

**CITY OF SAINT PETER, MINNESOTA**

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

Monday, April 20, 2020

**MEETING CONDUCTED BY ELECTRONIC MEANS**

Pursuant to due call and notice thereof, a regular meeting of the City of Saint Peter Parks & Recreation Advisory Board was conducted via electronic means from the Public Works office.

A quorum present, Chair Michael Looft called the meeting to order at 7:08 p.m. The following Board members were present: Emily Bruflat, Al Christensen, Eli Hoehn, Ryan Kupcho, Michael Looft, Shanon Nowell, Jordan Paula and Laura Zender. The following Board members were absent: Mike Bidelman, Brian Fremo and Sarah Nielsen. The following ex-officios were present: Pete Moulton, Public Works Director; Joey Schugel, Recreation & Leisure Services Director.

**Visitors** – Scott Schroeder, Maintenance Superintendent and Angie Glassel, Administrative Secretary – Public Works.

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

**Approval of Minutes** – Christensen made a motion, seconded by Hoehn, to approve the February 18, 2020 minutes. With all in favor, the agenda was approved.

**UNFINISHED BUSINESS**

**A. Park Improvements 2020-2024**

**1. Minnesota Square Park**

- a) Trail – A Department of Natural Resources - Outdoor Recreation Grant was submitted on March 27, 2020 with an announcement expected in June, 2020. Funding request was for sidewalk/trail improvements.
- b) Existing Electrical – upgrades to the existing transformer by the restrooms will assist with overloaded circuits. City staff has not received positive feedback from associated entities requesting an additional upgrade on the restroom feeder.
- c) An additional transformer will be installed adjacent to College Avenue for the planned “plaza” improvements. Staff will begin work around May 1 with a 4-6 week installation requirement.

**B. COVID-19 Updates**

1. Swimming Pool Operations – Schugel gave an update they hope to open the pool May 30<sup>th</sup> depending on the Governor’s recommendations in the upcoming month. A new slide was installed in the “pit” area and the low board was taken out.
2. Recreation Update – Schugel gave an update that the Community Center building and Library are currently closed to the public, but the tenants are still in service within the Community Center.
3. Public Works Update – Moulton gave an update that Public Works building is closed, but operations are moving forward day to day. Employees are all driving in City vehicles and not sharing vehicles, if shared they have Lysol wipes to clean the vehicle before they hand it over to another employee.

## **NEW BUSINESS**

- A. Veterans Memorial Park Soccer Rink – Light Improvements – Moulton updated the Advisory Board on a light fixture that has been purchased in the amount of \$17,500 for the Soccer Rink through the Electric budget. A picture was included in the packet. The light fixture will be on a timer with the tennis court lights and shut off at 10:00PM. 12-14 foot-candles is the expected output from the installation.
- B. 925 Austin Drive Land Exchange (Action) –Moulton shared with the Advisory Board that the property owner at this address had asked if the City would consider a land swap so that the property owner could meet the setback requirements for a new garage attached from his home. The property owner would exchange land with the City's McGill Natural Resource Area so that there was no net increase or decrease in property to either party and no expense to the City. The motion was made by Christensen to make this land exchange with the property owner at 925 Austin Drive, seconded by Zender. With all in favor, this land exchange was approved by the Parks and Recreation Advisory Board and will be recommended to the City Council.
- C. Community Spirit Park (CSP) Restroom – Moulton shared with the Advisory Board the draft concept of two new restrooms with concession stands to be located at the park. The school has funding available and the City would use reserves to fund their share of this unbudgeted expenditure. The City and School are currently working with Oleson & Hobbie Architects for designing options. There was a draft concept including sites and estimated cost included in the packet.
- D. City/School Operations – Jordan Paula wanted to confirm that all City/School operations are ready to be in full operations if the Governor were to lift the "Stay in Place" order. Moulton confirmed that the fields are ready for play and Schugel confirmed that the reservations are ready to be adjusted as needed for any school games.

## **REPORTS**

- A. Chairs Report (Mike)
  - 1. Nothing at this time.
- B. Department of Recreation and Leisure Services Update (Joey)
  - 1. February/March Activity Report (attached) Schugel reviewed with the Advisory Board the included monthly activity reports.
  - 2. Skating Rink – Schugel reviewed with the Advisory Board the skating rink report, noting that these numbers are only from when a House Warming Attendant was working. The Recreation and Leisure Department are going to work on some sort of Zamboni for better outside ice next season.
  - 3. Special Event Updates – Schugel shared that the May 1 event is cancelled due to COVID-19. The Recreation and Leisure Department are currently working on a summer brochure that will adapt to the current situation and allow for more virtual programs.
- C. Department of Public Works (Pete)
  - 1. Levee Park – Moulton updated the Advisory Board that the committee hasn't met during the past month.
  - 2. Additional Dog Park – Schroeder updated the Advisory Board that the fence is now up, hydro-seeding has occurred, trees have been planted and waiting for the grass to take root before opening. Opening will not take place until the Governor has lifted the "stay in Place" order.
  - 3. Hallett's Pond Nature Area – Schroeder shared with the Advisory Board that the trail will be installed in the next month and the pier will go in shortly thereafter in the beginning of May.

4. Veterans Park Playground Improvements Project – Schroeder shared with the Advisory Board that the City staff have removed the existing playground equipment and Nielsen's received the bid to do the earthwork for the new playground equipment to be installed. The timeline will begin next week and finish by June 1. The pool bath house and chemical room will also be getting shingled in the next month and completed by June 1.

**ADJOURNMENT**

Hoehn made a motion, seconded by Christensen to adjourn the meeting. With all in favor, the meeting was adjourned at 8:00 PM.

  
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Sarah Nielsen, Secretary

  
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Michael Looft, Chair