



**City of North St. Paul
Parks & Recreation Commission
Regular Meeting Agenda**

**October 27, 2021
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Parks and Recreation Commission meeting will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **Zoom meeting can be accessed via:** <https://tinyurl.com/NSPparksandrec>
(from a PC, Mac, tablet, iPhone or Android device)
or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

The Parks & Recreation Commission Zoom meeting will be 'open to the public' to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Larry Amsden
Heather Haas
Ingrid Koller
Sue Springborn
Nancy Thorsen
Sarah Zahradka
Arthur Alvarez, Jr.
Tim Cole, Council Liaison

STAFF

Lisa Ritchie

III. Adopt Agenda

IV. Approval of Minutes

- A. September 22, 2021 Meeting Minutes

V. Meeting Open to Public

Note: This is a courtesy extended to persons wishing to address the commission who are not on the agenda. A completed public comment form should be presented to the Parks & Recreation Commission Secretary prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

VI. Public Hearings

VII. Update from Financial Director

VIII. Commission Business, Action Items & Recommendations

- A. Boards & Commissions Ordinance Refresher

IX. Old Business

- A. Southwood Park Budget
B. Southwood Park Fee-For-Service work order between Southwood Nature Preserve and Conservation Corps Minnesota & Iowa
C. Rotary Park Signs

X. Reports from Staff

- A. Approved Park Policy & Fees
B. Park & Recreation Budget Spending

XI. Reports from Commissioners & Park Liaisons

XII. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is January 27, 2021

September 22, 2021

6:30 PM

The September 22, 2021 Parks & Rec Commission meeting was held at: City Hall, 2400 Margaret Street, North Saint Paul

An audio recording was done for the meeting.

I. Call to Order

Chair Lloyd Grachek called the meeting to order at 6:30

II. Roll Call

Lloyd Grachek, Chair

Laura Greenlee-Karp, Vice Chair

Larry Amsden - Absent

Heather Haas - Absent

Ingrid Koller - Zoom

Sue Springborn

Nancy Thorsen

Sarah Zahradka

Arthur Alvarez, Jr.

Council Liaison: Tim Cole

Staff: Lisa Ritchie

III. **Adopt Agenda**

On motion by Commissioner Zahradka, seconded by Commissioner Greenlee-Karp with all present voting aye, motion carried to adopt the agenda.

IV. **Approval of Minutes**

Approve the July 28, 2021 regular meeting minutes.

On motion by Commissioner Thorson, seconded by Commissioner Greenlee-Karp with all present voting aye, motion carried to approve the minutes.

V. **Meeting Open to Public**

Jim Selchow – 2590 Diane St, North St Paul – Casey Lake Renewal Project.

Jim stated “The current photo on the city website of Casey Lake does not accurately represent the current condition of the lake. It is currently 60 – 70% green and it’s not getting any better. It is not just duckweed, it is an alga of some type. Jim is here to bring the commission up to date on the Zoom meeting held on September 1st with the DNR & Watershed District to talk about a variety of topics. There were quite a few people at the meeting. Two people that do have shoreline on the lake. They are concerned about weeds, lily-pads, access to the lake for recreational purposes and what we were told at the time was that they would come out and have a meeting at the lake discuss the issues with the residence. This is sent by Rob Dodd from the DNR on Sept 5th. We will be contacting individual Lakeshore residents in regards to cattail permit applications in the next week the exact date will depend on how the interactions go.” Jim followed up as a reminder the other day as to when will those meetings take place and this is the response he got was; “Good morning, Multiple complications caused by the global pandemic are preventing me from scheduling the meeting. In the meantime, please let me know what aquatic plant questions your committee has if any of the shoreline property owners would like apply a grant...” Contact the DNR etc. So, for whatever reason, they are not coming out. Jim thinks it is a bogus thing to blame it on the pandemic. He stated, “My opinion is that both DNR and the Watershed District work with people that specialize in aquatic weed control. That’s their main focus in life is weed control and anything else they don’t want to deal with. Because in my opinion, and what has become pretty evident, there is more than a weed control issue with Casey Lake. That’s one issue. The other issue is that nobody can fish there. There are too many weeds and its green all of the time. The water level isn’t high enough so the people that want to cut the weeds, by the way it was harvested about two weeks ago, and the slight impact but not a lot. And so, we are pretty much back to where we started after the weed cutting took place. So, I just wanted to bring to bring to mind, if any of you walking occasional; once a week out at Oakdale Park, Regional Park off of Hadley. There is a lake out there called Mud Lake, which is not a whole lot shallower than Casey Lake. It’s 100% lily-pads now. And that is pretty much the way we are heading with Casey Lake. So, I guess what I’m promoting is, and I want the committees support, in doing it to make a recommendation to gain the support of the city Council and possibly a congressman, to have a study done on Casey like to find out how we can enhance it. There has been a lot of sediment that has come in, the cattails, I don’t think the weed cutter can actually take the lily-pads out, there might be some kind of law that says they can’t take lily-pads out.” Jim doesn’t know but they weren’t cut last time. So, he would like to see a study, Jim thinks we all want to see a study done. Jim stated, “What is the best way to go about this? Should some of the sediment be removed, should the lake level be raised? By the way, at one time it was a foot higher than it is right now. For some reason that early in

the 2000's it was decided to drop it a foot. But what that does now is it makes it difficult for the weed harvester to get in and out and it also doesn't make it very drought resistant. As soon as we had this minor drought, (cause the shoreline depth is only 1 to 1-1/2 ft.) it's all muck." Jim continued..." To sum it up, Jim would like the committee to make a recommendation for a study to be done to find out how to make enhance Casey Lake to make it the jewel that it's reported to be for our city. Jim then opened it up for any questions. Sue Springborn stated, "I was unable to watch that meeting, did they give any explanation for all the algae it's not from phosphates running into the lake and causing issues. It is not from lawns and all that kind of thing?" Jim's response was: "I don't remember if they gave a reason or not." Sue commented, "because is this normally the reason...People over fertilizing their lawns and allowing it to run into the water? So, where's the problem coming from then? Jim said, "Well I would just say that over time that the nutrients in there. They claim that when they do the harvesting it takes the phosphates out because it is part of the weed. I suggested we got the water level a little deeper they could maybe harvest more frequently, because right now it is like twice a year and they go back very quickly. I was told that they didn't want frequently screw up the ecology of the lake." Sue stated, "I guess I'm wondering if they did something to take care of the algae but people continue to use high level phosphates, they're not going to solve the problem." Per Jim, "it's been a law now for some time that you cannot buy fertilizer (except for a starter fertilizer) with the phosphates in it. If you go to Home Depot or Menards to buy fertilizer, there are no phosphates in it." Jim doesn't know how much is really getting run off from that. Per Jim, "There hasn't be phosphates in fertilizer for years." Sue stated, "I don't know a lot about this but do know there are other fertilizers that don't cause that problem." Laura stated, "This is a statewide issue due to climate change and the warming temperatures and because we've also experienced a significant drought throughout a large majority of the United States so I can't (in good faith) make a recommendation to put more water in the lake when we are all experiencing significant drought." Lisa Ritchie stated she thought Kari Erpenbach said it was a regulation that the water level cannot be adjusted. Tim Cole stated, "The water level is set by the state and then, my question is what is the appropriate level because it's more that it used to be." Jim stated, "If you look at the last rundown of the city's last newsletter, they actually state in there that it was 1 foot higher than 10 - 12 years ago." Sara Zahradka asked, "If this commission recommends the study go to council, who would then run the study? If the DNR and Watershed seem resistant, is it because we are not paying to look at this and we are just asking them to do this for free? Is their opinion going to change? I guess I'm just trying to understand who would do the study in this case." Jim said, "In my opinion of the watershed and the DNR and the Hydrologist. It has not been looked at yet at all. The only people that have looked at this so far, are primarily concerned with aquatic vegetation." Sarah asked Tim Cole if he was thinking, if the city goes to them to ask about this, it would be different vs. trying to hold forums that they don't seem to be proactive about attending? Tim encouraged everyone to watch the video as it is posted on our website. "You could probably tell by the tone of my voice towards the end of the meeting I got very frustrated." Sarah asked, "Is this is part of a city council meeting?" Per Laura, "This was a separate meeting." Tim said, It was August 1 at 9 AM (he corrected himself saying, September 1st) The watershed district made a very nice presentation. They took us back to 2010 as to what the water quality was like and brought us forward 11 years and in what they have done (I'm being careful to choose my words) what they have done is improve the quality of the lake water. They showed charts and graphs that represented the improvement of the clarity of the water today from where was 11 years ago." Jim interjected and stated, "The way they did that was, it was determined that there was an abundance of carp at Casey Lake. They went and lowered the level of the lake and scooped them all out and killed them." Tim added, "they froze them out". Per Jim, "The carp go on the bottom and work thru all of the weeds. So therefore, there was no vegetation in the lake because the carp were keeping it down. And this was not a surprise, they knew this would be the result of taking the carp out. When the carp came out, the weeds grew back which they think is a

good thing.” Tim Cole stated, “There is a balance that needs to be found between the lake quality and the appearance. During the presentation, they had done a great job explaining the lake quality, but what we are here to discuss is the aesthetics of the lake. Tim then confirmed that Jim Selchow was right in that they were supposed to have a meeting within two weeks with a hydrologist and Rob Dott to walk the lake and that didn’t happen and added, “The only other comment that I’ve heard back was from Kari, was that referencing cattails and permits to cut cattails. They said that the homeowners may be surprised that the cattails they want to remove are not theirs.” Sarah asked Tim, “Where does he feel comfortable, from your opinion after attending that meeting, to help bridge towards a solution?” Tim stated. “I would try...my recommendations would be to bring it to workshop. Do a council workshop. First and third Wednesdays first Tuesdays of the month at 6:00 here.” Sarah asked if a park board recommendation was actually, needed? As a park commission, we can’t dictate the water.” Tim stated, “There are things that need to be done before we can approve anything.” Tim is also working with the Silver Lake Improvement Association and their studies that they’re asking for are approx. \$13,000. They are looking to a sampling just to see how much sediment there is and what is in the sediment. Tim said, “They have a lot of problems from when construction was done over there in the heavy rains that happened and drainage. Their culverts shortly that they showed in pictures are ½ full of mud.” Sarah said, “Before we do anything here, it needs to go to Council. So, we can’t do anything about it today.” Tim said, “My guidance is to bring it over to workshop.” Lisa questioned if the watershed was still going to work on it but they can’t because of current COVID issues. She added, “I think that’s understandable because there are number of cases and maybe Rob has COVID, maybe one of his coworkers does so I wouldn’t discount it at this point. I think we could keep on top of that meeting with Rob as he proposed.” Sarah stated, “I think in regards to the money at point, I think the only thing I would say is I think as a park board, we need to have park plan approved before we start giving money to other things. I don’t think it would be fair for council to approve us spending money to treat a lake, we can even spend any of our thousands of dollars to fix our parks. So, put pressure on the city and you know that I’m not opposed to understanding that as it is an asset to our city but before we start spending money, we need to get our ducks in a row.” Jim stated that he did not envision the city paying for this, “Can’t we somehow get the DNR or the Watershed to pay for this?” Tim said, “It doesn’t hurt to ask, the only thing I heard from the watershed district was they have done everything that they are going to do. It might not be fair to paraphrase it that way but that’s what I heard when I left.” Jim Selchow concurred. Tim Cole thanked Jim for reaching out to Senator Wiger and Representative Lilly. Sarah inquired, “Is there is a way to bundle the studies on Casey Lake and Silver Lake together?” Tim said, “So the only other thing that I have here ... Silver Lake identified the growth, vegetation as purple blue stripe as currently growing on Silver Lake. They were concerned and wanted to get out & spray Silver Lake now because it was just starting to bloom. I know what it looks like.” Jim said, “All I know is that it wasn’t duckweed on that surface. I got pretty close so I could examine it and found it appeared as granular seeds but no more than 1/16th of an inch in diameter. There are like billions of them and that is why lake is about 60 – 70% green.” Tim Cole said, “The Silver Lake Improvement Association was going to spray all their areas. They need a permit or permission from the city to the city’s public areas. I did talk to Brian about a couple weeks ago so I’m assuming somethings done that I don’t know from the Silver Lake standpoint. I also know we (Park & Rec) has paid to spray areas both at Silver Lake and Casey. I don’t remember what we spray for or when it was, so that might be something to looking well. What did we spray for?” Sarah stated, “Part of that cost was split with the Silver Lake Park Association. I think we covered the beach and couple of docks or something. The Parks & Rec paid for all of Casey as there is no Lake Association.” Sarah stated, “So we need to get this on a Council workshop.” Per Tim Cole, that is the next step.” Lloyd stated, “In the interest of other our other gentleman, are there any other questions for Jim?”

There wasn’t any further question. The commissioners thanked Jim for coming.

Lloyd asked the next guest to state his name right. Rahul Faizer introduced himself as a high schooler at Roseville area high school and a boy scout in Little Canada, Troop 462.

His project is on wood duck houses in North St Paul. Rahul proceeded with his power point presentation. He has a house plan that he was given by David Nelson, who has built several wood duck houses, and will be guiding Rahul. There will be 5 houses at Casey Lake and one replacement at Southwood Park. Rahul's presentation included a project plan, map of the locations, the placement spacing, ongoing maintenance (which will be done by the boy scouts) and what he is looking for from the Parks and Rec commission. From the Park & Rec Commission, he would like help getting signage and education out to the public. Rahul estimated the cost of materials for the 6 wood duck houses to be approximately \$300 to \$400. The houses will be built out of recycled wood pallets. They are not treated so they won't be harmful to the environment. The cost is incurred with the metal pipe and the cement. They are estimated to last approximately 10 years. The plan is to have the project complete before the frost comes in. The biggest issue Rahul faces is getting approval from the boy scouts and the city. Sarah asked if it would be ok if the signs were not available until next spring? Rahul didn't think that would be a problem. Tim Cole commented, "This was one of the best presentations I've has seen." Ron Ritchie has been assigned as the beneficiary to oversee the project and contact person to answer questions. Tim also stated that Rahul is looking mostly for support in education. Sarah asked, "Does the commission need to help create the content for the signs and if so, the master naturalist would be the person for that." Laura stated, "There may be an option for temporary signage if needed." Lloyd asked if there were any other questions. Lisa asked Rahul if he had already gone to city council for this? Rahul stated that he will be going on October 5th. Lloyd made a motion that Rahul proceeds forward with the project as noted. Sarah Zahradka seconded the motion with all present voting aye (7-0). Motion carried.

VI. Public Hearings - None

VII. Commission Business, Action Items & Recommendations

A. Review/Approve Park Policy Revisions

Lisa stated it was in the packet and that she had previously handed out printed copies of the park policy that had been redlined with proposed changes which Kari Erpenbach had created. Kari is looking for the commissioner's approval. The commissioners recalled they had previously agreed on new rates. Lisa confirmed it is the Park Policy that is redlined and needs to be reviewed. Lloyd mentioned as a side note, there were 2 people tell him today that there was a celebration of life yesterday for the 2 kids that were killed in a recent accident. Lloyd indicated there were complaints that the kids were running around and smells of...he eluded to marijuana.

Lloyd let the party that submitted the complaint know that he would pass that information on to the park commission. Lisa asked if she needed to do anything more than make a note. Lloyd said it should just be on record and he had also let the person who submitted the complaint know they should not intervein but should call the police department. If they just want to have it recorded, they should let the liaison know or city council know.

The commission briefly discussed a few other recent incidents that happened during the park facility rentals.

Next, the commission reviewed and discussed the park policy. There was some conversation that went back and forth on the appropriate wording for the deposit.

Laura asked if the recommended changes were broad sweeping, whether or not the Park & Rec commissioners had to approve it all or deny it all? Or could they say, "Approved with additional..." Lisa said it was up to the commission to decide. Lloyd stated the commission should just make their recommendation and let them review it from there. Nancy Thorsen thought the commission needed to be more specific about needing to physically come into city hall to pay cash for deposit. Tim Cole, read what the redlined policy stated. Tim asked for confirmation that the rental could be paid online with a credit card. Lisa confirmed. Tim's guidance to clean it up, was if rental payments are paid online, check or cash needs to be delivered to the city within "X" number of days. Sarah stated that five days (five business days).

Laura stated, "A comment could be added to say, "You will not be issued keys until we have received a damage deposit." The commission worked towards coming up with the appropriate wording that would be suitable to the applicant as well as protecting the city. They want to ensure that if deposit is not received, the reservation would be cancelled so someone else may have the opportunity to reserve it.

Sue Springborn stated that she wonders what other communities do? Sarah stated, "A lot of cities take deposit by credit card and then refund the damage deposit after. The city of North St Paul has always worked with cash or check for payments." She added, "That is going to be dated at some point as some people don't have checkbooks. People are using Venmo or Pay Pal". She suggests the city look into eventually, alternate payment structure. Laura explained a bit on how those processes work. Tim stated the city would still issue a check for a refund.

Lisa stated, "Maybe they could start by having it all done online and if it becomes a problem, then change it to a cash only process."

Ingrid asked if "Damage" was clearly defined in case someone to question that they really damaged the property. Tim Cole confirmed is it in the current contract. Sarah affirmed that we haven't has any problems in the past.

Lloyd summed it up by saying, "So if the average person signs up January 1, puts their credit card down for the reservation, it goes to the cycle probably paid to the city, right? And then at the same time, we are saying they have to pay within seven days of reservation. That would mean this whole cycle payment through several months before they actually used the place. The chasing down may not be as hard as we think. Because the claim was a fraudulent charge well if I signed up for June and I get charged in January or February, why am I sitting on it for a few months and then claiming fraud?" Laura said, "It is also way less work for the city to have to manage a bunch of people coming in to drop off the checks if we do it online." Tim said he thinks the city supports the check. "That's why we got away from the check, because the current software that was in the city at the time was on a different process from the new software that we have now. Sarah commented, "For now we need to edit the language that you guys said and I would say moving forward as a goal state is, I do think the city should encourage the city to look at other means of payment methods like Zelle, which is a bank safe like money transfer. Because we are going to die with the times if we don't keep up with them." Tim stated, "So the question is, are we having trouble renting this?" Several people replied: "No". Sarah added, "But there is no deposit right now." Tim stated, "if we are not having a problem renting it and the issue is we are having this damage, seemed to be a recurring theme then if it is a little harder, isn't that Okay?" Sarah replied, "yeah." Tim continued, "I get the Venmo thing, I love using Venmo because it is super convenient for me. But, if the objective of this whole thing is we are getting

damage and we are not getting compensated for it, maybe it's okay to make it a little more difficult." Sarah stated, "I think we are not going to solve that part right now so I think we just need to edit the language. My suggestion moving forward is, as we continue to rent buildings and we update things, the park, then they get more rental. We can't control it, as a park board we don't control the city payment system." Lisa agreed and stated, "And there might be some regulations." Sarah said she literally have two bank accounts where I have no place go to deposit cash." The commission all agreed that times are changing and everything is moving to online. Lloyd asked, "Who inspects the facility after they have been rented?" per the policy, it is stated it needs to be left in the same condition it was when they got there. Tim stated, "The cleaning crew comes in that night." Lloyd moved the conversation back to what they are looking at for changes then. Lisa stated, "I'm going to backtrack just a minute here. Here is an answer to what other cities are doing, from the last, when this out in the packet so if you want to just a quick minute to look at that. Otherwise, it would be on page 10 if the 7/28 meeting minutes. so that's what you find that. As far as the redline, there are something to consider. We already re-evaluated the park rental fees, here is the current policy and proposed changes." The commission reviewed the policy. Laura said, "I think we were talking about a couple of specific changes around the deposit."

Lisa asked the commission to approve the first part of the redlined copy on the policy. Lloyd asked if everybody was ok with the proposed changes and they were.

Everyone agreed they were ok with it.

Laura said, "We are changing it to: Damage deposits are due at the time of application. Keys will not be..." there was back and forth conversation in coming up with the appropriate wording. Sarah then said, "I would just say, damage deposits are due within 5 days of the application. At the city offices" Laura stated, "It's important to say, keys (or code) will not be issued until after the deposit has been received." Laura added she is fine with everything else. Lloyd asked if everyone was fine with everything else. All agreed. Tim asked if the commission needs to make a recommendation for it to go to council? On motion by Commissioner Greenlee-Karp, seconded by Commissioner Thorsen with all present voting aye (7-0), motion carried.

B. Southwood Park Budget

Lisa stated, "There was a comment made that Kathy Troendle hadn't requested any money for the park fund and knowing that there had been some spraying done there was question as to where that money came from. Kathy was told by Scott Duddeck that her budget was the same as last year's and she sent that information so that's included in the packet as well, and I know Tim said, "We need to do it the right way and have it go through counsel, keep them in the loop on it and so we'll get that." Lloyd asked, "So, she knows we are backing up a bit?" Lisa replied, "Yes. Yes, she knows that." Lloyd stated it was his understanding that she should come to the Park & Rec commission meeting to present at some point." Tim stated that Kathy is unable to due to COVID so Kathy sent an email. He continued, during COVID, there was some misguidance provided and for two years Scott basically just approved whatever the prior year was. It was either \$6000 or \$6500. She hasn't spent anywhere near that. I think it was \$3500 a year ago and she is maybe at \$1500 this year with one more spring left." Lisa said, "Right, we'll have to check. It is my understanding that some of her funds were paid from the public works funds when they should have been coming out her budget so we are looking into that. And the wood chips are a lot more than what they had been last year so is also that dispute

going on." Tim read from Kathy's email, "During the pandemic, I haven't been able to spend the entire \$6500. 2020 \$3633.09. This year so far, we've spent \$1460.66 with another Prairie treatment from Minnesota landscape and buckthorn removal from the Minnesota conservation corp. still planned. Some of the trails need wood chips, especially the trail off Margaret Street that got destroyed with the removal of the trees and the drainage reconstruction. I was told it would be wood chips when the work was done but this is never happened. I contacted Ron about possible woodchips on the trail and having public works do it. Ron said the chips for the just trail would require 500 yards at \$20 a yard. Way out of our budget she says. Lisa added she thinks it is because Kathy is requesting a specific kind. Tim said he thought they need to be a certain kind. There was some discussion on whether or not they actually need to be what she is requesting. Laura stated, "they did need to be as one time some chips were put down that weren't ground fine enough basically. Kathy said they dumped them and it was 2/3 wood chips and random twigs and plastic." Lloyd stated that it was probably an invasive issue too. Per Kathy's email, in 2018 Keith found woodchips thousand dollars for 100 yards. Ron said Keith's records cannot be found." Lloyd stated, "2020 was approved." Lisa stated, 2021 was approved as well by Scott for \$6500 is my understanding. I can't quote how much she has spent so far because they need to investigate and find out how much was spent out of the public works budget for the spraying that was done." Laura stated, "Like a line item got allocated to the wrong place?" Lisa replied, "Yes." Tim stated, "What she has provided me she is, she spent \$3633.09. This year she spent \$1460.66. So, where we apply those bills when they came in would have to be discussed with Dan. But per her budgeting that's what she has spent." Nancy stated, "\$5093." Tim added, "That was for two years." Lloyd stated, "So we get back on track for 2022." Tim said, "So she has, and I don't know if I was assuming it was in the package, she provided me with the 2022 budget proposal, which is at \$6500 which is consistent with what is been. Within \$500, I don't think it's ever moved. Professional buckthorn removal \$2500, professional invasive plant treatment, prairie restoration areas \$3200. Supplies flagging chemicals forming agent bags and gloves \$200. Earth day clean up, garlic mustard plus wood \$300 and seed plants \$300 so it totals \$6500. What I am going to do is I am going to forward the email."

Lloyd stated in the interest of time, do we want to put this on the agenda for October?" Sarah asked if they could even approve anything as their budget is on hold. Tim stated, "We can make a recommendation to be approved." Laura stated her biggest question is, "Does she feel pressed to have the wood chips before winter?" Lloyd stated, "As of now, it sounds like Scott has already approved her budget for this year. Are we going retroactive back to approve it?" Tim said, "No, it has been approved by Scott." Laura said "It's been approved but she is asking to exceed her budget." Tim disagreed. He stated the quote she received was unacceptable. Tim added, "It needs to be wood chipped and that is the conversation this group needs to have and based on the cost of wood chips, I would suggest, is what does it look like to blacktop some of those trails?" There was some discussion on how expensive that would be. Lloyd recommended the conversation be tabled until next month when they could have a longer conversation about it. Laura thought there was a sense of urgency on this?" Tim said there was a sense of urgency on Kathy's part as she realizes there may not have been approved that it should have been." Tim's first intent was to just bring everyone up to speed on the situation.

Sarah said, she is in support of bringing Southwood up to date and is in favor of blacktop at least the main loop." Tim said Kathy is looking only asking for a maintenance budget approval at this point. Lloyd said the commission usually does her annual budget in October or November. Sarah suggested lumping the Southwood Park Fee for Service item that is next on the agenda together with the Southwood Park Budget conversation and table them for next month. There was some back and forth on the discussion and it was ultimately decided to table VII B and VII C for next month's meeting.

Tim excused himself from the meeting at that point as he has another commitment. He stated he hopes to see everyone at the parade tomorrow night.

C. South Park Fee-For-Service work order between Southwood Nature Preserve and Conservation Corps Minnesota & Iowa

Tabled for next month

D. Rotary Park Signs

Lisa said, "It is still on hold as far as she knows. She has not heard back from the manufacture on that." Lloyd stated "That was due to a COVID issue" and Lisa confirmed. She added there had been a debate on whether or not Joe Miller from the Rotary was going to use a North St. Paul branded sign. "At the last meeting, the Rotary Club discussed two signs now. One being a city park sign which would have our branding and match all of the other city parks and they are also proposing a kiosk." Lisa didn't know if the commission needs to decide how the \$4000 will be allocated. Lloyd suggested waiting until we get something going with the sign company. Sarah stated, "That was the debate as I am pretty strong on if we are spending money on a park sign, then it needs to be branded North Saint Paul and their strong feeling was they didn't want it and they were blaming it on the DNR but then we discovered it can be North Saint Paul. Sarah stated she thinks they don't want us to take credit for their signs but they want us to pay for it. Lloyd said we could just table it.

VIII. Reports from Staff

A. Update on quorums

Lisa stated that she found out there was conflicting information on the numbers for the quorums. Per the League of MN Cities, it is ½ (or more) of commissioners. Sarah said, "I think the attendance has been way worse since we have not been able to do anything with our park money. Because it used to be that we would come to these meetings, we would make decisions and would spend money and we would improve the parks and now we have spent 2 years doing nothing. Because even myself, I am like, it's hard to want to come to a place when you can't do anything. Her question is, "What is the rule around attendance?" I am speaking out of like I understand why it is hard to want to come to something when you can't make progress, however, there are a lot of people who on and off can't make to meetings and so at what point are we saying, "X" amount of times you miss park meetings, because we only have like 11 a year. At what point is there a rule that says, if you miss 5 of these, it is going affect all of us. And I feel bad because I missed last month but it was the only one I missed besides like 8 months ago and so at some point, I feel like we have to have some rule. Lisa and Nancy both said there are rules listed in the by-laws. Nancy said "You can go to the website, then you can go to government." Sarah stated she would like to have a refresher on the next month's agenda.

Lisa asked Sarah if she wants to have an agenda item added to a council workshop to see if the commission can move forward with spending from their budget without the completion of the Park Improvement Plan? Sarah thinks it would be good to bring it up, stating "Hey, your park commission is stuck between a rock and a hard place and we're going to start losing members." Lisa

stated the absences have been for COVID or family issues. Sarah told Lisa, "That is what people are telling you." Laura stated, "It's an issue for me." Lisa said, "We can certainly ask. I know that WSB is looking at a draft by early November and taken to Council in December. So yes, we can definitely get it on a workshop agenda." Nancy Thorsen stated, "We don't meet in December." Sarah said, "It might be ok at that point but I would say maybe if we don't get this thing up and approved by December, then we need to revisit." Lisa asked if they would be doing anything in the winter? Sarah said, "No, we wouldn't be doing anything in the winter but usually November, we start out what we are doing next year." Lisa stated the commission had already done that with the prioritizing of the of the list sent to finance for next year. There was some back and forth so clarify, it was the 2021 plan that had not been executed. Laura stated, "The short answer is yes, we want to go to council and say this is really difficult and we need to start moving on stuff because it is making us look like we aren't doing anything." Sarah said, "It makes us feel like we aren't doing anything. After 4 or 5 years of making progress it's really hard to sit here and talk in circles." Lloyd said, "Why don't you make a recommendation?" Sue Springborn stated she was having a really hard time to catch up on what is happening here. "Who made that rule?" Laura stated, "City Council." Lloyd said, "Way back when we didn't have our park improvement plan. Back in 2020 or so, they said, you need to get your park improvement plan because we had a park improvement plan and it didn't go and then it did go and then it got lost in the shuffle and they said, you cannot move forward with programming until you have a park improvement plan done." Sarah stated, "It was a practical request. We just went every November and we said, you know what, next year Dorothy Park needs a new playground, and then we would say...that's like..., we would do the research ahead of time so then we would say, Ok, Dorothy Park is going to be \$40,000, we also want a new tennis court at Silver. We would go with our list and say, here is our \$90,000 we are going to spend. That would go to council, get approved so that we could start ordering the equipment over the winter to get it in. The problem with that is that there was no plan so the city council was saying, well, how do we know what you want to do with Dorothy Park? We don't know what the full long-term plan is. Which is a reasonable request, the problem is, then they let go a lot of the staff that probably would have worked on such plan. And so ever since that staff has been let go, in my opinion, we have had nobody working on it. I can't say nobody has worked on it, what I am saying is that Lisa has 14 jobs and she can't do it all. So, then we hired it out and so what has happened is, year 2, almost 2 years it feels like, they said, we don't want you spending, we don't want you building a playground, we don't want you fixing a shelter, we don't want you putting a sidewalk." Sue asked, "So this is not a long-term policy, is it?" Lloyd replied, "Basically Sue, in a nut shell, we had to get our homework done before we could celebrate." Sarah said, "Yes, but none of us could do the homework, the city has to do it and the city is understaffed so they can't do it." Arthur asked, "So what do we need to do? Do we need to ask, can we start moving forward?" Sarah said, "Yes, based on the plan that we already wrote, that hasn't been fully approved, we want to use that as our guide and start ticking off things on that list for 2022." The commission agreed that they would like to move forward. Sarah stated, "I would like to make a recommendation to go to council and ask to start budget spending for 2022 based on the plan that we created that has not been approved yet." Lloyd asked for someone second to the motion. Sue seconded the motion. Sarah stated she is starting to feel a big frustration and Laura concurred that she has been feeling it for a long time. Sarah used to love coming to the park meeting and now she dreads it. Lloyd asked if there was any more discussion on the issue. There was not. All present voting aye (7-0). Motion carried.

B. Update on Park Improvement Plan

As discussed in previous conversation.

- C. Silver Lake Fall Clean Up Sept 18th - 25th. See article in city website:
<https://www.northstpaul.org/calendar.aspx?eid=1918>

Sarah stated, "It's on the article, we can read it."

- D. Update on Casey Lake

Jim Selchow provided an update on Casey Lake in the beginning of the meeting.

IX. Reports from Commissioners & Park Liaisons

Nancy Thorsen announced Star Watch 2021 has been cancelled. She stated, "After talking to Mike, he thought it was better for everyone involved."

Laura said to Lloyd, "So you wanted me to go over the budget?" Lloyd said, "Here is where all of this came up, Tim asked me to remind all of us that we used to have a budget going and again, things got in the shuffle with COVID and so forth, so we are just kind of bringing it back around so we know what is going on with the budget every month." Lisa stated, "It is in a different format because we are on a different software system." Laura reviewed the budget. Lloyd asked Laura to pass it so Nancy could take a look at it. Laura said, "So if you remember, the park dedication fund is the money we are getting from the ongoing building projects. That is required to be paid to us for dedicated green space to accompany the incoming buildings. The park fund is the money that we've grown over time through building rentals." Lloyd said, "And part of the Casey Lake \$69,000 a year I believe." Sarah corrected him stating it is \$65,000. Sarah said we get \$100,000 per year currently from the city through multiple funds, taxes, legacy money, whatever. \$65,000 goes to help pay for the Casey Lake building and the rest we get to keep to use for improvements." Laura stated, "The dedication fund has specific requirements about how we can use it." Sarah stated, "It has to be new development, no maintenance, no replacing existing things. It's has to be new." Laura said, "You Lisa were going to bring some more information to us on how that park dedication fund can be used. I believe we talked about that last time." Lisa stated she would ask Dan to attend a meeting and he can explain the financials."

Lloyd asked, "Anything else?" Nobody had anything else to say.

X. Adjournment

Sarah made a motion to adjourn, seconded by Commissioner Alvarez.

Lloyd apologized and asked Nancy if she wanted to say something about the budget? Nancy said, "No, I would like clarification on that Market Value adjustment...exactly what that is." Laura said, "Yeah, is it interest?" Nancy said it could be. Laura noted it is in both which makes her thing it is like a small interest." Lisa reaffirmed she would ask Dan to attend a meeting to explain the financials.

Lloyd summed up the adjournment, motion by Sarah, seconded by Artie with all present voting aye, motion carried to adjourn.

Meeting adjourned at 7:57PM

Section

General Provisions

- 32.01 Generally
- 32.02 Open meeting law
- 32.03 Public process
- 32.04 Establishment
- 32.05 Membership
- 32.06 Appointment and terms
- 32.07 Committees and subcommittees
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- 32.10 Purposes and duties generally
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Planning Commission

- 32.25 Establishment of the Planning Commission
- 32.26 Composition
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- 32.45 Establishment of the Environmental Advisory Commission
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- 32.55 Establishment of the Parks and Recreation Commission
- 32.56 Composition
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Board of Appeals and Adjustment

- 32.65 Establishment of the Board of Appeals and Adjustment
- 32.66 Composition
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Arts and Culture Commission

- 32.75 Establishment of the Arts and Culture Commission
- 32.76 Administration
- 32.77 Composition
- 32.78 Powers and duties

GENERAL PROVISIONS

§ 32.01 GENERALLY.

The city shall create and support organizations that enhance community engagement in the city's decision-making process. All boards and commissions shall be subject to the provisions of this chapter, unless otherwise specified in city ordinance or state law.

(Ord. 737, passed 6-16-2015)

§ 32.02 OPEN MEETING LAW.

All meetings of the boards or commissions established under this chapter shall be held in compliance with the Open Meeting Law, M.S. Chapter 13D, as it may be amended from time to time.

(Ord. 737, passed 6-16-2015)

§ 32.03 PUBLIC PROCESS.

As part of its obligations and responsibilities, the North St. Paul City Council recognizes the value of public process. Such public process can be achieved by citizen-based representation on boards and commissions. Therefore, from time to time, the City Council shall come to rely on the advice and consent of its boards and commissions in making its decisions.

(Ord. 737, passed 6-16-2015)

§ 32.04 ESTABLISHMENT.

Authority to Establish. Pursuant to M.S. § 412.621, and other such statutes as are specifically cited, the Council establishes the following boards and commissions. The City Council has the authority to establish and abolish such boards and commissions as it deems necessary.

(Ord. 737, passed 6-16-2015)

§ 32.05 MEMBERSHIP.

(A) *Regular members.* Regular members of boards and commission established by the Council shall be adult residents or business owners located within the North St. Paul City limits unless otherwise expressly stated by ordinance. Members who discontinue legal residency in the city shall automatically be deemed to have resigned from office as of the date of such discontinuance.

(B) *Student members.* Student members shall be residents located within the North St. Paul City limits and enrolled full-time in secondary school. Student members shall be non-voting.

(C) *Ex officio.* The City Council may, in its discretion, appoint other persons to serve on the board or commission in a non-voting capacity.

(Ord. 737, passed 6-16-2015)

§ 32.06 APPOINTMENT AND TERMS.

(A) *Appointment.* Regular members of boards and commissions shall be appointed by the Mayor with the approval of the City Council.

(B) *Student members.* Student members shall be appointed by majority vote of the Council and shall serve terms of membership not to exceed one year per term.

(C) *Terms.* Board and commission member appointees shall serve staggered terms of membership not to exceed three years per term, except as noted below, commencing on the first day of January in the year of the appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed.

(D) *Staggered terms.* Terms of membership shall be staggered so that no more than one-half of the terms on a board or commission expire in any particular year.

(E) *Resignation and removal.* Members may resign voluntarily by letter or email to the City Clerk or be removed by majority vote of the Council or pursuant to § 32.05 Membership or § 32.12 Attendance Requirements.

(F) *Vacancies.* Vacancies in membership shall be filled by the Mayor with the approval of the City Council for the balance of the unexpired term.

(G) *Oath.* Every appointed member shall, before exercising any of his or her duties, take an oral oath that he or she will faithfully discharge the duties of the office.

(Ord. 737, passed 6-16-2015)

§ 32.07 COMMITTEES AND SUBCOMMITTEES.

(A) *Establishment.* A board or commission may, with specific approval of the Council, establish committees, subcommittees, committees of the whole or working groups that include members of the board or commission and additional persons as requested by the board or commission.

(B) *Scope.* A committee, subcommittee, committee of the whole or working group may not engage in activities, functions, or duties outside the scope of authority granted to the board or commission by which it was established.

(Ord. 737, passed 6-16-2015)

§ 32.08 ORGANIZATION.

(A) *Chairperson.* At the first regular meeting of the calendar year, the board or commission shall elect a Chairperson and

a Vice-Chairperson from among its appointed members, each for a term of one year. No person shall serve more than three consecutive one-year terms as Chairperson of a particular board or commission, unless a challenge is not present then the existing Chairperson may remain for an additional term.

(B) *City staff.* The City Clerk or Administrator, Building Official, City Planner, City Engineer, City Attorney, or other city staff may act as staff for the boards or commissions. The city staff may provide the boards and commissions with information, memorandums, perform secretarial duties, and may be responsible for the keeping of records.

(Ord. 737, passed 6-16-2015)

§ 32.09 TIME, LOCATION AND CONDUCT OF MEETINGS.

(A) *Regular meetings.* All board and commission meetings are open meetings subject to the Minnesota Open Meeting Law and shall be held at a fixed time and on a fixed date as shall be determined by the board or commission. The City Clerk shall give notice of all board and commission meetings and locations as required for meetings of public bodies.

(B) *Public comment.* All board and commission meetings shall include scheduled time for public comment.

(C) *Quorum.* A simple majority of voting members, appointed and serving, shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of a meeting, no votes on board or commission business may be taken except a motion to adjourn or recess.

(D) *Special meetings.* Any board or commission Chairperson, or in the case of the Chairperson's absence, by the Vice-Chairperson, may call a special meeting. A special meeting may also be directed by the City Council or Mayor.

(Ord. 737, passed 6-16-2015)

§ 32.10 PURPOSES AND DUTIES GENERALLY.

(A) *Scope.* All boards and commissions established by the Council shall be advisory to the Council and shall have the responsibility to:

- (1) Investigate matters within the scope of the particular board or commission or as specifically directed by the Council.
- (2) Communicate the viewpoint or advice of the board or commission to the City Council.
- (3) At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.

(B) *Annual report.* All boards and commissions shall prepare a report to the City Council by the second Council meeting of each year outlining the actions and activities during the preceding year.

(Ord. 737, passed 6-16-2015)

§ 32.11 MEETING MINUTES.

(A) *Official record.* Approved minutes of board or commission proceedings shall be public record; the city shall retain a copy of the official minutes of each board or commission meeting in accordance with applicable state law.

(B) *Recording.* Each board or commission shall have meeting minutes prepared and recorded. Minutes so recorded shall be reviewed and approved by the board or commission and a copy forwarded to the City Clerk. The manager may make available city staff members to record and prepare minutes of board and commission meetings.

(C) *Distributed to City Council.* Official minutes of each board or commission meeting shall be distributed to the Council prior to the first regular Council meeting after approval of the minutes by the board or commission.

(Ord. 737, passed 6-16-2015)

§ 32.12 ATTENDANCE REQUIREMENTS.

(A) *Purpose.* To assist boards and commissions in fulfilling their purposes and duties and to ensure that they are not prevented from doing so by the repeated absence of their members, the Council hereby establishes an attendance policy for members serving on boards and commissions.

(B) *Attendance.* Duly appointed members of boards and commissions shall be required to attend no less than half the official meetings of the board or commission held within a given calendar year unless specifically excused by the Chair of such board or commission and said excused absences noted in the minutes. Failure to attend no less than half of the official meetings within a given calendar year, without excuse of the Chairperson, shall be considered as formal notice of resignation from said board or commission. In addition, failure to attend four- consecutive regular meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from said board or commission.

(C) *Exceptions.* The requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, including committees of the whole, established by a board or commission pursuant to § 32.07 Committees and Subcommittees.

(D) *Annual review.* The Council shall conduct an annual review of the attendance of members of boards and commissions established by the Council.

(E) *Vacancies.* The successor to any member of a board or commission who has been removed pursuant to this subsection shall be appointed pursuant to § 32.06 Appointment and Terms.

(Ord. 737, passed 6-16-2015)

§ 32.13 CONTINUING EDUCATION.

Members of the boards and commissions shall be required to complete various continuing education courses, lectures, webinars or seminars as outlined by City Council or city staff on an annual basis.

(Ord. 737, passed 6-16-2015)

§ 32.14 COMPENSATION.

Members of the boards and commissions shall serve on a strictly non-compensated volunteer basis.

(Ord. 737, passed 6-16-2015)

§ 32.15 EXPENDITURES.

No expenditures by a board or commission shall be made unless and until authorized for the purpose by the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.16 COUNCIL LIAISON.

(A) *City Council Member.* A Council Member may be appointed to a board or commission as a liaison by the Mayor with approval of the City Council. The Council liaison shall serve for a one- year term, to expire on December 31 of each year. The Council liaison shall serve as a non-voting member of the board or commission and shall not count for quorum purposes. Council liaisons may participate in discussion of matters before the board or commission. The Council liaison may not hold an office on the board or commission, such as the Chairperson or Vice-Chairperson.

(B) *Alternates.* In the event the City Council liaison is not able to attend the board or commission meeting, the selected alternate shall take their place. This alternate shall be a City Council member and selected by the Mayor with the approval of the City Council.

(Ord. 737, passed 6-16-2015)

PLANNING COMMISSION

§ 32.25 ESTABLISHMENT OF THE PLANNING COMMISSION.

A Planning Commission for the city is hereby established. The Planning Commission shall be the city planning agency authorized by M.S. § 462.354, Subd. 1, as it may be amended from time to time. Except as otherwise provided in this chapter, the Planning Commission shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.26 COMPOSITION.

The Planning Commission shall consist of seven members to be appointed by the Mayor with the approval of the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.27 POWERS AND DUTIES.

(A) *Generally.* The Planning Commission shall have the powers and duties given to city planning agencies generally by law, including the authority to conduct public hearings as directed by City Council or city policy. The Planning Commission shall also exercise the duties conferred upon it by this code.

(B) *Comprehensive Plan.* It shall be the purpose of the Planning Commission to prepare and adopt a Comprehensive Plan for the physical development of the city, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan and other matters relating to the physical development of the city. This plan may be prepared in sections, each of which shall relate to a Comprehensive Plan program. After the City Council has adopted the Comprehensive Plan, the Planning Commission may periodically, but at least every five years, review the Comprehensive Plan and any ordinances or programs implementing the plan.

(C) *Means of executing plan.* Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof, in order that it will serve as a pattern and guide for the orderly physical development of the city and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan shall, among other things, consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.

(D) *Zoning Ordinance.* Pursuant to M.S. § 462.357, Subd. 3, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed amendments to the zoning ordinance, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning zoning ordinance amendments and their relation to the city's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

(E) *Conditional Use Permits.* The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(F) *Interim Use Permits.* The Planning Commission may make recommendations on all requests for an interim use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(G) *Subdivision regulations.* The Planning Commission may make recommendations in relation to the subdividing of land as prescribed by the ordinance. The Planning Commission shall report its recommendations to the City Council for action.

(H) *Variances.* All applications for variances shall be referred to the Planning Commission and forwarded with or without recommendations directly to the City Council for its decision.

(I) *Site Plan Review.* The Planning Commission may make recommendations on all requests for site plan review under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(J) *Official map.* Pursuant to M.S. § 462.359, Subd. 2, as it may be amended from time to time after adoption of a major thoroughfare plan and a community facilities plan (which may be contained in the city comprehensive plan or adopted separately), the Planning Commission, for the purpose of carrying out the policies of the major thoroughfare plan and community facilities plan, may prepare and recommend to the governing body a proposed official map covering the entire municipality or any portion thereof. The official map or maps shall be prepared in sufficient detail to permit the establishment of the future acquisition lines on the ground. In unplatted areas, a minimum of a centerline survey shall have been made prior to the preparation of the final draft of the official map. The accuracy of the future acquisition lines shown on the official map shall be attested to by a licensed land surveyor.

(K) *Appeals to denials of zoning, land use or building permits based on the official map* All appeals to denials of zoning, land use or building permits based on the official map may be referred to the Planning Commission, and forwarded with or without recommendations directly to the City Council. The City Council shall have the powers of a Board of Appeals and Adjustments as provided for in M.S. § 462.359, Subd. 4, as it may be amended from time to time for its decision.

(L) *Purchase and sale of real property.* Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed acquisitions or disposals of publically owned interests in real property within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed acquisition or disposal of real property with the Comprehensive Plan. The City Council may by resolution adopted by two-thirds vote dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the Comprehensive Plan.

(M) *Capital improvements.* Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed capital improvements within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed capital improvements with the Comprehensive Plan.

(N) *Comprehensive Plan amendments.* Pursuant to M.S. § 462.355, Subd. 2, 3, as it may be amended from time to time, after adoption of Comprehensive Plan, the Planning Commission shall review all proposed amendments to the Comprehensive Plan, hold at least one public hearing, and make recommendations to the City Council Comprehensive Plan amendments and their relation to the City Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

(O) *City plans.* After adoption of the Downtown Design Manual, Redevelopment Master Plan, Living Streets Plan, and Park Improvement Plan, the Planning Commission shall review all proposed amendments, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

(Ord. 737, passed 6-16-2015)

ENVIRONMENTAL ADVISORY COMMISSION

§ 32.45 ESTABLISHMENT OF THE ENVIRONMENTAL ADVISORY COMMISSION.

An Environmental Advisory Commission for the city is hereby established. The City Council hereby declares as a matter of public policy that the environmental policies, education, and quality of the environment is a public necessity and is required in the interest of the people. Accept as otherwise provided in this chapter, the Environmental Advisory Commission shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.46 COMPOSITION.

The Environmental Advisory Commission shall consist of five members to be appointed by the Mayor with the approval of the City Council. One non-resident of the City of North St. Paul is allowed to serve as a voting member of the five member Commission and shall count for quorum purposes.

(Ord. 737, passed 6-16-2015)

§ 32.47 POWERS AND DUTIES.

(A) *Generally.* The Environmental Advisory Commission shall have the powers and duties to provide recommendations to advance the city's environmental goals, policies, and programs, engage the community, encourage relationships and partnerships, and assist with other environmental interests and concerns that the Council may deem appropriate.

(B) *Purpose.* To enhance the city's environmental stewardship, elicit community feedback, provide for community outreach and education, promote awareness of environmental issues, and enhance the quality of the city's lakes, ponds and streams.

(C) *Duties.* The Environmental Advisory Commission shall have the following duties:

(1) *Policy.* Advise the City Council with respect to environmental policies including:

(a) Review and promote ordinances relating to protecting the environment including erosion control, shoreland zoning, surface water management, and wetland protection.

(b) *Comprehensive Plan.* It shall be the directive of the Commission to give due regard to the city's Comprehensive Plan which specifically refers to the natural environment where the city's environmental qualities need to be protected and preserved.

(c) *Living Streets Plan.* The Commission shall give due regard to the Living Streets Plan. The Commission may periodically, but at least every five years, review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Living Streets Plan, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning the amendments and their relation to the city's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.

(d) *Select Committee on Recycling and the Environment (SCORE).* As part of Minnesota's Waste Management Act, score funding provides counties with resources to develop waste reduction, recycling and solid waste management programs. The Commission shall recommend score fund allocation to the City Council.

(e) *Tree Board.* The Commission shall serve as the Tree Board for the Tree City USA program and review requests and make recommendations to the City Council.

(f) *Storm Water Pollution Prevention Plan (SWPPP).* The Commission shall serve in a supportive capacity to the public participation and educational elements of the SWPPP minimum control measures.

(2) *Education.* Promote public awareness of the environment, sustainability, and natural resource management.

(Ord. 737, passed 6-16-2015)

PARK AND RECREATION COMMISSION

§ 32.55 ESTABLISHMENT OF THE PARK AND RECREATION COMMISSION.

A Parks and Recreation Commission for the city is hereby established. The City Council hereby declares as a matter of public policy that parks, open spaces and trails and associated open water, lakes, ponds, streams and wetlands contribute significantly to enhancement and image of the city as intended by the city's Comprehensive Plan and the Park Improvement Plan. Except as otherwise provided in this chapter, the Parks and Recreation Commission shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.56 COMPOSITION.

The Parks and Recreation Commission shall consist of nine members to be appointed by the Mayor with the approval of the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.57 POWERS AND DUTIES.

(A) *Generally.* The Parks and Recreation Commission shall have the powers and duties to establish, improve, develop and maintain the parks, open spaces and trails system which include policies governing the maintenance and public use of the parks and trails within the city as well as activity surrounding the associated open water, lakes, ponds, streams and wetlands.

(B) *Purpose.* The Parks and Recreation Commission is established in recognition the importance of adequate, useful and attractive parks, open spaces, trails and associated open water to promote public health and active living, provide for leisure activities, maintain property values and sustain a high quality of life in the community.

(C) *Duties.* The Parks and Recreation Commission shall have the following duties:

(1) *Use.* Prepare operating policies and procedures for use of existing parks.

(2) *Park Fund.* Make recommendations to the City Council related to programs, projects, and improvements.

(3) *Public Land Dedication.* Review requests and make recommendations to the City Council.

(4) *Comprehensive Plan.* It shall be the directive of the Park and Recreation Commission to give due regard to the city's Comprehensive Plan which specifically refers to Parks, Open Spaces and Trails and its coordinating map in which the goal

and vision is to enhance and expand the city's system.

(5) *Park Improvement Plan.* The Park and Recreation Commission shall give due regard to the Park Improvement Plan. The Park Improvement Plan shall incorporate the Policies and Program elements of the Parks, Open Spaces and Trails chapter of the city's Comprehensive Plan and shall include a five-year Capital Improvement Plan. After the City Council has adopted the Park Improvement Plan, the Commission shall annually review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Park Improvement Plan, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning the amendments and their relation to the city's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.

(6) *Capital Improvement Plan.* Prepare, and annually update for City Council approval, a five-year Capital Improvement Plan for the development of the city's Parks, Open Spaces and Trails system.

(Ord. 737, passed 6-16-2015)

BOARD OF APPEALS AND ADJUSTMENT

§ 32.65 ESTABLISHMENT OF THE BOARD OF APPEALS AND ADJUSTMENT.

A Board of Appeals and Adjustment for the city is hereby established. The Planning Commission shall serve as the Board of Appeals and Adjustment. Except as otherwise provided in this chapter, the Board of Appeals and Adjustment shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.66 COMPOSITION.

The Board of Appeals and Adjustment shall consist of seven members to be appointed by the Mayor with the approval of the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.67 POWERS AND DUTIES.

(A) *Generally.* The Board of Appeals and Adjustment shall act upon all questions that may arise in the administration of the zoning provisions, including interpretation of the zoning maps.

(B) *Purpose.* The Board of Appeals and Adjustment is established in order to grant variances and decide appeals.

(C) *Duties.* The Board of Appeals and Adjustment shall have the following duties:

(1) *Variances.* The Board shall make recommendations to the City Council regarding variances to the zoning provisions.

(2) *Appeals.* The Board shall hear and make recommendations to the City Council regarding appeals from and review any order, requirement, decision or determination made by an administrative official charged with enforcing the zoning provisions. The appeal may be taken by any person aggrieved or by any officer, department, board or bureau of a municipality, county or state.

(D) *Hearings.*

(1) Hearings shall be held by the Planning Commission in accordance with the Board's adopted rules for the transaction of its business. Any party may appear at the hearing in person or by agent or attorney.

(E) *Decision and Order.*

(1) The Board may recommend to reverse, affirm wholly or partly, or modify the order, requirement, decision, or determination appealed and to that end shall have all the powers of the officer from whom the appeal was taken and may issue or direct issuance of the permit to the City Council. The City Council's decision shall be final except to the extent the aggrieved party may have a right to appeal questions of law and fact to the Ramsey County District Court.

(Ord. 737, passed 6-16-2015)

ARTS AND CULTURE COMMISSION

§ 32.75 ESTABLISHMENT OF THE ARTS AND CULTURE COMMISSION.

An Arts and Culture Commission for the city is hereby established. The City Council hereby declares as a matter of public policy it is critical for the city to promote and increase the city's artistic and cultural assets by encouraging and participating in the selection and interpretation of public artwork and public arts events. Except as otherwise provided in this chapter, the Arts and Culture Commission shall advise the City Council.

(Ord. 798, passed 5-18-2021)

§ 32.76 ADMINISTRATION.

The Arts and Culture Commission shall adopt bylaws and rules of procedure for administration of its affairs, which shall be subject to the approval of City Council. The bylaws shall set regularly scheduled meetings and set attendance requirements for its members. The bylaws shall set forth a procedure for removal of a member who fails to meet the attendance requirements. Said removal shall be subject to the final approval of City Council.

(Ord. 798, passed 5-18-2021)

§ 32.77 COMPOSITION.

The Arts and Culture Commission shall consist of five members to be appointed or removed by the Mayor with the approval of the City Council.

(Ord. 798, passed 5-18-2021)

§ 32.78 POWERS AND DUTIES.

(A) *Generally.* The Arts and Culture Commission shall have the powers and duties to advocate for, promote, and participate in the selection and interpretation of public artwork and public arts events in the city.

(B) *Purpose.* The Arts and Culture Commission is established to stimulate and encourage the creation, performance, and appreciation of art and culture in the city and advise the City Council on arts-related matters, and promote the positive economic impact the arts has in the community.

(C) *Duties.* The Arts and Culture Commission shall have the following duties:

(1) To make recommendations on all requests for art installments on city property and conduct public meetings as directed by City Council or city policy;

(2) To give due regard to the city's Comprehensive Plan;

(3) To foster the development of the arts and culture in the city;

(4) To advise city administration and the City Council with respect to arts and culture-related matters;

(5) To stimulate participation in and appreciation of the arts by city residents;

(6) To act as an advocate for the arts before private and public agencies;

(7) To determine methods of selection of artists and works of art;

(8) To evaluate and recommend artists eligible for funding by the city, if any funding is available;

(9) To evaluate and recommend works of art for approved locations for funding by the city;

(10) To recommend locations for the performing arts;

(11) To assist the city in raising funds from public and private sources for the funding of arts projects in the city.

(Ord. 798, passed 5-18-2021)

2021 Budget Proposal

1. Professional Buckthorn Removal	\$ 2,500.00
2. Professional Invasive Plant Treatments for prairie restoration areas (Mesic Prairie, Emergent Shoreline Restoration, Upland Prairie, Oak Savanna, North Oak Savanna, North Mesic Prairie)	\$ 3,200.00
4. Supplies (e.g. flagging, chemicals, foaming agent, bags, gloves)	\$ 200.00
3. Earth Day Cleanup, Garlic Mustard Pull, Fall Work Day	\$ 300.00
4. Plants/Seeds	\$ 300.00
TOTAL	\$ 6,500.00

2019 Southwood Nature Preserve Quarterly Expense Report - \$6,300 approved by city council

April - June 2019

Dominos - 05/16/2019	Pizza for Garlic Mustard Pull	\$ 49.00
Minnesota Native Landscapes - 6/05/2019	Weed Control	\$ 1,000.00

July - September 2019

Minnesota Native Landscapes - 07/17/2019	Weed Control	\$ 332.50
Water - 08/05/2019	Water for God's Work Our Hands Service Project	\$ 3.44
Minnesota Native Landscapes - 08/05/2019	Weed Control	\$ 750.00

October - December 2019

Conservation Corps - 10/17-18/2019	Buckthorn Removal	\$ 1,245.00
Minnesota Native Landscapes 11/12/2019	Buckthorn Removal	\$ 2,382.75
Menards	ACCU Sharpening Tools	\$ 15.94

Total Expense		\$ 5,778.63
Total Budget	\$6,300	
Remaining Budget		\$ 521.37

FEE-FOR-SERVICE WORK ORDER BETWEEN
Southwood Nature Preserve
AND CONSERVATION CORPS MINNESOTA & IOWA
Project Number: 501-11140

This work order, and amendments and supplements thereto, subject to the Laws of Minnesota is by and between CONSERVATION CORPS MINNESOTA & IOWA, 60 Plato Blvd E #210, St. Paul, MN 55107 (hereafter referred to as "THE CORPS") and Southwood Nature Preserve (hereafter referred to as "PURCHASER").

Description and scope of work for the project: Remove buckthorn

THE CORPS represents that it is duly qualified and agrees to provide the services described in this contract.

TERM OF CONTRACT

- 1.1 **Effective date:** 09/01/2021, or the date THE CORPS obtains all required signatures, whichever is later.
- 1.2 **Expiration date:** 11/30/2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

DUTIES OF THE CORPS

- 2.1 Complete services as specified in Project Request, which is attached hereto, and shall be a part of this contract.
- 2.2 Enroll and supervise AmeriCorps members in accordance with program guidelines.
- 2.3 Provide basic orientation and training as appropriate for corpsmembers.
- 2.4 Provide consultation and on-site project review to ensure that service is progressing in accordance with this work order and program guidelines.
- 2.5 Provide personnel and payroll administration for corpsmembers.
- 2.6 Provide all necessary transportation of corpsmembers to and from service sites.
- 2.7 Provide basic tools, safety gear, personal supplies and equipment needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 2.8 Provide professional liability and worker's compensation insurance for all corpsmembers.
- 2.9 Track services completed and make this information available to PURCHASER upon request.

DUTIES OF PURCHASER

- 3.1 Provide on-site project specific direction and assistance to the corpsmember(s).
- 3.2 Provide at least one media promotion to the public stating that the services(s) are being performed by THE CORPS. Any publicity regarding the subject matter of this work order must not be released without prior approval from the Corps' Authorized Representative.
- 3.3 Ensure safe working conditions in and around project areas that meet all PURCHASER and federal standards.
- 3.4 Secure all local, county, and federal permits required by law prior to the commencement of work.
- 3.5 Provide corpsmember(s) with training and educational opportunities relevant to the services being performed. This includes an on-site project overview at the outset of the project which outlines project background, goals and overall outcomes expected as a result of the corpsmembers' efforts.
- 3.6 Provide specialized tools, safety gear, personal supplies and equipment that are not available through THE CORPS that are needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 3.7 Assist in the acquisition of camping/lodging accommodations if necessary.
- 3.8 Provide all project materials, supplies and chemicals.

PAYMENT

- 4.1 PURCHASER will pay THE CORPS for services performed by THE CORPS.
- 4.2 PURCHASER's obligation to THE CORPS under this contract is up to a maximum of \$2,500.00, based on the following fee schedule: \$24.50/hour + herbicide.
- 4.3 THE CORPS may invoice monthly. THE CORPS shall send final invoice to PURCHASER upon service completion.
- 4.4 PURCHASER shall make payment within 30 days of receipt of invoices.

CANCELLATION

- 5.1 This contract may be cancelled by the PURCHASER or THE CORPS at any time, with or without cause, upon 30 days written notice to the other party. In the event of such cancellation, THE CORPS shall be entitled to payment for services performed.
- 5.2 THE CORPS reserves the right to withdraw corpsmembers from PURCHASER for emergency response work including, but not limited to, natural disasters and wild fire response. Reasonable efforts will be made to accommodate the needs of the PURCHASER. PURCHASER has no funding commitment to THE CORPS for services completed while corpsmembers have been withdrawn from PURCHASER for emergency response. PURCHASER shall remain liable for payment for services that THE CORPS provides to PURCHASER.

AUTHORIZED REPRESENTATIVES

- 6.1 THE CORPS's Authorized Representative is Dorian Hasselmann, District Manager, 60 Plato Blvd E, Suite 210, Saint Paul, MN 55107, or his/her successor.
- 6.2 The PURCHASER's Authorized Representative is Brian Frandle, Interim City Manager, 2400 Margaret Street North, North Saint Paul, MN 55109, or his/her successor.

AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

- 7.1 Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- 7.2 If THE CORPS fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

INDEMNITY & INSURANCE REQUIREMENTS

- 8.1 To the fullest extent permitted by law, PURCHASER will defend, indemnify and hold harmless THE CORPS from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE PURCHASER; THE PURCHASER's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.2 To the fullest extent permitted by law, THE CORPS will defend, indemnify and hold harmless PURCHASER from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE CORP; THE CORPS's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.3 THE CORPS's is not obligated to indemnify and defend PURCHASER or owner for claims due to the sole negligence or willful misconduct of PURCHASER. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.4 THE PURCHASER's is not obligated to indemnify and defend THE CORPS or owner for claims due to the sole negligence or willful misconduct of THE CORPS. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.5 Applicable only if Corps staff or corps members will be operating motor vehicles owned, leased or rented by PURCHASER: The PURCHASER must provide to THE CORPS certificates of insurance showing CONSERVATION CORPS MINNESOTA & IOWA as an Additional Insured for Automobile Liability and include a Waiver of Subrogation in favor of THE CORPS.

GOVERNING LAW, JURISDICTION, AND VENUE

- 9.1 Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

DUPLICATION, DISPLACEMENT, SUPPLANTATION

- 10.1 Conservation Corps crews are subject to the provisions of 42 V.S.C. §§ 12501 - 12682 and 45 C.F.R. parts 2500 - 2550. These laws require, in part, that AmeriCorps assistance not result in:
- 10.1.1 Duplication of an activity otherwise available in the locality of the program or would otherwise be performed by an employee as part of the employee's assigned duties.
 - 10.1.2 Displacement of currently employed workers or workers on seasonal layoff or layoff from a substantially equivalent position, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits.
 - 10.1.3 Termination or layoff of employees.
 - 10.1.4 Infringement on the promotional opportunity of an employee or infringement on services performed by an employee as part of the employee's assigned duties.
 - 10.1.5 Supplanting the hiring of employed workers.
 - 10.1.6 Infringement on the assignments of any presently employed worker; an employee who recently resigned or was discharged; an employee who is on leave, on strike, being locked out, subject to a reduction in force, or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

PURCHASER:

PURCHASER certifies that the appropriate person(s) have executed this contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By:	
Title:	
	Interim City Manager
Date:	9/1/2021

CONSERVATION CORPS:

THE CORPS certifies that the appropriate person(s) have executed this contract on behalf of THE CORPS as required by applicable articles, by-laws, resolutions, or ordinances.

By:	
Title:	
	District Manager
Date:	

PROJECT REQUEST / SCOPE OF WORK

The CORPS and the PURCHASER have entered into an agreement to complete the project per the scope of work as derived from the originally submitted project request from:

Project Host Information

1. Project Contact Name: Brian Frandle
2. Project Contact Title: Interim City Manager
3. Agency: Southwood Nature Preserve
4. Phone Number: 651.747.2472
5. Email Address: brian.frandle@northstpaul.org

Project Information

1. Project Name: Buckthorn Removal
2. Project Location: Southwood Nature Preserve has undergone restoration since 2007. The Conservation Corps has assisted us with buckthorn removal in the past. The preserve is located on Holloway Avenue and can be reached from either Mcknight Road (West side) or Highway 120 (East Side) from Interstate 94 (South side) or Highway 36 (North side).
3. If applicable, project address: 2651 Holloway Avenue, North Saint Paul, MN 55109
4. Project Purpose: Remove buckthorn
5. Project Explanation: Since the crew has not been able to get out the last 2 years the buckthorn has really grown and will need to be cut and stumps treated.

Training Information

1. Project host able to provide training? No
2. Trainer(s): ,
3. Hours available for training:
4. Project host to provide site orientation, project overview and history, or other training for crew? Yes

Scheduling Information

1. Crew Type Requested: Young Adult Crew
2. Estimated Length of Project: 1-4 Days
3. Preferred Project Timeline: Middle of October
4. Can the project be completed intermittently? No

Project Equipment & Safety Information

1. Cell phones work in project area? Yes
 - a. If no, alternative communication options:
2. List all types of hand tools required for project: Backpack sprayers.
3. List all types of power tools required for project: Brush saws and possibly chain saw.
4. Safety concerns or potential "watch-out" situations related to project. List any specialty safety equipment requirements: Caution when walking through wooded area to avoid tripping.
5. Agency able to provide specialized tools? No
6. Alternate work plan in the event of adverse weather, if applicable:



**NORTH
ST. PAUL**
extraordinary.

PARK RENTAL POLICY

TABLE OF CONTENTS

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PURPOSE & DESCRIPTION OF PARK POLICY

The City of North St. Paul has two enclosed facilities and four open-air shelters available for rent by the public. Requests are on a first-come, first-served basis.

Park facilities are available to North St. Paul residents and non-residents at minimum cost. This policy provides guidelines for City staff and those who utilize the park facilities.

FACILITIES AVAILABLE FOR RENT

ENCLOSED FACILITIES

Casey Lake Park Building
Hause Park Building

OPEN-AIR FACILITIES

Colby Hills
Hause (included with building rental)
Silver Lake
Northwood

FACILITY USAGE SPECIFICATIONS

Rental Requests: Any person or group wishing to reserve a North St. Paul park facility must complete a rental application online at northstpaul.org and pay the appropriate fee and damage deposit to the City of North St. Paul. Payments can be made online, or payment may be made by cash or check at the North St. Paul City Hall located at 2400 Margaret Street, North St. Paul, MN 55109. Requests for reservations will be accepted on a first-come, first-served basis. The City shall have first priority for use for all governmental activities, including maintenance.

Rentals will be approved, denied, or revoked at the sole discretion of the City Manager. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on the basis of content or viewpoint, except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

City residents shall have first priority to rent facilities. Resident registration will start on December 1 at 8 a.m. for the following year; non-resident registration will begin a month later

on January 2 at 8:00 a.m. If the first day of registration falls on a day City Offices are closed, registration will start the next business day.

Only one reservation will be accepted each day for each facility.

Reservations are valid for park hours 7 a.m. – 11 p.m. only. Per City Ordinance alcohol shall not be consumed after 9:00 p.m. ***All reservations must be cleaned up and out of the park building by 11:00 p.m. or they will automatically forfeit their deposit.***

Deposits: Damage deposits must be paid with your reservation. After your rental, and upon the return of the key and inspection of the building the damage deposit will be refunded within 3 weeks. All refunds from the City of North St. Paul are paid by a check made payable to the applicant on the reservation. All refunds are mailed to the address on the account. See the section on “Set up, Clean Up & Damage” for information on how your deposit may be impacted.

Tents: Only 10’ X 10’ pop-up tents are allowed. Maximum number of tents is 2 per reservation. Tents must be secured with sand bags or weights. Staking tents into the ground is not allowed.

Inflatables/Moon Bounces: Unless it is a City sponsored event, inflatables/moon bounces are not allowed.

Food Trucks and Food Vendors: Up to two food trucks are allowed per reservation. All food vendors and food trucks must have a current City food license on file. A list of current vendors is available from the Community Development Department. At Casey Lake Park, food trucks may be parked on the sidewalk in between the Shelter and Booya building and in the motorcycle parking space with the serving window facing the sidewalk only. At Hause Park, food trucks may be parked on the street. Food trucks must not block access to buildings.

Facility Tours: Only one facility tour is allowed per reservation. Additional facility tours will be assessed a \$50 per visit fee.

Enclosed Facility Reservation Occupancy:

Hause Park 49 people (seating capacity for 30)

Casey Lake Shelter 215 people (seating capacity for 95)

Video Surveillance: The premise is under video surveillance. Compliance with rental terms may be enforced through review of video surveillance.

Keys: Building keys for the Hause Park Building must be picked up from City Hall, Monday through Friday, between 8:00 a.m. and 4:30 p.m., and no more than 2 days prior to your scheduled event. Keys must be returned to City Hall, or its afterhours drop boxes, the next day. Keycodes for the Casey Lake Building will be posted in the applicant’s online Park & Recreation

account and emailed to the account holder two weeks prior to the rental.

Special Events: Sale of alcohol or special events that are open to the public will require a special event permit and corresponding insurance and may require a temporary liquor license if eligible.

Fee Waiver: No fees shall be waived for any group except for City-sanctioned or City-sponsored events.

Decorating Information: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, 3M command strips and screws are prohibited. Do not hang decorations from the sprinkler heads. White mounting putty is permissible but must be completely removed after use. With the exception of food warmers (sternos) no open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

Set Up, Clean Up & Damage: The renter is required to leave all tables, chairs in place (*do not stack or Rack tables & chairs*) and remove personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance. ***The renter will be held responsible and billed for any unnecessary clean-up, losses or damages above and beyond your deposit as well as be subject to loss of rental privileges.***

Smoking/Tobacco: Smoking, e-cigarettes and the use of tobacco products is strictly prohibited in North St. Paul Parks and in all park facilities.

Police Security: Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the OT Patrol Officer rate as listed in the fee schedule at a three-hour minimum. The City, in its discretion, may waive the police presence requirement based on review of applicant submittal.

Refunds and Cancellations: If the applicant cancels their rental within 13 days from the date of their reservation, they will forfeit their rental fees. All cancelled reservations are subject to a \$25 administrative fee for cancellations. Weather related refunds are only issued when North St. Paul schools, places of worship, and/or local businesses are closed by snow, ice or other severe weather conditions for the entire day or at the discretion of the City Manager. Weather related closures can be found on WCCO, KARE11, KSTP, and KMSP Fox 9.

Animals: Pets are not allowed in enclosed park shelters; service dogs are welcome.

Colby Hills and Northwood: Colby Hills and Northwood Parks do not have restrooms onsite; renters will be responsible for providing their own port-a-potty from a licensed vendor.

Hause Park: The outdoor open aired shelter is included with the facility rental.

Casey Lake: Both the outdoor patio and indoor space will be included in the reservation. If outdoor patio space is not being used by the reservation, the public is not prohibited from utilizing the outdoor space. The Booya covered patio will be left open for residents to use on a first come first serve basis. The shelter restrooms will be available to the public during park hours.

RENTAL FEES

CASEY LAKE BUILDING FEES

Weekend Reservations Friday / Saturday / Sunday and Holidays:

\$300.00 Residents + \$350.00 deposit

\$400.00 Non-Residents + \$350.00 deposit

Weekday Reservations Monday – Thursday:

\$200.00 Residents + \$300.00 deposit

\$250.00 Non-Residents + \$300.00 deposit

HAUSE BUILDING FEES

Rental of the enclosed Hause Park Building includes the open aired shelter.

Full Day Rental – Resident

\$150.00 + \$150.00 deposit

Full Day Rental – Non-Resident

\$200.00 + \$150.00 deposit

OPEN AIRED SHELTER FEES

Full Day Rental – Resident

\$50.00 + \$50.00 deposit

Full Day Rental – Non-Resident

\$65.00 + \$50.00 deposit

Fees and rental specifications will be periodically reviewed by the Parks and Recreation Commission and staff to ensure the policy is adequately meeting the needs of the community and City.



February 5, 2021

Mr. Scott Duddeck
Executive Director
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Re: 2021 Park System Plan Update Planning Services

Dear Mr. Duddeck:

I am pleased to submit this letter proposal on behalf of WSB to the City of North St. Paul (City) to complete professional planning services for the 2021 Park System Plan Update. The scope of services developed is based on utilizing information your existing park system plan, the 2040 Comprehensive Plan and our familiarity with the city's goals.

SCOPE OF SERVICES

The following scope of services is meant to provide the City with the steps necessary to complete a successful planning project to guide future improvements and priorities to meet the needs of the community. WSB is always willing to adjust our scope of services as necessary in order to be more tailored to your needs or account for budgetary concerns.

Included in the Scope of Services is a tentative schedule outline that can be adjusted according to city schedules.

A. STEP ONE: Project Start-Up & Data Collection (March – April '21)

- 1) Project Start-Up Meeting: WSB will attend a virtual project start-up/focus meeting with the city staff to review the scope of services, overall project schedule and milestones, intended deliverables and collect relevant planning data.

CITY TASKS: Recommended tasks for the city staff and Parks Commission members prior to the start-up meeting to include:

- Undertake site visits and review of each park in the city; take notes on overall perceptions, comments, concerns, and ideas
 - Prepare an overall project vision statement for what you want the park system to look like 10 years from now
 - Develop list of initial planning goals based on current recreation trends, changing city demographics, community development growth patterns, and known issues.
- 2) Demographic Data Collection: WSB will gather ESRI demographic data for the City and will develop corresponding maps to identify the demographic breakdowns for income, ethnicity, population density and age.

- 3) GIS Based Park Aerial Maps (Optional): WSB will prepare individual maps of each park for use in the final plan document that illustrates each existing park aerial image showing current development with corresponding scale. See attached for an example.

B. STEP TWO: Evaluations & Analysis (May – June)

- 1) Site Evaluations: WSB will conduct a site review of each park to identify the existing level of service based on the current development, condition, age, park uses, accessibility and other design factors. Photos of each site will be taken during the evaluations.
- 2) Needs Analysis: An overall community wide needs analysis of the existing park system will be developed based on the data collected. This will allow the city to understand the broader needs of the community in order to develop recommendations and priorities that will balance access to quality recreation across the city.
- 3) Parks Commission Meeting: WSB will attend a virtual Parks Commission Meeting to review the data collection and analysis findings, discuss the Parks Commission vision and goals in relation to findings, correlation to the 2040 Comprehensive Plan goals and findings, and discuss general approach to recommendations and priorities.

C. STEP THREE: Recommendations & Priorities (July)

- 1) Recommendations: WSB will prepare recommendations for each park based on the overall goals and vision set by the Parks Commission.
- 2) Draft Priorities: WSB will develop estimates for individual parks and overall draft priorities to guide the city in future endeavors that are based on a strategic approach to implementation.
- 3) Parks Commission Meeting: WSB will attend a virtual Parks Commission Meeting to review the data collection and analysis findings, discuss the Parks Commission vision and goals in relation to findings, correlation to the 2040 Comprehensive Plan goals and findings, and discuss general approach to recommendations and priorities.

CITY TASKS: Recommended tasks for the city staff and Parks Commission members following the Parks Commission meeting to include:

- Community outreach, as feasible, to share draft recommendations and priorities with the community for feedback.
- Prepare an outline of comments with WSB for consideration

D. STEP FOUR (OPTIONAL): 2021 Park System Plan Update Document (August)

- 1) WSB will prepare a new word document of a Park System Plan Update based on the original information in the 2019 Park System Plan Update with replacement information as found in this planning study. This will include re-writing the previous information if the original document can not be located.

The plan will include correcting park classifications to be in alignment with the 2040 Comprehensive Plan.

- 2) City Council Meeting: WSB will attend a virtual City Council Meeting to present the 2021 Park System Plan Update for review and adoption.

- E. **Additional Services**: Services other than those listed in the Scope of Services above and requested and authorized in writing by the City. These services shall be billed on an hourly basis according to the current Hourly Rate Schedule at time of request

ASSUMPTIONS & EXCLUSIONS

The Scope of Services outlined above is based on the following assumptions and exclusions.

- A. No community engagement is included.
- B. Trails and pedestrian path network evaluation and planning is not included.
- C. All meetings are assumed to be virtual.

FEES FOR PROFESSIONAL SERVICES

It is proposed that the following Tasks be billed on an hourly-not-to-exceed basis according to the following breakdowns:

Task A.1 – A.2	\$860
Task A.3 (optional)	\$540
Task B.1 – B.3	\$3,550
Task C.1 – C.3	\$3,700
Task D.1 – D.2 (optional)	\$6,000

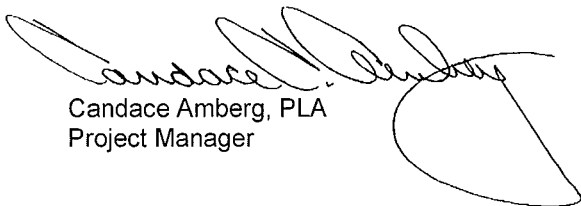
ACCEPTANCE

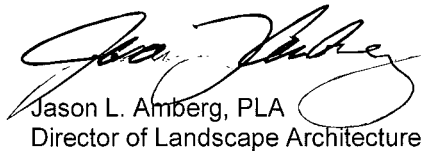
This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North St. Paul and WSB on September 8, 2009. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

Thank you for the opportunity to propose on this project. If you should have any questions regarding this proposal, please contact me at 763.231.4848.

Sincerely,

WSB


Candace Amberg, PLA
Project Manager


Jason L. Amberg, PLA
Director of Landscape Architecture

Mr. Scott Duddeck
February 5, 2021
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I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between the City of North St. Paul and WSB on September 8, 2009.

By: _____

Name: _____

Date: _____



N

0 100
 Feet
 1 inch = 100 feet

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Time Frame	PARK	Improvement	Priority	Estimated Project Costs	Notes
1 to 2	Hause	tennis court rehabilitation, ADA Walkway	1A	\$ 100,000	
1 to 2	General park update	Welcome signs for all parks	2	\$ 32,000	Commissioners thought this had gone to council in 2020. It had not.
1 to 2	Northwood	Gaga Ball	3	\$ 6,000	Basketball would need to be resurfaced
1 to 2	Casey Lake	update/maintenance on hockey rink	Public Works	\$ 50,000	
1 to 2	Rotary Park	signage		\$ 4,000	
2 to 3	Northwood	update warming house/bathrooms to rentable structure	1	\$ 500,000	Price is ballpark estimate; Actual cost will depend on what is done. Casey was over \$1M
2 to 3	McKnight	dog park, pickle ball, splash pad- need clear idea	2	?	
2 to 3	Silver Lake	securing lifeguards	3	\$35,000	
2 to 3	Downtown	Needs green space	4	?	
2 to 3	Silver Lake	repaneling of garbge cans -Eagle Scout project	5	?	
2 to 3	Old Gas Station site	splash pad - play structure (Location TBD)	6	\$100,000 to \$1,000,000	
2 to 3	Southwood	Natural Play Equipment	7	?	
2 to 3	Country Club	ideas: butterfly garden, trees, benches	8	?	
2 to 3	Northwood	replace open air shelter to match other city shelters	9	\$40,000	
3 to 5	Casey Lake	exercise equipment by parking lot, small equipment toward upper part of park	1	\$100,000	
3 to 5	Northwood	basketball court repaved	2	\$8,000	
3 to 5	Casey Lake	open air shelter by ball field	3	\$40,000	
3 to 5	Hause	playground equipment for older kids	4	\$100,000	
3 to 5	Silver Lake	Playground Equipment - nearing 20 yr lifespan built 2006	5	\$200,000	

Notes:
Need updated bid - WSB was \$100K
All parks that were rehabbed
Boards in bad shape; not maintained. - Pressure washed and painted; Recommend tear down and re
Info from the Rotary needed
This will be a big ticket item - Should be prioritized highly - Continue to work on grant for this.