

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

**April 25, 2018**

**6:30 PM**

North St. Paul City Hall – Castle Room  
2400 Margaret Street

**I. CALL TO ORDER**

Vice Chair Larry Amsden 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  
Tim Cole  
Laura Greenlee-Karp

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: Noah Hurley, Eagle Scout Project  
Andy Davis, Resident

**III. ADOPT AGENDA**

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

#### **IV. APPROVAL OF MINUTES**

Approve the March 28, 2018 regular meeting minutes.

**On motion by Vice Chair Amsden, seconded by Commissioner Haas with all present voting aye, motion carried to approve the March 28, 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.*

**Eagle Scout Project.** Noah Hurley is working on a butterfly habitat project at the North St. Paul Library for his Eagle Scout badge. Stachowski will go to the location with Noah when he starts the project on May 26<sup>th</sup>. Koller will contact Noah with a resource person. Once the project is completed he has volunteers to maintain the habitat, and should have continued maintenance from the Ramsey County library pool. Stachowski requested Noah submit that information in writing. Noah asked for funding for flowers, tarp, soil, edging, etc. PRC suggested he reach out to Menards, Home Depot, etc., and if he does not receive enough money the PRC will donate up to \$160.00.

**On motion by Commissioner Thorsen, seconded by Commissioner Koller, with all present voting aye, motion carried to recommend to City Council to approve up to \$160.00 from the Park Fund for the butterfly habitat with the stipulation that Noah will first contact two to three businesses for donations.**

#### **VI. PUBLIC HEARINGS**

#### **VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**

##### **A. Review/Discussion/Recommendations: Egg Hunt Debrief.**

Zahradka stated the Egg Hunt was a success. People really liked the hot chocolate by the Salvation Army and cotton candy. Zahradka and Haas talked with a parent who was grateful that the event was at a location that is ADA accessible. Gustafson received feedback that some of the younger children did not get any eggs. Suggestions for next year: Having a volunteer hand out eggs to make sure everyone gets some. Possibly have a Suggested Event Donation box set up and to reinvest those donations into the Park Fund.

##### **B. Review/Discussion/Recommendations: Colby Hills Community Meeting.**

Colby Hills Community Playground Meeting is May 23, 2018, from 6:00 to 6:30 at Colby Hills. Police will attend. Gustafson is in the process of sending out postcards. Greenlee-Karp will post the meeting on Webster School website. Stachowski will give Gustafson the footprints and she will produce large posters

of playgrounds to share at the meeting and will bring comment cards. The project will not begin until next year. Gustafson will also check with Fire Chief Duddeck and Frandle (Electric) on the feasibility to convert the street between the two park parcels for park use.

Gustafson asked that a subcommittee be formed to make decisions on the remodeling Hause facility (if there are questions from Public Works and Electric), e.g., lighting decisions, paint colors, etc. Koller, Thorsen, Grachek, and Furlong volunteered to be on the subcommittee. Gustafson will relay that information to Ritchie and Frandle.

**C. Review/Discussion/Recommendations: Press Box Naming at Kunkel Field.**

Andy Davis asked for approval to name the Press Box at Kunkel Field to Ron Adams and stated that Ron has been coaching baseball for 32 years, he is retiring after this year, and is so deserving of this. An 8" x 8" plaque will be hung on the outside of the press box and will need approval by the City Council. Gustafson asked Andy to send her a draft of the plaque by May 7<sup>th</sup> so she can give it to City Council on May 15, 2018.

**On motion by Commissioner Zahradka, seconded by Commissioner Haas, with all voting aye, motion carried to recommend to City Council the approval to name the Press Box at Kunkel Field / Ron Adams.**

**D. Review/Discussion/Recommendations: Tennis Courts.**

Furlong met with Schifsky to discuss a partnership with them for resurfacing the Silver Lake tennis courts and striping them for pickle ball and tennis. He will follow-up with Schifsky. PRC suggested some sort of advertising for Schifsky at the location. Furlong stated that roads are being redone on Lake Boulevard. Also new sidewalks will be put in. This goes before the City Council on May 15, 2018. The tennis courts could possibly be tied in with that project.

**E. Review/Discussion/Recommendations: Movie on Main.**

Movie on Main is September 14, 2018. Furlong will check with the Business Association to ask if they will be sponsoring the event again this year. Zahradka will make a flyer.

**F. Review/Discussion/Recommendations: Music in the Park.**

Music in the Park dates have been secured. Flyer is completed. Haas asked Mary Sandberg to attend. PRC suggested some sort of recognition for Mary preceding the concerts. The concerts will be advertised on the Casey Lake message board starting in May.

**G. Review/Discussion/Recommendations: SPLASH.**

Koller is coordinating the SPLASH event. She requested it be advertised on the Casey Lake message board. Food vendors will be on southside of the road. Many vendors, arts and crafts, library, and schools will attend. Koller and Gustafson will stay in contact with Morgan Dawley, the City Engineer, to make certain that the road construction will not interfere with the event.

**VIII. REPORTS FROM STAFF**

**A. Review/Discussion: Budget Update – March**

Gustafson summarized revenue/expenditures for March 2018, and noted that \$14,000 was approved for the Polar Park updates and \$300 was approved for sign boards and hooks at Casey Lake Park.

**B. Review/Discussion: Park Clean Up Debrief**

Park Clean Up is April 28, 2018, at 9:00 a.m.

Gustafson mentioned when the Park Policy is revisited that cancellations due to weather will need to be addressed. She will also talk with Duddeck about the necessity of wall protectors at Casey Lake Park, as the walls are being marked up by chairs, etc.

Gustafson invited PRC to attend the Community Services Awards Reception on May 15<sup>th</sup> at 5:30 p.m. at City Hall.

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

**A. Review/Discussion.**

Zahradka and Haas will facilitate a Neighborhood Meet and Greet on National Night Out at Casey Lake Park on August 7, 2018.

Greenlee-Karp will facilitate a Neighborhood Meet and Greet on National Night Out at Hause Park on August 7, 2018.

They will contact Koehnle for an application.

Koller asked if there have been any complaints about the brightness at night of the Casey Lake message board. Gustafson responded there have not been complaints since the sign was dimmed.

**X. ADJOURNMENT**

**On motion by Vice Chair Amsden, seconded by Chair Grachek, with all present voting aye, motion carried to adjourn the meeting at 8:25 pm.**

**Next Meeting: May 23, 2018, at Colby Hills, 2087 Belmont Avenue (corner of Belmont and 7<sup>th</sup> Street North), Community Meeting from 6:00-6:30.**