



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

**June 28, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **June 28, 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 **June 28, 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 May 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.

VI. Public Hearings

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. Presentation from ACC on mural at Silver Lake
- B. Community Garden Discussion

VIII. Old Business

IX. Reports from Staff

- A. Park updates- park signs, bench program, little library, Hause and McKnight
- B. Art Fest budget update
- C. Community Outreach update -survey and park

X. Reports from Commissioners & Park Liaisons

- A. Concert in the Park -June
- B. McKnight park visits
- C. Food truck night

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is July 26th at 6:30pm.



To	Date
Parks & Recreation Commissioners	June 28, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approve May PRC meeting minutes	
Background/Facts	
Recommended Action	
Attachments	
1. May PRC meeting minutes	
Respectfully submitted,	

May 24, 2023

6:30 PM

The May 24, 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 - present

Sue Springborn - present

Sarah Zahradka - present

Arthur Alvarez, Jr – present

Joe Fraham - absent

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 April 26, 2023 meeting minutes by Commissioner Greenlee-Karp, seconded by Commissioner Koller, with all present voting aye (6-0), motion carried to approve the minutes.

V. Meeting Open to Public - None

VI. Public Hearings

- A. No public hearing scheduled OR name of person and very brief description

VII. Commission Business, Action Items & Recommendations

A. Small Library in City Park

Christy Spears, who spoke at the last meeting regarding a proposed mini library box for the community, was there to answer any questions the Commission had. After discussion among the Parks and Recreation Commission, it was determined Public Works would choose the location and install it within Tower Park. Commissioner Koller inquired about inappropriate books being placed there. Ms. Spears noted she has family that lives close by and will monitor it weekly. Council Liaison Schweer suggested a commemorative plaque be installed also.

On motion to recommend to City Council the installation of the little library at Tower Park using a location chosen by the Public Works Department by Vice Chair Greenlee-Karp, seconded by Commissioner Alvarez, with all present voting aye (6-0), the motion carried.

B. 2024 Budget Discussion – Project, Estimated Budget, Justification

Parks and Recreation staff Jill Officer presented this item and discussed budgetary items looking ahead to 2024.

The Parks and Recreation Commission had a robust discussion on prioritized projects, community events held by Parks and Rec, and budgetary concerns. It was determined that Hause Park is a top priority for 2024. Council Liaison Schweer also noted the Commission can review and reevaluate how the prioritized plan is going. Vice Chair Greenlee-Karp also suggested waiting to make this list until after the community engagement survey has been received. Ms. Officer did note this meeting is not the final list and can be discussed in more detail at a later date if needed.

The Commission also discussed various park projects including Polar Park, Downtown Park, park signage and possible temporary dog park locations. Chair Grachek suggested communication with Community Development Director Brandy Howe on some of the items discussed. Council Liaison Schweer encouraged the Commission to use the current park plan as a guide for which projects are a top priority.

The Commission all agreed that McKnight Park is also a top priority for 2024. There was discussion surrounding the revitalization of McKnight Park and ways it could utilized. The Commission will have a better idea of what residents want once the community engagement survey is complete. Commissioners Alvarez and Koller suggested community outreach to allow residents to become more engaged.

Commissioner Zahradka also suggested looking at Northwood Park, Casey Lake Park and the Environmental Learning Center as options for 2025. Chair Grachek suggested putting Northwood Park on the list for 2024 due to the length of time it would take to get started and receive supplies.

After discussion from the Parks and Recreation Commission, the top three priorities for 2024 are as follows:

- McKnight Park
- Hause Park
- Northwood Park

Council Liaison Schweer recommended presenting this information at a City Council workshop.

Commissioner Alvarez inquired about meeting at McKnight Park as a way to observe document renovations that need to be done. There was discussion surrounding a quorum if the entire Commission met at the park. Ms. Officer stated they will check

with City Attorney Mattick to get further clarification. The date chosen was Wednesday, June 7th at 6:30 p.m.

The Commission also looked at the yearly current event list. They all agreed to keep Fire and Ice and Movies on Main but with additional events occurring at the same time. The Commission discussed ideas such as combining the Fire and Ice event with a Polar Plunge type event, spring park clean-up with a medallion hunt within the City parks, Music in the Park, Autumn Art Festival, and Star Watch. An increased budget will be necessary for some of these events. These events would also include a food truck and possible collaboration with the Arts and Culture Commission. Events that were taken off the list included the Spring Egg Hunt, 5K run, Prairie Days and Summer Splash.

There was discussion surrounding the use of internships as ways to encourage participation and leadership. Chair Grachek suggested looking into internships now for the 2024 event year.

VIII. Old Business

A. Star Watch

This will be held on September 20th at Casey Lake Park. Chair Grachek noted Commissioner Fraham along with past Commissioner Nancy Thorsen would be willing to help

IX. Reports from Staff

A. Mural at Silver Lake – ACC Coming to June Meeting

Vice Chair Greenlee-Karp discussed the location and style of the mural and noted the resident facing side will simply be repainted. The Arts and Culture Commission will be at the June meeting to answer any questions. The Arts and Culture Commission will preapprove a design.

B. Email Distribution on Website – [parkrentals@ northstpaul.org](mailto:parkrentals@northstpaul.org)

Resident emails would go to Ms. Officer and then be forwarded as needed. Council Liaison Schweer recapped a previous discussion with City Council regarding forwarded messages only on an as needed basis and suggested taking with Kari Erpenbach for technical support. Commissioner Koller stated this is a good way for residents to voice their concerns and provide ideas to the Parks and Recreation Commission.

C. Email Review for those Absent

Ms. Officer requested Parks and Recreation Commission members check emails weekly on Mondays.

X. Reports from Commissioners & Park Liaisons

A. Community Garden

Vice Chair Greenlee-Karp inquired about a large open space on 17th for a garden. Liaison Schweer stated that the site is being considered for a possible new development and would not be available.

Commissioner Koller noted the new lighting at Silver Lake Park and expressed her concern with the invasive trees and plants that are growing near the shore. Council Liaison Schweer stated she will look into this.

Chair Grachek discussed a code enforcement issue regarding a fallen tree.

XI. Adjournment

On motion by Commissioner Koller, seconded by Commissioner Greenlee-Karp, with all present voting aye (9-0), motion carried to adjourn.

Meeting adjourned at 7:33 PM

Next Park and Recreation Meeting is scheduled for June 28, 2023 at City Hall in the Sandberg Room;
2400 Margaret St, North St Paul, MN 55109



To	Date
Honorable Mayor Monge and City Council	June 28, 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	June 28, 2023
Agenda Placement # IX.A	
Reports from Staff	
Subject	
Park updates- park signs, bench program, little library, Hause and McKnight	
Background/Facts	
Recommended Action	
Attachments	
1. Southwood park sign	
Respectfully submitted,	

