



**City of North St. Paul
Parks & Recreation Commission
Meeting Minutes**

**July 28, 2021
6:30 PM**

The July 28, 2021 Parks & Rec Commission meeting was held at: City Hall, 2400 Margaret Street, North Saint Paul

An audio recording was done for the meeting.

There was a "meet & greet" for the public with the Park & Rec Commissioners from 6:00PM- 6:30PM. Five Casey Lake residents were in attendance. Greg Arneberg gave a nice complement to the public works department stating they are doing a very nice job on maintaining the park. Most were there to voice their concerns of the condition of Casey. Per Jim Selchow, the lake is down very mucky. The residents are looking for a permanent solution to the problem. Jim indicated that the DNR/Watershed district removed the carp from Casey lake in 2012 and the lake has not been the same since. City staff will coordinate a meeting between the Watershed District and the residents to discuss the problem. Other areas of concern that were voiced the growing tree roots under the path and motorized vehicles driving on the trail. Resident Jim Selchow would like the tree roots to be addressed in the CIP plan. Resident Mark Slaikeu would like for signs to be placed regarding motorized vehicles are not allowed on the path with the exception of North St Paul staff. No unauthorized vehicles should be on the path.

I. Call to Order

Chair Lloyd Grachek called the meeting to order at 6:40

II. Roll Call

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair – Absent - Excused
Larry Amsden
Heather Haas
Ingrid Koller
Sue Springborn – Absent - Excused
Nancy Thorsen
Sarah Zahradka
Arthur Alvarez, Jr. – Absent - Excused

Council Liaison: Tim Cole
Staff: Lisa Ritchie

III. Adopt Agenda

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

IV. **Approval of Minutes**

Approve the June 23, 2021 regular meeting minutes.

On motion by Commissioner Haas, seconded by Commissioner Thorsen with all present voting aye, motion carried to approve the minutes.

V. **Meeting Open to Public**

There was no one from the public in attendance.

VI. **Public Hearings**

There were no public hearings.

VII. **Commission Business, Action Items & Recommendations**

- A. **Park Rental Rates & Policy Review** – The commission reviewed the Park Rental Rate Study that had been provided by Kari Erpenbach. The recommendations from the commission is to enforce proof of residency, install signs at each park that has an open air shelter indicating the shelter is available for reservations & those with reservations have priority as well as to change the rates accordingly:

Facility	Resident Rate	Non-Resident Rate	Recommended Deposit (CASH OR CHECK REQUIRED)
Open Air Shelters	\$50	\$65	\$50
Hause Building	\$150	\$200	\$200
Casey Lake Weekday	\$200	\$250	\$350
Casey Lake Weekend	\$300	\$400	\$350

On motion by Sarah Zahradka, seconded by Heather Haas with all present voting aye, motion carried to recommend the proposed rates. During the discussion, Lisa mentioned that city council had approved for non-profits to use the ballfields this year free of charge. Larry Amsden stated that was because the city used to pay the booster club and NSPAA to run their programs thru the city but then the city wanted to charge for the fields so they changed that exchange of money and now the organizations use the fields free of charge. It was decided to table the discussion of updating the policies and the use of alcohol in the parks until the next meeting due to timing. Sarah requested for an update at the next meeting on whether or not anyone has ever paid the \$600 alcohol fee and have police ever been hired for the event.

- B. **Casey Lake** – The commission agreed that Casey Lake had been covered in depth during the meet & greet portion of the meeting and no further discussion was needed.
- C. **Rotary Park Signage** – Lisa Ritchie indicated she had been working with Joe Miller from the Rotary Park committee on getting a sign ordered. Lisa noted that the recommendation for using up to \$4000 in park fund money had not gone to council for approval after the August 2020 recommendation but she did get it on the agenda and approved at the July 20, 2021 council meeting. She also indicated that quotes she had received were for a different type of sign than what Joe is proposing to the committee. She stated that she had direct

instructions from the city manager that the signs need to coordinate with the city's wayfinding plan. The commission all agreed that is what will be required if Joe is to get the \$4000 from the Parks & Rec commission that had been approved and would like to have confirmation of this from City Council.

VIII. **Old Business**

Update on Park Improvement Plan – Lisa stated that Brian Frandle (interim city manager) authorized for WSB to handle completing the 2022 Park Improvement Plan as she hasn't had the necessary time to work on it. She will be working with WSB to obtain a new quote and pass off the project. Sarah Zahradka indicated she would like to get a confirmed due date.

- IX. **Reports from Staff** – Lisa reported that she was notified of a couple of handicap parking signs in 2 parks (Casey and Rotary) that were removed (knocked down) and need to be replaced. She researched and found the requirement is 1 sign for every parking space. It was also brought to attention that the city of North Saint Paul adopted to move forward with a plan to make sure we are ADA compliant in all of our parks as it is required by law. She stated that she doesn't know a lot about this and asked what the commissioners know. Lloyd stated that last year any improvements need to be ADA compliant. Nancy and Sarah agreed that that was about a year ago and no improvements have been made since then. Lisa presented the signs she had received quotes on, sighting the specs of the signs. The quotes are from a local vendor, Gopher Sign. Nancy inquired about the color and Lisa indicated that she had been given direction by Scott Duddeck to match the color of the green park benches. Nancy didn't think they look a whole lot different from what is currently in place. Tim Cole stated he thought that green was not the correct color and that it should be blue. Discussion of what the wayfinding plan actually called for was back and forth among the commissioners. Keith had presented 3 different signs (different materials) at the last meeting he attended. Per Lisa, those signs were in the \$6000 range each whereas the quotes Lisa received were in the \$2000 - \$2500 range. And the printer is local so there is no shipping charge. The signs are powder coated, not wood. Lisa stated she will email the Wayfinding plan to the commissioners. Nancy inquired if the logo could be on the signs. Lisa stated it could certainly be requested. If they determine blue is the correct color, the signs can be ordered as blue and it wouldn't change the price. Ingrid asked to see the print out of the signs that Lisa had. She liked the "emojis" on the grill as nowadays, "People look at pictures more than they read". They will notice the emojis. Sarah presented research of the parks and the signs that she had saved from a previous meeting. She stated that continuity in city logo (snowman) was a priority. Sara thought the sign should have North St Paul and the park name. She showed signs that had been approved and put up in the city. Lisa asked if we could use the proposed sign and print "North St Paul" & add the logo rather than changing the shape of the sign. Sarah then quoted what she found from the previous meeting (8/2020) for signage. The priority for park signage is: Hause, Colby Hills, Polar, Dorothy, Silver Lake and Northwood. Casey already has a big kiosk. Tim Cole thought that had gone to council for approval. Sarah did as well. She stated she thought 15K had been proposed for the first phase of signs. Lisa inquired about the vendor used to obtain the quotes. Per Sarah – M-R sign code. Sarah gave Lisa the proposal. Lisa stated another report from staff that she has is in regards to the CIP Plan. Lisa Ritchie stated that the recommendation for using up to \$32,000 of park funds for new park signs never went to council for approval. The commission had previously stated that it went to

council and approved but Lisa had researched it and found the recommendation to go to council but it hadn't gone anywhere after the August 26, 2020 Park & Rec commission meeting.

She added Park signs as a priority to the capital improvement plan and has added this to the agenda for the August 17th council meeting agenda.

X. **Reports from Commissioners & Park Liaisons –**

Lloyd requested a budget report and Lisa handed one to him. Sarah said they should have lots of money as they haven't used it except for a Rotary sign. Sarah inquired about the possibility of having a workshop to discuss the money earned from all of the new developments park escrow funds and how that could be used. It has to be used for new parks, not improvements. Lisa quoted the park dedication fund was at \$237,000 before Jason Ziemer left (correction: it was Jason Zimmerman not Jason Ziemer). She indicated that she has been working on an escrow project to collect the money owed to the city. Per Lloyd \$344,000 is in the park fund. Tim Cole reminded the commissioners to spend what is adequate for the balances. There is a lot of money in the Park & Rec fund so they need to be sure they use it. Sarah inquired about when the Park Improvement Plan would be complete. Per Lisa, the Capital Improvement Plan for Parks & Rec proposal needed to be into finance by July 15th. The commissioners haven't seen the ballpark figures that were quoted for the CIP. Tim stated this should be reviewed by the commission if they haven't done so already. Lisa confirmed that the ball park figures never circled back to the commission. Nancy inquired about the Hause tennis courts. It had been discussed in previous meetings and quoted by WSB at a high price. Lloyd mentioned to Tim to please relay the message that the park & rec commission intends to use the money for upcoming projects but are unable to do so until the Park Improvement Plan has been completed. Sarah inquired about a due date for the PIP. Lisa stated the Park Improvement Plan has been taken off of her plate and WSB will be assuming the project. She stated that Brian Frandle (interim city manager) authorized for WSB to handle the completion of the 2022 Park Improvement Plan as she hasn't had the necessary time to work on it. She will be working with WSB to obtain a new quote and pass off the project. Sarah Zahradka indicated she would like to get a confirmed due date as they cannot move forward until it is done. Lloyd asked if a quote could be provided and a deadline. Sarah inquired about the end of August for a deadline but Lisa indicated she didn't think that would be realistic as she hasn't even had the conversation with WSB yet. She stated the end of September would be more realistic. Tim Cole indicated that he is sure that it comes with a price-tag and Lisa confirmed that is the reason why Scott wanted to keep the project in house but the fact is that Lisa doesn't have time to work on it.

Tim Cole had 3 points of discussion:

1 – Tim Cole cautioned the commissioners on email chains for correspondence due to the open meeting laws. Make sure there is never a consensus on an email chain. Regarding the correspondence between the Watershed district and Casey Lake residents, Lisa should be the liaison.

2 – The need for the commissioners to review the Park Facility Rental Review prior to the next Park & Rec meeting.

3 – Eagle Scout project – Tim indicated that he had been contacted by someone regarding the possibility of an eagle scout bypassing the Parks & Rec commission and going straight to Council to present his project as he needs to complete this before his 18th birthday. The eagle scout is proposing to make 5 wood duck houses with the help of Dave Anderson. The commissioners didn't see any issue in doing so but does want the Eagle Scout to present to them after he gets Councils approval.

XI. **Adjournment**

On motion by Commissioner Haas, seconded by Commissioner Thorson. with all present voting aye, motion carried to adjourn.

Meeting adjourned at 8:20 PM

The next regularly scheduled Parks & Recreation Commission meeting is August 25, 2021 at Northwood Park.