



**Park and Recreation Commission
Regular Meeting Minutes
April 24, 2024
6:30 PM**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

Chair Lloyd Grachek called the meeting to order at 6:30 PM.

II. ROLL CALL

COMMISSION

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice-Chair
David Andren, Commissioner
Ben Hansen, Commissioner
Ingrid Koller, Commissioner, absent
Sue Springborn, Commissioner
Sarah Zahradka, Commissioner

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the April 24, 2024 meeting agenda.
M/Andren, S/Zahradka
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of February 28, 2024 Meeting Minutes

Chair Grachek asked for a motion to approve the February 28, 2024 meeting minutes.
M/Andren, S/Greenlee-Karp
Motion carried 6-0.

V. MEETING OPEN TO THE PUBLIC

John Schmahl expressed his frustration in regards to the Sentinel Building not paying their Park Dedication Fund fees during the permit process. He urged the Commission to ask their Council Liaison to find out the reasoning for not collecting the fee.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Park and Open Space Master Plan

Community Development Director Brandy Howe presented the updated Park and Open Space Master Plan to the Commission. A sub-committee for the plan was not able to meet between the last Commission meeting and now so Community Development Director Howe developed a complete draft for the Commission to review. This includes a summary of public comments from the 2023 public survey, a needs analysis, reminders on equity (ADA), a review of existing plans (comp plan, WSB 2022 Park Improvement Plan, and bike plan), and how the Commission and the City could move forward. Public Works should develop a maintenance plan moving forward. It was noted that moving forward, big plans should follow a two-step planning process of phase 1 (outreach) and phase 2 (construction). Commissioner Springborn noticed a few small errors in the plan including on page 27 it says the aeration system is at Silver Lake, but it should be Casey Lake and on page 36 it references Dorothy Street, which does not exist. A discussion on the former Central Park, which was located at the current Veterans Park and how that name has now been moved to the land across from City Hall occurred. It was noted that Rotary Park is owned by MNDOT and not North St. Paul. Commissioner Springborn also mentioned a comment from a resident regarding Colby Hills Park and how it was first established as Colby Hill. Staff Liaison Lang was directed to find reports regarding the name and send that to the entire Commission. Commissioners Greenlee-Karp and Zahradka thanked Community Development Director Howe for her work on the plan. It was noted by Council Member Schweer that this plan has not yet been viewed by Council and should be brought to Council with the Commission is ready to defend it in full. Commissioner Andren proposed by next meeting to read the document and make a motion to proceed at that time. Staff Liaison Lang will add that to the next agenda.

B. Park Planning Design Services-Consultant Selection

Commissioner Zahradka presented the Park Planning Design Services RFP that was recommended by the sub-committee dedicated to the selection process. HGA was selected based on previous jobs and their community engagement process which is a very inclusive process. It was also appreciated that the company as a North St. Paul connection and the company believes in the potential for the City. HGA is in the middle of pricing the range for both phases presented. Community Development Director Howe mentioned that pricing was provided separately for phase 1 (a dollar amount) and phase 2 (a percentage of construction cost). The sub-committee will attend the City Council meeting on May 7 for formal approval. The following steps would see community engagement starting in 2024 and construction maybe in 2025. Commissioner Andren mentioned their past projects were spectacular and they seem to be able to cater to our needs.

Commissioner Zahradka would like to go to Council and ask for an additional space downtown for parks and entertainment. The belief is that HGA could be even more impactful and help with a design for a true downtown park space. Council Liaison Schweer mentioned that the lot next to Sidewinders is open and it doesn't hurt to mention to Council but come prepared with a good presentation.

Commissioner Zahradka asked for a motion to recommend HGA as Park Planning Design Services Consultant.

M/Zahradka, S/Andren

Motion carried 6-0.

C. Park Cleanup Discussion

A discussion on whether the Commission should host a park cleanup day occurred. Commissioner Andren suggested that the Commission plan this event for next year near Earth Day, potentially April 26, 2025. The Commission believes it is important to have community involvement in this project.



North High and St. Peter School are great resources to reach out to for help or associating with their cleanup days. Staff Liaison Lang has been directed to add this to the agenda for planning in January 2025 and to provide a calendar for next year's events at the next meeting.

VII. REPORTS FROM STAFF

A. Public Works Updates-March and April 2024

Staff Liaison Lang presented the information provided by the North St. Paul Public Works team for the months of March and April 2024. In March, the team put up the tennis nets at Silver Lake as well as the batting cages at McKnight Field. All ball fields have been prepped for play this season. The irrigation system project around Casey Lake Park has been completed and now the work is to make the ground a bit smoother in the affected areas. The summer help will start later this month. Council Liaison Schweer asked if the volleyball nets have been put up yet and Staff Liaison Lang mentioned that she will ask and get back to the group.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Council Liaison Schweer had no comment.

Commissioner Hansen had no comment.

Commissioner Zahradka had no comment.

Commission Co-Chair Greenlee-Karp mentioned there has been no movement on community garden but it is not forgotten.

Commission Chair Grachek thanked Brandy for her hard work.

Commissioner Springborn had no comment.

Commissioner Andren mentioned there was a controlled burn at Southwood Nature Preserve last week and that Public Works have gotten the trails chipped.

IX. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting at 7:16 PM.

M/Andren/, S/Springborn

Motion carried 6-0.

The next regularly scheduled Park and Recreation Commission Meeting is Wednesday, May 22nd, 2024 at 6:30 PM.