



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

**May 24, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **May 24, 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 **May 24, 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 April 26th 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. Small library in City Park
- B. 2024 Budget Discussion -project, estimated budget, justification

VIII. Old Business

- A. Star Watch

IX. Reports from Staff

- A. Mural at Silver Lake -ACC coming to June meeting
- B. Email distribution on website -parkrentals@northstpaul.org
- C. Email review for those absent

X. Reports from Commissioners & Park Liaisons

- A. Community Garden

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is Wednesday, June 28, 2023 at 6:30pm in Council Chambers at City Hall.



To	Date
Parks & Recreation Commissioners	May 24, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approve April 26th meeting minutes	
Background/Facts	
Recommended Action	
Attachments	
1. Park and Rec April meeting minutes	
Respectfully submitted,	

April 26, 2023

6:30 PM

The April 26, 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

Vice Chair Laura Greenlee-Karp called the meeting to order at 6:30pm

II. Roll Call

Lloyd Grachek, Chair - absent

Laura Greenlee-Karp, Vice Chair – present

Joseph Frahm - present

Ingrid Koller - present

Sue Springborn - present

Sarah Zahradka - present

Arthur Alvarez, Jr – present

Council Liaison: Cassidy Schweer

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

- A. On motion to approve the March 22, 2023 meeting minutes by Commissioner Koller, seconded by Commissioner Alvarez, with all present voting aye (6-0), motion carried to approve the minutes.

V. Meeting Open to Public - None

VI. Public Hearings – None

VII. Commission Business, Action Items & Recommendations

A. Financial Update – Dan Winek

Finance Director Dan Winek presented a brief overview on expenditures, budget processes, funding, 2022 budget information and 2023 budget information. Mr. Winek reviewed the four different funding areas and clarified the difference between the Park Dedication Fund and the Park Fund. Vice Chair Greenlee-Karp inquired about using Park Dedication Funds to cover operating costs. Mr. Winek believed Park Dedication Funds cannot be used to cover operating costs. Parks and Recreation Commission and staff discussed revenues, expenditures, payments,

park fees, event fees, and a possible budget increase for 2024. It was also suggested this type of review be done annually.

V. Meeting Open to Public – reopened

A. Comments from the Public

Christy Spears inquired about building and maintaining an accessible library for residents to use in memory of her librarian mother. She provided some locations and understood maintenance would be her responsibility. Commissioner Koller noted this topic has come up in the past but was not approved due to the potential for vandalism or inappropriate content inside the library. Parks and Recreation Commission discussed a possible St. Mark's Church location. Commissioner Zahradka suggested putting this topic on the agenda for next meeting in order to allow more time to gain information.

VIII. Commission Business, Action Items & Recommendations – continued

B. City Email Update

City Staff Jill Officer recommended all Parks and Recreation Commission members use their City created email and suggested Mondays for members to expect emails from her. Vice Chair Greenlee-Karp added this will go back on the agenda at the next meeting to discuss further.

C. Mural at Silver Lake

Ms. Officer noted mural suggestions can be emailed to her. There was discussion surrounding the partnership between the Arts and Culture and the Parks and Recreation Commission. Community Development Director Brandy Howe suggested joint meetings to keep both commissions up to date and on the same page. Council Liaison Schweer mentioned a meeting with Public Works Director Ron Ritchie also for continuity and consistency.

IX. Old Business

A. Spring Clean-Up

Commission discussed the spring clean-up around Silver Lake and Vice Chair Greenlee-Karp stated she will keep this on the radar for future communications.

X. Reports from Staff

A. Comprehensive Park and Open Space Plan

Ms. Howe recommended a comprehensive plan for parks and open spaces. She also suggested a public outreach component and add more activities at park events. Commissioner Zahradka suggested a community survey to see what residents want. Commissioners Alvarez and Koller suggested a write in and child response section in the survey. Council Liaison Schweer noted to be mindful of dog parks and splash pads. Vice Chair Greenlee-Karp expressed her passion about parks and is still learning about City government's policies and procedures. Ms. Howe also suggested the Parks and Recreation Commission work within the framework of the Park Plan to create short- and long-term goals.

B. Hause Park Update

Ms. Howe stated bids came in too high but the City applied for a grant to cover approximately 50% of the cost and could push this project out to spring of 2024. She did clarify it is functional as a tennis court and people can still use it.

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

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

Commissioner Koller stated 2 bands have committed for Music in the Park.

Commissioner Alvarez stated he will get in touch with Commissioner Koller if other bands are needed.

Vice Chair Greenlee-Karp shared the Food Truck event is set for July 26th and is promoted on Facebook and offered a 2 for 1 for if a food truck registered for the Food Truck Event and the Autumn Arts Fest. She will have more to report at next meeting.

Commissioner Zahradka stated the Autumn Arts Fest is set for Saturday, September 16th and are looking for a separate, bigger stage. She is looking to get those costs and bring them back next month. This would come out of the Parks budget because the Arts and Culture Commission does not have one but was suggested to use revenue from Arts booth to help offset cost. Ms. Officer stated she has put money in the budget for the bands.

Commissioner Frahm will provide more information at the next meeting regarding Star Watch and the date looks to be the 3rd week of September.

XII. **Adjournment**

On motion by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye (6-0), motion carried to adjourn. Meeting adjourned at 7:37 PM

Next Park and Recreation Meeting is scheduled for May 24, 2023 at City Hall in the Sandberg Room;
2400 Margaret St, North St Paul, MN 55109



To	Date
Honorable Mayor Monge and City Council	May 24, 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	May 24, 2023
Agenda Placement # VII.A	
Commission Business, Action Items & Recommendations	
Subject	
Small library in City Park	
Background/Facts	
Recommended Action	
Attachments	

1. Library NSP

Respectfully submitted,

April 26, 2023

Park and Recreation Council Members
2400 Margaret Street
No. St. Paul, MN 55109

To Whom It May Concern,

I am writing to see if my family can put a Little Library in one of the parks in North St. Paul. My parents, Jon and Karen Gear, lived in NSP for 50 years. My siblings and I went to North High School and grew up in the area. My mother passed away in November. She was a librarian in an elementary school. At her funeral we collected enough money to buy a little library in her honor. Our family would like to put it at Tower Park on the corner of 2nd Street and 13th Avenue. If this location does not work, another spot we thought would be at Polar Park, which is right down the road where we grew up. If neither of these locations won't work, we are open for suggested areas that we can put in the little library.

Even though we don't live in the area, we are close by and can check on the library frequently. We have a strong connection to St. Mark's Church and we know many people that would be happy to check on the library frequently.

I have included a photo of what the library will look like. We will be in charge of building and putting in the library. Our goal would be to have the library installed in August.

We thank you for your consideration. Please do not hesitate to call or email me with any questions you may have about our project.

Sincerely,

Christy Spears

[REDACTED]

[REDACTED]

Kay Zwiers
Peder Gear



Two Story Shed Unfinished Little Free Library

\$ 299.95

Select Your Charter Sign Type

Silver

Select Your Roof Material

Metal

Quantity

1

ADD TO CART

♥ ADD TO WISHLIST (416)



With an adjustable shelf for extra book storage, the Two Story Shed is one of our most popular book-sharing boxes. This library arrives unfinished and ready for you to paint or stain before outdoor installation. Please paint or stain both the outside AND inside of the library for safety.



Note: This is an assembled library, which incurs higher shipping fees than kit libraries due to larger shipping dimensions. View the [Two Story Shed Kit](#) to save on shipping. All you need is a drill, and assembly takes under an hour!

Charter Sign Details:

All libraries come with a complimentary standard charter sign! (\$39 value.) Each charter sign is printed with a unique charter number which is your key to setting up your steward account and placing your library on the [Little Free Library world map](#) on our [new mobile app](#). **Your charter sign will be in an envelope on the outside of your library shipping box.** Choose your sign with the drop-down menu above.

Special offer: Save \$30 when you customize your charter sign!

You can also customize your charter sign for only \$49.95! (\$79.95 value.) This is a perfect way to honor a loved one, share a favorite quote, or display your family's name. To customize your sign, select the "custom" option in the drop-down menu above, amount of lines required, and type in your desired text! A mockup of your sign will be created at the top of the screen.



The "Building Block" option is meant for existing stewards who want to replace their old library and well as come with a complimentary charter sign.

Tower Park

2nd Street and 13th Avenue East



Polar Park

Shawnee Drive



