

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
April 22, 2020
6:30 PM**

Due to the Governor’s Emergency Declaration, the Mayor has determined that in-person meetings during this pandemic are not practical or safe. All meetings of the City Council and other City-governed boards and commissions will be held by telephone or other electronic means until further notice. (Minn. Stat. 13D.021)

Our upcoming meeting on April 22nd will be held via Zoom. Zoom is an online platform that allows attendees to ‘join’ the meeting via video or telephone. The April 22nd meeting can be accessed at: <https://wsbeng.zoom.us/j/202923657?pwd=K01YK1dCYU8xRzFYZlVUU9vOGozQT09> Password: 327964 from a PC, Mac, tablet, iPhone or Android device, or by phone at Dial in (phone) info:1-929-205-6099 Meeting ID: 202 923 657, Password: 327964

. The Parks and Recreation commission meeting will be ‘open to the public’ to listen in, but will be muted from contributing at all times with the exception of the open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. CALL TO ORDER

II. ROLL CALL

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Larry Amsden
Tim Cole
Heather Haas
Ingrid Koller
Sue Springborn
Nancy Thorsen
Sarah Zahradka

Ex-Officio: Open

Council Liaison: Candy Petersen

Staff: Jill Officer
Keith Stachowski

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

A. Approve the February 26, 2020 regular 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:** Explorers Program Planning
- B. Review/Discussion/Recommendation:** Silver Lake Life Guards Discussion
- C. Review/Discussion/Recommendation:** 2020 PRC Goals
- D. Review/Discussion/Recommendation:** 2020 Park Improvement Plan Update

VIII. REPORTS FROM STAFF

- A. Review/Discussion:** Budget Update – February / March
- B. Review/Discussion:** Cancellation of 2020 Spring Events / Play Equipment closures
- C. Review/Discussion:** Future Parks and Recreation meeting Discussion
- D. Review/Discussion:** Southwood Nature Preserve February Meeting Notes

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

- A. Review/Discussion:**

X. ADJOURNMENT

Next meeting: May 27, 2020 – City Hall Sandberg Room

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
February 26, 2020
6:30 PM**

North St. Paul City Hall- Sandberg Room

I. CALL TO ORDER

Chair Lloyd Grachek called the meeting to order at 6:30 p.m.

II. ROLL CALL

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Larry Amsden
Tim Cole
Ingrid Koller
Nancy Thorsen
Sarah Zahradka
Heather Haas
Sue Springborn

Ex-Officio: Open

Council Liaison: Candy Petersen – (Absent)

Staff: Keith Stachowski
Jill Officer

III. ADOPT AGENDA

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

IV. APPROVAL OF MINUTES

A. Approve the September 25, 2019 regular meeting minutes.

On motion by Commissioner Thorsen, seconded by Commissioner Cole with all present voting aye, motion carried to approve the September 25th 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.

- Cathy Troendle from Southwood Preserve was present to discuss the park signage for dogs: keeping on leash and picking up waste. New signage in progress. General discussion on not approaching those who do not follow these rules and possibly more presence of the CSO. Tour

invite for June to coincide with PRC meeting if possible. Also spoke on the dog disturbance at the park and her interaction with the police officer.

VI. PUBLIC HEARINGS

NONE.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Review/Discussion/Recommendation: Election of Officers- Commissioner Haas suggested keeping them as is, discussion if both chairs were fine with this.

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

On motion by Commissioner Haas, seconded by Commissioner Zahradka, with all present voting aye, motion carried to re-elect Vice Chair Greenlee-Karp to PRC Vice Chair.

B. Review/Discussion/Recommendation: Business Sponsorship Packet – Stachowski reported that sponsorship opportunities are available for 2020. The Fire and Ice will be changed to a partnership to alleviate conflict of interest with the schools.

C. Review/Discussion/Recommendation: Egg Hunt event- date set for April 11th. Time changed to 10-11am. Egg hunt for 5 years old and under, candy hunt in remaining areas of park for 6 years and older. Families with children in both age groups that cannot separate will be asked to join the candy hunt. Photo ops with bunny and spring theme backdrop. Adding food trucks and blocking off parking lot. Salvation Army handing out free cocoa. Suggested donation of \$2 per child. New bunny costume is needed along with backdrops.

On motion by Commissioner Zahradka, seconded by Commissioner Springborn, with all present voting aye, motion carried to allocate \$300 towards new bunny costume and spring themed backdrops.

D. Review/Discussion/Recommendation: Polar Explorers Programming- Start date is 6/9, programs set for every other Tuesday running through August with 2 additional dates. Runs from 10am-12pm. Hats given out to those with 2 stamps in their passport instead of all dates. Stachowski advised to not hold any of the dates at Northwood since it is not ADA compliant.

E. Review/Discussion/Recommendation: 2020 PRC goals- Stachowski presented the Parks analysis of North St. Paul, which includes the verbiage to be used for describing the parks. Also the schedule for the year for meetings, cleanups, and events. Polar Park planning in progress. From the suggested possible park projects for 2020, emphasis was placed on the acoustics at Casey Lake Park (requested completion by egg hunt), the bridge at Casey Lake Park, resurfacing the tennis courts at Hause and adding pickle ball, and the Silver Lake shelter/bathrooms.

F. Review/Discussion/Recommendation: Polar Park Plan: Planning in progress

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update: The agenda included the budget updates for September through January

B. Review/Discussion: Free Skate at Polar Arena- Stachowski mentioned free skate on 3/21 at Polar Arena from noon to 1:30 pm, volunteers to serve hot chocolate are needed.

- C. Review/Discussion: 2020 Spring Events-** Park clean up is 4/18 (rain date is 4/25), tree adoption is May 2nd.
- D. Review/Discussion: Park Dedication Fund-** about \$175,000 available, need a plan to use
- E. Review/Discussion: Splash Event-** the Chair of the event is stepping down. There is interest from others to step in but the event may not be ready for this year. In the event the fundraiser does not happen, the council needs to be aware the \$7000-\$8000 portion for the life guards will not be available from the PRC.
- F. Review/Discussion: Parade-** Chair of this event has stepped down. Event is still to continue with assistance from the city.
- G. Review/Discussion: Other possible park projects-** Also added to possible projects to look at for 2020: lighting at Silver Lake around corner, Southwood preserve natural play area, Casey Lake park additional fitness equipment. Commissioner Zahradka passed around possible equipment for the park.

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

X. ADJOURNMENT

On motion by Commissioner Springborn, seconded by Commissioner Greenlee-Karp, with all present voting aye, motion carried to adjourn the meeting at 8:13 pm.

Next meeting: March 25, 2020 at North St Paul City Hall

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
April 22, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2020 POLAR EXPLORERS PROGRAM PLANNING

ACTIONS TO BE CONSIDERED

Update on Summer Recreation Programming / Collaboration with ISD622 for the summer 2020

FACTS:

Discuss upcoming programming in NSP Parks. Programs are in collaboration with ISD622. For 2020

Polar Explorers

People of all ages can come to join us as we spend Tuesday mornings in the parks! Each participant will be given a Polar explorer passport, collect a stamp from each session and turn your completed passport into a free Polar Explorer hat.

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
B. SILVER LAKE BEACH – OPENING DATE AND LIFEGUARD SCHEDULE

ACTION TO BE CONSIDERED

Discuss the Silver Lake 2020 Beach Opening Date and Lifeguard schedule

FACTS

The lifeguards in the past have been scheduled at Silver Lake Beach Saturday, June 13th to Sunday, August 16th. Lifeguards are on site seven days per week from 12-7 p.m.

The cost for lifeguards this summer is \$25,992 for nine weeks.

With a possible short fall in the Beach Staff Budget, there may need to be some adjustments to the hours that the Silver lake beach will have guards assigned to work and the opening and closing date of the 2020 beach season

ATTACHMENTS

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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

C. PRC GOALS FOR 2020

ACTION TO BE CONSIDERED

To discuss goals and strategy for 2020 PRC goals

FACTS

Listed below are the PRC goals that were presented to City Council in December:

- Update the Park Improvement Plan.
- Complete playground project at Polar Parks.
- Research new signage options for the Parks.
- Research path options at Northwood Park, to increase connectivity and access from the playground to the street and discuss construction of a new building at Northwood Park
- Research amenity options for Southwood Nature Preserve.
- Review options for McKnight Tennis Court Area
- Research options for a dog park
- Continue successful events such as; Concerts in the Park, SPLASH, Egg Hunt, Star Watch, Trick or Treat Trail, and Park Clean Up, Fire and Ice event and Food Truck Night,

ATTACHMENTS

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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

D. 2020 PARKS IMPROVEMENT PLAN UPDATE

ACTION TO BE CONSIDERED

To discuss the updates made to the 2019 Park Plan

FACTS

Review current Park Improvement Parks, implement comments from Commission members

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
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VIII. REPORTS FROM STAFF

A. BUDGET: FEBRUARY UPDATE

FACTS

From the January 1, 2020 budget report to February 29, 2020, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (February): \$ 0

Park Fund Revenue (February): \$6,950.00

- Park Rental Fees \$5,920.00 (February)
- Donations \$30.00 (Utility Billing)
- Gallagher financial \$1,000.00 (Eggs Hunt)
- Market Value Adjustment: \$0.00
- Investment Income: \$0.00

Fund Balance as of 2/29/2020: \$239,260.53

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$200,812.88

Budget expenditures that have been approved for 2018:

\$11,310.00 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)

Budget Expenditures that have been approved for 2019:

\$11,580.00 Silver Lake Tennis Courts (\$55,500 budget, \$43,920 spent)

\$ 796.00 Park Plan for Polar Park (\$2000 budget, \$1,204.00 spent)

\$ 111.65 Eagle Scout Donation (\$300 budget, 188.35 spent)

\$12,487.65

Budget Expenditures for 2020:

\$ 6,500.00 Southwood Nature Preserve
\$ 2,000.00 Youth Recreation Programming
\$ 2,000.00 Movie in Park
\$ 2,000.00 Concerts in Park
\$ 800.00 Egg Hunt
\$ 500.00 Star Watch
\$ 400.00 Trick or Treat Trail
\$ 200.00 Fire and Ice
\$ 200.00 Food Truck Night
\$ 50.00 Park Clean Up
\$14,650.00

Park Dedication Fund Balance: \$75,856.07

ATTACHMENTS :

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VIII. REPORTS FROM STAFF

A. BUDGET: MARCH UPDATE

FACTS

From the January 1, 2020 budget report to March 31, 2020, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (March): \$ 2,900.00 (Park Rental Refunds)

Park Fund Revenue (March): \$1,555.00

- Park Rental Fees \$1,525.00 (March)
- Donations \$30.00 (Utility Billing)

Fund Balance as of 3/31/2020: \$243,105.53

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$216,817.88

Budget expenditures that have been approved for 2018:

\$11,310.00 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)

Budget Expenditures that have been approved for 2019:

\$11,580.00 Silver Lake Tennis Courts (\$55,500 budget, \$43,920 spent)

\$ 796.00 Park Plan for Polar Park (\$2000 budget, \$1,204.00 spent)

\$ 111.65 Eagle Scout Donation (\$300 budget, 188.35 spent)

\$12,487.65

Budget Expenditures for 2020:

\$ 6,500.00 Southwood Nature Preserve

\$ 2,000.00 Youth Recreation Programming

\$ 2,000.00 Movie in Park

\$ 2,000.00 Concerts in Park

\$ 000.00 Egg Hunt

\$ 500.00 Star Watch

\$ 400.00 Trick or Treat Trail

\$ 200.00 Fire and Ice

\$ 200.00 Food Truck Night

\$ 00.00 Park Clean Up

\$13,800.00

Park Dedication Fund Balance: \$75,856.07

Agenda Information Memorandum
North St. Paul Parks and Recreation
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VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
D. SOUTHWOOD NATURE PRESERVE FEBRUARY MEETING NOTES

ACTION TO BE CONSIDERED

This item is for discussion only.

Review Southwood Nature Preserve task force meeting notes

FACTS

The Southwood Nature Preserve Task Force Monthly Meeting Notes

ATTACHMENTS

Southwood Nature Preserve February Meeting Notes

Southwood Nature Preserve
Meeting Notes – February 18, 2020
Castle Room, City Hall – 6:30 pm

Members Present: Cathy, Darrell, Jay, Meggie, Patrick and Tiffany

Southwood Nature Preserve Activities:

Earth Day Cleanup	9:00 am – 12:00 pm	April 25, 2020
Garlic Mustard Pull	TBD	Mid-May, 2020
Fall Work Day	9:00 am – 12:00 pm	October 10, 2020

Park and Recreation Commission Activities:

Fire and Ice (Hause)	5:00 pm – 8:00 pm	January 3, 2020
Spring Egg Hunt (Casey)		
Polar Explorers		
Music in the Park		
Food Truck Night		
Silver Lake Splash		
Star Watch (Casey)		
Trick or Treat Trail (Casey)		

Continuing Business

2019 Budget (\$6,300):

GAP Garlic Mustard Pull – Pizzas	05/16/2019	\$ 49.00
Minnesota Native Landscapes	06/05/2019	\$1,000.00
Minnesota Native Landscapes	07/17/2019	\$ 332.50
Water	08/05/2019	\$ 3.44
Minnesota Native Landscapes	09/18/2019	\$ 750.00
Conservation Corps	10/17 - 18/2019	\$ 1,245.00
MNL (buckthorn)	11/12/2019	\$ 2,382.75
ACCU Tool Sharpeners		<u>\$ 15.94</u>
		\$ 5,778.63
	Balance	\$ 521.37

Spring 2020 Controlled Burn Plan: Burn the Oak Savannah, Wet Meadow, and area on the west side of the pond (south of the creek) in the area of the bat house.

Holes were left in the Oak Savanna after the split rail fence was removed. Filling the holes may be a good Earth Day Clean-up Activity. We will need to check with Keith about getting a load of dirt and wheelbarrows.

New Business

#The Park and Recreation Commission is scheduling their regular meeting on Wednesday, June 24, 2020 at Southwood. The regular meeting is at 6:30 pm with a neighborhood meeting starting at 6:00 pm. The task force thought it would be a good idea to offer giving a tour to the commission members if they would be interested.

#“Gustafson stated that she is transitioning the PRC responsibilities to Park Coordinator Stachowski based on new administrative responsibilities she will be responsible for.”

? Newsletter reference to “Amenity options for Southwood Nature Preserve”—Waiting for a response from City/Mayor

#A First Aid backpack was put together by North Saint Paul Fire Department for Southwood.

#Scouts looking for Eagle Scout Projects:

Chimney Swift House—Jay got an estimate on cost of materials for a house of about \$282.06, minus the angle iron, from Menards. Darrell found a possible option for angle iron, from Menards online, of about \$60. A place in Roseville sells heavier duty angle irons for \$100. However, the plans make no mention of the size needed, and this looks to be a pretty heavy unit, so some consultation with an engineer would likely be needed.

Lilleskogan Park Story Trail—Former Mayor Mike Kuehn suggested this some time ago, and Keith had brought it to us for discussion and review. It was felt we would need to figure out if any of the area teachers thought they could add to their already vast curriculum. Then, who would be in charge of maintaining the signs (the Eagle Scout will soon be off to College) and changing out the stories? There was concern this would just add another thing to be vandalized. We already have eight information boards around the main path around the pond, an additional 4 in other locations. Would there get to be too much? It was suggested that Casey Lake Park could be a better location for a project like this. The project could be done at Southwood with the information boards already available. The Task Force did not have much enthusiasm for this project (as a building project) at Southwood.

Split Rail Fence—We weren’t sure why this came up again. We felt it was no longer needed to keep people out of the planting area, as the plants are well established. We suggest waiting to see if unwanted paths develop from people cutting through the area. We felt the money spent for this would be better spent on wood chips.

“Art in the Park”—We talked about getting an artist to come in to paint nature scenes on tree scars.

Tree ID Project—Info was shared about using flat fiberglass utility marker posts to place adhesive info sheets about specific tree species, with 3D barcodes to get more info. This idea needs more consideration.

Turtle Basking Platforms—Many of the trees that the turtles, and ducks, have used in the past, that have naturally fell into the pond, are decomposing. It was (sort of) jokingly mentioned we could “help” some trees that are soon to fall, drop in to the pond.

#Urban Roots

“The heart of Urban Roots is our paid youth internship program. Each year, 60 youth, ages 14-21, from Saint Paul’s East Side are employed in our three program areas: Market Garden, Conservation and Cook Fresh. During the summer these internships provide youth with 8-24 hours/week of paid job experience and training, during the school year, youth meet twice a week after school and are often involved in events on the weekends.” Cathy met with David Woods, Conservation Director, and discussed the conservation program and their need for places to plant natives so they could harvest the seed. We felt they may be a good option to help restore the North End area (about an acre) that has had the crown vetch removed, and needs to be planted with native plants. More to come.....

Next meeting March 17, 6:30 pm, Castle Room, City Hall