



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

**April 27, 2022
6:00 PM**

The Parks and Recreation Commission Meeting will be conducted on **April 27, 2022** at 6:30 p.m. The meeting location is the Sandberg room 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 **April 27, 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,

Participants accessing the meeting by phone please use the following meeting ID:
81609668742

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. Approval of March 23rd 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.

VI. Public Hearings

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. Park improvement Plan update
- B. Park Signage Update -pricing (one company so far)
- C. Continued discussion on October event

VIII. Old Business

IX. Reports from Staff

X. Reports from Commissioners & Park Liaisons

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is Wednesday May 25th at 6:30 pm.

March 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 - absent

Sue Springborn – present

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 Laura Greenlee-Karp 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 Laura Greenlee-Karp, seconded by Commissioner Heather Haas, with all present voting aye (8-0), motion carried to approve the minutes.

V. **Meeting Open to Public –**

Joe Miller, Randy Greenlee and Shawn Berry from the Rotary were present to discuss the Rotary Park signage and way finding kiosk along the Gateway Trail. Previously discussed last year and money had been approved for the signage. They presented samples of suggested sign types and funding options for the project. An overview of the items completed at the park was handed out.

VI. **Public Hearings - None**

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

- A. Reviewed sign options for parks, selected option, discussed which parks would get what size, and the location it would go to get high level pricing on 2 sizes. Made list of parks and quantities of signs for each.
- B. Discussed ideas of fall event- ideas centered around an event that would not need volunteers, local crafts, food, merchants- an actual opportunity to sell, activities possibly by non-profit groups, arts and crafts –reach out to the Art and Culture commission. An event inclusive to all age groups and family types. Other options were having a bon fire and dance.
- C. Discussed the park cleanup –day, time, and having bags available.
- D. Showed the commission the power point presentation that would accompany the Park Improvement plan at the council workshop.
- E. Discussed how the Adopt-a-Park works, should work or be an option at all.
- F. Commissioner Grachek ran through some items that were discussed with the City Manager, approval levels and what needs to go to council.

VIII. **Reports from Staff**

IX. **Reports from Commissioners & Park Liaisons**

Next month's meeting topics: Review sign prices, continue discussion on October Event.

X. **Adjournment**

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

Meeting adjourned at 8:15 PM



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

Next Park and Recreation Meeting is scheduled for April 27th, 2022 at City Hall in the Sandberg Room; 2400 Margaret St, North St Paul, MN 55109



Join us for the Rotary Park Grand Opening

SATURDAY, OCTOBER 9TH, 11 AM - 2 PM
AT ROTARY PARK IN NORTH ST PAUL

GATEWAY STATE TRAIL
NORTH ST PAUL

Enjoy Refreshments and
Live Entertainment.

Learn who helped us
reach our goals.

**Everyone is welcome to
come help us Celebrate**

Donations welcome

Overflow parking available at Ramsey County Library

**Please follow recommended COVID-19 safety guidelines*

The Rotary Club Foundation of
North St Paul-Maplewood
Oakdale started the park project
in 2012.

Park benches • Picnic Pavilions
Flag Poles • Memorial Monument
Rain Garden • Bike Repair Station
Little Free Library • Public Restrooms

Rotary
Club of North St Paul
Maplewood Oakdale



WWW.NSTPMOROTARY.ORG
WWW.NSPROTARYPARK.ORG

ROTARY PARK BACKGROUND

I. History

Talks began in 2012 to create Rotary Park through a partnership & collaboration between the City of N St Paul and the Rotary Club of N St Paul-Maplewood-Oakdale. This project was kicked off and guided by Scott Duddeck of the City of N St Paul and fellow Rotarian Ken Nordby. It has been supported by City of N St Paul staff and the Rotary Club of N St Paul-Maplewood-Oakdale.

The property selected is approximately midway between the city of St Paul and Stillwater and owned by three entities City of N St Paul, MnDOT and DNR. This involved acquiring use permits from each entity for their property. Then came the tedious task of seeking financial support through grants and donations. Finally in 2013 the build out of the park began with construction of the first pavilion, followed by the second pavilion, 12 picnic tables, 8 park benches, 2 bike racks, 3 flag poles, a rain garden, a monument (Note: The name on the monument is of a fellow Rotarian and active Rotary Park Committee member Jack Conzemius who passed away at the time the monument was designed. Jack played an important part in helping plan the park.) Then came a mini-library, bike repair rack and finally the restrooms (replacing a port-a potty). Rotary Park also has a 31 car parking area and a drinking fountain. The last thing to be completed is the signage at the entrance and the three sectional sign by the restrooms stating the Parks history, a map of the Gateway Trail and businesses in the area. Note: Quick Response (QR) codes will be used on the signage to be scanned for detailed information about the businesses and the Gateway Trail.

II Purpose

The purpose of creating Rotary Park was to replace the previous location lost to changes in the Gateway Trail. Also, to meet the growing need of the community and individuals interested in exercising via biking, hiking, walking, etc. to have a resting area with water, restrooms, bike repair and parking, where one can get out of the weather and have a starting and stopping location. The Gateway Trail sees approximately 300,000+ users per year. Now with the new housing in the area that number will only grow. This project has taken eight years and numerous setbacks/challenges. But we are happy today to say the majority of the project is completed.

ENTRANCE
SIGN

NORTH ST PAUL

ROTARY PARK

INFORMATIONAL SIGN

GATEWAY TRAIL MAP	NORTH ST PAUL/ROTARY	BUSINESSES IN NSP
St. Paul to Stillwater	history	map #15? OR code



To

Honorable Mayor Furlong and City Council

Date

April 27, 2022

Agenda Placement # VI.A

Public Hearings

Subject

No Public Hearing Scheduled

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,



Gopher Sign Company
1310 Randolph Ave.
St. Paul, MN 55105
651.698.5095
www.gophersign.com

Sales Quotation

Quote # 1551-001

Prepared For: CITY OF NORTH ST. PAUL
Jill Officer
2526 EAST 7TH AVE
NO. ST. PAUL, MN 55109

Ship To: CITY OF NORTH ST. PAUL
2526 EAST 7TH AVE
NO. ST. PAUL, MN 55109

Jill.Officer@northstpaul.org
6517472400

Sales Rep: GWS

Quote is effective from: 04/14/22 until: 05/14/22

Line	Item	Item Description	Quantity (EA)	Price / U.O.M.	Extended Price
5	160006	EXHIBIT TUBE FRAME MONUMENT MOUNT Options: Frame Width: 48.00 Frame Height: 24.00 3"x3"x96" Inground Leg Set Powdercoat Brown Texture Est. Unit Weight: 66 LBS Panel Size: 47.88 x 23.88 Frame Live Area: 46.00 x 22.00	1	\$704.00 / EA	\$704.00
10	400001	IMAGELOC CUSTOM SIGN Options: Small Park Sign Panel Width (INCH): 47.88 Panel Height (INCH): 23.88 Panel Total SQ FT: 7.94 .125 Panel Thickness Double Sided Print Same Print as Front Rectangle 1/8" Corner Radius (default) Processing Holes Only Artwork File Gopher Monument System	1	\$238.20 / EA	\$238.20
15	400003	IMAGELOC CUSTOM SIGN SETUP FEE ADD'T ARTWORK FILES	1	\$25.00 / EA	\$25.00
Project Total:					\$967.20

ACCEPTED BY: _____

ACCEPTED DATE: _____

All prices are FOB Clear Lake, SD, 57226 unless otherwise noted. Pricing does not include applicable sales tax. Payment is due prior to shipping or on net 30 day terms with approved credit. Accepted credit cards include: Visa & MasterCard.

Credit card transactions will be subject to a credit card processing fee equal to 2% of the order total.



Gopher Sign Company
1310 Randolph Ave.
St. Paul, MN 55105
651.698.5095
www.gophersign.com

Sales Quotation

Quote # 1551-003

Prepared For: CITY OF NORTH ST. PAUL
Jill Officer
2526 EAST 7TH AVE
NO. ST. PAUL, MN 55109

Ship To: CITY OF NORTH ST. PAUL
2526 EAST 7TH AVE
NO. ST. PAUL, MN 55109

Jill.Officer@northstpaul.org
(651)747-2400

Sales Rep: GWS

Quote is effective from: 04/14/22 until: 05/14/22

Line	Item	Item Description	Quantity (EA)	Price / U.O.M.	Extended Price
5	160006	EXHIBIT TUBE FRAME MONUMENT MOUNT Options: Frame Width: 60.00 Frame Height: 30.00 4"x6"x96" Inground Leg Set Powdercoat Brown Texture Est. Unit Weight: 91 LBS Panel Size: 59.88 x 29.88 Frame Live Area: 58.00 x 28.00	1	\$850.00 / EA	\$850.00
10	400001	IMAGELOC CUSTOM SIGN Options: Large Park Sign Panel Width (INCH): 59.88 Panel Height (INCH): 29.88 Panel Total SQ FT: 12.43 .125 Panel Thickness Double Sided Print Same Print as Front Rectangle 1/8" Corner Radius (default) Processing Holes Only Artwork File Gopher Monument System	1	\$238.20 / EA	\$238.20
15	400003	IMAGELOC CUSTOM SIGN SETUP FEE ADD'T ARTWORK FILES	1	\$25.00 / EA	\$25.00
Project Total:					\$1,113.20

ACCEPTED BY: _____

ACCEPTED DATE: _____

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Gopher Sign Company
1310 Randolph Ave.
St. Paul, MN 55105
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www.gophersign.com

Sales Quotation

Quote # 1551-002

Prepared For: CITY OF NORTH ST. PAUL
Jill Officer
2526 EAST 7TH AVE
NO. ST. PAUL, MN 55109

Ship To: CITY OF NORTH ST. PAUL
2526 EAST 7TH AVE
NO. ST. PAUL, MN 55109

Jill.Officer@northstpaul.org
(651)747-2400

Sales Rep: GWS

Quote is effective from: 04/14/22 until: 05/14/22

Line	Item	Item Description	Quantity (EA)	Price / U.O.M.	Extended Price
5	160006	EXHIBIT TUBE FRAME MONUMENT MOUNT Options: Frame Width: 48.00 Frame Height: 24.00 4"x6"x96" Inground Leg Set Powdercoat Brown Texture Est. Unit Weight: 85 LBS Panel Size: 47.88 x 23.88 Frame Live Area: 46.00 x 22.00	1	\$840.00 / EA	\$840.00
10	400001	IMAGELOC CUSTOM SIGN Options: Small Park Sign Panel Width (INCH): 47.88 Panel Height (INCH): 23.88 Panel Total SQ FT: 7.94 .125 Panel Thickness Double Sided Print Same Print as Front Rectangle 1/8" Corner Radius (default) Processing Holes Only Artwork File Gopher Monument System	1	\$238.20 / EA	\$238.20
15	400003	IMAGELOC CUSTOM SIGN SETUP FEE ADD'T ARTWORK FILES	1	\$25.00 / EA	\$25.00
Project Total:					\$1,103.20

ACCEPTED BY: _____

ACCEPTED DATE: _____

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