

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

Regular Workshop Session of March 2, 2020
Community Center, St. Peter Room – 5:30 p.m.
600 South Fifth Street

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Community Center/Library Tour
 - B. St. Peter/Mankato Bike Trail (DNR)
 - C. Facility Security Plan Study
 - D. Goal Session Schedule
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Ziemann
Members of the City Council

DATE: 2/27/2020

FROM: Todd Prafke
City Administrator

RE: Community Center Tour

ACTION/RECOMMENDATION

None needed. For Council information only.

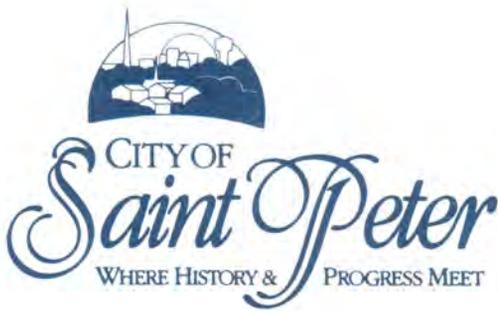
BACKGROUND

The last Council workshop included a presentation on the Recreation and Leisure Services Department by Director Schugel. Part of the presentation was to have included a tour of the Community Center and Library, but the tour was postponed due to time constraints. Your workshop on Monday evening will begin with the postponed tour.

Councilmembers will gather in the St. Peter Room to officially open the workshop session and then Director Schugel will lead a tour of the facilities.

If you have any questions about this agenda item, please feel free to contact me.

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/28/20

FROM: Todd Prafke Russ Wille
City Administrator Community Development Director

RE: Minnesota River Bike Trail

ACTION/RECOMMENDATION

No action needed. For City Council review and discussion only.

BACKGROUND

You may recall a presentation a few weeks back at a workshop where you had a number of folks in attendance, a few of which talked to you about this issue. Also in attendance at the meeting were Craig Beckman of the Minnesota Department of Natural Resources (DNR) and Forest Hasty of the Minnesota Department of Transportation (MnDOT). At that time you asked that I put it on your Goal Session agenda, but I have since been contacted by the Project Manager for the Highway 22 project, Forrest Hasty who requested that this be discussed earlier as he needs to start work on the scoping for that Highway 22 project as your discussion will impact that work.

Since 2012, Community Development Director Wille has represented the City of Saint Peter on an ad hoc committee established to plan a portion of the Minnesota River Trail. The Minnesota River Trail was statutorily established by the Minnesota Legislature to locate a trail system between Big Stone Lake State Park in far western Minnesota and the City of Le Sueur.

Other committee members include representatives from both the DNR and MnDOT as well as the City of Mankato, Blue Earth County, Le Sueur County, Lime Valley Township, Mankato Walk/Bike Advocates, area snowmobile clubs and others.

We have been working with the DNR as the trail would be constructed as a DNR State trail under their development rules and standards. As per the DNR requirements, the trail must be multi-modal to accommodate pedestrians, bicyclist, snowmobiles and equestrian interests.

The Committee's original desire was to locate the trail in proximity to the Minnesota River to take advantage of the natural environment. To that end, representatives of the Committee and DNR made initial inquiries to owners along the river who are potentially impacted to ask whether they would be willing to negotiate a sale of land for the trail.

It soon became apparent to the Committee that the preferred route near the river would never materialize due to the fact that a number of property owners would not consider a sale under any circumstances. Some indicated they bought their property for the seclusion and solitude which

would be disrupted by a recreation trail. Others purchased land for hunting which would present obvious conflicts.

It is very important to note that a DNR trail cannot utilize eminent domain (condemnation) to acquire private lands. All land acquisitions must be successfully negotiated to the satisfaction of the buyer and seller. This limitation severely restricts the ability to site a trail. Based on previous trail siting experience, the DNR is of the opinion that further negotiations with the reluctant land owners would be unproductive.

The Committee then explored a trail option that would utilize Township or County right-of-way to construct a trail. It was determined these rights-of-way are sufficient to accommodate a functional multi-modal DNR trail; however, the rights-of-way also cross railroad tracks at grade which would be undesirable.

As such, the working Committee reluctantly came to the conclusion that a DNR trail between Saint Peter and Mankato would need to be restricted to the existing Highway #22 right-of-way. The implementation would be very similar to the trail installed along the north right-of-way of Blue Earth County Road #90 south of Mankato. This trail runs from Highway #22 to Minneopa State Park.

The proposed alignment is admittedly less scenic and doesn't provide a setting that utilizes a more natural environment along the riverside. With that said, nothing would preclude the construction of a local or regional trail extending from the Highway #22 right-of-way via a spur trail towards the river, perhaps providing connectivity to assets such as the Kasota Prairie.

At this stage in the planning process, it is hoped that the DNR and MnDOT would work cooperatively so the trail could be considered as part of the Highway #22 improvements planned for 2024. That scoping work should be going on right now.

The DNR has requested that the City of Saint Peter and other participating communities pass a resolution supporting the Highway #22 alignment and asking the DNR and MnDOT to work cooperatively to provide planning for possible construction of the trail during the 2024 improvement project.

This issue is brought back to you based on two primary reasons. First, as you discuss the southern 169/22/99 intersection, planning for a trail, if wanted, would be needed. Second, multiple Councilmembers asked to have more information provided on this issue.

The goal for your meeting is to have you provide feedback as to whether you are supportive of the scoping work for this project. We think you can best review this by evaluating this question: "Do you have interest in a trail that connects Saint Peter and Mankato?"

If yes, even with its deficiencies and knowing that you are not providing direct funding, are you willing to provide MNDOT with a resolution supporting to scoping work?

If no, what issues do you see need to be overcome? Or you could respond that you have no interest in supporting scoping work?

Please feel free to contact me should you have any questions or concerns on this agenda item.

TP/RJW/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/28/2020

FROM: Todd Prafke
City Administrator

RE: Building Security Plan Proposal Review

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Members may recall that your budget includes funds for work at the Municipal Building. That line item is intended to do two things. One was a bit of a place holder for potential larger expenditures. That larger potential expenditure is the replacement of the south HVAC unit. As you may remember we replaced the north unit a few year back at a cost of about \$50,000. The south unit is original to the building from 1964. I also mentioned work on facilities planning.

I have solicited a proposal for development of a Facility (Building) Security review and plan. The company I selected is one that we are familiar with from their work at the Saint Peter Regional Treatment Center. They have expertise in this field. While is it true we do not need that same type of security that say the Regional Treatment Center needs, the company also specializes in public facility security and has the capacity to help us develop a plan that we can use as we move into the future.

The scope of the services would include a review of issues, concerns and needs for City Hall, Public Works, and the Community Center.

My hope is that this review and plan development would help us look to the future as we make repairs, improvements and enhancements to any of these facilities.

It is not my goal to raise a red flag but rather for us to think about current and future needs. Since it is clear we will be in these facilities for a number years to come, it seems smart to understand the limitations of the current facility relative to safety, security and priorities. As we have opportunity to make changes, those changes then are reviewed either as standalone projects or in conjunction with other activities that we may undertake in these buildings.

The rationale for this request is based on four primary thoughts. First, when these building were built, in the standard of that time, they were appropriate for the security needs of the time. However, if any of these buildings were replaced today their layout and security, whether through design or technology uses, would not meet the standards for the societal changes we see in our world today. As an example, in both City Hall and Public Works a person can enter through a main door and walk to other parts of the building without escort or the design of the building stopping them. Most new facilities would have a single point of entry with a control point. That control point would provide opportunity to direct customers to the right location or the right person to answer their question.

Second, I see a change in the level of work place security that is expected by a new generation of employees. This is part of a generational change we will see happen over the next two to seven years in the City. We are not alone in seeing this issue and how generational change will impact many things.

Third, you have many core services that are provided out of these facilities and the need to protect them from tampering or abuse, whether intentional or not, is different than it was 10 or even 50 years ago when these buildings were built.

Lastly, technology continues to evolve that can help us in maintaining security in ways that are new that were not readily available even 5 years ago. I don't think we need to "keep up with the Joneses", but I do see that some of these can be used to enhance security in areas where major structural changes were previously thought to be the only solution at a very high cost.

The proposal is for a fee of \$12,500 and provides for integrative work with staff and an ability to sort our needs, priorities and develop a plan that can be used. I do not anticipate doing all things at once or even doing all the things that may be listed, but I do see that it provides a good basis for review of those needs and prioritization. It will allow us room to make improvements either as standalone projects or with other repairs or facilities changes that come up from time to time.

There are grants available through the State of Minnesota for workplace safety and your MMUA Safety Coordinator has some pretty impressive success with grant applications. I do not want to guarantee that you will receive funding, but I do know that having a plan that identifies needs and exactly how any improvements will meet those needs is important in the process. It is also important to note that those funds can pay for "stuff" and not usually development of a plan.

I do not see a day when we are like buying a tickets at a Twins game from the other side of a bullet proof window. I do believe it is important to have contact with those we serve. I do see the need to review and make prioritized improvements that can be a benefit to your customers, your employees and to the facilities you own.

My goal for your meeting is to solicit your thoughts on this type of work and bring forward a request for your approval for the development of the plan discussed here and in the proposal attached.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

B|W|B|R

380 St. Peter Street, Ste. 600
Saint Paul, MN 55102



Transmittal

DATE 12/5/2019

PROJECT City of Saint Peter Security Study

SUBJECT Proposal of Services

BWBR COMMISSION # 3.2019296.00

TO

barbaral@saintpetermn.gov,

FROM

Angelica Sommerfelt, BWBR
380 St Peter St Ste 600
Saint Paul MN 55102
United States

asommerfelt@bwbr.com

651.925.1029

COPY TO

Mark Ludgatis, BWBR
Jessica Berg, BWBR

TRANSFER METHOD

Email

REMARKS

Please find attached a Proposal of Services. If this Agreement is acceptable, please return a signed copy to contracts@bwbr.com.

Should you have any questions, please contact Jessica Berg or Mark Ludgatis.

Thank you,
Angelica Sommerfelt
P 651.925.1029 bwbr.com

BWBR
Architecture | Interiors | Planning

PURPOSE

For your approval

DESCRIPTION OF CONTENTS

QUANTITY	DATED	TITLE	NOTES
1	12/2/2019	2019296.00 City of Saint Peter Security Study 12-02-2019.pdf	



380 St. Peter Street, Ste. 600
Saint Paul, MN 55102

651.222.3701
bwbr.com

December 2, 2019

Mr. Todd Prafke
City Administrator
City of Saint Peter
227 South Front Street
Saint Peter, MN 56082

RE: City of Saint Peter Security Study
BWBR Commission No. 3.2019296.00

Dear Mr. Prafke:

BWBR is pleased to provide this proposal of services for a Security Study to assist the City of Saint Peter in determining necessary security improvements for City Hall, Public Works and the Community Center. We understand that the City would like to explore ways in which security improvements can be incorporated to keep visitors and staff of these public facilities safe and secure.

City Hall is located at 227 South Front Street. It contains the Police Department, City Administrator's Office, Finance Department, Building Department, Minnesota River Valley Transit (MRVT), and Public Access Television. There are two public building entries facing Front Street, as well as staff entries on the rear of the building. All departments currently share a common corridor and restrooms, and there is minimal separation between departments that operate at different times of day. The Police Department operates 24/7. MRVT and Public Access Television operate daily including weekends, and the office functions are closed after hours and on weekends. Staff who enter the building after hours are asked to enter through the Police Department entrance so that they do not startle officers in the building, but that request is not always followed. There is currently no central reception or easy wayfinding to help visitors find their way through the building. Of the approximately 4,000 utility customers, about 50% of them pay their utility bills in person, which generates a lot of traffic at certain times of the month.

Public Works is located on the outskirts of the city at 405 West Saint Julien Street. Access to the building should be evaluated, and the possibility of providing gates to control access may be considered as part of this Study.

The Community Center, located at 601 South Washington Avenue, is home to many functions including the public library, gymnasium, recreation and meeting rooms, and a daycare center. The building has multiple levels with five (5) separate entrances dispersed on several sides of the building. The Community Center is operated daily including evenings and weekends.

SCOPE OF SERVICES

The goal of this Study is to develop a prioritized list of necessary security improvements for each building and define a preliminary cost for each item. This information will allow the City of Saint Peter to make an informed decision on how best to move forward with addressing the City's safety and security needs.

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To begin the process, we will obtain floor plans and necessary building data. Then we will tour each facility and meet with stakeholders to discuss security concerns. Once we have preliminary information, we will develop a suggested list of security improvements and provide a preliminary cost for each. This list will be reviewed in detail with the City of Saint Peter, and adjusted as required to reflect the City's vision and goals.

Conceptual floor plan sketches may be provided if necessary to accurately describe the scope of work being proposed in the Security Study.

SCHEDULE

We propose to begin work within one (1) week of receiving authorization to proceed and anticipate the study to be completed within approximately nine (9) weeks.

Our preliminary Work Plan includes, but is not limited to, the following activities:

Week 1 – Research and Information Gathering

- Schedule kick-off meetings with City of Saint Peter stakeholders
- Obtain preliminary information needed to begin the study
- Collect floor plans and necessary building data

Week 2 – Kick-Off Meetings in Saint Peter, MN

- Meet with individuals from City Hall, Public Works, and the Community Center to talk about security concerns for each building
- Tour all facilities

Weeks 3 and 4 –Development

- Develop a list of potential security upgrades
- Develop preliminary costs

Week 5 – Review Meeting in Saint Peter, MN

- Review the list of security upgrades and associated costs
- Assign a priority to each item and make adjustments as needed

Weeks 6 and 7 – Refinement

- Refine the list of security upgrades and costs
- Produce a draft report for review

Week 8 – Final Review

- City of Saint Peter to review the draft report
- Make final adjustments to the report as needed

Week 9 – Final Submission

- Issue final report

The Work Plan is preliminary and intended to lay out the significant course of events for the Study and allows time for adjustment if necessary. It is based on an inclusive, transparent, and highly interactive design process that involves all project stakeholders in order to arrive at the appropriate security needs for the City of Saint Peter. We welcome any input on how the Work Plan could be adjusted to meet the best interest of the City.

DELIVERABLES

The proposed Study will include the following:

- Final Report – Electronic Format
 - Project Summary
 - Prioritized list of security upgrades and associated costs (separated by building)
 - Conceptual floor plans as needed

ASSUMPTIONS

The Scope of Services assumes two (2) meetings in Saint Peter, MN. Additional meetings can be provided as an additional service if needed.

The Scope of Services does not include an assessment of the existing building conditions, building systems, or building code compliance. Existing systems and code compliance will be evaluated only to the extent that they are impacted by proposed solutions.

The Scope of Services does not include planning for any spaces within the existing buildings.

Based on the conceptual nature of this study, engineering services are not included in the scope of services. If specific engineering issues arise during the study, engineering services can be included as an additional service.

Cost estimating is included in this proposal and will be developed on an average cost per item based on the scope and quality as defined in the study. Contingencies and allowances based on historical models will also be used.

COMPENSATION

Our goals for compensation are simple – to ensure that the City of Saint Peter receives value for every dollar spent, and that we are fairly compensated for the services we provide. We would neither want to be selected based on a low fee, nor lose an opportunity based on a high fee. We look forward to discussing our approach with you so that we both meet our expectations and goals for this important study.

We have developed a detailed work effort to estimate the time we believe will be required to provide you with a high-level evaluation of potential solutions that will allow you to make an informed decision on moving forward with necessary security upgrades for the City Hall, Public Works and Community Center.

Based on our understanding of the goals of this project, we propose to provide design services described in this proposal for a lump sum fee of Twelve Thousand Five Hundred Dollars (\$12,500).

All expenses related to this study are included in the fee and no additional reimbursable expenses are anticipated.

OTHER TERMS

Payments for professional services rendered and for reimbursable expenses will be due upon receipt of BWBR's invoice. A service charge of one percent (1%) per month will be assessed on outstanding invoices past thirty (30) days from date of billing.

This Agreement may be terminated by either party upon seven (7) days written notice. In the event of termination, BWBR shall be compensated for all services performed prior to the termination date, together with reimbursable expenses.

This letter is the entire Agreement between the Owner and BWBR Architects. Changes or additions to this Agreement must be in writing and must be signed by both the Owner and BWBR Architects. If this Agreement is acceptable, please return a signed copy to contracts@bwbr.com as authorization to proceed.

Respectfully submitted,

BWBR ARCHITECTS, INC.

Accepted:

CITY OF SAINT PETER

Mark S. Ludgatis, AIA
Principal



MSL/ams

(Typed/Printed Name and Title)

Date: _____

For professional licensure, visit bwbr.com/licenses-registrations

CC: Jessica Berg, BWBR



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/27/2020

FROM: Todd Prafke
City Administrator

RE: Goal Session Schedule

ACTION/RECOMMENDATION

None needed. For Council information only.

BACKGROUND

If the City Council proceeds as usual, a goal session will take place on the fifth Monday of March (March 30th) beginning at 3:00 p.m. in the Governor's Room.

Discussion on the Monday's workshop agenda will be to confirm this date and to see if Councilmembers have any special dietary needs we need to know as we plan refreshments for the goal session.

If you have any questions about this agenda item, please feel free to contact me.

TP/bal