CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

City Council Workshop Session of Monday, May 16, 2022
5:30 p.m. – Senior Center of the Community Center - 600 South Fifth Street, Saint Peter

I. CALL TO ORDER

II. DISCUSSION
   A. Finance Department Presentation
   B. Gorman Park Playground Design
   C. Highway 22 Corridor Study

III. ADJOURNMENT

Todd Pralke
City Administrator
TO: Honorable Mayor Nowell
    Members of the City Council
FROM: Todd Prafke
      City Administrator
RE: Department Presentation: Finance Department

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

Each year, the various departments of the City make an annual presentation to the City Council on activities in the department. The workshop on Monday evening will feature a presentation from the Finance Department.

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

TP/bal
Finance Department

May 16, 2022

Financial Administration
Billing/Collections
Computer Services
Transit Finance Services
Finance Department

Finance Director – Sally Vogel
Accountant - Brenda Isley
Payroll/Office – Tracy Ranger
Accounts Payable – (Shared position with Bldg Dept/Transit)
    Danielle Lindquist
Accounts Receivable Clerk - Jo Westphal
Billing Clerk – Joey Rusch
Meter Readers – Chris Simonette, Mike Boelter, one Open position
Computer Service Technician - Susan Brunz
Audit/Compliance/Reporting

- Annual Financial Audit (2021 AUDIT IS PROCESS)
- Transit Audit (2021 IN PROCESS)
- Work Comp Audit (2021 Completed; waiting for results from LMC)
- Pay Equity reporting (Completed end 2021 for 2022 compliance)
- MN Valley Action Council
- Solid Waste Tax Audit
- Annual TIF Reporting
- Validation of employee Health coverage to the IRS
- Medicare eligible reporting of health insurance covered employees
- Process/Distribute W-2’s
Credit Card Implementation

Prior to May 2022 Customers could pay with card via phone

May 2022

- Pay with the card in Finance office
- Pay on-line can set-up recurring payments
- Pay via phone Call

See attached graph of credit card usage
## Utility Customer Statistics

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric customers</td>
<td>4,254</td>
<td>4,339</td>
<td>4,434</td>
<td>4,480</td>
<td>4,520</td>
</tr>
<tr>
<td>Refuse Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>volume base</td>
<td>130</td>
<td>117</td>
<td>112</td>
<td>107</td>
<td>106</td>
</tr>
<tr>
<td>60 gallon carts</td>
<td>2,035</td>
<td>2,043</td>
<td>2,067</td>
<td>2,106</td>
<td>2,115</td>
</tr>
<tr>
<td>90 gallon carts</td>
<td>779</td>
<td>782</td>
<td>807</td>
<td>844</td>
<td>857</td>
</tr>
<tr>
<td>Automatic bill payment</td>
<td>1,373</td>
<td>1,577</td>
<td>1,607</td>
<td>1,758</td>
<td>2,017*</td>
</tr>
<tr>
<td>% of Electric Customers</td>
<td>32.3</td>
<td>36.3</td>
<td>36.7</td>
<td>39.2</td>
<td>44.6</td>
</tr>
</tbody>
</table>

* Includes Auto pay customers on-line payments of 171
## AMI Implementation St. Peter

(AS OF December 31, 2021)

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Electric Meters</strong></td>
<td>4,441</td>
<td>4,520</td>
<td></td>
</tr>
<tr>
<td>Remote Read (by meter readers)</td>
<td>3,041</td>
<td>2,640</td>
<td>58.4%</td>
</tr>
<tr>
<td>AMI meters</td>
<td>1,400</td>
<td>1,880</td>
<td>41.6%</td>
</tr>
<tr>
<td><strong>Total Domestic Water Meters</strong></td>
<td>3,233</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Read (by meter readers)</td>
<td>2,359</td>
<td>2,172</td>
<td>67.2%</td>
</tr>
<tr>
<td>AMI meters</td>
<td>839</td>
<td>1,061</td>
<td>32.8%</td>
</tr>
<tr>
<td><strong>Total Irrigation Water Meters</strong></td>
<td>1,587</td>
<td>1,617</td>
<td></td>
</tr>
<tr>
<td>Remote Read (by meter readers)</td>
<td>1,161</td>
<td>1,073</td>
<td>66.4%</td>
</tr>
<tr>
<td>AMI meters</td>
<td>426</td>
<td>544</td>
<td>33.6%</td>
</tr>
</tbody>
</table>
TO: Todd Prafke  
City Administrator  

FROM: Pete Moulton  
Director of Public Works  

RE: Highway 22 Corridor Study (TH 169 to CSAH 20)  

ACTION/RECOMMENDATION  

None needed. For City Council review and discussion only.  

BACKGROUND  

For the past couple of years, Saint Peter has worked with the Minnesota Department of Transportation (MnDOT) to address traffic and pedestrian concerns along the stretch of Highway 22 from Highway 169 to County State Aid Highway (CSAH) 20. Industrial and commercial development along with new housing has created a few challenges. Within the next few years, the roadway will be improved and traffic and pedestrian safety changes will be proposed.  

The City of Saint Peter, Nicollet County, and the State of Minnesota are partnering to develop a plan for the Trunk Highway 22 corridor from Highway 169 to CSAH 20. Highway 22, which is a minor arterial and major collector road in this corridor, is currently in the State’s ten-year Capital Highway Investment Plan for a pavement project. Given ongoing adjacent land development and the corresponding needs of the corridor, further evaluation will provide data for the planned project. A study of the impacted intersections will help identify what needs are to be met prior to design of improvements.  

I propose the City lead the project because of the traffic and pedestrian concerns raised over the past few years. State and other local funds (County) will also be used. With concurrence of the MnDOT District 7, the City would contract with a consulting engineer to perform the study. As the lead agency on the project, the City would and will coordinate the consulting activity and be responsible for all oversight and direction of the consultant.  

The project goal of this corridor study will allow the City and the State to plan and prioritize projects that would improve transportation safety and mobility, provide multi-modal options, and meet the City’s current and future development needs.  

There are many different facets of the studied corridors that this study will consider including, but not limited to:  

1. Motorized vehicle movements (passenger vehicles and heavy commercial freight)  
2. Bicycle and pedestrian movements and accommodations
3. Parking
4. User origins/destinations
5. Access management
6. Intersection traffic control
7. Lane configuration(s), including turn lanes

Some of the objectives for this study include:

1. Identify opportunities to improve the safety and operation of Highway 22 and intersecting roads through Saint Peter
2. Determine present and future bicycle, pedestrian, and transit needs
3. Determine aesthetic opportunities along the corridor
4. Study and recommend access management guidelines and best practices to the corridor to promote safety while accommodating accessibility needs of local businesses and owners

Funding for this work will predominantly come from MnDOT, City Municipal State Aid (MSA) funding, and some County funding.

Three firms submitted proposals to complete the work. An evaluation team consisting of staff from MnDOT, Nicollet County and the City will recommend a firm which would be brought before the City Council on May 23, 2022. If approved, the contract would be executed between the contractor and both the City and MnDOT.

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

PM/
Legend
Street Names - Medium
County Boundary
City Limits
Roads
- US Highway
- State Highway
- County Road
- Local Road
Railroad
Parcels (3-21-2022)

Disclosure:
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.
TO: Todd Prafke  
City Administrator  
FROM: Pete Moulton  
Director of Public Works  
RE: Gorman Park Playground Design  

ACTION/RECOMMENDATION

None needed. For City Council review and discussion only.

BACKGROUND

Over the past year, we have worked with the Parks and Recreation Advisory Board to discuss needed improvements to Gorman Park. Gorman Park is a historic community park that serves as a major meeting location for the community and hosts several supporting functions such as the TREEmendous Playground, an octagonal shelter/pavilion, restroom facility, competitive softball field, green space, and an age five and under playground. As you know, the Community Center is also directly adjacent to the park.

The existing TREEmendous Playground is reaching the end of its lifespan. Built by community volunteers in 2001 who raised significant funds to pay for the structure which was then gifted to the City. The playground has been a durable venue, however, the now over twenty-year old structure is showing wear and repairs are no longer feasible due in part to the nature of the materials needed. Replacement of TREEmendous is now being planned.

The current restroom facility is in excellent condition. The other playground, designed for ages five and under, is in good condition but needs an upgrade in fall protection. The softball field is in good condition and the pavilion needs some attention, but it too is in good condition.

I will be recommending hiring a consultant to complete a site analysis and assist in developing concepts which would be offered for review by the Parks Board. As a community park, the plan would be to develop a concept like that of the existing park which is a “destination park” within the Saint Peter community.

In addition to the site analysis and development of concepts, a process would be put in place to seek input from users (community children) about the theme and make up of the playground. This would be done in a similar fashion to what was done as a part of the TREEmendous playground development. Any new playground structure would be intended to serve the community for the next 20+ years.
Our budget for park improvements is approximately $500,000 which is included in the General Fund Parks budget, Community Center budget and, as per Council discussion, would be supplemented by ARP funds. Additionally, we hope to work with community groups and organizations to supplement that funding.

We have met with our consulting firm (Damon Farber) about possible improvements to the playground and surfaces following which Damon Farber submitted a proposal to complete a review of the planned improvements in conjunction with the City’s Parks Master Plan. The work would include providing development alternatives and recommendations. The principal Landscape Architect on the project would be Tom Whitlock. Mr. Whitlock has been the principal planner and architect on other City park projects including Minnesota Square Park, Prairie Ridge Park and Community Spirit Park.

Damon Farber would prepare three park concepts by later this summer which would then be reviewed by the Parks and Recreation Advisory Board later this fall. A budget would then be developed and recommended for funding in the 2023 Parks and Community Center budgets. A work plan would also be developed to identify the funding sources and goals of the improvements, along with a timeline to compete both the fundraising and improvements.

The final product of this effort will be an illustrative concept design with an estimate of probable costs that, once approved, can be carried into more detailed design.

As proposed by Damon Farber, the services would be bill on an hourly basis not to exceed $17,500 with reimbursable expenses not to exceed $750. Reimbursable expenses are billed at a direct cost (with no markup) and include mileage, printing, delivery, etc.

Funds for the work by Damon Farber have been allocated in the Parks (General Fund) and Community Center budgets.

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

PTM
March 22, 2022

Mr. Pete Moulton, Director of Public Works
City of St. Peter
405 West Saint
Julien Street Saint
Peter, MN 56082-0670

Re: Gorman Park Improvements
Landscape Architectural Proposal

Dear Pete,

Thank you for contacting Damon Farber regarding the Gorman Park Improvements project. We appreciated the opportunity to meet with your team to learn more about the park and what you envision for potential improvements in the park. Having walked the site with Joey a couple of years ago, we are familiar with the park and its assets. We understand the core aspects of the project includes replacement of the existing wood playground and improvements to the existing plaza outside the library/community center. We will also review the rest of the park and offer ideas for value added improvements. We understand the construction has been budgeted at $500,000. The following outline addresses the range of professional services associated with this project.

Site Analysis & Concept Development (Step One – 30%) – Complete Aug 2022 $17,500

A clear understanding of existing conditions will serve as a resource for site improvements. We will use base information provided by the city. The success of the Concept Development effort depends upon the creation of a park program that addresses your specific needs and meets the mutual expectations of all stakeholders.

Tasks & Deliverables

1. Site visit and meeting with staff to discuss project scope, including
   • Goals and objectives regarding aesthetic & functional requirements
   • Meeting on site to review park and its components
   • Spatial organization of site features
   • Ecological and site systems influences and impacts
   • Land use relationships to library, community center and nearby homes
   • Review restrooms, park shelter and 2-5 age play area
   • Pedestrian, bicycle and vehicular circulation and parking needs
   • Site amenities: furnishings, paving and signage
   • Budget, phasing and schedule
   • Engineering, lighting, and underground utility needs
   • Maintenance practices
2. Prepare three preliminary park and playground concepts for discussion
   • Explore alternative playground types and layouts
   • Explore plaza enhancements to better serve park users and facilitate more integration with community center and library users
3. Develop rough order of magnitude costs for major elements
4. Meet with staff and committee to present concepts & costs
5. Refine preliminary concepts based on comments
6. Refine Concepts into preferred vision based upon input received
7. Prepare more detailed cost estimate
8. Meet with committee to review refinements and cost estimate
9. Make final edits, prepare illustrative graphics and update estimate with scope identified for next phase of development. Estimate will also identify potential value-added items that could be fund raised for separately.

The final product of this effort will be an illustrative concept design with an estimate of probable costs that, once approved, can be carried into more detailed design.

The fees identified above are based upon the estimated construction budget of $500,000 for landscaping, playgrounds, amenities and sidewalks/plaza. We estimate that reimbursable expenses will not exceed $750. Reimbursable expenses are billed at direct cost (with no markup) and include mileage, printing, delivery, etc.

The total fee for the project will be billed at our standard hourly rates for a fee not to exceed $18,500. Principal time is invoiced at $191 per hour. Project landscape architect time is billed at $145 per hour, and staff landscape architectural time averages $125 per hour. Administrative personnel are billed at $85 per hour.

We can begin work immediately and look forward to continuing the relationship we have built over the past few years. Thank you for your consideration and please let us know if you have any questions.

Sincerely,

Tom Whitlock, ASLA