



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

PARKS AND RECREATION ADVISORY COMMITTEE MEETING

MUNICIPAL CENTER COUNCIL CHAMBERS

1. Roll Call

2. Adopt Minutes

2.A. Approve May 8, 2018 Minutes

Documents:

[MAY 8.PDF](#)

3. New Business

3.A. New Committee Bylaws And Committee Expectations

As was mentioned last month, the City Council has recently adopted new Bylaws and Committee Expectations for all Advisory Committees. The attached documents will be explained and discussed.

Documents:

[6-6-18 COMMITTEE EXPECTATIONS.PDF](#)

[2018 BYLAWS.PDF](#)

3.B. Discussion On Condition Of Mud Lake

Residents around Mud Lake have recently expressed concern about the condition of Mud Lake. We will have a discussion of the issues and possible solutions.

3.C. Haskell Park Maintenance Work

Maintenance staff are in the process of a few projects at Haskell park, including clearing fences around the property. There are questions about court use that we would like PRAC feedback on.

4. Old Business

5. Other

5.A. City Council Updates

5.B. Staff Updates

6. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA*

MINUTES
WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING
May 8, 2018

Park & Rec. Members Present: Bonnie Bellows, Brad Erickson, Bob Gausman, 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

Presenter: Tim Olson, Bolton and Menk

1. **REVIEW/APPROVE MINUTES**

Co-Chair Lynch called the meeting to order at 5:31 pm.

The meeting minutes from March 13, 2018 were approved with these corrections:

Under “New Business” paragraph four, “\$” should be changed to “#.”

The spelling of member Erickson’s last name should be corrected to “Erickson.”

2. **NEW BUSINESS**

a. **Wentworth Ave Project-Park Impacts**

Tim Olson of Bolton and Menk, came before the committee previously to talk about the Wentworth Avenue Reconstruction and storm water management solutions in Marthaler Park. Olson came to today’s meeting to talk about watershed in the western part of the project and the ways to handle stormwater in Weschcke Park.

The project is very complex because of the many hills along Wentworth Avenue. The city and the county has come to a consensus to how the project should look; Bolton and Menk have come to a “sixty-percent design plan submittal. The plan includes sewer configuration, utility conflicts, corridor profile, trails and storm water management. Bolton and Menk is working with St. Stephen’s Church. St. Stephens Church is in a critical area on Wentworth Avenue; it lies in the “ultimate low point” of the project. Dodge Nature center also heavily relies on wetlands in this corridor. It is very important to control the water flood/rate/volume in this area because of the proximity of homes. St. Stephens is interested in storm water management education and is open to “change” in order to handle the storm water [problems.]

The first solution Bolton and Menk considered involved clear-cutting many trees and grading the area to manage storm water. It was not the best solution environmentally. Bolton and Menk then looked at the “wet pool” and thought about expanding it to control storm water. [After construction] storm water will increase because of the “triple whammy” of going to “no curb and gutter along Wentworth” to doubling the amount of curb and gutter/roadway and taking away the natural watershed storage area. With the current plan, the water will drain to the north of the plan area.

Olson feels that the plan would be a positive thing environmentally. The pond is surrounded by “scrubby, non-native trees”; the trees can be replaced by native plantings. Expanding the flood storage/wet storage and the pond (through grading and sloping) will increase sedimentation and help with water quality and pollution. (It is unknown how much is area is wetland right now. The plan cannot excavate into wetland area around the pond.) Bolton and Menk would like to grade/slope the pond steeper to handle more

storm water. They must wait until more study has been done to avoid excavating into possible wetland area.

Some grading will be done outside of the tennis courts. Most of the grading will happen in the drainage utility easement, and unfortunately, on church property. Part of the church parking lot will be converted into a rain garden. The church and the Montessori school will take on educational signage for the storm water managements and environmental stewardship. The city can apply for funding from water and soil resources for the storm water features (i.e. rain garden).

Bellows asked if the DNR would be involved in the project. Olson said that the DNR gets involved when a project is below their "ordinary high water mark." Bolton and Menk would try to avoid this. The project does not affect habitat. It is also county project. (Wentworth is a County State Aid Highway that is locally-maintained.) The majority of the funding for the project is coming from Dakota County. A big chunk of the funding is coming from Federal Aid as well.

Weschcke Park is the only place where flood control can be done, "on this side of the project" and the impact to the park will be noticeable. Olson would like the committee's approval for the plan. Lynch asked if the stream crossing the road will increase; Olson said no.

Erickson asked if the neighbors are aware of the project. Neighbors have been involved in the discussion and invited to public meetings. Presently, they do not know that there will be work done in the park. Olson said there will be no elevation/flood plain change to the area and there will be no net loss to the people that live nearby. There will be no erosion caused by plant removal and the plan will try to maintain privacy screening between the church and Wentworth residents. The park will lose some turf. The plan will try to save the older taller trees. No amenities will be leaving the park. [Optimistically] there will be a "mowing diet" with the new plantings in the proposed plan.

Olson asked the committee if they had any comments or questions. Lynch said he liked the plan and that he visited the park a lot. He did not feel that the park would lose much; the area around the water is very muddy and marshy. Olson would like to see an emergent wetland/seed mix in the area. He added that native plantings (if maintained properly for five years,) help keep out the invasive plant species as well. St. Stephen's Church has also offered to help with maintaining new plantings.

Olson said that there is another contractor working on storm sewer design issues on Wentworth; they will work with Bolton and Menk. Their plans will be "mashed together." Schletty asked if there was consensus with committee members regarding Bolton and Menk's plan. Ultimately, Council will have to review and approve the plan. Olson said there is still time to change the plan; this what is need to keep the federal process going. Schletty said that he would inform the park maintenance department of the plan.

A motion was made to approve the plan. Discussion followed. Bellows clarified that it was the "60% plan," (the Bio-Retention concept for the regional pond) that was being approved. The plan was approved by the committee. All Ayes.

Olson updated the committee on the plans for the Marthaler Park. He said that there is not a whole lot of difference since the last time Olson came before the committee. The city is proceeding with the Park Master Plan and the reconstruction of the park. Bolton and Menk is designing the future parking lot (off of Wentworth) and are moving into the “60 percent plan.” Some features have been changed and/or relocated. The plan includes a single row parking lot, which will open up some “green space” for water drainage features. This will help with water quality, rate control and volume control. In the current plan, the wetland and the infiltration basin have “switched” locations. (The bio retention features will also be bigger.) There is more benefit to the water control plan with less impervious paving in the current plan. There are still plans for educational signage. The footprint of the park will not change significantly. The volleyball court will not be moved. Petrasek asked for more parking spots; there are a lot of people parking on Humboldt presently.

3. OLD BUSINESS

a. Recap Easter Celebration

Lynch said that it was successful even though it was very snowy. Schletty reported that 152 tickets were given out to the children. Because the participants were very spread out in the park, Schletty put the winning tickets on the wall. Some prizes were unclaimed. There were great volunteers with plenty of help. Schletty said he would not change much for next year. Lynch asked about having fire pits for the event. Schletty said that it was a possibility but for a one-hour event, fire pits might not be needed. Napier said that the people of West St. Paul are “real troopers.” They dug through the snow for the eggs. Schletty said that we might have to have the petting zoo in the warming house if it is cold; the only drawback is that the warming house is a little far from the fields.

b. Warming Houses/Skating Rinks

Schletty reported “part of the long term CIP is to replace the parks’ [aging] warming houses.” The city is looking to replacing the warming houses. Options include enclosed heated structures and unstaffed three-sided structures, with timed lighting and heating. The city could expedite the process by only having only a certain number of rinks and houses by taking down the ones the city is not using now. The city closed some warming housings and not heard any complaints about the closures. The city could put picnic tables on the concrete slabs after tearing down the unused warming houses. Erickson said “Haskell has to go.” Emerson has not been flooded for the last past years, Oakdale and Kennedy were not flooded either.

Schletty will put together a report on rink usage for the committee. For some reason, the use at Orme Park decreased dramatically. Schletty said that it was not a good year for ice skating at the parks. Lynch asked if the demolition of the warming houses would be in-house. Schletty replied yes. Erickson asked if the city could look at flooding policy this year. He heard a lot of complaints. Schletty said yes and the city will adopt a new method of fan spraying the ice rinks using a one-ton truck. Only one man would be needed to reestablish the ice. The ice would have a Zamboni feel.

4. Updates

a. Council Update

- i. **Memorial for 1010 Dodd;** there was a move forward to establish a memorial at 1010 Dodd. There will be detailed conversations later about this. It is not

technically a park; but the committee will have some input on the memorial. Ultimately, it will have to be designated a park to have a monument.

- ii. **Sports Complex-** Napier said that the staff has done a good job on the fields. Schletty added that reconstruction will be done this fall.
- iii. **Former Golf Course-** The management company that now runs the Sports Dome will open a nine-hole foot golf course at the former Thompson Oaks Golf Course. Napier added that this would be a way to get revenue for the space before it is developed. The foot golf course would not be played on the YMCA land.

5. **Other**

- i. **Committee Membership-** Schletty said, “We are one member down.” Council is continuing to look for new applications to the committee.
- ii. **Wetland space in [Weschcke] Park-** Bellows asked what will happen to a particular area in the park. Schletty said that he would put it on a list for park maintenance staff.
- iii. **Splash Pad-**The Splash Pad will run from Memorial Day through Labor Day. The city is trying to cut down costs for the park by not opening the splash pad too early in the season.

6. **ADJOURNMENT**

The committee members adjourned at 6:33 pm. The next Park and Recreation Committee meeting will take place on Tuesday, June 12, 2018 at 5:30 pm.

Respectfully submitted,
Sharon G. Hatfield

**WEST ST. PAUL COMMITTEE MEMBERS'
EXPECTATIONS**

Adopted by the Council 4/9/18

I PURPOSE

This document establishes expectations and associated remedies that City of West St. Paul committee members agree to abide by in carrying out their duties as advisory officials. The West St. Paul Committee Members' Expectations document does not supersede any existing or future statutory or constitutional rights, but simply outlines appropriate committee expectations, behavior and interactions with each other, City staff, citizens and all other groups encountered as a result of City business so as to efficiently and effectively develop and carry out the mission, vision, goals and established policies of the City. Whenever referenced herein, the terms "committee member(s)" shall refer to all committees and commissions and members serving on a volunteer West St. Paul committee or commission.

Except for the Charter Commission, Committee members are appointed by the City Council and serve on a volunteer basis. The City Council sets the rules, expectations, roles, and responsibilities for each of the advisory committees that serve the City of West St. Paul. The City Manager and staff liaison are responsible for assisting the City Council by providing information (as requested) to the advisory committees to assist them with making public policy recommendations to the City Council.

II COMMITTEES

Terms are as assigned by the City Council. Below is a brief description of the West St. Paul advisory committees:

- Planning Commission – This Committee advises the City Council on all City land use planning matters. Duties include the development and maintenance of the West St. Paul Comprehensive Plan, carrying out procedures directed by the City Council and making recommendations to the City Council.
- Parks and Recreation Advisory Committee – This Committee advises the City Council on the proper use of and care for parks and advises on policies covering recreational activities of the City.
- Environmental Committee – This Committee advises the Planning Commission and City Council on natural environment issues.
- Charter Commission – The Charter Commission recommends Charter amendments to the City Council regarding governance of the City.

III STANDARDS OF OPERATION

The residents and businesses of the City of West St. Paul are entitled to have fair ethical and accountable local government. Such a government requires that committee members:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the government in state statute, City Codes and Ordinances, and the City Council's own meeting expectations;
- Be independent, impartial and fair in their judgment and actions;
- Use their position for the public good, not for personal gain; and
- Encourage public confidence in the integrity of City government and its fair and effective operations.

IV STANDARDS

To this end, the City of West St. Paul has adopted these twelve Standards for all committee members:

1. **Act in the Public Interest** – Recognize that stewardship of the public interest must be their primary concern while working for the common good of the people of the City of West St. Paul and not for any private or personal interest, and they will endeavor to treat all person, claims and transactions in a fair and equitable manner.
2. **Comply with the Law** – Comply with the laws of the nation, the State of Minnesota and the City in the performance of their public duties. These laws include, but are not limited to, the United States and Minnesota constitutions; laws pertaining to conflicts of interest, employer responsibilities and open processes of government; and City ordinances and policies.
3. **Respect for Process** – Perform duties in accordance with the processes and rules of order established by the federal law, state statute, City ordinances, and other policies and procedures that have been established.
4. **Decisions Based on Merit** – Make decisions or recommendations based upon the merits and substance of the matter at hand.
5. **Disclosure of Corruption** – Commit to disclosing to the appropriate authorities any behavior or activity that may qualify as corruption, abuse, fraud, bribery or other violation of the law.
6. **Conflict of Interest** – Not to use their position on the committee to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable state law in order to assure their independence and impartiality on behalf of the public good.
7. **Gifts and Favors** – Not to take advantage of services or opportunities for personal gain by virtue of their public appointment that are not available to the public in general; and not accept gifts that are in violation of state statute and City policy.
8. **Data Practices** – Adhere to state statutes and the City's data practices policy in the handling of private or confidential data. Keep confidential matters confidential.
9. **Use of Public Resources** – Not to use public resources which are not available to the general public for private gain or personal purposes in a way that they conflict with state statute or City policy.
10. **Policy of Chain of Command** – Respect and adhere to the proper chain of command, including working issues through the staff liaison and City Manager.

11. **Positive Work Environment** – Support the maintenance of a positive and constructive environment for residents, businesses, and all employees. All committee members are required to seek affirmative ways to cooperate and work with employees, public officials and members of any organization with whom with City needs to have a good working relationship.
12. **Compliance and Enforcement** – City management has the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of City government.

V ROLES/RESPONSIBILITIES

1. **Meetings** – The committee chair presides over the meeting. Speakers, including committee members, shall not speak until recognized by the chair.
2. **Act in the Public Interest** – Recognizing that service to our citizens must be our primary concern, committee members shall work for the common good of the people of West St. Paul and not for any private or personal interest. Committee members will treat all persons, claims and transactions in a fair, respectful and equitable manner.
3. **Preparation** – Committee members are expected to be prepared for meetings.
4. **Agenda Preparation** – The staff liaison assigned to each Committee is responsible for preparation of the topics on the meeting agendas and the supporting materials. At the Committee meeting, agenda items may be added or deleted by a committee member if approved by a majority of the committee members in attendance at the meeting.

VI CONDUCT OF MEMBERS

1. **Staff Direction** – The committee members may request further clarification or research of the staff liaison on an issue or topic in which the committee is reviewing.
2. **Citizen Questions** – Committee members should refer questions and concerns from citizens to the staff liaison or appropriate department director. City staff should report back to the City Manager on the resolution of the referral.
3. **Respect for Staff Time** – If a committee member is utilizing an inordinate amount of staff time, the staff liaison is required to bring this to the attention of the City Manager for resolution.
4. **Interactions** – Committee members shall refrain from abusive conduct, or verbal or written attacks upon members of the City Council, boards, commissions, committees, staff or the public.
5. **Respect for Process** – Committee member duties shall be performed in accordance with the processes and rules of order established by the City Council.
6. **Use of Public Resources** – Public resources that are not available to the general public (e.g. City staff time, equipment, supplies or facilities) shall not be used by committee members for private, personal or political purposes.
7. **Advocacy** – To the best of their ability, committee members shall speak with one voice in representing the official policies and positions of the Committee.

8. **Improper Influence** – Committee members shall refrain from using their position on the Committee to improperly influence the deliberations or decision of City Council, City staff, boards, commission or committees.
9. **Positive Work Environment** – Committee members shall support a positive, efficient and effective environment for residents, businesses and City staff.

VII COMMUNICATION

1. **Sharing of Information** – It is the responsibility of committee members to publicly share information with all other committee members that serve on their respective committee that they have received from sources outside of the public decision-making process which pertains to a topic under consideration. New information or data obtained by committee members, pertinent to a topic being discussed, will be distributed through the staff liaison or City Manager to the other committee members. Upon reviewing the new information, the committee may adopt a motion to postpone further consideration of the information until all members have had time to review and interpret this new information.
2. **Focused Discussions** – Committee members shall work to keep discussions and debates focused on the item under discussion without introducing extraneous or irrelevant information.
3. **Request for Information** – All committee members shall receive the same information at the same time when deemed appropriate for distribution by City staff.
4. **Confidential Information** – Committee members shall respect and preserve the confidentiality of non-public, protected non-public, private, and confidential information provided to them concerning matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.
5. **Notice of Attendance** – If any committee member has knowledge or reason to believe that there will be a large or emotional attendance at an upcoming committee meeting, they have an obligation to inform the staff liaison as soon as they become aware of the potential situation.

VIII IMPLEMENTATION

1. **Orientation** – The West St. Paul Committee Members' Expectations shall be included in the regular orientations for new committee members.
2. **Compliance** – Committee members themselves have the primary responsibility to assure that the West St. Paul Committee Members' Expectations document is understood and followed and that the public can continue to have full confidences in the integrity of the City of West St. Paul.
3. **Enforcement** - If a committee member engages in inappropriate behavior, it is the responsibility of the City Council to police its committee members. When inappropriate behaviors are observed, the committee chair, staff liaison or any member of the City Council may notify the City Manager. The City Council may discuss the behavior at a City Council work session, or otherwise address the situation through the removal of the committee member. By direction of the City Council, it will be determined whether:

- a. A letter is sent to the offending committee member from the Mayor stating that they have been found operating outside the established West St. Paul Rules of Conduct, requesting them to correct the behavior identified as inappropriate; or
- b. The committee member is formally sanctioned by resolution at a City Council meeting; or
- c. The committee member is removed from the committee by the City Council; or
- d. No action is taken.

I have received a copy of the West St. Paul Committee Members' Expectations and hereby agree to comply with its terms and conditions for as long as I serve on the committee.

NAME OF COMMITTEE:

Signature of Committee Member

Printed Name

Date

WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE BYLAWS

I PURPOSE

The purpose and responsibility of the Parks & Recreation Advisory Committee is to act in an advisory capacity to the City Council in matters pertaining to parks and recreation.

II MEMBERS

The Committee shall consist of seven (7) members. Ex-officio non-voting members include one City Council member, one representative from the West St. Paul Athletic Association and one City Staff member. The City Council member shall be available to address any questions raised by the Committee regarding items on the agenda.

III APPOINTMENTS, TERMS, VACANCIES

- A. Appointments. All appointments shall be made by the City Council, with each member of the City Council having the right to nominate one member from their respective wards.
- B. Terms. Members of the Committee are appointed for a term of two (2) years. Members shall hold office until March 1 of their expiring terms or until their successor is appointed.
- C. Vacancies. A vacancy may occur by death, resignation, disability or removal. A member with three (3) or more absences in a year shall be subject to removal by the City Council. Any member may be removed by the City Council with or without cause.

IV OFFICERS

The Committee will elect a chair and vice-chair from among its members for a term of one year. The chair, or in the absence of the chair, the vice-chair, presides at meetings so as to keep them moving as rapidly and efficiently as possible and shall remind members and guests to only address the subject matter on the published agenda.

V DUTIES

The duties and functions of the Committee shall be:

- A. To perform fact-finding tasks as requested by the City Council that pertain to parks and recreation.
- B. 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.

- C. As requested by the City Council, to study and recommend policies to the City Council on recreation services to the City Council.
- D. 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.
- E. Other duties as assigned by the City Council.

VI STAFF

The City Manager shall appoint the appropriate City Staff members to review, approve and prepare all agendas, to make recommendations to the members, to advise them on all matters on their agenda, and to prepare all reports. The City Staff members shall keep the City Manager apprised of all matters concerning the Committee. The City Manager shall appoint a recording secretary to take minutes of the meetings or shall arrange for such minutes to be taken.

VII MEETINGS

- A. Regular Meetings. The Committee shall prepare a regular meeting calendar and place of meetings, which shall be approved by the City Council on an annual basis.
- B. Special Meetings. When deemed necessary by the City Manager, a special meeting may be called by the chair or any three (3) members of the Committee. Notice of any special meeting must be posted at least three (3) days in advance and Committee members shall be provided at least three (3) days' notice of the time, place and purpose of the meeting.
- C. Notice. All meetings of the Committee are open to the public and shall comply with the Open Meeting Law for posting and publishing all meetings. No business shall be considered at a special meeting unless specified in the notice. Notice of all meetings shall be sent to the City Council.
- D. Minutes of Meetings. The Committee shall keep minutes of its meetings. Copies of all minutes, motions and resolutions shall be available to the public upon request, unless such information is nonpublic data pursuant to the Minnesota Government Data Practices Act.

VIII RULES OF PROCEDURE

- A. Roberts Rules of Order. The most current edition of Roberts Rules of Order shall govern the Committee so long as they are not inconsistent with these bylaws or any special rules of the Council.
- B. Amendment. These Bylaws may be amended by the City Council.
- C. Temporary Suspension of the Bylaws. In special circumstances, the Committee may suspend a specific rule of the Bylaws by 2/3 vote.

IX COMMITTEE EXPECTATIONS

Each member shall agree to and sign the West St. Paul Committee Members' Expectations.