

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

Regular Parks & Recreation Advisory Board Meeting of January 21, 2020
Public Works Office
7:00 PM

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES – December 16, 2019

IV. VISITORS

- A. General Visitors Comments

V. OATH OF OFFICE

- A. Emily Bruflat
B. Shannon Nowell

VI. ELECTION OF OFFICERS

- Chair, Vice Chair, Secretary

VII. UNFINISHED BUSINESS

- A. Park Improvements 2021 (attached)
- Cost Estimates
 - Grant Opportunities

VIII. NEW BUSINESS

- A.

IX. REPORTS

- A. Chairs Report
- 1.
- B. Department of Recreation and Leisure Services Update
1. December Activity Report
 2. Special Event Updates – Snow Day in the Park
 3. Shared Use Agreement
- C. Department of Public Works (Jacob)
1. Minnesota Square Park Electrical -
 2. Levee Park -
 3. Additional Dog Park -
 4. Hallett's Nature Area –
 5. Veterans Park Playground Reconstruction – January 16, 2020
 6. 2020 Meeting Schedule (attached)

X. ADJOURNMENT

- A. Next scheduled meeting **Tuesday, February 18 at 7PM**, Public Works

CITY OF SAINT PETER, MINNESOTA

MINUTES OF THE PARKS & RECREATION ADVISORY BOARD

Monday, December 16, 2019

Pursuant to due call and notice thereof, a regular meeting of the City of Saint Peter Parks & Recreation Advisory Board was conducted at the Public Works office.

A quorum present, Chair Michael Looft called the meeting to order at 7:08 p.m. The following Board members were present: Mike Bidelman, Al Christensen, Brian Fremo, Ed Johnson, Eli Hoehn, Michael Looft, Sarah Nielsen and Laura Zender. The following Board members were absent: Ryan Kupcho, Jordan Paula and Roger Parras. The following ex-officios were present: Pete Moulton, Public Works Director; Joey Schugel, Recreation & Leisure Services Director.

Visitors – Jacob Yushta, Interim Maintenance Superintendent and Angie Glassel, Administrative Secretary– Public Works.

Approval of Agenda – Johnson made a motion, seconded by Nielsen, to approve the agenda as submitted. With all in favor, the agenda was approved.

Approval of Minutes – Christensen made a motion, seconded by Nielsen, to approve the October 21, 2019 minutes. With all in favor, the agenda was approved.

UNFINISHED BUSINESS

A. Minnesota Square Electrical (Discussion) – Moulton updated the Advisory Board by describing the proposed future uses of the park and provided a map showing the future electrical plans for the park. The improvements include development of a plaza area from the pavilion to College Avenue. This area would host food vendors for events planned at the pavilion. The Public Works staff has met with interested groups that use the park for community events and has gathered insight on what the electrical needs are for the events planned at the Park. These community events have sponsors who have committed funds to make improvements specifically for their needs. Public Works staff will move forward with preparing a draft plan and estimate for minor fixes for 2020 and a full plan for 2021.

NEW BUSINESS

A. Park Improvements 2021 (Discussion) – Moulton reviewed with the Parks and Recreation Advisory Board the selections that were identified as priority for the parks improvements in 2021. Discussion was completed by the Advisory Board and it was decided to leave the rankings as they currently are. Minnesota Square sidewalk and walkability improvements remain the top area to be addressed in 2021. Staff will work on moving forward with design and cost estimates and research on more grant options.

REPORTS

A. Chairs Report

1. Nothing additional to report at this time.

B. Department of Recreation and Leisure Services Update (Joey Schugel)

1. Recreation and Leisure Report (October/November) – An attached report were shared in the packet with Advisory Board. Schugel shared that the Library has some upcoming events that are the only in the State of Minnesota.
2. Recreation Software – New software will be implemented in January and will be coordinated with the City's new website. Each citizen will need to set up an account and then will not have to for any future registrations.
3. Special Events Updates – Great Candy Cane Hunt was a hit with approximately 150 attending. The next big event will be on February 1 at Veterans Memorial Park and will focus on winter activities including; ice skating, snowshoeing and a bonfire.

C. Department of Public Works (Pete Moulton & Jacob Yushta)

1. Hallett's Nature Area – Sand and fill has been hauled into the area in preparation of installation of the asphalt trail. The area is now experiencing high water levels and has been stabilized for the year. Work will resume in the spring of 2020. Staff continues to work with a private developer on the property south of Hallett's Pond to include a park setting.
2. Levee Park - A cost estimate is currently being evaluated and fundraising has begun. The Arts Council has decided to update the design from an elevated walking platform to an at ground level improvement. Staff will continue to meet with the Arts Council and Landscape Architect on the project.
3. Community Spirit Park Updates – staff working to finalized 2019 costs.
 - Enhancements 2018/2019 – all enhancements have been installed. The City and school will be finalizing costs in the next few weeks.
 - Aglime at ballfields – All ballfield infields have now been replaced and are ready for spring play. The warning tracks will be monitored and repairs in 2020.
4. Additional Dog Park – Council has approved the zoning changes for the site at 1125 Swift Street. The River Valley Dog Park Association continues to raise funds and are currently at \$27,000+ of the required \$32,000 and are continuing to advance towards their fundraising goal. A map of the fencing for the dog park was attached in the packet.

SITE VISITS

Site visits will begin in the spring.

ADJOURNMENT

Johnson made a motion, seconded by Christensen to adjourn the meeting. With all in favor, the meeting was adjourned at 7:50 PM.

Next scheduled meeting ***Tuesday, January 21 at 7 PM***, Public Works

Michael Looft, Chair

Sarah Nielsen, Recording Secretary



Saint Peter Recreation and Leisure Services Monthly Activity Report

December 2019

Recreation Programming

In December, the Candy Cane Hunt special event saw an attendance of 147. The family open gym has continued to be a well-attended activity this month. The early release day for December had 37 in attendance which is up from last year, 2018, which had 24 in attendance. The Creative Play Place had 124 kids and 89 adults in attendance throughout the month of December. We had 210 participants in daytime pickleball over the month and 128 during the evening.

Senior Program Highlights

The holiday season saw a significant decrease in numbers and programming, which is not unusual for the time of year.

Bridge met the Tuesday following Christmas and on New Year's Eve Day – both days saw 20 people. The amount of 500 card players has decreased steadily over the last year with few – if any – players showing. Setup no longer includes a coffee urn; if a player shows, there is a coffee carafe set out and players can take coffee from the bridge coffee urn.

There was no bread pickup on either December 25 or January 1 due to the holiday.

Publication of the January/February Senior Newsletter was scheduled to arrive to most homes in Saint Peter on January 9 or 10 – about two weeks later than usual. This is due to the holiday season and because the publishing house was closed many days over the holiday. There were few inquiries, but no complaints.

Gustavus Mailroom reported that 528 newsletters were mailed out. Constant Contact Senior Center email list now has 798 contacts and has an average open rate of 43%. Over 1300 people personally receive the Senior Newsletter. Copies are also distributed to stores and advertisers around town, including Nutter Clothing Company, Arrow Ace Hardware, First National Bank, the Chamber of Commerce, City Hall and various churches.

The Senior Center requested to show American Creed in June; this film was produced by PBS in conjunction with the American Library Association. The film will be held at the Saint Peter High School on Thursday, June 4, 6 p.m. and will be followed with a community discussion led by Dr. Sam Kessler of Gustavus. The department will receive \$250 to host this program, which will partially go to Dr. Kessler.

Program	Date	Attendance	Host/Cost
PALS	Ongoing M-W-F	Average 25	\$25 for 15 classes
Surplus Bread Pickup	Ongoing Wednesdays	Average 20	Free
Cards: Bridge and 500	Ongoing Tuesdays	20	Free
Cards: Men's Only	Ongoing Thursdays	Average 5	Free
Cards: Pfeffer	Ongoing Friday	Average 45	Free

Library

November Library Stats:

8,814 checkouts in November

313 new items were added to the St. Peter catalog

33 patrons received new library cards

250 eBook checkouts

176 eAudiobook checkouts

287 total Mobile Patrons (Mobile patrons are "virtual patrons" from Nicollet County who create a library card account just for Overdrive access)

St. Peter borrowed out 71 items via MNLink and St. Peter borrowed 39 items.

675 holds were placed in Encore.

200 Chromebox Sessions were used (card catalog stations)

712 Wi-Fi sessions used.

Holiday Open House Dec. 5 -**100** patrons attended the library's annual sweets and holiday music event

Friends of the Library Barnes & Noble Fundraiser Dec. 6 –story time, holiday crafts, cookies and hot chocolate at Barnes and Noble in Mankato. **20** children attended. Fundraiser for the Friends of the St. Peter Library

Early library closure Dec. 17 and 31. Library was closed December 24 & 25.

The library purchased 10 new Google Chrome patron computers. They were installed Jan. 2. These computers have Google operating systems in place of Microsoft Windows.

Adult Programming:

Youth Programming:

298 in attendance at weekly story time

20 kids participated in Cans for Cookies Early Release Event (cookie decorating and food drive) Dec 13

9 teens present at Great Stories Club Movie Screening Dec. 16

7 teens participated in giant snowflake making impromptu program Dec. 20

Facility Use

Saint Peter Community Center room reservations

- Rec programs used Gymnasium and Library **26** times.
- Senior and Adult Rec programs used 215, 217, 219, 310A or Gymnasium **80** times.
- Tenant meeting used 102, 104, 215, 217 or 300 **13** times.
- City and Library meetings used 102, 217, 300, or Library meeting room **23** times.
- School used Gymnasium, Library and 300 **19** times.
- Fee waived for room use **37** times.
- Rental: 20

310A	5
219	10
217	4

Park Shelters

MN Square: 0

Gault Park Shelter: 0

Gorman Park Shelter: 0

Mill Pond Shelter: 0

Field Use

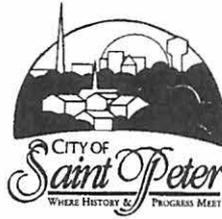
- None

2020 - 2024
Parks Improvements

Improvement	Location	Cost	P & E	PTS	SS & PA	SA	S & P
			2020	2021	2022	2023	2024
Playground Equipment (P&E)							
<i>Playground equipment includes tot lot area (replace entire with fall protection) GameTime Grant (10.28.19 approved)</i>	Veterans	\$140,000	1				
Playground equipment (replace entire with fall protection)	Stones	\$75,000	2				
Playground equipment (replace entire with fall protection)	Mill Pond	\$95,000	3				
Playground equipment (replace entire with fall protection)	McGill	\$85,000	4				
Playground equipment (replace entire with fall protection)	MN Square	\$285,000	5				
Portable Bleachers for soccer fields	Gault	\$9,500					
Permanent Players Benches @ Softball Field	Gorman	\$3,000					
Install bench near play equipment	McGill	\$1,500					
Install bleacher at ball field	Ramsey	\$9,500					
<i>Install two benches near play equipment</i>	Levee	\$5,500					
Parking/Trail/Sidewalks in Parks (PTS)							
Install ADA sidewalk around Pavilion	MN Square	\$82,000		1			
Replace two benches on trail	McGill	\$2,000		2			
Install ADA sidewalk from Memorial to Pavilion	MN Square	\$6,100		3			
<i>Connect trail to Mill Pond along the river</i>	Levee	?		4			
Install ADA campsite	Mill Pond	\$3,500		5			
Expand park south to the HWY 99 bridge and connect walking trail	Traverse des Sioux	\$150,000		5			
Parking improvements off of 5th/Skaro	Veterans	\$140,000					
Install trail system/sidewalk connection	Warren	\$42,000					
Install trail system/sidewalk Catholic Church (950')		\$42,000					
Shade Structures/Passive Picnic Areas (SS&PA)							
<i>Permanent Storage Building 30'x60' (2020 enhancement)</i>	Community Spirit Park	\$50,000					
Develop picnic areas	Hallett's Nature Area	\$14,000			1		
Added Shaded Observation on berm	Gault	\$18,000			2		
Install Shelter area 30'x34' with lights	Warren	\$20,000			3		
<i>Shade patio on CC (awning/umbrella tables)/ Develop passive picnic area (2020 budget)</i>	Gorman	\$11,500			4		
Shade at concession stand	Jefferson	\$4,000			5		
Replace structure	Mill Pond	\$10,000					
Establish beach area on south side of pond	Hallett's Nature Area	\$6,000					
Purchase 1 acre of land for park area	Hallett's Nature Area	\$82,000					
Add serving counter in picnic shelter	Jefferson	\$4,000					
Install additional restroom facility	MN Square	\$300,000					
Install Shelter area 30'x34' with lights	Prairie Ridge	\$76,500					
Install restroom facility	Prairie Ridge	\$250,000					
Install picnic shelter	Ramsey	\$25,000					
Install picnic area with tables	Stones	\$6,500					

2020 - 2024
Parks Improvements

Improvement	Location	Cost	P & E	PTS	SS & PA	SA	S & P
			2020	2021	2022	2023	2024
Sports Activities (SA)							
Pickleball courts @ GAC off of 7th	GAC/ S 7th	\$17,000					
New pickleball courts	MN Square	\$55,000				1	
Paint Basketball court	MN Square	\$3,000				1	
Replace Sand Volleyball	MN Square	\$10,000				1	
<i>Add basketball court 30'x60' (2019 Parks Budget)</i>	<i>Jefferson</i>	<i>\$16,000</i>					
Install half court basketball	Ramsey	\$16,000				4	
Install half court basketball	Warren	\$16,000				4	
Install 4 Square	Veterans Park	\$200				5	
Install Gaga Ball	Veterans Park	\$1,150				5	
Structures & Pool (S&P)							
<i>Additional Dog Park (2020 installation)</i>	<i>1125 Swift Street</i>	<i>\$50,000</i>					3
Upgrade locker rooms/restrooms	Veterans - Main Pool	\$8,000					1
Upgrade entrance and concession area	Veterans - Pool	\$4,000					2
<i>Add pit slide fountain (2019 Recreation Budget - equip. cert.)</i>	<i>Veterans - Wading Pool</i>	<i>\$6,000</i>					
Lighting/Scoreboards							
<i>Lighting on Soccer Rink (Electric Budget 2020)</i>	<i>Gorman</i>	<i>\$5,000</i>					
Lighting on Soccer Field 1	Gault	\$120,000					
Lighting on Soccer Field 2	Gault	\$120,000					
Lighting ball field #2	Jefferson	\$120,000					
Lighting on ball field #3	Jefferson	\$120,000					
Lighting on basketball and tennis courts	MN Square	\$20,000					
Install Wireless Scoreboard on Baseball Field	Gault	\$5,500					



PARKS AND RECREATION ADVISORY BOARD

2020 MEETING DATE SCHEDULE

The regularly scheduled meeting date is the third Monday of each month at 7:00 P.M. Location of meetings are held at Public Works (405 W. St. Julien) or identified on the agenda.

Due to national holidays in January and February, meetings have been rescheduled.

Tuesday	January 21	7:00 P.M.
Tuesday	February 18	7:00 P.M.
Monday	March 16	7:00 P.M.
Monday	April 20	7:00 P.M.
Monday	May 18	7:00 P.M.
Monday	June 15	7:00 P.M.
Monday	July 20	7:00 P.M.
Monday	August 17	7:00 P.M.
Monday	September 21	7:00 P.M.
Monday	October 19	7:00 P.M.
Monday	November 16	7:00 P.M.
Monday	December 21	7:00 P.M.

PLEASE NOTE: It is the responsibility of board members to notify the Department of Public Works Office at 934-0670 as soon as possible should you be unable to attend a meeting, this allows us time to notify the other board members should there not be enough members for a quorum. (A quorum has been defined as six of the eleven member board.) Thank you.