1. Call to Order

2. Oath of Office

3. Approval of Agenda

4. Approval of RPAC Minutes.
   - December 1, 2020

5. Presentation/Public Comment

6. Reports:
   - Parks Department
   - Community Center & Recreation

7. Old Business:
   - 2021 RPAC Chairperson Nominations

8. New Business:
   - Community Garden Review

9. Next Meeting: February 2, 2021 at 5:00 P.M.

10. Adjourn
Recreation and Parks Advisory Committee

Oath of Office

I, ______________________, a Recreation and Parks Advisory Committee appointee of the City of Le Sueur, do affirm that I will faithfully perform the duties of my appointed office, and will support and honor to the best of my ability all applicable laws of the City of Le Sueur, Le Sueur County, and the Constitution of the United States and Minnesota, as well as any appropriate policies or procedures adopted by the Le Sueur City Council or the Recreation and Parks Advisory Committee. I hereby through this oath of office affirm that I will perform the duties of this public trust in a fair, equitable, and ethical manner befitting the dignity and responsibilities of the office to the best of my judgment and ability.

______________________________
Commissioner

______________________________
Mayor

______________________________
Date
A Regular Meeting of RPAC was held on Tuesday December 8, 2020 at 5:00PM via virtual webinar.

- With Vice Chairperson M Sullivan presiding.

**RPAC Members present:**
- J Jones, R Wilke, M Sullivan.

**RPAC Members absent:**
- K Wilke.

**Advisory Members present:**
- Council members: J Favolise,
- City Staff: Allison Watkins, Rich Kucera, Tj. Heinricy were also present.

**Advisory Members absent:**
- Council members: N/A.

**Meeting called to order by Vice Chairperson S Sullivan.**

**Motion By:**
- Member J Jones
- Seconded by member R Wilke approving the December Agenda.
- Voting in favor: J Jones, R Wilke, M Sullivan.
- Members voting no: None.

Motion carried.

**Motion By:**
- Member R Wilke.
- Seconded by member J Jones approving the Oct 6, 2020 minutes.
- Voting in favor: J Jones, R Wilke, M Sullivan.
- Members voting no: None.

Motion carried.

**Presentation / Public Comment:**
No public comments.
Reports:

Public Works Report:

- **Tj. Heinricy, Public Works Manager.**  
  October & November events:  
  - N/A

- Park Status:  
  - American Legion:  
    - Weekly trash removal.  
    - Disinfecting playground equipment daily.  
    - Winter de-watering  
  - Cedar Ridge Trail:  
    - Weekly trash removal.  
    - Staff are disinfecting playground equipment daily.  
  - Jo Eagle Anderson.:  
    - Weekly trash removal.  
    - Staff are disinfecting playground equipment daily.  
  - Le Sueur Dog Park:  
    - Weekly trash removal.  
    - Staff are disinfecting playground equipment daily.  
    - Trees planted.  
  - Mayo:  
    - Closed.  
  - Mothers Louise:  
    - Weekly trash removed.  
  - Pierre Le Sueur:  
    - De-watering completed.  
  - River:  
    - Weekly trash removal.  
    - Boat landing cleaned twice due to recent water levels.

- Park Projects:  
  - Community Garden  
    - Closed for the season.  
  - Tree planting:  
    - Completed.  
    - Planted at St Anne’s trail, Dog Park, Anderson Parks.

- Park Reservations:  
  - American Legion:  
  - Jo Eagle Anderson:  
  - Mayo:
Recreation Program and Community Center Reports:
Community Center

- **Allison Watkins, Recreation Manager**
- Incentive programs
  - Refer a friend program was being used until the Center closed.
  - Several Business showed interest in the membership program.
  - Eight local business participating in the program.
  - Membership must be maintained for 90 days.
- Fitness Center had 243 members at 10, 30, 2020.
- Facility rentals were being used in October.
  - Arena ice & the Gymnasium.
- Wrestling was going to start in November until the Center closed.
- Arena ice was removed in November due to the Center closing.
- Winter programs will start when the Center can open.
- Possible Center opening December 19, 2020 or TBA.

Old Business:
- RPAC Work Plan
  - Members were asked for input to the current & future RPAC work plan.
  - Tree planting, Dog Park lights, & River Park trails will be added to the future calendar.

- Jo Eagle Anderson Park Sand Volleyball Court.
  - Discussed staff’s recommendation for future location of the current volleyball court.

Motion By:
- Member R Wilke to support staff recommendation to move the current court to near the Park shelter area. Site one.
- Seconded by member J Jones.
- Voting in favor: J Jones, R Wilke, M Sullivan.
- Members voting no: None.

- Dog Park Maintenance.
  - Discussed staff’s recommendation for future budgeting of fence line weed barriers

Motion By:
- Member J Jones to support staff recommendation to seek future budget fund to allow staff to install fence weed barriers.
- Seconded by member R Wilke.
- Voting in favor: J Jones, R Wilke, M Sullivan.
- Members voting no: None.

New Business:
- Mission Statement & Current bylaws:
  - Staff read the current mission statement & reviewed the current by-laws.
  - Members were satisfied with current document.
• Adopt-A-Park program.
  o Staff gave update about present adoption program.
  o Listed in the report were the current Parks that are currently adopted.
  o Members were asked to give input.
  o There was no further discussion.

• Proposed Community Center & Dog Park amenities:
  o Public Services Director Kucera gave a brief report about benches that are solar
    powered that allow users to charge their mobile devises.
  o Two locations being researched for placement.
    ▪ Dog Park
    ▪ Community Center
  o Funding to be provided by an Electricity rebate fund.
  o Director did express that funding had to be spent before the end of the year.
  o Two units have been ordered.
  o Early 2021 Spring delivery.

• 2021 RPAC Chairman nominations.
  o Staff explained that in August of this year Chairperson Dunning resigned from RPAC.
  o Current RPAC member Kris Wilke was elected as chairperson for the remainder of the
    year.
  o Staff reported that in December of each year nominations are held for next year’s RPAC
    chairperson. and to be nominated the member had to be present.
  o Members discussed the current vacancies on the board and decided to table
    chairperson nominations until the January 2021 meeting.

  Motion By:
  • Member R Wilke to table Chairperson nominations until the January 2021 meeting
  • Seconded by member J Jones.
  • Voting in favor: J Jones, R Wilke, M Sullivan.
  • Members voting no: None.

Thoughts & Ideas for upcoming meeting:
• 2021 RPAC Chairperson nominations.
• Community Garden.

Next meeting will be Tuesday, January 5, 2021 @ 5:00PM TBA

Motion By:
• Member J Jones
• Seconded by member R Wilke for adjournment.
• Voting in favor: J Jones, R Wilke, M Sullivan.
• Members voting no: None.
TO: Recreation and Parks Advisory Board  
FROM: Tj. Heinricy, Public Works Manager  
SUBJECT: 2021 Park Staff Report  
DATE: RPAC Meeting of Tuesday, January 12, 2021

PURPOSE

SUMMARY:
December Events
- N/A

Park Status:

- American Legion:
  - Weekly trash removal or after events and reservations.
  - Outdoor rink ice is being built.

- Cedar Ridge Trails:
  - Weekly trash removal.

- Jo Eagle Anderson:
  - Weekly trash removal.

- Le Sueur Dog Park:
  - Weekly trash removal.

- Mayo:
  - Park is closed for the season.

- Mothers Louise:
  - Weekly trash removal.

- Pierre Le Sueur:
  - Weekly trash removal.

- River:
  - Weekly trash removal.
Park Projects:

- Outdoor Rink
  - Ice being built.
- Staff painted several areas at the Community Center during its recent closure.
- Staff installed & painted the ice at Community Center Ice arena at the end of the month.

Park Reservations:

- American Legion:
- Jo Eagle Anderson:
- Mayo:

ACTION REQUESTED
Recognize & accept this month’s report from Public Works staff.
TO: RPAC Chair and Board
FROM: Allison Watkins, Recreation Manager
SUBJECT: Community Center Report & Program Report
DATE: For the RPAC Meeting of Tuesday, January 12, 2021

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

SUMMARY

Community Center

The Community Center was able to open back up for operation under the new guidelines from the governor on Dec. 19. Staff is 100% back from being furloughed.

New guidelines:
- Face masks are required in the facility and while working out.
- Social distancing is now 12 feet.
- 25% capacity within the fitness center (38 people).
- Youth sport practices can start Jan 4. Competitions can start Jan 14.
- Adult activities can start Jan 4. Group fitness classes with limit of 10. Adult hockey can start Jan 4 but cannot start games until Jan. 14.
- No locker rooms currently.
- No concessions.
- No spectators allowed.

Only the fitness center area of the Community Center has been open from Dec. 19 to Jan. 4th. The arena, gymnasium, and racquetball courts will open Jan 4th. Office hours are now 7:00 am to 5:00 pm Monday through Friday. Appointments for new memberships can be made for evening times if patrons cannot make the regular office hours. Members 17 years to 15 years of age can be in the facility from 7am to 10pm 7 days a week. 14 and younger always need to be with an adult.
- Recurring payments are scheduled for Jan 1 to start again.
- Ice went back in Monday Dec. 28.

Final recap of membership numbers will be given at the February RPAC meeting.

Programing

Youth
- T-ball to start in May
- Soccer to start in May
- JR Golf to start April (depending on the country club availability)

Adult
- Group fitness classes
- Silver Sneakers classes

Final 2020 overview of programing will be given in February

ACTION REQUESTED
Recognize & accept this month’s report from Le Sueur Recreation staff.
TO: Recreation and Parks Advisory Board
FROM: T.J. Heinricy, RPAC Staff Liaison
SUBJECT: RPAC Chairperson Nominations.
DATE: For the RPAC Meeting of Tuesday, January 12, 2021

PURPOSE/ACTION REQUESTED
Annual RPAC Chairperson nominations

SUMMARY
Chairperson Cormac Dunning resigned at the August 4, 2020 meeting as the Chairperson for RPAC.
Nominations for a new Chairperson were sought at that August 4, meeting.
Kris Wilke was nominated as chairperson at that August meeting.
At the September 1, 2020 meeting Kris Wilke was elected as RPAC Chairperson for the remainder of the year.
At the December 1, 2020 RPAC meeting the group discussed nominations for RPAC Chairperson for the 2021 year. After a brief discussion, the group tabled the nomination process and moved nominations to the January 12, 2021 meeting.
Election for Chairperson will be held at the February 2021 RPAC meeting.

PURPOSE/ACTION REQUESTED
RPAC submit nominations for Chairperson.
TO: Recreation and Parks Advisory Board  
FROM: T.J. Heinricy, RPAC Staff Liaison  
SUBJECT: Le Sueur Community Garden  
DATE: For the RPAC Meeting of Tuesday, January 12, 2021

PURPOSE/ACTION REQUESTED
Community Garden update to RPAC.

SUMMARY
The City of Le Sueur has for operated a Community Garden at the Presbyterian Church a 404 Turril Street for several years. Over the past three years the Public Works Department has maintained the garden area. Staff revised the Application process and Gardening rules for the 2020 season. The changes to the 2020 Garden process and rules were developed from research gathered from other cities. See attached Brochure, Agreement, Waiver (Updates forthcoming when season begins).

Research highlights:
- Le Sueur has no fee for plot use.
  - Several communities charge a fee.
    - Fee’s range $21.43 - $60.00.
- Le Sueur limits 4 single plots or 1 double plot use.
  - See attached map.
  - Several communities limit the amount of plots a person can have.
- No Herbicides or Pesticides allowed.
  - Le Sueur & other communities.
- Several communities
  - Discourage commercial fertilizer use.
  - Pets not allowed.
  - Fence requirements
  - No irrigation or hose use
- Le Sueur supplies water & hose for use.

Staff has updated garden use contract for 2021 and have sent to the Presbyterian Church Representative for approval. Staff is asking RPAC to review the community garden polices and operations of the garden and provide staff with direction and feedback before each gardening season.

PURPOSE/ACTION REQUESTED
RPAC update.
growing
YOUR OWN FRUITS & VEGETABLES

Garden Plots Now Available!
The Le Sueur Community Garden is located at
404 Turril Street (next to the former Presbyterian Church)
• To reserve your plot, please call (507) 593-8310 or
e-mail ksmith@cityoflesueur.com
• A waiver and release must be signed and returned in
order to receive your plot
Visit www.cityoflesueur.com and click on the 'Our
Community' header for more information

LET'S GET GROWING, LE SUEUR!
City of Le Sueur Community Garden Agreement
Located next to the Presbyterian Church Building
404 Turril Street, Le Sueur, MN 56058
Phone: (507) 593-8310; E-mail: ksmith@cityoflesueur.com

The Le Sueur Community Garden provides gardening opportunities to individuals, families, and groups in the Le Sueur-Henderson area. To help keep things growing in the right direction please note the guidelines listed below.

- Prior to gardening, the attached **Waiver and Release** MUST be signed and returned to City Hall at 203 South Second Street.
- Water for the garden is provided by the City. Make sure hoses are replaced after use and water turned off completely.
- Gardeners are required to keep weeds under control for the entire growing season for the benefit of all gardeners. Herbicides and pesticides are not allowed. Please pull or hoe weeds by hand (we don’t want to harm another gardener’s plot).
- You must maintain your garden until after harvest. This includes removing all ground covers and plant supports used during the growing season. Please make sure nothing that can damage the tillage equipment is left behind. Failure to maintain and remove objects may prohibit your future use of space.
- Be respectful of tall crops (such as sunflowers and corn) as to not plant these where they would shade an adjacent lot.
- Any notices from the City will be posted on the back side of the Community Garden Kiosk. Please follow any instructions provided.
- Because plots are close together, we ask you to be respectful of your neighbors by not walking on or otherwise disturbing their gardens.
- These are private plots and NOT open to the general public for harvest.
- Gardeners are asked to remove all trash they generate while using the grounds. A garbage can is provided.

**Have a Great Growing Season!**

203 South 2nd St., Le Sueur, MN 56058
Phone: (507) 665-6401 • Fax: (507) 665-3813 • Web: www.cityoflesueur.com
2020 Waiver and Release

Please complete and sign this form and return to City Hall by May 1, 2020

New this year – garden plots are issued on a first come, first serve basis and non-transferable. To ensure there is space for all who are interested, we will allow a maximum of 4 single or 2 double plots. If there is additional space available after the application period closes, we will notify those interested in additional plots.

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- 1/2 of a 10’ x 10’ plot
- Single 10’ x 10’ plot
- Double 2 x 10’ x 20’ plot plus walkway

**NOTES TO APPLICANT**

All items will need to be harvested/removed from your plot no later than Monday, October 5th

In consideration of the acceptance of my application and agreement for community gardening at the Le Sueur Community Garden, I, hereby waive and release any and all claims for damages, death, personal injury, loss of property or property damage I may have or that I may have in the future, to me, or to my heir(s), executors, administrators or assigns, as a result of my participation in the Le Sueur Community Garden.

I discharge and release in advance the City of Le Sueur, their agents and employees, and other representatives for the foregoing without limitation.

I voluntarily assume all risks of loss damage, or injury that may be sustained while participating in gardening or being on the property where the gardens are located.

I agree to accept and abide by the rules and regulations of the garden project.

I have read and understand everything written above and I voluntarily sign this waiver release agreement.

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