

## CITY OF SAINT PETER, MINNESOTA

### MINUTES OF THE PARKS & RECREATION ADVISORY BOARD

Tuesday, January 19, 2021 7:30 PM

#### MEETING CONDUCTED BY ELECTRONIC MEANS – SEE INFORMATION BELOW

Pursuant to due call and notice thereof, a regular meeting of the City of Saint Peter Parks & Recreation Advisory Board meeting was conducted virtually.

A quorum present, Vice Chair Al Christensen called the meeting to order at 7:15 p.m. The following Board Members were present: Mike Bidelman, Emily Bruflat, Al Christensen, Brian Fremo, Eli Hoehn, Sarah Nielsen, Shanon Nowell, and Laura Zender. The following Board Members were absent: Jordan Paula. The following ex-officios were present: Pete Moulton, Director of Public Works and Joey Schugel, Director of Recreation and Leisure.

**Visitors** - Scott Schroeder, Maintenance Superintendent and Angie Glassel, Administrative Secretary.

**Approval of Agenda** - Bidelman made a motion, seconded by Hoehn, to approve the agenda as submitted. With all in favor, the agenda was approved.

**Approval of Minutes** - Fremo made a motion, seconded by Zender, to approve the November 16, 2020 minutes. With all in favor, the minutes were approved.

**Oath of Office** – Brian Fremo read the oath of office for his third term on the Advisory Board.

**Election of Officers** – Bidelman made a motion to approve the 2021 slate of officers, seconded by Fremo. With all in favor, the 2021 slate of officers were approved.

- A. Chair – Laura Zender
- B. Vice Chair – Al Christensen
- C. Secretary – Sarah Nielsen

#### **UNFINISHED BUSINESS**

- A. COVID-19 Updates - Community Center – Schugel shared that they are following State guidelines and the Community Center is now back open. Basketball is open but everyone must wear a mask.
- B. COVID-19 Updates - Public Works – The Public Works office opened to the public on January 14. All staff are following Minnesota Department of Health guidelines and are pre-screened each morning. All employees are required to wear face masks and recommended guidelines.
- C. Minnesota Square Park – 2021 Improvements Plan – Schroeder shared with the Advisory Board the improvements that will be coming this year.
  - Additional Shelter Donation – An organization within the community would like to donate an additional shelter to the park. City staff are working with this organization and a timeline and plan set will be shared at the February meeting.
  - DNR Outdoor Recreational Grant – City staff are working on completing the grant and it will be due in March. If this grant is awarded to the City it will be applied towards the planned and budgeted improvements at the park.

## NEW BUSINESS

- A. 2021 Meeting Schedule – Zender reminded the Advisory board of the schedule attached in the packet for saving future meeting dates on your calendar.
- B. 2022 Parks Improvements – Moulton reviewed with the Advisory Board the 2022 planned improvements which includes the category of “Shade Structures and Passive Picnic Areas” (SS/PA). The Advisory Board had discussion and would like some of the priorities revised with additions made for the Board to review in February.
- C. Public Works Staffing – Moulton shared with the Advisory Board the upcoming new seasonal positions that will be added this year (Parks Ranger, Landscape Gardner, and a Tree Assistant). These will be advertised in mid-February.
- D. Swift Street Drop Off Site – Moulton informed the Board of plans moving forward to implement a window sticker access system for the compost site.
- E. Statewide Health Improvement Partnership (SHIP) Grant – Schroeder shared that a grant for benches to be added along the Nicollet Avenue Trail System has been submitted and we should hear the end of January if the City is successful in being funded.

## REPORTS

- A. Chairs Report – There was nothing additional to discuss at this time.
- B. Department of Recreation and Leisure Services (Schugel)
  - 1. November/December Activity Report (attached) – Schugel highlighted the activity reports from November and December. He shared that there were 67 families that signed up for the Santa visit and hope to keep that option for this winter as well.
  - 2. Winter/Spring Brochure – working with Community Education and only sent out online versus printing for cost savings.
  - 3. Outdoor Skating Rinks – Schugel shared with the Board that due to COVID rules there will not be a warming house this year. The Parks crew is working hard to get ice to stay at Veterans Park rinks but unfortunately it's not. Hope to have the rinks open soon!
- C. Department of Public Works (Moulton/Schroeder)
  - 1. Community Spirit Park (CSP) Restroom Facilities Update – Moulton updated that the City will work with a budget of \$155,000 and it is currently being advertised with bids due on February 18, 2021. Construction could begin this Spring/Summer and completed in early fall of 2021 when school begins.

## ADJOURNMENT

Fremo made a motion, seconded by Bidelman to adjourn the meeting. With all in favor, the meeting was adjourned at 8:08 p.m. Our next Advisory Board meeting will be held on Tuesday, February 16 at 7:00 p.m.

  
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Laura Zender, Chair

  
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Sarah Nielsen, Secretary