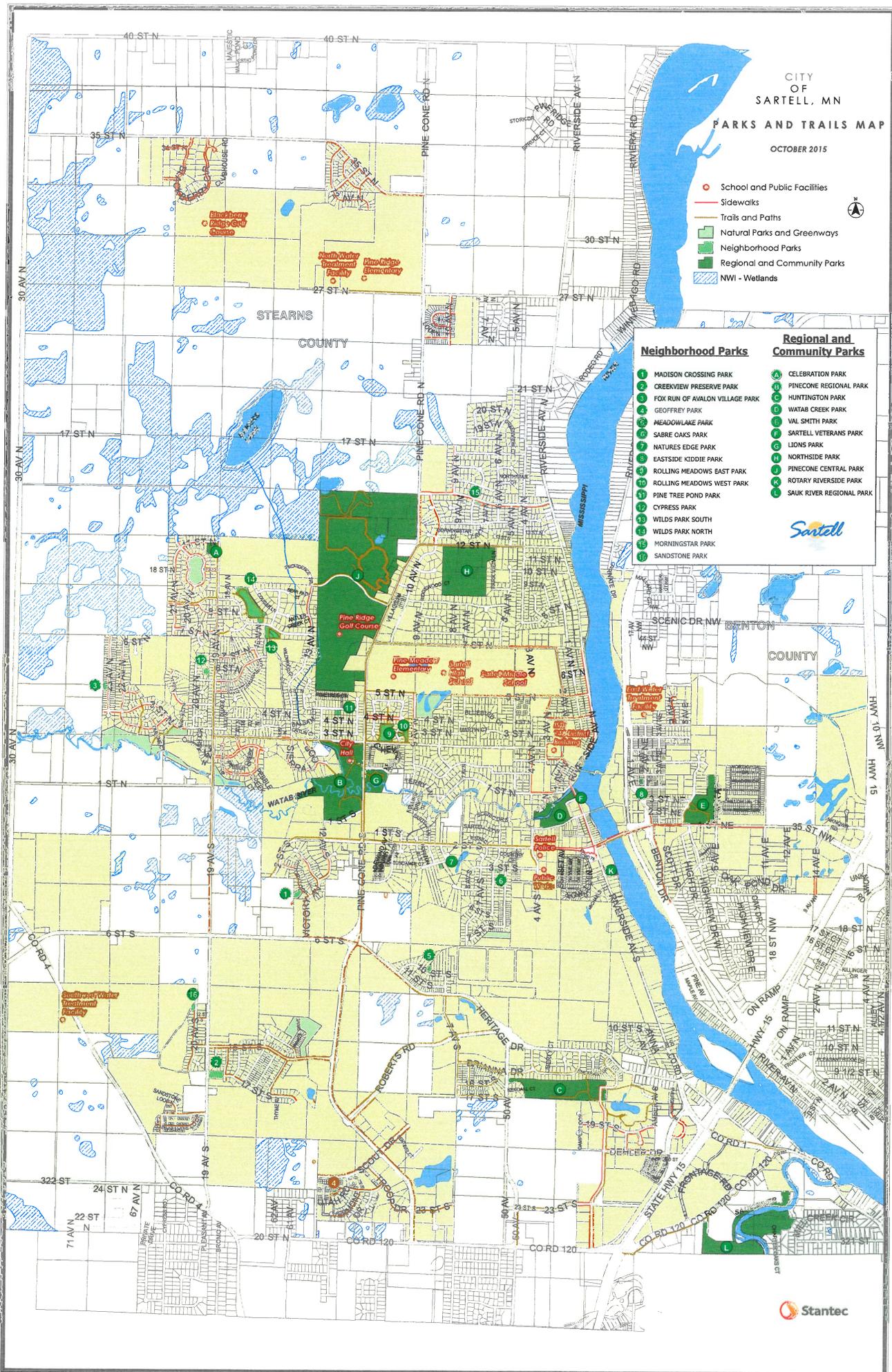


**Neighborhood Parks**

- 1 MADISON CROSSING PARK
- 2 CREEKVIEW PRESERVE PARK
- 3 FOX RUN OF AVALON VILLAGE PARK
- 4 GEOFFREY PARK
- 5 MEADOWLAKE PARK
- 6 SABRE OAKS PARK
- 7 NATURES EDGE PARK
- 8 EASTSIDE KIDDIE PARK
- 9 ROLLING MEADOWS EAST PARK
- 10 ROLLING MEADOWS WEST PARK
- 11 PINE TREE POND PARK
- 12 CYPRESS PARK
- 13 WILDS PARK SOUTH
- 14 WILDS PARK NORTH
- 15 MORNINGSTAR PARK
- 16 SANDSTONE PARK

**Regional and Community Parks**

- 17 CELEBRATION PARK
- 18 PINECONE REGIONAL PARK
- 19 HUNTINGTON PARK
- 20 WATAB CREEK PARK
- 21 VAL SMITH PARK
- 22 SARTELL VETERANS PARK
- 23 LIONS PARK
- 24 NORTHSIDE PARK
- 25 PINECONE CENTRAL PARK
- 26 ROTARY RIVERSIDE PARK
- 27 SAUK RIVER REGIONAL PARK



# MEMO

## PARK COMMISSION

Originating Department: <b>Planning</b>	Meeting Date: <b>November 22<sup>nd</sup>, 2016</b>	Agenda Item No. <b>6</b>
Agenda Section:	Item: <b>Photo Contest</b>	
<p><b>Background:</b> Staff has had discussions about the possibilities of doing a photo contest in 2017. All submitted photos must be taken within City limits. Attached is a draft of what the potential contest could include. Another option is to not run an official “contest” but still ask residents to submit photos via a submission button on the website. The City could utilize the photos for display at City Hall and in communications/marketing materials.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"><li>1. 2017 Photo contest draft</li></ol> <p><b>Action Requested:</b> None. Discussion and recommendations.</p>		

# City of Sartell

## 2017 Photo Contest

The city of Sartell and Sartell Chamber of Commerce will be sponsoring a photo contest for 2017. The city is looking for vibrant and diverse photos which capture what makes Sartell, Sartell!

### Contest Rules

DEADLINE TO ENTER: \_\_\_\_\_

- Photos must be taken within Sartell city limits
- No more than *five* submissions may be submitted *per person and per address*
- All submissions become the property of the City of Sartell and will not be returned. The city may utilize the photos on its website, social media, and other communication efforts. The city can also share the photos with the Sartell Chamber of Commerce who may use the photos. A signed release form must be included with submission ([www.sartellmn.com/photocontest](http://www.sartellmn.com/photocontest))
- Photos which include a recognizable person must also include a signed release form ([www.sartellmn.com/photocontest](http://www.sartellmn.com/photocontest))

### Judging/Prizes

- Photos will be judged by lighting, category, uniqueness, and overall impact to evoke positive emotion
- A panel of five judges will score each submitted photo. The photos with the highest scores for the five categories listed below will win: \_\_\_\_\_ and be honored at the City Council meeting on: \_\_\_\_\_ Photos may also be displayed at City Hall. The overall winning photo each year gets permanently displayed at the Community Center's "Artist Corner".
- For 2017 five first place winners will be announced with one overall grand winner. For 2017 the city will have the following categories:
  - Nature and Environment (e.g. A honey-bee pollinating a flower)
  - Diversity (e.g. groups of people or individuals that are diverse in age, ability, culture)
  - Family and people (e.g. individuals or people having a picnic as the sun sets)
  - Events (e.g. runners in a 5k event)
  - Buildings and places of business (e.g. individuals/groups dining inside a restaurant and/or facades of buildings)

### Photo requirements

- Photos which appear unnatural or significantly modified will not be judged
- Photos must be able to be printed at 16"x20" without a loss of quality
- At least 300 dpi resolution

### How To Enter

- Photos must be emailed to [nate.keller@sartellmn.com](mailto:nate.keller@sartellmn.com) and include the following on the email:
  - Name, address, and phone number of person who took the photo
  - Title and Category classification of the photo
  - Where the photo was taken (E.g. Val Smith park)
  - Email must also include any of the following applicable documents:
    - Signed release form (for photos with recognizable individuals) For individuals under 18 a parent/guardian may sign the form
    - Consent form (giving the City and Sartell Chamber permission to utilize the photos)

# MEMO

## PARK COMMISSION

Originating Department: <b>Planning</b>	Meeting Date: <b>November 22<sup>nd</sup>, 2016</b>	Agenda Item No. <b>7</b>
Agenda Section:	Item: <b>Goals for 2017</b>	

**Background:**

Based on brief discussion from the September 27<sup>th</sup> Park Commission meeting we will have a discussion about goals for 2017. This is the last Park Commission meeting of 2016 so we will also briefly discuss what worked in 2016 and what can be improved for 2017.

**Attachments:**

1. General discussion questions

**Action Requested:** Discussion on ideas and goals for 2017.

# Park Commission 2017 Goals and 2016 recap

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1. What do you see as the top three goals for the Park Commission in 2017?
2. What do you want to see improved from 2016?
3. What worked in 2016?
4. Is there anything you would like to see added to meeting agendas consistently in 2017? (For instance we added a park maintenance update to every meeting in 2016)?
5. What other additional ideas do you have for 2017?