PARK COMMISSION MEETING
March 23rd, 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 23rd, 2015
   B. February 29th, 2016 Special Joint Meeting

3) ELECTION OF CHAIR AND VICE CHAIR

4) Jeff Schwiebert, Sartell/St. Stephen School District Superintendent

5) REVISED PARK MAP

6) NEIGHBORHOOD MATCHING FUND PROGRAM

7) NEXT TARGETED NEIGHBORHOOD

8) PARK SURVEY STRATEGY

9) PARK COMMISSION MEETING DATES

10) ADJOURN

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

Sartell Park Commission
September 23rd, 2015

Pursuant to due call and notice thereof, the meeting of the Sartell Park Commission was held on September 23rd, 2015 at Sartell City Hall. David Lindbloom called the meeting to order at 6:30 pm.

MEMBERS PRESENT:	David Lindbloom, Dennis Molitor, Diane Schellinger, Michael Burzette, Rachel Lolmasteymaugh
MEMBERS ABSENT:	None
OTHERS PRESENT:	Nate Keller, Community Development Technician Brad Borders, Public Works Director

AGENDA REVIEW AND ADOPTION

A motion was made by Molitor and seconded by Schellinger to add item 4B. Wilds Development letter to the agenda. The motion carried unanimously.

SURVEY INFORMATION AND RECOMMENDATIONS

The Commission reviewed the Neighborhood 6 Park survey data and discussed possible actions and recommendations, including:

- Discussion took place on the background to the survey, possible alternations to the survey, and the intent/goals of the survey. Keller discussed the improvements from the first survey to the current Neighborhood 6 survey including: the adding of more specific questions, adding pictures and list of amenities for each park. Keller explained the additional marketing and outreach efforts for the survey compared to last survey. Staff discussed the response rate and actions that could produce an even higher response rate.
- **Linear Park.** Discussion was made about possible improvements to Linear Park including:
    1. Enhanced crosswalks, signage to advertise the park is public not private, clean-up of the park along the riverbank, and promotion of the park better. Many residents do not know this is a park, or might think the park is on private property. Discussion was made about the safety of accessing the park. Many residents cited not feeling safe when crossing the street to access the park.
    2. Staff discussed potential improvements may be limited due to the County owning a fair amount of the right-of way along Riverside Dr/Co Rd 1.
- **Northside Park**
    1. Discussion was made about adding additional signs at the park to discourage unlawful behavior. Signs talked about included "under surveillance" "posting of park hours" and other "warning signs".
    2. Staff also discussed talking with the Police Department about additional patrols or other strategies to create a "safer" atmosphere

3. Other improvements include maintenance of disc golf course, adding a long tee and short tee to the disc course, increased attention paid to garbage/litter issues, removal of dead trees, and adding an additional shelter.

- **Lions Park.** Discussion was made about potential improvements to Lions Park including:
    1. Adding interruptive signage, increased upkeep of plants, additional benches or seating areas.
- **Rolling Meadows Park(s)** Discussion was made about potential improvements to the Rolling Meadows Park(s) including:
    1. Increased clean-up, the possibilities of having a small fishing pier, mowing or not mowing of Rolling Meadows North Park.
    2. There was also discussion of upgrading the park at Rolling Meadows East. Several comments were made of the surrounding parks (Lions, and Elementary School Park) and how those surrounding parks satisfy the need of a park with more equipment. Discussion was made on how the park equipment at Rolling Meadows East Park is more of a pit-stop for parents and their children and the need for additional equipment at the park is not needed due to equipment at adjacent parks.
- Tennis Courts. The commission discussed the Tennis Courts located throughout the city's Park System and the pros and cons of each location and the condition of the court at that location. Much discussion was made about the costs of maintaining the court surfaces and other possible options at some of the tennis courts. Currently the city does not have one pickleball court. Discussion was made about the need for a pickleball court and the appropriate location of a pickleball court.
- Definition of a "park". Discussion was made about the differences between a "regional" and a "neighborhood" park. Discussion was also made in regards to classification of the city's parks. Staff will look into revising the park map with different shades to show the three park classifications: Neighborhood Park, Regional Park, open space. Staff will also look into alternative methods of classification and what constitutes a "park".

ADJOURN

A motion was made by Lolmasteymaugh and seconded by Schellinger to adjourn the meeting at 8:17 PM. The motion carried unanimously.

Minutes by:
Nate Keller, Community Development Technician

SARTELL CITY COUNCIL
PLANNING COMMISSIN
PARK COMMISSION
ECONOMIC DEVELOPMENT COMMISSION
PARK COMMISSION
SPECIAL MEETING

MINUTES OF FEBRUARY 29, 2016

Pursuant to due call and notice thereof, a special meeting was held on February 29, 2016 in the conference room of the Sartell City Hall. Mayor Nicoll called the meeting to order at 6:00 p.m.

COUNCIL PRESENT:	Mayor Sarah Jane Nicoll, Pat Lynch, Amy Braig Lindstrom, Steve Hennes, David Peterson
EDC PRESENT:	Bruce Stainbrook, Juli Whitney, Mike Schoenecker Chad Zimmerman
PARK PRESENT:	David Lindbloom Diane Schellinger Rachel Lolmasteymaugh
PC PRESENT:	Anna Gruber, Glenn Persen, Gary Orman
ALSO PRESENT:	Anita Rasmussen, Community Development Director/Assist City Administrator Mike Nielsen, City Engineer Mary Degiovanni, City Administrator Nate Keller, Community Development Technician.

AGENDA REVIEW AND ADOPTION

Motion was made by Lolmasteymaugh to accept the agenda as proposed, motion was seconded by Chad Zimmerman. Motion passed.

Introductions were made.

COMPREHENSIVE PLAN UPDATE

Rasmussen presented details of the Comprehensive Plan highlighting the goals, and strategies of the plan while providing basic background into What a Comprehensive Plan is and isn't. Rasmussen explained the requirement of two public hearings prior to the adoption of the Comprehensive Plan.

There was discussion on: multi-family construction, incorporating the schools into the Sartell brand, partnering with news outlets or utilizing city's social media to create a Q and A about Sartell, creation of an arts commission or combining an arts commission with the park commission, feedback received from the Comprehensive Plan.

OTHER BUSINESS

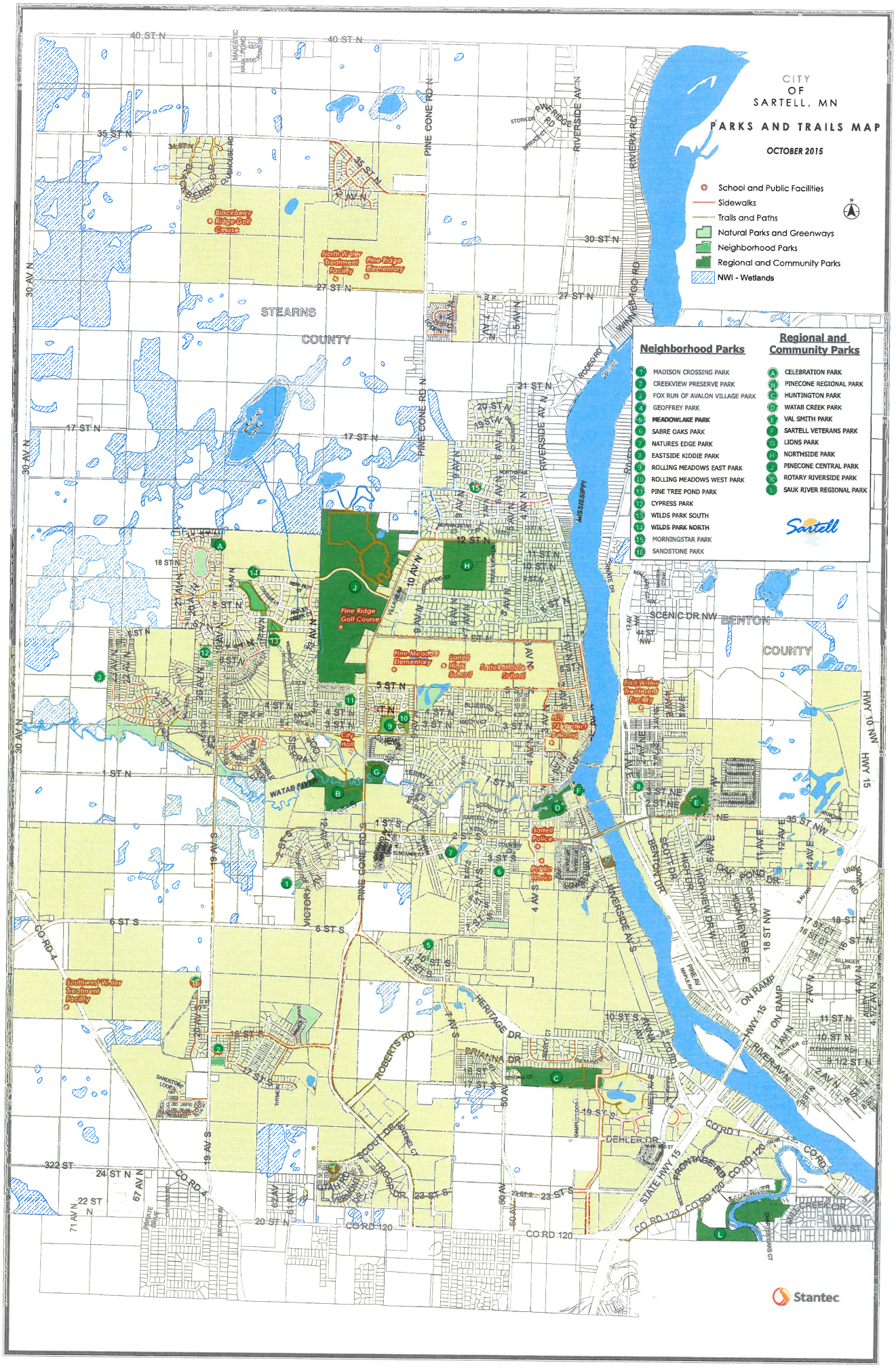
Orman discussed the possibilities of sharing Commission minutes (Planning, EDC, Park) with the Council. Staff would continue to include commission recommendations within the project staff memos, but minutes would be distributed to the Council in advance of being officially adopted.

ADJOURN

The mayor adjourned the meeting at 7:34 p.m.

Nate Keller
Community Development Technician

Mayor


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
A CELEBRATION PARK
B PINECONE REGIONAL PARK
C HUNTINGTON PARK
D WATAB CREEK PARK
E VAL SMITH PARK
F SARTELL VETERANS PARK
G LIONS PARK
H NORTHSIDE PARK
I PINECONE CENTRAL PARK
J ROTARY RIVERSIDE PARK
L SAUK RIVER REGIONAL PARK
Sartell
STEARNS COUNTY
BENTON COUNTY
MISSISSIPPI
WATAB RIVER
Blackberry Ridge Golf Course
North Water Treatment Facility
Pine Ridge Elementary
Pine Ridge Golf Course
Pine Meadow Elementary
Sartell High School
Sartell Middle School
City Hall
East Water Treatment Facility
Sartell Police
Public Works
Southwest Water Treatment Facility
Stantec

MEMO
PARK COMMISSION

Originating Department: **Planning Department**	Meeting Date: **March 23rd, 2016**	Agenda Item No. **6**
Agenda Section:	Item: **Neighborhood Matching Fund Program**	

Background: Staff is putting together drafts for the new potential Neighborhood Matching Fund (NMF) Program. The NMF is designed to build and strengthen neighborhoods through Community Events, economic development initiatives, park improvements, safety upgrades, and other funding priorities. Currently it's estimated the city has approximately $4,500 in available grant money. Applicants will be asked to fill out an application and present their request to the NMF Committee. The highest scored application per 6 month grant cycle will be awarded the funds. Applicants can apply for up to $2,000 in grant money. The city will match the winning grant request dollar for dollar (1 to 1 ratio) up to $2,000.

Attachments:

1. NMF draft guidelines
2. NMF draft application
3. NMF draft score sheet

Action Requested: Staff is requesting that the Park Commission nominate a Commission member to serve on the NMF Committee. The Committee will have 4 other members. The other members have yet to be chosen but its anticipated the makeup of the committee will be one representative from each of the following: Park Commission, Economic Development Commission, Planning Commission, and two staff members one from the Police and one from the Planning departments.

NEIGHBORHOOD MATCHING FUND – GUIDELINES

What is the neighborhood matching fund?
Sartell's strong neighborhoods, our active and creative residents, and our community-minded businesses all contribute to the great quality of life in this community. The Neighborhood Matching Fund (NMF) program was created to provide neighborhoods with financial resources for community-driven projects that enhance and strengthen our neighborhoods. All projects are initiated, planned and implemented by community members. Every award is matched by that neighborhood's own donated time, materials, services, or cash.

Who Should Apply
All applicant groups must be composed of people who live and/or work in the neighborhood for which they are applying for funds (see attached "Sartell Neighborhood Designation Map").

What We Fund
To be considered for funding, a project must demonstrate its capacity to build a stronger and healthier neighborhood. Each project may seek up to $2,000 from the NMF and meet one or more of these funding priorities:

- Communications and Engagement: projects that improve neighborhood communications and/or increase community engagement
- Economic Development: projects that improve private property values (neighborhood tree plantings or clean-up/beautification efforts), or support Sartell business
- Public Safety: projects that improve public safety, reduce neighborhood conflicts, or address nuisance issues
- Community Culture: projects that promote the arts such as theatre, concerts, or public art installations, or health and wellness, such as yoga in the park, kite making/flying workshops, or other community wellness activities
- Parks & Open Spaces: projects that promote recreation and/or beautification in the City's public spaces
- Transportation: projects that develop signage or wayfinding or other transportation improvements
- Sustainability: projects that increase sustainability, such as stormwater improvements, tree plantings, etc.

Projects must:

- Provide a public benefit and be free and open to all members of the public
- Emphasize self-help, with project ideas initiated, planned and implemented by neighborhood members who will be impacted by the project.
- Demonstrate the community match.
- Occur within the Sartell City limits.

Applications are accepted when solicited by the City (notice will be provided via City website and media outlets). Typically the solicitation open period lasts six months with two cycles per year *June-December and January-May.* A signed contract with the City must be completed prior to the start of any approved project.

Social security number or tax identification number must be supplied for any intended recipients of funds from the NMF. A specific list of payees and amounts must be included as an attachment to the signed Contract.

Applicant Steps
Step 1: Review these program Guidelines
Step 2: Access the NMF application via the City website at www.sartellmn.com
Step 3: Secure permission from property owner(s) (if applicable) and research regulations by contacting City of Sartell Community Development Department at 258-7306. If the project involves use of, or changes to, property that the applicants do not own, written permission from the owner(s) must be submitted with the application. For improvements to City property, the appropriate City department will provide permission and approval during the application review process.
Step 4: Determine resources needed and total project budget. Determine the resources that will be required to complete the project. Determine which of these the applicants can supply and which will need City funding.
Step 5: Confirm and document all match resources (see Match Types and Descriptions below).
Step 6: Complete and submit application to City of Sartell before the deadline stated on the City's website for the current application solicitation.
Step 7: Present project to NMF Committee.
Step 8: Receive notice from the Committee on decision.

What are the application components
Applications have four sections that are reviewed and rated for a total of 100 points. A successful application will include completed and detailed sections that let the NMF Committee know that your group has planned well, is able to organize broad neighborhood support, and knows how to secure resources needed to complete the project.

- **Proposed Idea (30 points):** The purpose of all NMF projects is to create stronger, more connected neighborhoods and communities. We want you to explain **exactly what you will do, how the project will benefit the broader community,** and **why you want to do this project.** Your detailed workplan will let us know the **step-by-step activities** of your project.
- **Neighborhood Involvement/Community Building (30 points):** NMF projects build community by intentionally bringing people together. They also build leadership capacity by requiring community organizing/community outreach by project leaders. We want to know who is involved in the project, both now and during project implementation.
- **Project Resources and Readiness (30 points):** Resource matching contributions of cash, volunteer labor, donated professional services, and donated materials are indicators of community support. Project readiness means the project has been well-planned and will be successful in generating enough match within the timeframe required by the applicable fund. We ask for a **detailed project budget** and **documentation of community matching.**
- **Outcomes (10 points):** A successful project will have a vision for success and be driven by achievable outcomes. We want to know about **specific outcomes**, both tangible and/or intangible results, and how you will **measure project success.**

Match Requirements
All NMF projects require a 1:1 match (the community match must equal the funding request).

Match Types and Descriptions

- Volunteer Labor: valued at $10/hour. Volunteer time will be counted starting on the date of the signed contract.
- Professional Services: Must be relevant to the project and proportionate to its needs. Donor must document the hourly value of their professional services on their professional letterhead. Services are valued at their customary rates, but not to exceed $75/hour.
- Donated Materials or Supplies: All donated materials and supplies are valued at their retail prices. Borrowed equipment can also be considered as part of the match, valued at the standard rental fee. Donors of the materials and supplies must provide documentation on their letterhead of the value of the match.
- Cash: Cash donations can come from fundraising events, individuals, foundations, businesses, and/or community groups.

Application Review Process
Only applications that have met all of the guidelines and requirements will be formally reviewed for approval. Applications will first be reviewed by City of Sartell departments for compliance with City requirements and for any necessary Council approval, if required (for example: permanent improvements to City property). Every project received within the 6 month grant cycle is then reviewed and scored by the NMF Committee. The highest average scored application is awarded grant funds. One application is awarded per grant solicitation period.

Details

- All NMF projects require a funding agreement (contract) be signed between the applicant and the City prior to project start.
- The award money is paid out in installments on a reimbursement basis as expenses are incurred. You cannot incur costs to be paid with an NMF award before you have a signed contact.
- If your project is funded, the City will provide insurance covering volunteers while they are working on your project, but that coverage is limited to certain disability, impairment and death benefits. **No medical coverage is provided**.
- All NMF award recipients must submit a final report, including documentation of the community match, and invoices with payee's taxpayer identification number, throughout the project implementation.

NEIGHBORHOOD MATCHING FUND (NMF) - APPLICATION

Thank you for your interest in the city's NMF program! If you should have any issues or questions regarding the application please do not hesitate to contact:

Nate Keller – (320)-258-7316 or nate.keller@sartellmn.com

The NMF program is designed to build and strengthen neighborhoods through Community events, economic development initiatives, park improvements, transportation/wayfinding improvements, safety upgrades, sustainability projects, or other funding priorities. For a full list and details on what the program funds please see **SARTELL NEIGHBORHOOD MATCHING FUND GUIDELINES.**

A total of two grants are awarded per year. Grant periods run in six month cycles – *June – December* and *January – May*. Qualifying applicants will be asked to give a short 5 minute presentation to the NMF Committee after completing all required application materials. Applicants will be contacted by city staff regarding the details of when presentations will take place but it's anticipated presentations will be toward the end of each grant cycle (December and May).

All grant applications received during each six month cycle are scored and ranked by the NMF Committee. The application with the highest score is awarded grant funds. The NMF Committee is comprised of one representative from each of the following (Five total): Planning Commission, Park Commission, Economic Development Commission, two members of Sartell City staff (Planning and Police department).

PLEASE ATTACH ADDITIONAL SHEETS AS NECCESSARY

PART 1 APPLICANT BACKGROUND INFORMATION	
Name of Organization/Individual Name of Project	
Location of Project (please see Appendix A for a map of Sartell's Neighborhoods)	
Category of project	Choose an item.
Other (Please explain)	
Amount of funds requested	
Total project cost	
Will your project be free and open to all members of the public?	Yes☐ No☐ N/A☐

PART 2 PROJECT DETAILS

Please explain your project idea and the purpose	
How will your project benefit the community and why have you chosen this project?	
Please provide a timeline or the step-by-step activities for your project	

PART 3 NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING

Please provide a brief description of who is involved in the project and their roles/responsibilities	Name	Role
Please explain how the project will unify or bring the community together		

PART 4 PROJECT RESOURCES AND READINESS

Please explain who will provide the project match and how	
Do you anticipate any issues with obtaining the project match?	

If Yes please explain any issues you foresee	
Please explain the costs associated with the match	
PLEASE ATTACH A SEPARATE SHEET OUTLINING THE PROJECT BUDGET	

PART 5 PROJECT OUTCOMES

Please explain the anticipated outcome of your project	
How will success be measured?	

Project Applicant Name

Project Applicant Signature

Property Owner Signature

Property Owner Signature

OFFICE USE ONLY

Date Received: _____

Date of Committee Review_____

Average Score: _____

Funded? Yes☐ No☐

Amount of funds awarded_____

NEIGHBORHOOD MATCHING FUND –

Scoring Sheet

Name of Project: _____

1. Proposed idea (30 Points)

0	5		10		15		20		30

Guideline: 30 – Project idea is well thought out and well planned. Idea has potential to strongly impact and strengthen the neighborhood. Project idea is given in explicit detail and explains why the applicant wants to do the project. Work plan lists details of the step-by-step activities of the project. Presentation was clear and provided more detail on the proposed idea.

15- Project is thought out but not well planned. The impact of the project to the neighborhood is minimal. Project detail is missing, incomplete, or vague. Work plan is missing or not detailed.
5- Project is not open to everyone. Idea is vague or not described well. Project does not inspire lasting change.

2. Neighborhood Involvement/Community Building (30 Points)

0	5		10		15		20		30

Guideline: 30 – Project shows great capacity for bringing ALL members of the community together. Project is led by demonstrated leaders. Project builds foundations for lasting neighborhood involvement with long term results. Roles and responsibilities of each individual/group is clearly stated.
15 – Project does not involve ALL members of the community. Project builds short term momentum with short term results.
5- Project is not clear on who is on the leadership team. Project does not have a clear lasting value to the community.

3. Project Resource and Readiness (30 Points)

0	5		10		15		20		30

Guideline: 30 – Project exceeds minimum match requirement. Project is well planned and documentation of project budget and community match have been provided.

15 – Project match meets requirement. Project has been planned although gaps exist. Documentation of project budget and community match are provided but some documents may be missing.
5- Details of the project plan are missing. Project match is insufficient and documentation is missing.

4. **Outcomes (10 Points)**

0		5		10

Guideline 10- Project has clear, achievable outcomes that are specified. Applicant has provided a guideline on how success will be measured.

5- Project outcomes are not clear. Applicant has not clearly stated how success will be measured.

5. **Total Score =**

Name of Reviewer: _____

Date of Review: _____

MEMO #2
PARK COMMISSION

Originating Department: **Planning Department**	Meeting Date: **March 23rd, 2016**	Agenda Item No. **7 & 8**
Agenda Section:	Item: **Next Targeted Neighborhood & Park Survey Strategy**	

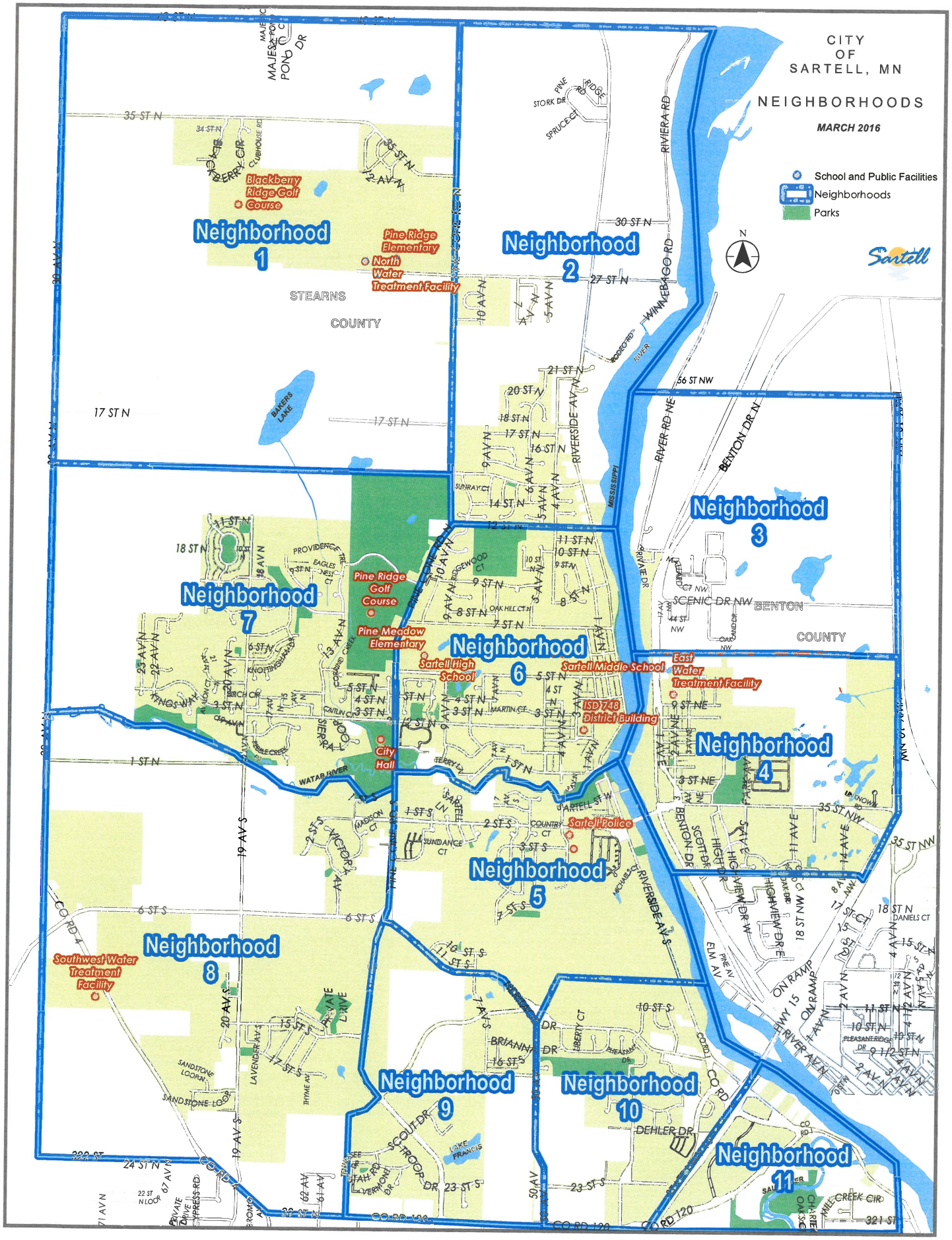
Background:

In the past staff has obtained citizen feedback on its parks by targeting a specific neighborhood and focusing on the parks within that neighborhood through a park survey. The first survey saw 161 people respond and answer and the 2nd park survey saw 132 respondents. The feedback along with Park Commission's recommendations have helped plan for improvements to these parks and suggestions have been added to the city's financial management plan.

Attachments:

1. Neighborhood Map

Action Requested: Staff is requesting discussion on outreach strategy (Open House at Park Shelter, Survey, Walk in the Park, etc.) and which area should be the next targeted neighborhood.


CITY OF SARTELL, MN
NEIGHBORHOODS
MARCH 2016
School and Public Facilities
Neighborhoods
Parks
Sartell
N
Neighborhood 1
Neighborhood 2
Neighborhood 3
Neighborhood 4
Neighborhood 5
Neighborhood 6
Neighborhood 7
Neighborhood 8
Neighborhood 9
Neighborhood 10
Neighborhood 11
Blackberry Ridge Golf Course
Pine Ridge Elementary
North Water Treatment Facility
Pine Ridge Golf Course
Pine Meadow Elementary
Sartell High School
Sartell Middle School
East Water Treatment Facility
ISD 748 District Building
City Hall
Sartell Police
Southwest Water Treatment Facility
STEARNS COUNTY
BENTON COUNTY
BAKERS LAKE
WATAB RIVER
MISSISSIPPI RIVER
17 ST N
35 ST N
30 ST N
27 ST N
56 ST NW
35 ST NW
18 ST N
1 ST N
6 ST S
23 ST S
24 ST N
CO RD 120
RIVERSIDE AV S
RIVER AV N
RIVIERA RD
WINNEBAGO RD
RIVER RD NE
BENTON DR N
SCENIC DR NW
PINE CONE RD
19 AV S
20 AV S
10 AV N
9 AV N
8 AV N
7 AV N
6 AV N
5 AV N
4 AV N
3 AV N
2 AV N
1 AV N
14 AV NW
15 AV NW
18 ST NW
DEHLER DR
SCOUT DR
TROOP DR
BRIANNA DR
LIBERTY CT
PLEASANT DR
SANDSTONE LOOP
LAVENDER AV S
THYME AV
PRIVATE DRIVE
CYPRESS RD
LAKE FRANCIS
ELM AV
PINE AV
ON RAMP
BWY 15
MILL CREEK CIR
CHARTER OAK SE
SAULTER
DANIELS CT
PLEASANT RIDGE DR
MAJESTIC POND DR
CLUBHOUSE RD
BERRY CIR
PINE RIDGE RD
STORK DR
SPRUCE CT
PROVIDENCE TRL
EAGLES NEST CT
KNOTTINGHAM DR
KINGS WAY
BIRCH CIR
CAITLIN CIR
SIERRA CT
PEBBLE CREEK
CORDUROY CREEK
RIDGEWOOD CT
OAK HILL CT N
MARTIN CT
TERRY LN
SARTELL LN
SARTELL ST W
COUNTRY CT
SUNDANCE CT
MADISON CT
VICTORY AV
MICHAEL CT
SUNRAY CT
BENTON DR
SCOTT DR
HIGHVIEW DR W
HIGHVIEW DR E
OAK DR
LEMONWOOD RD
PRIVATE DR
CT NW
OAK DR NW
44 ST NW
17 AV NW
14 AVE NW
SAVE NE
3 ST NE
9 ST NE
8 AV NE
11 AVE NE
14 AVE NE
CO RD 4
CO RD 1
CO RD 120
CO RD