



**Park and Recreation Commission
Regular Meeting Minutes
September 24, 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, excused
David Andren, Commissioner
Lloyd Grachek, Commissioner
Ben Hansen, Commissioner, excused
Ingrid Koller, Commissioner
Rachel Lucas, Commissioner

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison
Sara Lang-Noyola, Staff Liaison

III. ADOPT AGENDA

Chair Greenlee-Karp called for a motion to adopt the September 24, 2025 meeting agenda.
M/Andren, S/Grachek
Motion carried 4-0.

IV. APPROVAL OF MINUTES

- A. Approval of Minutes from August 27, 2025 PRC Meeting

Chair Greenlee-Karp called for a motion to approve the August 27, 2025 meeting minutes.
M/Andren, S/Koller
Motion carried 4-0.

V. MEETING OPEN TO PUBLIC

No members of the public were in attendance.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

- A. Park Rental Policy and Fees



Staff Liaison Lang-Noyola presented the Commission with a recommendation to increase the rental and deposit fees for both Casey Lake Park and Hause Park. This is based on both researching other City's with comparable facilities and an increase in rental issues in the North St. Paul locations which have been provided in detail in the packet. Staff recommend that there are no changes to the fees for open-air shelters, an increase of \$50 to deposits at Hause and an increase of \$50 to rental fees and \$50 to the deposits at Casey.

Commissioner Andren proposed that the alcohol fees be altered to have a \$75 fee and a \$75 deposit to incentivize the renter to not cause problems due to alcohol. Council Member Schweer suggested a \$100 fee for alcohol with a rental when alcohol is selected and if no alcohol fee is paid prior to the rental, and evidence is found, the entire deposit will be withheld. The Commission agreed with the proposal and would like to move forward with the recommendation.

Chair Greenlee-Karp called for a motion to recommend the Park Rental Policy updates to the fees and the alcohol policy to City Council.

M/Andren, S/Lucas

Motion carried 5-0.

Commissioner Koller asked if staff have a recommendation for changing the park rental hours to shorten them and Staff Liaison Lang stated that there has been no discussion on that topic by staff.

The next step will be for Staff Liaison Lang-Noyola to put the recommendation together and add it to an upcoming City Council agenda. A resolution will be created to amend the park fees prior to the 2026 park rentals opening for the next calendar year.

B. Grant Opportunities

Staff Liaison Lang-Noyola presented a process for researching grant opportunities for future parks projects including some helpful links to get started. The goal is to assign each Commissioner to research grant opportunities for upcoming projects including updates to McKnight, new parks and the reutilization of Northwood Park. The goal is to bring back grants that you believe fit for the project to discuss at the next meeting or other future meetings. If you find any that you would like to discuss at the October meeting, please provide those to me before October 14th, For future meetings please ensure that the grant information is sent to me at least a week before the meeting. Once the Commission discusses the grant opportunities, and agrees to recommend them to staff, staff will review and apply for the grants that are appropriate. Staff Liaison Lang-Noyola will provide updates on the grants as we move through the process.

Chair Greenlee-Karp is assigned to ballfields and greenspace/event space at McKnight.

Commissioner Andren is assigned to the 3rd St park.

Commissioner Grachek is assigned to the skate park at McKnight.

Commissioner Koller is assigned to the Casey Lake active playground.

Commissioner Lucas is assigned to the Northwood overhaul.

Commissioner Hansen is assigned to the McKnight mini pitch.

Vice-Chair Zahradka is assigned to the downtown park.



VII. REPORTS FROM STAFF

Staff Liaison Lang-Noyola noted that the survey of the McKnight Athletic Complex was approved by City Council on September 2nd and the site work was completed last week. Now the company will compile the information and send it in to the City.

Staff Liaison Lang-Noyola spoke about updates on the 2025 park projects including Polar Park which will be installed in Spring of 2026, the Gaga ball pit at Northwood which will be added in Spring of 2026, the removal of the ballfields at Casey Lake Park are completed and the windscreen at the Hause Park pickleball courts will be installed in Spring of 2026. Public Works is scheduling a meeting with the City Horticulturalist and Prairie Restorations and MN Native Landscapes to talk about Southwood maintenance in 2026 and beyond.

Staff Liaison Lang-Noyola also mentioned that signs were placed at most parks in North St. Paul to promote the Park Passport Program. This program was promoted at the Autumn Arts Festival and has continued to be featured in the weekly City newsletter and on social media. The City encourages the Commissioners to promote the program with others as it is a great program to promote visiting the parks in the City.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Commissioner Lucas asked if the Park Passport Program can be promoted throughout the local schools and also noted that the Autumn Arts Festival was great and well attended and the parade was fun despite the weather.

Commissioner Koller noted that the Autumn Arts Festival was well attended, and it was easy to visit vendors and that the parade was exciting.

Chair Greenlee-Karp noted that the Autumn Arts Festival was great and acknowledged a lot of work went into planning it however the set up was flawed. It was asked if the Parks and Recreation Commission can work together with the Arts Commission for future Autumn Arts Festival planning.

Commissioner Grachek asked if the tennis courts at Silver Lake pickleball courts have signs to restrict bike riding on them as he has seen folks on them lately.

Commissioner Andren had no updates.

Council Member Schweer noted for the Autumn Arts Festival that parking should be limited to one side on Sean's Way as it was a tight fit for vehicles.

IX. ADJOURNMENT

Chair Greenlee-Karp asked for a motion to adjourn the meeting at 7:33 PM.

M/Andren, S/Grachek

Motion carried 5-0.



The next regularly scheduled Park and Recreation Commission Meeting will be on October 22, 2025.