



## **CITY OF WEST ST. PAUL**

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

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### **PARKS AND RECREATION ADVISORY COMMITTEE MEETING TUESDAY, MAY 10, 2016 AT 5:30PM HARMON PARK NEIGHBORHOOD CENTER**

1. Roll Call
  
2. Adopt Minutes
  
- 2.A. Approve March 8, 2016 Minutes  
Documents: [MAR 8.PDF](#)
  
3. New Business
  
- 3.A. Eagle Scout Project Presentation  
Boy Scout, Erik Haider, has contacted the City with interest in doing a "Milkweed for Monarchs" project in some of West St Paul's Parks. His proposal is attached and he will present it to the committee and look for a recommendation to proceed and in which parks to use.  
Documents: [5-10-16 EAGLE SCOUT PROJECT.PDF](#)
  
4. Old Business
  
- 4.A. Art Park Update  
Documents: [5-10-16 ART PARK.PDF](#)
  
5. Other
  
6. Adjourn

**MINUTES**  
**WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING**  
**March 8, 2016**

**Park & Rec. Members Present:** Bonnie Bellows, Brandi Hoffman, Mike Petrasek, Bob Gausman, Laura Tesch, Dave Lynch

**Non-voting Members Present:** Clpn. Jenny Halverson, Assistant Parks and Recreation Director, Dave Schletty; Parks and Public Works Secretary, Sharon G. Hatfield

**1. REVIEW/APPROVE MINUTES**

Chair Petrasek called the meeting to order at 5:31 pm. The minutes from the February 9, 2016 meeting were approved by the committee.

**2. NEW BUSINESS**

**a. Discussion and Planning For Easter Celebration**

Asst. Dir. Schletty informed the committee that the registration numbers for the Easter Celebration are very low. There are only five children registered for the evening event and only seventeen children registered for the morning event. Last year there were 71 children registered for the evening event and 64 children registered for the morning event. Schletty asked the committee for their opinion on what to do especially because the deadline for ordering supplies is imminent.

Committee members talked about advertising for the Easter Celebration. A couple of members said that they did not receive their newsletters until recently. The city website does not advertise the Easter Celebration. The committee discussed whether or not it was too late to get fliers to the school district. Schletty said that the fliers would need to be in both English and Spanish; it would be too late to get fliers to the school district by this Friday.

Petrasek asked what the desire of the committee is. He said that if we do something, the evening and the morning event will need to be combined. A committee member said that they wanted a “crawler” about the celebration on the front page of the city website. The registration should be opened up until noon on Thursday. Schletty will send a copy of the flier to committee members. Member Hoffman suggested having a Facebook event. This is easy to share with everyone. Committee members agreed that if the Easter Celebration has less than 30 registrations, the events will be combined to the Saturday morning. There will be a craft project and then an egg hunt. There will be a shorter session for the craft session this year. The committee suggested that a check-in list be done for the children and once all the children are entered, the egg hunt should commence. Schletty will work with Dan Nowicki on advertising the event.

Member Lynch said that his wife will volunteer to be the Easter Bunny again. Member Gausman said that the West St. Paul Royalty princesses were a nice addition at a previous celebration. Petrasek will ask the Hockey Boosters for funding.

**3. OLD BUSINESS**

**a. Art in the Park**

Schletty reported that Darin [Rezac], Civil Engineer is updating the CAD drawings for the Oakdale Butler Art Park lot. Darin has not been able to do the updating yet; "he's been busy with I/I stuff." Schletty said that the Street Superintendent suggested "tying" in the Art Park construction with the Marthaler Park improvements. In this way, the city may get better construction pricing, (than will separate project bids.) Clpn. Halverson said, "Absolutely, not." The Marthaler Park improvement funding may not "go through." Petrasek would like the momentum to keep going for the art park.

Bellows asked about the pricing with the park signs. Schletty said that the cost of all the signs is one hundred thousand dollars. The signs cost about 13-14 thousand dollars each. Hoffman asked if maps could be embedded in the signs to show the trail system. Halverson asked about labeling the fields better in Harmon Park. [Bellows later asked when the committee would be looking at plans for Marthaler Park; Schletty said probably in another two meetings.]

Schletty said that Rezac is concerned with disturbing the root systems of the trees in the Oakdale Butler lot. He suggested putting trail around the existing trees in a serpentine fashion. Halverson asked about getting fiber optic lighting embedded into the trail. Schletty said it was a "matter of finding the right contractor."

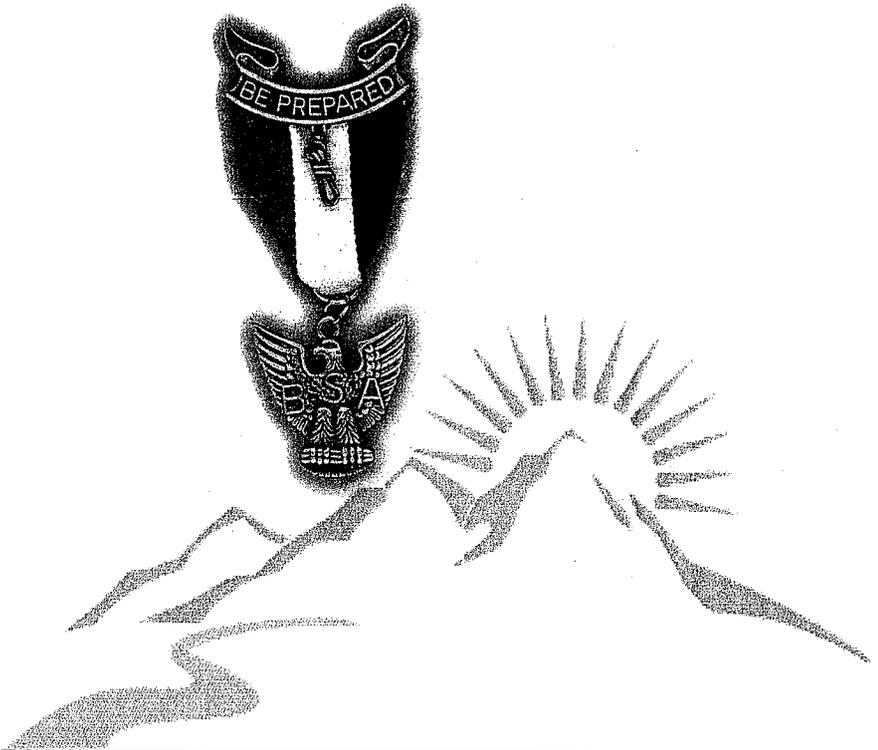
**4. OTHER**

- a. **Thompson Oaks Golf Course** Schletty said that the golf course will open this Saturday.

**5. ADJOURNMENT**

The committee members adjourned at 6:16 pm. The next Park and Recreation Committee meeting will be held on Tuesday, April 12, 2016 at 5:30 pm.

Respectfully submitted,  
Sharon G. Hatfield



## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Erik O'Malley Haider

Eagle Scout Service Project Name Milkweed for Monarchs

### Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

# Instructions for Preparing Your Proposal

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## Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

**Consider also, that if you submit your proposal too close to your 18<sup>th</sup> birthday, it may not be approved in time to finish planning and executing the project.**

## Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

## Next Step: Your Project Plan

Once your proposal is approved, you are ***strongly encouraged*** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

## Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

## Contact Information

*Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.*

### Eagle Scout Candidate

Name: Erik O'Malley Haider		Birth date: 05/15/2000	
Email address: erik8136@isd197.org		BSA PID number*: 126027843	
Address: 748 Bachelor Ave.	City: Mendota Hts.	State: MN	Zip: 55118
Preferred telephone(s): 651-688-2464		Life board of review date: 11/10/2014	

\* BSA PID No., found on the BSA membership card

### Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit Number: 9248
Name of District: Kaposia	Name of Council: Northern Star Council

**Unit Leader** Check one:  Scoutmaster  Varsity Coach  Crew Advisor  Skipper

Name: Mr. Brent Olmstead		Preferred telephone(s): 612-889-9537	
Address: 1001 Humboldt Ave.	City: West St. Paul	State: MN	Zip: 55118
Email address: rbolmstead@gmail.com			

### Unit Committee Chair

Name: Mr. Eric Willems		Preferred telephone(s): 651-271-8114	
Address: 1769 Vivian Lane	City: West St. Paul	State: MN	Zip: 55118
Email address: ewillems@troop248wsp.org			

### Unit Advancement Coordinator (If your unit has one)

Name: Mr. Dan Halsey		Preferred telephone(s): 651.260.1989	
Address: 959 Delaware Ave.	City: Mendota Heights	State: MN	Zip: 55118
Email address: dan.halsey@yahoo.com			

### Project Beneficiary (Name of religious institution, school, or community)

Name: City of West St. Paul		Preferred telephone(s): 651-552-4100	
Address: 1616 Humboldt Ave.	City: West St. Paul	State: MN	Zip: 55118
Email address: dschletty@wspmn.gov			

### Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Mr. Dave Schletty		Preferred telephone(s): 651-552-4152	
Address: 1616 Humboldt Ave.	City: West St. Paul	State: MN	Zip: 55118
Email address: dschletty@wspmn.gov			

### Your Council Service Center

Contact name: Northern Star Council		Preferred telephone(s): 651-224-1891	
Address: 393 Marshall Ave.	City: St. Paul	State: MN	Zip: 55102

### Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

Name: Mr. Keith Lyksett		Preferred telephone(s): 651-769-0320	
Address:	City:	State:	Zip:
Email address: keithlyksett04@msn.com			

### Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Gregory Sexton		Preferred telephone(s): 612-247-1345	
Address: 894 Delaware Ave.	City: West St. Paul	State: MN	Zip: 55118
Email address: greg.sexton@co.dakota.mn.us			

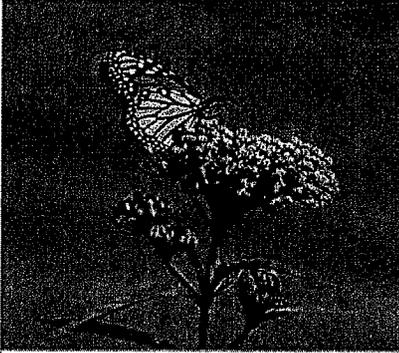
## Project Description and Benefit

Briefly describe your project.

I plan to plant milkweed to help save the Monarch butterflies. I think I will need two locations to plant the seeds, I am still researching to learn what the best method is for planting milkweed. I will be working with WSP to find an appropriate site(s). I plan to start my project either in June or Fall of 2016, whichever works best for West Saint Paul and the Monarchs.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Monarch with a milkweed flower



Common milkweed plant

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project is needed because millions of Monarchs are dying each year due to the lack of milkweed for which they rest and lay their eggs on when they travel south for the winter. Milkweed is also a source of food for the caterpillars. My project will help repopulate monarchs and give them a place to stay when they head south. WSP has recently become a pollinator friendly city and is looking for partners to help them with this new goal.

When do you plan to begin carrying out your project? I plan to carry out this eagle project during the summer/fall of 2016

When do you think your project will be completed? I think that my project will be completed in the fall of 2016

## Giving Leadership

Approximately how many people will be needed to help on your project? 20-30 people will be needed for this project.

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit them at a scout meeting and have a sign up sheet by the door. I will announce the event at a Scout meeting, as well as using our troop website and email. The city of WSP is also willing to help with recruitment of volunteers.

What do you think will be most difficult about leading them?

The most difficult task to leading them is most likely going to be making them follow directions properly and for the seeds to germinate. I plan on creating a simple handout for the day of planting so the volunteers know what to do.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Milkweed, milkweed seeds.

TBD mulch, dirt, fertilizer, fencing, other pollinator plants or seeds.

## Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

For the volunteers: Snacks, water, gloves, first aid kit, sunscreen, bug spray, lawn chairs, trash bags

For the plants/seeds: Water

**Tools**

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Shovels/trowels, wheelbarrows, rakes, watering cans

**Other Needs**

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

I will need to be prepared for the weather, have contact information for all volunteers.

**Permits and Permissions**

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Since my project is with the city of West Saint Paul I will work through them to gain any permits that may be required.

**Preliminary Cost Estimate**

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below: <i>(Include sales tax if applicable)</i>		<b>Fundraising:</b> Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.  I will use the money that I have in my Scout Account. If necessary, I plan on writing a letter explaining my project to family, neighbors and friends to ask for their financial support.
Materials:	\$150.00	
Supplies:	\$35.00	
Tools:	\$25.00	
Other:	\$50.00	
<b>Total costs:</b>	<b>\$260.00</b>	

**Project Phases**

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Research - complete my research to understand the best way to prepare and plant the seeds.
2. Planning and approval with the City - meet with WSP to get their final approval, agree on a location(s) and date.
3. Budgeting and fundraising.
4. Preparing - buying supplies, preparing the seeds, if necessary.
5. Recruiting - create a flyer, announce to the troop, make sure I have enough volunteers, including drivers.
6. Planning for the day - instructions, supplies, transportation, communication.
7. Planting - organizing the supplies and volunteers.
8. Checking on the growth and if necessary following up if more planting is needed.

## Logistics

*Check with your council service center to determine if a Tour and Activity Plan is required.*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

We will meet at St. Stephen;s (where our troop meets).

I will put tools and materials in my car and give everyone the address to go to the project site.

## Safety Issues

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns you and your helpers should be aware of.

Working with tools, sunburn - if it is a sunny day.

## Project Planning

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

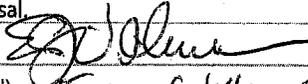
1. I'll need to do more research, I have a contact at the U of M and a seed company. I will need to know what the best size of a planting area is, should I have one or multiple locations, the best time of the year to plant and how to prepare the seeds.
2. I will need to visit parks in WSP and recommend sites that seem to be a good location for planting and monarchs.
3. I'll need to estimate the quantity of seeds and other supplies needed based on the size recommended and estimate the number of volunteers needed depending on the size of the area to be planted.
4. Once I estimate the quantities, I'll need to estimate costs and if I have enough funds in my scout account.
5. I'll need to prepare information and recruit volunteers.

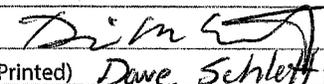
**Candidate's Promise\*** Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

<b>Unit Leader Approval*</b>	<b>Unit Committee Approval*</b>
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.	This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.
Signed _____ Date _____	Signed  Date 5/4/2016
Name (Printed) _____	Name (Printed) Eric Williams

<b>Beneficiary Approval*</b>	<b>Council or District Approval</b>
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.
<b>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Signed  Date 5-4-16	Signed _____ Date _____
Name (Printed) Dave Schlett	Name (Printed) _____

\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.

