

**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular Parks & Recreation Advisory Board Meeting of November 18, 2013
7:00 p.m.
Department of Public Works Conference Room

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. VISITORS

- A. Scheduling of Visitor Comments on Agenda Items
- B. General Visitors Comments

V. UNFINISHED BUSINESS

- A. Ramsey Park Discussion

VI. NEW BUSINESS

- A. Review of improvements for Riverside Nature Park
- B. Review of improvements for Riverside Extension Arc
- C. Review of improvements for Stones Park

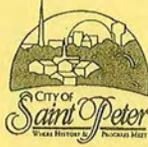
VII. REPORTS

- A. Department of Recreation and Leisure Services
- B. Department of Public Works
 - 1. Update on plan for bicycle trails in Traverse des Sioux Park
 - 2. Ice rink preparation
 - 3. Restroom repairs at Minnesota Square
 - 4. Update concerning veterans memorial project-planning
 - 5. Park signage
 - 6. Plan for trail at Hallett's Pond
 - 7. Eagle Scout project at big slide in McGill Park
 - 8. Planning for roundabout project and pedestrian access

VIII. ADJOURNMENT

LGG/bll

Director of Public Works
Lewis G. Giesking



PARKS & RECREATION ADVISORY BOARD
AGENDA MEMORANDUM
REGULAR MEETING OF November 18, 2013
7:00 P.M.

I. CALL TO ORDER

Chairperson Stuart Douglas will call the meeting to order.

II. APPROVAL OF AGENDA

A motion to approve the agenda, as posted in accordance with the Open Meetings Law, will be entertained. A MOTION is in order.

III. APPROVAL OF MINUTES

A copy of the minutes of the September 16, 2013, regular Parks & Recreation Advisory Board meeting is attached for approval. A MOTION is in order.

IV. VISITORS

A. **Scheduling of Visitor Comments on Agenda Items**

Members of the audience wishing to address the Parks & Recreation Advisory Board with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitors Comments**

Members of the audience wishing to address the Parks & Recreation Advisory Board concerning items not on the agenda may do so at this time.

V. UNFINISHED BUSINESS

A. **Ramsey Park**

Review planned improvements for recommendations concerning changes. Please see staff report.

VI. NEW BUSINESS

A. **Parks Master Plan Update**

The Board has been reviewing the Parks Master Plan proceeding on an alphabetical basis. At the last meeting we discussed potential improvements and changes to Ramsey Park. The next parks for discussion will be Riverside Nature Park, Riverside Extension Park, and Stones. Please see staff report and background.

VII. REPORTS

A. **Department of Recreation And Leisure Services**



**PARKS & RECREATION ADVISORY BOARD
AGENDA MEMORANDUM
REGULAR MEETING OF October 18, 2013
7:00 P.M.**

B. Department of Public Works Updates

1. Update on Bicycle Trails in Traverse des Sioux Park
2. Ice Rink Preparation
3. Restroom Repairs at Minnesota Square
4. Update on Veterans Memorial Project Planning
5. Park Signage
6. Plan for Trail at Hallett's Pond
7. Eagle Scout Project at Big Slide in McGill Park
8. Planning for Roundabout Project and Pedestrian Access

VIII. ADJOURNMENT

LGG/bl

Director of Public Works
Lewis G. Giesking

CITY OF SAINT PETER, MINNESOTA

MINUTES OF THE PARKS & RECREATION ADVISORY BOARD
September 16, 2013

Pursuant to due call and notice thereof, a regular meeting of the Saint Peter Parks & Recreation Advisory Board was conducted in the Conference Room of the Department of Public Works in the City of Saint Peter on September 16, 2013.

Due to lack of quorum at 7:00 p.m. Vice Chairperson Steve Alger called the meeting to order at 7:52 p.m. when a quorum was present.

The following Board Members were present: L. Lee Alger, Steve Alger, Bill Kautt, Bob Meeks, Larry Potts and David Ringler. The following Board Members were absent: Jeff Brand, Charles Burgess, Stuart Douglas, Jennifer Leslie, and Mike Meffert. The following ex-officio was present: Jane Timmerman, Recreation and Leisure Services Director.

Approval of Agenda – Bill Kautt made a motion, seconded by Larry Potts, to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes – Bill Kautt made a motion, seconded by Bob Meeks, to approve the minutes of the April 15, 2013 meeting. With all in favor, the minutes were approved.

Multi Use Recreational Trails – David Newell, Dan Oachs, and Paul Hanson provided an update on the multi use recreational trails in Traverse des Sioux Park and requested recommendation to proceed with construction of the trails. In motion by Meeks, seconded by Kautt, Resolution No. 2013-01 entitled "Resolution Recommending Approval of the Final Bicycle Trail Plan for Traverse des Sioux Park and Authorizing Construction of the Trail" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted.

New Business

Tim Mayo, Maintenance Superintendent, informed the Board that a vendor "GameTime" has a current promotion where they will match funds 100%. Lee Alger volunteered to inform the school superintendent about the program.

A. Ramsey Park – City Engineer, Jeff Domras, explained the Washington Avenue Link Project and it's relation to Ramsey Park. Ramsey Park will now be visible/accessible from the new North Washington Avenue. Construction is to begin next spring and completed late fall. There will be sidewalks constructed and trees planted from Sumner Street to Dodd Avenue. The old Washington Avenue will become a trail. A baseball diamond for pick-up games and 13-14 year old play was recommended for Ramsey Park.

Adjournment – Bob Meeks made a motion, seconded by Dave Ringler to adjourn the meeting. With all in favor, the meeting was adjourned at 8:23 p.m.

Respectfully Submitted,

Jennifer Leslie, Recording Secretary

/bll



Memorandum

To: Parks and Recreation Advisory Board

Date: October 17, 2013

From: Lewis G. Giesking, Director of Public Works

RE: Discussion Concerning Updates to Parks Master Plan Relating to Ramsey Park, Riverside Nature Park, Riverside Extension Park, and Stones Park

Ramsey Park

Discussion was held at the September Parks Board meeting concerning Ramsey Park improvements. The boundaries of the park will change, due to the Washington Avenue Link Project, and staff will have a new map prepared for the master plan showing the new boundaries. The significant issue was the development of a ball diamond for teenage children combined with a multipurpose play area. This would serve the neighborhood and also serve the adjacent school. At the meeting staff will review the planned improvements list with the board members for recommendations concerning changes.

Riverside Nature Park

The park property was purchased with federal Lawcon grant funds, which have restrictions on the types of activities/facilities that can be conducted in the park. All of the parkland is located in a designated floodplain which further limits using fill material or constructing structures in the park. A ten-year frequency flood will inundate the parkland rendering it unusable until the water recedes. The park has a trail, provides access for fishing on the Minnesota River, has a canoe launch at the highway 22 bridge, and has a disc golf course. A lighted hard surface trail is located on the north side of Highway 22 extending from the Minnesota River bridge to the city sidewalk system. The trail crosses Highway 22 by passing under the bridge, on the west bank of the river, and circling back up to the bridge. The bridge has a lighted pedestrian crossing on the south side allowing people to access Rabbit Road going into Kasota.

The Minnesota Department of Transportation is planning a project in 2015 to raise the grade of Highway 22, above flood level, from the Minnesota River bridge to trunk Highway 169. A floodwater overflow will be installed just east of the existing median that currently extends east from trunk Highway 169. This overflow may impact the existing hard surface trail and staff is working with MnDOT to address trail protection measures. MnDOT will also need to purchase 2.2 acres of land from the City to allow for additional side slopes on the raised grade. The City will be required to replace the land sold with other Lawcon grant property. City staff is investigating alternatives, and this issue will come before the Parks Board at a future meeting.

The City currently uses an open area in the center of the park for storage of snow hauled from the downtown area of the city. It is anticipated, the Minnesota Pollution Control Agency will require the City to stop storing snow in a floodplain in the near future.

One suggestion for improvements in this park was to expand the disc golf course from 18 holes to 36 holes. Another suggestion was to install a hard surface trail, north-south through the park and perhaps add lighting.

Riverside Park Extension

This is another park property in the city that was purchased with Lawcon grant funds and is entirely in the floodplain. This property has an oxbow running through it (limiting access) and is also unique as it is adjacent to LeSeuer County Park and to the Department of Natural Resources property - extending south along Highway 169. Trails in the park have not been maintained due to floodwater. The three public parcels, combined, make for a unique natural lowland forest/wildlife area. Is there a better way to utilize this 80 acre parcel?

Stones Park

This park contains a competitive girl's softball diamond and some playground equipment. It is anticipated the remainder of the park will fill out as an upland forest, which will be similar to McGill Park. What are the Board's ideas for continued use and development of this park?

Ramsey Park
North Fifth Street



Established May 17, 1976
3.17 acres (138,085.2 square feet)
Neighborhood Park
Development Theme – Farm
Park is available to be adopted

Existing Facilities:

- ◆ Sand Volleyball court 30' x 60'

Playground:

- ◆ 8,600 square feet for play area
- ◆ Hilo-Silo climber slide
- ◆ Swing Set with (4) standard swings
- ◆ Swing Set with (3) infant swings

Park Improvements Funded By Others:

- ◆ Play equipment – Aid Association of Lutherans

Planned Improvements

Ramsey Park Priorities

Priority A

1. Signage
2. Expand activity area to include basketball and a backstop for "sand lot" ball games
3. Expand play equipment area, handicapped swing, digger/spring toys, whirl, and/or play structure
4. Plant evergreen grove
5. Plant shade trees, flowering shrubs, and fruit bearing trees and shrubs
6. Install "barn" picnic shelter and one single picnic shelter
7. Install benches and sidewalks
8. Install security lights
9. Install free standing cook grills
10. Expand park to include part of the school district property for access to 5th Street (Size goal 5 to 6 acres)

Priority B

11. Add off street parking

Riverside Park Nature Area Nassau Street



Establish May 7, 1971
With Lawcon Grant Funds

215 acres (9,365,400 square feet)
Natural Resource Area

Development Theme Floodplain Forest

Adopted By:
St Peter Recreation – VIP's
September 18, 2003

Existing Facilities:

- ◆ Bridge over backwater drainage ditch
- ◆ Canoe launch at Highway 22 bridge
- ◆ Disc Golf Course - Eighteen Hole - approximately 58 acres
- ◆ Nature and Cross Country Ski Trails - 1.2 miles
- ◆ River Fishing

Additional Park Amenities:

- ◆ Lighted Asphalt Trail
- ◆ Parking

Park Improvements Funded By Others:

- ◆ Disc Golf Course – Fund Drive by Mark Apfelbacher, Gustavus Adolphus College
- ◆ Land purchased with a Federal Grant
- ◆ Paved trail/access and canoe launch were provided and constructed by the Minnesota Department of Transportation

10/21/2008



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CONSULTING ENGINEERS & SURVEYORS

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
 BURNSVILLE, MN CHASKA, MN AMES, IA LIBERTY, MO

**ST. PETER, MINNESOTA
 RIVERSIDE NATURAL
 RESOURCE AREA**

NOVEMBER 21, 2003 FIGURE NO. 1

103

RIVERSIDE PARK DISC GOLF COURSE



CREATED BY MARK APPELBACHER

Riverside Park Extension State Highway 22 South



Established January 12, 1978
With Lawcon Grant Funds

80 acres (3,484,800 square feet)
Natural Resource Area

Development Theme – Flood Plain Forest

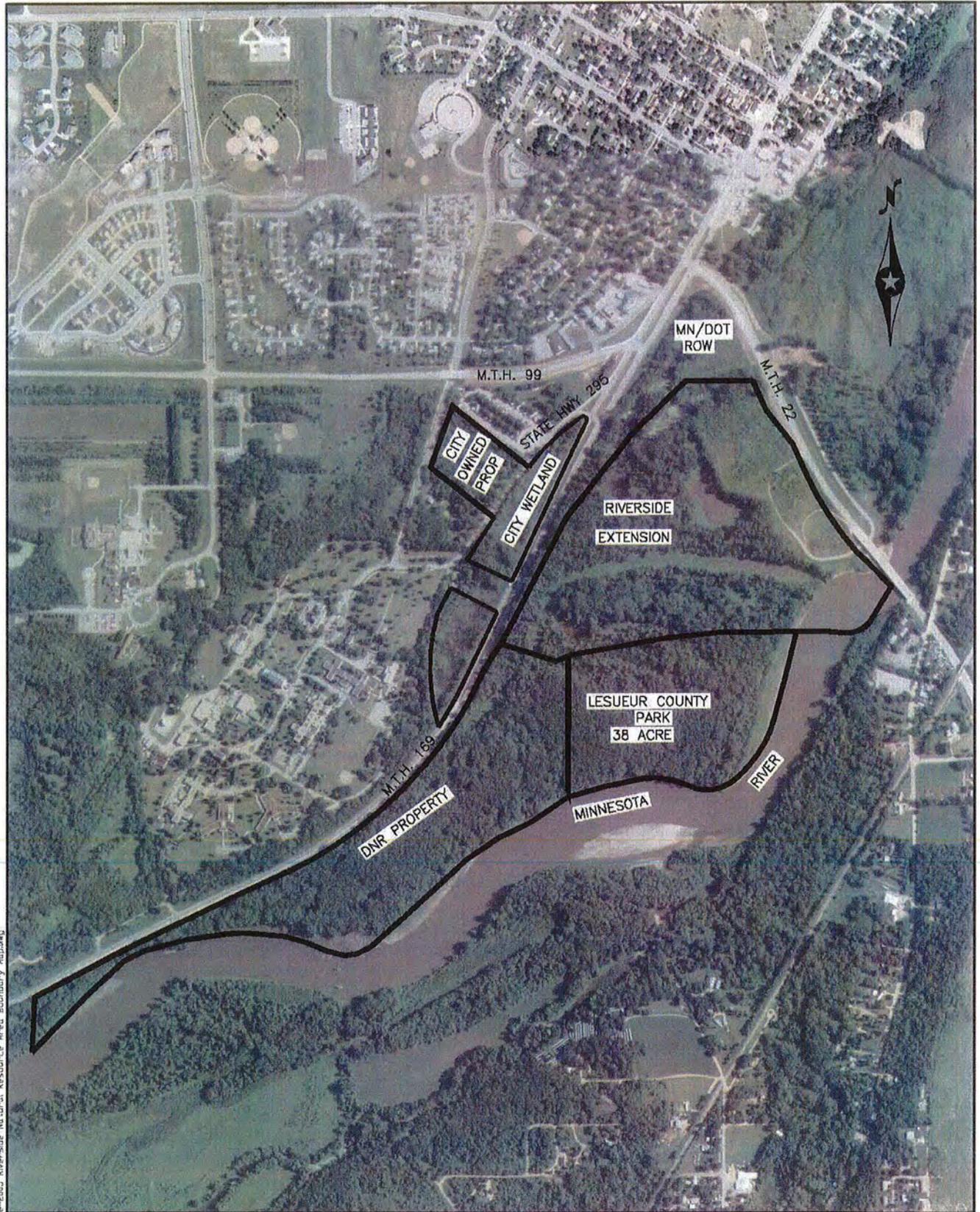
Park is available to be adopted

Existing Facilities:

- ◆ Canoe landing
- ◆ Parking
- ◆ River fishing
- ◆ Trails 1.5 miles

Area is "oxbow" and lowland forest

10/21/2008



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**ST. PETER, MINNESOTA
 RIVERSIDE EXTENSION
 AERIAL PHOTO**

NOVEMBER 21, 2003 FIGURE NO. 1

99

Stones Park
548 Stones Way



Established September 29, 1959

2.35 acres (102,366 square feet)
Community Park

Development Theme – Native Forest

Adopted By:
Saint Peter Kiwanis – April 22, 2003

Existing Facilities:

- ◆ Bleachers (1)
- ◆ Players Benches (2)
- ◆ Softball/little league diamond – backstop 11'8" high, 40' wide, with two 10' wings, and 100' of 8' high side fence, outfield depth limited to 150 feet - Regulation size

Playground:

- ◆ 1,250 square feet for play area
- ◆ Belt Swing (1)
- ◆ Covered Wagon Climber (1)
- ◆ Gilder Swings (2)
- ◆ Spring Toys (2)
- ◆ Standard Swings (2)

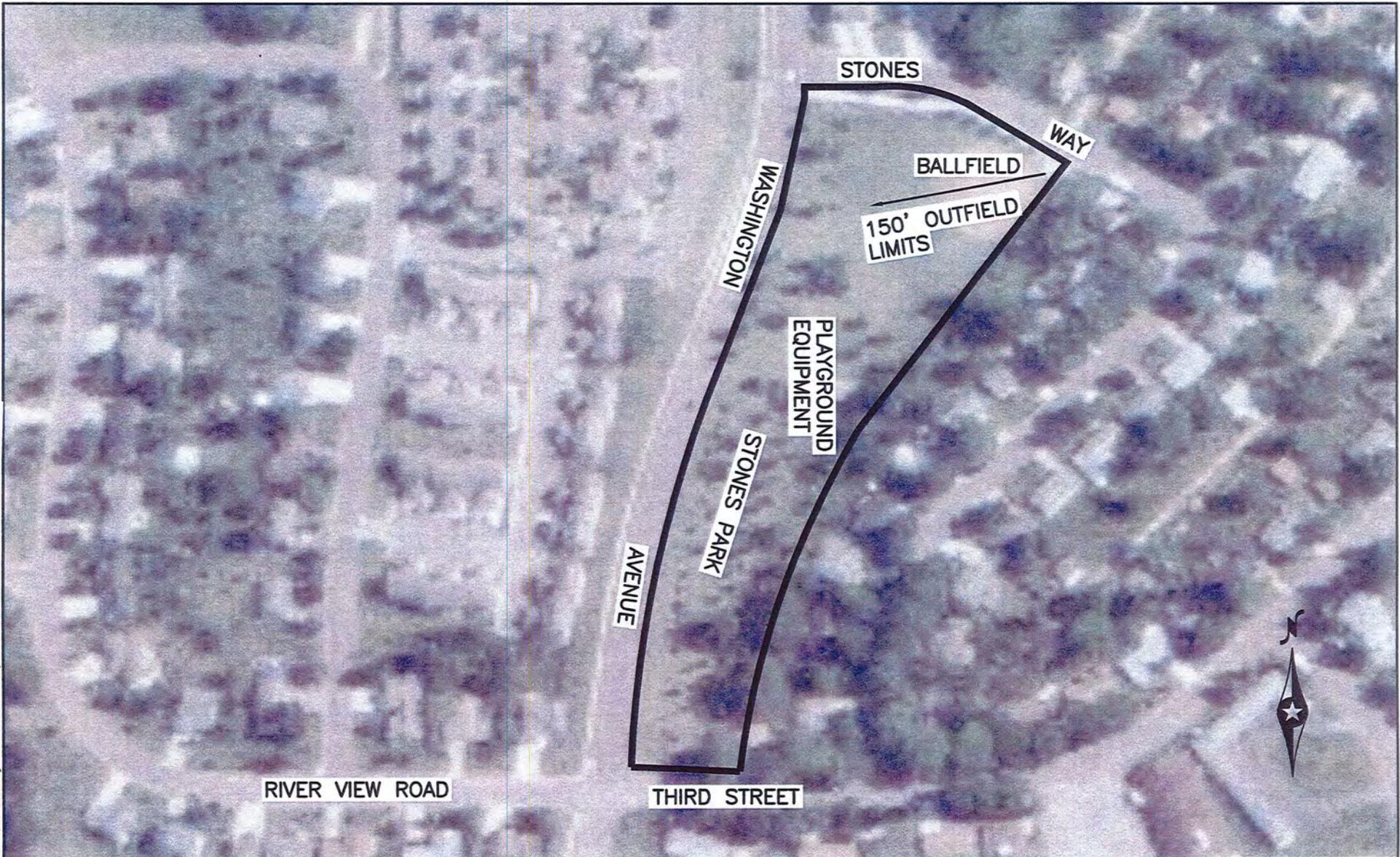
Additional Park Amenities:

- ◆ Bench in playground area
- ◆ Handicapped Accessible Sidewalks

Park Improvements Funded By Others:

- ◆ Softball field upgrade to "competitive" status – 2003 – Girls Fast Pitch Association

11/21/2005



111

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ST. PETER, MINNESOTA

STONES PARK

NOVEMBER 5, 2003

FIGURE NO. 1

RIGHT OF WAY PARCEL LAYOUT

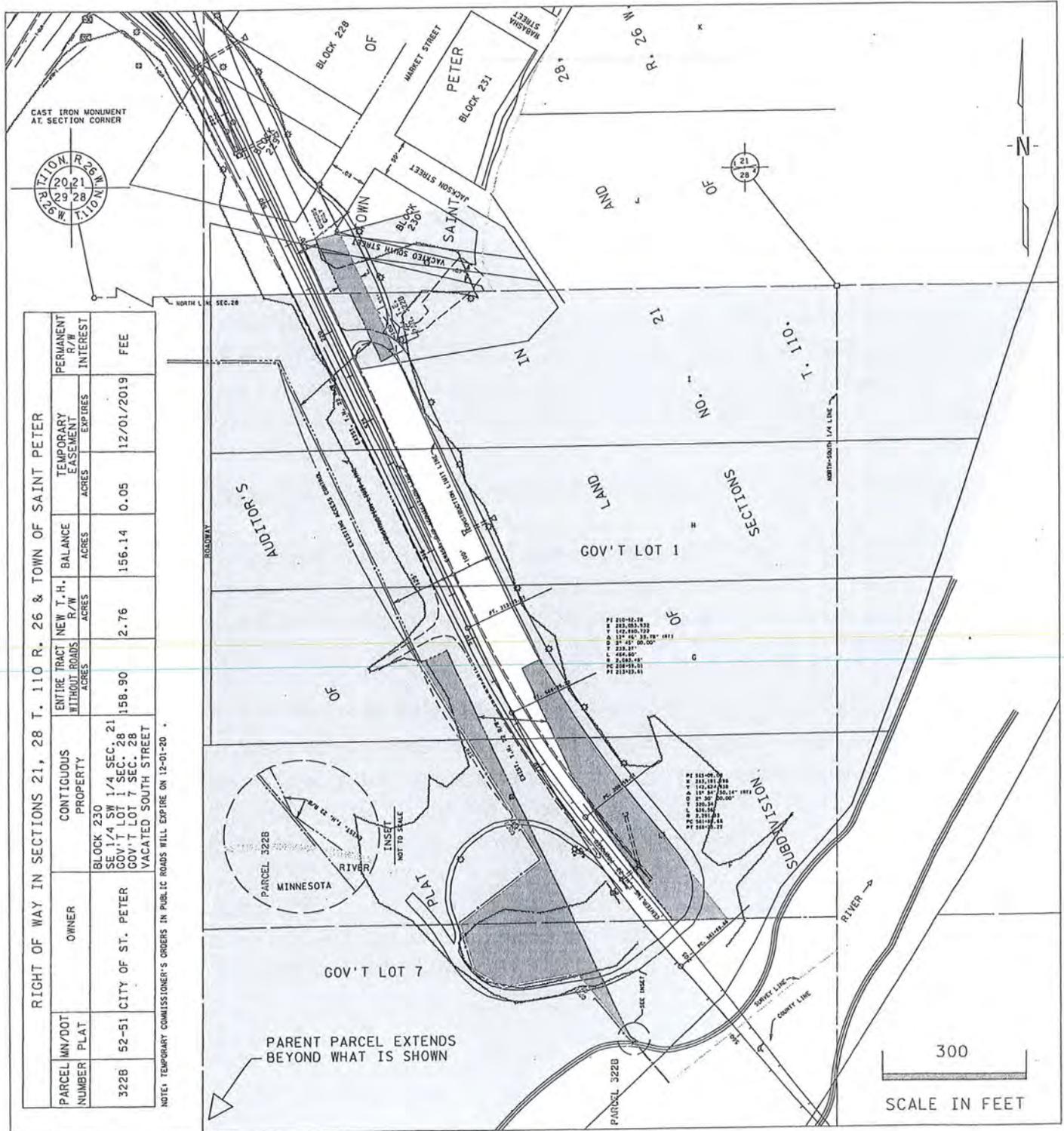
MINNESOTA DEPARTMENT OF TRANSPORTATION



Control Section: 4012 (22=5) 321
 State Project: 4012-36RW
 Owner: City of St. Peter

County: Le Sueur

Parcel Number: 322B
 Sheet 1 of 1
 Scale 1 inch = 300 ft.



Layout sketch by Charlie Freitag

Created on September 11, 2013



2013 OUTDOOR POOL REPORT

as of 10/09/2013

Season statistics

	2007	2008	2009	2010	2011	2012	2013
Number of days open	81	81	71	75	76	80	84
# closed	9	2	8	4	3	4	2
# closed early	13	22	13	13	17	12	20

Attendance by month

	2007	2008	2009	2010	2011	2012	2013
June	4609	3586	4368	4307	4440	7850	6533
July	4546	5145	5225	8214	8917	9159	8093
August	1892	2803	2907	3647	3314	3267	3568
TOTAL	11,047	11,534	12,500	16,168	16,671	20,276	18,194

Passes/Ticket Books

	2007	2008	2009	2010	2011	2012	2013
Passes/Family	133	142	342	383	394	478	484
Passes/Ind	24	19	8	11	4	15	14
Passes/Daycare	6	6	6	8	7	6	6
10 ticket book	40	30	15	20	24	30	24
20 ticket book	70	54	5	NA	NA	NA	NA
30 ticket book	xxxx	xxxx	9 Lap swim	NA	NA	NA	NA
	273	251	385	422	429	529	528

Revenues

	2007	2008	2009	2010	2011	2012	2013
Budget	31,000	\$32,000	\$31,500	\$31,500	\$34,000	\$37,000	\$40,000
Actual	37,118	\$33,771	\$32,190	\$38,395	\$41,905	46,770	\$46,016

Expenses

	2007	2008	2009	2010	2011	2012	2013
Budget	162,072	\$170,538	\$188,026	\$178,482	\$177,621	\$174,019	\$217,716
Actual	160,814	\$165,093	\$155,115	\$144,457	\$137,182	\$152,270	\$187,277

Swim Lessons

	2007	2008	2009	2010	2011	2012	2013
Session I	73	68	77	52	46	Parent/child lessons: 46	Parent/child lessons: 49
Session II	84	74	55	66	64		
Session III	91	95	67	75	59	Pre-school lessons: 145	Preschool lessons: 136
Session IV	111	123	64	75	63		
Session V			99	79	51	Levels 1-6: 265	Levels 1-6: 205
Session VI			68	75	70		
Session VII					46		
Day Care Lessons	58	75	49	62	68	64	67
St. Clair Comm Ed						17	17
Private Semi-private Lessons	43	76	84	71	112	114	90
TOTAL	460	511	563	555	579	651	564

Fees

	2007	2008	2009	2010	2011	2012	2013
Open swim fee	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Season pass/family	70.00	70.00	35.00	35.00	35.00	35.00	35.00
Season pass/individ	40.00	40.00	30.00	30.00	30.00	30.00	30.00
10 ticket book	20.00	20.00	20.00	20.00	15.00	15.00	15.00
20 ticket book	30.00	30.00	30.00	N/A	N/A	N/A	NA
30 ticket	xxxx	xxxx	xxxx	N/A	N/A	N/A	NA
Wading pool	NC						

Concessions

	2007	2008	2009	2010	2011	2012	2013
Revenue	8,013.64	9,374	9,009	9,491	9,760	12,291	12,022
Expense	5,878.30	6,640	6,612	6,485	5,586	7,603	7,100
Net	\$2,135.34	\$2,734	\$2,397	\$3,006	\$4,174	\$4,688	\$4,922

Reports

	2007	2008	2009	2010	2011	2012	2013
Rescues	4	7	5	11	13	7	3
Discipline reports	2	2 (1 suspension)	6 (4 suspensions)	10	4	6	6
Accidents Scrapes, minor cuts, bloody noses, bumps, bruises	51	31	30	25	46	51	54
Fecal/vomit incidents	1	3	1	3	3	2	2

	2008	2009	2010	2011	2012	2013	
1. Number of Staff:							
Pool Manager	1	1	1	1	1	1	
Head Lifeguards	4	4	4	4	4	4	
Water Safety Instructors/Lifeguards	15	20	20	19	18	19	
Substitutes	10	8	4	6	10	9	
Cashiers	4	5	3	3	4	4	
TOTAL	33	38	32	33	37	37	
2. Number of staff per shift:	8	8	8	8	8	8	
1 head lifeguard							
6 lifeguards							
1 cashier							
3. Number of patrons on Opening	217	233	175	9	191	202	85
4. Number of hours open/week	52.5	52.5	52.5	52.5	52.5	52.5	52.5
5. Highest attendance week	6/10-17	7/6-12	6/21-27	6/27-7/3	7/17-23	7/1-7	7/14-20
6. Lowest attendance week	8/19-26	6/2-7 8/10-16	6/6-13 8/16-23	6/5-12	6/19-25	8/12-18	6/2-8
7. Patrons for 4th of July Slip & Slide	250	296	129	228	323	218	275
8. Patrons/End of Summer Celebration	NA	didn't track	219	274	256	184	277
9. Pool Bucks used	NA	232	113	45	39	121	120