



**Park and Recreation Commission
Regular Meeting Minutes
May 28, 2025
6:30 PM**

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

I. CALL TO ORDER

Vice-Chair Zahradka called the meeting to order at 6:30 PM.

II. ROLL CALL

COMMISSION

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

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Vice-Chair Zahradka called for a motion to adopt the May 28, 2025 meeting agenda.
M/Andren, S/Grachek
Motion carried 6-0.

IV. APPROVAL OF MINUTES

- A. Approval of Minutes from April 23, 2025 PRC Meeting

Vice-Chair Zahradka called for a motion to approve the April 23, 2025 meeting minutes.
M/Koller, S/Andren
Motion carried 6-.0

V. MEETING OPEN TO PUBLIC

No members of the public were in attendance.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

- A. Ken Roberts, North St. Paul Community Development Director, Introduction



Ken Roberts, the new Community Development Director for the City of North St. Paul, attended to introduce himself to the Commission and to let them know to reach out if there are ever any questions.

B. Recap and Goals

Staff Liaison Lang mentioned that the Commission has been working on and will continue to work on CIP recommendations and that there are event coming up that may need volunteer help from the Commission including Music in the Park on June 26th.

C. CIP Recommendations

The Commission was asked to complete CIP templates for both 2025 projects and 2026-2035 plans to submit to staff. The recommendations were included in the packet, and a few additional ones will be added to the submitted recommendations to the Community Development Director including Hause Park and the 3rd Street Open Space. Two additional CIP recommendations will be provided for the skate park and pavilion at the McKnight Sports Complex.

The Commission reviewed each recommendation individually, ensuring that descriptions, years and costs were agreed upon for submittal to City staff. The Commission discussed the importance of the projects that HGA helped plan. The Commission ultimately agreed that the HGA projects should be prioritized as McKnight Sports Complex, the Downtown park and the 3rd St. park.

Vice-Chair Zahradka called for a motion to approve the CIP recommendations for 2025.
M/Lucas, S/Andren
Motion carried 6-0.

Vice-Chair Zahradka called for a motion to approve the CIP recommendations for 2026-2035.
M/Lucas, S/Hansen
Motion carried 6 -0.

D. Park Passport Program Final Discussion

Commissioner Lucas presented a final draft of the proposed Park Passport Program. The program details include participants to visit and take selfies at 12 North St. Paul parks to earn a small price. At the end of the year, all participants who completed the task will be entered into a drawing for a grand prize. Staff Liaison Lang will work with Community Development Director Roberts and Finance Director Winek on funding and will work with Communications Coordinator Griemert to begin promotion. The program was approved to start at 100 participants.

Vice-Chair Zahradka called for a motion to approve the Park Passport Program as stated in the packet.
M/Koller, S/Lucas
Motion carried 6 -0.

E. Commissioner Discussion

Vice-Chair Zahradka has asked the Commissioners to use this time to bring up discussing points, and updates on the parks they are liaisons for in the City.



Vice-Chair Zahradka noted that Colby Hills has a bench in the open space which will be great when more updates are completed to that area.

Commissioner Andren noted that the park clean-up at Southwood went well with a handful of people.

Commissioner Grachek will follow-up with the Southwood CIP planning and Southwood is busy with visitors.

Commissioner Hansen noted that nobody showed up for parks cleanup day at Casey Lake Park, noting that the weather may have affected the turnout.

Commissioner Koller noted that there was a good turnout for the Silver Lake clean-up as well as Dorothy Park. Silver Lake was heavily used over Memorial Day.

Commissioner Lucas noted that Northwood was cleaned up by herself and a Council Member and they moved to help clean up McKnight by 11th St and Highway 36.

VII. REPORTS FROM STAFF

Staff Liaison Lang reported that Public Works has fixed the damaged post in the pickleball courts, and they are still working with a vendor to get a windscreen installed. The ash trees at McKnight field have been removed from the tennis courts. The Silver Lake Improvement Association has a treatment planned for the algae in beach areas and fishing pier area for later this week or early next week.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

No additional comments were made.

IX. ADJOURNMENT

Vice-Chair Zahradka asked for a motion to adjourn the meeting at 7:50 PM.
M/Andren, S/Grachek
Motion carried 6-0.

The next regularly scheduled Park and Recreation Commission Meeting will be on June 25, 2025.