



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

February 28, 2024

6:30 PM

The February 28, 2024, 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 6:30 p.m.

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - present

Ingrid Koller - present

Sue Springborn - absent

Sarah Zahradka - absent

David Andren - present

Ben Hansen – present

Council Liaison: Cassidy Schweer – viewed via you tube

Staff: Jill Officer – present

III. Adopt Agenda

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

IV. Approval of Minutes

- A. On motion to approve the November 15, 2023 meeting minutes by Vice Chair Greenlee-Karp, seconded by Commissioner Koller, with all present voting aye (5-0), motion carried to approve the minutes.

V. Meeting Open to Public

A. Cathy Troendle Remembrance

The Parks and Recreation Commission discussed a plaque and bench honoring Cathy Troendle for her dedication, time, and energy to Southwood Park. Jill Officer, Administrative Assistant, noted the financial inquiry into this memorial would be discussed at next month's meeting. Family members would be involved in location choice and a possible ceremony. It was noted services for Ms. Troendle would be Saturday, March 2nd at the Community of Christ Church with visitation services from 10:00-11:00 a.m. and funeral service and lunch to follow.

B. Official Welcome of New Commissioners – David Andren and Ben Hansen

Chair Grachek introduced the new members of the Parks and Recreation Commission. Commissioners Andren and Hansen both expressed their excitement to begin working with the community.

VI. Presentations

A. 2024 PRC Presentation

Brandy Howe, Community Development Director, provided a brief overview for the

new commissioners. She reviewed goals, mission, city code, commissioner duties, expectations, and attendance requirements. Chair Grachek thanked the Commission, Ms. Howe, and Ms. Officer for their continued hard work.

VII. Commission Business, Action Items & Recommendations

A. Chair and Co-Chair Elections

Commissioner Andren suggested keeping the same positions.

On motion by Commissioner Andren, seconded by Commissioner Hansen, with all present voting aye (5-0), motion carried to continue with the current chair and vice chair of the Parks and Recreation Commission.

B. Event Update and Commission Input

Ms. Officer provided updated information regarding the Autumn Arts Festival and noted the entertainment, trail walk story, vendors, food trucks, and art projects have been booked and assigned. Ms. Officer stated all questions, concerns, and ideas can be sent to Kari Erpenbach.

The Parks and Recreation Commission discussed different options and cost surrounding an inflatable for this event.

On motion by Vice Chair Greenlee-Karp, seconded by Commissioner Koller, with all present voting aye (5-0), motion carried to recommend the City Council rent the "Lost Jungle inflatable" for the Autumn Arts Festival.

Ms. Officer also provided an update on the Hause Park grand opening. The Commission discussed supplying popcorn for this event. Details surrounding this event will be approved at the next City Council meeting with an estimated opening of mid- to late summer. She added the Fall Round-Up parade is scheduled for September 19, 2024.

VIII. Old Business

There was no old business to report.

IX. Reports from Staff

A. Park and Open Space Master Plan

Ms. Howe introduced the first three chapters of this document and suggested a subcommittee to provide more detail on inventory lists and facility improvement schedules. Three members of the Parks and Recreation Commission volunteered to be on the subcommittee.

Vice Chair Greenlee-Karp inquired about the demographic study as it relates to previous demographic assessments. Ms. Howe noted the demographic information was compiled using census documentation.

B. Park Planning Design Services

Ms. Howe noted this is in its early stages. RFP's have been sent out and proposals



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

are due to the City March 15th with the steering committee to select consultant and make a recommendation to City Council. Commissioner Koller inquired about communication to new residents. Ms. Howe noted there will be an open house.

There was discussion surrounding vacant properties within the city and how to best utilize those properties with regard to this planning design services. Vice Chair Greenlee-Karp thanked Ms. Howe for her hard work.

C. Park Rental Policy Update

Ms. Howe described the additional prohibitions to the park rental policy. She briefly reviewed the fee increases for residents and non-residents. Commissioner Andren inquired about deposit rates. Ms. Howe noted deposit rates have mainly stayed the same with a minor decrease in deposit rates for residents.

D. 2024 PRC Calendar

Ms. Officer provided Parks and Recreation's events for the 2024 year. She stated all events go through Ms. Erpenbach and require a form. The Commission discussed the Park Clean-Up event and a possible coordination with Silver Lake. This topic will be added to the next meeting's agenda. Vice Chair Greenlee-Karp suggested a Parks and Recreation event during the city-wide garage sales.

X. Reports from Commissioners & Park Liaisons

Ms. Officer noted this is her last meeting with the Parks and Recreation Commission and with the City of North St. Paul. She stated her last day will be March 14, 2024. The Commission expressed their gratitude for her hard work.

Commissioner Hansen commented on his participation with Casey Lake Park and Commissioner Andren commented on his participation with Southwood and Northwood Parks. Chair Grachek suggested a budgetary update for next meeting.

XI. Adjournment

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

Meeting adjourned at 7:53 PM

Next Parks and Recreation Meeting is scheduled for March 2024 at City Hall in the Sandberg Room;
2400 Margaret St, North St Paul, MN 55109