

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

**February 27, 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 6:32 p.m.

II. ROLL CALL

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

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

III. ADOPT AGENDA

On motion by Commissioner Thorsen, seconded by Commissioner Koller with all present voting aye, motion carried to adopt the agenda.

IV. APPROVAL OF MINUTES

Approve the January 23, 2019 regular meeting minutes.

On motion by Commissioner Greenlee-Karp, seconded by Commissioner Cole with all present voting aye, motion carried to approve the January 23, 2019 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.

Mark Slaikeu, Bill Stallmann and Mayor Terry Furlong attended the meeting to discuss the Electronic Reader Board Sign. This was on the Agenda as Item G but was moved up to the first item to be discussed. PRC agreed to expand the usage of the message board. PRC agreed that the message board be used for non-profits and non-profit City events, with City events taking priority. Some of the parameters include: messages will be updated on a weekly basis; events will be posted a maximum of two weeks; a maximum of 10 messages (possibly less) will scroll at one time. The requestor will fill out a form that will be available on the Website and in the Office. The form will include the message with a limit of four lines and 15 characters/spaces. Any questionable items will be determined by the discretion of the City Manager.

On motion by Commissioner Cole, seconded by Commissioner Koller, with all present voting aye, motion carried to recommend to City Council to expand the current electronic messaging at Casey Lake Park to include North St. Paul non-profits and non-profit events held within City limits of North St. Paul.

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Review/Discussion/Recommendation: Egg Hunt. Zahradka gave an overview of the Egg Hunt Event which will be held April 20, 2019, from 10:00-11:30 at Casey Lake. Prep will start the day before. There will be a Suggested \$2.00 Per Child Donation box set up. Such donations will be put into the Park Fund. Cotton candy and mini juice boxes will be purchased. Greenlee-Karp will contact Zahradka with a list of student volunteers.

B. Review/Discussion/Recommendation: ADA Meeting Update. Staff will have meeting in mid-March with the City Attorney, WSB, MN League of Cities to discuss ADA requirements.

C. Review/Discussion/Recommendation: Tennis Court Resurfacing. Staff received a quote from Schifsky's to reconstruct the tennis courts which would include pickleball striping at Silver Lake. Staff will get two additional bids. PRC is concerned with a cotton tree near the courts being a nuisance/messy. Gustafson will contact Josh Bond for any possible solution.

On motion by Vice Chair Greenlee-Karp, seconded by Commissioner Haas, with all present voting aye, motion carried to recommend to City Council to reconstruct the tennis courts with funds from the Park Fund not to exceed \$54,000.

D. Review/Discussion/Recommendation: Sponsorship Options. Tabled for now.

E. Review/Discussion/Recommendation: Movie on Main. With the downtown development, there is a great possibility that the downtown space will not be available for the Movie on Main event. PRC agreed to suspend it for a year.

F. Review/Discussion/Recommendation: Food Truck Night. Following the Community Meeting on July 24, 2019 (6:00-6:30 pm) at Hause, the Food Truck Night Event will take place from 6:30-8:00 pm. To promote the event, it will be put on Facebook, published in the Newsletter, a flyer will be made, and postcards will be sent to residents. Any Day Now Band will play at the event as well as at National Night Out. Discussion included limiting the food trucks to four or five different vendors that are licensed in North St. Paul and have participated in the Car Show. Stachowski will coordinate the vendors.

G. Review/Discussion/Recommendation: Electronic Reader Board Sign. See discussion above under Meeting Open to the Public.

H. Review/Discussion/Recommendation: Deb Armstrong Recognition. PRC will honor Deb Armstrong, an active volunteer at Southwood, with a dedication sign to be displayed at Southwood. Grachek will put the sign up. PRC signed a card for Deb and a picture of the plaque will be included in the card. Petersen will deliver it to her.

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – January. Gustafson summarized revenue/expenditures for January 2019.

B. Review/Discussion: Park Clean-up Event, April 27, 2019. Park Clean-Up is scheduled for April 27, 2019. Beverages will be provided to volunteers.

On motion by Commissioner Thorsen, seconded by Commissioner Zahradka, with all present voting aye, motion carried to recommend to City Council to approve up to \$50 to provide beverages to volunteers.

IX. REPORTS FROM COMMISSIONER AND PARK LIASIONS

Greenlee-Karp suggested sending a survey to residents based specifically on questions pertaining to parks. This possibly could be done using POLCO. Greenlee-Karp will send Gustafson a sample. Tabled for March agenda.

Mayor Furlong thanked PRC for all their hard work and their many accomplishments.

X. ADJOURNMENT

On motion by Commissioner Cole, seconded by Commissioner Koller, with all present voting aye, motion carried to adjourn the meeting at 8:09 pm.

Next meeting: March 27, 2019, at City Hall, Sandberg Room.