



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

**January 25, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **January 25, 2023** 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 **January 25, 2023 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
Ingrid Koller
Sue Springborn
Sarah Zahradka
Arthur Alvarez, Jr.
Tim Cole, Council Liaison

STAFF

Jill Officer

III. Adopt Agenda

IV. Approval of Minutes

- A. Approval of November 2022 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. Hause Park review- Candace from WSB will present options, comments welcome from past members

VI. Public Hearings

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. Hause Park review- Tennis/pickleball or just pickleball -and court count
- B. Commissioner Resignations and Recognition
- C. 2023 Park and Rec overview
- D. Discussion of commissioner seats from 9 to 7
- E. Chair and Co-Chair elections

VIII. Old Business

IX. Reports from Staff

- A. 2023 Calendar of events- new leads for Star Watch, Music in the Park
- B. Community Garden information-sub committee

X. Reports from Commissioners & Park Liaisons

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is



To	Date
Parks & Recreation Commissioners	January 25, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of November 2022 meeting minutes	
Background/Facts	
Recommended Action	
Attachments	
1. Park and Rec meeting minutes November 2022	
Respectfully submitted,	

November 16, 2022

6:30 PM

The November 16, 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 6:30 p.m.

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - present

Larry Amsden - present

Heather Haas - absent

Ingrid Koller - present

Sue Springborn - present

Nancy Thorsen - present

Sarah Zahradka - present

Arthur Alvarez, Jr - absent

Council Liaison: Tim Cole - present

Staff: Jill Officer – present

III. Adopt Agenda

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

IV. Approval of Minutes

- A. On motion to approve the October 26, 2022 meeting minutes by Commissioner Koller, seconded by Commissioner Springborn, with all present voting aye (7-0), motion carried to approve the minutes.
- B. On motion to approve the September 28, 2022 meeting minutes by Vice Chair Greenlee-Karp, seconded by Commissioner Zahradka, with all present voting aye (7-0), motion carried to approve the minutes.

V. Meeting Open to Public

Ben Jarmon spoke in favor of the community garden and suggested a planning committee for this project. He also noted watershed, tools and maintenance could be potential issues.

Xuel Xiong, also spoke in favor of the community garden and added some of the produce grown would be donated to the food shelf.

Chair Grachek questioned how the plan might evolve. Commissioner Koller suggested looking at other cities' gardens to gain information and ideas. Vice Chair Greenlee-Karp inquired about location and potential problems. Chair Grachek inquired if this has been mentioned to the Planning Commission. Council Liaison Cole suggested discussing this with other Commissions to get feedback and stated the plan is in the very early stages. The Parks and Rec Commission discussed locations, plot size, and possible solutions to questions that have been raised.

VI. Public Hearings

No public hearings scheduled.

VII. Commission Business, Action Items & Recommendations

A. Community Garden – Country Club Space

Vice Chair Greenlee-Karp expressed her concern with the maintenance side of this project and stated it would likely need to be maintained 2-3 times a week. The Parks and Rec Commission discussed partnering with other area groups, neighboring resident awareness, priority of spots, renewal plots, charging for a plot, and plot size.

Council Liaison Cole suggested putting together a subcommittee to look at other cities and get information from them and decide what questions should or can be asked. He also noted once a location is decided a public hearing can take place. Commissioner Koller inquired about grants to help offset cost.

B. Next Projects – Begin Planning, Beginning Concepts

Chair Grachek opened up the discussion on prioritizing projects for 2023. The Commission discussed many options and ideas. Ms. Officer noted park and rotary signs are completed and ordered for next spring. The Hause Park project will be presented at the next City Council meeting. She noted the McKnight field is coming out of the general fund not the Parks fund.

After a robust discussion surrounding the priority list, the Parks and Rec Commission concluded Casey Lake and Northwood Park are the top two priorities for 2023. They also agreed that the McKnight and downtown park projects will continue to be worked on in the background and likely not prioritized until 2024. It was also determined to hire WSB to assist with initial drafts, cost estimates and plans for upcoming projects. Council Liaison Cole suggested the Parks and Rec Commission orchestrate a cross Commission subcommittee to gain support from other Commissions on these various projects. Commissioner Zahradka offered to attend the next Planning Commission meeting and bring these ideas to them. Ms. Officer offered to reach out to WSB for more information. Other options for parks ideas were a dog park, futsal area, splash pads, and a sports complex, Vice Chair Greenlee-Karp suggested waiting to form subcommittees until the Parks and Rec Commission hears back from WSB.

Council Liaison Cole recommended reorganizing priorities and repurposing land for the Casey Lake playground. Commissioner Zahradka expressed her desire to have Casey Lake at the top of the priority list. Ideas and options surrounding Casey Lake were discussed among the Parks and Rec Commission. It was agreed that they would reach out to Public Works first to get recommendations for equipment companies, to discuss maintenance, and then receive estimates from those companies according to the Parks and Rec budget.

Ms. Officer suggested to prioritize what has been discussed tonight so that City Council can look at it and put everyone on the same page. After more discussion from the Parks and Rec Commission, the prioritized list is as follows:

- Casey Lake Park/Playground (2023 priority)
- Northwood Park (2023 priority)
- Downtown Park (work to be done in the background but long-term priority)
- McKnight (long term priority)X

Vice Chair Greenlee-Karp stated putting Casey Lake and Northwood Park as the top two priorities would benefit both sides of North St. Paul. Council Liaison Cole also noted putting quick and easy projects at the top of the priority list often gets them completed sooner. Vice Chair Greenlee-Karp stated the next meeting will consider breaking up the two big projects into smaller more manageable tasks.

C. December Meeting

Chair Grachek stated the next meeting will be Dec. 21, 2022 and include discussion of Casey Lake and Northwood Park.

VIII. Old Business

Commissioner Thorsen noted Star Watch will be September 26th at 7:30 p.m. due to the hours of daylight and that Ms. Officer will retain the building for this event.

IX. Reports from Staff

There were no reports from staff.

X. Reports from Commissioners & Park Liaisons

Commissioner Koller left the meeting.

Council Liaison Cole noted during the City Council meeting, questions were raised regarding the fee amount for various parks and ball fields. There was discussion around non-profit versus profit and non-resident versus resident priority for North St. Paul spaces. The Parks and Rec Commission agreed to charge a flat \$75 fee for each field. A motion was not necessary and Council Liaison Cole stated he will bring this information back to City Council. He questioned the Parks and Rec Commission regarding the rental of the Hause Park pavilion and open-air shelters. Parks and Rec Commission concluded it will remain together as one cost. They will not split the day into two slots. Fees will remain as an all-day fee.

Council Liaison Cole inquired about interest for next year's Parks and Rec Commission. Chair Grachek and Commissioner Amsden stated he will not be back. There was a robust discussion about the attendance policy. Chair Grachek stated he will talk to Commission members and set up a meeting with Ms. Officer to discuss this further.

XI. **Adjournment**

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

Meeting adjourned at 8:35 PM

Next Park and Recreation Meeting is scheduled for December 21, 2022 at 6:30pm at City Hall in the Sandberg Room; 2400 Margaret St, North St Paul, MN 55109



To	Date
Honorable Mayor Monge and City Council	January 25, 2023
Agenda Placement # VI.A	
Public Hearings	
Subject	
No Public Hearing Scheduled	
Background/Facts	
Recommended Action	
Attachments	

None

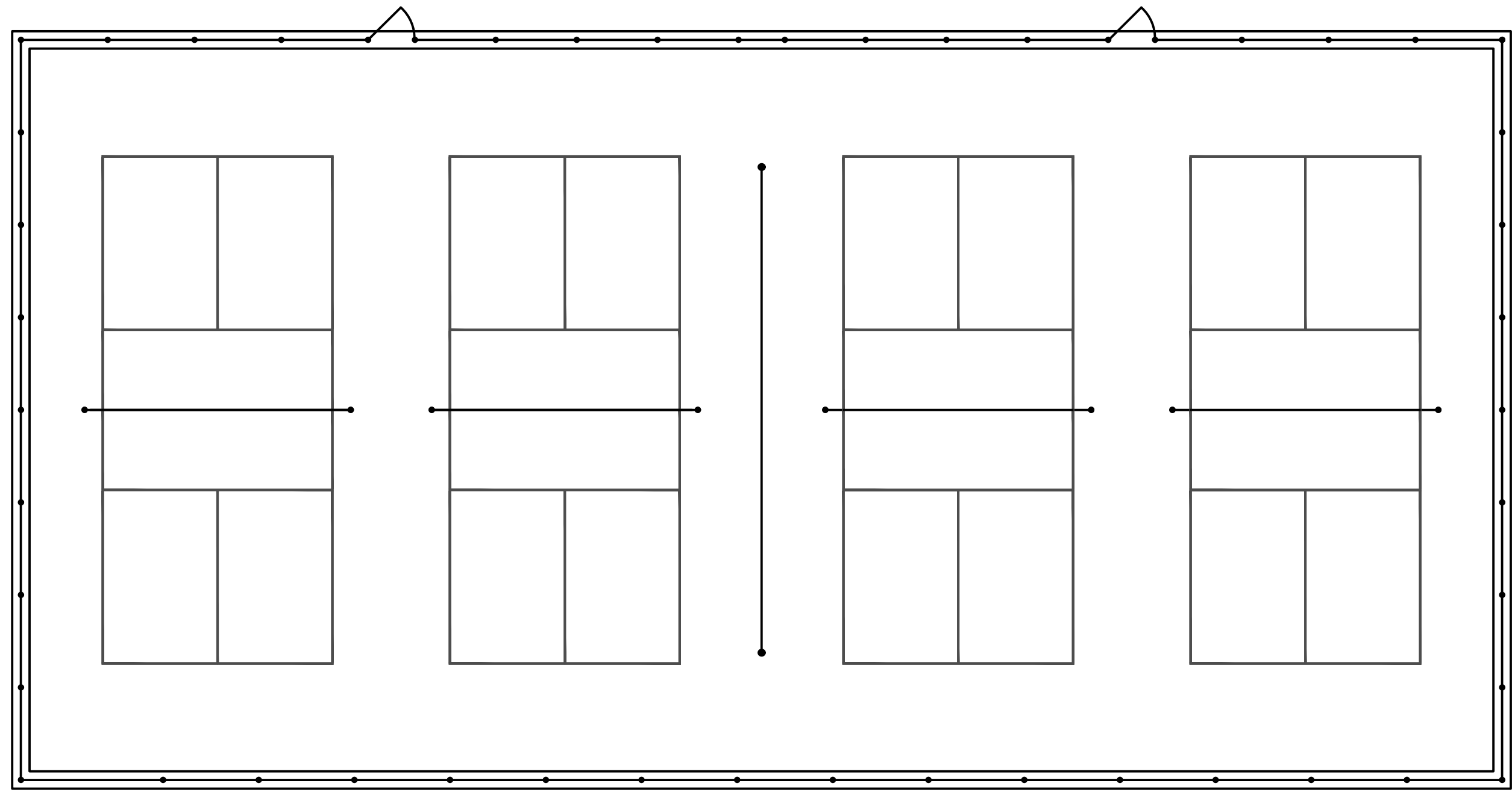
Respectfully submitted,



To	Date
Parks & Recreation Commissioners	January 25, 2023
Agenda Placement # VII.A	
Commission Business, Action Items & Recommendations	
Subject	
Hause Park review- Tennis/pickleball or just pickleball -and court count	
Background/Facts	
Recommended Action	
Attachments	

1. Hause Park Court options

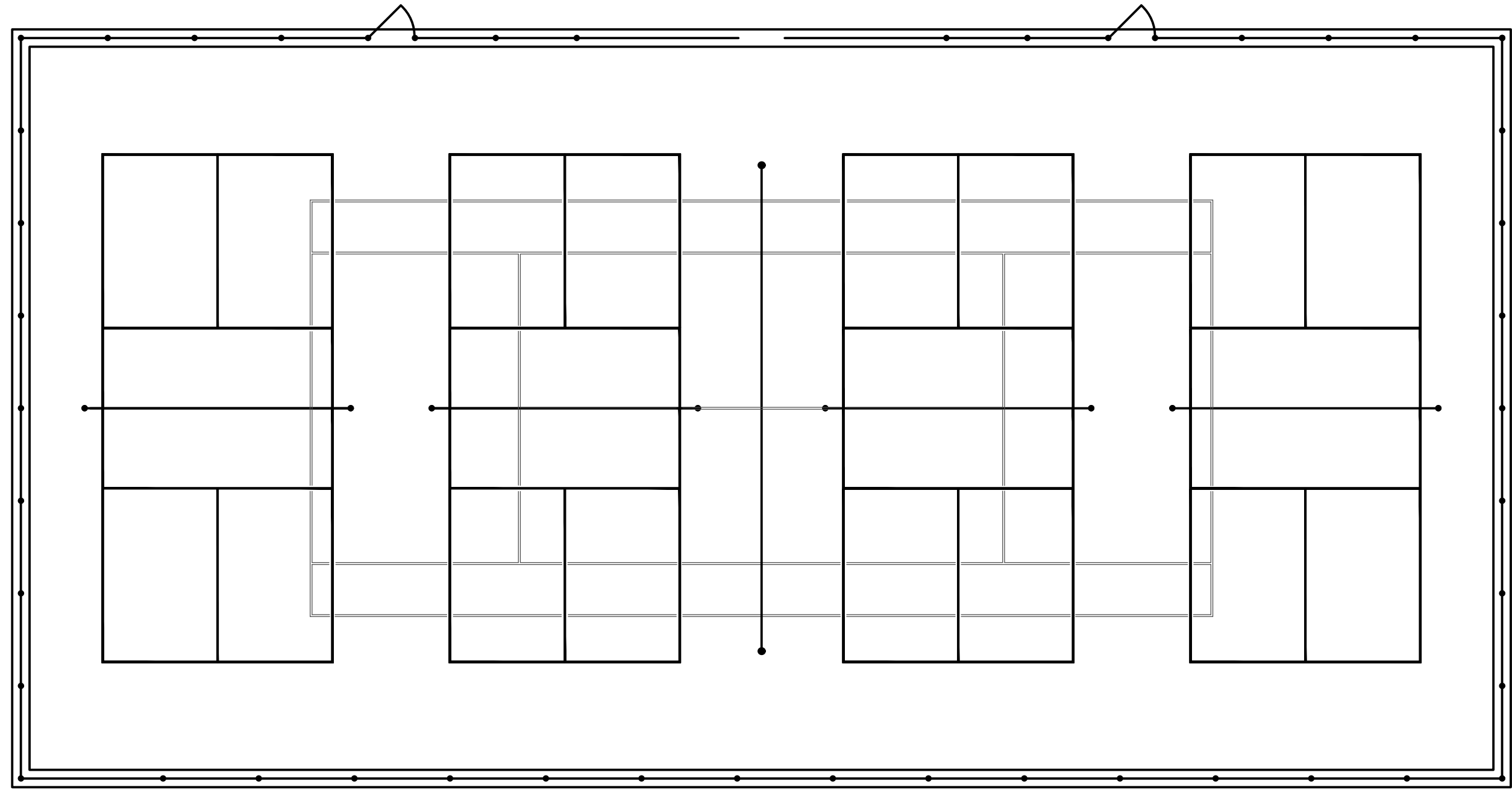
Respectfully submitted,



OPTION 1

- 64' X 128' COURT
- 4 DEDICATED PICKLEBALL
- 2 GATE ENTRANCES
- CENTER DIVIDER FENCE

BASE: \$221,000
ALT: \$27,000

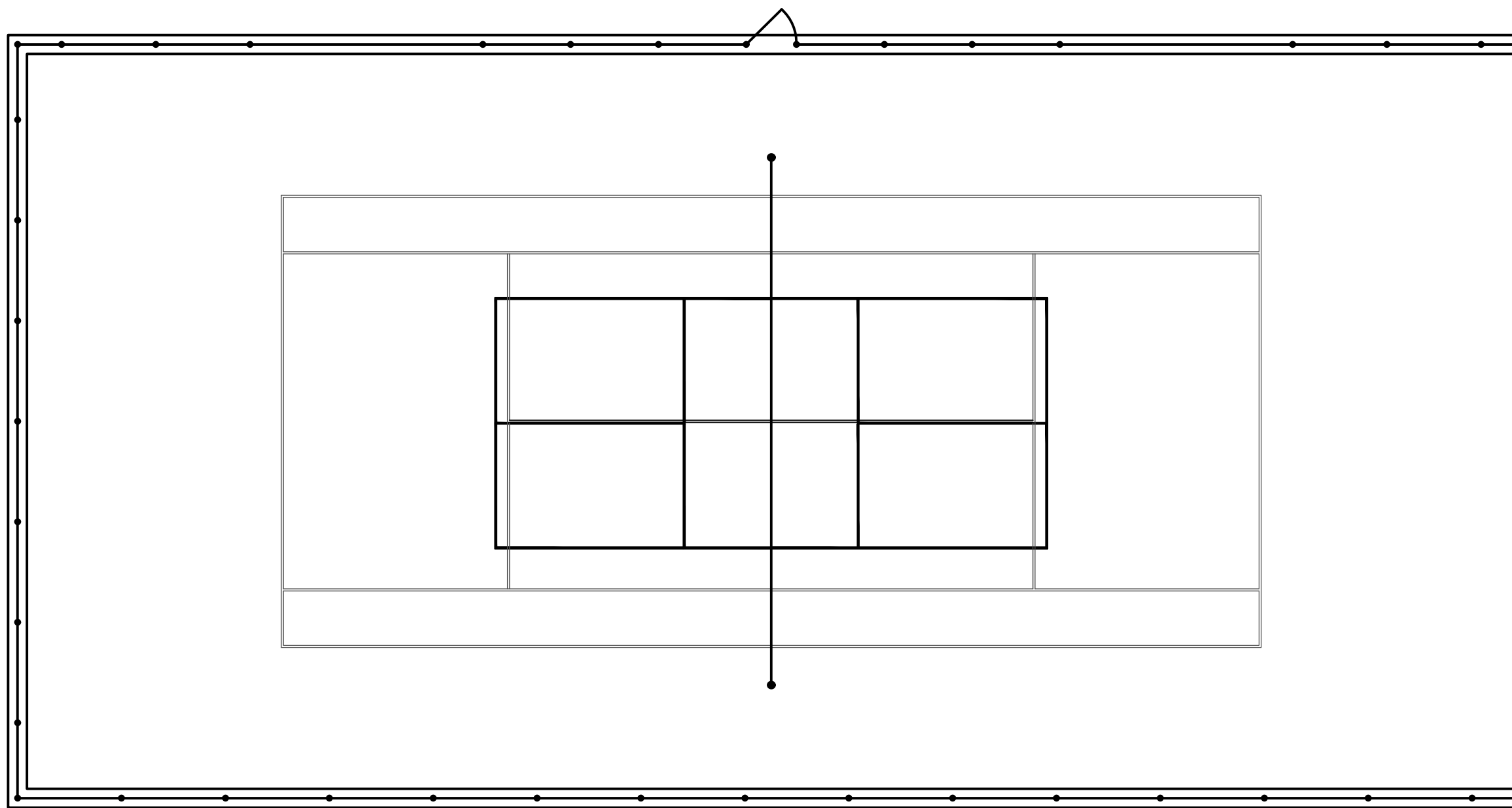


OPTION 2

- 64' X 128' COURT
- 4 PICKLEBALL
- 1 TENNIS
- 2 GATE ENTRANCES
- CENTER TENNIS NET
- REMOVABLE PICKLEBALL NETS

BASE: \$233,600
ALT: \$27,000

HAUSE PARK IMPROVEMENTS: LAYOUT OPTIONS

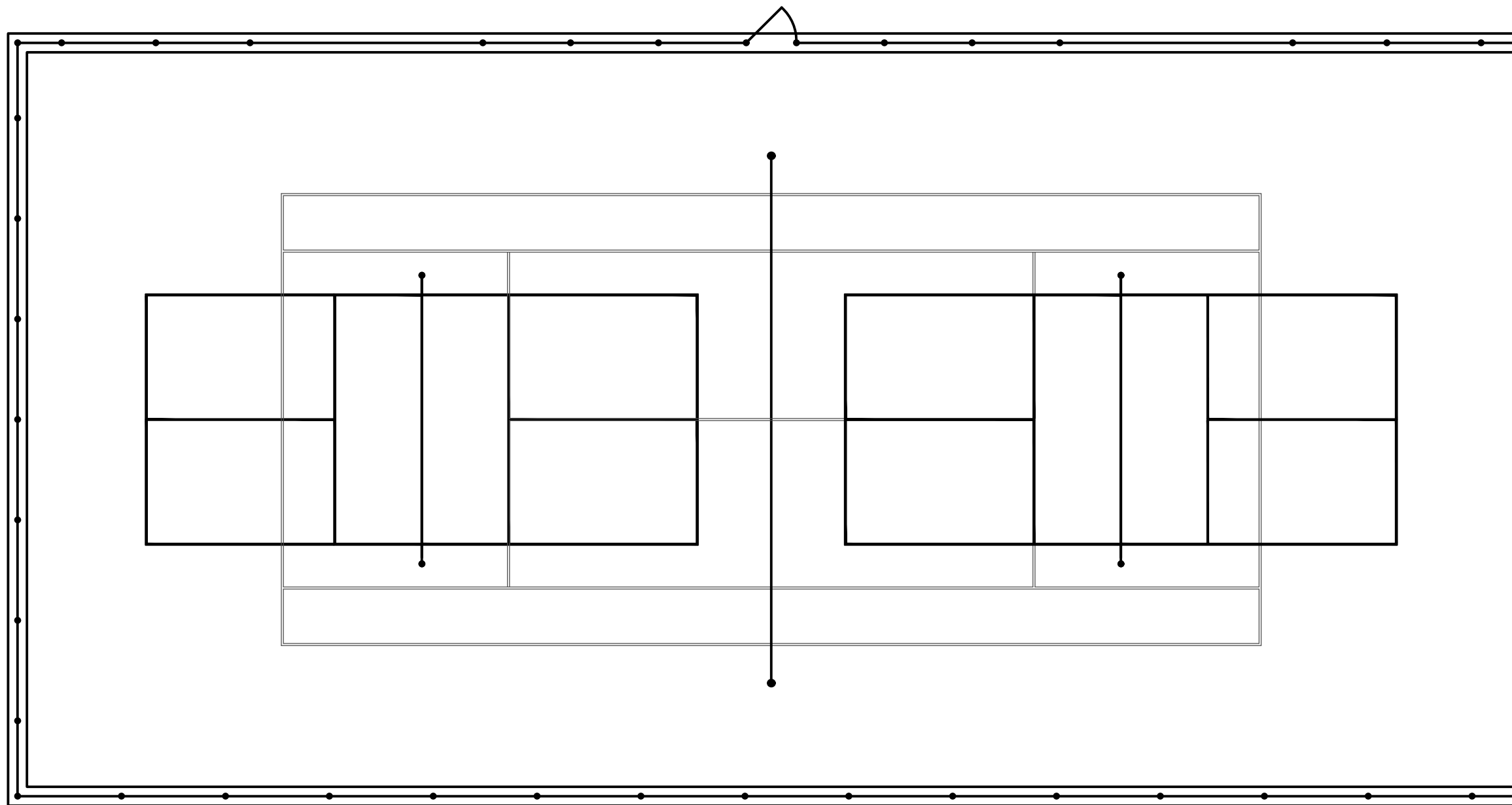
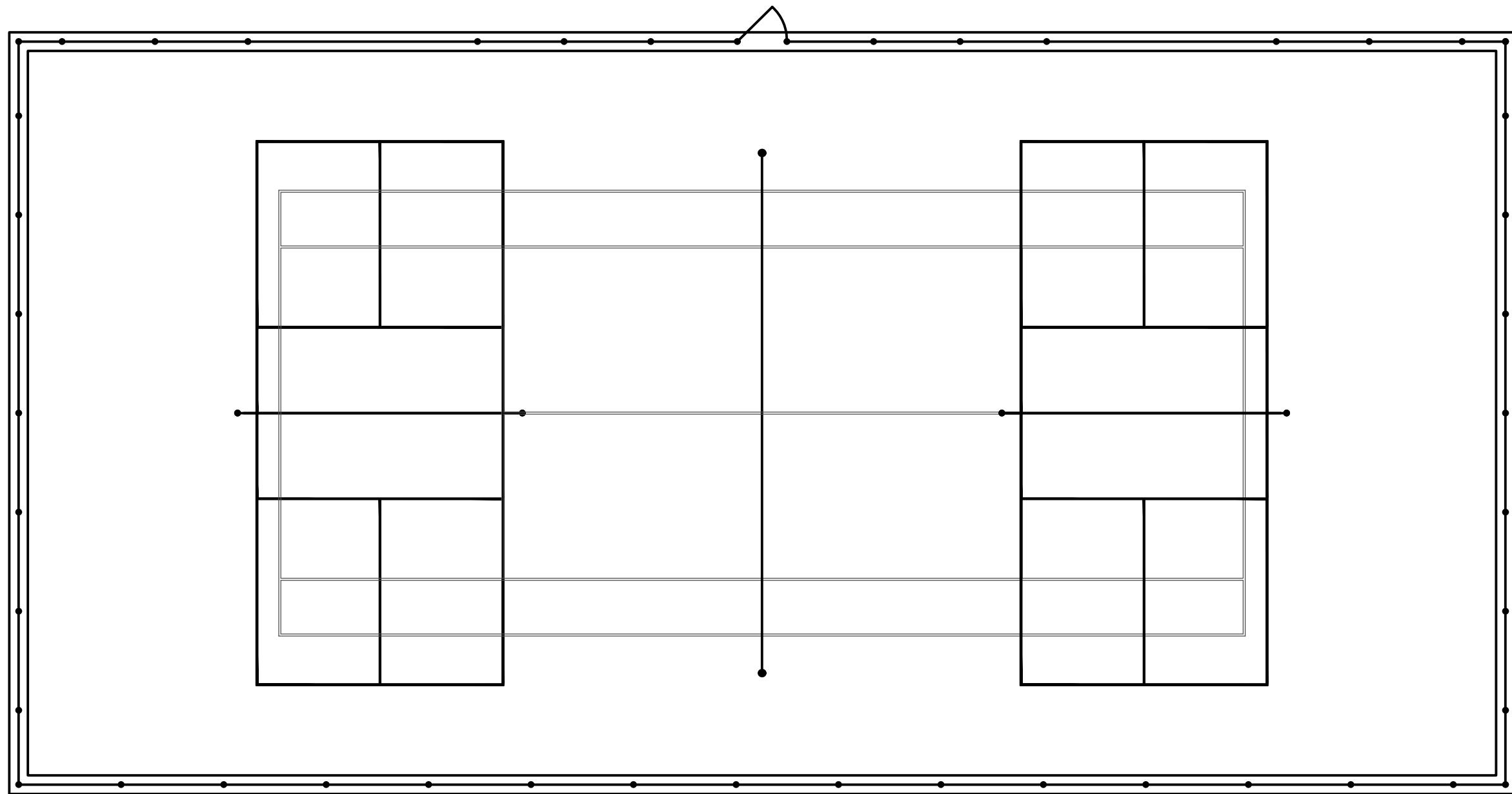


OPTION 3

- 60' X 120' COURT
- 1 PICKLEBALL
- 1 TENNIS
- 1 GATE ENTRANCE
- CENTER SHARED TENNIS NET

BASE: \$200,000

ALT: \$27,000



OPTIONS 3 & 4

- 60' X 120' COURT
- 2 PICKLEBALL
- 1 TENNIS
- 1 GATE ENTRANCE
- CENTER TENNIS NET
- REMOVABLE PICKLEBALL NETS

BASE: \$211,000

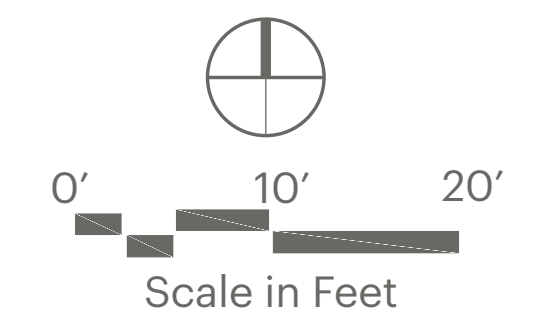
ALT: \$27,000



HAUSE PARK IMPROVEMENTS: LAYOUT OPTIONS

North Saint Paul, MN

December, 2022 | WSB Project number: 021201-000





To	Date
Parks & Recreation Commissioners	January 25, 2023
Agenda Placement # IX.A	
Reports from Staff	
Subject	
2023 Calendar of events- new leads for Star Watch, Music in the Park	
Background/Facts	
Recommended Action	
Attachments	
1. 2023 PRC Calendar Update	
Respectfully submitted,	

	Date	Location	Time	Day	Lead:	Notes:
Fire and Ice	1/7/2023	Hause	5-8pm	Saturday	Laura	
January PRC Regular Meeting	January 25th	CC	6:30 - 8PM	Wednesday		
February PRC Regular Meeting	February 22nd	CC	6:30 - 8PM	Wednesday		
March PRC Regular Meeting	March 22nd	CC	6:30 - 8PM	Wednesday		
Spring Event?	2023	Casey Lake Park	10- 11:30 AM	Saturday	Sarah Z	Jill will be gone from the 3/9-3/17
April PRC Regular Meeting	April 26th	CC	6:30 - 8PM	Wednesday		
May PRC Regular Meeting	May 24th	CC	6:30 - 8PM	Wednesday		
Car show	June 2nd-Sept 15th	7th Ave				
June Music in the Park	June 15th	Casey Lake Park	7-8:30 PM	Thursday		
Tree Adoption	June 20-24th	Home Delivered	7- 2 PM	Friday	Public Works	
June PRC regular Meeting	June 28th	CC	6:30 - 8PM	Wednesday		
July Music in the Park	July 20th	Casey Lake Park	7-8:30 PM	Thursday		
July PRC Regular Meeting	July 26th	CC	6:30 - 8PM	Wednesday		
Food Truck Night	July 26th	Hause Park	6:pm-8 PM	Wednesday	Laura	Move date? Hoping to new Hause opening?
August Music in the Park	August 17th	Casey Lake Park	6-7:30 PM	Thursday		
August PRC regular Meeting	August 23rd	CC	6:30 - 8PM	Wednesday		
Fall Frolic	September 23rd	Casey Lake Park	2-6 PM	Saturday	Sarah	Too Much in September?
Star Watch	September 26th	Casey Lake Park	7:30-9:30 PM	Tuesday		
September PRC Regular Meeting	September 27th	CC	6:30 - 8PM	Wednesday		
October PRC Regular Meeting	October 25th	CC	6:30 - 8PM	Wednesday		
November PRC Regular Meeting	November 15th	CC	6:30 - 8PM	Wednesday		
Fire and Ice	January 6th, 2024	Hause Park	5-8 PM	Saturday	Laura	