



# CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

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PARKS AND RECREATION ADVISORY COMMITTEE MEETING  
FEBRUARY 13, 2018 MEETING  
HARMON PARK NEIGHBORHOOD CENTER

1. Roll Call
  
2. Adopt Minutes
  
- 2.A. Approve November 14, 2017 Minutes

Documents:

[NOV 14.PDF](#)

3. New Business
  
- 3.A. Approve 2018 Rules Of Order

Documents:

[RULES OF ORDER 2018.PDF](#)

4. Old Business
  
- 4.A. Marthaler Park Update
  
- 4.B. Discuss Park Signage
  
5. Other
  
6. Adjourn

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**MINUTES**  
**WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING**  
**November 14, 2017**

**Park & Rec. Members Present:** Bonnie Bellows, Brad Ericson, Bob Gausman, Jay DeLaRosby, Dave Lynch, Rachel McNamara, Mike Petrasek

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

**Guest Presenter:** Tim Olson, Bolton and Menk

1. **REVIEW/APPROVE MINUTES**

Chair Petrasek Called the meeting to order at 5:31 pm. The October 10, 2017 minutes were approved.

2. **NEW BUSINESS**

a. **Marthaler Park County Project Proposal**

Tim Olson of Bolton and Menk, came to the committee meeting to talk about the proposed Wentworth Ave reconstruction scheduled for 2019. Olson has been contracted by Dakota County to work on the proposed plan. The plan coincides with the Marthaler Park Reconstruction in 2019. Olson said that the Marthaler Park Master plan will still have the same features; they will be slightly shrunk.

Olson has been working with Ross Beckwith on the many challenges in managing stormwater on Wentworth Avenue. Wentworth Avenue is a narrow corridor with many changes in grade and “many steep slopes.” The goal of the reconstruction is to make the road safer for both drivers and pedestrians. The road does not meet county standards. The County plans to add sidewalk to the road; there will be huge impacts to the property owners. The changes to the road will need to be negotiated with property owners.

There are a lot of opportunities along the corridor to handle stormwater now because the area is largely rural and there are wetlands. It will become an issue in the reconstruction to create holding areas to drain storm water quickly because of the steep changes in grade along the road.

Member Gausman asked about safety issues on Wentworth citing his accident on County Road 30. Olson said that Wentworth would be raised to full safety standards by being made wider; guard rail may be built into the Dodge Nature Center side of the street. One of the challenges with the construction is that when there is more hard street surface, there are more problems with stormwater.

There are five major [drainage area] zones on Wentworth. Zone Four impacts Marthaler Park. Olson said that the challenge is to [improve] water quality and to

manage storm water. The park is a good option for [drainage] because it has green space. The proposed plan's focus is to blend the park master plan into storm water management that, "will help the Wentworth corridor." There are some opportunities in the park for prairie restoration and native habitat and to offer education signs along the trail. Porous pavement (in the parking lot) will help improve the impervious pavement footprint in the project.

Olson asked for some feedback from the committee on the park plan. A committee member asked what the difference was between an infiltration basin and a wet pond. Olson said that the soil along the trail is sandy and it allow water to pass through it to an aquifer. That is what is referred to as "infiltration." When hard surface is increased, the volume of run-off is also increased. The MPCA and the EPA Bolton have placed regulations on this type of volume. The infiltration basin helps with this runoff. Menk would like to do a "treatment train" and add redundant practices to improve water quality and control flooding. Both infiltration basins and wet ponds can be used interchangeably. A wet pond is used to collect solid materials like sand, dirt and phosphorus and to treat water.

Petrasek asked about the location of the volley ball court and the basketball court. Olson said that the volley ball court will shift a "bit south." There will be a loss of a few parking stalls. Lynch asked about the infiltration; would it be dry turf. Olson said that turf is the "low end" [of storm water management,] (like grass) and a raingarden is the "high end," (i.e. targeted plantings that need maintenance.) Olson would like to proceed with the "magic in- between" of native vegetation and succulent nutrients.

Petrasek asked if this was the first "crack" at the storm water management plan for the park. Olson said that it is not the first and it is not the final plan. Olson has been working on the plan with Ross Beckwith. Olson added that not only does the storm water management need to be planned on Wentworth but the stormwater management on Robert Street needs to be "understood".

Gausman remarked that the storm water features can be made attractive. Lynch asked if the features can be reconfigured. Olson replied yes. He added that by planting native seeds/plants, the city can get rid of invasive species and deter geese.

A committee member asked if the drainage zones were independent from each other. Olson said that yes, from a localized perspective, the zones are independent because of topography.

Petrasek said that the plan "looks fine." The configuration of the [stormwater features] should be "left to the experts."

DeLaRosby said that he the city is only losing a couple of [proposed] parking spaces in the new plan; currently there are no parking lot. Schletty said that he will work with the consultant on a new parking lot configuration.

Lynch would like people to be able to walk around the features. He likes the idea of combining nature and sport. He would like the areas around the stormwater features to be “walkable.” Schletty said that the plan will come before council eventually because the city will be “giving up land.” It would be good to know if the committee is [behind the plan.]

**A motion was made to accept the Marthaler Park Concept with changes made by appropriate authorities and experts to help improve water quality and keep it from flowing into the sewer and nothing happening. The motion carried. All Ayes.**

Gausman added that it is a good practical resolution.

### 3. OLD BUSINESS

#### a. Halloween Open House

Bellows said that it was a great event. “Alisha [McGraw] knocked it out of the park.” Councilman Bellows thanked all the businesses that participated at the council meeting. The 400 hot dogs were consumed in forty minutes. Schletty said that McGraw estimates that about 500-600 people attended the event. Suggestions for next year include: more volunteers for set-up, more hot dogs, napkins and trash cans located closer to the fire. More fire rings would be a good idea. The costume contest could be moved to the ice rink for better visibility. Schletty talked about making the trick or treat trail longer and getting more “buzz” about the coloring contest.

### 4. Updates

#### a. Council Update

- i. **Dodge Nature Center Halloween event**-Napier reported that about 900 people attended the event. It was cold and miserable, and they are “going to scale it back” next year. Too much effort went into preparing the event. The West St. Paul Halloween event had great Robert Street business support. Schletty added that the event was completely funded by other organizations which included the \$1,000 donation from the Commercial Club.

#### b. Assistant Parks and Recreation Director

- i. **Ice Arena**- Work is being finished on the roof of the main building. It should last 10-12 years. The Booster Club is having electrical problems with the temporary trailers with electrical capacity. Clpn. Vitelli is working on this.
- ii. **Sports Complex**- The new irrigation system will be installed this week. The plaza area will be rebid after the first of the year.
- iii. **Ice Rink Attendants**- the ice rink attendants staffing is filled.
- iv. **Golf Course**- Council discussion talked about future development of the golf course and acceptance of bond money for tunnel and trail development through the golf course.

### 5. Other

- a. **Park Signage**; DeLaRosby talked about the signs for Park Entrances. Council is holding off on it because of budgeting. Schletty said that the committee can revisit the issue at a future meeting. Schletty encouraged the committee to still research park sign examples.

6. **ADJOURNMENT**

The committee members adjourned at 6:36 pm. The next Park and Recreation Committee meeting will be held on Tuesday, December 12, 2017 at 5:30 pm.

Respectfully submitted,  
Sharon G. Hatfield

**TO:** Parks & Recreation Committee  
**FROM:** Assistant Parks & Rec Director  
**DATE:** February 13, 2018  
**SUBJECT:** 2018 Rules of Order

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**BACKGROUND INFORMATION:**

Per the Parks and Recreation Committee Rules of Order (attached); Section 5; Review: “At the January meeting of each year these Rules of Order shall be adopted by the Members.” This includes adopting any rule changes, meeting time/date changes, and voting for the chair and co-chair positions. Please review and be ready to discuss and adopt the 2018 Rules of Order. This would be an appropriate time to change the official meeting location to the Neighborhood Center at Harmon Park.

**STAFF RECOMMENDATION:**

Staff recommends that the Committee discuss and adopt the Rules of Order.

Attachments: Rules of Order

# **West St Paul Parks & Recreation Advisory Committee Rules of Order**

## ***Section 1 Meetings***

### **TIME**

Regular meetings are held on the second Tuesday of each month at 5:30 p.m., unless otherwise agreed to and so stated in the Agenda. When the regular meeting day falls on a legal holiday, there is no meeting that month unless the Chair decides otherwise.

### **SPECIAL MEETINGS**

Special meetings maybe called by the Chair person or the Parks & Public Works Director/City Engineer.

### **PLACE**

Meetings are held in the Neighborhood Center at the Harmon Park, 230 Bernard St W. Upon a majority vote of the Members, special meetings maybe held at a location convenient to the matters under consideration.

### **PUBLIC**

All meetings, records and minutes are open to the public.

### **QUORUM**

Four Members constitute a quorum for the transaction of business. When a quorum is not present, the Chair may adjourn the meeting or hold the meeting for the purpose of hearing interested parties on items on the agenda. No final or official action shall be taken at such a meeting, however, the facts and information gathered at such a meeting maybe taken as a basis for action at a subsequent meeting at which a quorum is present.

### **VOTE**

Voting shall be by voice vote, except as otherwise stated herein. Members shall voice votes on each issue, which shall be recorded. All Members, except City Council and City Staff, have a right to vote.

## ***Section 2 Organization***

### **MEMBERSHIP**

**The Recreation and Parks Advisory Committee shall consist of seven voting members confirmed by the City Council, with each member of the City Council having the right to nominate one member of said Advisory Committee. The nomination by Councilmembers shall be restricted to residents of their respective wards.** Members are appointed for a term of two years. Members in office on the effective date of this Code remain in office for the term to which they were appointed.

### **DUTIES AND FUNCTIONS**

The duties and functions of the Recreation and Parks Advisory Committee shall be:

(1) To perform fact finding tasks as requested by the City pertaining to parks creation.

(2) To act in an advisory capacity to the City Council in matters pertaining to Parks and Recreation, and to cooperate with other governmental agencies and civic groups in the advancement and cooperation of sound Park and Recreation planning and programming.

(3) To recommend policies on recreation service to the City Council.

(4) To have periodic inventories made of recreation services that exist or may be needed and interpret the needs of the public to the City Council.

The City Manager shall assign a member of the City administrative staff to record minutes of the Committee. The Committee shall keep accurate voting records of all recommendations for presentation to the City Council.

### **ABSENCES**

A Member with three consecutive unexcused absences is subject to removal by the Council. An absence is excused if the Member notifies the Parks & Recreation Secretary before 12:00 noon on the day of the meeting that the member will be unable to attend.

### **ELECTION OF OFFICERS**

At the January meeting each year, the Members shall elect from its membership a Chair and a Vice-Chair by secret ballot. Each Member casts a ballot for the Chair. If no one receives a majority, the balloting shall continue until one Member receives majority support. The Vice-Chair shall be elected from the remaining Members by the same procedure.

If the Chair retires, the Vice-Chair becomes Chair. If both Chair and Vice-Chair retire, new Officers are elected at the next meeting. If the Chair and Vice-Chair are absent from a meeting, the most senior member will preside as Chair.

### **TENURE OF OFFICERS**

The Chair and Vice-Chair take office immediately following their election and hold office until their successors are elected and assume office.

### **DUTIES OF OFFICERS**

The Chair, or in the absence of the Chair, the Vice-Chair presides at meetings, appoints committees, and performs other duties as may be ordered by the Members.

The Chair conducts meetings so as to keep them moving as rapidly and efficiently as possible and reminds the Members, witnesses, and applicants to discuss only the subject at hand.

The Chair may not move for action, but may second motions.

## ***Section 3 Staff Support***

### **SECRETARY**

The Parks & Recreation Secretary is responsible for recording the minutes, keeping records of actions.

### **PARKS & PUBLIC WORKS DIRECTOR/CITY ENGINEER**

The Parks & Public Works Director/City Engineer or their designee approves all items placed on the agenda. Upon receipt of a request for an item to appear on the agenda, it will be the decision of the Parks & Public Works Director/City Engineer.

The Parks & Recreation Secretary shall prepare the final agenda and assemble the packet of material ("the Packet") for the meetings. The Packet shall contain Staff reports and all other

relevant information. The Packets shall be placed on the Web site to Members and Staff Members no later than the Thursday preceding the next meeting. Members and Staff Members will be notified by e-mail from the Parks & Recreation Secretary.

## ***Section 4 Procedure***

### **PARLIAMENTARY PROCEDURE**

Parliamentary Procedure governed by Robert Rules of Order shall be followed at meetings. At special meetings and when useful, the Members may hold group discussions not following any set parliamentary procedure, unless motions are before the Members.

### **PURPOSE OF HEARING**

The purpose of a hearing is to collect information and facts in order for the Members to develop a recommendation for the City Council.

### **HEARING PROCEDURE**

At hearings the following procedure is followed:

- a. The Chair shall identify the subject to be heard.
- b. The Chair may call upon the appropriate Staff Member to summarize the reports contained in the packets.
- c. The Chair asks the person requesting to appear before the committee to come forward and be heard.
- d. Interested persons may address the Members regarding the particular matter, after providing their full name and address.
- e. All persons should address the Chair only, and not Staff or other members.
- f. After all new facts and information have been heard, the hearing shall be closed and interested persons shall not be heard from again unless the hearing is reopened and unless all interested parties are given an opportunity to be heard again. Upon completion of the hearing on each matter, the Members discuss the matter at hand and render a decision.

### **OTHER MATTERS**

Matters for discussion that do not appear on the agenda are considered and discussed by the Members only when initiated and presented by the Staff or a Member, and shall be placed at the end of the regular agenda.

## ***Section 5 Miscellaneous***

### **SUSPENSION OF RULES**

The Members may suspend any of these rules by majority vote.

### **AMENDMENTS**

These Rules of Order may be amended at any regular or special meeting by a vote of five (5) Members.

### **REVIEW**

At the January meeting of each year these Rules of Order shall be adopted by the Members.