

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

Regular Parks & Recreation Advisory Board Meeting of April 20, 2020
7:00 PM

MEETING CONDUCTED BY ELECTRONIC MEANS – SEE INFORMATION BELOW

As provided for in M.S. 13D.021, Parks and Recreation Advisory Board meetings may be conducted by telephone or other electronic means when a state-wide emergency has been declared. The Monday, April, 20, 2020 meeting will be accessible electronically by GoToMeeting software available at no charge (link below) or by calling as indicated below.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES – February 18, 2020

IV. VISITORS

- A. General Visitors Comments

V. UNFINISHED BUSINESS

- A. Park Improvements 2020-2024
 - 1. Minnesota Square Park
 - a) Trail
 - b) Electrical
- B. COVID-19 Updates
 - 1. Swimming Pool Operations
 - 2. Recreation Update
 - 3. Public Works Update

VI. NEW BUSINESS

- A. Veterans Memorial Park Soccer Rink – Light Improvements
- B. 925 Austin Drive Land Swap (Action)
- C. Community Spirit Park (CSP) Permanent Restroom

VII. REPORTS

- A. Chairs Report (Mike)
 - 1.
- B. Department of Recreation and Leisure Services Update (Joey)
 - 1. February/March Activity Report (attached)
 - 2. Skating Rink
 - 3. Special Event Updates

- C. Department of Public Works (Pete)
 - 1. Levee Park
 - 2. Additional Dog Park
 - 3. Hallett's Pond Nature Area
 - 4. Veterans Park Playground Improvements Project

VIII. ADJOURNMENT

- A. Next scheduled meeting ***Monday, May 18 at 7PM***, Public Works

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/954767381>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

Access Code: 954-767-381

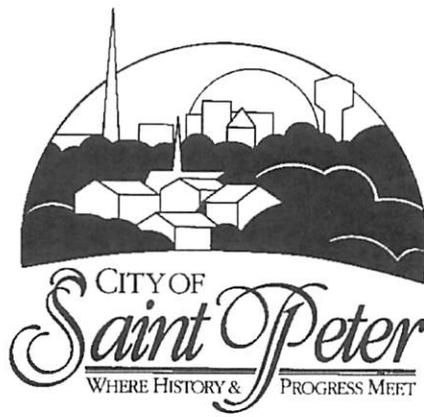
New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/954767381>

DRAFT

ATTACHMENT C - RECREATIONAL SITE PLAN MINNESOTA SQUARE PARK





Park equipment and playgrounds are not sanitized. Please DO NOT use them.

**Public Works
507-934-0670**

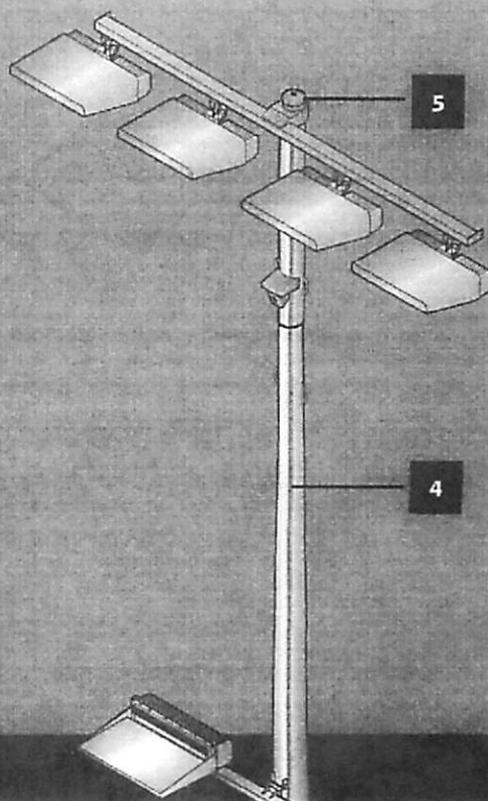
Los equipos de estacionamiento y los parques infantiles no están desinfectados. Por favor, NO los use.

**Obras Públicas
507-934-0670**

Qalabka baarkinka iyo garoomada ciyaarta laguma nadiifin. Fadlan HA U isticmaalin.

**Howlaha Guud
507-934-0670**

Diode Light Source—LED



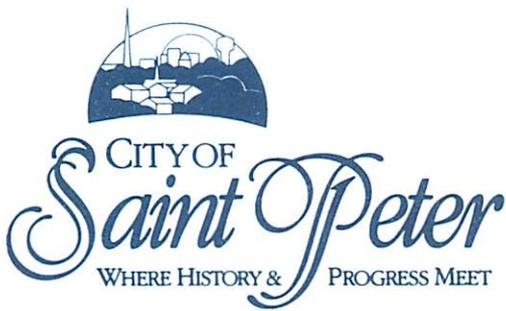
Installation Instructions: **Light-Structure System™**

Fast, trouble-free installation with
5 Easy Pieces™ approach to system design

- 5 Poletop Luminaire Assembly
- 4 Wire Harness
- 3 Electrical Components Enclosure
- 2 Galvanized Steel Pole
- 1 Precast Concrete Base



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Memorandum

April 13, 2020

To: Saint Peter Parks Board Members

From: Pete Moulton
Director of Public Works

RE: 925 Austin Drive

Recommendation

Approve the request from the property owner at 925 Austin Drive to exchange 98.87 square feet of property at 925 Austin Drive with land from McGill Natural Resource Area on an even trade.

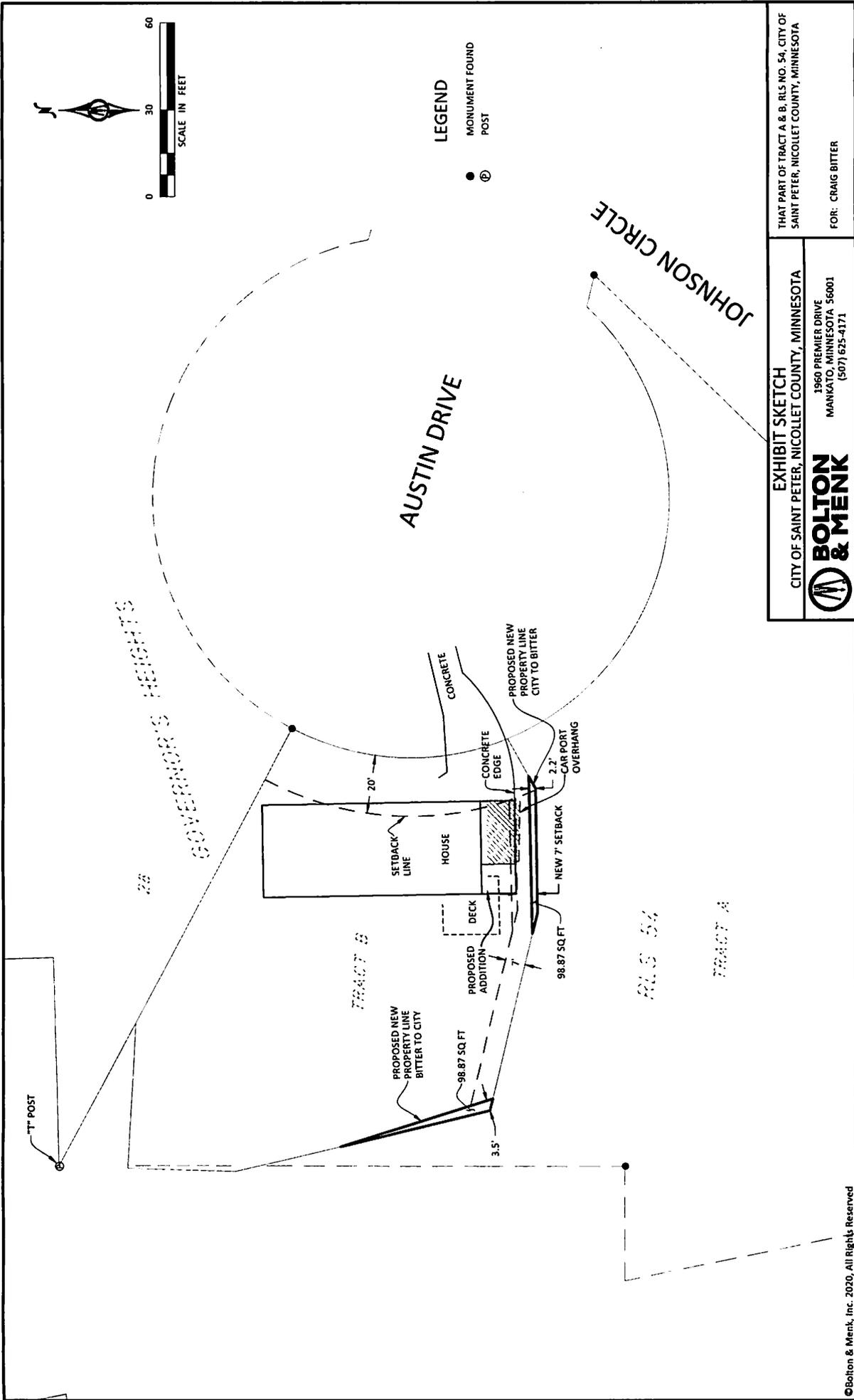
Background

Staff has received a request from Craig Bitter the property owner at 925 Austin Drive. The property owner is requesting is to "swap" land with the City on a square foot basis where there is not a loss nor a gain in area, just a reshaping of the property lines. Mr. Bitter is interested in constructing an addition to his house which would extend to the south. He intends to build a garage and the new area obtained from the City would be used to meet the City's setback requirement.

Mr. Bitter is mainly interested in swapping property with the City where he would gain approximately 98.87 square feet on the south side of his house and in return would provide 98.87 square feet off the SW corner of his lot back to the City. Should the City be interested in obliging Mr. Bitter the expense to have the property lines redrawn would lie with Mr. Bitter and there would be no further expense to the City.

Staff has worked with the City's attorney and have found that the exchange of land is permissible and can be completed should Mr. Bitter redraw the lines in an acceptable manner by completing a registered land survey. In order for the exchange to happen, the Parks Board and City Council would need to approve the land exchange.

Staff is recommending that the Parks Board approve the request and that Mr. Bitter be allowed to complete the necessary paperwork to complete the land trade.



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JOB NUMBER: M36.120794 FIELD BOOK: SEE FILE DRAWN BY: JLA

SDB.120794H

BOLTON & MENK
 1960 PREMIER DRIVE
 MANKATO, MINNESOTA 56001
 (507) 625-4171

EXHIBIT SKETCH
 CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA

THAT PART OF TRACT A & B, RLS NO. 54, CITY OF
 SAINT PETER, NICOLLET COUNTY, MINNESOTA

FOR: CRAIG BITTER

**CITY OF SAINT PETER, MINNESOTA
Parks and Recreation Advisory Board
RESOLUTION NO. 2020 - 02**

**STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)**

**RESOLUTION RECOMMENDING THE LAND EXCHANGE OF MCGILL NATURAL
RESOURCE AREA AND 925 AUSTIN DRIVE**

WHEREAS, the property owner at 925 Austin Drive wishes to construct a garage onto his house and desires to exchange land with the City of Saint Peter; and

WHEREAS, the Parks and Recreation Advisory Board has evaluated the impact of the request and has determined there is minimal impact to the City and the Parks system; and

WHEREAS, the property owner has agreed to provide all the necessary legal documents plus a registered land survey for which there will be no cost to the City of Saint Peter; and

WHEREAS, the Parks and Recreation Advisory Board is recommending that the City Council authorize 98.87 square feet of land be exchanged with the property owner; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Parks and Recreation Advisory Board recommends the land swap of 98.87 square feet of McGill Natural Resources Area be swapped with 925 Austin Drive and be adopted by the City Council.

Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 20th day of April 2020.

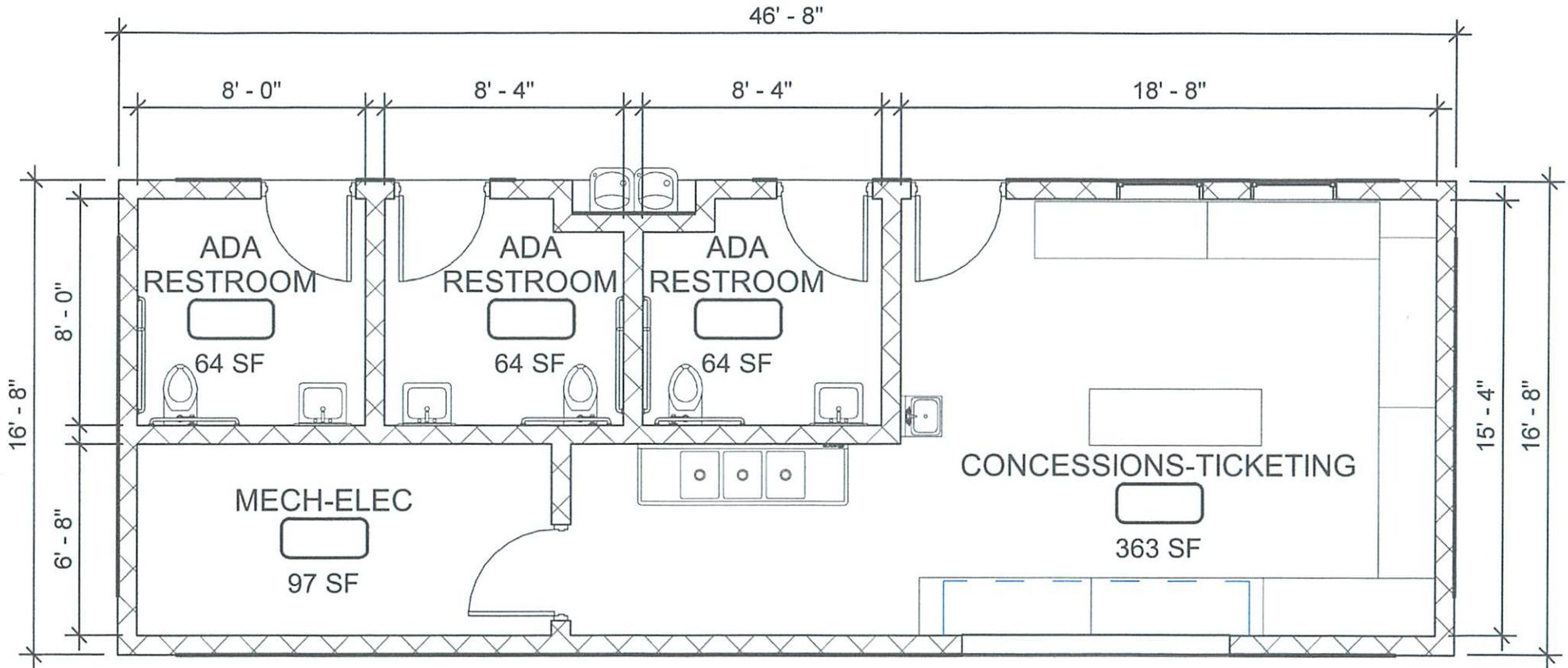
Michael Looft
Chair

ATTEST:

Sarah Nielsen
Secretary

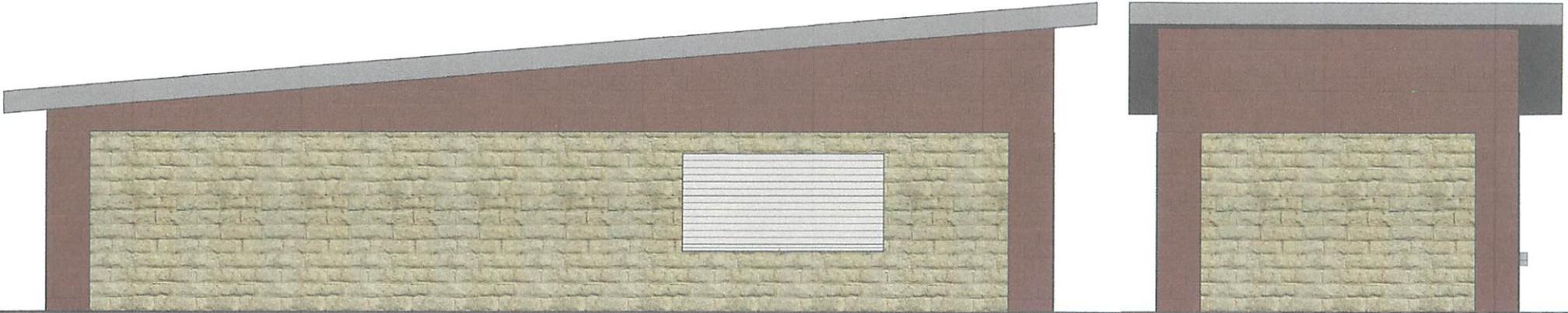
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Proposed Building Plan



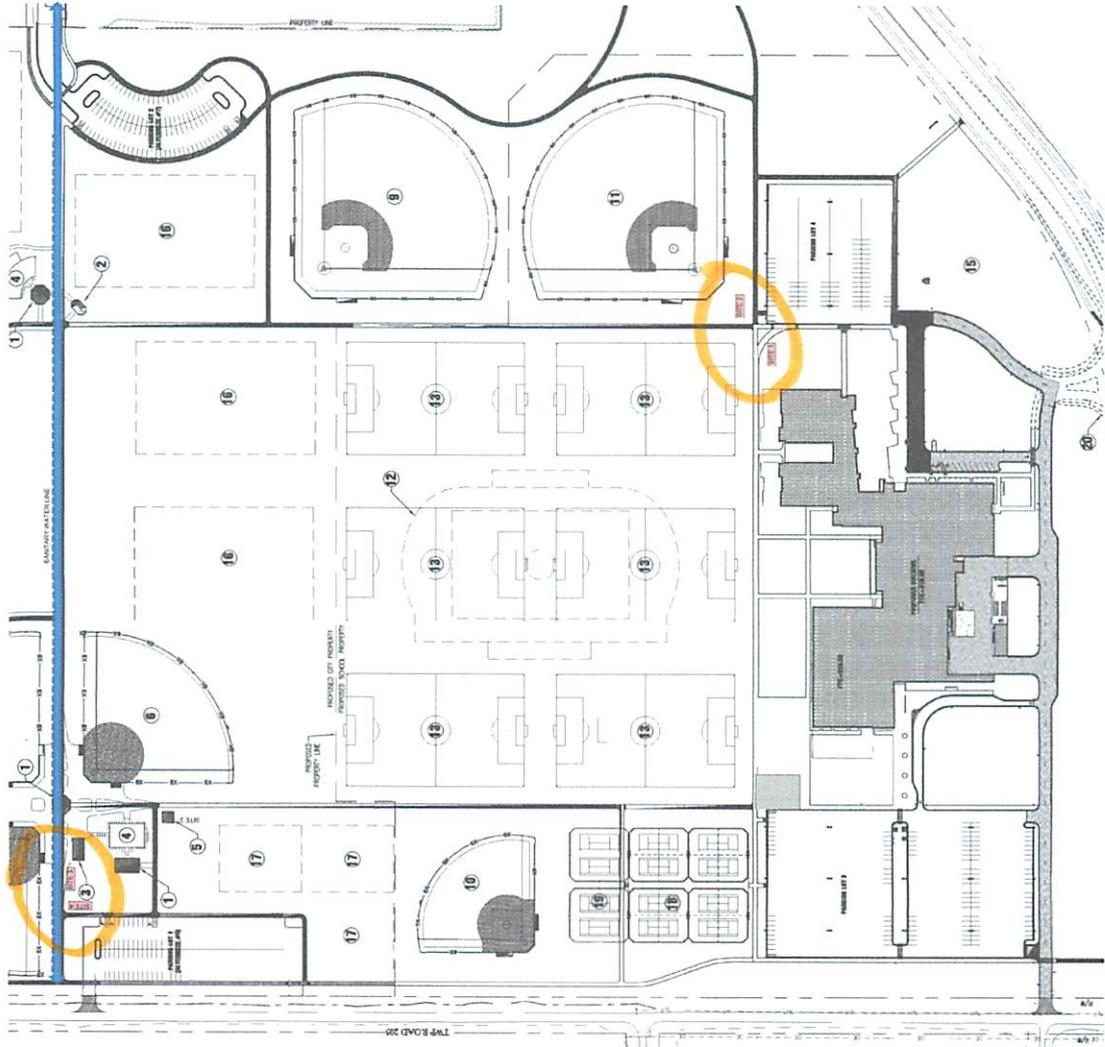
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Proposed Building Elevations



OLESON
+HOBBIE
ARCHITECTS LLC

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Proposed Site Plan Locations

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Conceptual Building Estimate

RESTROOM AND CONCESSIONS BUILDING PREDESIGN ESTIMATE - 03-18-2020			
	Units	Unit Cost	Total Cost
PROJECT HARD COSTS			
Footing Excavation, LS	1	\$ 10,000.00	\$ 10,000
Concrete Footings, CY	10	\$ 750.00	\$ 7,500
CMU Foundation Walls, SF	512	\$ 20.00	\$ 10,240
Concrete Floor, SF	778	\$ 10.00	\$ 7,780
CMU Walls, SF	1,664	\$ 20.00	\$ 33,280
Roof Trusses, SF	778	\$ 5.00	\$ 3,890
Roofing Material, Standing Seam, SF	778	\$ 15.00	\$ 11,670
Doors, Frames, and Hardware, EA	5	\$ 2,500.00	\$ 12,500
Windows, EA	2	\$ 2,000.00	\$ 4,000
Rolling Counter Shutter, EA	1	\$ 7,500.00	\$ 7,500
Painting, SF	3,000	\$ 1.25	\$ 3,750
Toilet Accessories, EA	3	\$ 1,000.00	\$ 3,000
Plumbing, SF	778	\$ 35.00	\$ 27,230
Electrical, SF	778	\$ 25.00	\$ 19,450
General Conditions, LS	1	\$ 15,000.00	\$ 15,000
TOTAL HARD COSTS			\$ 176,790
Design & Construction Contingency		10%	\$ 17,679
TOTAL HARD COSTS WITH CONTINGENCY	778	\$ 249.96	\$ 194,469

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LLC



Saint Peter Recreation and Leisure Services Monthly Activity Report

February 2020

Recreation Programming

February 2020 was a busy month with two special events including Snow Day in the Park and Parent's Night Out. Snow Day in the Park saw an attendance of around 75 people while Parent's Night Out had 24 participants. Family Open Gym had over 50 participants and continues to be well attended. Itty Bitty Camp had an attendance of 16 participants. The February Early Release Day had a total of 39 participants. Creative Play Place saw an attendance of 302 throughout the month of February. Pickleball is still well attended with daytime Pickleball having 197 participants and evening Pickleball with an attendance of 154 for the month. The Veterans Park warming house closed on February 28 and was open a total of 43 days. The warming house saw an attendance of 598 skaters including 418 hockey skaters and 180 recreational skaters. With an average of 13.91 Skaters per day with 9.72 hockey skaters and 4.19 recreational skaters. There were only 2 closures and 2 early closures. Overall the numbers are up from last year's total skaters and days open.

Senior Center

Program	Date	Attendance	Host/Cost
East African Elder Site	13-Feb	Cancelled	Donation/\$9
Living Well with Chronic Pain Workshop	5-Feb - 11 Mar	9 enrolled	Free
Senior Book Club	19-Feb	10	Free
LIFE: Waterfalls of So. Minnesota	20-Feb	37	\$5
LIFE: Unique MN River	25-Feb	34	\$5
East African Elder Site	27-Feb	9	Donation/\$9
Movie Monday	2-Mar	3	Free
Acupuncture and Chinese Medicine	5-Mar	9	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

Brochure additions for summer 2020 are complete and ready for proofing. Adult programming plans to support the summer exhibit, Thinking Money for Kids (TM4K), will be added to the Senior Section of the brochure; the Senior Center and the library are partnering in multiple capacities to fulfill the 4-programs requirement.

LIFE: Learning is ForEver received good press during the month of February with an article in the Free Press and a short radio segment on KTOE with Al Travis. The MN Natural History series was the largest attendance we have had to date with 71 people registered. We netted a \$284 profit, \$250 of which pays for the one fee based speaker of the LIFE Spring 2020 lineup: Carrie Jennings.

Plans are underway for the first Senior Spring Fling – a dance for those 55+. The dance will be held in the gym a few days prior to the resurfacing dates. The DJ will be provided by Freedom Home Care and a dessert bar will be hosted by Ecumen Prairie Hill and Sand Prairie. Entrance fee is a suggested \$5 donation to support the Senior Center. Flyers have been posted around town.

Library

February Library Stats:

9,953 checkouts in November

322 new items were added to the St. Peter catalog

37 patrons received new library cards

4,417 St. Peter patrons are currently registered and actively using library cards

306 eBook checkouts

206 eAudiobook checkouts

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

St. Peter loaned out **88** items via MNLink and St. Peter borrowed **81** items.

597 holds were placed in Encore.

952 Chromebox Sessions were used (card catalog stations)

1,898 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)

412 Hoopla borrows among Nicollet County/LeSueur County residents (includes digital borrows of audio-books, eBooks, comics, music, TV, and movies).

The library was CLOSED Monday, February 17 in honor of Presidents Day.

Youth Programming:

Feb. 3 Growing Up Brave in St. Peter Assembly at the High School with Bukata Hayes, Mankato Diversity Council. Student Body present (535) in the High School Theater to listen to Bukata’s message about sharing your story and respecting each other’s story.

Feb. 6 When Stars Leave the Sky – book talk and book signing with teen author Josh Ellerbeck

Feb. 14 Early Release Day – Lego Challenges with school age kids (50)

Feb. 28 New Americans YWCA Visit – Bi-lingual Storytime with this group from the YWCA (7), Moms and kids listened to the Very Hungry Caterpillar, toured the library and received new library cards. *The Spanish Library Card application was found to be very awful and outdated, so we solicited help from the YWCA parent educators to edit this. A new form in Spanish that is now accurate and inclusive is now available. The Spanish Brochure has also been updated by Tosha.*

Storytime Attendance - 195 kids at 18 story times

Facility Use

Saint Peter Community Center room reservations

- Rec programs used Gymnasium and Library **10** times.
- Senior and Adult Rec programs used 215, 217, 219, 310A or Gymnasium **77** times.
- Tenant meeting used 102, 104, 215, 217 or 300 **28** times.
- City and Library meetings used 102, 217, 300, or Library meeting room **18** times.
- School used Gymnasium, Library and 300 **14** times.
- Fee waived for room use **54** times.
- Rental: 36

310A	13
219	10
217	7
102	1
Lib	1
Gym	4

Park Shelters

MN Square: 0

Gault Park Shelter: 0

Gorman Park Shelter: 0

Mill Pond Shelter: 0

Field Use

- None

Maintenance

Community Center

Painting bathrooms

Replace all bathroom toilet paper holders soap dispensers paper towel holders.

Install an expansion tank for potable water.

Regular maintenance & cleaning.

Library

Replace air compressor on the fire side.

Replace front door automatic door opener & four access control buttons.

Regular maintenance & cleaning.



Saint Peter Recreation and Leisure Services Monthly Activity Report

March 2020

Recreation Programming

March 2020 started off busy with the Daddy Daughter Dance which saw a total of 124 participants. However, midway through March cancellations started to occur with the increasing severity of the Covid-19 Pandemic. The Community Center shut down on March 17th and all programs in the second half of March were cancelled. Early release day went on as scheduled with 38 participants. Indoor Soccer Camp had a total registration count of 39 participants during the weeks it was able to be held. After school indoor soccer was introduced for the first time and saw 25 participants during the two weeks it was offered. Fencing had 15 participants this March. Creative Play Place saw 268 attendees when it was open this March. Pickleball had a total of 99 daytime Pickleball players and 74 evening Pickleball players. We are currently looking into a variety of online options to bring recreation to the community while still abiding by social distancing guidelines. Overall numbers are down from last month due to the current situation and the need for shutting down.

Senior Center

Program	Date	Attendance	Host/Cost
East African Elder Site	12-Mar	10	Donation/\$9
Senior Book Club	18-Mar	Cancelled	Free
Estate Planning 101	19-Mar	Cancelled	Free
LIFE: Green River Greening	26-Mar	Cancelled	\$5
Powerful Tools for Caregivers Workshop	March 24 - April 28	Cancelled	Free
East African Elder Site	26-Mar	Cancelled	Donation/\$9
Movie Monday	6-Apr	Cancelled	Free
So You're Thinking About Moving?	2-Apr	Cancelled	Free
Welcome to Medicare	8-Apr	Cancelled	Free
MEISA	April 8 - May 27	Cancelled	\$20 for 8 sessions
PALS	Ongoing M-W-F	Cancelled	\$25 for 15 classes
Surplus Bread Pickup	Ongoing Wednesdays	Cancelled	Free
Cards: Bridge and 500	Ongoing Tuesdays	Cancelled	Free
Cards: Men's Only	Ongoing Thursdays	Cancelled	Free
Cards: Pfeffer	Ongoing Friday	Cancelled	Free
Library on the Go!	Ongoing 1st /3rd Week	Cancelled	Free

The unfortunate reality of COVID-19 shut down the Saint Peter Community Center and programs effective March 17, 2020.

The Senior Spring Fling, which was scheduled for Thursday, April 30 was cancelled immediately. Sponsors Ecumen Prairie Hill/Sand Prairie and Freedom Home Care both intend to pursue the event in 2021 with date immediately preceding gym floor refinishing.

All programs from March 17 – June 1 have now been cancelled and/or rescheduled for a later date.

Virtual assistance by the Senior Center has included regular email blast of local services, such as grocery pick-up, Meals on Wheels, emergency numbers, library curbside pickup and more.

The upcoming summer newsletter will reflect programming from June – August as well as additional resources for Saint Peter residents during COVID-19 pandemic.

Library

The library has been closed to the public since March 17.

Curbside Holds pick up has been available since March 19.

TDS made some changes to our regular “rules” to accommodate patrons and libraries:

- Upped the auto renewals to 6 (from 2). As these run out, they are batch updating due dates to May 1st, and will extend further if needed. Modified the courtesy notice to let patrons know most libraries are closed and to keep their materials at home.
- Expiration dates of patrons expiring in March to April have been moved to May 1st for all libraries. Plan to keep extending these dates as needed.
- Patron concurrent holds are set at 5 (from 25). We'll open this back up when we get closer to normal

March Library Stats:

8,882 checkouts in November

477 new items were added to the St. Peter catalog

35 patrons received new library cards

4,361 St. Peter patrons are currently registered and actively using library cards

348 eBook checkouts

198 eAudiobook checkouts

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

St. Peter loaned out **36** items via MNLink and St. Peter borrowed **50** items.

MNLINK ceased services on March 18

Holdings were placed in Encore.

458 Chromebox Sessions were used (card catalog stations)

365 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)

626 Hoopla borrows among Nicollet County/LeSueur County residents (includes digital borrows of audio-books, eBooks, comics, music, TV, and movies).

21 New Hoopla registrations

803 total Hoopla users registered since Hoopla start up in March 2016

\$1,219.69 total spent during month of March

Youth Programming:

March 2: Great Stories Club (teens) met to discuss our final book

March 13: Early Release Day event with Anjee Mai Clay Creations, Attendance: 23

Storytime attendance: 153

The last storytime before the library closed was March 11.

Languages Storytime with guest reader Lawen Mohtadi scheduled for March 25 was cancelled.

Adult Programming:

Book Discussion with Author Kelly Fosso Rodenberg scheduled for Mar. 12 was cancelled.

David Jones program scheduled for Mar. 23 was cancelled.

Staff:

The part-time staff is working limited hours, but keeping up with the weekly hours they usually work. Two staff have elected to stay home and not work during this time. Someone is working at the library M-F between the hours of 9-4. Curbside Pick-up is going well. We also provide book recommendations over the phone and have occasionally filled orders for patrons based on their preferences.

The library is being cleaned section by section. Staff is finding missing books, re-organizing shelves and cleaning every single item in the library. We hope to weed old and non-circulating items next.

Facility Use

Saint Peter Community Center room reservations

- Rec programs used Gymnasium, 3110B and Library **12** times.
- Senior and Adult Rec programs used 215, 217, 219, 310A, Library or Gymnasium **36** times.
- Tenant meeting used 102, 104, 215, 217, 219 or Library **25** times.
- City and Library meetings used 102, 104, 217, 219, 300, or Library meeting room **22** times.
- School used 300 **1** time.
- Fee waived for room use **27** times.
- Rental: 12

219	4
217	1
300	1
310A	5
Lib	1

Park Shelters

MN Square: 0

Gault Park Shelter: 0

Gorman Park Shelter: 0

Mill Pond Shelter: 0

Field Use

- None

Maintenance

Sanitize all bathrooms

Shampoo first and second floor carpets

Fix 3rd floor ceiling tiles

Fix Windsor ride on vacuum

Clean all inside windows

Library

Clean all carpet in 50 hours

Sanitize all bathrooms

Sanitize all chairs and book shelves

City hall

Clean carpet and lunch room

2019-2020 Ice Rink Report

Opened January 15, 2020 and closed February 28th, 2020

Total # of Days Open: 43

Total # of Days Closed: 2

Total # of Days Closed Early: 2

Hockey Skaters: 418

Recreational Skaters: 180

Total # of Skaters: 598

Average # of Hockey Skaters per day: 9.72

Average # of Recreational Skaters per day: 4.19

Average # of Skaters per day: 13.91

****One night of Hockey practice**

Skaters through the years

Year	Total Skaters	Days Open
2008 – 2009	1,122	40
2012 – 2013	689	36
2013 – 2014	672	48
2014 – 2015	977	49
2015 – 2016	664	32
2016 – 2017	867	-
2017 – 2018	630	37
2018 – 2019	463	35
2019 – 2020	598	43