



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

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.



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- 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