

**DRAFT  
CITY OF SAINT PETER, MINNESOTA**

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

**January 20, 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 St. Peter Community Center – Traverse des Sioux Room on January 20, 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, Stu Douglas, Michael Looft, Mike Meffert, Larry Potts and David Ringler. The following Board Members were absent: Steve Alger and Charles Burgess. The following ex-officio was present: Pete Moulton, Interim Director of Public Works, Jane Timmerman, Recreation & Leisure Services Director. Also present was Tim Mayo, Maintenance Superintendent.

**Selection of Officers** – Lee Alger made a motion to retain the current slate of officers: Stuart Douglas, Chair; Steve Alger, Vice Chair; and Larry Potts, Secretary. David Ringler moved to cease the nominations seconded Mike Meffert. With all in favor the motion to keep the same slate of offices was approved.

**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** – David Ringler made a motion, seconded by Lee Alger, to approve the minutes of the December 15, 2014. With all in favor, the minutes were approved.

**Visitors** – Bob Lambert and others were present to share and discuss the Saint Peter Area Veterans Memorial plan.

**Unfinished Business:**

- A. Veterans Memorial** – Bob Lambert, Chair of the Saint Peter Area Veteran’s Memorial Association (SPAVMA), presented their current plan to create a Saint Peter Area Veterans Memorial in Minnesota Square Park. Advisory Board members discussed the plan and asked questions. The City Council provided a list of six principals and 16 specific criteria that the veteran’s memorial design needs to meet. There are four areas where the Veteran’s Memorial design deviates from the criteria. These items include: 1) height restriction of 48 inches, 2) sidewalk connection to the pavilion, 3) no vertical elements within 20 foot setback, and 4) 3600 square feet in size. Mr. Lambert explained the SPAVMA’s position related to these items. At the next regular meeting of the Park & Recreation Advisory Board, members will make a recommendation to the City Council regarding the Veteran’s Memorial Associations request to approve the final design, rules and policies including maintenance, for a veteran’s memorial to be located at the northeast corner of Minnesota Square Park according to the plans submitted.
  
- B. Review of updated Draft Master Parks Plan** – Members completed the review of the Draft Parks Master Plan. At their next regular meeting, the Advisory Board will take action on approving a recommendation to the Council.

**New Business**

- A.** No new business to report.

**Reports**

Jane Timmerman shared an update from Recreation & Leisure Department.

- 1. Ice Rink/Warming House.** The ice rinks have been up and running with high numbers. The Advisory Board extends a special thank you to the Hockey Association for all of their volunteer help. To address the safety issues of leisure skaters that share a rink with

hockey players, the Recreation Department initiated a Leisure Skating Only time period. Each day one of the rinks will be designated for Leisure Skaters only. Hours are Monday-Friday from 6-7 p.m. and Saturday/Sunday from 1-3 p.m.

Tim Mayo reported on:

1. **2015 Meeting Date Schedule.** Park and Recreation Advisory Board meetings have been held at 7 p.m. on the third Monday of each month. There was a request to consider a different day and time. After discussion the Advisory Board decided to keep the day/time the same although the meeting location will change from the Public Works conference room to Community Center.

**Adjournment** – David Ringer made a motion, seconded by Larry Potts to adjourn the meeting. With all in favor, the meeting was adjourned at 9:05 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.