



PARKS AND RECREATION ADVISORY COMMITTEE MEETING

**CITY COUNCIL CHAMBERS
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118
SEPTEMBER 13, 2022 at 5:30PM**

1. Roll Call

2. Adopt Minutes

2.A. Approve July 12, 2022 Minutes

Documents:

[071222.PDF](#)

3. New Business

3.A. Discussion Of Core Values

Documents:

[CORE VALUES.PDF](#)

3.B. Committee Planning Calendar

3.C. 2022 Halloween Events

3.D. Park Master Planning

4. Old Business

4.A. Parks & Recreation Advisory Committee Goals And Objectives

4.B. Park Naming Policy

Documents:

[ATTACHMENT - PARK NAMING POLICY 2-28-22.PDF](#)

5. Other

5.A. Council Updates

5.B. Staff Updates

5.B.1. Marthaler Redevelopment Update

5.C. Environmental Committee Liaison Updates

6. Citizen Comments

7. Adjourn

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WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE
MEETING MINUTES
5:30 PM, Tuesday, July 12, 2022
West St. Paul Council Chambers

Park & Rec. Members Present: Vice-chair Bonnie Bellows, Luke Abrahamson, Pat Armon, Sara Blair, Kelly Hagler

Absent: Kelly Gibbons, Dave Lynch, Teresa Smock, Emily Vergin

Non-Voting Members Present: Council Liaison Wendy Berry, Assistant Parks and Recreation Director Dave Schletty, Recording Secretary Sharon Hatfield

1. Roll Call

2. Adopt Minutes

Vice-Chair Bellows called the meeting to order at 5:30 pm. The June 14, 2022 minutes were approved by the Committee.

3. New Business

a. Updated Bid/Ped Plan Presentation by Kimley-Horn

Assistant Parks and Recreation Director Schletty talked about the plan that had been approved by Council 10 years ago. Street Technician Cody Joos has been working with Kimley-Horn consultants, Lydia Statz and Maura Haas, to update the plan.

Joos related that the City has gone through a lot of development in recent years. The changes put in motion a reevaluation of the bike pedestrian infrastructure. Statz reviewed the process of the new plan. "Go West St. Paul" is the name of the City's new Master Pedestrian and Bicycle Plan. It is an update to the 2011 plan. The plan includes sidewalks, trails, on –and off-street bikeways and programs and policies. It has a focus on equity and public health. One of the updates to the plan is that there will be more emphasis on off-street trails and sidepaths than on –street bikeways. The new plan will also tie into the G line Arterial Bus Rapid Transit; it will travel up Robert Street. The primary concern for city residents regarding the plan is safety, particularly at intersections. There is a need for a more protected bike infrastructure.

Committee members discussed the map and suggested adding safer trails and accessibility to schools, including the early childhood learning center. The intersections at Logan Avenue/ Robert Street, Charlton/Marie and Butler/Ohio were flagged by the Committee for study as well.

b. Environmental Committee Liaison Change

A motion was made by Member Blair to elect Vergin as Liaison to the Environmental Committee. Member Armon seconded the motion. The motion carried. All Ayes.

c. Parks & Recreation Advisory Committee Goals and Objectives

Schletty suggested tabling the discussion until the full committee could meet again and discuss strategic goals.

4. Old Business

a. Park Naming Policy-

While the Chair was absent, Committee Members discussed having the Disc Golf Course named after him.

b. Park Project Wish List

Clpn. Berry put forth an idea from one of her children. They would like to model all of the parks on the successful reconstruction of Thompson County Park. It is a “big ask” and the City would not need to do it the same scale. Committee members concurred. Schletty said that this request fits in well with the reevaluation of the Master Plan for the parks.

5. Other

a. Council Updates

- i. **Thompson Park Open House-**Berry said that there would be an open house this Thursday at the park, 4-8 pm. The police will be teaching children how to fish. There would also be food trucks.
- ii. **Pool Park and Kennedy Park-** Berry related that some residents wanted updates on the playgrounds for these parks.
- iii. **Trash in the parks-** There have been a number of online complaints. Berry noted that no one ever posts when the parks look good. Berry asked residents to say something to staff if there is trash in the parks, and if the trash belongs to the resident, to pick it up. It is hard to hire people to pick up trash in the current job market. Schletty added that staff would be addressing the issue (especially at Harmon Park), at a future Council meeting.

b. Staff Updates

- i. **Explore West St. Paul Days-** Schletty reported that the Environmental Art and Culture Day planned for the Saturday afternoon has been cancelled. There was not enough interest from vendors to hold the event. Staff is working with the vendors that did sign up to participate in the City Open House. The art sculpture contest has also been cancelled due to lack of registrants. The City will look at how to better advertise the contest next year.
 - ii. **Ice Arena Project-**The Ice Arena project is going well. The addition is going up and the reconstruction is scheduled to be done by October.
 - iii. **Summer Programs -**The programs are running smoothly. The second movie in the park is scheduled for this Friday at Southview Park.
- c. **Environmental Committee Liaison Updates-**Schletty reported that the Environmental Committee met last week and started its goal setting and objectives. They decided they would like to have a worksession for next month’s meeting. They would also like to have a joint meeting the Parks and Recreation Committee.

6. Citizen Comments

- Chris Shepard, 792 Upper Colonial Drive, Mendota Heights
- Kelly Griffen, 354 Orme Street

7. Adjournment-The meeting was adjourned at 6:59 pm.

Respectfully submitted,

Sharon G. Hatfield

TO: Park & Recreation Advisory Committee
FROM: Parks & Rec Director
DATE: September 13, 2022
SUBJECT: Creation of Core Values



BACKGROUND INFORMATION:

At the August work session, the Committee developed a list of priorities for the next couple years. One of those priorities was to create a list of Core Values. These Core Values will be used when discussing and developing all parks and recreation items moving forward. At the work session members began to discuss some options for the core values including:

- Accessibility
- Community
- Equity
- Safety
- Environmental Aspects
- Fiscal Responsibility

STAFF RECOMMENDATION:

Discuss and create a list of Core Values for the Parks and Recreation Advisory Committee to use for all future discussions.

Approved by: City Council

History

Adopted: February 28, 2022

Amended:

A. Purpose

The naming or renaming of parks and recreational facilities is complex and sometimes emotional since assigning a name is a powerful and permanent identity for a public place and/or facility. The naming and renaming of parks and/or recreational facilities often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive and constant name changing can be the source of confusion to the public. The purpose of this policy is to provide guidance to those that have an interest in the naming and or renaming of the City of West St Paul's parks and/or recreational facilities. The responsibility for naming and or renaming of City parks and recreational facilities lies with the City Council. The City Council will rely on the Parks and Recreation Advisory Committee for input and recommendation for the naming and or renaming of City parks and recreational facilities.

B. Objectives

- Naming of City parks and recreational facilities enhances a sense of community within the City.
- Ensure that parks and recreational facilities are easily identified and located.
- Ensure that names given are consistent with the values and characteristics of the City of West St Paul.
- Assure the quality of the title/name, so that it will serve the purpose of the City in a permanent manner.
- Encourage public participation and input in order to fully represent the best interest of the City.
- Encourage and recognize the dedication of lands, or donations by individuals or groups.

C. Qualifying Names and/or Criteria

- Geographical location of the park or facility including descriptive names, such as a street
- An outstanding feature of the area. (example: hill, pond, vegetation)
- Commonly recognized subjects of historical significance such as; event, person (non-living), group, culture, or place.
- A person (living or non-living) or group who significantly contributed to the acquisition or development of the park/facility.

- An individual (living or non-living) who provided an exceptional service in the interest of the park system as a whole or for the community as a whole.
- A person (living) whose contribution or significant gift is of a most extraordinary nature.
- Naming may be considered based on the provision of significant funding that underwrites the cost of renovation or construction of City property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable City projects such as parks, buildings or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.
- Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

D. Exclusions

- Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables shall be addressed under a separate parks policy.

E. Renaming

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.