

1. Agenda Docs

Documents:

[BCOL AUGUST 2024 PACKET_REDACTED.PDF](#)

[8-29-24 CITY OF MONTICELLO ATHLETIC PARK PROJECT UPDATE.PDF](#)



**BERTRAM CHAIN OF LAKES REGIONAL PARK
ADVISORY COUNCIL MEETING AGENDA**

Thursday, August 29, 2024

8:00 a.m.

**MONTICELLO COMMUNITY CENTER
ACADEMY ROOM**

1. Call Meeting to Order
2. Approval of Minutes from November 2023
3. Approval of Agenda
4. Review Rules and Bylaw Changes
5. Appointment of the At-Large Member
6. City of Monticello 2024 Projects Update
7. Wright County 2024 Projects Update-Verbal
8. Discussion of Added Items
9. Adjourn

DRAFT

MINUTES

BERTRAM CHAIN OF LAKES REGIONAL PARK ADVISORY COUNCIL

Friday, November 3, 2023, 8:00 a.m.

Monticello Community Center Bridge Room

Members Present: Martyn Dibben, Dawn Larson, Sam Murdoff, Scott Peterson, Darek Vetsch, Tom Vetsch

Staff Present: Ross Demant, Beth Green, Brad Harrington, Tom Pawelk, Delia Scepaniak

1. Call to Order.

Martyn Dibben called the meeting to order at 8:06 a.m.

2. Consideration of approving minutes from June 3, 2022.

SCOTT PETERSON MOVED TO APPROVE THE MINUTES FROM MARCH 3, 2023. MOTION SECONDED BY SAM MURDOFF. MOTION CARRIED.

3. Consideration of adding to and approving the agenda.

SCOTT PETERSON MOVED TO APPROVE THE AGENDA AS PRESENTED. MOTION SECONDED BY SAM MURDOFF. MOTION CARRIED.

4. Review of At-Large Member Terms.

Tom Vetsch is up for a 3-year term renewal as an at-large member. Vetsch stated that he would like to continue as an at-large member.

DAWN LARSON MOVED TO APPROVE THE 3-YEAR TERM RENEWAL FOR TOM VETSCH THRU 12/31/2026. MOTION SECONDED BY SCOTT PETERSON. MOTION CARRIED.

5. City of Monticello 2023 Projects Update.

Tom Pawelk provided an update on the athletic park parking expansion project. The access road, parking lot and trail extensions are in. There are a few items that will be put on hold until 2024 due to weather conditions. Looking for rocks/boulders for creative ways to stop, need wheel stops. Landscape crews are planting trees for a windscreen on the north side. Natives and athletic grass will be put in next year. Looking for an architect for the maintenance building next year, will go out for bids in January.

With this project there was a potable water expansion to include features for drinking fountains with water bottle filling stations. There should be playable areas by July.

The city is hoping to get more support for Bertram in the future if the Local Option Sales Tax passes next year.

6. Wright County 2023 Projects Update.

Brad Harrington said that the mural in the basement of the chalet has been completed. Floor coating is also done in basement. Staff is in the middle of transitioning and getting ready for winter, getting the cross-country ski trail signs out, etc. Will be moving equipment over next week. The camper cabins are still open but there is a lull in rentals right now, and they are trying to figure out ways to encourage more usage during this time. The camping season went great and the campground over MEA was 100% full. For winter, looking to try out free ski or snowshoe rentals with a cabin rental. The rental cost is \$5, and the skis and snowshoes will be available to rent on weekends.

There is a 3-panel kiosk that they are working on and using history from Jim Lindberg. Looking at adding a historical piece to the sign and will also work with the Historical Society on that.

On the beaver pond side, working on tent campsites and a bituminous trail. There will be a kickback route to the road. It's coming along, and the access will be on 90th Street across from the parking lot.

The Bertram Bootacular went very well, it was well attended, and the expanded parking area next to the campground worked great. The Santa event will be at Bertram on December 2nd.

Ross noted that the mountain bike trails at Bertram have been one of the most popular features in the park system. MORC has done a lot of great things, and they are a super easy group to work with, they just go out and take care of business. They are planning a recognition of MORC at the next board meeting.

7. Discussion of Added Items.

The next meeting is scheduled for January 5, 2024, at 8 a.m. in the Bridge Room at the Monticello Community Center.

8. Adjourn.

SCOTT PETERSON MOVED TO ADJOURN THE MEETING AT 9 A.M. MOTION SECONDED BY DAWN LARSON. MEETING ADJOURNED.

Recorder:

Beth Green

Beth Green, Administrative Assistant

Approval Date:

Attest:

Martyn Dibben, BCOLAC Chairman



WRIGHT COUNTY
Parks & Recreation

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MEMO

To: Bertram Chain of Lakes Advisory Council
From: Ross Demant, Parks and Recreation Director
Date : August 29, 2024
RE: Rules and Bylaw Changes

Background

With a large portion of the construction and land purchases now complete, meeting frequency of the Bertram Chain of Lakes Advisory Council (BCOLA) has been reduced from meeting monthly to meeting quarterly. This reduction was initiated since governing documents like masterplans and operational policies for the City and County are in place and being followed.

After conversations between City and County staff, it was determined to recommend that the BCOLA move to meet on a as-needed basis. This recommendation is related to the Parks and Recreation Commissions from both entities being the recommending bodies to the Monticello City Council for the City and the Wright County Board for the County. Staff did feel that the Bertram Chain of Lakes Advisory Council should still stay active and meet when significant changes to masterplans or operational procedures are being proposed.

Request

Review the draft Bertram Chain of Lakes Advisory Council Rules and Bylaws and make a recommendation to the Monticello City Council and Wright County Board on changes to the document.

Attached

- Draft Bertram Chain of Lakes Advisory Council Rules and Bylaws

**By-Laws For
The Bertram Chain of Lakes Regional Park Advisory Council**

Article I Name of the Council

The name of the organization shall be the ***Bertram Chain of Lakes Regional Park Advisory Council***.

Article II Membership

The Bertram Chain of Lakes Regional Park Advisory Council shall consist of ~~8~~7 voting members as follows:

- ~~(1)~~ Monticello City Council Members, as designated by the City Council
- ~~(+)(1)~~ Monticello City Parks Arts and Recreation Commission Member, as designated by the Parks Arts & Recreation Commission
- ~~(1)~~ Wright County Commissioners, as designated by the County Board
- (1) Wright County Parks Board Member, designated by the Parks Advisory Board
- (1) Monticello Township Officer or Representative, as designated by the Township
- ~~2~~(1) Citizens at large appointed by the balance of the Advisory Council, upon approval of the Monticello City Council and the Wright County Board of Commissioners.
- (1) Monticello School District Representative, as designated by the School District

Article III Term of Office

~~The term of the regular at large members shall be for three (3) years and shall be staggered so that no more than two (2) members' terms expire in a given year. The At-Large member shall be appointed by a majority vote of the Advisory Council. This appointment will automatically renew annually unless the At-Large member submits their resignation or a majority of the Advisory Council votes to appoint another person for the At-Large position.~~

All regular appointments shall expire at the first Bertram Chain of Lakes Regional Park Advisory Council meeting of the new calendar year.

Article IV Attendance

It is the County Board of Commissioners and Monticello City Council's intention to encourage members to attend all meetings. Should any member be absent for more than three meetings in a calendar year, that member may be subject to replacement.

Article V Vacancy

Any vacancy in the at large membership shall be filled by the recommendation of the balance of the Advisory Council, followed by approval of the Monticello City Council and the Wright County Board of Commissioners. Any vacancy in the regular members shall be filled by the appointing body, and such appointee shall serve for the term.

Article VI Officers

Section 1. Elections. The Bertram Chain of Lakes Regional Park Advisory Council shall elect at its January meeting from its membership, a Chair, and a Vice-Chair who shall serve for a term of one year and shall have such powers as may be prescribed in the rules of said Council.

Section 2. Duties of Chair. The Chair shall preside at all meetings and shall have the duties normally conferred and parliamentary usage of such officers.

Section 3. Duties of Vice-Chair The Vice-Chair shall act for the Chair in his/her absence.

Section 4. Duties of Secretary. A Secretary may be appointed who is not a member of the Bertram Chain of Lakes Regional Advisory Council, but can be employed as a member of County or City staff. The Secretary shall keep the minutes and records of the Advisory Council; and with the assistance of other staff as is available, shall prepare the agenda of the regular and special meetings for Advisory Council members, arrange proper and legal notice of hearings when necessary, attend to correspondence of the Advisory Council and other duties as are normally carried out by a secretary.

Article VII Committees

Currently there are three 2active committees established by the Bertram Chain of Lakes Regional Park Advisory Council:

- Regional Park Use Committee (Will be made up of the Wright County Parks and Recreation Commission)
- Athletic Complex Committee (Will be made up of the City of Monticello Parks and Recreation Commission)

The Bertram Chain of Lakes Regional Park Advisory Council may establish committees to meet as needed.

Article VIII Meetings

~~Section 1. Meetings shall be held quarterly, the first Fridays of January, April, June and November. The meeting shall be open to the general public.~~

Section ~~2.1. Special meetings may~~Meetings shall be called by the Chair and Vice-Chair together or six (6) members of the Bertram Chain of Lakes Regional Park Advisory Council on as needed basis.

Section 3. Proper and legal notice of meetings, special meetings, and meeting

cancelations shall be posted as required by the Secretary of the Bertram Chain of Lakes Regional Park Advisory Council, at and posted at the Wright County Government Center and Monticello City Hall.

Article IX Quorum

A majority of the total voting Advisory Council members shall constitute a quorum for the transaction of business. (~~5~~4 members)

Article X Duties of the Advisory Council

It shall be the duty of the Advisory Council, with staff assistance, to study and provide information to determine the usage, operation, management and functions, and make recommendations to the County Board of Commissioners and the City Council in respect thereof, including general and specific development standards and criteria for evaluating specific uses, policy, to the extent and objectives of County and City participation in outdoor recreation and programs for coordination with other groups or agencies.

Article XI Amendments

These bylaws may be recommended to be amended by a majority vote of the existing membership of the Advisory Council, after full notice has been given in writing to all members, with final approval by the Wright County Board of Commissioners and the Monticello City Council.

Passed this _____ day of _____, _____, by the Wright County Board of Commissioners.

Passed this _____ day of _____, _____, by the Monticello City Council.

ADVISORY COUNCIL MEMBERS

Martyn Dibben	[REDACTED]	[REDACTED]	[REDACTED]	APPOINTMENT	Wright County Parks and Recreation Commission
Daryl Tindle	[REDACTED]	[REDACTED]	[REDACTED]	APPOINTMENT	Monticello Parks and Recreation Commission
Sam Murdoff	[REDACTED]	[REDACTED]	Sam.murdoff@ci.monticello.mn.us	APPOINTMENT	Monticello City Council
Darek Vetsch	[REDACTED]	[REDACTED]	darek.vetsch@co.wright.mn.us	APPOINTMENT	Wright County Commissioner
Eric Olson	[REDACTED]	[REDACTED]	eric.olson@monticello.k12.mn.us	APPOINTMENT	School District
Scott Peterson	[REDACTED]	[REDACTED]	[REDACTED]	APPOINTMENT	Monticello Township
Tom Vetsch	[REDACTED]	[REDACTED]	[REDACTED]	12/31/2023	Member At Large
Tom Pawelk	[REDACTED]	[REDACTED]	tom.pawelk@ci.monticello.mn.us	STAFF	City of Monticello
Beth Green	[REDACTED]	[REDACTED]	beth.green@ci.monticello.mn.us	STAFF	City of Monticello
Brad Harrinton	[REDACTED]	[REDACTED]	bradley.harrington@co.wright.mn.us	STAFF	Wright County
Ross Demant	[REDACTED]	[REDACTED]	ross.demant@co.wright.mn.us	STAFF	Wright County

Bertram Chain of Lakes Regional Athletic Park Phase 2 construction update.

<p>Prepared by: Parks & Rec Director Parks, Arts & Rec Director</p>	<p>Meeting Date: 08/29/2024</p>	<p><input checked="" type="checkbox"/> Regular Agenda Item</p>

ACTION REQUESTED

None- Construction update.

REFERENCE AND BACKGROUND

The Bertram Chain of Lakes Athletic Park project was initiated in 2023 with a projected completion date set for June 2024. The project's scope entailed the development of ADA-accessible gravel trails and parking spaces, support facilities for recreational activities, and enhancements to the existing transportation infrastructure at the Bertram Chain of Lakes Regional Athletic Complex.

The project involved the construction of a new one-way gravel entrance road from the south and a new two-way internal park road to enhance traffic circulation. Additionally, a looped gravel trail system for pedestrian recreation and access was developed, alongside the extension of the existing irrigation system to facilitate successful seeding installations for turf and native plantings. The introduction of new support facilities aimed at enhancing the site's regional athletic facility capabilities. Furthermore, the transportation improvements were designed to improve accessibility and safety for users of the regional park within the existing athletic complex.

Currently, the contractor has finalized all the aforementioned enhancements, although minor outstanding items remain on the punch list. These items encompass park signage, additional gravel, and the connection of the drinking fountain. The punch list items are visually indicated in red on the map.

