



**Park and Recreation Commission
Regular Meeting Minutes
March 25, 2026
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
Lloyd Grachek, Commissioner
Ingrid Koller, Commissioner
Rachel Lucas, Commissioner
William Kealy, Commissioner, excused

STAFF/LIAISONS

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

III. ADOPT AGENDA

Vice-Chair Zahradka called for a motion to adopt the March 25, 2026 meeting agenda.
M/Grachek, S/Lucas
Motion carried 4-0.

IV. APPROVAL OF MINUTES

- A. Approval of Minutes from January 28, 2026 PRC Meeting

Vice-Chair Zahradka called for a motion to approve the January 28, 2026 meeting minutes.
M/Koller, S/Lucas
Motion carried 4-0.

V. MEETING OPEN TO PUBLIC

No members of the public were in attendance.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

- A. Commission Training Presented by Jack Brooksbank



City Attorney Jack Brooksbank presented rules for the Commission and Commissioner to follow including open meeting law, data practices, conflicts of interest, gift law, roles of City Manager and rules of order. A packet of training materials was provided in the packet and used as the guide for the presentation.

Open Meeting laws were discussed at length noting that any discussion with a quorum that discusses city business is considered a meeting, including but not limited to group emails, texts and in-person get togethers. Commissioner Koller asked for clarity on what should be done if a quorum is at a park event and the Commissioners weren't aware there would be a quorum. Mr. Brooksbank noted that posting each event as a special meeting would avoid any issues otherwise if no city business is discussed and the Commissioners are throughout the park, it can be considered a social event. Staff Liaison Lang-Noyola will post special meetings as necessary moving forward.

Commissioner Lucas asked for an example of a conflict of interest. Mr. Brooksbank noted examples of contracts for service that could benefit the Commissioner on both sides. If this is present, the Commissioner should recuse themselves from the discussion and vote.

B. Election of Officers

The Commission was asked to discuss the election of the Chair and Vice-Chair for 2026 as well as make a motion for both positions. Staff Liaison Lang-Noyola mentioned current Chair Greenlee-Karp's interest via email in staying Chair for 2026.

Vice-Chair Zahradka called for a motion to approve Greenlee-Karp as Chair and as for the Park and Recreation Commission for 2026.

M/Grachek, S/Zahradka

Motion carried 4-0.

Vice-Chair Zahradka called for a motion to approve Zahradka as Vice-Chair and as for the Park and Recreation Commission for 2026.

M/Koller, S/Lucas

Motion carried 4-0.

C. Review of Chapter 92: Parks and Lakes

Staff Liaison Lang-Noyola presented recommended updates to the Parks and Lakes section of the City Code. These updates include additions, deletions and language updates that staff are recommending. The majority of this section was last updated in 1989.

Since publishing the packet for this meeting, a resident submitted comments on the updates. A question for the Parks and Recreation Commission arose concerning the addition of banning all glass beverage containers in all City parks. The Commission agreed with the notion to not allow glass beverage bottles in the park but may revisit the Park Rental Policy to allow wine for park rentals.

Staff Liaison Lang-Noyola asked the Commission to provide feedback on the updates.

Commissioner Koller asked about hitching animals to trees and how strict of a provision that is. Staff Liaison Lang-Noyola mentioned that would be a reactive provision rather than proactive.

The next step would be for the code to go to City Council of April 7th for formal City Council approval.

Vice-Chair Zahradka called for a motion to recommend the updates as shown in the attachments to Chapter 92: Parks and Lakes.



M/Grachek, S/Koller
Motion carried 4-0.

D. Park Representatives 2026

Due to a few absent Commissioners for this meeting, this will be postponed to a later meeting.

VII. REPORTS FROM STAFF

Staff Liaison Lang-Noyola asked the Commission about the May 16th date for the Citywide Parks clean-up. This would be the weekend after the citywide clean-up. The Rotary Club would like to collaborate on the day as well for Rotary Park. The Commission was asked to provide feedback.

Commissioner Koller asked about contact with the Silver Lake Improvement Association and Staff Liaison Lang-Noyola noted she will follow-up.

Commissioner Lucas asked if the event should be held earlier in the year due to Public Works cleaning the parks as it continues to get warmer. The Commission decided to leave the event on May 16th but focus on different parks to see if that makes a difference.

The Urban Ecology Center Zahradka, Postal Credit Union Pond and McKnight Fields will be the focus this year and the hours will be 10am-12pm.

Staff Liaison Lang-Noyola shared a physical copy of the brochure she made in response to community feedback. Any feedback from the Commission was requested. Commissioner Lucas asked about providing the cover to each park to promote the other parks as well. The Commission liked the brochure and would like to move forward with them.

Staff Liaison Lang-Noyola mentioned that the HUD document is being reviewed regarding McKnight, and the plan is for Public Works to present the findings at the April PRC meeting.

Staff Liaison Lang-Noyola noted the deadline for the DNR Outdoor Recreation Grant is Tuesday March 31. Staff and consultants have spent a lot of time working through the application and putting together maps and plans. Staff will communicate any decisions made by the DNR for PRC approval.

Staff Liaison Lang-Noyola referenced the proposed medallion hunt by an NSP Fire Fighter. There is support from City Council and the Commission was asked to provide feedback.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Commissioner Lucas noted that the Gaga Ball pit at Northwood has been installed and asked if a laminated sign with rules can be posted near the amenity. Commissioner Lucas also requested a discussion for summer meetings in parks at the next PRC meeting.

Commissioner Koller had no updates.

Vice-Chair Zahradka noted interest in a ribbon cutting for Polar Park when the playground is ready.

Commissioner Grachek asked Staff Liaison Lang-Noyola for supplies to clean up Southwood.

IX. ADJOURNMENT

Vice-Chair Zahradka asked for a motion to adjourn the meeting at 7:48 PM.

M/Grachek, S/Lucas



Motion carried 4-0.

The next regularly scheduled Park and Recreation Commission Meeting will be April 22, 2026.