



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

June 26, 2024
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **June 26, 2024** at 6:30 p.m. in the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

You can watch the meeting on our YouTube channel here: tinyurl.com/NSPYoutube

I. Call to Order

II. Roll Call

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
David Andren
Ben Hansen
Ingrid Koller
Sue Springborn
Sarah Zahradka
Cassidy Schweer, Council Liaison

STAFF

Sara Lang

III. Adopt Agenda

IV. Approval of Minutes

- A. Approval of Minutes from May 22, 2024 PRC Meeting
- B. Approval of Minutes from June 17, 2024 PRC Special Workshop

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.

VI. Commission Business, Action Items & Recommendations

- A. Bench at Southwood
- B. Park Assignments

VII. Reports from Staff

A. Public Works Updates

VIII. Reports from Commissioners & Park Liaisons

IX. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is July 24, 2024.



To	Date
Parks & Recreation Commissioners	June 26, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from May 22, 2024 PRC Meeting	
Background/Facts	
Recommended Action	
Attachments	

1. PRC Minutes 5.22.24

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



**Park and Recreation Commission
Regular Meeting Minutes
May 22, 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, absent

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison, absent
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the May 22, 2024 meeting agenda.
M/Andren ,S/Springborn
Motion carried 5-0.

IV. APPROVAL OF MINUTES

A. Approval of April 24, 2024 Meeting Minutes

Chair Grachek asked for a motion to approve the April 24, 2024 meeting minutes.
M/Andren, S/Springborn
Motion carried 5-0.

V. MEETING OPEN TO THE PUBLIC

Henry Schneider of Hangtime Boardshop spoke about the idea of hosting a pop up skate park on a clean surface that could last months to years and they could provide refurbished or used obstacles. Another option would be a smaller permanent park like Little Canada/Oakdale/Hugo or larger in west metro areas that include bowls and verticals and attract people around the Twin Cities. The other option is a destination park which the state now has funding for through grants. Commissioner Andren asked what type of hard surface they need, like concrete? Henry answered yes, concrete is best. Commissioner Andren also asked about liability factors. Henry noted that they could increase insurance for the coverage

if needed. Commissioner Andren also asked what the number of kids in classes currently are? Henry said 4 to 5 but typically 8 is the maximum and they are doing beginner level to due limited facilities. Commissioner Greenlee-Karp asked if you need to dig down to create obstacles? Henry said bowls are dug down (6-8 feet on the small side), verticals typically go up. Hangtime would like to be involved in any design conversations. Ball park size of space needed is 2500-4000 square foot range.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Park and Open Space Master Plan Approval

Chair Grachek suggested a workshop on June 17, from 5-7pm in the Council Chambers to discuss edits to the Master Plan. Staff Liaison Lang will work to coordinate that and work with the new Community Development Director to have them present at the workshop.

B. 2024 and 2025 Event Calendars

The Commission agreed that 2024 is on track for events and 2025 looks good.

VII. REPORTS FROM STAFF

Staff Liaison Lang reported on Public Works updates for the last month. This included the slide at Polar Park being closed off due to a large crack and they are working on getting a quote for that soon. Large rubber mats have been placed under swings to try to avoid them being dug out so deep. They have also installed a mat under the Casey Lake slide.

Staff Liaison Lang also mentioned that the Park Planning Project is on hold with the City Manager and Mayor currently to finalize the contract with HGA.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Commissioner Hansen had no comment.

Commission Co-Chair Greenlee-Karp had no comment.

Commission Chair Grachek had no comment.

Commissioner Springborn had no comment.

Commissioner Andren asked about an update on a memorial bench for Cathy Troendle at Southwood.

The Commission asked Staff Liaison Lang to follow up with Finance and Public Works to see if there are regulations on the benches and follow-up at next meeting.

IX. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting at 7:05 PM.

M/Andren, S/Hansen

Motion carried 5-0.

The next regularly scheduled Park and Recreation Commission Meeting is Wednesday, June 26th, 2024 at 6:30 PM.



To	Date
Parks & Recreation Commissioners	June 26, 2024
Agenda Placement # IV.B	
Approval of Minutes	
Subject	
Approval of Minutes from June 17, 2024 PRC Special Workshop	
Background/Facts	
Recommended Action	
Attachments	

1. PRC Minutes 6.17.24

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



**Park and Recreation Commission
Special Workshop Meeting Minutes
June 17, 2024
5:00 PM**

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

I. CALL TO ORDER

Chair Lloyd Grachek called the meeting to order at 5:00 PM.

II. ROLL CALL

COMMISSION

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

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison, excused
Sara Lang, Staff Liaison
Riley Grams, Community Development Director

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the June 17, 2024 meeting agenda.
M/Andren, S/Springborn
Motion carried 6-0.

IV. TOPICS

A. Discussion on Park and Open Space Master Plan

Commissioner Andren began by noting the Country Club Park lot was too small to build on when it was previously assessed but proposed that be a site for a future community garden. Commissioner Springborn added that there was previous hesitation by neighbors of Country Club Park for amount of traffic that may come through the neighborhood with a community garden. Commissioner Andren mentioned that previous equipment at the park was removed due to safety concerns, and previous attempts to sell the lot have not been successful. Commission Chair Grachek asked to have City Staff follow up with the City Engineering team to evaluate the space again for potential sale or building.

Commission Vice-Chair Greenlee-Karp recalled that previous conversations within the Commission noted that Northwood Park or McKnight Field would be good places to explore community gardens. Commissioner Zahradka feels strongly against a community garden at McKnight Field as it doesn't seem to fit the land usage and proposed waiting to add community garden to any future plans to assess



locations for the best placement. Commissioner Springborn noted that the community has voiced that they are interested in have a community garden, as shown in the diagram in the Park and Open Space Master Plan.

Commission Vice-Chair Greenlee Karp was interested in knowing more about HGA Park Planning Consultant contract and where that stands. Staff Liaison Lang confirmed there is a meeting scheduled between HGA and City staff for July.

Commissioner Hansen asked about the survey response that noted the public would like to see an amphitheater in North St. Paul and what the public would use that space for moving forward. The Commission agreed there may be opportunities for more Music in the Park or Movies in the Park with an amphitheater. Commissioner Zahradka suggested noting that the survey on page 47 was taken in 2023. It was also noted that community engagement will also take place by HGA which may bring more inclusive results.

Commissioner Springborn requested to edit a typo on page 45 of the document by changing "Polar Area" to "Polar Arena."

The Commission addressed the public comments provided in the packet. Commission Chair Greenlee-Karp addressed the comments calling for consistent formatting across City documents by noting that this plan is the start of new planning moving forward and that the Commission is comfortable with the language used throughout the document. Staff Liaison Lang asked the Commission to address the ADA concerns brought forth in the public comments as well. Commission Chair Greenlee-Karp noted in any new project in the parks, ADA requirements are addressed and standards are met. ADA requirements are always considered by the Commission when recommending new projects. The goal is to have all parks ADA compliant in the future. The Commission agreed that the note on page 6 of the document that references using the 2018 ADA Transition Plan as part of planning guidance is accurate and sufficient. Commission Vice-Chair Greenlee-Karp stated that the Commission is grateful for person making suggestions for public comment and that the Commission is comfortable with this document with the suggested edit as it is a comprehensive and well thought out plan.

Commissioner Springborn asked about the reference to Bike North St. Paul on page 6 and asked for that to be removed as it is not an official plan.

Community Development Director Riley Grams said that this is a really clear and comprehensive plan that he feels, with the minor edits, is ready to go in front of City Council. Staff will make the requested changes to the plan and bring back to one of the upcoming Park and Recreation Commission meetings for formal recommendation to present to City Council.

V. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting a 5:35 PM.
M/Andren, S/Zahradka
Motion carried 6-0.

The next regularly scheduled Park and Recreation Commission Meeting is Wednesday, June 26th, 2024 at 6:30 PM.



To	Date
Parks & Recreation Commissioners	June 26, 2024
Agenda Placement # VI.B	
Commission Business, Action Items & Recommendations	
Subject	
Park Assignments	
Background/Facts	
The goal of this discussion is to have each Commissioner assign themselves as representatives of each park. Then in future meetings, the Commissioners can report back on any updates or concerns with the parks.	
Recommended Action	
Attachments	
1. Park Representatives	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant	

	Previous Representatives	New Representatives
Southwood	Lloyd Grachek	
Northwood	Sue Springborn	
Hause	Laura Greenlee-Karp	
Colby Hills	Artie Alvarez Jr	
Urban Ecology Center	Artie Alvarez Jr	
Rotary	Laura Greenlee-Karp	
Tower	Sue Springborn	
McKnight	Lloyd Grachek	
Silver Lake	Ingrid Koller	
Casey	Sarah Zahradka	
Dorothy	Ingrid Koller	
Polar	Sarah Zahradka	
Veteran's	N/A	



To	Date
Parks & Recreation Commissioners	June 26, 2024
Agenda Placement # VII.A	
Reports from Staff	
Subject	
Public Works Updates	
Background/Facts	
Updates from the Public Works department from the last month.	
Recommended Action	
Attachments	
1. Parks Update June Meeting	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant Ron Ritchie, Public Works Director	

Parks Update

- New trash enclosure being installed at Casey Park to hide dumpster for trash from the building rentals. Waiting on slats to slide into fencing and then project will be complete
- Hause Park pickle ball courts are installed and project is almost complete, waiting for the pavement on the courts to cure so they can color and stripe the courts, and then install nets. Public Works has to finish black dirt and seed on the ball field that was removed and then project will be complete except for waiting for the grass to grow
- Concrete pad is poured at Dorthy Park, just waiting for ground to harden up so we can place the final Snowy
- Working on installing small storm water catch basin by the Casey walking trail down near the lake where we have a problem with standing water on the trail. We are hoping that this will resolve the water on the trail in that location
- We installed rubber mats under the swings at the parks to try to help reduce the ruts that get created, so far seems to be working out