



**Park and Recreation Commission
Regular Meeting Minutes
January 22, 2025
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 6:31 PM.

II. ROLL CALL

COMMISSION

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice-Chair
David Andren, Commissioner
Ben Hansen, Commissioner
Ingrid Koller, Commissioner
Rachel Lucas, Commissioner
Sarah Zahradka, Commissioner, excused absent

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the January 22, 2025 meeting agenda.
M/Andren, S/Koller
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of Minutes from November 20, 2024 PRC Meeting

Chair Grachek called for a motion to approve the November 20, 2024 meeting minutes.
M/Andren, S/Hansen
Motion carried 6-0.

V. MEETING OPEN TO PUBLIC

No members of the public were in attendance.

VI. COMMISSION BUSINESS, ACTION ITEMS 7 RECOMMENDATIONS

A. Election of Officers



The Commission was asked to discuss the election of the Chair and Vice-Chair for 2025 as well as make a motion for both positions.

Vice-Chair Greenlee-Karp stated they have interested in the Chair position for 2025. Commissioner Andren made a motion to keep the Chair and Vice-Chair the same, with no second to the motion. Vice-Chair Greenlee-Karp suggested Commissioner Zahradka as Vice-Chair for 2025.

Chair Grachek called for a motion to approve Vice-Chair Greenlee-Karp as Chair and Commissioner Zahradka as Vice-Chair for the Park and Recreation Commission for 2025.

M/Koller, S/Lucas

Chair Grachek, Vice-Chair Greenlee-Karp, Commissioner Koller and Commissioner Lucas voting aye and Commissioner Andren and Commissioner Hansen voted nay. Motion carried 4-2.

Commissioner Zahradka will need to communicate with Staff Liaison Lang whether she accepts the Vice-Chair position.

B. Events for 2025 with Ava Griemert

Ava Griemert, North St. Paul's Communications and Community Outreach Coordinator, spoke about the events coming up in 2025 as well as her role prior to and during the events. Each Commissioner spoke about how long they have lived in the City and their passion for the parks in North St. Paul.

The events with Parks as the Commission assigned were specifically focused on during the presentation. The ask is that each Commissioner can volunteer for at least 2 events at each event, as well as be a participant in helping to plan and suggest these events.

Ava mentioned that a link will be sent to all of the Park and Recreation Commission to sign up for volunteering at each event and that it is necessary for the Commissioners to volunteer to continue putting on events for the City.

C. Commission Expectations with Riley Grams

Riley Grams, the City's Community Development Director, presented on the expectations for the Commission moving forward. Items discussed included going to Staff Liaison Sara Lang with questions or concerns and Sara can make sure to get answers or that the correct people are brought into the conversation as well as a stress on volunteering at events in 2025. A reminder to be respectful as a Commission was stressed.

Commissioner Andren asked for clarification on who writes the grants for park improvement recommendations and Community Development Director Grams noted that Community Development staff can write grants, and final approval will go through him as the Director.

D. HGA Update

Tryg Hansen from HGA, presented on the final draft document of the consultant project including final reports, findings and estimated costs. The draft included in the packet is the last draft before the final report is completed. City Staff should receive the final report prior to the publishing of the next Park and Recreation Commission meeting.

The four sections of the document include a brief overview of the project, a report on the engagement approach, design concepts and cost estimates and implementation.



Commissioner Andren asked about a comparison of the varying turf styles and their costs. Tryg mentioned that the information will be placed into the final document.

The Commission thanked Tryg and HGA for their work on this plan and especially noting the in-depth engagement process.

VII. REPORTS FROM STAFF

Staff Liaison Lang noted that the Park and Open Space Master Plan is being updated with the HGA findings and then will go back to City Council for final approval. Staff Liaison Lang also noted that there are 3 hockey rinks, including Northwood, Colby Hills and Casey Lake Park that are available with lights on from 4:30pm-10pm. It was noted that Commissioner Lucas will take over the park representation for previous Commissioner Sue Springborn that includes Tower and Northwood.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Commissioner Koller had no updates.

Commissioner Andren noted that Southwood saw the completion of the Eagle Scout project changing out the bat houses.

Vice-Chair Greenlee-Karp asked for clarification on the Council Liaison assignments and which members were assigned to which Commissions. Council Member Schweer noted she will be staying on Park and Recreation Commission as the Council Liaison. Greenlee-Karp also noted that the Polar Explorers program through the ISD 622 Community Education office is working to offer free events in the parks and Ava Griemert is helping to promote from the City side.

Chair Grachek had no updates.

Commissioner Hansen noted that the new lighting along the Casey Lake path is great however the ask is the why some of the lights are just the base with traffic cones placed on top. Council Member Schweer said it is still in process.

Commissioner Lucas had no updates.

Council Member Schweer had no updates.

IX. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting at 7:46 PM.

M/Lucas, S/Andren

Motion carried 6-0.

The next regularly scheduled Park and Recreation Commission Meeting will be on February 26, 2025.