CITY OF JORDAN
PARK AND RECREATION ADVISORY COMMISSION
Regular Meeting Agenda

Tuesday, January 18, 2021
6:30 P.M. Regular Meeting
City of Jordan Council Chambers
116 First Street East, Jordan MN 55352

1.0 CALL TO ORDER

2.0 ADOPT AGENDA

3.0 APPROVAL OF MINUTES
- A. November 22, 2021

4.0 NEW BUSINESS
- A. PRAC Application – Donna Breeggemann
- B. PRAC Application – Grant Tilus
- C. PRAC Application – Nathan Warden
- D. Election of Officers
- E. Proposed Meeting Dates

5.0 OLD BUSINESS
- A. 2021 PRAC Review & 2022 Goal Setting

6.0 PLANNERS REPORT
- A. General Updates
- B. Next Meeting- Monday, March 21, 2021

7.0 CITY COUNCIL MEMBER UPDATE

8.0 COMMISSION MEMBER REPORT

9.0 ADJOURNMENT

Contacts:
Ian Cochran, Planner
icochran@jordanmn.gov (952) 492-7940

Anna Watson, Planning Intern
awatson@jordanmn.gov (952) 492-7928

MINUTES OF THE PROCEEDINGS
OF THE PARK AND RECREATION ADVISORY COMMISSION
OF THE CITY OF JORDAN
IN THE COUNTY OF SCOTT
NOVEMBER 22, 2021

Present: Donna Breeggemann, Nathan Warden, Grant Tilus, Becky Brewster, Jeremy Goebel
Also Present: Ian Cochran, Planner; Barrett Voight, Planner; Anna Watson, Planning Intern; Scott Haas, Public Works Director

1.0 CALL TO ORDER

Meeting called to order by Chair Breeggemann at 6:32pm.

2.0 ADOPT AGENDA

Motion by Breeggemann to adopt the agenda as presented. Second Brewster. Vote: all ayes.

3.0 APPROVAL OF MINUTES

A. January 25, 2021

Motion by Brewster, second Tilus to adopt minutes as presented. Vote: all ayes.

4.0 NEW BUSINESS

A. Grassman Park Shelter Proposal

Cochran presents an overview of new park shelter proposal for Grassman, prepared by Mike Waltman. One shelter is set for 2022 and two more as future installments. Haas clarifies that estimate may be low because trees are not included. Picnic patio will be 16x16 and shelter will be 12x16. City's public works team is capable of doing project, but may take slightly longer because of other responsibilities. Goebel likes that the park may bring more regional attention to the area. Breeggemann wants to make sure proper tree types are selected to avoid damage to the shelter. New addition ground cover will be mulch. The commission is in favor of adding another large, machine moved tree to the plan with benches surrounding trunk, and possible extra limestone benches by playground.

Motion by Brewster, second Warden to approve proposal with extra benches and machine-moved tree.

5.0 OLD BUSINESS

6.0 PLANNERS REPORT A.

General Updates

Cochran introduces new planner, Barrett Voigt. City is making progress on both Eldorado lot and Pieper property. Several new home permits were issued for Bridle Creek in the past week.

B. Next Meeting- January 25, 2021

7.0 CITY COUNCIL MEMBER UPDATE

More homes have been added to tenth addition of Bridle Creek. City just received 4 million dollars in funding to go towards 169 underpass project.

8.0 COMMISSION MEMBER REPORT

Turkey Trot happening on Thursday. Trees in the middle of the roundabout need to be adjusted. Lights on the new monument look like headlights.

9.0 ADJOURNMENT

Motion by Brewster, Second Warden, to adjourn. Vote all ayes. Meeting adjourned at 7:19pm.

DATE: January 18th, 2022

TO: Parks & Recreation Advisory Commission

FROM: Ian Cochran, Planner

AGENDA ITEM: 4.0 A. Application for Commission Vacancy – Donna Breeggmann

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ACTION REQUESTED: MOTION to recommend approval/denial of the appointment of Donna Breegemann to the Parks and Recreation Advisory Commission for a two (2) year term beginning January 2022 and ending December 2023.

****

BACKGROUND: The Parks and Recreation Advisory Commission is allowed a total of seven (7) voting members and is currently comprised of one (1) Council Representatives, one (1) Chair, one (1) Vice Chair and three (2) commissioners, totaling five (5) members. The Parks & Recreation Advisory Commission has operated with five (5) of seven (7) total members for the entirety of 2021. The vacancy was advertised through email, social media, and on the City website.

The term of Commissioner Breegemann expired on December 31st, 2021. Mrs. Breegemann is seeking reappointment to the Parks & Recreation Commission.

If appointed, Mrs. Breegemann would continue her service on the Parks & Recreation Advisory Commission for another two (2) year term beginning at the first meeting of 2022 through the final meeting of 2023.

Attachments:

1. Application – Donna Breegemann
2. City Code Sections 31.20 and 31.21

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FISCAL IMPACT: Commissioners are paid $30 for each meeting attended. The maximum fiscal impact for 2022 is $180.00 per Commissioner.

****

STAFF RECOMMENDATION: Please review the application, interview the candidate during the meeting and provide the City Council with a recommendation regarding the applicant's suitability for commission appointment.

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PLANNING COMMISSION ACTION:

Motion: _____ Second: _____

Approved: _____ Disapproved: _____ Tabled:_____

Other: _____

Park & Recreation Commission Vacancy Application

City of Jordan
210 1st Street East
Jordan, MN 55352

1. NAME Donna Breeggemann DATE 11/11/2021

2. PHONE 952-492-6561 EMAIL DonnaBreeggemann@comcast.net

   HOME ADDRESS 752 Copper Court

3. JORDAN RESIDENT (how many years) 53

4. EDUCATION Jordan Public Schools, St Cloud State University

5. EMPLOYMENT (firm and profession/occupation)

   Current - Alforex Seeds (Corteva) – Sales Logistics Coordinator

   Past - Arteka & Lawn Ranger - 20 years in the landscape industry

6. CIVIC, PROFESSIONAL, COMMUNITY ACTIVITIES. Please list past and present civic activities and/or organizational memberships, particularly those that may be relevant to the appointment you are seeking.

   Previously held MNDOT Landscape Cert and Erosion Control Mgmt Cert

   St Paul Lutheran Church – Lifelong Member, Choir Member

   Jordan Girls Fastpitch Association – Board member and coach for 10+ years

   Jordan Community Recreation – Coach for summer ball and basketball

7. PREVIOUS PUBLIC EXPERIENCE (appointive or elective)

   Jordan Park and Rec Commission - ~20 years

   Jordan Planning Commission ~1 year (temporarily when no PRC)

8. Please describe your understanding of the responsibilities of the Park & Recreation Commission and your special background, strengths, or abilities you would bring to a board or commission.

   The PARC provides suggestions/direction to city council for the installation of new park and trail facilities and for the improvement of existing property.

   I worked my way up through two landscape companies and did everything from estimating and contracts to purchasing and operations and then to project management as well as accounting. I've learned a lot about getting projects through the process from concept to the end of the warranty period.

9. Please describe briefly why you want to serve on the Park & Recreation Commission and what you hope to accomplish as a member.
I've enjoyed sharing my life experiences to continue improve my hometown. As I'm transitioning from having school-aged children, I'm wondering what we have to offer those like me who are in this phase of their lives.

10. Please describe the strengths/weaknesses of Jordan as you see today.
Managing growth and still keeping the small town feel that residents move or stay here for. We have many natural elements that are desired but also bring challenges.

11. List any specific goals and/or objectives you visualize for the City.
Community Outdoor Destination Facility
Completion of TH 169 Overpass

Park & Recreation Commission meetings are held at 6:30pm on the fourth Monday every other month for approximately 2 hours. Also, there is a time commitment to review materials prior to the meeting. Do you foresee any problem making a commitment to attend required meetings on a regular basis?

No

Please feel free to attach any relevant materials to your application. Your application will be kept on file for one year. Thank you for your interest in serving on a Board or Commission.

Please return to:
City of Jordan
210 E. First Street
Jordan, MN 55352

Criteria used by the City Council to evaluate candidates including: personal and professional experience which may relate to the subject areas of the board or commission; knowledge of the community; knowledge of city government process; contribution to creating or maintaining a diversity of membership with respect to geographic location, gender or race; experience from similar appointments.

§ 31.23 PARK AND RECREATION COMMISSION.

(A) *Establishment and composition.* A Park and Recreation Commission is hereby established. The Board shall be composed of minimum 5 and maximum 7 members and shall serve staggered 2-year terms. If the Council reassigns all Park and Recreation Commission tasks to the Planning Commission as provided in division (B) below, the Park and Recreation Commission shall be dissolved but Council, in its discretion, can later revive the Commission by appointing new members.

(B) *Powers and duties.* The Park Commission shall have the responsibility to advise the Council on park maintenance, development plats, Park Comprehensive Plan and future park expansions. The Park Commission is authorized to receive and accept, in the name of the city, gifts or devises of real or personal property to be used for park purposes. In its discretion, the Council may reassign a task or tasks of the Park and Recreation Commission to the Planning Commission for an indefinite or specific period of time. Such reassignment can be made when the Council determines at a regular Council meeting the reassignment of task(s) will enhance residents' experiences in city parks.

(Prior Code, § 2.36) (Am. Ord. 2014-07, passed 6-2-2014; Am. Ord. 2015-03, passed 3-16-2015)

DATE: January 18th, 2022

TO: Parks & Recreation Advisory Commission

FROM: Ian Cochran, Planner

AGENDA ITEM: 4.0 B. Application for Commission Vacancy – Grant Tilus

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ACTION REQUESTED: MOTION to recommend approval/denial of the appointment of Grant Tilus to the Parks and Recreation Advisory Commission for a two (2) year term beginning January 2022 and ending December 2023.

****

BACKGROUND: The Parks and Recreation Advisory Commission is allowed a total of seven (7) voting members and is currently comprised of one (1) Council Representatives, one (1) Chair, one (1) Vice Chair and three (2) commissioners, totaling five (5) members. The Parks & Recreation Advisory Commission has operated with five (5) of seven (7) total members for the entirety of 2021. The vacancy was advertised through email, social media, and on the City website.

The term of Commissioner Grant Tilus expired on December 31st, 2021. Mr. Tilus is seeking reappointment to the Parks & Recreation Commission.

If appointed, Mr. Warden would continue his service on the Parks & Recreation Advisory Commission for another two (2) year term beginning at the first meeting of 2022 through the final meeting of 2023.

Attachments:

1. Application – Grant Tilus
2. City Code Sections 31.20 and 31.21

****

FISCAL IMPACT: Commissioners are paid $30 for each meeting attended. The maximum fiscal impact for 2022 is $180.00 per Commissioner, unless any special meetings are called.

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STAFF RECOMMENDATION: Please review the application, interview the candidate during the meeting and provide the City Council with a recommendation regarding the applicant's suitability for commission appointment.

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PLANNING COMMISSION ACTION:

Motion: _____ Second: _____

Approved: _____ Disapproved: _____ Tabled:_____

Other: _____

Park & Recreation Commission Vacancy Application

City of Jordan
210 1st Street East
Jordan, MN 55352

1. NAME____Grant Tilus_____

   DATE___11/23/21_____

2. PHONE_7633007372_____

   EMAIL___tilusg@gmail.com_____

   HOME ADDRESS_____955 Dakota Pt Jordan, MN 55352

   _____

3. JORDAN RESIDENT (how many

   years)_____5_____

4. EDUCATION_____Bachelor's Degree

   _____

   _____

5. EMPLOYMENT (firm and profession/occupation) ____Soundstripe, Director of Growth

   _____

   _____

6. CIVIC, PROFESSIONAL, COMMUNITY ACTIVITIES. Please list past and present civic activities and/or organizational memberships, particularly those that may be relevant to the appointment you are seeking.

   _____MnSearch, Director of Content

   Trafficking Justice, Web Manager

   Feed My Starving Children

7. PREVIOUS PUBLIC EXPERIENCE (appointive or elective) _____Parks & Rec Commission

   _____

   _____

8. Please describe your understanding of the responsibilities of the Park & Recreation Commission and your special background, strengths, or abilities you would bring to a board or commission.

_____Service to date

Father to 3 young children ___

Lover of the outdoors_____

_____

_____

_____

_____

_____

9. Please describe briefly why you want to serve on the Park & Recreation Commission and what you hope to accomplish as a member.

__To continue to support the advancement and growth of the park and rec opportunities in

Jordan._____

_____

_____

_____

_____

____

10. Please describe the strengths/weaknesses of Jordan as you see today.

_____

____Small town community

_____

_____Limited business tax base

_____

_____

11. List any specific goals and/or objectives you visualize for the City.

_____

_____Increase quality and number of opportunities for outdoor recreation in

Jordan_____

_____

___

12. Park & Recreation Commission meetings are held at 6:30pm on the fourth Monday every other month for approximately 2 hours. Also, there is a time commitment to review materials prior to the meeting. Do you foresee any problem making a commitment to attend required meetings on a regular basis?

_____No_____

___

Please feel free to attach any relevant materials to your application. Your application will be kept on file for one year. Thank you for your interest in serving on a Board or Commission.

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(A) *Establishment and composition.* A Park and Recreation Commission is hereby established. The Board shall be composed of minimum 5 and maximum 7 members and shall serve staggered 2-year terms. If the Council reassigns all Park and Recreation Commission tasks to the Planning Commission as provided in division (B) below, the Park and Recreation Commission shall be dissolved but Council, in its discretion, can later revive the Commission by appointing new members.

(B) *Powers and duties.* The Park Commission shall have the responsibility to advise the Council on park maintenance, development plats, Park Comprehensive Plan and future park expansions. The Park Commission is authorized to receive and accept, in the name of the city, gifts or devises of real or personal property to be used for park purposes. In its discretion, the Council may reassign a task or tasks of the Park and Recreation Commission to the Planning Commission for an indefinite or specific period of time. Such reassignment can be made when the Council determines at a regular Council meeting the reassignment of task(s) will enhance residents' experiences in city parks.

(Prior Code, § 2.36) (Am. Ord. 2014-07, passed 6-2-2014; Am. Ord. 2015-03, passed 3-16-2015)

DATE: January 18th, 2022

TO: Parks & Recreation Advisory Commission

FROM: Ian Cochran, Planner

AGENDA ITEM: 4.0 C. Application for Commission Vacancy – Nathan Warden

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ACTION REQUESTED: MOTION to recommend approval/denial of the appointment of Nathan Warden to the Parks and Recreation Advisory Commission for a two (2) year term beginning January 2022 and ending December 2023.

****

BACKGROUND: The Parks and Recreation Advisory Commission is allowed a total of seven (7) voting members and is currently comprised of one (1) Council Representatives, one (1) Chair, one (1) Vice Chair and three (2) commissioners, totaling five (5) members. The Parks & Recreation Advisory Commission has operated with five (5) of seven (7) total members for the entirety of 2021. The vacancy was advertised through email, social media, and on the City website.

The term of Commissioner Warden expired on December 31st, 2021. Mrs. Breegemann is seeking reappointment to the Parks & Recreation Commission.

If appointed, Mr. Warden would continue his service on the Parks & Recreation Advisory Commission for another two (2) year term beginning at the first meeting of 2022 through the final meeting of 2023.

Attachments:

1. Application – Nathan Warden
2. City Code Sections 31.20 and 31.21

****

FISCAL IMPACT: Commissioners are paid $30 for each meeting attended. The maximum fiscal impact for 2022 is $180.00 per Commissioner.

****

STAFF RECOMMENDATION: Please review the application, interview the candidate during the meeting and provide the City Council with a recommendation regarding the applicant's suitability for commission appointment.

****

PLANNING COMMISSION ACTION:

Motion: _____ Second: _____

Approved: _____ Disapproved: _____ Tabled:_____

Other: _____

CITY OF JORDAN

Park & Recreation Commission Vacancy Application

City of Jordan
210 1st Street East
Jordan, MN 55352

1. NAME Nathan Warden DATE 11-16-21
2. PHONE 952-492-2466 EMAIL nathanwarden@hotmail.com
   HOME ADDRESS 200 Varner St. N. Jordan
3. JORDAN RESIDENT (how many years) 17
4. EDUCATION B.A. From Saint Mary's Univ.
   30 Grad. credits in Rec. from UW-L
5. EMPLOYMENT (firm and profession/occupation)
   LeSueur-Henderson Public Schools
   Community Education Director
6. CIVIC, PROFESSIONAL, COMMUNITY ACTIVITIES. Please list past and present civic activities and/or organizational memberships, particularly those that may be relevant to the appointment you are seeking.
   Jordan FoodShelf Volunteer
   Youth baseball + basketball volunteer coach
   Former Jordan Lions member
7. PREVIOUS PUBLIC EXPERIENCE (appointive or elective)
   Previous Park + Rec. Commissioner - have served 2 terms.
8. Please describe your understanding of the responsibilities of the Park & Recreation Commission and your special background, strengths, or abilities you would bring to a board or commission.
   The Park + Rec. commission provides feedback to the city council regarding the Park and Recreation needs of the community and makes recommendations for future equipment, trails, and park improvements.

9. Please describe briefly why you want to serve on the Park & Recreation Commission and what you hope to accomplish as a member.

I believe the quality of life in a community is tied to the recreational opportunities in that community. I hope to build on the successes we've established at our parks, especially Grassman Park.

10. Please describe the strengths/weaknesses of Jordan as you see today.

Strengths - great location & great ammenities that cities our size don't always have.
Weaknesses - Not enough finances to fund all our projects.

11. List any specific goals and/or objectives you visualize for the City.

Continue working on Grassman park as a regional "Go-to" park.
Continue working to make Jordan more walkable w/trails.

12. Park & Recreation Commission meetings are held at 6:30pm on the fourth Monday every other month for approximately 2 hours. Also, there is a time commitment to review materials prior to the meeting. Do you foresee any problem making a commitment to attend required meetings on a regular basis?

No

Please feel free to attach any relevant materials to your application. Your application will be kept on file for one year. Thank you for your interest in serving on a Board or Commission.

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(Prior Code, § 2.36) (Am. Ord. 2014-07, passed 6-2-2014; Am. Ord. 2015-03, passed 3-16-2015)

DATE: January 18, 2022

TO: Parks & Recreation Advisory Commission

FROM: Ian Cochran, Planner

AGENDA ITEM: 4.D. Election of Officers

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ACTION REQUESTED: The Parks & Recreation Commission is tasked to elect a Chair and Vice Chair, by motion, for a two (2) year term beginning at the first meeting of 2022 and ending at the last meeting of 2023.

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BACKGROUND:

The Parks & Recreation Commission is tasked with discussing and voting on who will conduct the meetings as Chair, and in the absence of the Chair, Vice Chair. Both positions have been held by commissioners and not council members traditionally. Any Commissioners may vote for themselves or abstain from a vote for their own election.

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FISCAL IMPACT: None

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STAFF RECOMMENDATION: Elect a Chair and Vice Chair for 2022.

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PLANNING COMMISSION ACTION:

Motion: _____ Second: _____

Approved: _____Disapproved: _____ Tabled: _____

Other: _____

Planning and Zoning Department
210 East First Street
Jordan, MN 55352
Phone: 952-492-7929
www.jordanmn.gov

MEMORANDUM

TO: Parks & Recreation Commission
FROM: Ian Cochran, Planning and Zoning Department
DATE: January 18, 2022
SUBJECT: 2022 Parks and Recreation Commission Meeting Schedule

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Listed below are the anticipated Parks & Recreation Commission meeting dates for calendar year 2022. There is no action needed as this is just an informational memo.

Parks & Recreation Commission Meeting Calendar
January 18
March 21
May 16
July 18
September 19
November 21
Parks & Recreation Commission meetings will be held the 3rd Monday of each month at 6:30 p.m. in the Jordan City Council Chambers. The January meeting will be held on Tuesday, January 18th due to the Martin Luther King Day holiday.