

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

**February 28, 2018
6:30 PM**

North St. Paul City Hall – Castle 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
Larry Amsden, Vice Chair
Heather Haas
Ingrid Koller
Nancy Thorsen
Sarah Zahradka

Absent: Tim Cole

Council Liaison: Terry Furlong

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

Ex-Officio: Jim Naughton, NSPAA

Others: Robert Slipka, WSB

III. ADOPT AGENDA

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

IV. APPROVAL OF MINUTES

Approve the January 24, 2018 regular meeting minutes.

On motion by Commissioner Koller, seconded by Commissioner Thorsen with all present voting aye, motion carried to approve the January 24, 2018 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: Comprehension Plan – Park Chapter.

Robert Slipka, WSB, attended meeting to discuss the 2040 Comprehensive Plan. Any additional edits from PRC need to be to WSB no later than March 12th. Gustafson will provide WSB with photos of Northwood Park and Dorothy Park to reflect upgrades and new equipment. WSB will update maps. Some revisions from the 2008 plan include: Changing the name Southwood Park to Southwood Nature Preserve and list is as a Special Purpose park. Add to Silver Lake Park language re: the enhancement to connect Silver Lake, Dorothy Park, and Joy Park. Consider restroom facilities at Rotary Park. Make improvements to Hause indoor park shelter. Continue to maintain and improve parks. Include development of Central/Downtown Park. Delete language that use of McKnight Field is shared with North High School. Franklin Park no longer exists. Delete Cowern Elementary School.

B. Review/Discussion/Recommendation: Polar Park Updates.

Gustafson will get quote for swing set from Landscape Structure. Stachowski will get quote for concrete border and slab. Tabled for next agenda.

C. Review/Discussion/Recommendation: Summer Park Meeting Dates.

Locations for the PRC Summer Meetings are as follows:

May 23, 2018 — Colby Park

June 27, 2018 — Tower Park

July 25, 2018 — Vacant City Hall

August 22, 2018 — Hause Park

D. Review/Discussion/Recommendation: Park Clean-Up.

Park Clean-Up is scheduled for April 21, 2018. Beverages will be provided to volunteers.

On motion by Commissioner Koller, seconded by Commissioner Zahradka, with all present voting aye, motion carried to recommend to City Council authorization to approve \$30 to provide beverages to volunteers.

E. Review/Discussion/Recommendation: Movie on Main.

PRC will use Twilight Co. again this year for the screen, sound and technicians for Movie on Main. First movie choice is Coco (Disney movie). If there is a problem with showing a Disney movie, the backup movie will be Hotel Transylvania.

F. Review/Discussion/Recommendation: Egg Hunt Planning.

Zahradka gave update on March 31st Egg Hunt. The entire park will be utilized, possibly using ice rink for younger kids. Also there will be two start areas: one for younger kids and one for older kids. There possibly will be special prizes but this will not be advertised. **Easter Bunny is still needed.** 800 cookies were donated by the Food Shelf. Gallagher donated \$1,000 for event, which \$500 will be reserved for another event. Gustafson will make banner with wording to reflect that Gallagher is sponsoring the event. Preparation will begin March 30th. Students will volunteer from 12:30 to 2:30.

G. Review/Discussion/Recommendation: Tennis Courts.

Furlong will contact Schifsky to obtain a quote for resurfacing/stripping Silver Lake tennis courts. Tabled for next agenda.

H. Review/Discussion/Recommendation: 2018 Goals.

Gustafson will send out 140 sponsorship letters the first week of March. Skateboard no longer a goal. Colby Park improvements will be discussed at May PRC meeting. Revisit Park Facility Policy and at some point this summer provide City Council with a recommendation based on facility usage.

I. Review/Discussion/Recommendation: Election of Officers.

There were no new nominations for Commission officers. Grachek was nominated for Chair and Amsden was nominated for Vice Chair.

On motion by Commissioner Koller, seconded by Commissioner Zahradka, with all present voting aye, motion carried to re-elect Grachek to PRC Chair.

On motion by Commissioner Koller, seconded by Commissioner Thorsen, with all present voting aye, motion carried to re-elect Amsden to PRC Vice Chair.

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update — January.

Gustafson summarized revenue/expenditures for January 2018. Interior painting for Casey Lake has been completed. \$1,500 was approved; the cost was \$900. Part of Casey Lake revenue is to go to maintenance of the facility. Gustafson stated \$30 per rental is appropriated.

IX. REPORTS FROM COMMISSIONER AND PARK LIASIONS

A. Review/Discussion.

Splash is scheduled for July 21st. Koller stated that it is hard to get volunteers for the event. There will be more vendor participation this year to lessen the need for so many volunteers.

Casey Lake Park message board suggestions included that it be less bright in the evening; change message more often; less advertising for the rental of the facility; put website address on message board to encourage use of the website. Gustafson will discuss these suggestions with staff. She will also check with other Cities if they limit their advertising to City events.

Gustafson encouraged PRC members to nominate individuals for community service awards, especially in the area of youth, and also nominations for Good Neighbor. Deadline is April 11th at Noon.

X. ADJOURNMENT

On motion by Commissioner Thorsen, seconded by Commissioner Haas, with all present voting aye, motion carried to adjourn the meeting at 8:30 pm.

Next meeting: March 28, 2018, at City Hall, Castle Room at 6:30 p.m.