



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

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

1. Roll Call

2. Adopt Minutes
 - 2.A. Approve February 13, 2018 Minutes
Documents:

FEB 13.PDF

3. New Business
 - 3.A. Review Park & Rec Section Of City's Updated Comprehensive Plan
Review and be ready to discuss the attached plan with the Consultant.
Documents:

8 - PARKS AND RECREATION V1.PDF

4. Old Business
 - 4.A. Easter Celebration Update

 - 4.B. Marthaler Park Update

 - 4.C. Discuss Park Signage

5. Other
 - 5.A. City Council Updates

 - 5.B. Updates From Assistant Director

6. Adjourn

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651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
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MINUTES
WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING
February 13, 2018

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

1. **REVIEW/APPROVE MINUTES**

Chair Petrasek Called the meeting to order at 5:30 pm. The November 14, 2017 minutes were approved.

2. **NEW BUSINESS**

a. **Approve Rules of Order**

A motion was made to accept the Rules of Order with the change of the day of the meeting announcement to Friday, not Thursday. The motion carried. All Ayes.

Lynch remarked that he likes the time of the meeting. Schletty said that there are two conflicts in the 2018 calendar: August 14 and November 13. August 14 is a primary election day, and November 13 is a council meeting date. The committee agreed to “wait and see” if the meetings will be necessary.

In a secret ballot, Mike Petrasek was re-elected Chair of the Committee and Dave Lynch was elected Vice Chair.

A motion was made to accept the election of the officers. The motion carried. All Ayes.

3. **OLD BUSINESS**

a. **Park Signage**

Assistant Parks and Recreation Director Schletty presented a number of park sign option to the committee. The park consultant drew up a two –sided design that would be built perpendicular to the road; it had a “limestone look,” (\$15,000.) The initial thought is to have the bigger parks have the bigger signs; the smaller parks would have signs without the end piece.

Schletty also showed an example of a wooden sign that would need maintenance and a rock-slab design (Highland Park) that was etched and painted, (\$4,000.) He also showed a rough slab example from Inver Grove Heights, (\$6,000.) The slab from Moreland was \$2,000-\$3,000. The polished stone example from Somerset was \$3,000.

Member Bellows also did some research on the internet from Art Sign Works. They have a lot of variety. Member DeLaRosby said that many times the shipping of the signs costs as much as the signs themselves.

Member Gausman said that he is partial to the \$15,000 sign. Member McCarty said that the wooden signs could be updated. Clpn. Napier said that Dodge Nature Center had wooden signs and they needed maintenance every five years. The painting and the staining is a “big process.” (He added that he is embarrassed that Council has not [put up] gateway signs on Robert Street yet. The gateway signs “maybe should tie in” to the park signs.)

Member Ericson said that the committee needs to have a budget for the signs. (Previously the budget was roughly \$100,000.) Petrasek says that he likes the Cottage Grove example, (The cost for this example was \$4,000; it is 4-feet high and the cost includes the installation.)

Schletty said that the committee can revisit the park signs and have a practical proposal and a “Cadillac” proposal. The committee can present the plan to Council and then have something for the CIP. Napier said that the plan may correspond to the Marthaler Park reconstruction timeline.

4. Updates

a. **Council Update**

i. Wentworth Avenue Reconstruction Project- Council- Napier directed the committee to “flesh out the opportunity” to of the reconstruction in [conjunction] to the [reconstruction] of Marthaler Park. Lynch asked Napier if park signage was to be done independent of city branding. Napier says that he does not know; “it is up to the Mayor.” He did say that the new water tower would be a significant piece [of the city] imaging.

b. Assistant Parks and Recreation Director- Schletty said that with Dakota County using the north end of the park for storm water retention, the city can campaign to have the county pay for the parking lot in that area as well. Schletty hopes to put forth the Marthaler Park Reconstruction draft to Council in early March. A master draft will be finalized in early summer and the project will be bid by February 2019. Gausman added that he sees a lot of potential for Marthaler Park. Lynch asked if it were possible to do a bonfire of Christmas trees on the pond in Marthaler Park. Schletty asked who would clean up the mess.

Schletty said that the budget for the park reconstruction may not be the same; the reconstruction may also be done in phases. In this event, the committee will need reprioritize.

5. Other

a. Easter Event- Schletty said everything is “set” for the Easter Event. It will be on March 31, the day before Easter, 9:30-10:30 am. There will be a petting zoo and all four fields at Harmon will be used for the egg hunt. Age groups will not be mixed this year. (The committee talked about limiting the number of eggs that children could collect. Schletty said that this would be hard to enforce.) The gates will be locked prior to the egg hunt as well. There will be special prize eggs as well. Schletty will order “Volunteer” vests for the event. He asked Petrasek to solicit the Boosters for a donation. Petrasek said that he does not think the program needs any changes. He said, “If it ain’t broke, don’t fix it.” He is also wondering about Woody.

- b. Art Park-** Gausman asked about getting flowers for the Art Park. Schletty said that there is currently no funding for the Art Park. Sibley High School backed out of the project because the city cannot pay for materials. Gausman said that he might put out an inquiry to art groups. One idea put forth by the committee was to promote advertising by having a picture of Petrasek, on social media, sitting on the bench surrounded by pigeons or squirrels.
 - c. Golf Course-** Lynch asked if the golf course will open this year. Schletty said that it has not yet been determined. Napier added that Council is, “not driving the bus” on the decision. One idea for the golf course would be to reconfigure the tee box to holes or to shorten the course to seven holes. Scores would be lower.
6. **ADJOURNMENT**
The committee members adjourned at 6:28 pm. The next Park and Recreation Committee meeting will be held on Tuesday, March 13, 2018 at 5:30 pm.

Respectfully submitted,
Sharon G. Hatfield

CHAPTER EIGHT: PARKS AND RECREATION

EXISTING LAND USE

Existing Parks and Recreation Land Uses

Parks & Recreation: Primarily public active recreation activities improved with playfields/grounds or exercise equipment, golf courses, zoos, or other similar areas.

Parks and Recreation include 'mini-parks" (less than one acre), neighborhood parks, community parks, community playfields (athletic fields, ice arenas, for example) and large regional parks and open space. Approximately 12% or 398 acres of the land in West Saint Paul is devoted to Parks and Recreation. Large parks and open space areas are located on the western and eastern edges of the City (Dodge Nature Center and Thompson Park) as well as in the north central portion of the City (Harmon Park). Smaller neighborhood and community facilities are scattered throughout the City.

Parks and open space for recreation is an essential component of the overall urban fabric. With over 12% of the land used for parks and recreation, West St. Paul is in a position to create an inter-connected parks and open space system by creating linear connections between the major park facilities. For example, over the years, the city has implemented a trail system that links Thompson Park in the Northeast, to Thompson Oaks Golf Course, through Marthaler Park and Garlough Park in the Southwest. There are discussions to extend this trail system through Dodge Nature Center to Highway 110.

Commented [RS1]: Should this be updated?

Goals

- To provide for a system of parks and open spaces which will satisfy recreational needs of all citizens.
- To preserve significant open spaces and natural areas.
- To improve and expand the City trail system to enhance enjoyment of local natural features.

Commented [RS2]: Are these still City goals?

Policies

1. Neighborhood Park facilities should be developed so that all residential areas of the City are adequately served.

West St. Paul 2040 Comprehensive Plan Chapter 8: Parks and Recreation

2. Community Playfields for organized sports should be provided where possible.
3. The City should coordinate with regional and County Park, trail and open space plans.
4. The City should locate and develop parkland to take maximum advantage of local natural features or existing infrastructure amenities. All public parks and open spaces shall be improved in accordance with a Long-Range Capital Improvement Program (to be developed).
5. Encourage the continued use of school recreation facilities for City as well as school purposes.
6. The City should expand the local trail system, taking advantage of in-place natural feature amenities.
7. Support the North Urban Regional Trail for hiking and biking through West Saint Paul.
8. Encourage the North Urban Regional Trail alignment to interconnect Sibley High School, Dodge Nature Center, Garlough Park and Thompson Park.
9. Encourage the provision of "community" and "neighborhood" trails to provide access to park, school and other public and commercial services, and to provide hiking and biking recreational opportunities

Commented [RS3]: Is this relevant?

Commented [RS4]: River to River Greenway?

Commented [RS5]: River to River Greenway Trail?

DESCRIPTION OF PLANNED PARKS AND OPEN SPACE LAND USES

Parks & Recreation: Primarily public active recreation activities improved with playfields/grounds or exercise equipment, golf courses, zoos, or other similar areas.

Commented [RS6]: Delete?

Water: Permanently flooded open water, rivers and streams, not including wetlands or periodically flooded areas.

Although virtually fully developed, the City of West Saint Paul still contains a significant amount of natural beauty and resources, primarily within the south central and southwest parts of the City. It is intended that these significant environmental resources are preserved to the greatest extent possible. To that end, the City has established an environmental advisory committee. The powers and duties of the Environmental committee are established as follows:

Commented [RS7]: Is this still active? If so are the duties still current?

1. To perform fact-finding tasks as requested by the Council, commissions

or Committees.

2. To act in an advisory capacity to the City Council, Planning Commission or other West Saint Paul committees as the Council deems appropriate.
3. To cooperate and create liaisons with other governmental agencies, community organizations, private sector businesses, non-profits, educational, and civic groups to foster cooperation.
4. To develop and maintain a long term urban forestry plan.
5. To maintain a City website presence that informs citizens about environmental issues in the City of West Saint Paul and other jurisdictions.
6. To recommend sustainable and environmentally sound practices and sponsor seminars for the same including lawn care, rain gardens, native plantings, housing and consumption.
7. To review City facilities and practices for environmentally sound and sustainable best practices including rain gardens, erosion control and native plantings.
8. To sponsor community training and education opportunities.
9. To research and apply for grants and funding opportunities.
10. To promote the general welfare of the City.
11. To appoint subcommittees. The Committee may enlist the assistance of people or organizations that are not members of the Committee. The Committee does not have the power to make contracts, levy taxes, or spend or borrow money.
12. Others as set by the Council and Committee.

The City's natural resources are extremely valuable for both functional and aesthetic purposes. For example, wetlands serve as natural storm water retention areas during runoff periods. They also serve as natural habitat for numerous species of plant and animal life. In relatively recent years, their positive influence on residential environments has been recognized. This combination of functional as well as aesthetic values can be applied to most other environmental resources, including wooded areas and concentrated areas of steep slopes. The City has recently adopted a tree preservation and replacement ordinance for wooded areas.

Commented [RS8]: Still active?

Minnesota's waters have been grouped into two categories for purposes of regulations encouraging wise use and development for many types of water basins and watercourses. The waters involved have been classed as "Public waters" or "wetlands" depending on size, physical characteristics and ownership of surrounding lands. Any person, agency or organization proposing to change the course, current, or cross-section of Minnesota's public waters or wetlands, must obtain a permit from the Department of Natural Resources (DNR).

The DNR has also developed standards and criteria for the management of shoreland areas, adjacent to some of the public, waters and wetlands described above. The City of West Saint Paul administers and enforces shoreland management ordinances adopted in compliance with these standards and criteria.

Shoreland is defined as land located within 1000 feet from the ordinary high water mark (OHW) of a lake, pond or flowage; and 300 feet from a river or stream. DNR's classification system in order of least restrictive to most restrictive is:

1. General Development: shore presently developed for commercial, industrial or high density residential use.
2. Recreational Development: shores presently developed for medium density residential use with or without limited service-oriented commercial activities.
3. Natural Environment: shores presently developed for low density residential use.

Commented [RS9]: Is this current?

PARKS AND OPEN SPACE

The City currently does not have a Parks and Recreation System Plan. Therefore, the Parks and Recreation chapter of the City Comprehensive Plan is the City's official guide to park and recreation development, operations, and maintenance activities. This Plan component provides a framework for meeting the community's park and recreation needs. A variety of recreational resources currently exists within the City of West Saint Paul, including County, school district, City and private facilities. The West Saint Paul Park and Recreation Advisory Committee and the City Parks and Recreation director serve as advisors to the City Council in park related matters including; capital expenditures, park operation and maintenance.

Table 6 lists each facility according to functional classification and identifies size,

Commented [RS10]: Actually Table 18, is there a current table to insert?

ownership, and activities currently available. The Public Facilities map on page 36 locates each facility. City parkland and recreation space total 383 acres. Other public and quasi-public properties add another 184 acres to the total available land. Special use facilities including Dodge Nature Center, the municipal ice arena, the golf course, and the West Saint Paul Sports Complex account for a majority of this land. Public and private school facilities total 76 acres. The City enjoys a cooperative relationship with the public and private schools relative to joint use of recreational facilities.

Commented [RS11]: Reference Parks and Trails Map Figure 8-5

County Parks

Thompson County Park is classified as a "Community Park" because of its function in the City. Dakota County acquired most of the 57-acre facility in 1976, including about six acres owned by the City. The park is named for Thompson Lake, a development free 10-acre lake which has retained its natural setting. Land features include a mixed hardwood forest, grasslands and cattail marsh as well as rolling upland terrain. Facilities include: a large picnic area with two shelters, meeting/activity center building, hiking and cross-country ski trails, small day camp area, a pedestrian/bicycle overpass of TH52 connecting to Kaposia Park, a boardwalk trail, fishing pier and toboggan/ski slope.

Commented [RS12]: Is this current?

As referenced in the Comprehensive County Park Plan 2030, future plans for the park includes the realignment of the entrance road with Sperl Street, as well as additional trails. The City and the County recently approved funding to complete the realignment in the fall of 2008.

Commented [RS13]: Has this work been completed?

City Parks

The City Park and Recreation Director indicates that developed parkland is not evenly distributed throughout the City. As there is little opportunity to acquire additional parkland within the City limits, the need for both access and appropriate development of existing park space is paramount. A priority for the City would be to develop its currently undeveloped and underdeveloped community and neighborhood parks, and to develop additional playfield/court facilities as well. Realistically this requires an agreed upon set of priorities, workable and understandable set of community recreational goals and objectives, and a complimentary capital improvements program. This is best achieved through a Comprehensive Park and Recreation Plan, which evaluates neighborhood parkland needs and correlates those needs with master park plans.

To that end, the City developed a City-wide Parks Master Plan in August of 2000. The Master Plan created goals, policies, and a development plan that the City follows today. Following the City-wide Master Plan, individual park plans were developed for Harmon and Marthaler Parks along with a plan for the Sports

Complex. Additionally, in 2004 the City acquired approximately four acres of property adjacent to Harmon Park. The property, formerly owned by the Wolter's family, will be used in a future redevelopment/expansion of Harmon Park.

Commented [RS14]: Add additional wording for recent updates?

CAPITAL IMPROVEMENT PROGRAM

Park Development

West Saint Paul annually budgets approximately \$100k in expenses for Park Capital Improvements. This includes replacement of play structures, ball field improvements, and small trail improvement projects. This amount is funded annually through the City's Park Dedication Fund and general tax levy. For major improvements, the City anticipates Park Referendums to upgrade the City's existing parklands.

Commented [RS15]: Still current?

WHAT WE HEARD

Neighborhood meetings held at the beginning of the planning process that allowed residents to discuss the variety of things that they would like to preserve and change about the City. Some consistent responses, as shown in Figures 8-1 through 8-4, highlight the importance for parks and open space. Residents rate the quality of existing parks and trails "very good" which represents a great maintenance program and ownership by the City. When focusing on the future of the City, equal if not a higher precedence is placed on the importance of parks and open spaces. The City should continue to maintain and improve its parks and trails to provide an ongoing amenity to its residents with additional focus on increasing the amount of safe connections for people walking, biking, or other non-motorized means of transportation.

FIGURE 8-1

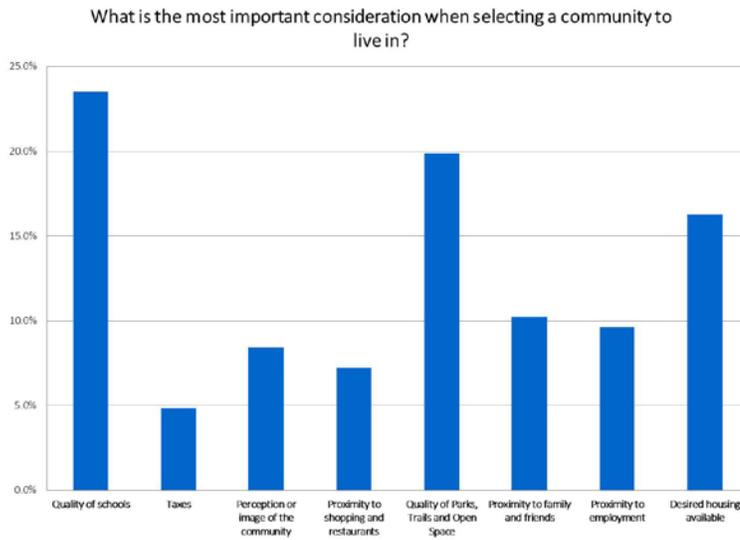


FIGURE 8-2

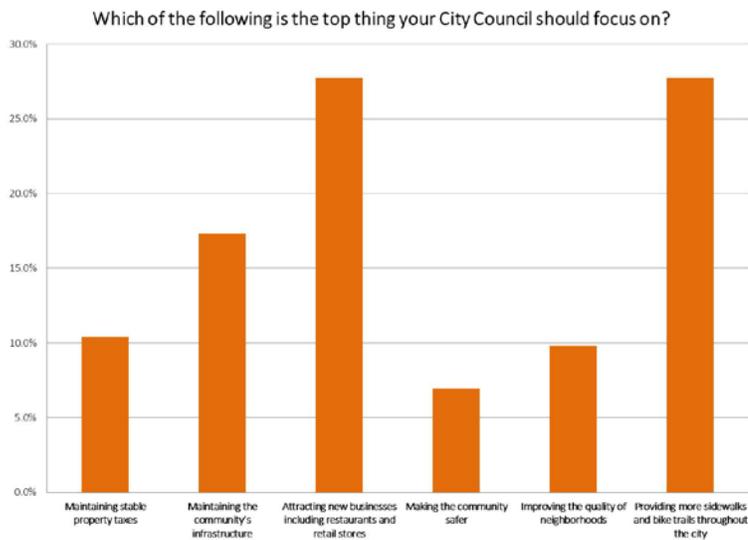


FIGURE 8-3

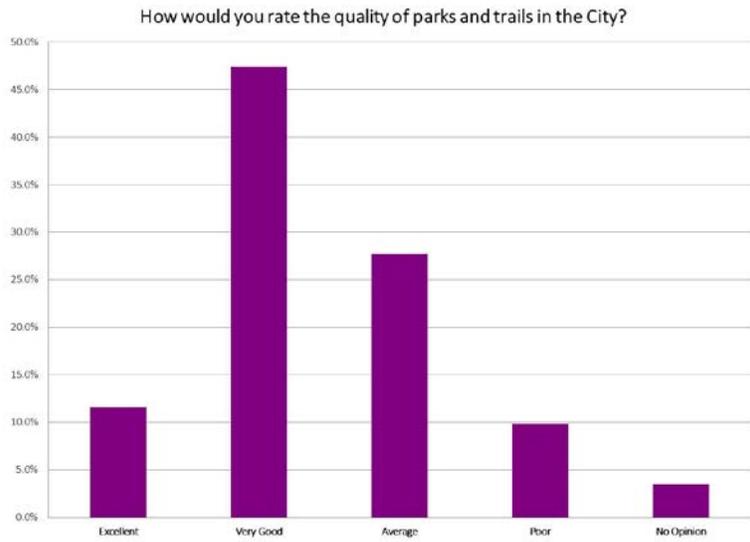


FIGURE 8-4

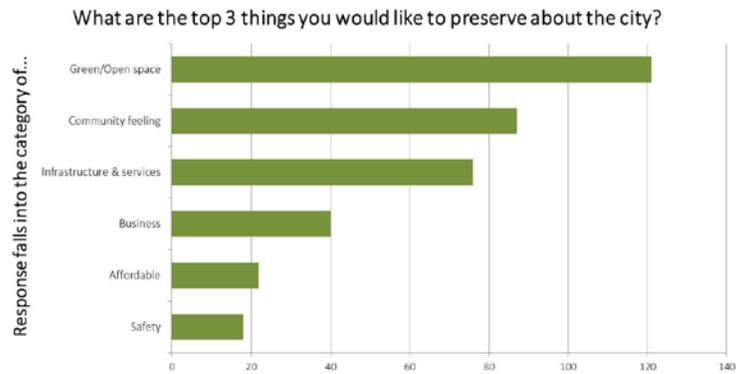


FIGURE 8-5: PARKS AND TRAILS MAP

