



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

**April 26, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **April 26, 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 **April 26, 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. Approval of March 2023 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. Financial Update -Dan Winek
- B. City email update
- C. Mural at Silver Lake

VIII. Old Business

IX. Reports from Staff

- A. Comprehensive Park and Open Space Plan
- B. Hause Park update

X. Reports from Commissioners & Park Liaisons

- A. Event update: Music in the Park, Food Truck Night, Autumn Arts Fest, Star Watch

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is May 24, 2023 at 6:30 pm in City Council Chambers.



To	Date
Parks & Recreation Commissioners	April 26, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of March 2023 minutes	
Background/Facts	
Recommended Action	
Attachments	

1. PRC March meeting minutes

Respectfully submitted,

March 22, 2023

6:30 PM

The March 22, 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 Lloyd Grachek called the meeting to order at 6:30pm

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp - Vice Chair - present

Ingrid Koller - absent

Sue Springborn - absent

Sarah Zahradka – arrived at 6:40 pm

Arthur Alvarez, Jr – present

Joe Frahm - present

Council Liaison: Cassidy Schweer - absent

Staff: Jill Officer – present

III. Adopt Agenda

On motion to adopt the agenda by Commissioner Greenlee-Karp, seconded by Commissioner Alvarez, with all present voting aye (4-0), motion carried to adopt the agenda.

IV. Approval of Minutes

- A. On motion to approve the January 25, 2023 meeting minutes by Commissioner Frahm, seconded by Commissioner Greenlee-Karp, with all present voting aye (4-0), motion carried to approve the minutes.

V. Meeting Open to Public - None

VI. Public Hearings

- A. No public hearing was scheduled.

VII. Commission Business, Action Items & Recommendations

A. Welcome New Park and Recreation Commissioner Joe Frahm

Commissioner Frahm expressed his excitement to be part of the Parks and Recreation Commission.

B. Southwood Nature Preserve Presentation – Bill and Tiffany Brian

Bill Brian reviewed the 2022 report and stated the expense report showed a balance of \$1,700 remaining. Commissioner Greenlee-Karp inquired if this was just an

update. Mr. Brian stated the proposed budget for 2023 is similar to the 2022 budget. Commissioner Zahradka thanked them for their hard work and the report. Ms. Officer stated their budget for 2023 is \$6,500. Mr. Brian suggested increasing the budget to \$7,000.

On motion to recommend giving \$500.00 from the Parks Fund to increase the budget to \$7,000 by Commissioner Alvarez, seconded by Commissioner Zahradka, with all present voting aye (5-0), motion carried.

C. Commissioner Training – Soren Mattick with Campbell/Knutson

City Attorney Soren Mattick provided training for the Parks and Recreation Commission. He discussed and explained the open meeting law, data practice act, conflicts of interest, gift law, role of City Manager, rules of order, funding, donations, and the difference between solicitation versus partnership.

Mr. Mattick stressed the importance of transparency in regard to emails, text messages and other forms of communication. He recommended Commission members send all documents and communication only via City email. Ms. Officer stated email accounts for Commission members are in the process. He also recommended if any member is unsure about any of the items discussed, reach out to him or Ms. Officer.

The Commission and Mr. Mattick discussed the sale of alcohol at events and the surrounding liability. Mr. Mattick suggested using a caterer for food and beverages. Everyone agreed to continue this discussion in future meetings.

Mr. Mattick recommended planning ahead for contracts that require a City Council approval. He noted the Parks and Recreation Commission cannot advertise without approval from the City. He also added pursuant to the open meeting law, a Commission member can participate via zoom but the City has to allow enough notice.

D. Elect Chair and Co-Chair Positions

On motion to continue the chair and vice chair positions as is by Commissioner Zahradka, seconded by Commissioner Alvarez, with all present voting aye (5-0), motion carried.

E. 2023 Calendar of Events – Assign New Leads, Consider Movie on Main, June 9th Car Show (City Sponsored Night)

Ms. Officer updated the Parks and Recreation calendar with dates for Music in the Parks, Autumn Arts Festival, Food Truck Night, Car Show, and Movie on Main. Vice Chair Greenlee-Karp suggested moving the food truck to coincide with the Movie on Main. Commissioner Frahm volunteered to help with this event. Ms. Officer noted dates and bands are booked for Concerts in the Park. There was discussion about charging food vendors to cover the screen and licensing fees.

Commissioner Zahradka updated the Commission on the Autumn Arts Festival and noted it should go to City Council as soon as possible. Chair Grachek stated details for the Star Watch are moving forward.

- F. Ball Field Discussion – Fees Related to Profit/Non-Profit
City staff Officer stated information continues to be gathered at this time.

VIII. Old Business

- A. There was no old business to report.

IX. Reports from Staff

- A. Park Sign Post Color and Production Update
Posts will be black due to availability and durability.
- B. Hause Park – Bid and Award
Bids opened on March 9th but are coming in high, between \$370,000 - \$415,000.
- C. New City Email for Commissioners
Ms. Officer noted members should have received an email from Ms. Erpenbach.

X. Reports from Commissioners & Park Liaisons

- A. Update on Community Garden
Greenlee-Karp stated there is not enough time to do it this year but it will happen next year. Commissioner Frahm will help Chair Grachek with Star Watch.

XI. Adjournment

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

Meeting adjourned at 7:53 PM

Next Park and Recreation Meeting is scheduled for April 26, 2023 at City Hall in the Sandberg Room;
2400 Margaret St, North St Paul, MN 55109



To	Date
Honorable Mayor Monge and City Council	April 26, 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	April 26, 2023

Agenda Placement # IX.A

Reports from Staff

Subject

Comprehensive Park and Open Space Plan

Background/Facts

The Park Improvement Plan was approved by City Council in May 2022. Among the numerous recommendations in the PIP, it identified the need to develop a park system needs assessment that would account for current and anticipated demographics to ensure park improvement priorities are in alignment with actual need. Additionally, the preparation of a comprehensive asset management system for park facilities was identified as a need to help track and identify funding needs over time based upon the expected lifespan of individual amenities. To that end, staff are taking the steps to prepare a comprehensive park and open space plan that will:

1. Analyze the current state of the city's parks and open space system
2. Identify deficiencies in the system and necessary improvements
3. Reach out to the public to learn what residents desire from the city's park system
4. Determine goals, recommendations, and priorities for improving the system
5. Outline an implementation matrix that can be referenced during annual CIP planning

Outreach activities are proposed to take place this summer and will include an online community survey in June, stakeholder meetings, and a city table to gather input during the Car Show and Music in the Park activities.

An example of a park and open space plan can be found at this [link](#).

Recommended Action

N/A

Attachments

None

Respectfully submitted,
Brandy Howe, Community Development Director