



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

**August 23, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **August 23, 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 **August 23, 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 June 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. Southwood Preserve -budget request and presentation
- B. zoom participants

VI. Public Hearings

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. Southwood budget approval
- B. Hause Park design adjustment

VIII. Old Business

IX. Reports from Staff

- A. Public works update -Ron Ritchie
- B. Parade information -September 14, 2023

X. Reports from Commissioners & Park Liaisons

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is Wednesday September 27, 2023 at 6:30pm.



To	Date
Parks & Recreation Commissioners	August 23, 2023
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of June meeting minutes	
Background/Facts	
Recommended Action	
Attachments	

1. PRC meeting minutes June 28 2023

Respectfully submitted,

June 28, 2023

6:30 PM

The June 28, 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 6:30pm

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

Joseph Fraham - absent

Council Liaison: Cassidy Schweer-present

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 May 24, 2023 meeting minutes by Commissioner Koller, seconded by Commissioner Springborn, 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.

VII. Commission Business, Action Items & Recommendations

A. Presentation from ACC on Mural at Silver Lake

Chair of the Art and Culture Commission Tom Sonnek presented this item and expressed his desire to coordinate with the City. He described the size and intent of the mural and added the vision to create a mural that is very artistic and of high quality. Mr. Sonnek stated there are 3 muralists and provided examples of their ideas. Arts and Culture Commission will choose a muralist at the July 12th meeting.

Commissioner Springborn inquired about a Native American artist or theme. Chair Grachek suggested a plaque giving a brief description of the mural and inquired if this project will require funding from the Parks and Recreation Commission. Mr. Sonnek noted the Arts and Culture Commission's budget for this mural is approximately \$4000.

Commission members expressed their appreciation of this project and suggested ideas such as a realistic nature theme, small cost for any additional prints, realistic lake colors and neighborhood input and communication. Commissioner Koller also recommended protecting and saving as many trees as possible.

Council Liaison Schweer appreciated the idea and expressed her satisfaction with the completed utility box wraps done by the Arts and Culture Commission.

B. Community Garden Discussion

Parks and Recreation Staff Jill Officer updated the Commission on the progress of this discussion. She provided a printed copy of City properties related to park spaces and open land. She noted the requirements of a community garden and the City's available funds. The Commission provided their input and suggestions that included location, water availability, visual perspective, responsibility, quieter less populated areas, various shaped land uses, lots or spaces that would not need a lot of pavement removal, and aligning this with the Master Plan. Ms. Officer will provide more information at the next meeting.

VIII. Old Business

There was no old business to share.

IX. Reports from Staff

A. Park Updates

Ms. Officer noted park signs are up at Northwood and Southwood Parks and staff are working on more signs at Silver and Colby Hills. She also discussed possible metal bench and bike rack locations. Ms. Officer stated Public Works is looking into this also. The Commission provided their location ideas. Ms. Officer noted the Little Library was approved with a completion date of end of July. The City was awarded a grant for Hause Park with hopes of completion by next year.

Ms Koller suggested increased visibility and accessibility for food truck placement during Music in the Park and Food Truck Nights. Vice Chair Greenlee-Karp suggested the food trucks be placed on various streets. Chair Grachek and Commissioner Springborn noted parking might be a problem if food trucks are scattered throughout the event. She also suggested providing more social media notifications and marketing for all community events.

Commissioner Alvarez inquired about the usage of the tennis courts at McKnight Park. He recommended one court could be rescued and refurbished. There was also discussion among the Commission regarding use of that area. Their ideas were an expanded parking lot, playground or play structure, skate park, and a dog park.

Vice Chair Greenlee-Karp suggested giving the city event planner the one-day activities in order to reduce the quantity of events for the Parks and Recreation Commission.

It was noted that July 26th is Food Truck Night is also the next Parks and Recreation Commission meeting date.

B. Art Fest Budget Update

Ms. Officer stated the requested budget increase remains with the City Manager and recommended planning the festival with the original budget amount.

C. Community Outreach Update – Survey and Park

Ms. Officer stated the park survey is out and encouraged all residents to complete it. She stated a possible stakeholder meeting late summer or early fall.

X. Reports from Commissioners & Park Liaisons

Commissioner Koller inquired about speaking to an invasive species specialist for Silver Lake.

Vice Chair Greenlee-Karp inquired about consistent and updated communication between the Southwood Task Force and the City. Council Liaison Schweer suggested a discussion about this at a later date.

XI. Adjournment

On motion by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye (6-0), motion carried to adjourn.

Meeting adjourned at 7:48 P.M

Next Park and Recreation Meeting is scheduled for July 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	August 23, 2023
Agenda Placement # VI.A	
Public Hearings	
Subject	
No Public Hearing Scheduled	
Background/Facts	
Recommended Action	
Attachments	

None

Respectfully submitted,

**To**

Parks & Recreation Commissioners

Date

August 23, 2023

Agenda Placement # VII.B

Commission Business, Action Items & Recommendations

Subject

Hause Park design adjustment

Background/Facts

The City applied for an Outdoor Recreation Grant through the MN DNR to reconstruct the existing tennis court and replace it with four pickleball courts. The City was recently notified of an award. The total project cost is estimated at \$389,000 with the grant providing \$194,392. Staff was notified on July 13th that in order to comply with the grant requirements, the City needs to connect walkways to all existing facilities, including the ball field. Staff confirmed that the sidewalk connection can be either concrete or compacted gravel. Alternatively, staff discussed the possibility of the ball field being removed and converted to open space. This is an acceptable option as well per the DNR and removes the requirement to install additional sidewalk. Please provide direction to staff on how to proceed with the Hause Park improvement project.

Option 1: Eliminate the ballfield and reseed to expand open space on the site.

Option 2: Install an ADA-compliant sidewalk connection for compliance with the DNR grant.

Recommended Action**Attachments**

None

Respectfully submitted,
Brandy Howe, Community Development Director