



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

**March 22, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **March 22, 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 **March 22, 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
Joseph Frahm
Ingrid Koller
Sue Springborn
Sarah Zahradka
Arthur Alvarez, Jr.
Cassidy Schweer, Council Liaison

STAFF

Jill Officer

III. Adopt Agenda

IV. Approval of Minutes

- A. Approve January 25th PRC 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
Zoom attendees

VI. Public Hearings

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. Welcome new Park and Rec Commissioner Joe Frahm
- B. Southwood Nature Preserve presentation- Bill Brian and Tiffany Brian
- C. Commissioner Training- Soren Mattick, Campbell Knutson
- D. Elect Chair and Co-Chair positions
- E. 2023 Calendar of events -assign new leads, consider Movie on Main, June 9th Car show (City sponsored night)
- F. Ball Field Discussion- fees related to profit/non-profit

VIII. Old Business

IX. Reports from Staff

- A. Park sign post color and production update
- B. Hause Park- bid and award
- C. New city email for commissioners

X. Reports from Commissioners & Park Liaisons

- A. Update on Community Garden

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is



To	Date
Parks & Recreation Commissioners	March 22, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approve January 25th PRC meeting minutes	
Background/Facts	
Recommended Action	
Attachments	
1. Park and Rec meeting minutes 01-25-2023	

Respectfully submitted,

January 25, 2023

6:30 PM

The January 25, 2023 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 Grachek called the meeting to order at 6:30 p.m.

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - absent

Ingrid Koller - present

Sue Springborn - present

Sarah Zahradka - present

Arthur Alvarez, Jr. - present

Council Liaison: Tim Cole/Cassidy Schweer – present

Council Liaison: Cassidy Schweer-present

Staff: Jill Officer – present

Staff: Brandy Howe

III. Adopt Agenda

- A. On motion to adopt the agenda by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye (5-0), motion carried to adopt the agenda.

IV. Approval of Minutes

- A. On motion to approve the November 2022 meeting minutes by Commissioner Koller, seconded by Commissioner Zahradka, with all present voting aye (5-0), motion carried to approve the minutes.

V. Meeting Open to Public

- A. Commissioner Resignations and Recognition
Chair Grachek presented the outgoing Commissioner members with an award and thanked them for all of their work with this Commission. Each outgoing Commission member thanked everyone and was appreciative of the gift. Council Liaison Cole noted this will be his last meeting and commented on the work that has been done.

VI. Public Hearings

- A. No public hearing scheduled

VII. Commission Business, Action Items & Recommendations

A. Hause Park Review – Tennis/Pickleball or Only Pickleball – and Court Count

Candace Amberg from WSB presented the Hause Park review regarding pickleball and tennis courts and walked through the details of each proposal. She displayed pictures for the Commission and noted the importance of getting this out for bid as soon as possible. Commissioner Zahradka recommended only pickleball courts. Candace suggested putting in sockets for possible future tennis court use. She also provided graphics of size difference between 2 and 4 pickleball courts and layout options. Commissioner Koller raised a concern regarding fencing between pickleball courts and the noise factor. Candace suggested four pickleball courts side by side and a noise blocker that attaches to the fence.

On motion to move forward with the 4 pickleball courts with up to \$250,000.00 by Commissioner Zahradka, seconded by Commissioner Springborn, with all present voting aye, (5-0), motion carried.

Ms. Officer noted this will go to City Council and then out to bid and hopefully will start this summer.

B. Commissioner Resignations and Recognition

This item was considered during Meeting Open to Public.

C. 2023 Parks and Recreation Overview

Community Development Director Brandy Howe provided a brief overview on the defined roles of the board and its members. She reviewed the mission statement, chapter 32 of the city code, purpose of the Park and Recreation Commission, official commissioner duties, unofficial commissioner duties, and liaison duties.

Chair Grachek inquired about time to begin looking at 2024. Ms. Howe suggested a schedule of work plans at the next meeting. Council Liaison Cole suggested finding out what wants to be done for 2024 and get those put on a workshop so the City Council is aware and suggested being more collaborative with City Council. Council Liaison Cole mentioned budget talks start in June and suggested looking at projects for 2024 then.

D. Discussion of Commissioner Seats from 9 to 7

Ms. Officer noted all of the other commissions have 7 and recommended that all commissions align the same.

On motion to move the Parks and Recreation Commission from 9 members to 7 by Chair Grachek, seconded by Commissioner Alvarez, with all present voting aye, (5-0), motion carried.

E. Chair and Co-Chair Elections

Parks and Recreation Commission decided to table the Chair and Co-Chair elections until next meeting.

VIII. Old Business

There was no old business to discuss.

IX. Reports from Staff

- A. 2023 Calendar of Events – New Leads for Star Watch, Music in the Park
Commissioner Koller volunteered to take over Music in the Park and stated it will occur June 15th and July 20th from 7:00-8:30 p.m. and August 17th from 6:00-7:30 p.m. Commissioner Zahradka suggested discussing a possible spring event and other event topics. It was also suggested to be in communication with the Arts and Culture Commission for help with future events.

Ms. Officer mentioned the Car Show sponsorship, Fall Frolic, and moving the food truck further into the spring. These items were also tabled until the next meeting.

- B. Community Garden Information – Sub Committee
Commissioner Koller suggested tabling this item because Vice-Chair Greenlee-Karp was not in attendance and unable to provide more information. Ms. Officer recommended a subcommittee for this. Commissioner Koller stated there is a subcommittee that includes Vice-Chair Greenlee-Karp, Commissioner Springborn, and herself. Commissioner Springborn suggested possible properties for the community gardens. Commissioner Koller also suggested this be a shared responsibility with other Commissions. Commissioner Springborn suggested adding two citizen volunteers to run the garden. Ms. Officer noted emails could be sent back and forth within a subcommittee but not if there are citizens on the committee.

X. Reports from Commissioners & Park Liaisons

Chair Grachek again thanked all of the outgoing Commission members.

Council Liaison Cole provided a city council update and thanked everyone for the privilege to work with them. Council Member Schweer stated her familiarity with possible Parks and Recreation conferences to provide further education to the Commission members.

XI. Adjournment

On motion by Commissioner Koller, seconded by Commissioner Springborn, with all present voting aye (5-0), motion carried to adjourn.

Meeting adjourned at 7:37 PM

Next Park and Recreation Meeting is scheduled for February 22, 2023 at 6:30 pm at City Hall in the Sandberg Room; 2400 Margaret St, North St Paul, MN 55109



To	Date
Honorable Mayor Monge and City Council	March 22, 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	March 22, 2023
Agenda Placement # VII.E	
Commission Business, Action Items & Recommendations	
Subject	
2023 Calendar of events -assign new leads, consider Movie on Main, June 9th Car show (City sponsored night)	
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		
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 9th	7th Ave/Margaret	4-7 pm	Friday		
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 16th	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	



To	Date
Parks & Recreation Commissioners	March 22, 2023
Agenda Placement # IX.B	
Reports from Staff	
Subject	
Hause Park- bid and award	
Background/Facts	
Recommended Action	
Attachments	

1. Legal AdProof - 2023-02-15T085623.463 (1)

Respectfully submitted,

ADVERTISEMENT FOR BIDS

HAUSE PARK COURT RECON- STRUCTION PROJECT FOR THE CITY OF NORTH ST. PAUL

RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that Bids for the construction of the Hause Park Court Reconstruction Project will be received online through QuestCDN vBid until Thursday, March 9, 2023, at 10:00 a.m. local time. Immediately following expiration of the time for receiving bids, representatives of the City of North St. Paul will publicly view Bids at an online Bid opening meeting. Those interested in viewing the online Bid opening are welcome to join the meeting by logging on to <https://zoom.us/join> or calling 312.626.6799 and entering Meeting ID 928 5887 6503 and Passcode 193490. The as-read online Bid results will be available at www.questcdn.com following the Bid opening.

The Project includes, but is not limited to, the furnishing of all labor and materials for the construction complete in-place, of the following approximate quantities:

- 3,000 S Y Remove Pavement
- 330 L F Remove Fence
- 1 LS Excavation - Common (P)
- 880 S Y Bituminous Court Pavement w/Color Coat
- 1,400 S F Concrete Pavement
- 385 L F 10' Chainlink Fence & Gates on Concrete Maintenance Curb
- 4 EA Pickleball Net Systems

The provisions of MINN. STAT. 16C.285 Responsible Contractor are imposed as a requirement of this contract. All bidders and persons or companies providing a response/submission to the Advertisement for Bids of the City of North St. Paul shall comply with the provisions of the statute.

Information and Bidding Documents for the Project can be found at www.questcdn.com. Bidding Documents may be downloaded from the website for a nonrefundable fee of \$55 by inputting Quest project #8396588 on the website's Project Search page.

The website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the website www.questcdn.com. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from other sources.

Bids will only be accepted via the electronic bidding service through QuestCDN.

The City Council reserves the right to reject any and all Bids and to waive any Bids received without explanation. No Bid may be withdrawn for a period of 60 days.

For all further requirements regarding Bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

DATED: February 7, 2023

BY THE ORDER OF THE CITY
COUNCIL

s/s Brian Frandle

City Manager

City of North St. Paul

(Published in Finance and Commerce

February 16, 23, 2023) 2475855

*** Changes to this order may result in pricing changes ***