

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
MEETING MINUTES**

January 23, 2019

6:30 PM

North St. Paul City Hall – Sandberg Room
2400 Margaret Street

I. CALL TO ORDER

Chair Lloyd Grachek called the meeting to order at 6:30 p.m.

II. ROLL CALL

Present: Lloyd Grachek, Chair
Larry Amsden, Vice Chair
Heather Haas
Ingrid Koller
Nancy Thorsen
Sarah Zahradka
Tim Cole
Laura Greenlee-Karp

Council Liaison: Candy Petersen

Staff: Debra Gustafson, Strategic Operations Director / PRC Liaison
Keith Stachowski, Parks Coordinator
Sandra Bush, Community Development

Ex-Officio: Jim Naughton, NSPAA (Absent)

III. ADOPT AGENDA

On motion by Commissioner Zahradka, seconded by Commissioner Greenlee-Karp with all present voting aye, motion carried to adopt the agenda.

IV. APPROVAL OF MINUTES

Approve the November 28, 2018 regular meeting minutes.

On motion by Commissioner Thorsen, seconded by Commissioner Koller with all present voting aye, motion carried to approve the November 28, 2018 meeting minutes.

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

PRC welcomed newly-appointed Council Liaison Petersen to the Commission. Gustafson thanked PRC for all their hard work and dedication.

A. Review/Discussion/Recommendation: Election of Officers. There were no new nominations for PRC Chair. Grachek was nominated for Chair. Greenlee-Karp was nominated for Vice Chair. Grachek thanked Amsden for his three years of serving as Vice Chair.

On motion by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye, motion carried to re-elect Grachek to PRC Chair.

On motion by Commissioner Zahradka, seconded by Commissioner Cole, with all present voting aye, motion carried to elect Greenlee-Karp to PRC Vice Chair.

B. Review/Discussion/Recommendation: Fire and Ice Debrief. PRC thanked Greenlee-Karp for coordinating the first Fire and Ice event. Greenlee-Karp stated that approximately 400 people attended, a nice manageable size group, with many being locals. This will be an annual event.

C. Review/Discussion/Recommendation: Star Watch 2019 Date. Mike Lynch committed to do the Star Watch event on October 3, 2019, at Casey Lake Park from 7 pm to 9 pm (rain or shine). It will be limited to 70 people again this year. Thorsen will follow up with Lynch in September.

D. Review/Discussion/Recommendation: Food Truck Night / Concerts at Hause. PRC will host a Food Truck Night at Hause Park as part of its July 24th Community/PRC meeting. Any Day Now, a local band, has offered to play at the event for free, and would like to play at two other City events. It was suggested as a gesture to pay the band \$200.

On motion by Commissioner Zahradka, seconded by Commissioner Haas, with all present voting aye, motion carried to recommend to City Council to approve \$200 from the Park Fund to pay Any Day Now to play at the Food Truck Night event.

E. Review/Discussion/Recommendation: Tennis Court Resurfacing. Agenda packet included quotes for resurfacing tennis courts. Still awaiting bid from Schifsky's. Tabled for now.

F. Review/Discussion/Recommendation: Path at Northwood. Agenda packet included a quote of \$17,500 from Remackle to install a path at Northwood Park. Staff is meeting with WSB and others to discuss an ADA Plan and Policy for the parks. Staff will report outcome of meeting at the February PRC meeting. Tabled for now.

G. Review/Discussion/Recommendation: Hause Park Update / Parking. Five tables, thirty chairs, refrigerator, microwave and microwave table were purchased for Hause. ADA updates included curb cut and path to building, along with two handicapped bathrooms. The first rental is reserved for February 2nd. Park revenue increased for Casey from \$15,000 to \$30,000 from the previous year.

H. Review/Discussion/Recommendation: Summer Recreation Program Planning. Greenlee-Karp gave an update on the Summer Recreation Programming/Collaboration with ISD 622. Events include: Polar Explorers, Forest Frolic at Southwood Nature Center, Bike Clinic with Gateway Cycle, Science and Slime at Hause, Piñata in the Parks, Lego at Casey and Luv Chocolate. The only event she may need help from PRC is the Forest Frolic. All events are free to participants. The School District will cover the costs of vendors. The goal is to get people out to all areas of NSP. She asked that everyone spread the word.

I. Review/Discussion/Recommendation: Business Sponsorship Packet. PRC agreed that sponsorship letters should be sent out again this year to local businesses. Gustafson will send the letters out in February and will add Fire and Ice for \$300 to the list of Program Sponsorships. Sponsors are secured for Music in the Park and Egg Bonanza.

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – November and December. Gustafson summarized revenue/expenditures for November and December 2018.

B. Review/Discussion: Park Clean-Up Event. Park Clean-Up is scheduled for April 27, 2019. Southwood Clean-Up and City Tree Giveaway is also that date.

Gustafson shared with PRC the current changes at City Hall: Craig Waldron's retirement; Scott Duddeck's new appointment as City Manager; Paul Ammerman's departure; as well as her added responsibilities and title change to Administrative and Community Services Director.

Jr. Polars Football contacted Stachowski to inquire if PRC would donate to its football program. PRC suggested offering park space/facilities for Jr. Polars Football to use for their own fundraising event(s).

IX. REPORTS FROM COMMISSIONER AND PARK LIASIONS

A. Review/Discussion. Greenlee-Karp stated that NSP should hold some fundraiser events. Suggestions included Photos with Grinch at the Holiday Hop; Massive Christmas

Village where people donated their Christmas items; Polar Plunge. Fundraising Events will be put on the agenda for February.

Zahradka requested PRC meet 30 minutes before the PRC February meeting to discuss the Easter Egg Hunt event (April 20, 2019).

Cathy Troendle contacted Gustafson to ask if PRC would want to recognize Deb Armstrong, an active volunteer at Southwood, in some way for all her work, as she will be moving. PRC would like to honor her with a plaque. Stachowski will coordinate with Troendle on the wording and will bring cost to the February PRC meeting.

Cole suggested reopening the discussion on Casey Lake's Message Board. It will be put on the agenda for February.

X. ADJOURNMENT

On motion by Commissioner Zahradka, seconded by Commissioner Cole, with all present voting aye, motion carried to adjourn the meeting at 7:58 pm.

Next meeting: February 27, 2018, at City Hall, Sandberg Room.