

**MEETING MINUTES  
PARKS & RECREATION COMMISSION  
January 24, 2018  
6:30 PM**



City of North Saint Paul – City Hall

**I. CALL TO ORDER.**

Chair Lloyd Grachek called the meeting to order at 6:32 pm.

**II. ROLL CALL**

Present: Lloyd Grachek, Chair  
Larry Amsden, Vice Chair  
Heather Haas  
Ingrid Koller  
Nancy Thorsen

Absent: Sarah Zahradka

Council Liaison: Terry Furlong

Staff: Debra Gustafson, Strategic Operations Director / PRC Liaison  
Keith Stachowski, Public Works Liaison  
Sandra Bush, Community Development  
Cynthia Govan, Community Development

Ex-Officio: Jim Naughton, NSPAA (Absent)

Others: Cathy Troendle, Southwood Taskforce  
Tim Cole, NSP Resident

**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 November 15, 2017 regular meeting minutes.

**On motion by Commissioner Thorsen, seconded by Commissioner Amsden with all present voting aye, motion carried to approve the November 15, 2017 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: Southwood Nature Preserve Budget.**

Troendle proposes the Southwood Taskforce budget be \$6,000 again for 2018. Due to Troendle reducing her volunteer time, she will need more volunteers. Troendle shared that if the volunteers were paid, the amount would be \$50,900. Gustafson to present to Council to approve expenditure of \$6,000.

**On motion by Commissioner Koller, seconded by Commissioner Thorsen, with all present voting aye, motion carried to recommend City Council approval of the 2018 Southwood Park Budget in the amount of \$6,000 with all funding from the Park fund.**

**B. Review/Discussion/Recommendation: Maintenance of Casey Lake.**

Received quote from Duralast Painting, Nick Vasco, to paint Casey Lake Shelter. Gustafson to recommend to Council to approve expenditure of \$1,500.

**On motion by Commissioner Thorsen, seconded by Commissioner Haas, with all present voting aye, motion carried to recommend City Council authorization to use up to \$1,500 from the Park fund to paint the Casey Lake facility.**

**C. Review/Discussion/Recommendation: Silver Lake Cameras.**

There has been a concern regarding criminal activity. Koller will check with her neighbors to see if they would be interested in purchasing a security camera which would be aimed towards the Silver Lake dock. Discussion tabled for now.

**D. Review/Discussion/Recommendation: 2018 Goals.**

**Colby Park:** PRC will host neighborhood meeting to get feedback regarding installing a new playground. Possibly expand playground by merging streets together, thereby closing off street. Fence needs to be replaced by new fence, retaining wall or hedges.

**Polar Park:** PRC recommended a swingset, bench and engineered woodchips. Gustafson will bring quote to February 28<sup>th</sup> PRC meeting.

**Skate Board Park:** Community is not interested in skate board park.

**Northwood Park:** Two new employees have been hired for the warming house.

**Tennis Court and Pickleball:** Furlong would like to review tennis court bids. Tabled for next agenda.

**Concerts in the Park:** Haas will manage Concerts in the Park.

**Splash:** Volunteers needed for Splash.

**E. Review/Discussion/Recommendation: Event T-Shirts.**

T-shirts for Commission members will be purchased. Safety vests for volunteers will be purchased. Maximum budget is \$650.

**F. Review/Discussion/Recommendation: EDA Discussion/Downtown Park.**

Attended EDA meetings to discuss available parcels for Park:

**G. Review/Discussion/Recommendation: Egg Hunt Planning.**

PRC recommended no raffles or golden tickets. Need to limit attendance this year. Possible online registration with a sign-in sheet was a suggestion. Easter bunny still needed. Fire and Police will attend event. Zahradka asked Gallager to sponsor event. Will explore what other communities do for their Easter Egg Hunt. Further discussion will take place on February 12 at 5:00 p.m.

**H. Review/Discussion/Recommendation: Corporate Sponsorship.**

140 sponsorship letters were sent out last year to local businesses. Gustafson received very little interest. Gustafson will email last year's letter to PRC for any edits/suggestions along with a list of the sponsors and their status.

**I. Review/Discussion/Recommendation: Star Watch, Movie on Main and Park Clean Up.**

Star Watch is scheduled for October 4 at Casey Lake Park. Maximum of 70 attendees. Thorsen coordinating event. Gustafson asked to have it invoiced as soon as possible so she can give it to Finance.

Furlong will ask the Business Association to donate money towards Movie on Main. Council approved \$2,000. Gustafson will bring movie suggestions to the next PRC meeting.

Park Clean Up is scheduled for the Saturday closest to Earth Day. City will ask the track team if they would like us to provide beverages again this year.

**J. Review/Discussion/Recommendation: Park Dedications.**

Gustafson explained what the Park Dedication Fund is. Donations must be used specifically for park improvements, e.g., equipment. Gustafson stated there is currently \$14,608.43 in the Park dedication account.

**VIII. REPORTS FROM STAFF**

**A. Review/Discussion: Budget Update – October, November and December.**

Gustafson summarized revenue/expenditures for October, November and December 2017.

**B. Review/Discussion: EAC – Tree Board Designation.**

Because EAC is on a hiatus, PRC or Josh Bond, City Forrester, will serve as Acting Tree Board Designation. PRC will also be responsible for the SWPPP water report.

**C. Review/Discussion: Commissioner Openings.**

Nominations for the two Commissioner openings will be discussed at February City Council meeting.

**IX. REPORTS FROM COMMISSIONER AND PARK LIAISONS**

Furlong discussed extending trail to join up Silver Lake, Dorothy Park to Joy Park, and asked the PRC to attend the community meeting.

**A. Review/Discussion: Comprehensive Plan Update:**

WSB will attend February meeting to review the Park Chapter.

**X. ADJOURNMENT**

**On motion by Commissioner Thorsen, seconded by Commissioner Koller, with all present voting aye, motion carried to adjourn the meeting at 8:35 pm.**

***Next meeting: February 28, 2018, at City Hall, Castle Room. Community Meeting Starts at 6:00 p.m.***