

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

Regular Parks & Recreation Advisory Board Meeting of February 18, 2020
Public Works Office
7:00 PM

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES – January 21, 2020

IV. VISITORS

- A. General Visitors Comments

V. UNFINISHED BUSINESS

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

VI. NEW BUSINESS

- A. Authorize New Dog Park Naming (action)

VII. REPORTS

- A. Chairs Report (Mike)
- 1.
- B. Department of Recreation and Leisure Services Update (Joey)
1. January Activity Report (attached)
 2. Special Event Updates
 3. Summer Staff Recruitment
- C. Department of Public Works (Pete)
1. Minnesota Square Park Electrical – (attached)
 2. Levee Park
 3. Additional Dog Park
 4. Hallett's Nature Area
 5. Veterans Park Playground Reconstruction
 6. Summer Staff Recruitment

VIII. ADJOURNMENT

- A. Next scheduled meeting **Monday, March 16 at 7PM**, Public Works

CITY OF SAINT PETER, MINNESOTA

MINUTES OF THE PARKS & RECREATION ADVISORY BOARD

Tuesday, January 21, 2020

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 7:05 p.m. The following Board members were present: Mike Bidelman, Emily Bruflat, Al Christensen, Brian Fremo, Michael Looft, Jordan Paula, Sarah Nielsen and Shanon Nowell. The following Board members were absent: Eli Hoehn, Ryan Kupcho, and Laura Zender. The following ex-officios were present: Joey Schugel, Recreation & Leisure Services Director.

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

Approval of Agenda – Fremo made a motion, seconded by Christensen, 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 December 16, 2019 minutes. With all in favor, the agenda was approved.

OATH OF OFFICE

- A. Emily Bruflat, Council Representative
- B. Shanon Nowell, Council Representative

ELECTION OF OFFICERS

- A. Chair – A motion was made by Christensen, to appoint Looft as the Chair, seconded by Nielsen, motion was approved unanimously.
- B. Vice Chair – A motion was made by Looft, to appoint Christensen as the Vice Chair, seconded by Nielsen, motion was approved unanimously.
- C. Secretary – A motion was made by Bidelman, to appoint Nielsen as the Secretary, seconded by Looft, motion was approved unanimously.

UNFINISHED BUSINESS

- A. Park Improvements 2021 (Discussion) – Schugel 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 agreed upon to update the rankings. 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.

NEW BUSINESS

- A. Nothing new to report at this time.

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 (December) – An attached report were shared in the packet with the Advisory Board. Schugel shared that the Library has some upcoming events this Sprint that are the only in the State of Minnesota.
2. Special Events Updates – Great Candy Cane Hunt was successful with approximately 150 attending. The next big event will be on February 1 at Veterans Memorial Park called Snow Day in the Park and will focus on winter activities including; ice skating, snowshoeing and a bonfire.
3. Shared Use Agreement – Recreation and Leisure office is currently in the process of creating a shared use agreement for indoor space between the schools when it is not in use to possibly have available for pickleball, youth soccer and adult basketball.

C. Department of Public Works (Jacob Yushta)

1. Minnesota Square Park Electrical – Yushta discussed electrical upgrades in two areas. One for the proposed plaza from the Pavilion to College Avenue and also an area east of the existing electrical pedestals towards highway 169.
2. Levee Park - A cost estimate is currently being prepared 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. 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. Acceptance of the donation will be at the February 24 Council meeting.
4. 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.
5. Veterans Park Playground Reconstruction – City staff are currently work with Damon Farber on a timeline. Hopeful to be completed by June 1 before the pool opens.

SITE VISITS

Site visits will begin in the spring.

ADJOURNMENT

Bidelman made a motion, seconded by Christensen to adjourn the meeting. With all in favor, the meeting was adjourned at 7:35 PM.

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

Michael Looft, Chair

Sarah Nielsen, Recording Secretary

2020 - 2024
Parks Improvements

Improvement	Location	Cost	P & E 2020	PTS 2021	SS & PA 2022	SA 2023	S & P 2024
Playground Equipment (P&E)							
<i>Playground equipment includes tot lot area (replace entire with fall protection) GameTime Grant (10.28.19 approved)</i>	<i>Veterans</i>	<i>\$140,000</i>	<i>1</i>				
Playground equipment (replace entire with fall protection)	Stones Park	\$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)	Minnesota Square	\$285,000	5				
Portable Bleachers for soccer fields	Gault Park	\$9,500					
Permanent Players Benches @ Softball Field	Gorman Park	\$3,000					
Install bench near play equipment	McGill	\$1,500					
Install bleacher at ball field	Ramsey Park	\$9,500					
Install two benches near play equipment	Levee Park	\$5,500					
Parking/Trail/Sidewalks in Parks (PTS)							
Minnesota Square Plaza (South)	Minnesota Square	\$141,000		1			
Minnesota Square Plaza (North)	Minnesota Square	\$101,000		2			
8' ADA sidewalk Restroom to Plaza, (East Ring Walk)	Minnesota Square	\$65,151		3			
8' ADA sidewalk from Memorial to East Ring Walk	Minnesota Square	\$35,130		4			
8' ADA sidewalk, Plaza to Restroom (West Ring Walk)	Minnesota Square	\$70,106		5			
Install ADA campsite	Mill Pond	\$3,500					
Expand park south to the HWY 99 bridge and connect walking trail	Traverse des Sioux	\$150,000					
Parking improvements off of 5th/Skaro	Veteran's Park	\$140,000					
Install trail system/sidewalk connection	Warren Park	\$42,000					
Install trail system/sidewalk Catholic Church (950')		\$42,000					
Connect trail to Mill Pond along the river	Levee Park	?					
Shade Structures/Passive Picnic Areas (SS&PA)							
<i>Permanent Storage Building 30'x60' (2020 enhancement)</i>	<i>Community Spirit Park</i>	<i>\$50,000</i>					
Develop picnic areas	Hallett's Nature Area	\$14,000			1		
Added Shaded Observation on berm	Gault Park	\$18,000			2		
Install Shelter area 30'x34' with lights	Warren Park	\$20,000			3		
<i>Shade patio on CC (awning/umbrella tables)/ develop passive picnic area - 2020 budget)</i>	<i>Gorman</i>	<i>\$11,500</i>					
Shade at concession stand	Jefferson Park	\$4,000			4		
Install restroom facility	Prairie Ridge	\$250,000			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 Park	\$4,000					
Install additional restroom facility	MN Square	\$300,000					
Install Shelter area 30'x34' with lights	Prairie Ridge	\$76,500					
Install picnic shelter	Ramsey Park	\$25,000					

Install picnic area with tables	Stones Park	\$6,500							
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2020 - 2024
Parks Improvements

Improvement	Location	Cost	P & E		SS & PA		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)								
Additional Dog Park (2020 installation)								
Upgrade locker rooms/restrooms	1125 Swift Street	\$50,000						1
Upgrade entrance and concession area	Veterans - Main Pool	\$8,000						2
<i>Add pit slide fountain (2019 Recreation Budget - equip. cert.)</i>	<i>Veterans - Wading Pool</i>	<i>\$6,000</i>						
Lighting/Scoreboards								
Lighting on Soccer Rink (Electric Budget 2020)								
Lighting on Soccer Field 1	Gorman	\$5,000						
Lighting on Soccer Field 2	Gault	\$120,000						
Lighting on Soccer Field #2	Gault	\$120,000						
Lighting on ball field #3	Jefferson	\$120,000						
Lighting on basketball and tennis courts	Jefferson	\$120,000						
Install Wireless Scoreboard on Baseball Field	MN Square	\$20,000						
	Gault	\$5,500						



TREE-LINED PEDESTRIAN PLAZA

WALK CONNECTION TO VETERANS' MEMORIAL

VENDOR PARKING BAYS (30'x15')

OPEN LAWN

NEW PAVILION

RING WALK

FUTURE RING WALK

EXISTING PLAYGROUND

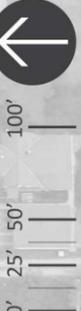
EXISTING BALLFIELD

COLLEGE AVENUE

S 4TH STREET

TH 169 / S MINNESOTA AVENUE

WEST ELM STREET



MN SQUARE PLAZA IMPROVEMENT WORK

ITEM NO.	ITEM	PLATE NUMBER	ACTUAL QUANTITY	Unit	UNIT PRICE	Total AMOUNT		
1	Mobilization		1	LS	\$15,000	\$ 15,000		
2	Traffic Control		1	LS	\$5,000	\$ 5,000		
3	Remove Concrete Curb & Gutter		76	LF	\$6.50	\$ 494		
4	Common Excavation(P)		750	CY	\$23.00	\$ 17,250		
5	7" Concrete Driveway Pavement		2,165	SY	\$74.00	\$ 160,210		
6	7" Concrete Apron		113	SY	\$74.00	\$ 8,362		
7	7" Colored Concrete		800	SY	\$82.00	\$ 65,600		
8	Concrete Curb & Gutter B618	#7020C	76	LF	\$22.00	\$ 1,672		
9	Plaza Lighting		1	LS	\$18,000	\$ 18,000		
10	Truncated Dome Panels		24	SF	\$63.00	\$ 1,512		
11	Trees (Forestry)		20	EA	\$83.00	\$ 1,660		
12	Benches		8	EA	\$2,000.00	\$ 16,000		
13	Parking and Street Painting		1	LS	\$2,000	\$ 2,000		
14	Landscaping		10	EA	\$1,000	\$ 10,000	\$ 322,760	76%
15	Electric Sevice Plaza Area (Elec)		1	LS	\$56,250	\$ 56,250		
16	Electric Service Food Area (Elec)		1	LS	\$30,000	\$ 30,000		
17	Drinking Fountaions		2	EA	\$7,000	\$ 14,000	\$ 100,250	24%
EST. CONSTRUCTION COST:						\$ 423,010	\$ 423,010	
Contingency 15%						\$ 63,452		
Estimated Total Cost						\$ 486,462		



Saint Peter Recreation and Leisure Services Monthly Activity Report

January 2020

Recreation Programming

In January, kids club ran for the first time on every Tuesday after school. Kids club saw an attendance of 12 participants. The January early release day had an attendance of 39 participants. Fencing has also started with a participation count of 15. Pickle ball attendance is up slightly from last month with a count of 217 participants for daytime and 167 participants for the evenings.. Family open gym continued to be a well-attended activity this month. There were no special events in the month of January.

Senior Center

Program	Date	Attendance	Host/Cost
East African Elder Site	23-Jan	9	Donation/\$9
Medicare 101	29-Jan	12	Free
LIFE: Suffrage	30-Jan	Rescheduled	\$5
Movie Monday	3-Feb	4	Free
LIFE: Drones	4-Feb	10	\$5
Veteran Benefits	7-Feb	20	Free
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	Average 24	Free
Cards: Men's Only	Ongoing Thursdays	Average 5	Free
Cards: Pfeffer	Ongoing Friday	Average 45	Free
Library on the Go!	Ongoing 1st /3rd Week	Average 20	Free

Winter programming actively started towards the end of January with a well-attended Medicare program, LIFE learning classes and the Veterans Directed Care session.

Library on the Go! enjoys regular patronage and sees new users nearly every visit as word spreads. There are title and author requests on a regular basis. The schedule is:

Tuesdays at 3:30	Ecumen Prairie Hill
Wednesdays at 1:00 and 2:00	Benedictine and Pheasant's Ridge
Thursdays at 10:30	Ecumen Sand Prairie

Reminders are sent out on Monday to the activity director. On Tuesday mornings, books are selected from library; special requests were arranged the week previous. Visits occur over Tuesday, Wednesday, and Thursday; on Friday, remaining books, or books that were returned, are scanned back into the library system and left for the library volunteer to shelf. Users and their book selection are maintained on an Excel spreadsheet.

The Senior Center, American Legion and Last Mans Club are collaborating to have transit available for area veterans to attend the Vietnam War Commemoration on March 29. Transit does not operate on Sundays, nor do assisted living facilities have drivers available. The approximate cost of 4 hours of transit will be \$200. Each group will expect to pay \$66; the Senior Center will be invoiced. If this venture is successful, we will continue to offer this for the Memorial Day and Veteran's Day programs, too. Flyers were shared with the Legion and area facilities.

Library

January Library Stats:

9,950 checkouts in November

391 new items were added to the St. Peter catalog

51 patrons received new library cards

4,452 St. Peter patrons are currently registered and actively using library cards

306 eBook checkouts

215 eAudiobook checkouts

304 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 83 items via MNLink and St. Peter borrowed 69 items.

793 holds were placed in Encore.

976 Chromebox Sessions were used (card catalog stations)

1,485 Wi-Fi sessions used. (This number can include people who connect to library Wi-Fi outside of the library in parking lot or park, as well as patrons who have library Wi-Fi "saved" on their devices. Library Wi-Fi stays on 24 hours a day, 7 days a week)

The library was CLOSED January 1 and January 20. The library closed early at 5:00 for an all staff meeting.

10 people attended the first ever Hygge program held on Jan. 23.

Youth Programming:

Moved World Languages Shelf, Audio Books and New Book Shelves

January 10 Kindness Day in the Library (early release day)

Great Stories Club

January 13 Great Stories Club *The Sun is Also a Star*

January 27 Great Stories Club *The Hate U Give*

Check out the [Great Stories Club Blog](#) for more details on each book session.

392 in attendance at weekly storytimes (including monthly preschool outreach day)

Facility Use

Saint Peter Community Center room reservations

- Rec programs used Gymnasium and Library **18** times.
- Senior and Adult Rec programs used 215, 217, 219, 310A or Gymnasium **67** times.
- Tenant meeting used 102, 104, 215, 217 or 300 **13** times.
- City and Library meetings used 102, 217, 300, or Library meeting room **19** times.
- School used Gymnasium, Library and 300 **30** times.
- Fee waived for room use **49** times.
- Rental: 20

310A	6
219	12
217	6
Lib	1

Park Shelters

MN Square: 0

Gault Park Shelter: 0

Gorman Park Shelter: 0

Mill Pond Shelter: 0

Field Use

- None

Maintenance

Community Center

Replace hot water heater

Replace heat computer hard drive

Paint bathrooms

Regular maintenance & cleaning

Clean second floor carpet

Library

Paint break room & hallway

Wax break room & hallway

Regular maintenance & cleaning

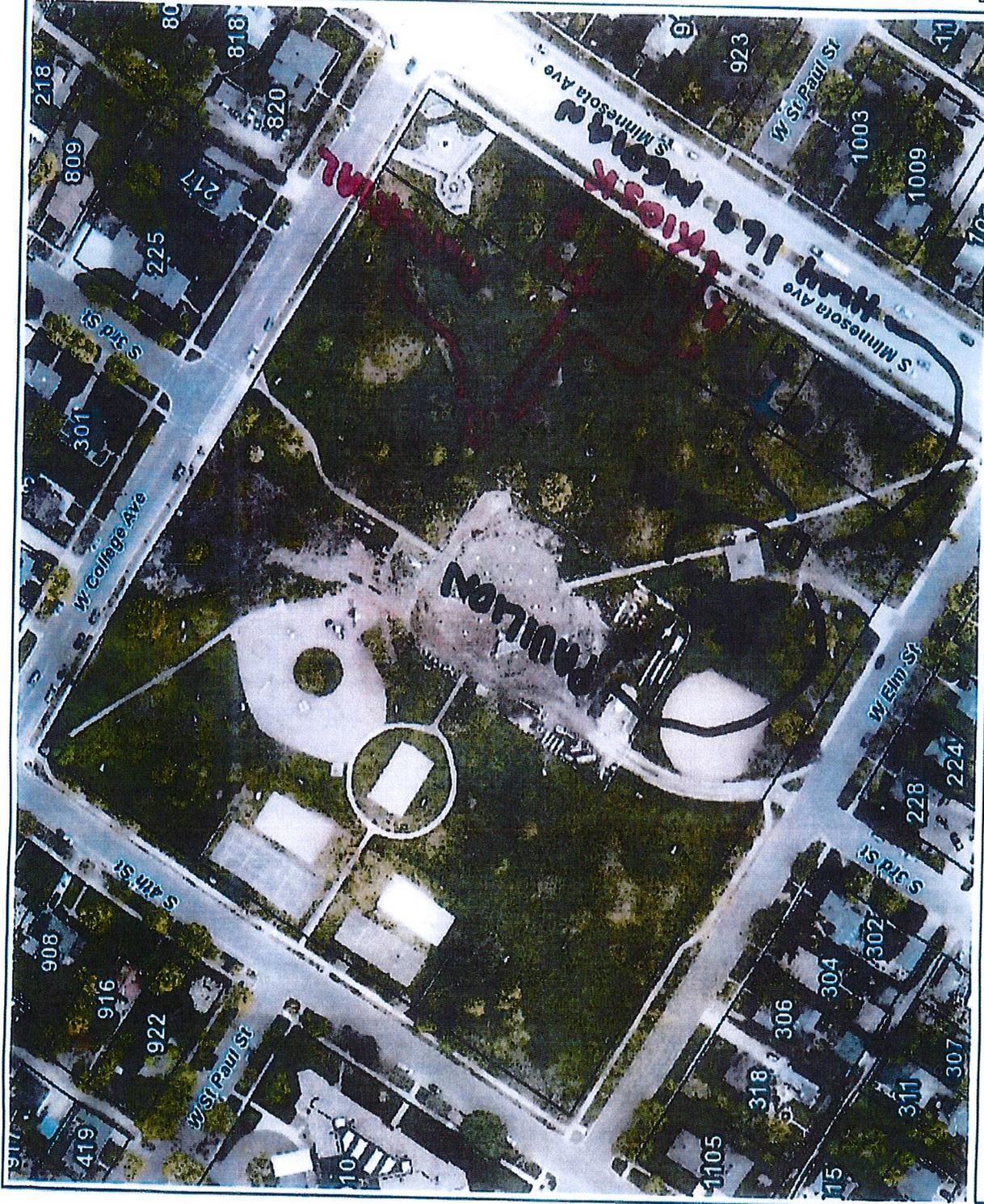


- Legend**
- Street Names - Small
 - County Boundary
 - City Limits
 - Railroad
 - Parcels (1-24-2019)
 - Sipe_City19_3inch.sid
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3



8 New Sites

Disclaimer: This drawing is neither a legally recorded map nor a survey and is not intended to be used for legal purposes. The drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein.



0 132 Feet

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Electrical Service Costs

1/17/2020

Add Second Service And
Eight New Vendor Sites

Item	Description	Units Needed	Units	Cost / Per Unit	Total Cost
1	1/0 Primary Wire	350	LF	\$ 2	\$ 700
2	1/0 Secondary Wire	280	LF	\$ 2	\$ 560
3	4/0 Secondary Wire	790	LF	\$ 2	\$ 1,580
4	2" Interduct	1220	LF	\$ 2	\$ 2,440
5	Backhoe (includes operator labor)	1190	LF	\$ 18	\$ 21,420
6	Backhoe (includes operator labor)	5	HRS	\$ 125	\$ 625
7	75KVA Transformer (F&I)	1	EA	\$ 1,920	\$ 1,920
8	Transformer Basement (F&I)	1	EA	\$ 372	\$ 372
9	4S AMI Meter	1	EA	\$ 299	\$ 299
10	6T Meter Socket (F&I)	1	EA	\$ 340	\$ 340
11	Feed Through Cabinet (F&I)	1	EA	\$ 786	\$ 786
12	Feed Through Cabinet Basement (F&I)	1	EA	\$ 192	\$ 192
13	Flush Mount Secondary Vault (F&I)	3	EA	\$ 176	\$ 528
14	Misc. Materials Primary And Secondary	31	EA	\$ 100	\$ 3,100
15	Lineman (installation)	49	HRS	\$ 55	\$ 2,695
16	Single-phase Connection Fee	1	EA	\$ 750	\$ 750
17	200A Fused Disconnect	3	EA	\$ 400	\$ 1,200
18	50/30/20 Pedestal (F&I)	8	EA	\$ 1,046	\$ 8,368
19	Electrician (connections)	71	HRS	\$ 90	\$ 6,390
	Sub-total			\$	\$ 54,265
	Contingency at 15%	1	EA	\$	\$ 8,140
	TOTAL			\$	\$ 62,405



Legend

- Street Names - Small
- County Boundary
- City Limits
- Railroad
- Parcels (1-24-2019)
- Stpe_City19_3inch.sid
 - Red: Band_1
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Plaza

Disclaimer:

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0 66 Feet

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Electrical Service Costs

1/14/2020

Plaza
(New Service, 8 New Vendor Site)

Item	Description	Units Needed	Units	Cost / Per Unit	Total Cost
1	1/0 Primary Wire	350	LF	\$ 2	\$ 700
2	1/0 Secondary Wire	160	LF	\$ 2	\$ 320
3	4/0 Secondary Wire	495	LF	\$ 2	\$ 990
4	2" Interduct	840	LF	\$ 2	\$ 1,680
5	Backhoe (includes operator labor)	840	LF	\$ 18	\$ 15,120
6	Backhoe (includes operator labor)	7	HRS	\$ 125	\$ 875
7	75KVA Transformer (F&I)	1	EA	\$ 1,920	\$ 1,920
8	Transformer Basement (F&I)	1	EA	\$ 372	\$ 372
9	4S AMI Meter	1	EA	\$ 299	\$ 299
10	6T Meter Socket (F&I)	1	EA	\$ 340	\$ 340
11	Feed Through Cabinet (F&I)	1	EA	\$ 786	\$ 786
12	Feed Through Cabinet Basement (F&I)	1	EA	\$ 192	\$ 192
13	Flush Mount Secondary Vault (F&I)	4	EA	\$ 176	\$ 704
14	Misc. Materials Primary And Secondary	40	EA	\$ 100	\$ 4,000
15	Lineman (Installation)	49	HRS	\$ 55	\$ 2,695
16	Single-phase Connection Fee	1	EA	\$ 750	\$ 750
17	200A Fused Disconnect	4	EA	\$ 400	\$ 1,600
18	50/30/20 Pedestal (F&I)	8	EA	\$ 1,046	\$ 8,368
19	Electrician (connections)	80	HRS	\$ 90	\$ 7,200
	Sub-total			\$	\$ 48,911
	Contingency at 15%	1	EA	\$	\$ 7,337
	TOTAL			\$	\$ 56,248