



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

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

The Parks and Recreation Commission Meeting will be conducted on **March 23, 2022** at 6:30 p.m. The meeting location is the Sandberg Conference room of City Hall on the 2nd floor, 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 **March 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. Approve February 23rd 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

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. October Event ideas/planning
Event updates -Star Watch, Food Truck night
- B. Go through PIP and start working on items
- C. Rotary Park Signage (park signage)
- D. Discussion ideas for Commissioner Retreat w/ Council
- E. Review Power Point presentation

VIII. Old Business

IX. Reports from Staff

X. Reports from Commissioners & Park Liaisons

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is April 27th, 2022 at 6:30 pm.



To

Parks & Recreation Commissioners

Date

March 23, 2022

Agenda Placement # IV.A

Approval of Minutes

Subject

Approve February 23rd meeting minutes

Background/Facts

Recommended Action

Attachments

1. Parks & Rec Commission Meeting Minutes_02.23.22

Respectfully submitted,

February 23rd, 2022

6:30 PM

The February 23rd, 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 –present

Ingrid Koller - present

Sue Springborn – absent (excused)

Nancy Thorsen - present

Sarah Zahradka – present

Arthur Alvarez, Jr - present

Council Liaison: Tim Cole -absent (excused)

Staff: Jill Officer – present

III. Adopt Agenda

On motion to adopt the agenda by Commissioner Sarah Zahradka, seconded by Commissioner Heather Haas with all present voting aye (8-0), motion carried to adopt the agenda.

IV. Approval of Minutes

On motion to approve the January 26th, 2022 meeting minutes by Commissioner Nancy Thorsen, seconded by Commissioner Ingrid Koller, with all present voting aye (8-0), motion carried to approve the minutes.

V. Meeting Open to Public –

Carey Nadeau and Tom Sonnek from the Art and Culture Commission were present to discuss collaborating with the Park and Recreation Commission on reintroducing the Craft Wagon. Both Commissions were excited about the idea and having it at the Music in the Park series. The PRC gave several ideas of how to manage crowds, possible volunteer contacts, sponsorships, school group contacts and branding.

Cathy Troendle from Southwood Nature Preserve presented an overview of accomplishments from 2021, the needs for 2022 and the budget to complete these items. Attachments (3) included.

VI. Public Hearings - None

VII. Commission Business, Action Items & Recommendations

On motion by Commissioner Sarah Zahradka to approve \$7,000 for Southwood Nature Preserve budget, seconded by Commissioner Heather Haas, with all present voting aye (8-0), motion carries to approve funding for Southwood.

- A. Discussion of paving Southwood trails- Reasons discussed for paving included the yearly cost of wood chips, maintenance, volunteer availability in years to come, and an increase of usability and accessibility. Reasons brought up to not pave the trails include the natural aspect of the trails, the setback requirements when paving by watershed areas, the cost of paving is significantly more than the woodchips and the current volunteers/clientele do not want paved trails. Discussion will continue on possibly paving some trails or possibly putting in sidewalks along the south and west sides will happen at the Community Meeting at Southwood in June.
- B. Review of 2022 calendar- removing April event, adding Food Truck night, adding a walking meeting of 7th Ave in August and the other locations of the community meetings. Commissioner Thorsen is checking into Star Watch. Several ideas of retitling/revamping Trick or Treat Trail in October.

On motion by Commissioner Laura Greenlee-Karp to spend no more than \$500 for plastic cover/coiled copies of the final, approved Park Improvement Plan for all active PRC commissioners, liaisons and related staff, seconded by Commissioner Sarah Zahradka, with all present voting aye (8-0), motion carries to approve Park Improvement Plan booklets.

VIII. Reports from Staff

Reiterated Open Meeting Laws –in person, online in public place and noted on agenda, or online as guest.

Staff member Jill Officer requested one to two commissioners to be present at the workshop and council meeting to present and answer questions about the Park Improvement plan.

IX. Reports from Commissioners & Park Liaisons

Next month's meeting topics: Discuss October event, go through Park Improvement Plan

X. Adjournment

On motion by Commissioner Sarah Zahradka, seconded by Commissioner Nancy Thorsen with all present voting aye (8-0), motion carried to adjourn.

Meeting adjourned at 8:07 PM

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

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.

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

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



To

Honorable Mayor Furlong and City Council

Date

March 23, 2022

Agenda Placement # VI.A

Public Hearings

Subject

No Public Hearing Scheduled

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,

**To**

Parks & Recreation Commissioners

Date

March 23, 2022

Agenda Placement # VII.C

Commission Business, Action Items & Recommendations

Subject

Rotary Park Signage (park signage)

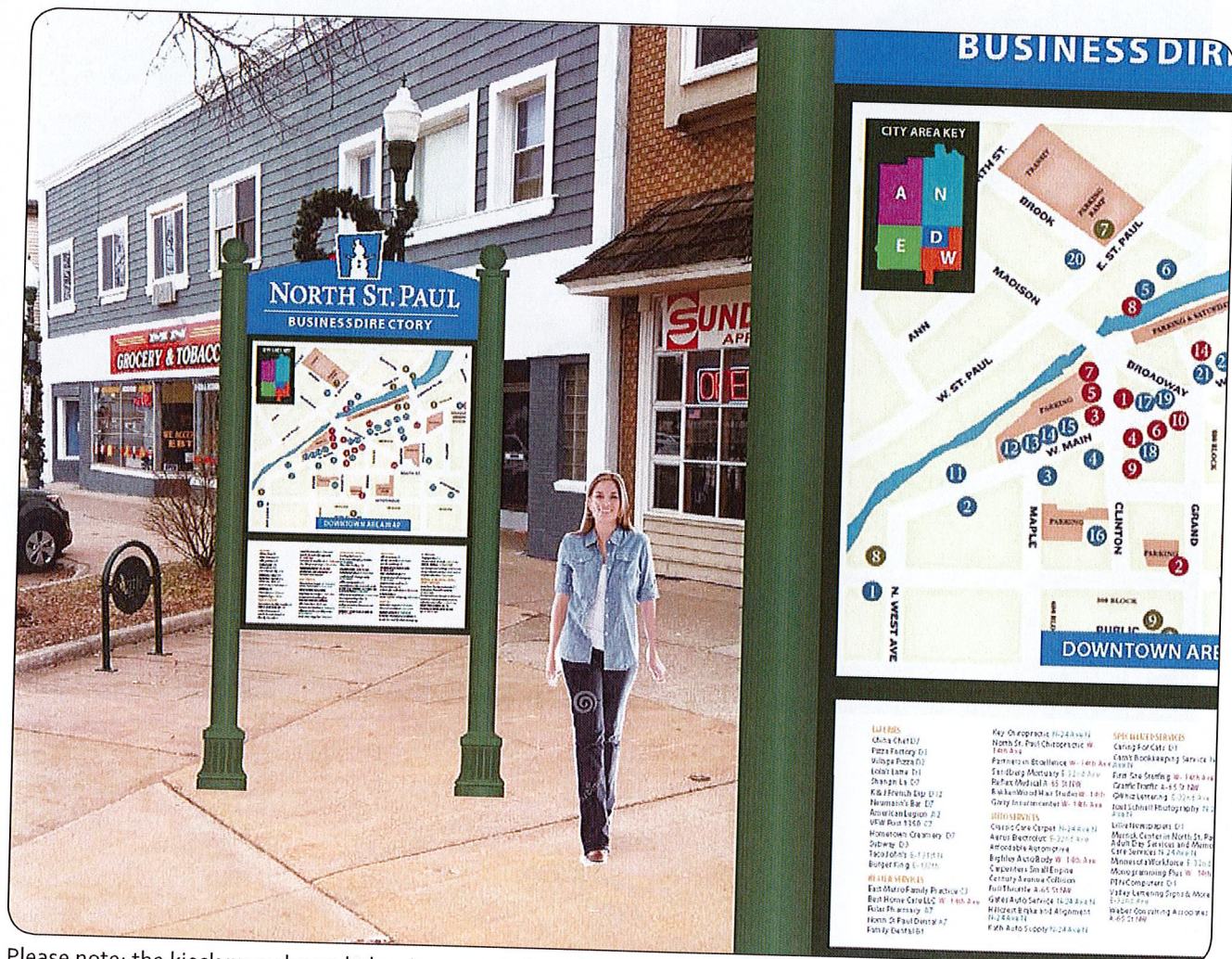
Background/Facts**Recommended Action****Attachments**

1. Rotary Park Kiosk Example Image
2. Gopher Signs Sign Options_01
3. Welcome Sign Examples

Respectfully submitted,

KIOSK SIGNS - DESIGN

The purpose of the kiosks signs are to provide a pedestrian-friendly central location for information on community events and other announcements. The kiosks help establish the design tone for the downtown corridor and are intended to show location maps of the City with destinations of interest to residents and visitors on one side. It is the intent to use these signs to promote merchants and services with a removable location key that can be changed out annually as the community evolves and businesses move into the community. On the other side of the kiosk, options for content could include community events or the history of the City. The kiosk signs are proposed to be located at the intersection of Margaret Street and 7th Street as well as Rotary Park. The kiosk sign showcases a City area key that matches up with a color coordinated list of businesses and amenities in the lower section of the directory. The main map shown will showcase the downtown area.



Please note: the kiosk map shown below is an example and does not represent North St. Paul's downtown. This map will be designed in the future.

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Please note: the kiosk map shown below is an example and does not represent North St. Paul's downtown. This map will be designed in the future.

PHALEN SOUTH END

1283 EAST SHORE DRIVE
City of Saint Paul, Parks & Recreation



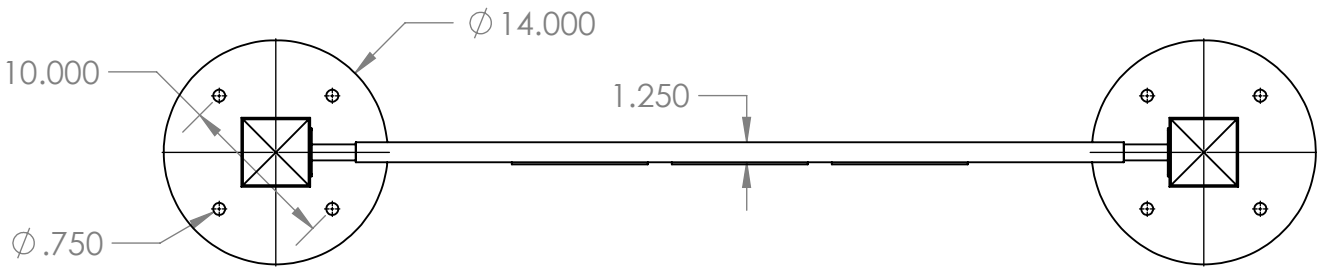
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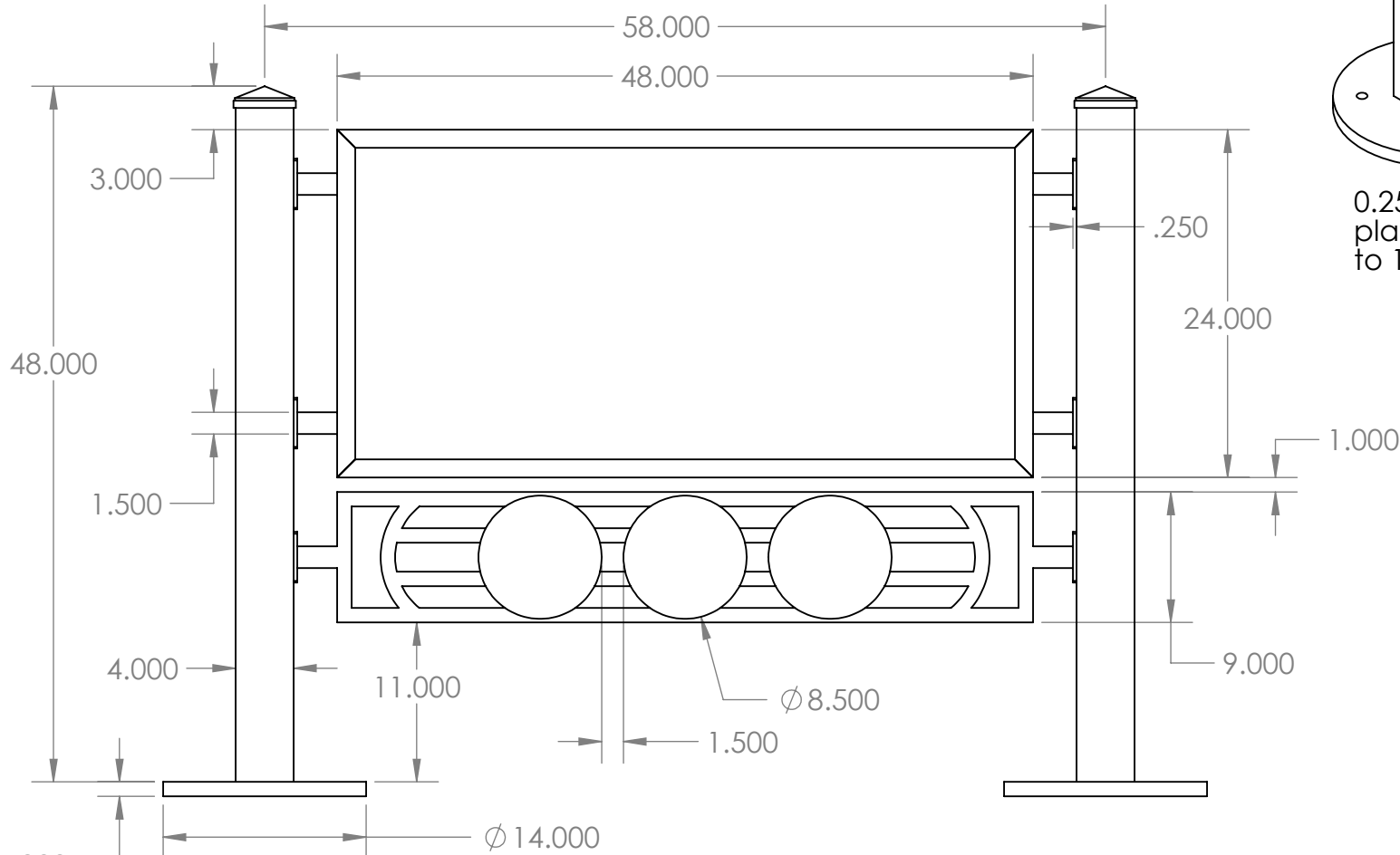
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1

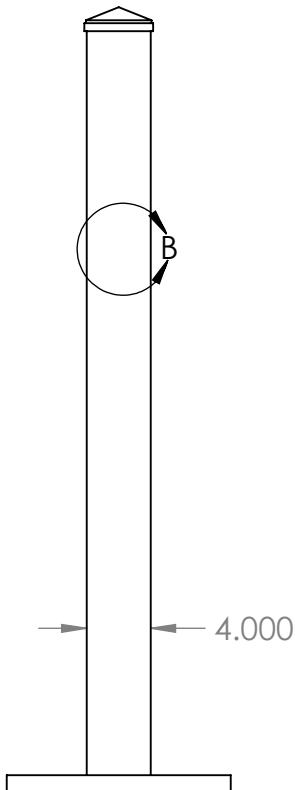
Top View



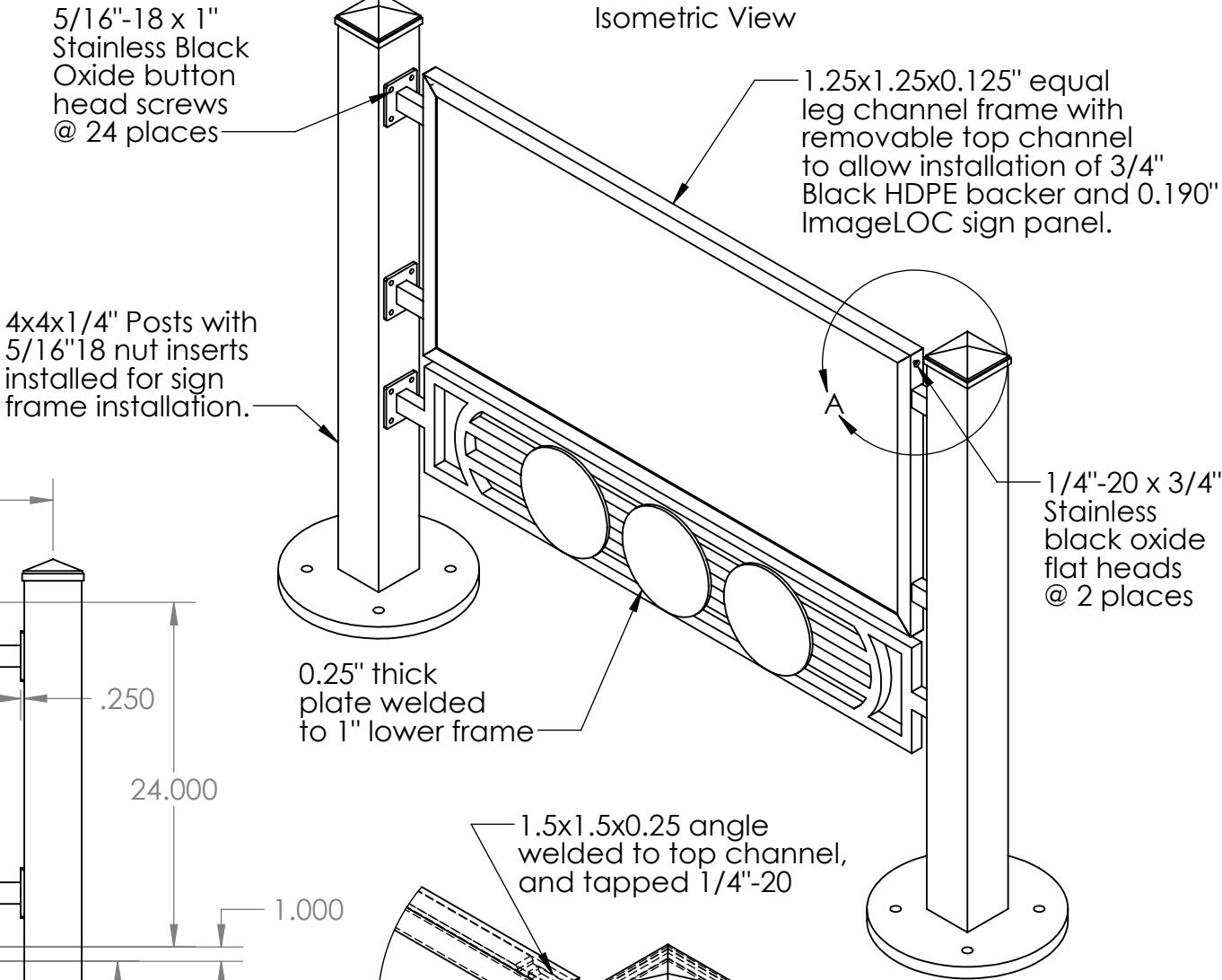
Front View



Left View



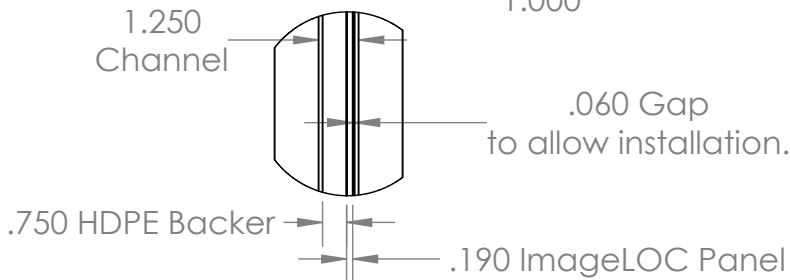
Isometric View



DETAIL A
SCALE 1 : 6

Qty. TBD

DETAIL B
SCALE 1 : 6



UNLESS OTHERWISE SPECIFIED:		NAME	DATE	-GOPHER SIGN- 103 Highway 22 E - Clear Lake, SD 57226	
DIMENSIONS ARE IN INCHES		DRAWN	Jonas		
TOLERANCES:		CHECKED			
FRACTIONAL ± 1/32		ENG APPR.			
ANGULAR: MACH ± 0.25°		MFG APPR.		Description: St. Paul	
BEND Angle ± 0.5°		Q.A.			
TWO PLACE DECIMAL ± 0.03		Project:	TBD		
THREE PLACE DECIMAL ± 0.015		Job #	TBD	SIZE	DWG. NO.
FINISH Textured Black Powder coat		Project: TBD		B	Park Sign Small
				SCALE: 1:12	WEIGHT:
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF Gopher Sign. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF Gopher Sign IS PROHIBITED.		SHEET 1 OF 2		REV	

4

3

2

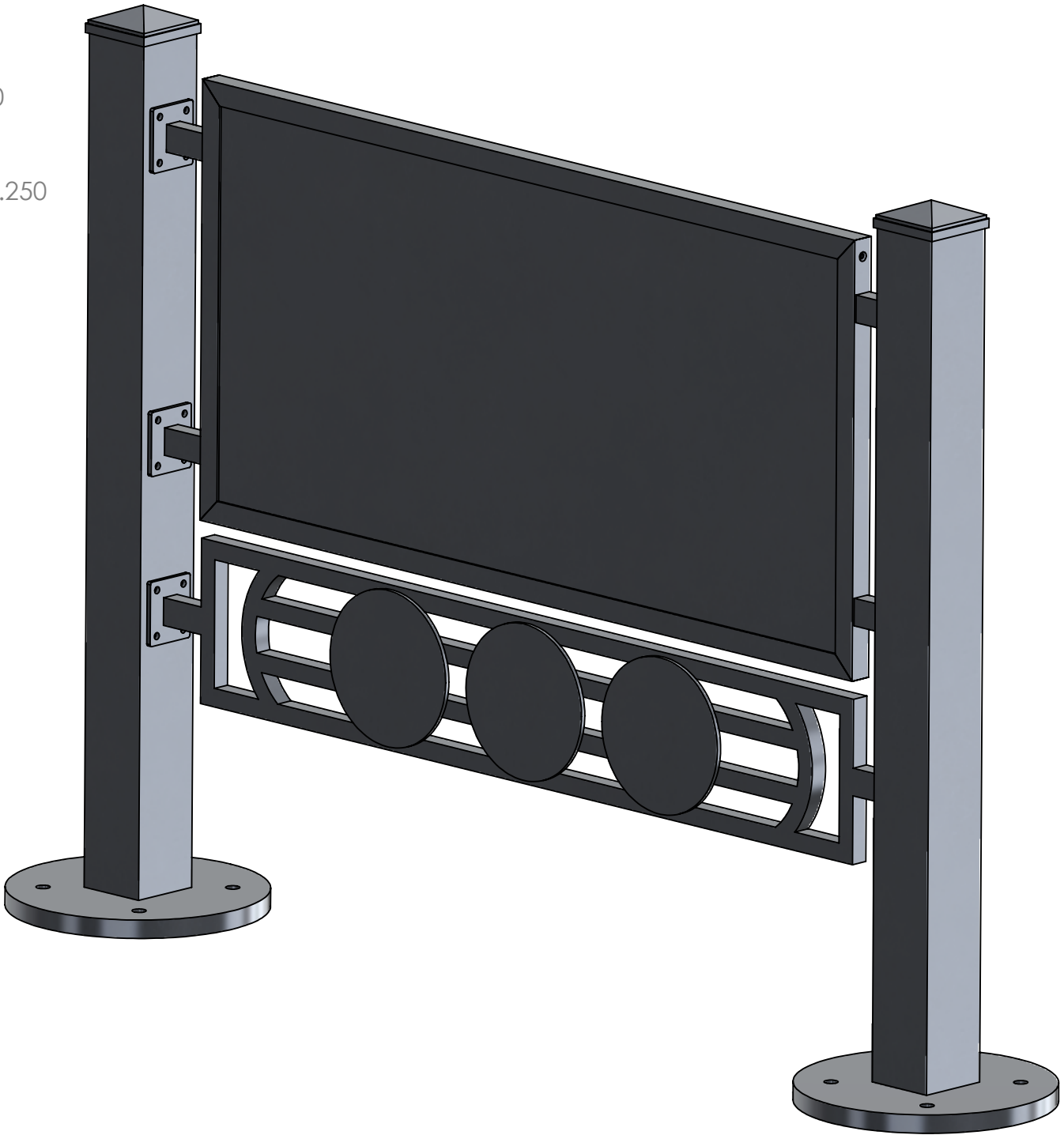
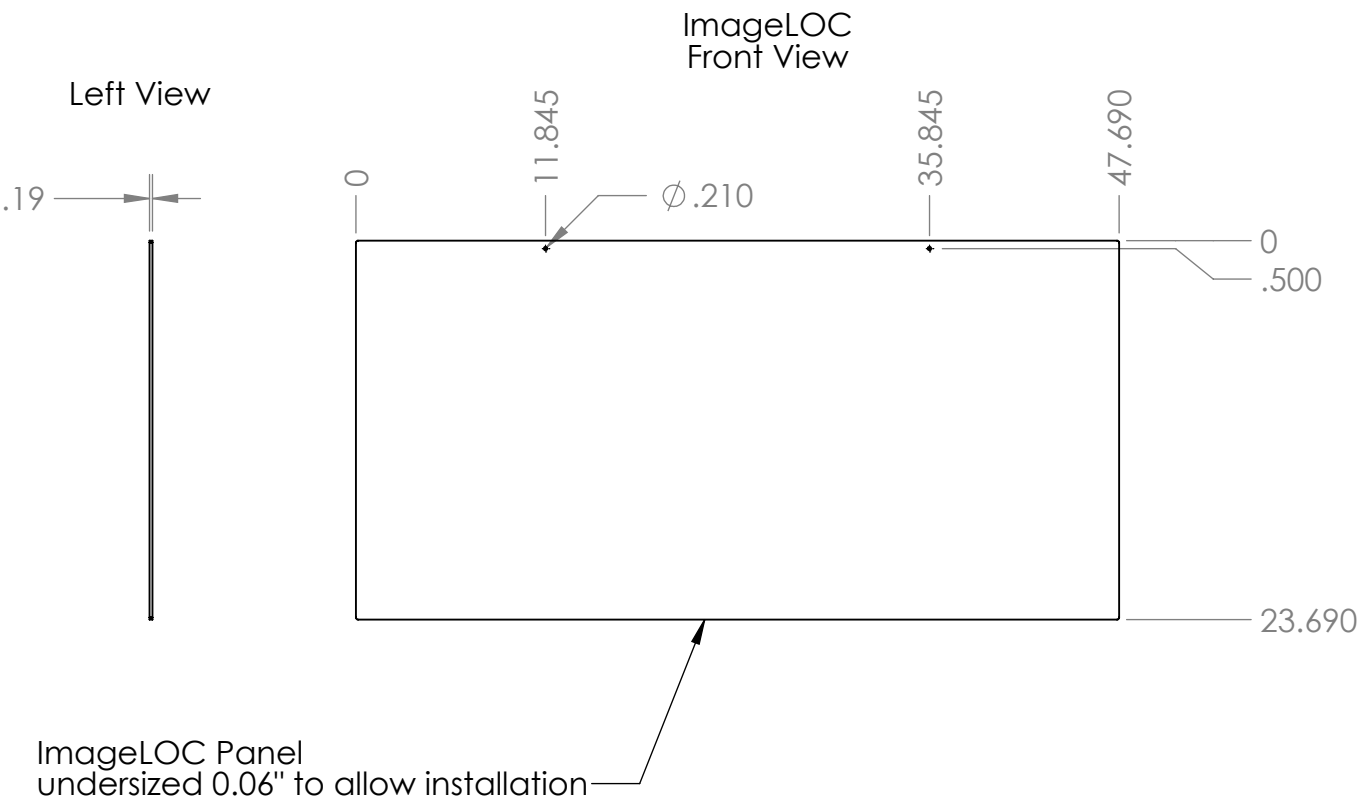
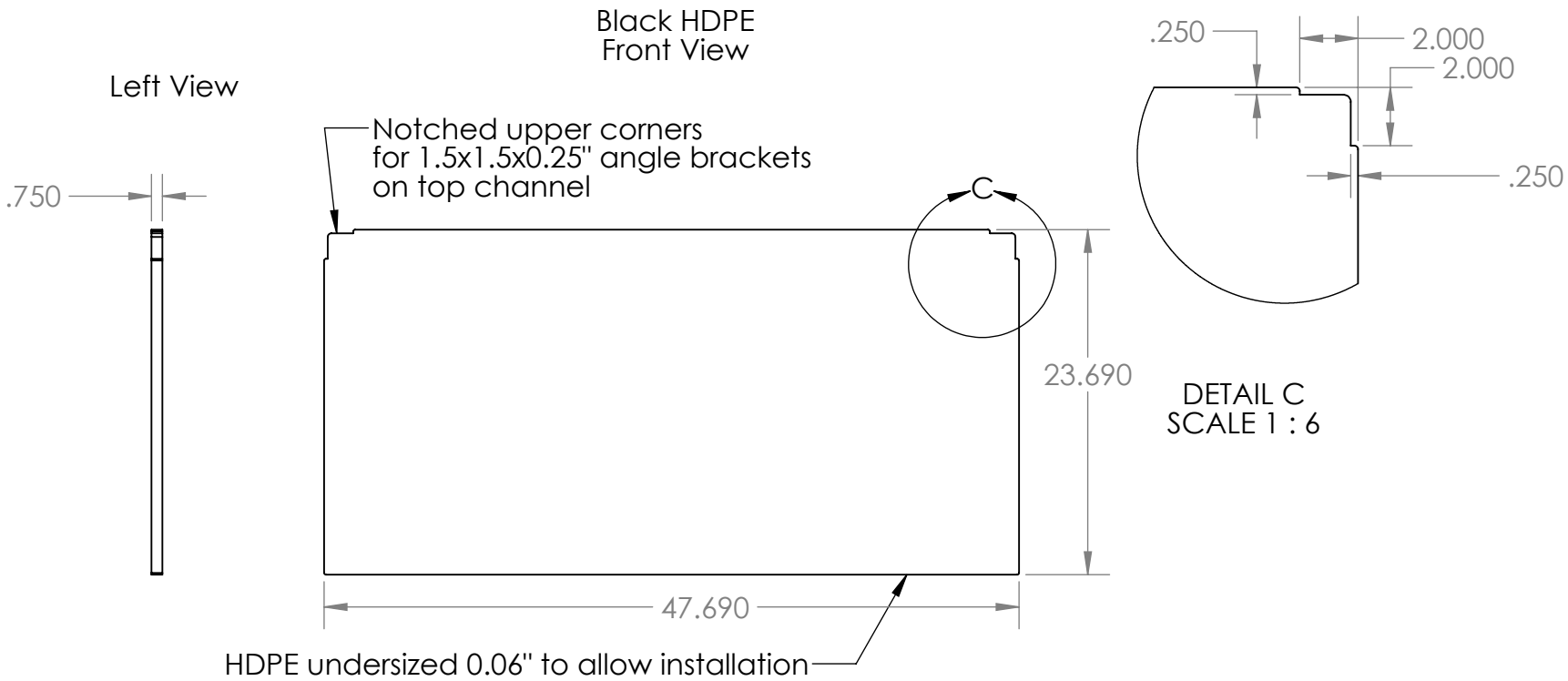
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1



Qty. TBD

PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF Gopher Sign. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF Gopher Sign IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:

DIMENSIONS ARE IN INCHES
TOLERANCES:
FRACTIONAL $\pm 1/32$
ANGULAR: MACH $\pm 0.25^\circ$
BEND Angle $\pm 0.5^\circ$
TWO PLACE DECIMAL ± 0.03
THREE PLACE DECIMAL ± 0.015

INTERPRET GEOMETRIC TOLERANCING PER: ANSI

Job # TBD

FINISH
TBD

DRAWN

NAME

DATE

Jonas

CHECKED

ENG APPR.

MFG APPR.

Q.A.

Project:

TBD

-GOPHER SIGN-

103 Highway 22 E - Clear Lake, SD 57226

Description:

St. Paul

SIZE

B

DWG. NO.

Park Sign Small

REV

SCALE: 1:12 WEIGHT:

SHEET 2 OF 2

4

3

2

1

THE CITY OF SAINT PAUL, PARKS AND RECREATION EXTERIOR SIGNAGE

Project Manager
Cheeneng Yang
651-266-6414
Cheeneng.Yang@ci.stpaul.mn.us

Project Manager/Senior Landscape Architect
Kathleen Anglo, RLA
651-266-6368
Kathleen.Anglo@ci.stpaul.mn.us



1 Regional Park Sign A



2 Regional Park Sign B



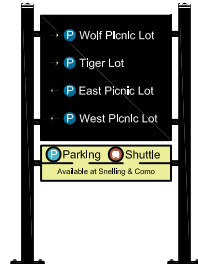
3 Park Sign - Large



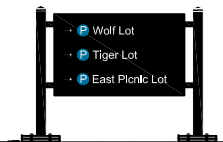
4 Park Sign - Small



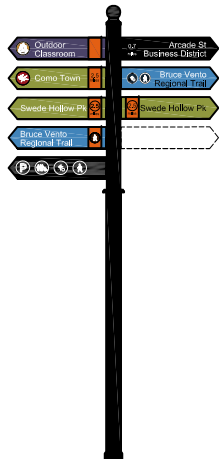
5 Wayfinding Sign A



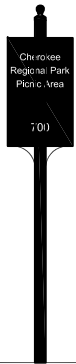
6 Wayfinding Sign B



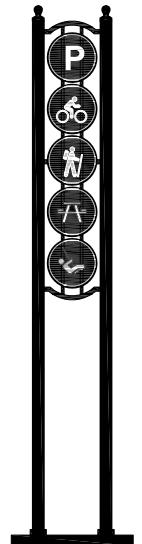
7 Wayfinding Sign C



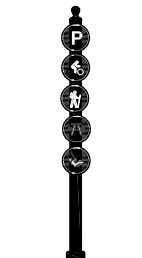
8-9 Wayfinding Sign D1 & Sign D2



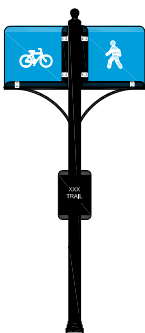
10 Wayfinding Sign E



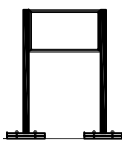
11 Wayfinding Sign F



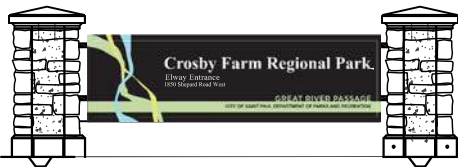
12 Wayfinding Sign G



13 Wayfinding Sign H



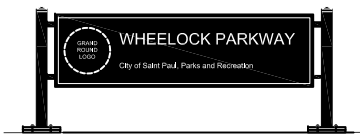
14 Interpretive Sign



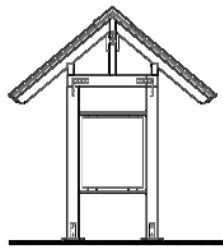
15 Great River Passage Sign



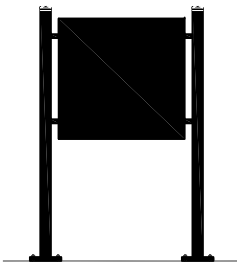
16 Great River Passage Parking Lot Sign



17 Saint Paul Grand Round Sign



18-22 Kiosk (4-Sided)



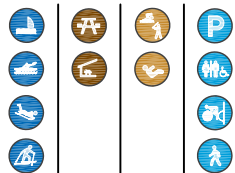
23 Kiosk (2-Sided)



24 Sign Backside Alternative



25-26 Footings & Foundation



27-28 Symbols & Typeface

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.
Date: 06/12/2017
Reg. No. 43242

JOB NO:
DIRECTOR: CHEN YANG
DATE: 06/22/2017

DEPARTMENT OF PARKS & RECREATION
400 CITY HALL ANNEX
25 WEST FOURTH STREET
ST. PAUL, MINNESOTA 55102

COVER SHEET
REVISIONS:

CITYWIDE SIGN FAMILY
SAINT PAUL, MN

CI



SALT LAKE CITY
PARKS & PUBLIC LANDS

Imperial Park









THIS ARTWORK IS THE PROPERTY OF M-R SIGN CO. USE BY OTHERS WITHOUT WRITTEN PERMISSION IS PROHIBITED BY LAW.	FINISHED SIGN SIZE	DESCRIPTION	DRAWN BY/DATE	APPROVED BY/DATE	SCALE	GSP NAME	
	$36" \times 37"$ $36" \times 40"$	Customer Spec.	JEFF 12-2-16		$\frac{3}{32}" = 1"$	North St. Paul	

M-R Sign Co. , Inc. 1706 1ST Avenue North Fergus Falls, MN 56537 Phone (218) 736-5681