



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

**February 23, 2022
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **February 23, 2022** at 6:30 p.m. The meeting location is the Sandberg Room on the 2nd floor 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 **February 23, 2022 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

Jill Officer

III. Adopt Agenda

IV. Approval of Minutes

- A. January 26th meeting minutes

V. Meeting Open to Public

This Open Forum is an opportunity for persons to address the Parks and Recreation Commission on items not on the agenda. A completed public comment form should be presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Commission may ask clarifying questions of the speaker, no formal action by the Commission or discussion will be held on these items.

- A. Cathy Troendle from Southwood Nature Preserve to present update
- B. Representatives from the Art & Cultural Commission to present the Art Wagon collaboration at Concert in the Park

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Review Southwood Nature Preserve budget and discuss paving of trails
- B. Review Event and Meeting Calendar
- C. April Event -cancel or plan

VIII. Old Business

IX. Reports from Staff

- A. Review Open Meeting Laws

X. Reports from Commissioners & Park Liaisons

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is March 23rd, 2022 at 6:30 pm in the Sandberg room on the 2nd floor of City Hall.



To

Parks & Recreation Commissioners

Date

February 23, 2022

Agenda Placement # IV.A

Approval of Minutes

Subject

January 26th meeting minutes

Background/Facts

Recommended Action

Attachments

1. Parks & Rec Commission Meeting Minutes_01.26.22

Respectfully submitted,

January 26, 2022

6:30 PM

The January 26th, 2022 Parks & Rec Commission meeting was held in the Sandberg Room of North St. Paul City Hall, 2400 Margaret Street, North St. Paul MN 55109

I. Call to Order

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

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - present

Larry Amsden - present

Heather Haas – Absent (excused)

Ingrid Koller - present

Sue Springborn - present

Nancy Thorsen - present

Sarah Zahradka – Absent (excused)

Arthur Alvarez, Jr - present

Council Liaison: Tim Cole – present

Staff: Jill Officer – present

WSB staff: Candace Amberg - present

III. Adopt Agenda

On motion by Commissioner Laura Greenlee-Karp, seconded by Commissioner Ingrid Koller with all present voting aye (7-0), motion carried to adopt the agenda.

IV. Approval of Minutes

Approve the 12/15/2021 special meeting minutes, with noted corrections that Tim Cole was present and Commissioner Sarah Zahradka was present via zoom.

On motion by Commissioner Nancy Thorsen, seconded by Commissioner Sue Springborn, with all present voting aye (7-0), motion carried to approve the minutes as amended.

V. **Meeting Open to Public –**

Jim Selchow attended the meeting and addressed the commission about the sediment build up at Casey Lake 17th/Shawnee on the east side which promotes invasive plant growth. He mentioned Ron Ritchie from public works would assess again in spring. Also the walking paths on the west side have tree roots growing through and needs to be repaved. He presented several photos and information.

Tim Cole spoke to meetings that are currently going on with Ramsey County.

Commissioner Alvarez questioned if the path maintenance fell under park funds.

VI. **Public Hearings - None**

VII. **Commission Business, Action Items & Recommendations**

- A. Election of Officers-A brief discussion of whether anybody else was interested in becoming an officer and if the existing officers were ok continuing their position took place. The following motion was placed:

Commissioner Ingrid Koller motions to have Commissioner Lloyd Grachek remain as chair, and Commissioner Laura Greenlee-Karp remain as co-chair. Seconded by Nancy Thorsen. All present voting aye (7-0), motion carried to keep the current leadership.

- B. Attendance Requirements- Commissioner Grachek reviewed attendance requirements for members of the commission. Springborn thought it was not necessary for those to explain their absence. Council Member Cole believes the requirements were from the state and it's not something we need to decide. Group decided that if notification is given prior to the meeting, it is excused. More discussion about this will be at the City Council meeting.
- C. Review Planning Commission Recommendations for Park Improvement Plan-The committee reviewed each item from the planning commission and approved the recommendation or decided to leave as is. Sue Springborn questioned parcels that were being called parks but didn't seem like we controlled, particularly Central Park, Environmental Learning Center, etc. Commission wanted a footnote added to the PIP for parks that need to either be pulled from the Comp 2040 or put into PIP for consistency. And how that would affect park space. Discussion to follow.

Candace from WSB helped define park definitions, use standards.

Commissioner Greenlee-Karp recommended to make all documents to have same wording from Comp 2040 plan to PIP plan in the vision statement and other parts.

Commission approved small word or phrase changes as recommended by the planning commission.

Commission did not feel the specific funding references were necessary and would be hard to track. WSB stated it was not typically in there.

Discussion of adding the age groups to the plan for playground equipment. It was seen as something to track going forward and to research for previously installed equipment but should not hold up the PIP.

Polar park clarification –partially complete. Swing set added and paths. Paths that were wanted are done.

Commission agreed that any additional wording about ADA in the plan is not necessary as any work done would be done to compliance going forward with projects.

Discussion of tracking the life expectancy of the playground equipment. It was seen as something to track going forward and to research for previously installed equipment but should not hold up the PIP.

Candace from WSB explains the process of basing parks off of density area and demographics with a program. The commission will readdress that in the future.

Commission needs more information before putting the retaining wall info into the PIP. Does not need to hold up the PIP.

Commission went over the Planning Commission meeting minutes for any miscellaneous items referring to the PIP.

Commissioner Grachek summarized the remaining steps to get the PIP, made a tentative plan for WSB to update the revisions, present again at February 23rd meeting final and would potentially be able to present at the March 1st Council Meeting.

Commissioner Greenlee-Karp inquires whether the Park Commission can start to take action on items in the PIP. Council Member Cole confirmed they can start to move things forward.

D. Final Mission Statement –ok as is

VIII. Reports from Staff

None

IX. Reports from Commissioners & Park Liaisons

Tim Cole thanked the commission for their hard work and time. And hopes the PIP will continue as a living document.

Next month's meeting topics: Southwood Nature Preserve, Civic Clerk to be determined since the information is available on the city website. Jill Officer reviewed the timeline for reporting zoom attendance and location for the next meeting and when the agenda items should be sent. Added calendar of event review to agenda.

X. Adjournment

On motion by Commissioner Lloyd Grachek, seconded by Commissioner Ingrid Koller with all present voting aye (7-0), motion carried to adjourn.

Meeting adjourned at 8:11 PM

Next Park and Recreation Meeting is scheduled for February 23rd, 2022 at city hall in the Sandberg Room; 2400 Margaret St, North St Paul, MN 55109

January 5, 2022

City of North St. Paul
2400 Margaret St. North
North St. Paul, MN 55109

Re: MS4 Record of Decision – Annual MS4 Opportunity for 2020

Dear Mr. Ron Ritchie and North St. Paul City Staff:

The following MS4 Record of Decision was created in response to comments received by Mr. James Selchow (2590 Dianne Street) in December 2021 via the City's website in response to the City of North St. Paul's (City) annual opportunity for the public to provide input on the Municipal Storm Sewer System (MS4) Stormwater Pollution Prevention Plan (SWPPP) for 2020.

1. **Comment:** *This note is regarding the condition involving Casey Lake and its sediment ponds, cattails, surface weed growth and stagnant smelly water. The sediment ponds on the south and east, by Shawnee Ave, are overloaded with sediment that's promoting cattail growth which in turn are reducing the open water on the lake. If something isn't done to correct these problems, the lake will turn into a swamp which has already started.*

Response: Pursuant to Part 21.9 of the 2020 MS4 Permit, the permittee must inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule below) each calendar year to determine structural integrity, proper function, and maintenance needs unless the permittee determines either of the following conditions apply:

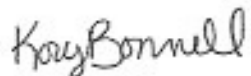
- a. complaints received or patterns of maintenance indicate a greater frequency is necessary; or
- b. maintenance or sediment removal is not required after completion of the first two calendar year inspections; in which case the permittee may reduce the frequency of inspections to once every two (2) calendar years. [Minn. R. 7090]

The city currently tracks inspection and maintenance of all ponds, outfalls and structural stormwater BMPs through their stormwater asset management (SWAMP) program. With the concerns raised by Mr. Selchow and in compliance with Part 21.9.a. of the 2020 MS4 Permit, the City of North St. Paul will prioritize inspection of the structural BMP located east of Casey Lake, immediately in the Spring of 2022 or when field conditions allow. Following the inspection if it is determined that the pond(s) require maintenance to ensure the structural integrity and proper function, the City will complete necessary maintenance as soon as possible. It should be noted that the City is also working with the Department of Natural Resources (DNR) and the Ramsey Washington Metro Watershed District (RWMWD) on proactive solutions for this area.

It is my opinion that these comments do not warrant revision(s) to the City's MS4 SWPPP (pursuant to Part 17.3) of the 2020 MS4 permit.

Should you have any questions or concerns, please do not hesitate to contact me at
612.749.2799 or kbonnell@wsbeng.com.
Sincerely,

WSB

A handwritten signature in black ink that reads "Kory Bonnell". The signature is written in a cursive, flowing style.

Kory Bonnell
Environmental Compliance Specialist



**NORTH
ST. PAUL**
extraordinary.

January 13, 2022

James Selchow
2590 Dianne St.
North St. Paul, MN 55109

Dear James,

Thank you for providing public comments on the City's stormwater permit application. Your comments were reviewed by the City Engineer and their response is enclosed. If you have further questions or concerns you may contact me, or the City's engineering team directly.

Ron Ritchie
Public Works Director
651-747-2556



To

Parks & Recreation Commissioners

Date

February 23, 2022

Agenda Placement # V.A

Meeting Open to Public

Subject

Cathy Troendle from Southwood Nature Preserve to present update

Background/Facts

Recommended Action

Attachments

1. 2022 Budget Proposal
2. SNP Expense Report 2021Q4
3. Year End Report 2020 - 2021

Respectfully submitted,

2022 Budget Proposal

1. Professional Buckthorn Removal	\$ 2,500.00
2. Professional Prairie Maintenance (Mesic Prairie, Emergent Shoreline Restoration, Upland Prairie, Oak Savanna, North Oak Savanna, North Mesic Prairie)	\$ 3,000.00
3. Earth Day Cleanup, Garlic Mustard Pull, Fall Work Day	\$ 300.00
4. Woodchips	\$ 1,200.00
TOTAL	\$ 7,000.00

2021 Southwood Nature Preserve Quarterly Expense Report - \$6,500 approved by city council

January - March 2021

Home Depot	Stake Materials for Educational Signage	\$ 72.54
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April - June 2021

Minnesota Native Landscapes (May 12, 2021)	Prairie Treatment	\$ 600.00
Displays2go	Brochure Rack for Kiosk	\$ 53.62

July - September 2021

Minnesota Native Landscapes (July 2, 2021)	Prairie Treatment	\$ 687.50
Sam's Club	Snacks for volunteer group	\$ 47.00
Minnesota Native Landscapes (Sept 16, 2021)	Prairie Treatment	\$ 1,050.00

October - December 2021

Conservation Corps (10/11-12, 11/10-11)	Buckthorn - rain cancel 1/2 day 10/12; full day 11/11	\$ 1,500.00
Woodchips from Corrections	100 yrds/\$9 yrd plus delivery of 8 loads \$25/ load	\$ 1,100.00

Total Expense		\$ 5,110.66
Total Budget	\$6,500	
Remaining Budget		\$ 1,389.34

Park and Recreation Commission 2020-2021 Report

Three of our task force members retired because they have moved out of the area: Jay Kuechenmeister, Deb Armstrong, and Meggie Royer. We thank them for their service to Southwood Nature Preserve.

Fire Department staffing numbers were limited due to the pandemic in 2020, so they were unable to perform a prescribed burn. Unfortunately the 2021 prescribed burn was canceled due to rain.

Public Works removed trees that fell directly on the trails. EAB is now in Southwood Nature Preserve as well as in neighborhood trees. In October 2021, the crew planted 10 bare-root hackberry trees (Margaret Street Trail) that were donated by a Water Steward who owns a nursery.

Public works mowed the Mesic Prairie in the early spring to reduce seed production from non-native invasive plants. The Public Works crew kept the North Field and the boulevard around Southwood Nature Preserve mowed during the summer.

A contractor removed trees along the creek at the Margaret Street location of the preserve due to lightning damage. A new culvert system was installed. The area was seeded with a native seed mix. The boulevard was seeded with turf grass which survives road salt better.

Some of Southwood's trails were in need of woodchips. Woodchips were last spread on some of the trails December 2018 (100 yards). Public Works spread 100 yards of woodchips December 2021. An area in need of woodchips was the trail off Margaret Street where the trail was damaged by the construction vehicles when the trees were removed and the culvert rebuilt. The trail was not repaired after the work was completed. We were able to do this because of a discounted rate from Ramsey County Corrections.

In 2020 and 2021 Minnesota Native Landscapes continued treating the invasive plants in Southwood Nature Preserve's prairies, coming out 3 times each year.

The Conservation Corps was unable to remove buckthorn in 2020 as they had a difficult recruitment season. They were did come out this year (October 11, 2021 and October 12, 2021) but their crew was limited to 2 crew members instead of 5. They did try to come out for additional days (November 10, 2021 and November 11, 2021), but rain limited what they were able to complete this year.

Robbie Seville was interested in completing an Eagle Scout Project for Southwood Nature Preserve. We discussed the possibility of building a chimney swift tower, looked at some plans developed by the Audubon Society and check out possible locations. His scout leader and grandfather both have building skills, so he discussed the project with them and decided he would like to build the chimney swift tower. He and his troop members finished installing the tower September 11, 2021.

The pandemic has also affected the ability of our volunteers to perform service projects in the preserve. In the past, North High JROTC cadets have assisted us with large projects during the spring and fall, but small school attendance impacted the ability to work with the students. Hopefully next spring they'll be able to come out again. We did have smaller groups and individuals volunteer in 2021.

In May, Meggie Royer and Patrick Krasky removed garlic mustard since our past GAP volunteer group could not due to covid. Meggie Royer removed invasive Dame's rocket from the North end of the preserve (June 11, 2021) before she left for graduate school in Michigan (August 16, 2021).

Christine Meyer contacted Cathy Troendle, July 23, 2021, regarding a hawk that was acting strangely. Cathy went out and caught the juvenile Cooper's Hawk and took it to The Raptor Center. Unfortunately the raptor did not survive and was suspected of being infected with West Nile Disease.

Students from the AIM program at Lionsgate Academy in North Saint Paul came out to the preserve this summer to remove burdock, curly dock and buckthorn (July 20, 2021 and July 27, 2021).

Five members from Saint Mark's Evangelical Lutheran Church worked with task force members Darrell Meyer and Tiffany Brian to remove buckthorn during their annual "Gods Work Our Hands " day of service (September 12, 2021).

John Lampe has continued his volunteer work, treating the Japanese Knotweed in the preserve. This fall (November 23, 2021) he is used a new technique by directly treating the live underground corms.

Vick Fickling, David and Donna Nelson continued work in the Oak Savanna.

Cathy Troendle continued monitoring the bluebird and duck boxes; removed burdock plants/seeds, garlic mustard, curly dock, dame's rocket, buckthorn and honeysuckle; planted dogwood trees; created posts for Friends of Southwood Nature Preserve Facebook Page; updated the pamphlet box on the kiosk with the Southwood Nature Preserve Map, Oakdale Bark Park Map, and Southwood Preserve Bird List; repaired plant signs; spread native prairie seeds; implemented new activities:

Monitored Southwood's Creek for Winter Salt Watch (11/25/2020 91 ppm, 3/9/2021 203 ppm, 5/28/2021 172 ppm, 10/5/2021 46 ppm – U.S. Environmental Protection Agency – concentrations of 230 ppm or greater are dangerous to aquatic life);

Wrote a grant for a native bee nesting box (Sponsor-A-Hive) and installed in the Upland Prairie

Developed a 2021 winter trail activity to Identify Trees in winter

Developed a 2021 Spring and Fall BINGO activity available to visitors to pick up from the kiosk

Family Nature Walk, for ISD 622 Early Childhood and Family Programs, with 82 participants in September 22, 2020 and 121 participants in October 7, 2021. In 2020 we took precautions by not having activities where people would congregate (crafts, touch table or stations). Instead we had a 5 senses BINGO Hike and families move clock wise around the pond. This year we had a story book trail and included hands-on activities: making binoculars, mammal fur touch table, and making animal tracks in sand.



To

Parks & Recreation Commissioners

Date

February 23, 2022

Agenda Placement # VII.B

Commission Business, Action Items & Recommendations

Subject

Review Event and Meeting Calendar

Background/Facts

Recommended Action

Attachments

1. 2022 PRC Calendar Update

Respectfully submitted,

	Date	Location	Time	Day	Lead:	Items to cover:
January PRC Regular Meeting	January 26th	Sandberg	6:30 - 8PM	Wednesday		PIP
February PRC Regular Meeting	February 23rd	Sandberg	6:30 - 8PM	Wednesday		final PIP, calendar, Southwood, Open Meeting policy, April Event
March PRC Regular Meeting	March 23rd	Sandberg	6:30 - 8PM	Wednesday		
Spring Egg Bonanza	April 16th	Casey Lake Park	10- 11:30 AM	Saturday	Sarah Z	Easter is 4/17
Spring Park Cleanup	April 23rd	North High School	9- Noon	Saturday		
Rainout date	April 30th					
April PRC Regular Meeting	April 27th	Sandberg	6:30 - 8PM	Wednesday		
Southwood Earth Day cleanup	April 23rd	TBD-Southwood	9-Noon	Saturday		
May PRC Regular Meeting	May 25th	Sandberg	6:30 - 8PM	Wednesday		
Mustard Pull	May	TBD-Southwood	TBD			
Car show (anticipated)	June 3rd-Sept 16th	7th Ave				
June Music in the Park	June 16th	Casey Lake Park	7-8:30 PM	Thursday	Heather	
Tree Adoption	June 20-24th	Home Delivered	7- 2 PM	Friday	Public Works	
June PRC Community Meeting	June 22nd	TBD	6-6:30 PM	Wednesday		
June PRC regular Meeting	June 22nd	TBD	6:30 - 8PM	Wednesday		
July Music in the Park	July 21st	Casey Lake Park	7-8:30 PM	Thursday	Heather	
July PRC Regular Meeting	July 27th	Hause Park	6:30 - 8PM	Wednesday		
Food Truck Night	July 27th	Hause Park	6-8 PM	Wednesday		
August Music in the Park	August 18th	Casey Lake Park	6-7:30 PM	Thursday	Heather	
August PRC Community Meeting	August 24th	TBD	6-6:30 PM	Wednesday		
August PRC regular Meeting	August 24th	TBD	6:30 - 8PM	Wednesday		
September Music in the Park	September 15th/22nd?	Casey Lake	6-7:30	Thursday	Heather	
September PRC Regular Meeting	September 28th	Sandberg	6:30 - 8PM	Wednesday		
Fall Work Day	October 9th	TBD-Southwood	9-Noon	Saturday		
Star Watch	October 11th	Casey Lake Park	7-9 PM	Tuesday	Nancy	
October PRC Regular Meeting	October 27th	Sandberg	6:30 - 8PM	Wednesday		
Trick or Treat Trail	October 15th/22nd	Casey Lake Park	2-4 PM	Saturday		
Volunteer Appreciation	November	Casey Lake Park	6-8 PM	Wednesday		
November PRC Regular Meeting	November 23rd	Sandberg	6:30 - 8PM	Wednesday		
PRC Holiday get Together	Dec-22	Casey Lake Park	6-8 PM	Weekday		
Fire and Ice	January 15th, 2022	Hause Park	5-8 PM	Friday		
Southwood events typically were high school students, these may open up as a resident volunteer opportunity						