



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

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**June 22, 2022  
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **June 22, 2022** at 6:30 p.m. The meeting location is the Sandberg Room on the second 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 **June 22, 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. Approve 05/25/22 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. Polar Park Playground options
- B. Music in the Parking lot
- C. Food truck/Community Meeting/PRC meeting logistics

**VIII. Old Business**

**IX. Reports from Staff**

- A. Electronic board guideline, ball field info, sign update, finance update

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

**XI. Adjournment**

**The next regularly scheduled Parks & Recreation Commission meeting is July 27th at City Hall, 2400 Margaret St at 6:30 pm.**



**To**

Parks & Recreation Commissioners

**Date**

June 22, 2022

**Agenda Placement # IV.A**

Approval of Minutes

**Subject**

Approve 05/25/22 meeting minutes

**Background/Facts**

**Recommended Action**

**Attachments**

1. Parks & Rec Commission Meeting Minutes\_05.25.22

Respectfully submitted,

**May 25th, 2022**

**6:30 PM**

The May 25th, 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 - absent

Larry Amsden - absent

Heather Haas –absent

Ingrid Koller - present

Sue Springborn – present

Nancy Thorsen - present

Sarah Zahradka – present

Arthur Alvarez, Jr - present

**Council Liaison:** Tim Cole present

**Staff:** Jill Officer – present

**III. Adopt Agenda**

On motion to adopt the agenda by Commissioner Ingrid Koller, seconded by Commissioner Nancy Thorsen with all present voting aye (6-0), motion carried to adopt the agenda.

**IV. Approval of Minutes**

On motion to approve the April 27th, 2022 meeting minutes by Commissioner Sarah Zahradka, seconded by Commissioner Ingrid Koller, with all present voting aye (6-0), motion carried to approve the minutes.

**V. Meeting Open to Public – one attendee, no comments**

**VI. Public Hearings – None**

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

- A. Discussion of Urban Ecology and Environmental Center ownership- city owns the parks, Ramsey County did not have any information on who owns the informational signs and did not have any interest in replacing and gave NSP approval to remove.

Other items noted that needed removal. Only parking lot for Urban Ecology trail is in bus parking lot. Maybe look at doing improvements here and what we could possibly do at Environmental –sidewalk, park bench. Checking on doing the title search for both.

- B. Commissioners discussed the signage and were advised on a different sign company and timing on seeing an option before ordering all of them and getting final prices.
- C. Group requests to receive WSB analysis of demographics, city staff explains it's not the complete info and that WSB suggested still asking those in the neighborhood. Staff to request what WSB has as a starting point.
- D. Downtown park discussion of finding green space for new builds. Several areas mentioned downtown.
- E. Commissioner Zarahdaka suggests selecting what projects to work on, they talked about most of the parks that were in the 1-5 year plan and the group voted on prioritization of projects to start working on getting pricing and planning. 1) park signs-as soon as possible, 2) Urban Ecology-do clean up while working on signs 3) Hause Park-use current plan to move forward 4) Polar Park-start looking at updates to replace 25 year old equipment, 5) Downtown, 6) McKnight, 7) Northwood
- F. Suggested to use Hause Park plan with tennis courts and pickleball courts. Staff to start asking for pricing and to obtain contractor input.
- G. Commissioner Alvarez suggests to tackle downtown Park, Council Member Cole suggests making a sub-committee. Commissioner Alvarez, Commissioner Koller and Commissioner Grachek join and Commissioner Zarahdka to be invited by email.
- H. Next month's meeting can discuss McKnight and Casey.
- I. Council Member Cole inquires in ball field usage, suggests multi use and re-evaluating usage in areas.
- J. Commissioner Grachek and city staff to look at Polar to assess improvements.

Commissioner Springborn motions to have public works removes signs, take out benches that are broken and clean up Urban Ecology. Commissioner Koller seconds, will all voting aye. Motion passes to remove items from Urban Ecology.

**VIII. Reports from Staff**

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

**X. Adjournment**

On motion by Commissioner Sue Springborn, seconded by Commissioner Nancy Thorsen with all present voting aye (6-0), motion carried to adjourn.

Meeting adjourned at 8:06 PM

Next Park and Recreation Meeting is scheduled for June 22nd, 2022 at City Hall in the Sandberg room, 2400 Margaret St, North St Paul, MN 55109



**To**

Honorable Mayor Furlong and City Council

**Date**

June 22, 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**

June 22, 2022

**Agenda Placement # VII.A**

Commission Business, Action Items & Recommendations

**Subject**

Polar Park Playground options

**Background/Facts**

**Recommended Action**

**Attachments**

1. Option for Polar Park

Respectfully submitted,



## Rehab option for Polar Park –

The first option would be restoring the existing structure by replacing climbers/ parts that are no longer safety compliant and adding an Omni Spin and accessible bucket swing. This option is coming to \$28.5k. You can add an accessible PIP path around the spinner and to the accessible swing for \$24k addition. It is important to note that the main structure does not have to be restored. This older climbers are grandfathered in so to speak, but it would probably be a smart move to bring it to compliance if you would like to exist as-is for another number of years.



The second option would be to introduce a whole new structure along with a spinner and accessible buckets swing seat. I choose this structure because it has a lower area with lower slide for littler kids (near the transfer) and a higher area with higher slide for bigger kids. It also includes monkey bars! This option is coming to about \$46k and PIP pathing would add another \$24k.



The accessible pour-in-place is not required per ADA but definitely helpful.

Quotes include install.

Timeline is late fall (Oct/Nov) but currently the northern states are being prioritized so possibly earlier.

Accessible swing is optional -\$1000

Seat spinner has several options for age group target

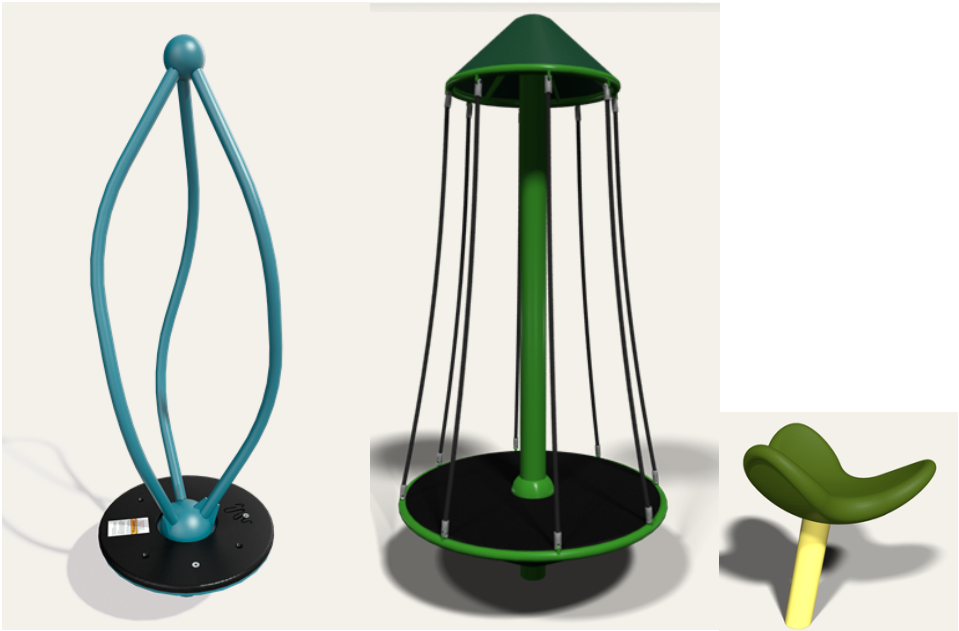
Merry-go-round has 2 options.



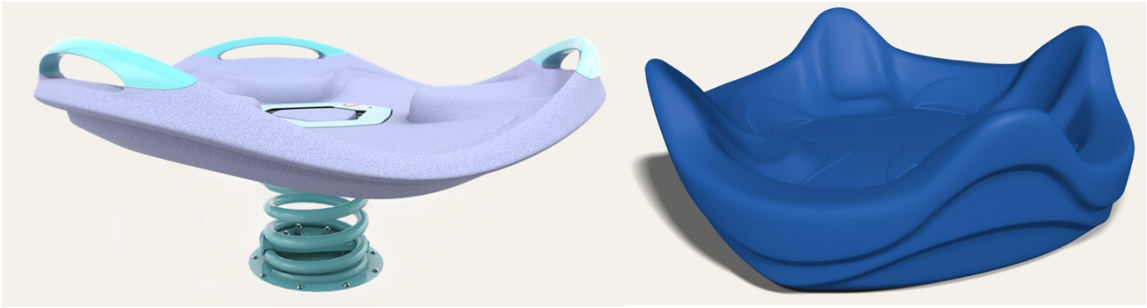
Option 2



Option 3 \$10k more than 1<sup>st</sup> two sets



Single piece option



Merry go round options



**To**

Parks & Recreation Commissioners

**Date**

June 22, 2022

**Agenda Placement # IX.A**

Reports from Staff

**Subject**

Electronic board guideline, ball field info, sign update, finance update

**Background/Facts**

**Recommended Action**

**Attachments**

1. board guidelines and field use agreement

Respectfully submitted,

**Field Use Agreement  
Between  
Independent School District 622  
and the City of North St. Paul**

**THIS AGREEMENT** made and entered into and between Independent School District No. 622, a municipal corporation organized under the laws of the State of Minnesota (hereinafter referred to as "School District"), and the City of North St. Paul, a municipal corporation organized under the laws of the State of Minnesota (hereinafter referred to as "City").

WHEREAS, said governing bodies are mutually interested in assuring public fields are accessible and available for School District 622 and North St. Paul residents; and

WHEREAS, this agreement can best provide for the usage, maintenance and operation of existing School District and City fields for utilization by both parties; and

WHEREAS, the parties agree that coordinated and cooperative scheduling of public fields is the best way to maximize the beneficial use of fields while ensuring that they are maintained as sustainable community assets, and

WHEREAS, this agreement would also allow and encourage the City and School District to work together to plan and implement capital improvements of existing public fields or developing new fields.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City and the School District do agree as follows:

The City shall make City Fields available to the School District for activities/programs suitable for said fields. The School District shall make School Fields available to the City for activities/programs suitable for said fields.

Usage of City and School District fields shall be in accordance with each governing body's policies and procedures. The City has first priority of use of its facilities and grounds. The School District has first priority of use of its facilities and grounds.

**1. Availability of Fields/Courts**

During the school year, school grounds are available for city and public use after 6:00 p.m. on weekdays, and from 8:00 a.m. until 10:00 p.m. on weekends when not reserved for school district programs.

During the summer months (mid June – mid August), school grounds are available for city and public use daily from 8:00 a.m. until 10 p.m. when not reserved for school district programs.

City fields are available for school district use when not reserved for city or other public events.

## **2. Seasonal Closure for School District and City Fields**

When a School District and/or City field needs to be closed for a season for maintenance, both parties will meet to discuss the closure and other related issues prior to January 15 of the year the maintenance will occur. It is understood that at no time will all the School District permitted fields in North St. Paul be taken out of service at one time.

## **3. Scheduling**

The School District and the City shall designate staff responsible for scheduling School or City Fields. These staff members shall meet as necessary to coordinate the scheduling of fields for use and maintenance activities in order to maximize the public benefit while ensuring that the condition of these School and City Fields is not degraded. In addition, these representatives shall develop standard use policies that can be applied to both the School and City Fields.

Applications for field use permits will follow each governing bodies' established procedures.

It is mutually understood that each of the governing bodies may from time to time encounter unanticipated instances wherein the use of a said field conflicts with a bona fide function of either given body. In such cases, the City and School District agrees to relinquish the use of the field/s in question so as not to impede any such function carried on by the City or School District. Each governing body agrees to give a twenty-four (24) hours notice of such conflicts.

## **4. Staffing**

The City shall provide adequate personnel to supervise City activities held on School Fields.

The School District shall provide adequate personnel to supervise School District activities held on City Fields.

## **5. Fees**

User fees for field use will be listed in the current procedures guidelines of each governing body. Revenue generated by these fees will be designated for field maintenance.

A maintenance and materials fee will be charged back to groups holding field permits on both City and School District fields.

A tournament maintenance and materials fee will be charged back to the sponsor of weekend tournaments.

The rental, maintenance and insurance for portable toilets placed at designated City fields will be paid for by the City and those at School District fields will be paid for by the School District. This cost will be recovered from all field users.

## **6. Maintenance**

The School District is responsible for maintaining all School District fields to acceptable safety standards. The City is responsible for maintaining all City Fields to acceptable safety standards.

The City picks up trash at City Fields. The School District picks up trash at School District Fields.

### **Baseball/Softball Fields**

The City will maintain the City fields including McKnight and Kuenkel fields per a game schedule provided by the City's designated scheduler.

The District will maintain the school district fields per a game schedule provided by the School District's designated scheduler.

Kuenkel Field is the City's premier baseball field and is maintained by the City. (A permit for use by the School District may be obtained with consent of the City.)

### **Soccer Fields**

The City will provide and prepare the layout of the City Fields and the marking of permitted City Fields.

The School District will provide and prepare the layout of the School District Fields, to include goal posts and nets, and the marking the boundaries of permitted School District Fields.

School District User of either School District or City Fields will remove goals and nets when activity is complete.

### **Football Fields**

North High School's premier football field is strictly utilized by the school athletic programs and is maintained by the School District. (A permit for *occasional* use of the North High School premier football field may be obtained from 622 Community Education with the consent of the North High Activities Director).

## **7. Inclement Weather**

In the event of inclement weather or standing water on a field or when the ground is so wet that use of the field will damage the turf, the fields will be closed to ensure the safety of participants and to prevent turf damage. Inclement weather includes thunderstorms; heavy rainstorms and/or saturated ground; heavy frost or snow cover; extreme temperatures; and any weather condition that may be dangerous to ball players or damage the fields.

The decision to close School District fields will be made by the School District. The decision to close City fields will be made by the City.

When fields are closed, the School District/City will attempt to contact the permit holder by phone. It is the permit holder's responsibility to contact all coaches involved with cancellation information.

- Weekdays: Whenever possible, the decision to close the fields will be made by 4:00 p.m. If inclement weather conditions develop after 4:30 p.m., the umpire/referee or park maintenance staff on duty or permit holder will make the decision to close the fields.
- Weekends/Holidays: If inclement weather conditions develop on weekends or holidays when School District and City staff are not on duty, permit holders should call the department that issued their permit to check for any recorded field closing information.
- The School District and City personnel reserve the right to close fields under special circumstances.

## **8. Capital Improvements**

Any capital improvements by the City or its athletic associations to School District fields must be coordinated through ISD 622 Operations & Grounds. Upon completion of any project, the improvement becomes property of the School District.

Any capital improvements by the School District to City fields must be coordinated through the City. Upon completion of any project, the improvement becomes property of the City.

## **9. Allocation of Damage Costs**

The School District and the City agree that they will jointly assess any and all damages that should occur to the City Fields or the School District Fields and determine the party responsible for damage. The party responsible will bear the cost of repair or replacement including costs of material and labor.

## **10. Tobacco, Drug, Alcohol, and Firearms Policy**

The School District's Tobacco-Free Environment policy and Employee Drug, Firearm and Alcohol Offenses policy will be enforced by the City on School District property.

The City's Tobacco (Resolution No. 06-061), Drug & Alcohol (Chapter 92.04) and Weapons (Chapter 131) policies will be enforced by the School District on all City property. In addition, School District policies that prohibit the sale and/or use of tobacco, alcohol and firearms will be enforced at all times during school-sponsored activities on City property.

## **11. Indemnification/Hold Harmless**

The School District shall indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for the loss or damage to property, which arises out of the School District's use of the City's fields or from the conduct of School District business, or from any activity, work or thing done, permitted, or suffered by the School District in or about the City's facility, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

The City shall indemnify and hold harmless the School District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for the loss or damage to property, which arises out of the City's use of the School District's facilities or from the conduct of City business, or from any activity, work or thing done, permitted, or suffered by the City in or about the School District's facility, except only such injury or damage as shall have been occasioned by the sole negligence of the School District.

## **12. Insurance**

The School District and the City must carry a minimum of general liability coverage of \$1.5M for the duration of this Agreement. The owner agency shall be named as an additional insured on the user agency's General Liability insurance policy. A certificate of the other's insurance should be filed with each organization.

All groups using the City or School District fields must carry liability insurance as directed in each governing bodies' procedures. District 622, the City of North St. Paul and the City of Maplewood must be listed as an additional insured. A certificate of insurance must be filed with the Community Education office before a permit is valid.

### 13. Terms of Agreement:

This agreement shall commence as of the date of its approval by both governing bodies and shall renew each year unless terminated. This agreement will be reviewed for accuracy bi annually.

### 14. Termination:

Either party may terminate this Agreement as to any or all School District or City Fields upon giving the other governing body a one-year written notice of intention to terminate by January 15 effective the following January 15. The rights and obligations of the parties pursuant to this Agreement shall continue through the effective date of mutual termination. Effective following termination, the City and School District shall have no further rights with respect to said fields.

### 15. Notices:

Any notice required under this Agreement will be in writing, address to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally. All notices shall be effective upon the date of receipt.

Independent School District No. 622  
Education Center  
2520 E. 12<sup>th</sup> Avenue  
North St. Paul, MN 55109

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

In WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on their behalf:

CITY OF NORTH ST. PAUL

BY [Signature]  
DATE 10-19-11

AND

BY [Signature]  
DATE 10-19-11

INDEPENDENT SCHOOL DISTRICT 622

BY [Signature]  
DATE 10-25-11

AND

BY [Signature]  
DATE 10-25-11



**NORTH  
ST. PAUL**  
*extraordinary.*

# **ELECTRONIC MESSAGE BOARD POLICY**

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## PURPOSE & DESCRIPTION OF ELECTRONIC MESSAGE BOARD SIGN

The City of North St. Paul has an electronic message board located at Casey Lake Park that communicates city government news, programs, events, and public safety notices. Sign policy also allows for community event messages sponsored by local 501 (c) 3 non-profit organizations or by 501 (c) 3 non-profit organizations outside of North St. Paul that are hosting an event in North St. Paul and for certain messages sponsored by people or companies renting the Casey Lake Shelter.

The purpose of the sign is to keep the public informed of upcoming community events, programs, government news and public safety notices.

## MESSAGE REQUEST CRITERIA

The sign allows messages with a maximum of four lines of 15 characters each, including spaces. Please note: Shorter messages allow for larger fonts, bold lettering and better readability. Messages are visible for 10-12 seconds each. No animation nor effects are permitted.

## REQUEST SPECIFICATIONS

A message board request form must be submitted to the City's Communications Coordinator, who reviews the request to determine whether it meets policy guidelines and requirements. Messages in question will be left to the discretion of the City Manager. Organizations must show proof of 501 (c) 3 status, when they submit a request form. The Communications Coordinator will modify message requests that DO NOT meet the technical or policy requirements. To manage the number of posted messages, the city adheres to the following guidelines:

- Messages typically will be updated on a weekly basis.
- Events may only be posted a maximum of two weeks prior to the event.
- Messages sponsored by people or companies renting the Casey Lake Shelter will be posted on the day of rental only.
- No more than 10 messages can scroll on the sign at any one time.
- Requests are on a first come first serve basis. City messages take priority over other community messages.
- Events must not be in direct competition of a City Event (i.e. Egg Hunt the same day as the City's Egg Hunt)

**ALLOWED CONTENT:** The electronic message board may be used to display the following informational messages:

- City of North St. Paul government news, programs, events, and public safety notices.
- Community events and programs sponsored by North St. Paul 501 (c) 3 non-profit organizations or by 501 (c) 3 non-profit organizations outside of North St. Paul that are hosting an event in North St. Paul. Any events advertised must be open to the general public.
- The following types of messages sponsored by people or companies renting the Casey Lake Shelter: messages of celebration, condolence, or welcome related to the rental event or identification of the rental event.



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**APPENDIX A**  
**REQUEST FORM**

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