

CITY OF SAINT PETER, MINNESOTA AGENDA AND NOTICE OF MEETING

Regular Parks & Recreation Advisory Board Meeting of May 18, 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, May 18, 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 – April 20, 2020

IV. VISITORS

- A. General Visitors Comments

V. UNFINISHED BUSINESS

- A. COVID-19 Updates (verbal)
1. Swimming Pool Operations
 2. Recreation Update
 3. Public Works Update
- B. Community Spirit Park (CSP) Restroom Facilities (attached)

VI. NEW BUSINESS

- A. Parks Naming Policy
- B. Events at Minnesota Square Park
1. ~~Monday, May 25 Memorial Day 10AM-2PM~~
 2. Friday, June 12 – Sunday, June 14 Ambassadors BluesFest
 3. Friday, June 19- Summer Concert
 4. Saturday, June 20 – Summer Concert
 5. ~~Saturday, July 4th Celebration~~

VII. REPORTS

- A. Chairs Report (Mike)
- 1.
- B. Department of Recreation and Leisure Services Update (Joey)
1. April Activity Report (attached)
 2. Summer Programming

- 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, June 15 at 7PM***, Public Works

Parks and Recreation Advisory Meeting
Mon, May 18, 2020 7:00 PM - 8:30 PM (CDT)

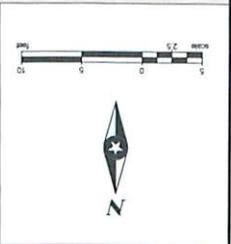
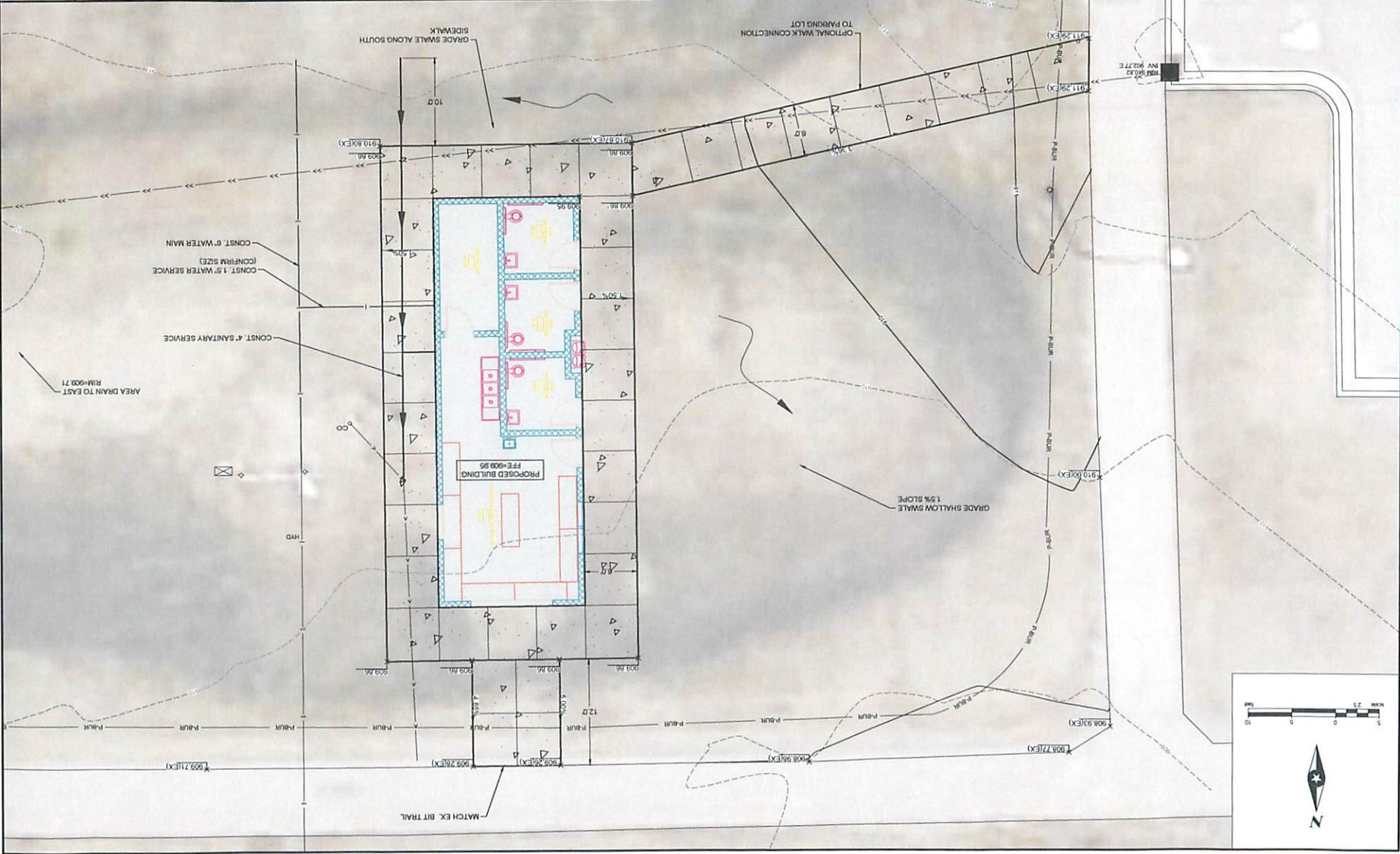
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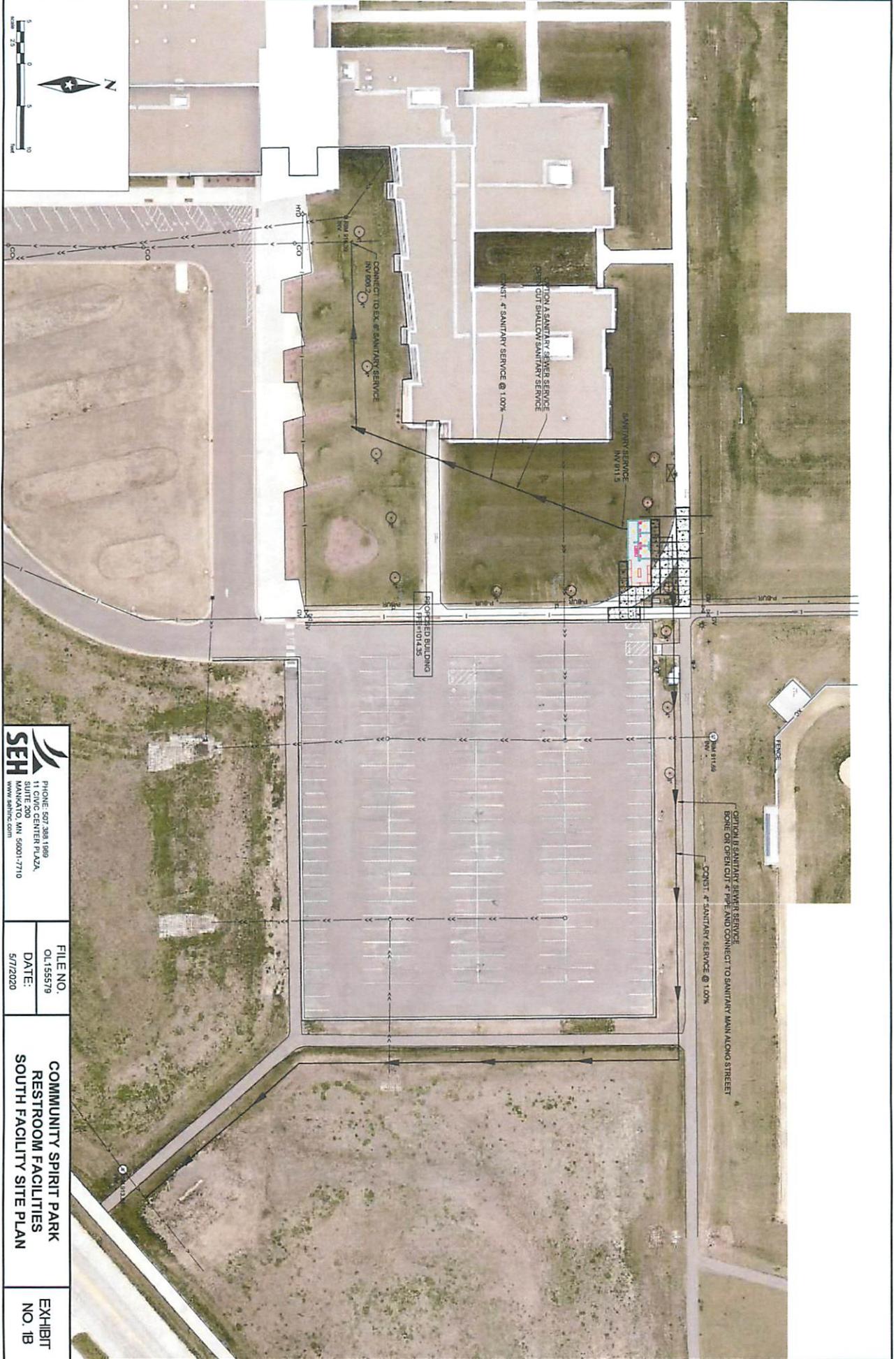
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EXHIBIT NO. 2	COMMUNITY SPIRIT PARK RESTROOM FACILITIES NORTH FACILITY SITE PLAN		 SEH PHONE: 507.368.1999 11 CIVIC CENTER PLAZA, SUITE 200 MARCATO, MN 56001-7710 www.sehinc.com
	FILE NO.	DATE:	
	OL155579	5/17/2020	



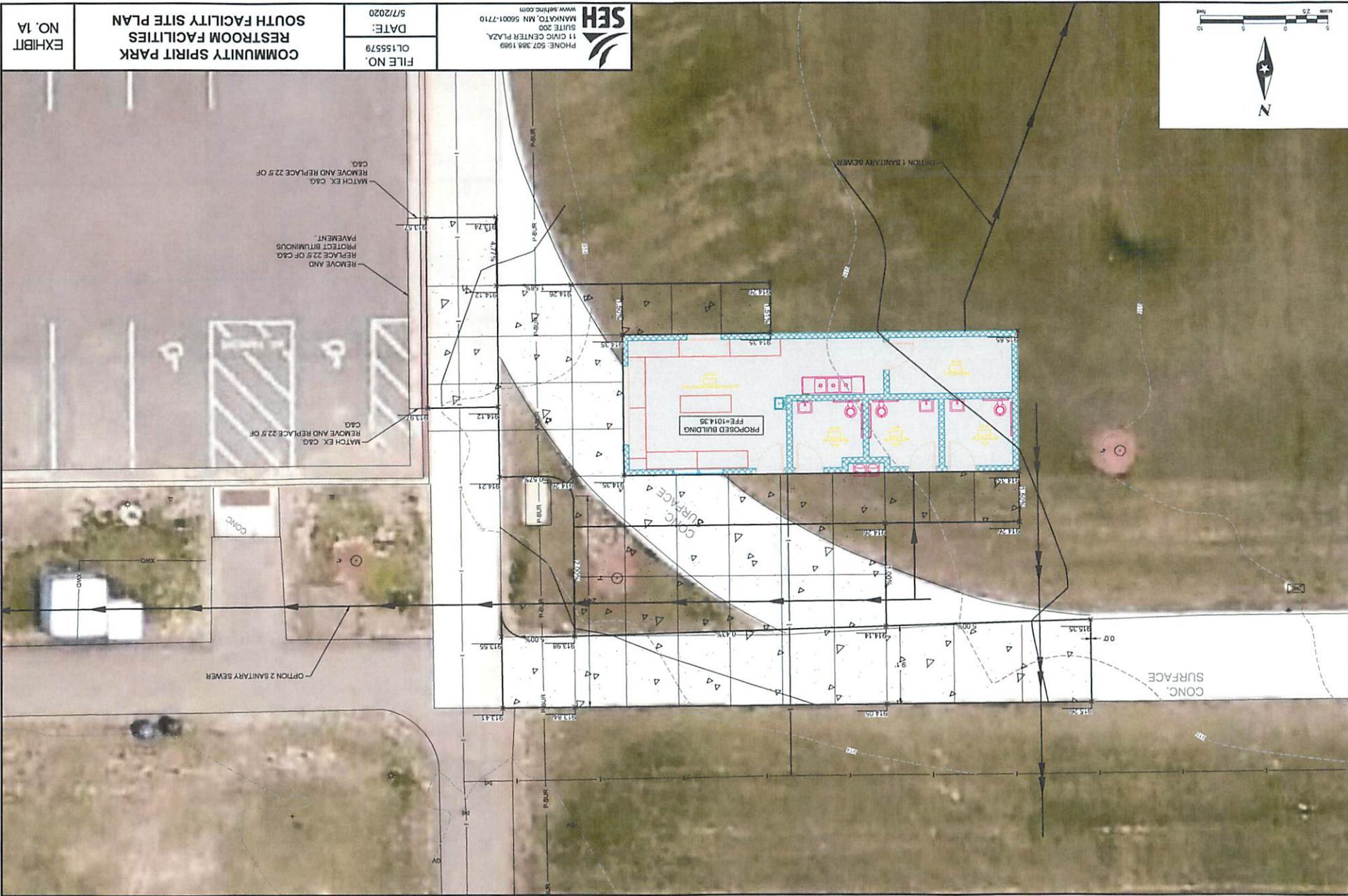
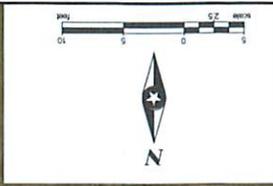



 PHONE: 507.388.1889
 FUTURE CENTER PLAZA
 SUITE 200
 MINNETONKA, MN 55001-7710
 WWW.SEHINC.COM

FILE NO.
 OL155579
 DATE:
 5/7/2020

**COMMUNITY SPIRIT PARK
 RESTROOM FACILITIES
 SOUTH FACILITY SITE PLAN**

EXHIBIT
 NO. 1B

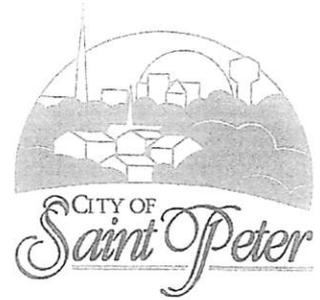


SEH
 11 CIVIC CENTER PLAZA,
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 MANKATO, MN 56001-7710
 PHONE: 507.388.1888
 WWW.SEHINC.COM

FILE NO. OL155579
 DATE: 5/11/2020

**COMMUNITY SPIRIT PARK
 RESTROOM FACILITIES
 SOUTH FACILITY SITE PLAN**

EXHIBIT NO. 1A



Policy and Procedure for Naming Saint Peter Parks, Facilities and Recreational Areas

Purpose: The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, facilities and recreational areas owned and/or operated by the City of Saint Peter. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming City parks, facilities and recreational areas lies with the City Council. The City Council, in turn, will rely on the Parks and Recreation Advisory Board for input and recommendation for the naming City parks, facilities and recreational areas.

Objectives:

1. Naming of city parks, facilities and recreational areas enhances a sense of community within the city.
2. Ensure that parks and recreational areas are easily identified and located.
3. Ensure that names given are consistent with the values and characteristics of the City of Saint Peter.
4. Assure the quality of the title/name, so that it will serve the purpose of the City of Saint Peter in a permanent manner.
5. Encourage public participation and input in order to fully represent the best interest of the area affected.
6. Encourage and recognize the dedication of lands, or donations by individuals or groups.

Qualifying Names and/or Criteria:

- Geographical location of the facility including descriptive names.
- An outstanding feature of the area. (example: hill, river, vegetation)
- Commonly recognized subjects of historical significance such as; event, person (non-living), group, culture, or place.
- A person (non-living) or group who significantly contributed to the acquisition or development of the park/facility.
- An individual (non-living) who provided an exceptional service in the interest of the park system as a whole or for the community as a whole.
- A person (living) whose contribution or significant gift is of a most extra ordinary nature.
- Naming may be considered based on the provision of significant funding that underwrites the cost of renovation or construction of City property. Financial underwriting shall be broadly defined as substantial monetary or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.
- Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land subject to approval by the City Council.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Exclusions:

1. Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
2. The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables shall be addressed under a separate parks policy.

Renaming:

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

Procedure:

- a) Staff, city residents, community leaders and organizations interested in proposing a name for a park, recreational area or facility must submit written recommendations, petitions, etc. for presentation to the Public Works Director for consideration by the Parks and Recreation Board. Recommendations need describe in detail why the candidate merits such recognition.
- b) When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c) The Public Works Director with budgetary responsibility for a park and/or facility shall forward naming recommendations to the Parks and Recreation Board Chairperson.
- d) The Parks and Recreation Advisory Board shall consider all requests and submit a formal recommendation for names deemed worthy of consideration to the Mayor and City Council.
- e) The City Council will allow for public input and comment.
- f) The City Council will confirm park, recreation areas and facility names by resolution.
- g) The City Council has final approval and may reject any naming or renaming request.

Adopted by the Saint Peter Parks and Recreation Board: June 2020

Adopted by the Saint Peter City Council: August 2020



Saint Peter Recreation and Leisure Services Monthly Activity Report

April 2020

Recreation Programming

In the month of April 2020 all in person programming was cancelled due to the Covid-19 pandemic. We have been looking into creating alternative programming and resources for the public. We sent out Exploration Recreation at Home interactive emails with a variety of resources for families each week. This included crafts, outdoor activities, learning activities, and many other helpful links. We also tried doing a virtual fun run which saw a participation of 46 total participants. Out of those 46 participants 30 submitted their times online and 32 participants filled out our short survey we sent after the race. We are currently moving forward with 2 additional virtual races this summer. We had a meeting with Mission Control and signed up for their software to facilitate our upcoming eSports leagues this summer. Finally, we have put together a camp in a box as a replacement for our in person summer camp. This Camp in a Box will be a ten week program with a variety of themes in which people can choose to sign up for. There will also be a live video session with our camp staff doing the activities with the participants.

Senior Center

No in-person programming during the month due to COVID-19

In an effort to engage patrons through social media and the City of Saint Peter website, the following virtual programs were initiated:

- **COVID and Me Journal Program**
 - 17 entries were emailed or sent in (two were City employees)
 - \$150 in Chamber bucks issued to 15 writers
 - Bound copies of journals were printed and mailed out on May 11 to all contributors. One copy for Senior Center and one copy for library issued.
- **Journey Stories**
 - Free, online poster exhibition made available by the Smithsonian Institute along with Discussion Questions
 - Posted to Senior Center website
 - Included with Constant Contact emails.
- **Drop Some Love in the Book Drop**
 - Collaboration with SPPL and Senior Center; we collected notes, cards and drawings from members of the community and mailed to assisted living facilities around town as residents are isolated.
- **Weekly themes shared on SPPL and City Facebook pages**

- 17 themes and correlated flyers created for every week of summer from May 4 through August 24.
- **Quarantine BINGO**
 - Shared through SPPL Facebook, Quarantine BINGO had 10 prize winners of Chamber bucks.

Thinking Money for Kids, originally scheduled for June/July 2020 has been rescheduled for summer 2021. The American Library Association will inform us if we will be rescheduled for *Americans and the Holocaust* (expected September 2020).

Initiated a modified summer brochure for the Recreation Department and Community and Family Education to reflect multiple cancellations and modifications to original brochure.

Initiated Senior Storytime – story time read by local seniors living in assisted living facilities. Books issued to local assisted living facilities.

Library

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

Curbside Holds pick up has been available since March 19. Curbside pick-ups continue to go well and patrons are very appreciative.

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:

1,212 checkouts in April

263 new items were added to the St. Peter catalog

2 patrons received new library cards

4,209 St. Peter patrons are currently registered and actively using library cards

453 eBook checkouts

172 eAudiobook checkouts

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

MNLink still remains closed. No items are being shared between TDS and MNLink Libraries.

594 Holds were placed in Encore.

0 Chromebox Sessions were used as the library remains closed

387 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).

Hoopla:

884 Total borrows (Last Month 626)

28 New Hoopla registrations

\$1,201.89 total spent during month of April

One Book | One Minnesota

Because of Winn-Dixie by Kate DiCamillo has been chosen for this statewide book club. Promoted this through our library website and Facebook. This book is offered for free on eBookMN as well as through a junior book club bag offered at the library.

Youth Services

Book Bunch Read Aloud Book Club has met virtually 3 times. There have been 7 participants each time.

2 Storywalks have been up in the windows for the patrons to read from the outside. Positive feedback on social media.

Virtual Storytimes recorded weekly by Brenda started April 15.

- April 15: 178 engaged (this video was also shared with Preschool teachers to share with families)
- April 22: 54 engaged
- April 29: 190 Views (started Premiering Videos via Facebook. By posting this way, I hope to see more accurate insights to how many views)

Facility Use

Due to COVID-19 and the building closure there were no Community Center, Park Shelter or Field reservations to report for the month of April

Maintenance

Community Center

Outside clean up planting new grass seed in bad spots.

Cleaning and maintenance.

Clean all the grout in building.

All outside windows cleaned.

Air handler filter change.

Library

Outside clean up planting new grass seed in bad spots.

Cleaning and maintenance.

Paint meeting Room.

All outside windows cleaned.

Air handler filter change.

City Hall

Filled in for three weeks to clean city hall, wastewater, and water.