



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

**September 28, 2022
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **September 28, 2022** 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 **September 28, 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

III. Adopt Agenda

IV. Approval of Minutes

- A. Approve August 24th 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. -Comments from the public
-Attendees on zoom

VI. Public Hearings

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. Chapter 32 amendment
- B. Hause Park -grading survey being done, ADA walkway change, estimate

VIII. Old Business

- A. T-shirts -select color; order or make? Make motion for funding

IX. Reports from Staff

- A. Signs- ordered! Would like 1 or 2 commissioners to assist in placement selection
- B. Sign at Silver Lake, title search update, Casey Lake wood equipment

X. Reports from Commissioners & Park Liaisons

- A. Fall Round Up Parade- How'd it go? motion for banners and candy
- B. Star Watch- motion for money for treats, update on attendee registration
- C. Fall Frolic update-

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is October 26, 2022 at 6:30pm in City Hall Council Chambers.



To

Parks & Recreation Commissioners

Date

September 28, 2022

Agenda Placement # IV.A

Approval of Minutes

Subject

Approve August 24th meeting minutes

Background/Facts

Recommended Action

Attachments

1. Park and Rec Commissioner Meeting Minutes 08242022

Respectfully submitted,



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

August 24, 2022

6:30 PM

The August 24, 2022 Parks & Rec Commission meeting was held in Council Chambers, 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 - 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 – absent

Cynthia Govan – present

III. Adopt Agenda

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

IV. Approval of Minutes

On motion to approve the July 27, 2022 meeting minutes by Commissioner Koller, seconded by Commissioner Thorsen, with all present voting aye (7-0), motion carried to approve the minutes.

V. Meeting Open to Public - None

There was no one to address the Commission.

VI. Public Hearings – None

There were not public hearings.

VII. Commission Business, Action Items & Recommendations

A. Park and Rec T-Shirts

Vice Chair Greenlee-Karp noted she is creating a design for the new shirts and will bring a mock one to the next meeting. Commissioner Zahradka noted the Arts Commission also expressed interest in t-shirts and wondered could they piggy back on our order. Commissioner Zahradka mentioned her dad is in graphic design and will design the shirts. The Parks and Recreation Commission will ask Lisa Ritchie if there are funds for it.

B. Park Sign Update

Chair Grachek updated the Commission and stated it was approved by City Council.

Vice Chair Greenlee-Karp read an email from Ms. Officer regarding the sign at the entrance to 6th Street. Chair Grachek commented adding signs at 6th Street and Colby would still keep the Parks and Recreation under budget.

Council Liaison Cole discussed the reason why the City Council wanted the sign on the fence. Commissioner Springborn clarified signs were not at the Postal Credit Union. Chair Grachek inquired whether to leave the signs alone for now.

Council Liaison Cole questioned who makes the decision to remove signs or not. Council Liaison Cole suggested someone follow up with City Attorney Mattick on this.

VIII. Reports from Staff

There were no reports from Staff.

IX. Reports from Commissioners & Park Liaisons

A. Fall Round Up Parade

Commissioner Grachek read an email regarding the use of a small flatbed truck and is waiting to hear back. Public Works Director Ron Ritchie stated he will check the rules regarding driving and passing out candy. Council Liaison Cole added he believes candy cannot be thrown and noted the date of September 15th will be agreeable for the parade.

Vice Chair Greenlee-Karp recommended making sub committees for September and October events. Chair Grachek noted creating sub committees will help expediate the meetings.

B. Star Watch

Commissioner Thorsen stated this event will take place on October 4th from 7:00-8:30 p.m. at Casey Lake. Vice Chair Greenlee-Karp suggested the Salvation Army truck be present. The Commission discussed beverages, donation jar, lights and putting this on the City website.

C. October Event

Commissioner Zahradka discussed the need for a small subcommittee to meet with the Arts and Culture Commission. The event will be from 1:00-8:00 p.m. to give vendors time to sell. There will be a designated time for kid's activities along with evening music. The Commission discussed the option of naming it Fall Fest.

Commissioner Zahradka also noted she is talking with the Fire Department regarding a beer tent and the VFW to possibly have BINGO. She also mentioned getting different organizations to run the events to decrease the number of volunteers. The Arts and Culture Commission is taking care of vendors and charging \$125 for a booth. Chair Grachek noted the easiest way to put a fence around the beer tent would just be a simple removable yellow fence. Another idea was getting Mac's Diner involved.

The Commission discussed revenue from the booth sales. Commissioner Zahradka noted she will communicate with Ms. Officer and City Attorney Mattick about revenue and will report back. Commissioner Springborn suggested the revenue go to the use of a lifeguard next summer. Vice Chair Greenlee-Karp suggested the Arts and Culture Commission get all the vendor money and then split the food beverage money between Parks and Recreation and the Arts and Culture Commission.

Commissioner Alvarez questioned vendor costs and suggested \$100 for residents and \$125 for non-residents. Commissioner Koller recommended marketing this event. Commissioner Zahradka suggested vendors with similar products spread out and set up at opposite sides of the event.

Chair Grachek questioned whether a budget has been approved. Commissioner Zahradka explored a possible sponsor and suggested \$1,500 but will circle back to Ms. Officer. Chair Grachek suggested asking for the money now because it has to go through City Council before September.

On motion by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye (7-0), motion carried to approve the request for \$1500.00 for Fall Fest expenses.

Chair Grachek stated he will be available to run errands and suggested the Arts and Culture Commission bring the art cart. Vice Chair Greenlee-Karp suggested a subcommittee to work on the name of this event.

D. Community Meeting Update

Vice Chair Greenlee-Karp stated all meetings going forward will be in Council chambers at 6:30 p.m. and requested the Commission read the agenda and packet to be as concise as possible and leave larger discussions for a workshop.

Commissioner Koller noted garbage cans are missing from Silver Lake and recommended a sign by the beach requesting people only swim, not fish. Chair Grachek questioned if this was something the DNR or the Watershed District should be involved in. Council Liaison Cole believes permission is not necessary for a sign.

On motion by Commissioner Koller, seconded by Commissioner Springborn, with all present voting aye (7-0), motion carried to approve a sign stating swimming area only, no fishing.

Council Liaison Cole provided a brief review of the July 27th meeting and public comments. Commissioner Zahradka noted people did not like the idea of getting rid of the ball field and suggested leaving up the backstop and letting the grass grow. Residents were also interested in pickle ball and a newer sport called futsal, which is a smaller style soccer game.

Commissioner Alvarez noted people were positive about Hause Park. Vice Chair Greenlee-Karp suggested adding more food trucks to eliminate wait times.

Council Liaison Cole suggested the Commission provide a list and more detail to the City Council on where the priorities stand. Chair Grachek suggested working on the Park Plan starting in December. Council Liaison Cole questioned if the Commission is reprioritizing the Hause Park project.

The Commission discussed dates and timelines for the Park Plan and whether quotes regarding the project will still be in place for next year. Council Liaison Cole suggested projects are already on the docket and being scheduled by City Council and staff so the sooner projects are approved, the better. He also suggested to keep projects moving and in front of the City Council.

Chair Grachek questioned whether the Commission wants to move forward with this in September. Vice Chair Greenlee-Karp stated September is a busy month but things can be done behind the scenes that do not take up too much time and clarified this is a top priority.

X. Adjournment

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

Meeting adjourned at 7:28 PM

Next Park and Recreation Meeting is scheduled for September 28, 2022 at City Hall in Council Chambers;
2400 Margaret St, North St Paul, MN 55109



To

Honorable Mayor Furlong and City Council

Date

September 28, 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

September 28, 2022

Agenda Placement # VII.A

Commission Business, Action Items & Recommendations

Subject

Chapter 32 amendment

Background/Facts

The proposed amendments to Chapter 32 are categorized as "clean-up". Section 2 of the draft ordinance pertains to the Parks and Recreation Commission. The draft ordinance includes the following generalized updates:

1. Clarify that the powers and duties of the Planning Commission include the review of variances as the Board of Appeals and Adjustment, as is permitted under state statute.
2. Reaffirm the Planning Commission and Park and Recreation Commission's role in the review of the capital improvement plan for consistency with the Comprehensive Plan.
3. Remove typographical errors.

The Planning Commission reviewed the proposed amendment at their September 1, 2022 regular meeting and recommended approval of the proposed minor amendment.

Recommended Action

Recommend approval of Ordinance 808 amending Chapter 32 of the Code of Ordinances

Attachments

1. NSP Chapter 32 Amendment

Respectfully submitted,

**CITY OF NORTH ST. PAUL
ORDINANCE NO. 808**

**AN ORDINANCE AMENDING CHAPTER 32: BOARDS AND COMMISSIONS
OF THE CITY OF NORTH SAINT PAUL
CITY CODE OF ORDINANCES**

THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA ORDAINS:

SECTION 1. Modify the following subsections of Chapter 32.27 Powers and Duties of the Planning Commission as follows:

- (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, acting as the Board of Appeals and Adjustment, and forwarded with or without recommendations directly to the City Council for its decision.
- (I) Site Plan and Design Review. The Planning Commission may make recommendations on all requests for site plan and design reviews 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~~ publicly 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. 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 capital improvement has no relationship to 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 program plans including, but not limited to, the Downtown Design Manual, Redevelopment Master Plan, Living Streets Plan, Capital Improvement 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.

SECTION 2. Modify the following subsections of Chapter 32.57 Powers and Duties of the Parks and Recreation Commission as follows:

- (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 of 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 as it relates ~~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 plan, ~~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 incorporation into the Capital Improvement Plan. ~~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.~~

SECTION 3. Modify the following subsections of Chapter 32.67 Powers and Duties of the Board of Appeals and Adjustment as follows:

- (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 review ~~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. 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

(3) The Board may forward an appeal to the council without recommendation or 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~~ recommend 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.

SECTION 5. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 20th day of September, 2022, by the City Council of the City of North St. Paul, Minnesota.

Moved by:

Seconded:

Voting: Ayes:

Nays:

Absent:

Terrence Furlong, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk