

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

Regular Parks & Recreation Advisory Board Meeting of June 15, 2020
7:30 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 – May 18, 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. New Dog Park Name
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
 - 5. Jefferson Basketball Pad

VIII. ADJOURNMENT

- A. Next scheduled meeting ***Monday, July 13 at 7PM***, Public Works

Tree Advisory & Parks Recreation Advisory Board Meetings
Mon, Jun 15, 2020 7:00 PM - 9:30 PM (CDT)

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

<https://global.gotomeeting.com/join/556927445>

You can also dial in using your phone.

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

Access Code: 556-927-445

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ARCHITECT OF RECORD

**OLESON
+HOBBIE
ARCHITECTS**

1000 W. WASHINGTON ST., SUITE 200
MINNEAPOLIS, MN 55401
300 Jackson Ave., Suite 200, Minneapolis, MN 55401
P 612.333.1154

CONSULTANT

I hereby certify that this plan, specification, or contract document was prepared by me or under my direct supervision and that I am a duly licensed architect in the State of Minnesota.

Sheet No. _____

**COMMUNITY
SPIRIT PARK
RESTROOM
FACILITIES**

**SAINT PETER
MINNESOTA**

REVISIONS

**PROGRESS
PLANS 6-1-20**

PROJECT # 194073P
DATE 05/10/2020
DRAWN BY BMS
CHECKED BY ELO

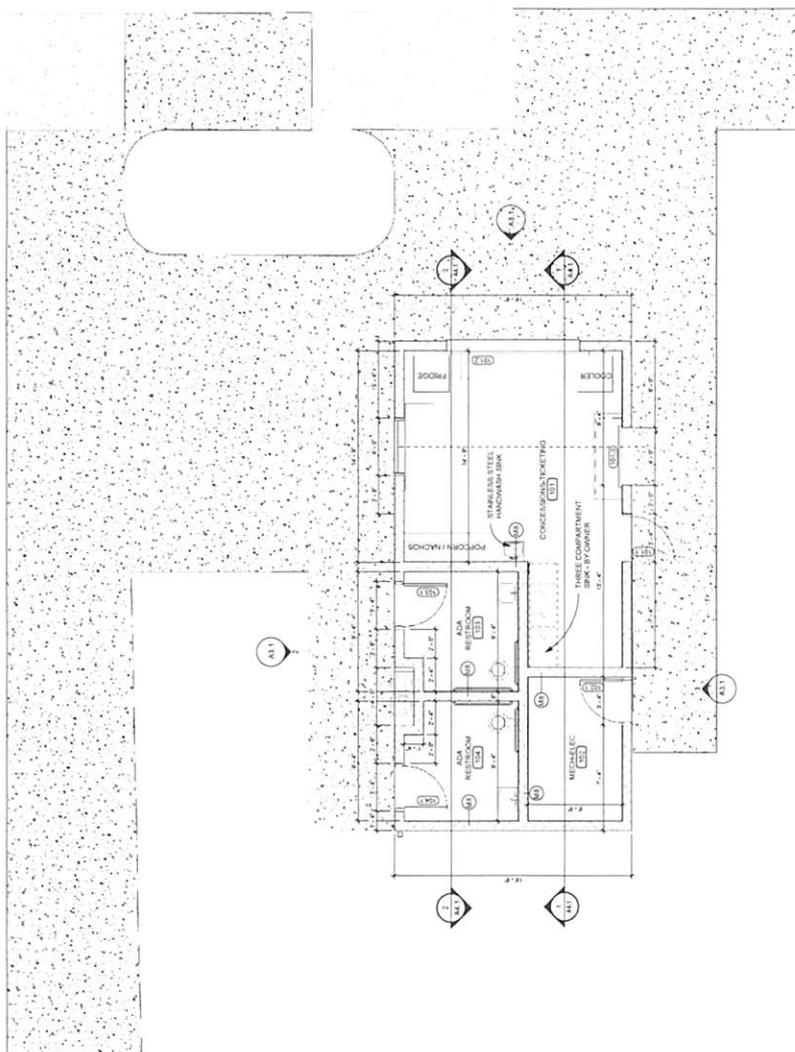
SHEET TITLE

**FLOOR PLANS
BUILDING A & B**

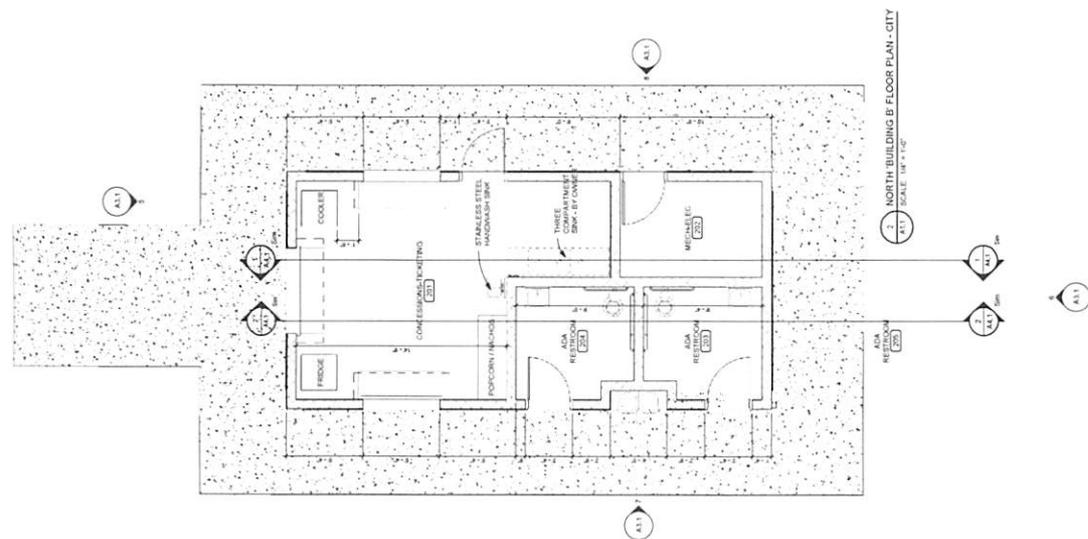
SHEET

A1.1

PRELIMINARY NOT FOR CONSTRUCTION



1 SOUTH BUILDING A FLOOR PLAN - SCHOOL DISTRICT
SCALE: 1/8" = 1'-0"



2 NORTH BUILDING B FLOOR PLAN - CITY
SCALE: 1/8" = 1'-0"

A3.1

EXTERIOR ELEVATIONS

PROJECT # 15A015P
DATE 05/15/2020
DRAWN BY ALBEN
CHECKED BY CHENH

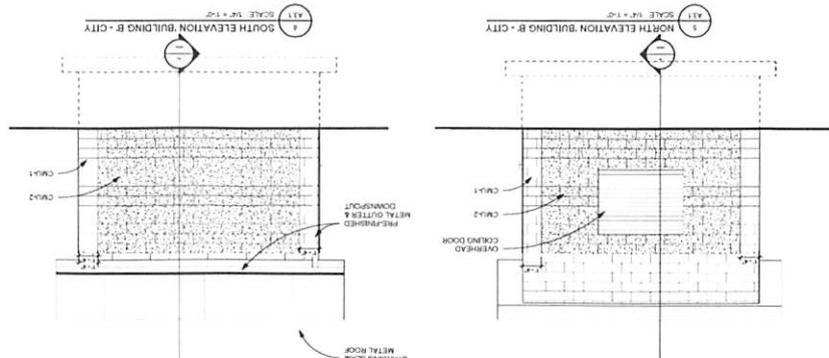
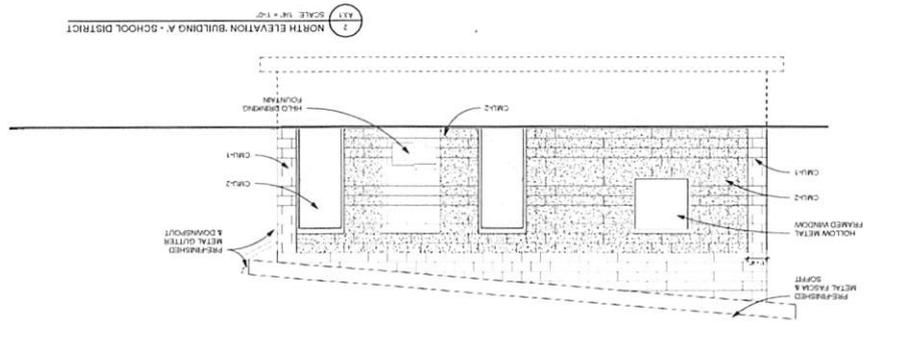
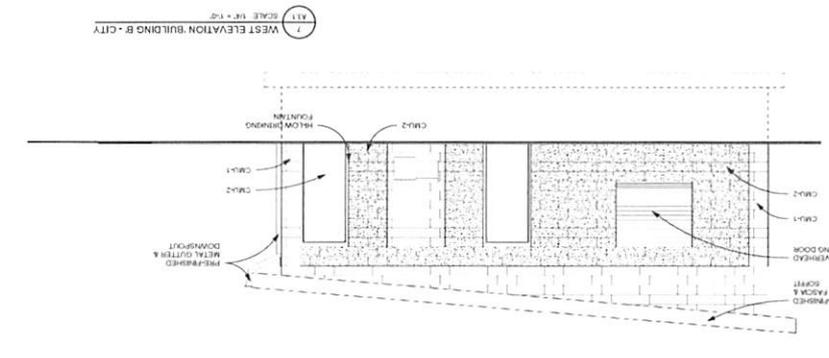
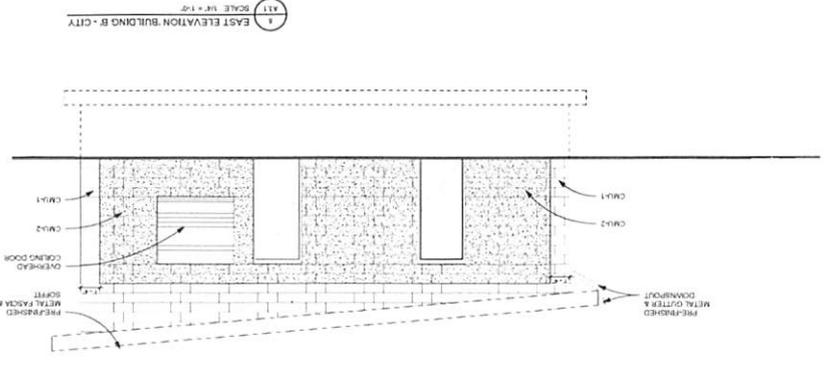
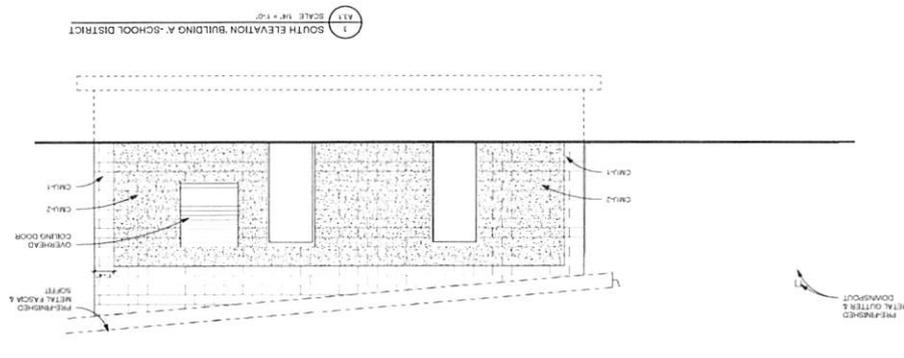
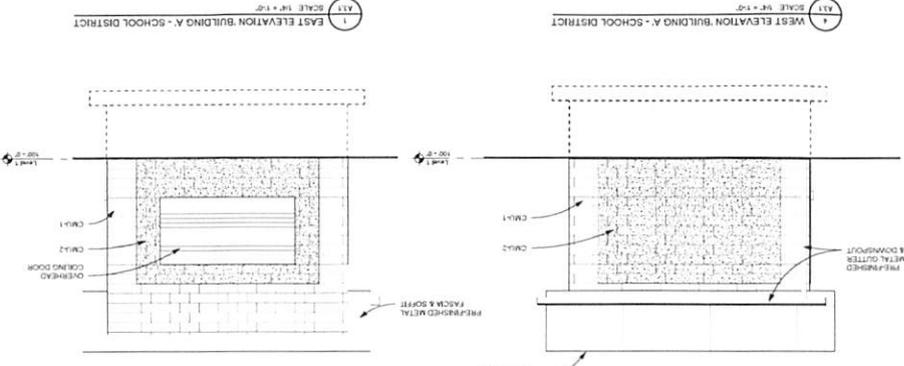
PROGRESS PLANS 6-1-20

SAINT PETER MINNESOTA

COMMUNITY RESTROOM FACILITIES

PRELIMINARY NOT FOR CONSTRUCTION

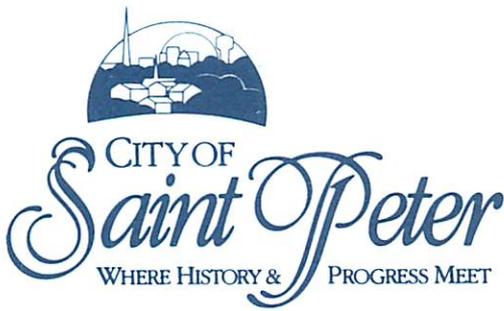
ARCHITECT OF RECORD
OLESON + HOBBIE ARCHITECTS
310 BREWER ROAD SUITE 202 MINNEAPOLIS MN 55401
TEL: 612.338.1114
CONSULTANT
Having hereby read the plans, specifications, or contract documents and that in a duly considered opinion they present no error and that they do not conflict with the laws of the State of Minnesota.
DRAWN BY _____
DATE _____





RESTROOM AND CONCESSIONS NORTH BUILDING B PRELIMINARY ESTIMATE - 06-04-2020			
	Units	Unit Cost	Total Cost
Sitework and Utilities			
4" Sidewalk w/ 4" Aggregate Base, SF	2,130	\$7.50	\$ 15,975
Turf Restoration, SY	650	\$2.00	\$ 1,300
Site Grading, LS	1	\$1,500.00	\$ 1,500
6" Water Main, LF	80	\$75.00	\$ 6,000
4" Sanitary Sewer, LF	60	\$40.00	\$ 2,400
6" Storm Sewer (Roof Drain), LF	70	\$40.00	\$ 2,800
6" Gate Valve, EA	1	\$2,000.00	\$ 2,000
Connect to Existing Water Main, EA	1	\$1,200.00	\$ 1,200
Connect to Existing Sanitary Service, EA	1	\$400.00	\$ 400
Connect to Existing Drainage Structure, EA	1	\$600.00	\$ 600
Reconfigure Irrigation Connection, LS	1	\$2,000.00	\$ 2,000
Footing Excavation, LS	1	\$ 10,000.00	\$ 10,000
Concrete Footings, CY	8	\$ 750.00	\$ 6,000
CMU Foundation Walls, SF	408	\$ 20.00	\$ 8,160
Concrete Floor, SF	568	\$ 10.00	\$ 5,680
CMU Walls, SF	1,326	\$ 20.00	\$ 26,520
Roof Trusses, SF	568	\$ 5.00	\$ 2,840
Roofing Material, Standing Seam, SF	568	\$ 15.00	\$ 8,520
Doors, Frames, and Hardware, EA	4	\$ 2,500.00	\$ 10,000
6'-0" Rolling Counter Shutter, EA	3	\$ 5,000.00	\$ 15,000
Painting, SF	2,238	\$ 1.25	\$ 2,798
Toilet Accessories, EA	2	\$ 1,000.00	\$ 2,000
Plumbing, SF	568	\$ 35.00	\$ 19,880
Electrical			
Power, LS	1	\$ 20,850.00	\$ 20,850
Lighting, LS	1	\$ 12,000.00	\$ 12,000
200 Amp, Single Phase service to site, LS	1	\$ 7,490.00	\$ 7,490
General Conditions, LS	1	\$ 15,000.00	\$ 15,000
TOTAL HARD COSTS			\$ 208,913
Design & Construction Contingency		5%	\$ 10,446
TOTAL HARD COSTS WITH CONTINGENCY	568	\$ 386.19	\$ 219,358

RESTROOM AND CONCESSIONS SOUTH BUILDING A			
PRELIMINARY ESTIMATE - 06-04-2020			
	Units	Unit Cost	Total Cost
Sitework and Utilities			
Remove Concrete Sidewalk, SY	110	\$5.00	\$ 550
Remove Concrete Curb & Gutter, LF	22	\$5.00	\$ 110
Remove Bituminous Pavement, SY	24	\$5.00	\$ 120
6" Sidewalk w/ 4" Aggregate Base, SF	2,170	\$11.00	\$ 23,870
B618 Curb & Gutter, LF	22	\$60.00	\$ 1,320
Turf Restoration, SY	350	\$2.00	\$ 700
Site Grading, LS	1	\$1,000.00	\$ 1,000
1" Water Service Pipe, LF	35	\$40.00	\$ 1,400
4" Sanitary Sewer Pipe, LF	805	\$40.00	\$ 32,200
6" Storm Sewer (Roof Drain), LF	60	\$25.00	\$ 1,500
1" Corporation Stop, EA	1	\$700.00	\$ 700
1" Curb Stop, EA	1	\$700.00	\$ 700
Salvage and Install Apron, IS	1	\$1,500.00	\$ 1,500
Connect to Existing Sanitary Main, EA	1	\$1,500.00	\$ 1,500
Connect to Existing Storm Sewer, EA	1	\$600.00	\$ 600
Footing Excavation, LS	1	\$ 10,000.00	\$ 10,000
Concrete Footings, CY	8	\$ 750.00	\$ 6,000
CMU Foundation Walls, SF	408	\$ 20.00	\$ 8,160
Concrete Floor, SF	568	\$ 10.00	\$ 5,680
CMU Walls, SF	1,326	\$ 20.00	\$ 26,520
Roof Trusses, SF	568	\$ 5.00	\$ 2,840
Roofing Material, Standing Seam, SF	568	\$ 15.00	\$ 8,520
Doors, Frames, and Hardware, EA	4	\$ 2,500.00	\$ 10,000
Windows, sf	24	\$ 100.00	\$ 2,400
6'-0" Rolling Counter Shutter, EA	1	\$ 5,000.00	\$ 5,000
4'-0" Rolling Counter Shutter, EA	1	\$ 3,500.00	\$ 3,500
Painting, SF	2,238	\$ 1.25	\$ 2,798
Toilet Accessories, EA	2	\$ 1,000.00	\$ 2,000
Plumbing, SF	568	\$ 35.00	\$ 19,880
Electrical			
Power, LS	1	\$ 20,850.00	\$ 20,850
Lighting, LS	1	\$ 12,000.00	\$ 12,000
200 Amp, Single Phase Service to site, LS	1	\$ 7,490.00	\$ 7,490
General Conditions, LS	1	\$ 15,000.00	\$ 15,000
TOTAL HARD COSTS			\$ 236,408
Design & Construction Contingency		5%	\$ 11,820
TOTAL HARD COSTS WITH CONTINGENCY	568	\$ 437.02	\$ 248,228



Memorandum

TO: Parks & Recreation Board
FROM: Pete Moulton
Director of Public Works
RE: Naming New Dog Park

DATE: June 11, 2020

ACTION/RECOMMENDATION

Select a name for the new dog park which will be located at 1125 Swift Street.

BACKGROUND

The first phase of construction is nearing completion. Previously, the Parks & Recreation Board approved the name of the Park as "Thompson Dog Park". Staff then brought this forward to the City Council to formalize the name but the action item was removed from the Council Agenda so that the Council could discuss at a workshop.

During workshop discussion, the Council identified a need to have a more formal procedure and a written set of criteria put into policy. Staff completed a naming policy and reviewed the information with Council at a workshop. The policy was slightly modified and approved at a regular Council meeting. It is attached for your review.

The goal today is to come up with a recommendation for a name for the new dog park. As per our previous discussions here are some names for consideration:

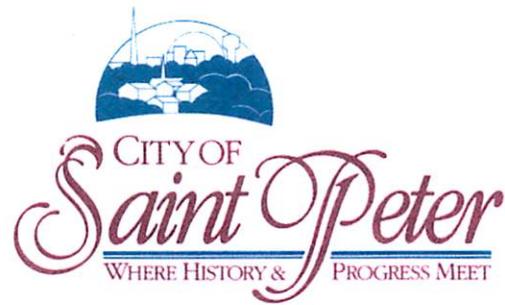
- Thompson Dog Park – named after Betty Thompson who was instrumental in fund raising for the park. Betty has been a member of the Saint Peter community for many years.
- Swift Street Dog Park – named after the street it is located.
- Saint Peter Area Dog Park North – named because we have another dog park east of Saint Peter
- Tails-A-Waggin Dog Park – named after the dogs that enjoy the park and the energy they exhibit.
- Little Paws Dog Park – named after named after the dogs that enjoy the park and the energy they exhibit.

We can certainly have an additional discussion of which name, or any new name the Parks & Recreation Board may want to recommend to the City Council.

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

PM

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 of 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, religious organizations, and/or political candidates 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: May 18, 2020

Adopted by the Saint Peter City Council: June 8, 2020



Saint Peter Recreation and Leisure Services Monthly Activity Report

May 2020

Recreation Programming

May like April had all in person programming was cancelled due to the Covid-19 pandemic. However the programmers were busy planning and rolling out the adapted Summer brochure to meet Minnesota Department of Health Guidelines. There are still many great offerings like Summer Camp in a Box, Tote for Tots, and Exploration Recreation. Some programming that we did see get off the ground was our new eSports Leagues. We had 24 people register an account on our Mission Control eSports Platform and of those registered with an account, we had 12 register for a league. We are continuing to offer a variety of leagues and games throughout the summer.

Senior Center

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

- **Modified Summer Brochure**
 - Completed summer brochure Recreation Department and Community and Family Education to reflect multiple cancellations and modifications to original brochure. 2000+ copies issued citywide.
- **Modified Library on the Go!**
 - At the request of housing director at Heritage Meadows and Pheasant's Ridge, *Library on the Go!* has resumed on a small scale: a collection of large print books and movies are left at their door and previous material is picked up.
- **Constant Contact**
 - Weekly emails are still sent out every Sunday at 4 pm with current information, any programming, items of interest, or community information. Open rate is 36% average.
- **Grants Requests**
 - Grants sent to MNRAAA, Mankato Area Foundation, and Minnesota Friends of the Library to support social activity boxes for seniors.
 - MNRAAA – denied due to 'Government Entity'
- **Press Release**
 - Notification sent to all Senior Expo vendors from 2019 that the Senior Expo has been cancelled for 2020. The 2021 Senior Expo is scheduled for Thursday, September 16, 2021.
- **Continuing Education and Online Learning**
 - Parks and Recreation Leadership Panel: Reopening After COVID-19

- May 18, 2020
 - Dementia Awareness for Public Libraries
 - May 19, 2020
 - Building Resilient Communities Online and In Person
 - May 19, 2020
 - Medline Plus for Public Libraries
 - May 20, 2020
 - Ongoing *Libraries Transforming Communities*: 4th Coaching Call and Module completed
 - June 1, 2020
 - Beyond an Apple a Day: Providing Consumer Health Information
 - June 3, 2020
- **ALA Traveling Exhibits**
 - *Thinking Money for Kids*, originally scheduled for June/July 2020 has been rescheduled for summer 2021. *Americans and the Holocaust*, originally scheduled for September 2020, has been rescheduled to 2022.

Library

3,818 checkouts

300 new items added to catalog

5 new library cards issued

4,094 active library card users

476 Overdrive ebooks borrowed

184 Overdrive eAudiobooks borrowed

390 mobile patrons (patrons signed up for Nicollet County Library cards exclusively for Overdrive access)

860 holds placed in Encore

319 wifi sessions used

St.Peter Library remains CLOSED since March 17 due to Covid-19

Youth Services

Weekly Storytimes on Facebook

May 6: 95 views

May 13: 85 views

May 18 requested for Preschool class: 20 YouTube views

May 20: 56 views
May 27: 58 views

Book Bunch Virtual Book Club

May 5: 8
May 12: 7
May 19: 6
May 26: 7

Facility Use

Saint Peter Community Center room reservations

- Rental: 2
Room 219 (Red Cross Blood Drive)
Room 215 (Foot Clinic)

No other rentals for the Community Center, Park Shelter or Field reservations to report for the month of May.

Maintenance

Community Center

1. Wax Lago room floor.
2. Shampoo Kids corner carpet and clean grout in bathrooms.
3. Remove tables and chairs from lobby.
4. Lawn mowing building maintenance and cleaning.

Library

1. Clean all chairs.
2. Maintenance and cleaning.

City Hall

1. Moving desks and cleaning carpet.

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DRAFT



DRAFT



Granlund Legacy Park: Schematic Concept

May 6, 2020

www.plaadoffice.com

plaad

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