



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

October 26, 2022

6:30 PM

The September 28, 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**

Vice Chair Laura Greenlee-Karp called the meeting to order at 6:33 pm

II. **Roll Call**

Lloyd Grachek, Chair - absent

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: Council Member Tim Cole

Mayor Furlong

Staff: Jill Officer – present

III. **Adopt Agenda**

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

IV. **Approval of Minutes**

On motion to approve the September 28, 2022 meeting minutes by Commissioner Thorsen, seconded by Commissioner Zahradka, *No vote was taken.*

V. **Meeting Open to Public**

Mayor Furlong thanked the Parks Commission for all of their hard work over the years. He expressed his appreciation for the projects that have been completed and the great work that continues to be done.

VI. **Public Hearings**

No public hearings scheduled.

VII. Commission Business, Action Items & Recommendations

A. Review of the 2023 Capital Improvement Plan – Morgan Dawley

City Engineer Morgan Dawley discussed the Capital Improvement Plan and how it relates to the Parks Commission. His recommendation would be to consider a motion recommending adoption of the Capital Improvement Plan (CIP) to City Council. Mr. Dawley provided a map of North St. Paul that showed work that has been completed and yet to be done, noting part of the CIP shows plans for parks, playgrounds, paths and open spaces which relates directly to the Parks Commission.

Mr. Dawley stated City Finance Director Dan Winek has been instrumental in putting together this plan. Mr. Dawley also expressed his gratitude to the Public Works Director Ron Ritchie and his whole department.

Mr. Dawley stated the CIP is a 10-year plan and is intended to be a guide as to where improvements need to be made within North St. Paul. He noted the City will be completing an annual review of the CIP going forward and update as much as possible to keep current with upcoming projects and possible changes.

Mr. Dawley stated major projects within the City will be done on the odd years of the 10 year CIP. There has been some reordering of projects putting the Casey Lake improvements to be completed in 2025 and 2027 and potentially the 7th Avenue, east side of downtown, to be completed in 2029. 2023 will bring improvements in and around the Lillie Building. He noted the 80-year-old watermain needs replacing and City staff want this completed before Ramsey County completes a mill and overlay on McKnight Road.

Commissioner Zahradka inquired if the Parks Commission is being asked to recommend this plan as a whole. Mr. Dawley clarified if the vote passes tonight, everything on the plan for 2023 will be completed but did state a provision could be made before it goes to City Council. Commissioner Zahradka expressed her feeling of hurriedness with this CIP as it relates to the Parks Commission.

Vice Chair Greenlee-Karp questioned the finality of this plan. Mr. Dawley clarified this is just a plan and a recommendation to City Council could be separate. Council Liaison Cole clarified the Parks Commission's role is to offer a recommendation to City Council.

Commissioner Kohler inquired about the irrigation project on Casey Lake. Mr. Dawley stated he does not have details but believes it will be only minor improvements.

Mr. Dawley briefly reviewed the funding financials with the Commission. Vice Chair Greenlee-Karp suggested creating an "on-going" maintenance tab to decrease confusion over what is actual maintenance versus park improvement projects.

The Parks Commission agreed to discuss Hause Park before the motion to recommend the CIP recommendation to City Council is voted on.

*Following discussion of Hause Park: **On motion by Commissioner Springborn, seconded by Commissioner Thorsen, with all present voting aye (6-0), motion carried to recommend to City Council the Capital Improvement Plan.***

B. Hause Park – North/South Orientation Layout, Estimated Cost

Ms. Officer discussed the different options, sizes and orientations of this project. There was a robust discussion regarding tennis courts, pickle ball courts, same or different orientation, and time specifications for each sport. Mr. Dawley did note the landscape architect who will design this has over 30 years' experience and feels very confident that it will be done correctly.

Commissioner Springborn suggested not limiting times or days to play and to address the issue when or if it arises. Vice Chair Greenlee-Karp emphasized this item needs to be passed, moved on, and inquired if the Commission was ready to make a decision. Commissioner Zahradka inquired if the pickleball nets could be the more constant nets with the option to put up tennis court nets if needed.

On motion by Commissioner Springborn, seconded by Commissioner Alvarez, with all present voting aye (6-0), motion carried to recommend to City Council the Plan as presented within the budget of \$200,000 to include four pickleball courts, one tennis court, and the ADA compliant path.

C. Assign Next Person in Line to Run Meeting

Vice Chair Greenlee-Karp stated if the Chair and Vice Chair are absent, Commissioner Thorsen will run the meeting.

D. Review Park Rental Fees/Rules

Ms. Officer stated the fee schedule for 2023 is being updated. Commissioner Alvarez inquired about a fee for a shorter period of time. Vice Chair Greenlee-Karp suggested the open-air shelter could be rented for shorter periods of time. Ms. Officer stated she will give the suggestion to City Council. Vice Chair Greenlee-Karp suggested breaking it up by hours during the reservations process.

The Parks Commission discussed the deposit, breaking up the hours of operation into an a.m. and p.m. portion review of fees.

E. Polar Park Playground – Move Priority

Commissioner Koller suggested moving this project down on the priority list. After further evaluation of the equipment, she noted it appeared it could last a few more years.

VIII. **Old Business**

There was no old business.

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



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- A. Next Month's Meeting Date is November 16th – Interest in Workshop?
Ms. Officer inquired about a workshop for the Parks Commission at the November 16th meeting. The Commission discussed this item and Vice Chair Greenlee-Karp suggested looking at it in the future.
- B. Sign Update – Locations Selected
This item was not discussed.

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

- A. Star Watch
Commissioner Thorsen stated Star Watch was cancelled this year and wants to get it on the calendar for next year for late September early October. Commissioner Thorsen suggested September 25-28 or October 2-5, 2023.
- B. Fall Frolic
Commissioner Zahradka commented on the good turnout. She noted earlier in the fall may be a better option because there would be more daylight and warmer temperatures. She will discuss dates at a future meeting.

XI. **Adjournment**

On motion by Commissioner Greenlee-Karp, seconded by Commissioner Koller, with all present voting aye (6-0), motion carried to adjourn.

Meeting adjourned at 7:38 p.m.

Next Park and Recreation Meeting is scheduled for November 16, 2022 at City Hall in the Council Chambers; 2400 Margaret St, North St Paul, MN 55109