



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

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