



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

**November 15, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **November 15, 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 **November 15, 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
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 October 25 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. Members from the public, zoom

VI. Commission Business, Action Items & Recommendations

- A. Park and Recreation goals for 2024 -review accomplishments

VII. Old Business

VIII. Reports from Staff

- A. Commissioner members -Mayor suggested 5 total
- B. CIP information -bond research and Hause Park funding

IX. Reports from Commissioners & Park Liaisons

- A. Commissioner decision on reinstatement -Artie Alvarez

X. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is



To	Date
Parks & Recreation Commissioners	November 15, 2023

Agenda Placement # IV.A

Approval of Minutes

Subject

Approve October 25 meeting minutes

Background/Facts

Recommended Action

Attachments

1. PRC October 25 meeting minutes

Respectfully submitted,

October 25, 2023

6:30 PM

The October 25, 2023 Parks & Rec Commission meeting was held in the City Council Chambers 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 6:30 PM

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - absent

Ingrid Koller - present

Sue Springborn - present

Sarah Zahradka - present

Arthur Alvarez, Jr – present

Council Liaison: Cassidy Schweer – arrived 6:40pm

Staff: Jill Officer – present

III. Adopt Agenda

On motion to adopt the agenda by Commissioner Zahradka, seconded by Commissioner Ingrid, with all present voting aye (5-0), motion carried to adopt the agenda.

IV. Approval of Minutes

- A. On motion to approve the September 2023 meeting minutes by Commissioner Springborn, seconded by Commissioner Koller, with all present voting aye (5-0), motion carried to approve the minutes.

V. Meeting Open to Public –no public attended

VI. Commission Business, Action Items & Recommendations

A. Park Rental Policy Recommendations

Updates made to the Park Rental Policy were presented; prohibiting glitter, water balloons, confetti. An additional deposit for events with alcohol was added.

On motion to approve the revised Park Rental Policy for 2024 by Commissioner Zahradka, seconded by Commissioner Alvarez, with all present voting aye (5-0), motion carried to approve the 2024 Park Rental Policy.

B. Silver Lake Improvement Association –donor plaque location

The group discussed a location for a donor plaque the SLIA would like to put in Silver Lake Park to recognize those that donated to the Mylfoil treatment. The group needed more information



C. Peace Pole at Rotary Park –location

VII. Reports from Staff

Director of Finance Dan Winek presented the draft of the 2024 CIP plan portions that included the Park Fund and Park dedication. He gave an overview of the general budget, goals and increases; 2% streets, .55% parks, .45% facilities levy increase. The goals are to balance the budget, minimize the impact on residents, and keep the debt the same over the next 10 years. Special assessments have been eliminated. Any increases causes higher debt levy which costs more later and not good for the cities rating.

Commissioner Zahradka pointed out the Casey Bond was going out until 2033 and questioned if it was only 10 years instead of 15 years. She also would like to use the money from the Park Fund for Hause Park instead of Park Dedication fund if possible to protect the money. Staff is looking into the bond question and how this affects using the different funds.

Zahradka questioned the amount set for planning McKnight. Ms. Howe explained the size, extent and lack of staff contributes to the cost of planning a full project. Further discussion was had on when funds allocated to planning were not used could they be used to move other items up on the timeline.

Commissioner Alvarez recommended going out for the Hause Park RFP now instead of January. Director Howe was going to reach out to WSB to confirm timing.

Community Development Director Brandy Howe presented the beginnings of the Park and Open Space Plan she is compiling. Why it is important and how it allows us to apply for certain grants.

She has requested the commissioners to each visit their assigned parks and complete an inventory to assist in the completion of each parks amenities. Staff will send out the form and assign any parks that do not have a commissioner.

Ms. Howe also asked for feedback on if the group felt there was more outreach necessary. The group came up with several suggestions that would be great for outreach (events, schools, library, ...)

and open house event) but agreed this is more successful when residents are giving feedback on specific locations and projects. Ms. Howe was going to continue planning with the information received.

VIII. Reports from Commissioners and Park Liaisons

Sarah Zahradka had questions about the Casey Lake Park equipment; large swing and spring hopper frog.

Sue Springborn wanted to add she would like more info on a pop up skateboard idea and would talk to the owners of Hangtime to invite them to a meeting and talk.

Councilmember Schweer requested a December presentation of the commissions accomplishments be presented at council.

- A. Commissioner reinstatement interest- Commissioner Alvarez and Commissioner Zahradka were both asked if they were interested in staying with the commission as their term expires 12/31/23. Zahradka said she was interested in reinstatement; Alvarez requested time to respond and would let us know at the next meeting.

IX. Adjournment

On motion by Commissioner Springborn, seconded by Commissioner Koller, with all present voting aye (5-0), motion carried to adjourn.

Meeting adjourned at 8:20 PM

Next Park and Recreation Meeting is scheduled for November 15, 2023 at City Hall in the Council Chambers; 2400 Margaret St, North St Paul, MN 55109