



**Park and Recreation Commission
Regular Meeting Minutes
February 26, 2025
6:30 PM**

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

I. CALL TO ORDER

Chair Greenlee-Karp called the meeting to order at 6:30 PM.

II. ROLL CALL

COMMISSION

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

STAFF/LIAISONS

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

III. ADOPT AGENDA

Chair Greenlee-Karp called for a motion to adopt the February 26, 2025 meeting agenda.
M/Andren, S/Zahradka
Motion carried 5-0.

IV. APPROVAL OF MINUTES

A. Approval of Minutes from January 22, 2025 PRC Meeting

Chair Greenlee-Karp called for a motion to approve the January 22, 2025 meeting minutes.
M/Andren, S/Zahradka
Motion carried 5-0.

V. MEETING OPEN TO PUBLIC

No members of the public were in attendance.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. HGA Final Document Approval



Staff Liaison Lang noted that HGA has provided their final report for the park planning project. The ask by staff is for the Park and Recreation Commission to approve the recommendation of the document to be presented to City Council. The document will go to the March 4th City Council meeting, at 6:30pm. Commissioners are encouraged to attend the presentation.

Chair Greenlee-Karp called for a motion to approve the recommendation of the HGA Final Report to go to Council.

M/Zahradka ,S/Koller

Motion carried 5-0.

B. Overview of the Park and Recreation Commission

Chair Greenlee-Karp noted that she would like to add a project recap to the beginning of each meeting as well as stating Commission goals moving forward and would like to see that as a part of the packet for each upcoming meeting. This will allow clarity and consistency for the Commission moving forward. The Commission agreed to the idea and directed Staff Liaison Lang to add the section to the packets.

C. Review of Park Assignments

Staff Liaison Lang presented the current list of the Park and Recreation Commission liaisons for each park. A discussion occurred on whether Commissioners would like to keep their currently assigned parks or if any changes are requested. The Commission assigned Commissioner Lucas to Tower, Casey and Northwood parks moving forward. Chair Greenlee-Karp also wanted to be added to Northwood park.

Commissioner Andren asked for direction in regard to the Southwood Nature Preserve Task Force and how to make recommendations for Southwood. Vice-Chair Zahradka recommended the development of a plan moving forward for the City and Public Works if the Task Force no longer meets. Chair Greenlee-Karp suggested meeting with the active members to develop a formal understanding moving forward. Staff Liaison Lang will research what other nature preserves do for maintenance and recommendations and will bring the information to the March Parks and Recreation Commission meeting.

D. Discussion on Park and Recreation Commission Meetings in Parks

Staff Liaison Lang noted that in last month's meeting, a request by various Commissioners was made to bring back meetings in the parks. She mentioned speaking with City Manager Frandle that meetings in the parks are allowed. Public comment on moving meetings to the parks was shared with the Commission via email today which included information on accessibility to Commission meetings, including physical and audio options. A response to the concern was drafted including providing accommodations if requested. Staff Liaison Lang will look into auditory aids for these meetings.

Commissioners Andren and Koller expressed interest in informal meetings, such as groups of 2 from the Commission go to each park to speak with the public there. Another idea was for Commissioners to go to the parks during peak use hours to speak with park users.

Direction from the Commission was to book Hause Park for the June meeting and Casey Lake Park for the July meeting.

E. Discussion on posting an opening for a Student Commissioner position

Staff Liaison Lang noted that in last month's meeting a question came up about the potential of adding a Student Commissioner to the Park and Recreation Commission. She mentioned that the Commission can

direct staff to create an application and advertise for an opening. With direction from the Commission, an opening can be posted within the week. Rules that apply for candidates include that they must live within North St. Paul and go to a North St. Paul secondary school and the term is one year. She noted that the Chair or Vice-Chair would need to be present in interviews along with staff.

Direction from the Commission was to post two openings for student Commissioners. Staff Liaison Lang will work with Ava Griemert, the City's Communications Coordinator, to create the posting and promote it as well.

Commissioner Lucas loved the idea of receiving feedback and input from younger people. Commissioner Koller loves feedback from daycare providers and children, as they are large users of the parks.

VII. REPORTS FROM STAFF

A. Budget Update

Staff Liaison Lang noted that the Chair Greenlee-Karp requested that the updated budget be included in the packets moving forward. Any questions about the budget will require Staff Liaison Lang to reach out to the Finance Director and will report back.

March will make recommendations for moving forward

Staff Liaison Lang also mentioned that the park cleanup day will be May 17th, to go along with other citywide cleaning events in May. The event will be from 10am-12:30pm. Public Works will pick up bags afterwards that day. The ask is to determine the parks that will be focused on that day.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Chair Greenlee-Karp suggested that moving forward we add a separate section to the agendas for discussion so the reports from commissioners and park liaisons stay about the persons assigned parks. She also had no update on her parks.

Vice-Chair Zahradka inquired about the Hause pickleball courts and when the nets will be put out for the year. Staff Liaison Lang stated she would follow-up with Public Works and report back. Vice-Chair Zahradka also mentioned that there was not enough notice of the Fire and Ice event for the Commissioners to really promote the event. She had no updates on her assigned parks.

Commissioner Andren noted that Public Works was out removing Ash trees in Southwood and there is still some brush to remove. There is a large pile of Ash trees at McKnight to be removed as well.

Commissioner Koller mentioned that she had sent some event feedback to Ava. She also had no updates on her assigned parks.

Commissioner Lucas noticed drainage issues with both Northwood and Tower park including some standing water issues at both locations. She also recommended promoting park events better. She mentioned the idea of mirroring a program called the MN State Parks Hiking Club where a person hikes to get a badge and can fill a park passport. Chair Greenlee-Karp noted that Community Education is going to be doing a similar program for youth this summer and suggested talking more offline.

IX. ADJOURNMENT



Chair Greenlee-Karp asked for a motion to adjourn the meeting at 7:45 PM.
M/Zahradka, S/Andren
Motion carried 5-0.

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