

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

March 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 6:30 p.m.

II. ROLL CALL

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

Absent: 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 (Absent)

III. ADOPT AGENDA

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

IV. APPROVAL OF MINUTES

Approve the February 27, 2019 regular meeting minutes.

On motion by Vice Chair Greenlee-Karp, seconded by Commissioner Koller with all present voting aye, motion carried to approve the February 27, 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.

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Review/Discussion/Recommendation: Egg Hunt. April 20, 2019, from 10:00-11:30 at Casey Lake. Students will help with prep during the day on April 19th; volunteers needed to stuff eggs that evening. Stachowski will pick up cotton candy machine; Grachek will return. Petersen, Koller and Stachowski will shop for event on April 4th. Gustafson will pick up additional plastic eggs and tablecloths. PRC trailer is reserved for the event. Salvation Army donating hot cocoa. Food Shelf supplying cookies. Bunny still needed. Haas will check with her neighbor.

B. Review/Discussion/Recommendation: ADA Meeting Update. A City meeting was held on March 7th to discuss ADA Standards. The Commission discussed developing a plan to install accessible routes to any play structures that currently do not have one. Dorothy Park will be getting a path as a part of the street project. New equipment has been purchased for Colby Hill Park. Gustafson stated that it is recommended by staff to have the City Engineers WSB develop an ADA Plan for Colby Hills Park, the proposed plan should not exceed \$1,500.

On motion by Commissioner Koller, seconded by Commissioner Haas, with all present voting aye, motion carried to recommend to City Council to approve up to \$1,500 from the Park Fund for the development of an ADA plan at Colby Hill Park.

C. Review/Discussion/Recommendation: Parks and Recreation Survey. PRC will be conducting a survey to gain resident feedback regarding Parks and Recreation. The survey will be conducted using POLCO and will consist of ten questions or less. Gustafson presented PRC with a draft of seven questions that Greenlee-Karp had put together. Gustafson will bring questions to the next PRC meeting that were used in a survey that was done a few years ago. Other suggestions were to solicit the interest for youth programs/sports/pickle ball; list ten activities to take place at the parks and ask the residents to select their top three; ask what kind of music they would like for Music in the Park. Greenlee-Karp will meet with Koehnle to develop the POLCO survey. At the April meeting, Greenlee-Karp will give PRC an overview on how POLCO works. The goal is to have the survey out by September/October.

D. Review/Discussion/Recommendation: Fundraising Options. PRC agreed to limit asking for Suggested Donations at City events for now. Koller suggested to state specifically what the donation will be used for.

E. Review/Discussion/Recommendation: Summer Programming. Stachowski and Greenlee-Karp have put together five free summer events (Polar Explorers) that will be offered to all ages. These will take place on Tuesdays from 10:00 to noon, with the first one scheduled for June 11th. The School District's bus will be at all events. Gustafson will email the Polar Explorers flyer to PRC.

F. Review/Discussion/Recommendation: Summer Meetings in the Parks. PRC agreed for its Summer Community Meetings to be held at the following parks:

June 26, 2019 – Casey Lake

July 24, 2019 – Hause Park (Food Truck Night)

August 28, 2019 – Northwood

All meetings will start at 6:00 with the PRC meeting following at 6:30.

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – February. Gustafson summarized revenue/expenditures for February 2019. Gustafson pointed out that she added a new entry for Park Dedication Fund Balance. She stated that the monies can only be used for **new** items. PRC agreed that the parks with the most activities will be priority for the installation of ADA paths. The monies cannot be used for maintenance.

B. Review/Discussion: Park Clean-up Event, April 27, 2019. Beverages will be provided to volunteers. PRC will direct volunteers to what areas they should go to. Haas/Amsden will be at Casey; Koller will be at Silver Lake; and Petersen will be at McKnight.

C. Review/Discussion: Electronic Reader Board Sign. Gustafson made PRC's recommendation to City Council to expand the current electronic messaging at Casey Lake Park to include messages North St. Paul non-profits and non-profit events and programs held within City limits of North St. Paul. Gustafson stated it was requested by the City Manager allow building rentals to display messages on the reader board. The item was tabled at the March 19, City Council meeting.

At the workshop meeting Council directed staff to make the following edits to the policy:

- Remove the following language "Events must not be in direct competition of a City Event (i.e. Egg Hunt the same day as the City's Egg Hunt)" from the policy.
- Add a statement regarding messages that are not acceptable such as: No profane or violent language or terroristic threats.
- Add the following regarding City Managers discretion: Messages in question will be left to the discretion of the City Manager to determine if the message fits within the policy.

Gustafson stated the policy would be presented again at an upcoming Council meeting.

D. Review/Discussion: Sponsor Update: Schifsky's/Halloween Event. Gallagher Financial/Egg Hunt, Food Truck Night, Fire & Ice. (Sponsors secured for 2019).

IX. REPORTS FROM COMMISSIONER AND PARK LIASIONS

NONE.

X. ADJOURNMENT

On motion by Commissioner Thorsen, seconded by Commissioner Koller, with all present voting aye, motion carried to adjourn the meeting at 7:55 pm.

Next meeting: April 24, 2019, at City Hall, Sandberg Room. Gustafson will not be at the April meeting. Stachowski will fill in for her.