

**DRAFT**  
**CITY OF SAINT PETER, MINNESOTA**

**MINUTES OF THE PARKS & RECREATION ADVISORY BOARD**

**Tuesday, February 17, 2015**

Pursuant to due call and notice thereof, a regular meeting of the City of Saint Peter Parks & Recreation Advisory Board was conducted at the Saint Peter Community Center – Traverse des Sioux Room on February 17, 2015.

A quorum present, Chairperson Stu Douglas called the meeting to order at 7:00 p.m. The following Board Members were present: L. Lee Alger, Jeff Brand, Charles Burgess, Stu Douglas, Michael Looft, Mike Meffert, Larry Potts and David Ringler. The following Board Member was absent: Steve Alger. The following ex-officios were present: Pete Moulton, Director of Public Works, Jane Timmerman, Recreation & Leisure Services Director. Also present was Tim Mayo, Maintenance Superintendent.

**Approval of Agenda** – Lee Alger made a motion, seconded by Larry Potts, to approve the agenda. With all in favor, the agenda was approved.

**Approval of Minutes** – Larry Potts noted some spelling corrections. Charles Burgess made a motion, seconded by Mike Meffert, to approve the minutes of the January 20, 2015 with corrections. With all in favor, the minutes were approved.

**Visitors** – Bob Lambert, Chair of the Saint Peter Area Veteran’s Memorial Association (SPAVMA), and Dana Melius representing the St. Peter Herald were present.

**Unfinished Business:**

- A. Veterans Memorial** – Pete Moulton reviewed the proposed memo and resolution. The memo included the four areas where the Veterans Memorial design deviates from the criteria. These items include: 1) Height restriction of 48 inches. The Parks Board agrees with SPAVMA that this could not be accomplished with 48 inch high walls. The goal is to get close to 2000 names on the Service Walls during the first two years of fundraising. 72 inch wall will make this possible. 2) Sidewalk connection to the pavilion. The Parks Board agrees with SPAVMA that the sidewalk connections should be a part of the future pavilion project. Since connection at this time may be premature the money would be better spent if completed at a later date. 3) No vertical elements within 20 foot setback. The Parks Board has reviewed the sign location and height and the submitted drawing meets the intent of the Parks Master Plan. 4) 3600 square feet in size. The Parks Board has reviewed the design and feels that 3800 square feet is appropriate for the design and location within Minnesota Square Park. No further discussion was made by the Board. A formal by member resolution was voted and resolution passed. This recommendation from the Parks & Recreation Advisory Board will now be presented to the City Council for approval.
- B. Review of updated Draft Master Parks Plan** – Members completed the review of the Draft Parks Master Plan in January. The Advisory Board reviewed the memo and resolution to approve the Parks Master Plan recommendation to the City Council. A formal by member resolution was voted and resolution passed. This recommendation will now go to an upcoming City Workshop and Council for approval.

**New Business**

- A. St. Peter Softball Association** – Keith Hanson shared an update on Jefferson Park ball fields. In fall 2015, the softball association will complete the irrigation system project on Field #3. Their final goal is to help the city provide lights to fields 2 and 3. Total cost for this project would be approximately \$230,000. City staff will work with the St. Peter Softball Association regarding funding options.

- B. Parks Identification Standard Detail** – Tim Mayo distributed a photo of a concrete/brick pillar that is currently located up by Gault Park. The suggestion was made that city staff could make more pillars and attach signs to them. These could be used as uniform signage identifying each city park. The Advisory Board discussed and liked the idea as signage is listed as a priority in the Master Plan. They would like to see a mock up of what the sign would actually look like. This will be followed up at the next meeting.

### **Reports**

#### Recreation & Leisure Department Updates

1. **Fall 2014 program report.** Jane reviewed fall recreation activities numbers.
2. **Pickleball** –Pickleball is growing on Wednesday nights and they are hoping to have some outdoor options this summer.

#### Department of Public Works Update

1. **WinterFest** – Tim Mayo shared that Winterfest activities were successful.

**Adjournment** – David Ringer made a motion, seconded by Lee Alger to adjourn the meeting. With all in favor, the meeting was adjourned at 8:00 p.m.

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Stu Douglas, Chairperson

ATTEST:

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Larry Potts, Recording Secretary

Note: Secretary signs when approved at next meeting, whether or not secretary was at the actual meeting. Chairperson attests to the signature.