



**RECREATION AND PARKS  
ADVISORY COMMITTEE AGENDA**  
**Tuesday, April 6, 2021**  
**Virtual Meeting**  
**6:00 P.M.**  
[http://bit.ly/rpac\\_210406](http://bit.ly/rpac_210406)

1. Call to Order
2. Additions to and Approval of Agenda
3. Approval of RPAC Minutes from March 18, 2021
4. Presentation(s)/Public Comment
5. Reports:
  - A. Parks
  - B. Community Center & Recreation
6. New Business:
  - A. By-Laws Review and Discussion
7. Old Business:
8. Next Meeting: May 5, 2021 at 6:00 P.M.
9. Future Agenda Items
10. Adjourn



The Regular Meeting of RPAC was held on Thursday, March 18, 2021 at 6:00PM via virtual webinar.

**RPAC Members present:** J Jones, R Wilke, L Mahoney; **RPAC Members absent:** K Wilke; **Advisory Members present:** City Staff: Allison Watkins, Rich Kucera, **Advisory Members absent:** None

**Meeting called to order by Vice Chairperson L Mahoney.**

**Approval of Agenda:**

- Motion by R Wilke to approve the agenda as presented and seconded by J Jones.
- Voting in favor: J Jones, R Wilke, L Mahoney; Members voting no: None
- Motion carried.

**Approval of Minutes:**

- Motion by R Wilke to approve the January 12, 2021 minutes and seconded by J Jones.
- Voting in favor: J Jones, R Wilke, L Mahoney; Members voting no: None
- Motion carried.

**Presentation/Public Comment:**

No public comments.

**Reports:**

- **City Council Retreat:**
  - Rich Kucera and Leah Mahoney gave an update on the March 1, 2021 City Council Retreat
- **Parks:**
  - Rich Kucera gave an update on the Parks. Discussion about moving of the volleyball courts at Jo Eagle Anderson park. Discussion about signage to the Dog Park from 169. Also, discussed usage of herbicide, and fence maintenance. Discussion of any damages to the boat ramp at River Park.
- **Community Center and Recreation:**
  - Allison Watkins gave an update on recreation programs and the Community Center

**Old Business:**

- **Winter Events Update**
  - Allison Watkins gave an update on the planning of winter events. This will be discussed again at the October meeting

**New Business:**

- **2021 Chairperson nomination**
  - Motion by J Jones to table the vacancy until the open vacancy is filled and seconded by R Wilke.
  - Voting in favor: J Jones, R Wilke, L Mahoney; Members voting no: None
  - Motion carried.



- **CIP-CEP Discussion**
  - Rich Kucera gave an update on the 2021 – 2025 CIP and CEP. RPAC is asked to give direction to staff at the June RPAC meeting as what projects are priorities. J Jones expressed that she feels the Kingsway Trail and Dog Park Lighting should be a higher priority.
- **Donation Grant Strategy**
  - Rich Kucera gave an update on what programs that staff utilize in looking for funding for projects.
- **Arbor Day/Earth Day Celebration and Tree Planting**
  - Rich Kucera gave an update on the planned tree sale and tree plantings with the local schools.
- **Meeting time change**
  - Leah Mahoney brought up discussion about changing the meeting time to 6:00 PM going forward. Consensus of the committee is to change to 6:00 PM.

**Next meeting will be Tuesday, April 6, 2021 @ 6:00PM**

**Adjournment:**

- Motion by R Wilke and seconded by J Jones to adjourn.
- Voting in favor: J Jones, R Wilke, L Mahoney; Members voting no: None
- Meeting adjourned



*CITY OF LE SUEUR  
RPAC UPDATE*

TO: Recreation and Parks Advisory Board  
FROM: Rich Kucera, Public Services Director  
SUBJECT: Park Staff Report  
DATE: RPAC Meeting of Thursday, April 6, 2021

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**PURPOSE**

Park status update.

**Park Status:**

- **American Legion:**
  - Weekly trash removal.
  - Staff is coordinating a contractor to get the doors replaced on the pavilion before April 15.
- **Cedar Ridge Trails:**
  - Weekly trash removal.
- **Jo Eagle Anderson:**
  - Weekly trash removal.
- **Le Sueur Dog Park:**
  - Weekly trash removal.
  - Staff is in the process of going through dog park equipment to make any necessary repairs before water is turned on.
  - Staff will be adding a new layer of mulch on the walking trail.
- **Mayo:**
  - Public Works staff will begin cleaning the park area the week of April 5 so it will be ready by April 15.
- **Mothers Louise:**
  - Weekly trash removal.
- **Pierre Le Sueur:**
  - Weekly trash removal.
- **River:**

- Daily trash removal.

**Community Garden:**

- Reservations for garden plots are being made for this season.

**Arbor Day Events:**

- This year's Arbor Day events will be for the 2<sup>nd</sup> and 3<sup>rd</sup> grades. Friday, April 23 at 9:30 AM for Park School and Friday, April 30, for St. Anne's School. The morning will include a scavenger hunt, snack, and tree planting. We are hoping that the Mayor and or Police Chief can come by and chat with the students also. We are looking for another sponsor or two to help cover costs. We are hoping to give each student a seedling to take home and plant. Shane Meyer, City of Le Sueur Public Works, will be doing our planting this year. Anyone that wants to volunteer, please contact Kaari Smith.

**Park Reservations:** Staff is taking reservations for American Legion, Jo Eagle Anderson, and Mayo park shelters.

**ACTION REQUESTED**

Recognize & accept this month's report from staff.



## 2021 Arbor Day Tree Sale Varieties

### Maple Autumn Blaze

This hybrid of silver and red maple has experienced phenomenal popularity due to its ascending branch habit, rapid growth rate, and drought tolerance when established. It has ability to grow in most soils, beautiful fall color, and form. Height 50-60', spread 40'. Rich green in summer then red-orange in fall. Full sun.

### Maple Fall Fiesta, Sugar

Beautiful tree with glossy green leaves that are resistant to leaf tatter and leafhopper damage. The branching is full and symmetrical, a rapid grower. Outstanding fall colors of reds, yellows, and oranges. Prefers moist, well-drained soil. Height 50-75', spread 50'. Full sun.

### Maple Sienna Glen

A fast growing, hardy maple with uniform branching and a pyramidal form. Tolerant of alkaline, acidic, and wet soil conditions. Height 60', spread 40'. Likes full sun.

### Oak Swamp White

Excellent in both wet and upland soils. This tree shows good transplant success. Height 50'-60', spread 40'-50'. Fall foliage is yellow brown to red. Enjoys full sun.

### Birch River

This river bottom native also does well on upland soils. Resistant to bronze birch borer, it has a nice yellow fall color, and an attractive cinnamon brown exfoliating bark for an interesting winter effect. Height 40'-50', spread 30'-40' and an oval shape. Full sun.

### Hackberry

This moderate to rapid grower is very adaptable, including drought and windy conditions. Fall foliage is soft yellow. The bark is corky and rough in texture. Height 50'-75', spread 50' and a spreading, rounded shape. Full sun.

### Lilac Ivory Silk Tree

A most attractive small flowering tree with cherry-like bark. It bears large creamy white flower clusters in late July. Performs best in full sun. Height 25', spread 15' and shape is compact and oval.

### Crab Prairiefire

This tree has especially good foliage retention during the summer. Blooms later than most crabs. The fruit does NOT drop. The bark is a glossy dark red. Height 15'-20' and spread of 20' and shape is upright, spreading becoming rounded. Full sun.

### Crab Spring Snow

This is a fruitless crab that is covered with pink buds that open to fragrant white flowers in spring. Good heat tolerance. Height 25'-30' and spread of 15' and shape is rounded. Likes full sun.



# 2021 Arbor Day Tree Sale

## April 1 – May 1

APPLICANT INFORMATION	
Name:	
Address:	City/State/Zip:
Phone:	Email:

Indicate tree variety and quantity below (limit six trees per property). The City of Le Sueur will perform utility locates and plant trees.

<p>_____ Maple Autumn Blaze \$ 85 6'</p> <p>_____ Maple Fall Fiesta, Sugar \$ 85 6'</p> <p>_____ Maple Sienna Glen \$ 85 6'</p> <p>_____ Oak Swamp White \$ 85 6'</p> <p>_____ Birch River \$ 45. - 6'</p>	<p>_____ Hackberry \$ 85 1"</p> <p>_____ Lilac Ivory Silk \$ 85. 6"</p> <p>_____ Crab Prairiefire \$ 65 6'</p> <p>_____ Crab Spring Snow \$ 65 6'</p>
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Please contact Kaari Smith at (507) 593-8310 for more information.

NOTES TO APPLICANT
<ul style="list-style-type: none"> <li>Trees are sold "at-cost" to homeowner and without warranty.</li> <li>Quantities are limited.</li> <li>Planting location must be within City limits.</li> <li>Private irrigation systems must be located by the property owner at their own expense.</li> <li>Homeowners are responsible for watering.</li> </ul>

By signing below, I waive and release the City of Le Sueur of any liability regarding the planting of my tree. I have read and understand "notes to applicant".

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
**Date**

OFFICE USE ONLY		
Date Received:	Received By:	Amount Due:
Amount Paid:	Notes:	



CITY OF LE SUEUR  
REQUEST FOR RPAC ACTION

TO: RPAC Chair and Board  
FROM: Allison Watkins, Recreation Manager  
SUBJECT: Community Center & Recreation Report  
DATE: For the RPAC Meeting of Tuesday, April 6, 2021

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**PURPOSE/ACTION REQUESTED**

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

**SUMMARY**

**Community Center**

With nice weather upon us, memberships have slowed down and there is less traffic in the building now that the hockey season is ended.

- Ice was kept a week longer this season. The BYHA U12 girls team advanced to the state tournament that was held March 25 – 28
- The Police Department and Ambulance Service assisted with the sendoff March 25<sup>th</sup> as the U12 girl's left town for the state tournament. The U12 team took 4<sup>th</sup> place in the state tournament.
- The Facilities and Airport Manager and 3 other staff members from the Public Works Department took ice out on 3/30/21.
- Reminding members and guests to wear masks is a constant battle. Staff makes frequent trips through the facility reminding members.

**Recreation**

Movie in The Park

- The Community Center was awarded a funding request through the United Fund of Le Sueur. We applied for funding to cover the licensing cost. The event will be held on Friday, May 21 and the movie will be The Croods.
- We will also be selling outdoor pool memberships at a 10% discount at this time at the Aqua Valley Pool.

March Bingo and Marathon Challenge

- We had 15 participants and winners will be announced Friday, April 2.

T-Ball

- Pre-K/ K registration is full at 48 registered and 4 on the waitlist



- 1<sup>st</sup>/ 2<sup>nd</sup> grade has 22 registered with a max of 24

Soccer

- Soccer ages 4-6 has 23 registered with max of 30
- Soccer ages 7-8 has 11 registered with max of 30

**Planning Ahead**

**Outdoor Pool Season**

Season

- June 4 – August 29

Hours:

- Mon, Wed, Fri – Sun Noon to 8:00 / Noon to 6:00pm (Aug. 16-29)
- Tuesday & Thursday Noon to 5:00pm

Morning Swim Lessons - (2 weeks Mon-Thurs)

- June 14-24
- July 5-16
- July 26-Aug. 6

Evening Swim Lessons – (4 weeks Tue & Thurs)

- June 8 – July 1
- July 6 – July 29

Private & Semi-Private Lessons

- To be offered during off weeks for group lessons

Adult Outdoor Pool Programs

- Water Walking/ Lap Swim
- Water Aerobics
- Aqua Zumba
- Water Polo

**Summer Ice**

- 507 Hockey Camps are planning summer Ice in the arena this year. Camps will run from June 26 to August 26. They are planning to use 28 hours Mondays – Thursdays during these dates. Off days can be used for public skating and an adult hockey summer league. We are in communication with them regarding ice time to make sure they have enough ice time to make summer ice cost neutral at a minimum for the Community Center.

**PURPOSE/ACTION REQUESTED**

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



*CITY OF LE SUEUR  
RPAC UPDATE*

TO: Recreation and Parks Advisory Board  
FROM: Rich Kucera, Public Services Director  
SUBJECT: By-laws review  
DATE: RPAC Meeting of Thursday, April 6, 2021

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**PURPOSE**

To review and discuss the RPAC by-laws.

**SUMMARY**

Attached is the City Council approved by-laws for RPAC.

**ACTION REQUESTED**

For discussion only.

BY-LAWS  
CITY OF LE SUEUR  
RECREATION AND PARKS ADVISORY COMMITTEE

ARTICLE I – THE BOARD

Section 1. Name of Committee. The name of the Committee is the Recreation and Parks Advisory Committee, sometimes also known as “RPAC,” Advisory Committee,” and the “Committee.”

Section 2. Authorization. The Recreation and Parks Advisory Committee is Authorized by Le Sueur City Charter Chapter 2, Section 03.

Section 3. Purpose. The Committee acts in an advisory capacity to the City Council regarding the public park system and all public recreational facilities and programs of the City of Le Sueur. The committee shall work directly with the Staff Liaison position to provide feedback about operations and programming regarding the public park system and all public recreational facilities and programs of the City of Le Sueur. Said feedback shall be provided to City Council as deemed appropriate by the Staff Liaison or Committee Chair. Also, the Committee shall make annual recommendations regarding the City of Le Sueur’s five-year capital planning document associated with Parks and Recreational Facilities.

Section 4. Membership. The Committee consists of four (4) voting members of the public appointed by the Mayor with the consent of the City Council for three (3) year terms, which are staggered, and one (1) voting City Council representative appointed annually by the Mayor with the consent of the City Council. A member wishing to be reappointed for a subsequent three-year term must complete the proper application form and submit it to the City to be considered for reappointment. There shall be one (1) City Council ex-officio member, one (1) staff liaison, and one (1) secretary serving as non-voting members.

Section 5. Non-Voting Members. Any ex-officio member of the Committee of the City Council or the community shall have no voting privileges but may participate in discussions of the Committee.

Section 6. Resignation. Any member wishing to resign from the Committee shall give written notice of resignation to the Mayor and the Committee Chair. The Committee Chair shall present the resignation to the Committee at its next meeting.

Section 7. Limitation on Employment. No current member of the Committee may apply for employment with the City of Le Sueur.

Section 8. Conflict of Interest. No member of the Committee shall use City property, funds or contract for personal use or profit.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Committee shall be a Chair, a Vice-Chair, Secretary, City Council Liaison, and Staff Liaison. The Chair shall be a voting member of the Committee and shall be elected annually. The Vice Chair shall be a voting member of the Committee and shall be appointed by City Council. The Secretary shall be non-voting staff

person designated by the City Council and affirmed to serve as Secretary by the Committee, provided that if the Secretary is not available to keep minutes at a meeting of the Committee, a voting Committee member shall be appointed by the Chair to act as Secretary and to keep the minutes of that meeting. The City Council and Staff Liaisons shall be non-voting members of the Committee.

Section 2. Election of Officers. At the last meeting of the Committee in each calendar year, the Chair shall open the floor for nominations for the office of Chair in the upcoming year. Election of officers shall occur at the first meeting of each calendar year.

Section 3. Chair. The Chair shall preside at all meetings of the Committee, appoint all sub-committee members, assist in developing meeting agendas and perform all other duties of the presiding officer.

Section 4. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. If a vacancy of the Chair occurs, the Committee shall appoint a new Chair for the remainder of the vacant term.

Section 5. Additional Duties. The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee or the by-laws or rules and regulations of the Committee.

### ARTICLE III – MEETINGS

Section 1. Regular Meetings. Regular meeting dates, times and location shall be established by the Committee at the first meeting of each calendar year. The chairperson may call special meetings of the Committee and must do so upon the request of three voting Committee members or at the request of the council. Notice of all meetings of the Committee shall be given in compliance with the open meeting law and are open to the public. The Staff Liaison and Committee Chair shall set the agenda together.

Section 2. Attendance. Committee members shall attend all regular and special meetings. Members shall report to the City Staff Liaison when they will be absent from a meeting. The Committee may recommend to the City Council that a member is dismissed from the Committee if three or more successive meetings are missed without adequate justification.

Section 3. Special Meetings. Special meetings may be called by the Chair or any three (3) members of the Committee to transact any business designated in the call. The call for a special meeting other than an emergency meeting must be delivered to each Committee member at least three (3) days before the date of such meeting. If the call is mailed to Committee members, it must be mailed at least six (6) days before the date of such meeting. If a special meeting is needed on an emergency basis because of circumstances which in the judgment of the Committee require immediate consideration, notice of the meeting by telephone, email or other means shall be given to Committee members as soon as is reasonably practicable. In the case of any special or emergency special meeting, notice of the meeting shall be posted, mailed, and/or published or otherwise delivered as required by State law. At an emergency meeting, no business shall be considered other than as designated in the call; provided that at least three (3) members of the Committee are present at a special meeting,

which is not an emergency meeting, any and all business may be transacted by the Committee.

Section 4. Quorum. Three (3) voting members of the Committee shall constitute a quorum to conduct the business and exercising the powers of the Committee and for all other purposes, provided that a smaller number may adjourn from time to time until a quorum is present. When a quorum is in attendance, the action may be taken by the Committee upon a the vote of a majority of the members present.

Section 5. Order of Business. At the regular meetings of the Committee, the following shall be the order of business:

- a. Call to Order
- b. Additions to and Approval of the Agenda
- c. Approval of Minutes
- d. Presentation(s)/Public Comment
- e. Reports
- f. New Business
- g. Old Business
- h. Future Agenda Items
- i. Adjournment

Section 6. Rules of Order. The meetings of the Committee shall be governed by the most recent edition of Rosenbergs's Rules of order, unless such Rules are suspended by consent of the Committee.

#### ARTICLE IV – AMENDMENT OF THE BY-LAWS

Section 1. Procedure. The By-Laws are established by and may be amended by the City Council.

Unanimously Approved

March 26, 2018

Amended

September 23, 2019