



**RECREATION AND PARKS
ADVISORY COMMITTEE AGENDA
Monday, January 6, 2020
City Hall (Lower Level)
203 South Second Street
5:00 P.M.**

1. Call to Order.
2. Additions to and Approval of the Agenda.
3. Approval of Minutes.
4. Meeting Minutes from December 4, 2019
5. Presentation(s)/Public Comment.
6. Reports:
 - A. Parks Department Report.
 - Tj. Heinrich, Streets and Parks Manager.
 - B. Community Center Report.
 - Allison Watkins, Recreation Manager
 - C. Recreation Program and Community Center Report.
 - Alyssa Pink, Recreation Coordinator.
7. Old Business:
 - A. POST Plan update.
 - B. Election for RPAC Chairperson
 - C. RPAC By-Laws
 - D. Community Center Fitness Wall Project.
8. New Business:
 - A. Branding & Public image for Community Center
9. Thoughts & Ideas for upcoming meetings.
10. Next Meeting is Tuesday, February 4, 2020
11. Adjournment:



A Regular Meeting of the RPAC was held on Wednesday, December 4, 2019 at 5:00 pm in the City Hall Council Chambers with Cormac Dunning presiding.

Advisory Members present: Dunning, Jones, R Wilke, K Wilke, Council Members Favolise, Sullivan present.

Members absent: Council member Favolise.

Staff's Allison Watkins, Rich Kucera, Tj. Heinrich were also present.

Meeting called to order by Chair Dunning

Motion by Member Sullivan, seconded by Member Jones approving the agenda.

Voting in favor: Dunning, Jones, Sullivan, R Wilke, K Wilke.

Members Voting no: None.

Motion carried.

Motion by Member Jones, seconded by member Sullivan. Approving the November minutes.

Voting in favor: Dunning, Jones, Sullivan, R Wilke, K Wilke.

Members Voting no: None.

Motion carried.

Presentations/Public Comment:

Dan Ryerson gave comment on the Dog Park.

- Expressed concern about users & non-compliance in cleaning up after use.
- Asked if signage could be installed to clean up after your pet.
- Asked if safety lighting could be installed in the future.

Reports:

Recreation Program and Community Center Reports:

Community Center

Allison Watkins, Recreation Manager

- Outdoor signage
 - RPAC discussed status
 - RPAC to discuss branding & Center logo in the future.
- Community Center revenue number
 - RPAC discussed
 - Staff will receive Max Galaxy training December 16, 2019
 - Will aid in better data recovery.
- Summer Hockey:
 - Propose leaving ice in till end of May or June.
 - Talking with users to facilitate summer hockey camps.
- Dasher Board revenue:
 - Staff currently researching past practices of the system.
 - Possible sale agreements with Hockey association.
- Arena Hours:
 - Staff gave a brief update on the hours used in November 2019.
- Scoreboards. Update
 - Member Dunning has secured funds for baseball scoreboard & possible funding for Ice Arena scoreboards in 2020
- Scholarships:
 - Staff asked RPAC to support proposed scholarship program in 2020.
 - Researching funding for the program to offset fees.
 - Set standards & guidelines.
 - Allow groups or individuals to pledge dollars to the program.
- Sales tax
 - All items at the CC will include sales tax in 2020.



- Expressed the need for Seasonal Staffing at the Community Center.

Street and Parks Report:

Tj. Heinricy Street & Parks Manager

- Winter Season:
 - All Park Facilities have been winterized
 - Outdoor Rink has been prepared for ice.
- Mother Louise Mayo Park:
 - Met with local Rotary staff to discuss upcoming festivities
 - Tree lighting on December 6, 2019.
- River Park:
 - Boat landing was cleaned in late November.
 - Concrete footing has been installed for gate to close the landing when the landing is impassable.
- Park, Trail & Open Space Master plan.
 - Gave update under old business.
- City/User agreements.
 - Staff is researching other city agreements.
 - Draft agreements will be presented in early 2020.

Old Business:

- Trails & Open Space Master Plan Update from WSB & Associates.
 - Staff Heinricy stated that staff & WSB staff have discussed several areas of the POST draft plan.
 - Areas discussed were.
 - Park concept drawing.
 - Trail connectivity.
 - Future trails.
 - WSB & associates developing final draft report & will prepare for January meeting.
 - Bird Habitat:
 - Staff Heinricy gave brief update & staff will use the approved planting list in the future.

New Business:

- Community Center Fitness Wall project.
 - a. Group discussed the two quotes
 - b. Expressed concern on difference in the two quotes.
 - c. Motion by Sullivan, seconded by R Wilke to accept JW Cabinets quote on the assumption interior insulation is installed.
 - d. Voting in favor: Dunning, Jones, Sullivan, R Wilke, K Wilke.
- RPAC Chairman nominations:
 - a. Group discussed the topic.
 - b. R Wilke nominated C Dunning.
 - c. C Dunning nominated R Wilke.
 - d. No other nominations.
 - e. Election to be held at January 6, 2020 meeting.

Thoughts & Ideas for upcoming meetings.

- Marking / Branding plan for Community Center
- RPAC Chairman Election

Next meeting will be Monday, January 6, 2020 @ 5:00pm, City Hall. Lower level

Motion by Member Dunning, seconded by Member R Wilke for adjournment. Voting in favor: Dunning, Jones, Sullivan, R Wilke & K Wilke. Members Voting no: None. Motion carried.



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Board
FROM: Tj. Heinricy, Streets & Parks Manager
SUBJECT: 2019-2020 Park Staff Report
DATE: RPAC Meeting of Monday, January 6, 2020

PURPOSE

Park status report for December 2019

SUMMARY

Winter Season:

- Outdoor Hockey Rink has been prepared for ice
- Staff installed a liner to aid in making and maintaining the ice.

Mother Louise Mayo Park:

- Fun was had by all that attended the winter festivities on December 6 at the park and surrounding area.

River Park:

- The new gate was installed to aid in closing the Boat Landing when the landing is impassable.

2020 Park Projects:

- Staff is developing a project list for the 2020 season.

Dog Park:

- Thanks to Member Jones for assisting with finding a Community Service group to aid in keeping the park cleaner.
- Staff has been working with the group to develop a schedule to have the group in cleaning the park.
- Several complaints have reported in December of users improperly disposing of dog waste.

2019 Park Projects:

- See attached list of projects completed by staff in 2019.



CITY OF LE SUEUR
REQUEST FOR RPAC ACTION

TO: RPAC Chair and Board
FROM: Allison Watkins, Recreation Manager
SUBJECT: Recreation Report
DATE: For the RPAC Meeting of Monday, January 6, 2020

PURPOSE/ACTION REQUESTED

To provide the RPAC Committee information to have a continued discussion regarding Le Sueur Community Center services.

SUMMARY

- Yearend review
- Max Galaxy – Dec. 16
- Membership Drive

Yearend Review

2019 was full of many great things happening at the Community Center. The three biggest achievements were.

- New fitness equipment/ wellbeats program
 - The goal was to change out the fitness center equipment and update the area. I believe after researching different equipment and companies that our equipment line is one of the best in the industry. Members were a little hesitant at first about the change, but I hear nothing but compliments about the equipment. One of the most exciting additions is the Wellbeats digital program that is in the Merrick Room. Potential new members are always surprised and excited about the Wellbeats program.
- New arena heaters
 - The pervious heaters were very old and not working properly. The goal for the new heaters were to be installed higher up out of the line of vision to the ice and to warm more of the bleacher area.
- First time running summer ice
 - The goal for summer ice was to provide more activity opportunities. We were pleased to see that the system held up in the warm summer months. In 2020, we hope to have an outside contract with coaches to be able to offer camps during summer ice as well as other public events like open skates.

Goals for 2020

- Diamond Brite the indoor pool surface
- Fitness Wall Project
- Re-epoxy the locker room floors at the outdoor pool
- Planning for locker room renovation in the CC

Max Galaxy Training - Update

Patrick Murphy came out on Monday Dec. 16, 2019 and did a retraining on the Max Galaxy system. A lot of really good information was obtained during the all-day training. GL codes have been corrected; sales tax has been set to start Jan 1, 2020 in the system; and staff is still cleaning up duplicate accounts or other information that was set up incorrectly the first time. Reporting should make more sense in 2020.

Membership Drive

The Membership Drive is underway. Staff will report with membership numbers during the Feb RPAC meeting.

PURPOSE/ACTION REQUESTED

Recognize & accept this month's report from Le Sueur Recreation staff.



CITY OF LE SUEUR
REQUEST FOR RPAC ACTION

TO: RPAC Chair and Board
FROM: Alyssa Pink, Recreation Coordinator & Allison Watkins, Recreation Manager
SUBJECT: Recreation Report
DATE: For the RPAC Meeting of Monday, January 6th, 2020

PURPOSE/ACTION REQUESTED

To provide the RPAC Committee information to have a continued discussion regarding Le Sueur Community Center services.

SUMMARY

Current Programs

Program	2019 Participation	2018 Participation
Skate with Santa	20 people	New program
Bitty Basketball	30 Registrations	25 Registrations
Adult Hockey League	3 Teams	3 Teams
Hawaiian Open Swim	n/a	New program

Cancelled Programs

Giant Dartboard & Open Skate: Program was cancelled as we only had 2 registrations by deadline.

Upcoming Winter Spring Programs & Events

- Learn to Skate
- Fitness Class Sampler Day
- Adult Fitness Classes – 1 New
- Swim Lessons
- PADI Scuba Diving
- T-Ball
- Soccer
- Swim Club
- Intro to Gymnastics and Dance - New
- Silver Sneakers Classes
- Social Room Activities

- March Cardio Challenge

2019 Recap

2019 has been a very eventful year in terms of learning the operations and needs of every different program offered. In addition, a large portion of this year has been spent organizing and adding structure to the recreation program. I was most pleased to be able to add a Fall session of swimming lessons, and to add a variety of Adult Fitness Classes. In 2020, some of my goals include adding more structure to the Soccer program, having a successful first session of the Intro to Dance & Gymnastics Program, and maintaining participation in the Adult Fitness Program.

PURPOSE/ACTION REQUESTED

Recognize & accept this month report from Le Sueur Recreation staff.



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Board
FROM: T.J. Heinricy, RPAC Staff Liaison
SUBJECT: Parks, Trail & Open Space Master Plan Update.
DATE: For the RPAC Meeting of Monday, January 6, 2020

PURPOSE/ACTION REQUESTED

Parks, Trail & Open Space Master Plan Update.

SUMMARY

The Le Sueur Parks, Open Spaces & Trails Master Plan is a strategic and comprehensive master plan providing an overall community vision for the parks, open space, and trails for the City of Le Sueur.

The plan is meant to be a guide for future investments and directing improvements to current & future parks.

This plan will aid in establishing goals policies, objectives & listing priorities for years to come.

In July staff requested quotes from several firms in the area that could assist with the development of the Master Plan.

Staff reviewed the proposals and submitted a request to City Council that WSB & Associates be given the task of developing Le Sueur's Master Plan.

Since July WSB & Associates staff and City staff have worked together to develop the Parks, Trail & Open Space plan for the City of Le Sueur.

This proposed plan will aid in defining the needs and deficiencies in the current park system.

Some items in the plan are to aid in developing long-term goals and list priorities to aid in the Improving the current park system.

Community input brought forth was:

- Inclusive playground.
- Ninja Warrior course.
- Splash pad.
- Trail expansion and connectivity.
- Future regional trails.
- Funding opportunities.

RPAC members are being asked to review the drafted POST plan.

RPAC suggestions will be reviewed by staff and members of the WSB as submitted.

Staff will be presenting the POST plan to the City Council at their 2020 retreat

Council approval in March

PURPOSE/ACTION REQUESTED

RPAC update.



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Board
FROM: T.J. Heinrich, RPAC Staff Liaison
SUBJECT: RPAC Chairperson Nominations.
DATE: For the RPAC Meeting of Monday, January 6, 2020

PURPOSE/ACTION REQUESTED

Annual RPAC Chairman Election

SUMMARY

At the December RPAC meeting the group held nominations for 2020 RPAC Chairperson. Recent RPAC bylaw changes the only position that needed a nomination is RPAC Chairperson. Cormac Dunning is the 2019 RPAC Chairperson. Nominations for Chairperson were taken at the December 4, 2019 meeting. Robin Wilke and Cormac Dunning were nominated. Elections to be held at the January 6th meeting.

PURPOSE/ACTION REQUESTED

Election of 2020 Chairperson.



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Board
FROM: T.J. Heinrich, RPAC Staff Liaison
SUBJECT: RPAC By-Laws review and update.
DATE: For the RPAC Meeting of Monday, January 6, 2020

PURPOSE/ACTION REQUESTED

RPAC By-Laws update.

SUMMARY:

At the December RPAC meeting RPAC members reviewed the revisions to the RPAC bylaws. The City Administrator brought forth two bylaw revisions to the City Council at September 23, 2019 meeting.

There were two recommendations are listed below.

1. Alter the board make-up to be the following voting members:
 - a. Four (4) Mayor appointed and City Council approved members of the public
 - b. One (1) City Council representative appointed by the Mayor and approved by the City Council.

2. The one (1) City Council representative will be a voting member and will assume the role of Vice Chair.

The revisions were discussed by the group and a copy of the new RPAC bylaws was distributed.

PURPOSE/ACTION REQUESTED

RPAC update.



CITY OF LE SUEUR
REQUEST FOR RPAC ACTION

TO: RPAC Chair and Board
FROM: Allison Watkins, Recreation Manager
SUBJECT: Old Business: Fitness Center Wall Project
DATE: For the RPAC Meeting of Monday, January 6, 2020

PURPOSE/ACTION REQUESTED

To provide the RPAC Committee an update on the Wall Project at the Community Center.

SUMMARY

After requesting more detail about the quote from JW Cabinets for the wall project it seems that installation was not part of the original quote. JW Cabinets re-submitted the quote with the installation and is still \$5,000.00 lower than the Berndt quote.

PURPOSE/ACTION REQUESTED

Staff is requesting action on the original motion to send the JW Cabinet quote to council for approval.



CITY OF LE SUEUR
REQUEST FOR RPAC ACTION

TO: RPAC Chair and Board
FROM: Allison Watkins, Recreation Manager
SUBJECT: New Business: Branding & Public image for Community Center
DATE: For the RPAC Meeting of Monday, January 6, 2020

PURPOSE/ACTION REQUESTED

To provide the RPAC Committee an update on the Branding for the Community Center.

SUMMARY

The last time this subject was discussed it was my understanding that the city is looking to the RPAC group to hold a branding exercise that could include the public. Staff would like to come up with a timeline for an exercise and possible voting on the best logo for the Community Center. After a logo is established signage can be examined.

PURPOSE/ACTION REQUESTED

Staff is requesting a motion on a timeline for branding.