



**RECREATION AND PARKS
ADVISORY COMMITTEE AGENDA**
Thursday, March 18, 2021
Virtual Meeting
6:00 P.M.
http://bit.ly/rpac_210112

1. Call to Order
2. Approval of Agenda
3. Approval of RPAC Minutes from January 12, 2021
4. Presentation/Public Comment
5. Reports:
 - A. City Council Retreat
 - B. Parks Department
 - C. Community Center & Recreation
6. Old Business:
 - A. Winter events update
7. New Business:
 - A. 2021 Chairperson nomination
 - B. CIP-CEP Discussion
 - C. Donation Grant Strategy Report
 - D. Arbor Day/Earth Day Celebration and Tree Planting Plan
 - E. Meeting time change from 5:00 PM to 6:00 PM discussion
8. Next Meeting: April 6, 2021 at 6:00 P.M.
9. Adjourn



The Regular Meeting of RPAC was held on Tuesday January 12, 2021 at 5:00PM via virtual webinar.

RPAC Members present: J Jones, R Wilke, M Sullivan, J Favolise; **RPAC Members absent:** K Wilke; **Advisory Members present:** Council members: N Loose; City Staff: Allison Watkins, Rich Kucera, TJ Heinrich; **Advisory Members absent:** None

Meeting called to order by Vice Chairperson M Sullivan.

Oath of Office:

- The oath of office was previously completed by R Wilke and J Favolise

Approval of Agenda:

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

Approval of Minutes:

- Motion by J Favolise to approve the December 1, 2020 minutes and seconded by R Wilke
- Voting in favor: J Jones, R Wilke, M Sullivan, J Favolise; Members voting no: None
- Motion carried.

Presentation/Public Comment:

No public comments.

Reports:

- **Parks:**
 - TJ Heinrich, Public Works Manager, gave an update on the Parks
- **Community Center and Recreation Reports:**
 - Allison Watkins, Recreation Manager, gave an update on recreation programs and the Community Center

Old Business:

- 2021 RPAC Chairperson Nominations
 - Motion by J Jones and seconded by M Sullivan to nominate R Wilke for chairperson
 - Motion by M Sullivan and seconded by R Wilke to nominate J Favolise for chairperson
 - Vice Chair Sullivan called for any more nominations three times. No more nominations. Nominations were ceased
 - Roll call vote was taken: J Jones voted for R Wilke, R Wilke voted for J Favolise, J Favolise voted for J Favolise, M Sullivan voted for J Favolise
 - J Favolise is the 2021 RPAC Chairperson

New Business:

- Community Garden Review given by TJ Heinrich
- Motion by R Wilke and seconded by J Jones for City staff to assemble ideas for Winter events and discuss at the next meeting
- Voting in favor: J Jones, R Wilke, M Sullivan, J Favolise; Members voting no: None



- Motion carried

Next meeting will be Tuesday, February 2, 2021 @ 5:00PM

Adjournment:

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



CITY OF LE SUEUR
REQUEST FOR RPAC ACTION

TO: RPAC Chair and Board
FROM: Rich Kucera, Public Services Director
SUBJECT: March 1, 2021 City Council Retreat
DATE: For the RPAC Meeting of Thursday, March 18, 2021

PURPOSE

To provide the RPAC an update on the City Council Retreat held on March 1, 2021.

SUMMARY

At the March 1, 2021 City Council retreat, they had discussion items that included Le Sueur Community Center Planning and Parks Plan Projects Priority List for applying for grants. I will give a short summary of each item.

The Le Sueur Community Center Planning Discussion gave a brief review of the past and the matrix that was developed to track costs per service center of the facility. The Mayor will be creating a task force with a various composition of members throughout the committee to obtain more information and discuss the vision of the community center with the City.

The other item of discussion was the Parks Plan Project Priority List. With the adoption of the POST plan, there are many opportunities to help facilitate the enhancements. Staff received direction from City Council on these items. These items include: American Legion Park Trail Infrastructure, American Legion Park Inclusive Playground, American Legion Park Splash Pad, American Legion Park Nina Warrior Playground, Kingsway Trail Lighting and Trees and Dog Park Lighting, Kingsway Trail Extension to Mayo Park, and Legion Park Outdoor Ice Rink Improvements. Staff will be using this direction in application of grants

ACTION REQUESTED

Update for RPAC



*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, March 18, 2021

PURPOSE

Park status update.

SUMMARY:

Park Status: Staff is obtaining prices for portable bathrooms for the 2021 season. We are planning to have them set out on April 15. There has been a request to move the one located in Legion Park away from the electric panels and staff will be moving this unit to a different location.

- **American Legion:**
 - Weekly trash removal.
 - Staff is coordinating a contractor to get the doors replaced on the shelter.
- **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:**
 - Park is closed for the season.
- **Mothers Louise:**
 - Weekly trash removal.
- **Pierre Le Sueur:**
 - Weekly trash removal.

- **River:**
 - Daily trash removal.

Projects:

-

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

ACTION REQUESTED

Recognize & accept this month's report from staff.



**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, March 18, 2021

PURPOSE

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

SUMMARY

The Le Sueur Community Center reopened September 1, 2020 until November 20, 2020 when the facility was closed again following the governor’s executive orders. The fitness center was able to re-open December 19, 2020 and youth sports and the Gymnasium/Racquetball Courts and Ice Arena were able to re-open January 4, 2021.

	Totals					
	September	October	November	December	January	February
New Memberships	277	119	90	86	143	138
Reservations						
<i>Area hours</i>	20 hrs	107.5 hrs	86.75 hrs	0 hrs	164.75 hrs	155 hrs
<i>Gymnasium</i>	19.75 hrs	31.75 hrs	58 hrs	0 hrs	8 hrs	4 hrs
<i>Merrick Room</i>	7.25 hrs	27.25 hrs	44.25 hrs	0 hrs	28.05 hrs	27
Office space total rental					1	1
Daily Admission						
<i>Fitness Center</i>	6	9	12	4	12	2
<i>Gymnasium/ Racquetball</i>	27	27	7	0	17	14
<i>Arena</i>	0	0	2	0	3	4
Facility Check ins	1067	1426	1029	337	1505	1326

	Revenue Break Down					
	Month					
	September	October	November	December	January	February
Services						
Membership	\$5,308.89	\$4,020.05	\$5,012.60	\$1,846.00	\$6,357.20	\$6,919.99
Reservations	\$14,242.48	\$5,211.00	\$19,587.50	\$60.00	\$19,578.25	\$8,632.75
Programs	\$1,532.00	\$616.00	\$31.33	\$0.00	\$130.00	\$100.00
Daily Admissions	\$200.64	\$218.88	\$129.09	\$24.32	\$194.56	\$121.60

Total numbers description

- **New Memberships** – memberships sold each month. This number is a total of month/yearly memberships for the fitness center, gym/racquetball, and ice arena.
- **Reservations** – this category is divided into the service areas which we rent out (arena, gymnasium, merrick room). Not all hours are rented hours but reserved for silver sneakers classes, program classes (body weight boot camp and TRX), pickleball etc.
- **Office Space Rentals** – we are now offering to the public office space to rent. Currently, we have one long-term rental in one of the back offices.
- **Daily Admission** – this is a break down of each service area that patrons without memberships can purchase for the day
- **Facility Check In's** – This is the total number of Fitness Center and Gym/Racquetball members swiping to get into the facility for the month.

Revenue Breakdown – totals for each month. Silver Sneakers memberships are invoiced the month after. Also, the ice invoices maybe paid the next month as well depending on when payment comes in from the user so total number of hours may not reflect in that month's revenue.

Programs – We are planning on COVID protocols being in place for T-ball and Soccer this spring. Programs will be modified to keep social distancing in place and disinfecting equipment will be a routine practice. We are planning for normal operations for summer programming, hoping to do group swim lessons and more of the activities that we could not do last year due to the pandemic. Modifications to summer programs will be made if protocols are still in place.

Spring Programs

- March Bingo & March Marathon – replacing our March Cardio challenge we are running these two events during the month of March.
 - Bingo squares are filled with different exercise to complete each day. Do five different exercises a day to be entered to win a prize at the end of the week.
 - Marathon week is running or walking 5 miles a day the last week in March to be entered into a drawing for our Marathon winner.

Youth Programs

- T-ball May 6 - June 10
- Soccer May 3 - June 7
- Kickball Tournament May 22

Adult Programs

- Silver Sneakers classes – we are currently holding classic and yoga SS classes. We are holding both in-person (max of 10) and zoom. Classes have been modified to 30 minutes for less exposure time for our seniors. We hope to up in-person maximum number as well as class length as soon as we can.
- Body Weight boot camp – Ends March 8
 - 5 participants for the March class – numbers are still down for in-person classes.
- TRX (Rip 60) – This class has been put on hold due to a spacing issue with covid guidelines.

Project Updates

- Outdoor Pool diving board – the diving board needs to be replaced. This is a project that we are planning to have completed by the opening date for the pool.

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: Allison Watkins, Recreation Manager
SUBJECT: Winter Festival Discussion
DATE: For the RPAC Meeting of Thursday, March 18, 2021

PURPOSE

To provide the RPAC Committee an update on the Winter Festival Discussion.

SUMMARY

During the January RPAC meeting the topic of a winter festival was discussed. Due to unforeseen events within the city, this event never transpired. Staff would like to discuss and have RPAC also collaborate on the cities and chambers event, Christmas On Main. The Christmas on Main event is the kick-off for winter and RPAC and city staff could then organize a Winter Festival in mid to late January as well. This topic can be tabled to the October meeting, but staff wanted to address this topic today and give a few of the ideas we will be working on.

Christmas on Main Event – a one night celebration to kick-off winter and the holidays

- Ice Sculptures carving along main street
- Sleigh rides
- Elf on the Shelf hunt (event runs through Dec. 23)
- Decorate main street business
 - Grade school contest - winners get to paint on business windows their artwork for best Christmas pictures.

Winter Festival – one weekend mid to late January

- Fire pits in legion park
 - Marshmallow roasting
- Food vendors in legion park
- Beer Tent?
- Human Dog Sled Race – 2 humans pull another human on sled or tube
- Outdoor Rink – Public Skating event in the evening
 - DJ
 - Hot Chocolate bar
- Curling – Not your typical curling event (use kegs or frozen turkeys)
- Broomball – Broomball tournament
- Ice Fishing Derby? (not sure if this is feasible to do on the river?)
- Snowshoe races
- Winter Festival Dog Show – at the dog park set up course? Categories could be best outfit, best trick, waggiest tall, best hair day, worst hair day?

ACTION REQUESTED

No action requested.



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Board
FROM: Rich Kucera, Public Services Director
SUBJECT: RPAC Chairperson Nominations.
DATE: For the RPAC Meeting of Thursday, March 18, 2021

PURPOSE

Accept and vote on RPAC Chairperson nominations.

SUMMARY

Chairperson Favolise resigned as the Chairperson for RPAC. Nominations for a new Chairperson will be taken and if no one desires the position at this time, RPAC can table this for future.

ACTION REQUESTED

Nominations and election of a chairperson or a motion to table.



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Commission
FROM: Rich Kucera, Public Services Director
SUBJECT: 5-Year CIP-CEP Discussion
DATE: For the RPAC Meeting of Thursday, March 18, 2021

PURPOSE

To give RPAC an update on the approved CIP-CEP for 2021 and to begin discussion on years 2022 through 2025.

SUMMARY

Annually, staff recommends Capital Improvement Plan (CIP) and Capital Equipment Plan (CEP) items to City Council. Attached, you will find page 2 of the 2021 City Council approved plan that has Public Works and Recreation listed. This is a discussion item for 2022 through 2025 for ideas and perceived priorities. The budgeting season for the City begins internally in late June so we would ask to have a consensus at the June meeting. Staff will be giving an update on 2021 items related to recreation and parks.

ACTION REQUESTED

RPAC update.



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Commission
FROM: Rich Kucera, Public Services Director
SUBJECT: 5-Year CIP-CEP Discussion
DATE: For the RPAC Meeting of Thursday, March 18, 2021

PURPOSE

To give RPAC an update on the approved CIP-CEP for 2021 and to begin discussion on years 2022 through 2025.

SUMMARY

Annually, staff recommends Capital Improvement Plan (CIP) and Capital Equipment Plan (CEP) items to City Council. Attached, you will find page 2 of the 2021 City Council approved plan that has Public Works and Recreation listed. This is a discussion item for 2022 through 2025 for ideas and perceived priorities. The budgeting season for the City begins internally in late June so we would ask to have a consensus at the June meeting. Staff will be giving an update on 2021 items related to recreation and parks.

ACTION REQUESTED

RPAC update.

City of Le Sueur, Minnesota
CIP and CEP Plan 2021 - 2025

Department	Project #	2021	2022	2023	2024	2025
Public Works						
Annual Street Maintenance		\$500,000	\$550,000	\$600,000	\$650,000	\$700,000
1998 (1993) Ford F-250 Replacement (Replace with Two UTVs)		\$66,510				
Facility Maintenance		\$10,000				
Park Mower Program		\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Cedar Ridge Trails Playground Mulch		\$4,000			\$4,000	
Outdoor Pickleball Court*			\$70,000			
2008 Freightliner Plow Truck			\$240,000			
Bruce Frank Field Rehabilitation* (Local Share \$75,000)			\$150,000			
1973 John Deere 302 Tractor Replacement			\$100,000			
Skid Loader			\$75,000			
1999 Ford F-150 Replacement			\$45,000			
Pre-Treatment Brine System			\$29,590			
2008 Ford F-150 Replacement			\$35,000			
1/2 Basketball Court at Cedar Ridge Trail Park			\$25,000			
Anderson Park Basketball Court Maintenance			\$25,000			
Anderson Park Playground Mulch			\$6,000			
Park Sign Replacement			\$6,000			
Inclusive Playground				\$1,000,000		
Curbing on Kingsway Trail				\$350,000		
2001 Freightliner Plow Truck Replacement				\$240,000		
2008 Freightliner Water Truck Replacement				\$225,000		
Kingsway Trail Lighting				\$160,000		
Bruce Frank Field Score Board				\$40,000		
Legion Park Playground Mulch				\$6,000		
Volvo Wheel Loader					\$230,000	
Streets and Parks Total		\$ 587,010	\$ 1,363,090	\$ 2,627,500	\$ 890,500	\$ 706,500

Recreation						
Security System Maintenance	Facility		\$40,000			
Locker Room's Renovation Planning	Facility			\$5,000		
Community Center Parking Lot Replacement	Facility				\$180,000	
Gymnasium Floor Refinish	Gym			\$10,000		
Gymnasium Hoop Replacement	Gym				\$15,000	
Both Hockey Scoreboard Replacement (Local Share \$0)	Ice Arena	\$30,000				
Ice Arena Acoustic Panels* (Local Share \$5,000)	Ice Arena	\$17,500				
Arena Compressor Controller Project	Ice Arena		\$15,000			
Ice Arena Coolant	Ice Arena	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000
Ice Arena Player Benches and Boxes Renovation	Ice Arena		\$15,000			
Ice Arena Glass Maintenance	Ice Arena			\$50,000		
Ice Arena Coolant Conversion (Ammonia)	Ice Arena				\$1,000,000	
Zamboni Battery Replacement	Ice Arena				\$10,000	
Indoor Pool Liner	Indoor Pool		\$60,000			
Indoor Pool Filter Sand	Indoor Pool		\$3,000		\$3,000	
Indoor Pool Diving Board	Indoor Pool		\$25,000			
Indoor Pool Heaters	Indoor Pool		\$3,750			\$5,000
Indoor Pool Chlorine Hoppers and Pumps	Indoor Pool		\$3,000			\$3,000
Indoor Pool Deck Surface	Indoor Pool			\$35,000		
ADA Chair Lift Replacement	Indoor Pool			\$10,000		
Outdoor Pool Diving Board	Outdoor Pool	\$20,000				
Outdoor Pool Bath Floors	Outdoor Pool	\$15,000				
Outdoor Pool Slide	Outdoor Pool		\$90,000			
Outdoor Pool Media Filter	Outdoor Pool		\$10,000			
Outdoor Pool Wading Pool Heater	Outdoor Pool		\$4,000			
Outdoor Pool Main Pool Heater	Outdoor Pool			\$18,000		
Outdoor Pool Caulking	Outdoor Pool			\$5,000		
Outdoor Pool Feature	Outdoor Pool				\$20,000	
Outdoor Pool Resurfacing	Outdoor Pool					\$75,000
Fitness Equipment	Fitness Center	\$72,000	\$72,000			
Recreation Total		\$ 159,500	\$ 350,750	\$ 143,000	\$ 1,238,000	\$ 93,000
Local Total		\$ 117,000	\$ 350,750	\$ 143,000	\$ 1,238,000	\$ 93,000



CITY OF LE SUEUR
RPAC UPDATE

TO: Recreation and Parks Advisory Commission
FROM: Rich Kucera, Public Services Director
SUBJECT: Donation/Grant Strategy Discussion
DATE: For the RPAC Meeting of Tuesday, March 18, 2021

PURPOSE

To give RPAC an update and have discussion on grants and donations

SUMMARY

Staff keeps a ongoing list of potential grants and will be using the direction given from City Council to start applying for these. The grantors range from MNDNR, to MN Twins, MN Timberwolves, SHIP, to Otto Bremer Trust, Housing and Community Facilities Programs and foundations like Carl & Vernal Schmidt Foundation. Staff will be drafting the grant applications and asking Vice-Chairperson Mahoney to review as she has experience in grants. If any RPAC member has any grant or donation channels that could benefit staff, please send those to staff.

ACTION REQUESTED

No action is requested.



CITY OF LE SUEUR
REQUEST FOR RPAC ACTION

TO: RPAC Chair and Board
FROM: Kaari Smith, Customer Support Specialist
SUBJECT: 2021 Arbor Day/Earth Day Celebration & Tree Sale
DATE: For the RPAC Meeting of Thursday, March 18, 2021

PURPOSE

To give RPAC an update on the 2021 Arbor Day/Earth Day Celebration and Tree Sale.

SUMMARY

Arbor Day is April 30 and Earth Day is April 22 this year. Staff is working with local elementary schools to develop a program in observance of Arbor Day. This year we are also including the classes that missed out in 2020 due to COVID.

- Tree planting demonstrations
- Snack
- Scavenger hunt to identify trees
- Tree seedlings given out to each student
- Tree sale April 1 thru April 30, 2021

ACTION REQUESTED

No action is being requested.