

CITY OF SAINT PETER, MINNESOTA AGENDA AND NOTICE OF MEETING

City Council Workshop Session of Monday, May 4, 2020
5:45 p.m. – Time approximate following special City Council meeting
This meeting will be conducted electronically - See below for electronic access.

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Building Department Presentation
 - B. Land Exchange Request
 - C. Community Spirit Park Restrooms
 - D. COVID-19 Update
- III. **ADJOURNMENT**

As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means under certain conditions. This meeting of the City Council will only be accessible electronically using GoToMeeting software which is available at no charge (link below) or by calling as indicated below. This works best utilizing Google Chrome or Microsoft Edge as your browser. Here is the information necessary to access the meeting electronically:

Please join meeting from your computer, tablet or smartphone at:
<https://global.gotomeeting.com/join/591790045>

You can also dial in using your phone (Toll Free): 1 866 899 4679 or - One-touch:
<tel:+18668994679,591790045#>

Access Code: 591-790-045



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 4/30/20

FROM: Todd Prafke
City Administrator

RE: Department Presentations: Building

ACTION/RECOMMENDATION

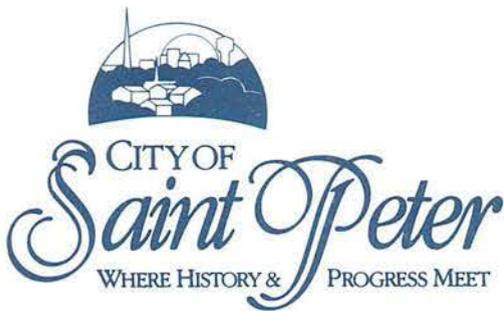
None needed. For Council information and discussion only.

BACKGROUND

As part of Monday evening's workshop Director of Building Dean Busse will provide a presentation on the Building Department. This is a reschedule of this presentation which originally was planned for March.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: Land Exchange Request

DATE: April 21, 2020

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

Craig and Julie Bitter, owners of the private property at 925 Austin Drive, have requested an exchange of 98.87 square feet of their property with the same amount of City owned park land directly abutting their property.

The property owners wish to construct a garage on the south side of their property, but their plans would make it unable to meet setback requirements. By exchanging the land and reshaping the property lines of both properties, they would meet setbacks.

The property owners are mainly interested in swapping property with the City where they would gain approximately 98.87 square feet on the south side of their house and in return would provide 98.87 square feet off the southwest corner of their lot back to the City. Should the City be interested in helping the property owners with this request the expense to have the property lines redrawn would lie with the property owner and there would be no further expense to the City.

Staff has worked with the City Attorney who determined the exchange of land is permissible and can be completed through adoption of a registered land survey. As the action includes Park land, the Parks and Recreation Advisory Board was asked to consider the request and have recommended approval

Should the Council agree to the land exchange, further action is necessary. Registered Land Surveys must be considered by the Planning and Zoning Commission and then by the City Council. The petitioners would also need to pay the fee for the Registered Land Survey adoption process.

In the past the City has provided for modification to property lines of this type under two criteria that have not been formally adopted by the Council. The first is, does the swap provide any limitation to the use or enjoyment of the park land by community members? Second, does the swap increase the tax base? Again, it may be important to note that this is a swap and that the sale of park land, which could be translated as a reduction in the amount of (size) parkland, has not been allowed.

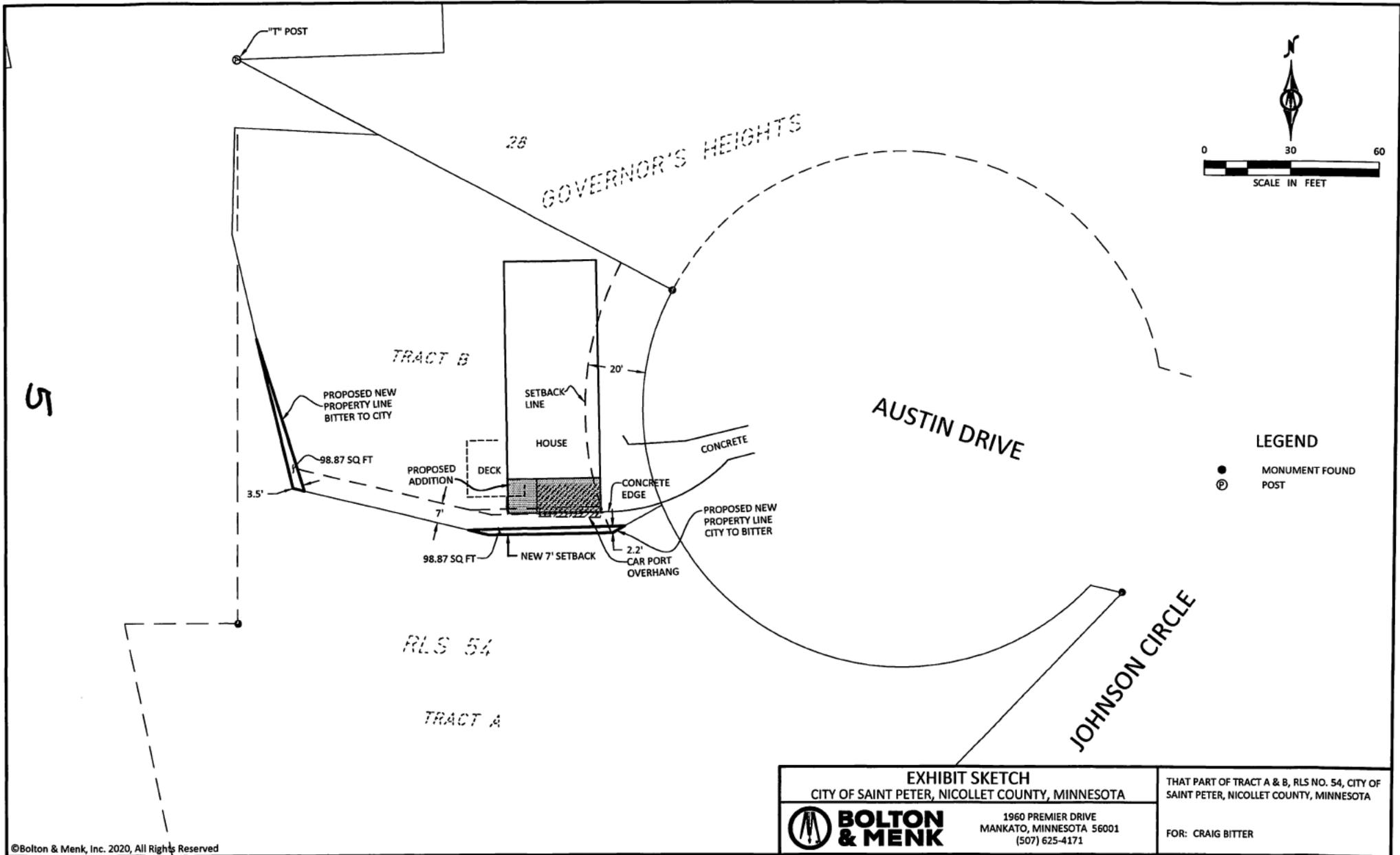
The goal for the workshop is to provide opportunity for the Council to know more about and provide input on this issue before the Planning and Zoning Commission recommendation comes to you. This

is a very rare occurrence and because of the related policy issues, City Administrator Prafke asked that this be added to the workshop agenda.

All costs for this action, including creation of the Registered Land Survey and filing the document with Nicollet County, would be the responsibility of the private property owner.

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

PM





Legend

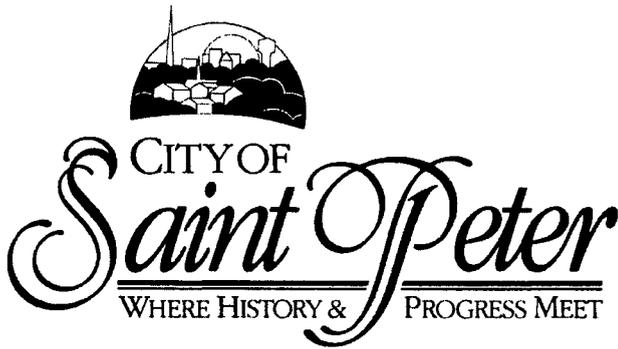
- Street Names - Small
- County Boundary
- City Limits
- Railroad
- Parcels (1-24-2019)
- Parks
- STPE.sid
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

Map Name



Disclaimer:
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This 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 contained.





Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/1/2020

FROM: Todd Prafke
City Administrator

RE: Community Spirit Park
(CSP) Restrooms/Concession Buildings

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

When Community Spirit Park (CSP) was developed jointly by the City and the School District, part of that development included a "Master Plan" to be used by the District in all of its information related to bond issuance and vote and by the City as a part of the design for where water, sewer, trails, water fountains, parking, ball fields and other facilities would be placed. That plan also included development of additional buildings including a couple shaded areas (gazebos), a smaller shaded area, restroom, playgrounds and other facilities. They could not all be done at once and the plan had been to "chip away" as able when able.

We have continued to work towards completing the full development of phases shown above beyond the first phase. Please find attached a park plan map and preliminary design of the facilities.

The School District has indicated they have about \$200,000 from the construction bond issue that must be spent towards facilities development. Those dollars, according to State law and bond covenants, must be spent before the end of this year and the District has indicated it is a priority for them to build restroom and concession facilities for use during the many and growing events that are taking place at CSP.

This led us to develop preliminary plans and get preliminary cost estimates on the development of two of these facilities as outlined in the Master Plan; one located near the east parking lot on the south end of the park on School District property and one on the north end of the park on City property.

My goal for your workshop is to review the preliminary plan and potential locations, discuss the process for making this project move ahead, funding sources and timelines.

This is not a project that we anticipated in this time and as such, it was not budgeted for. It is however, a great opportunity to find savings and work on a major component in completing the

park while enhancing the community use. Frankly, bathrooms at parks like this are a major factor in use and enjoyment. We anticipate a not to exceed total City share cost of \$200,000 for project development and construction.

The planning and other factors have been reviewed by the Parks and Recreation Advisory Board and they have voted to recommend the project to the Council. The District has also had their Facilities Committee review the project and the Board has seen this same information last week, so we are on parallel tracks.

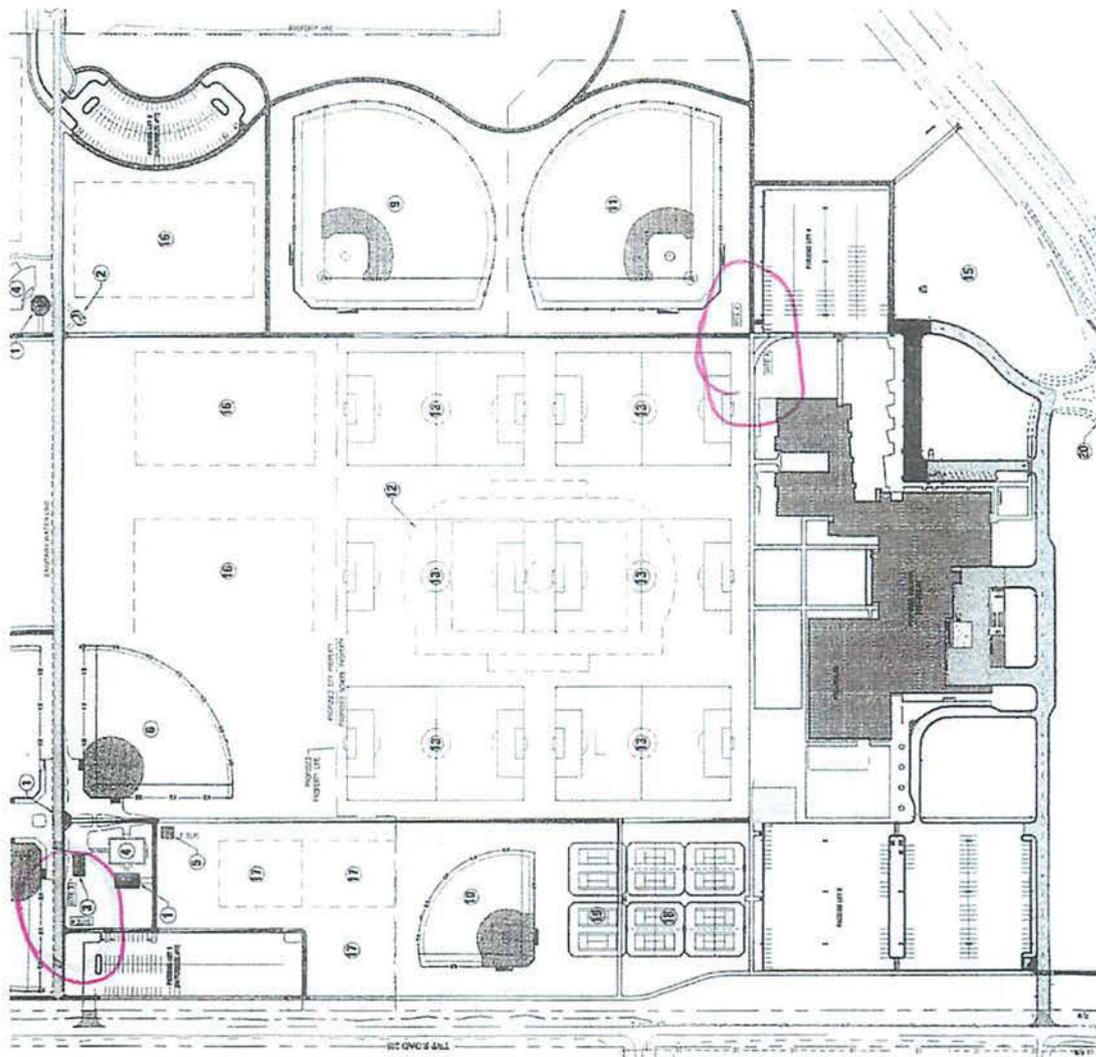
We would normally not look for the Council to move forward on a project of this size that was not budgeted and was planned for the future. However, in this instance there are a few reasons why I believe we should move forward. The economy of building together under one contract will impact cost on this project of relatively small size. In addition, the opportunity for the District to have these types of fund available in the future is pretty limited. We have the ability to make a major jump forward in facilities in a park that in the future will be your heaviest Association use park. Restrooms and concession areas are things that the Association's covet as they grow programs and host tournaments and other activities.

Both Public Works Director Moulton and I will be at the workshop to provide additional information and discuss the project and its impact.

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

TP/bal

DRAFT

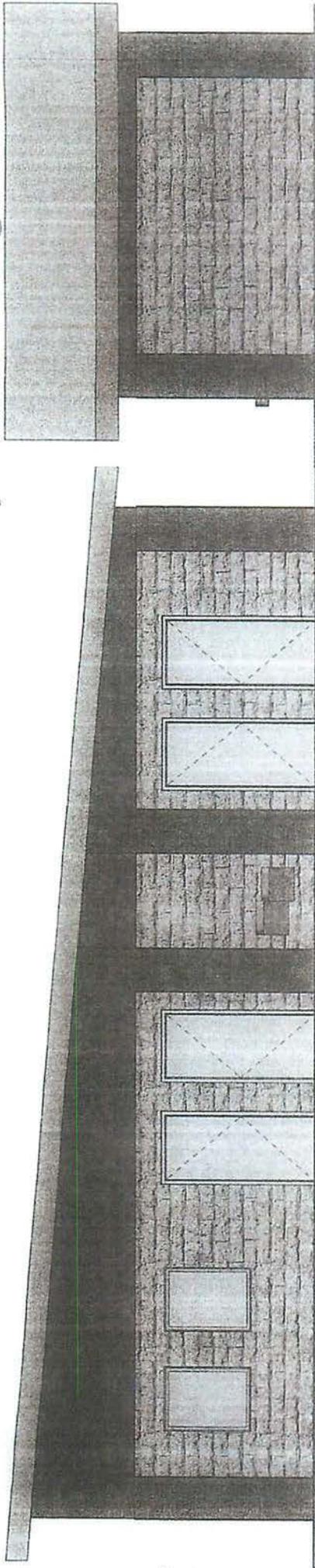


Proposed Site Plan Location:

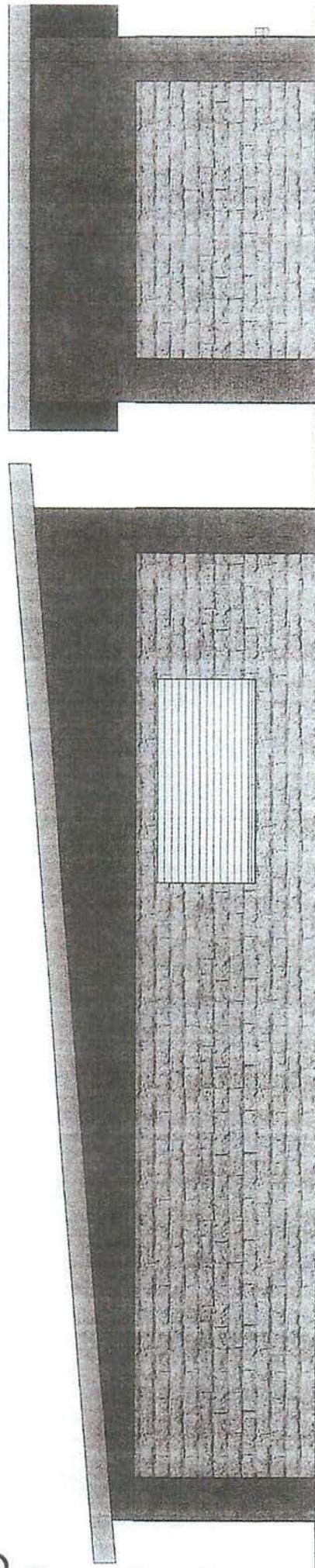
OLESON
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LLC

DRAFT

Proposed Building Elevations



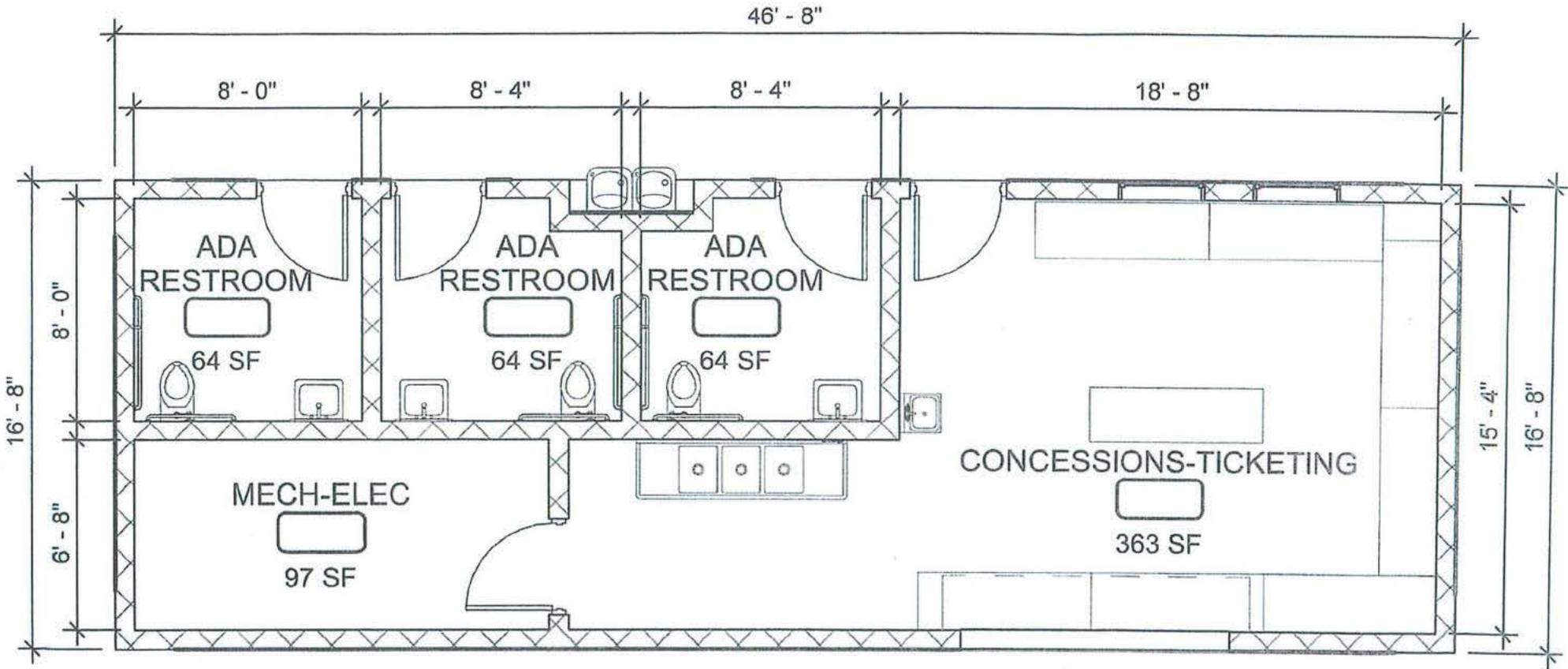
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Proposed Building Plan



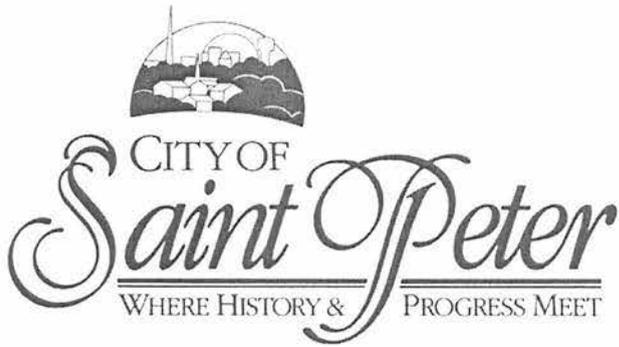
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Conceptual Building Estimate

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

OLESON
HOBBIE
ARCHITECTS
LLC



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/1/2020

FROM: Todd Prafke
City Administrator

RE: COVID-19 Update

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

During the State and Local declared emergency it is my hope to give members an update and what some might call a "laundry list" of things related to COVID-19 and hit some high points on what we know, what we are doing, and what we should be looking forward or planning on.

My goals for your discussion at the workshop include:

- Updating you on what might be viewed as important issues that we are aware of about the community. Closures, openings, activities, and cooperative efforts all fall into this category.
- Updating you on the City organization. This is the internal stuff like policies, workloads, City activities, projects and programs.
- Looking forward at the impact on community and whether there are things we are missing, gaps that need to be filled, and/or information that needs to be provided either to you or the broader community while also looking forward on the plan that you (City) have for work for the rest of the year and updating you with our thoughts on those and seeking your input and direction on those.
- We will also provide an update on a financial dashboard we have been using to measure continuity in revenue stream related to enterprise funds.

I have previously distributed a check list document that can provide some additional consistent and helpful information as this agenda item is likely to be reoccurring.

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

TP/bal