



**PARKS AND RECREATION ADVISORY  
COMMITTEE MEETING  
MUNICIPAL CENTER COUNCIL CHAMBERS  
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**

**Date and Time**

1. Roll Call

2. Citizen Comments

3. Adopt Minutes

3.A. Approve November 14, 2023 Minutes

Documents:

[PRAC MINUTES 111423.PDF](#)

4. New Business

4.A. Marthaler Park Construction Update

Documents:

[MEMO - MARTHALER PROJECT UPDATES DEC 2023 PRAC.PDF](#)

4.B. 2023 Recreation Review

Documents:

[MEMO - 2023 RECREATION REVIEW.PDF](#)  
[ALL PROGRAMS SUMMARY 2023.PDF](#)

5. Old Business

6. Other

6.A. Commissioner's Park Updates

6.B. Environmental Committee Liaison Updates

6.C. Staff Updates

6.D. Council Updates

7. Adjourn

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[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*

**WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**6:00 PM, Tuesday, November 14, 2023**  
**West St. Paul Council Chambers**

**Park & Rec. Members Present:** Chair Dave Lynch, Luke Abrahamson, Bonnie Bellows, John Cronin, Teresa Smock, Emily Vergin, Nadine Wenzel

**Non-Voting Members Present:** Councilmember Wendy Berry; Parks, Recreation, & Environment Director Eric Weiss

Chair Lynch called the meeting to order at 6:00 p.m.

- 1. Roll Call**
- 2. Citizen Comments-NA**
- 3. Adopt Minutes**

The September 12, 2023 minutes were approved by the committee.

**4. New Business**

**a. 150 Thompson Redevelopment Update**

Parks Director Weiss gave a presentation on the current activities of the 150 Thompson Avenue (former proposed Hy-Vee site) property site. The city purchased the property and hired an urban design consultant to render development concepts of the site. Then the city partnered with a local developer, Greco, to design and eventually develop the project. The goal is to have a vibrant and unique mixed-use town center space. The site has certain design considerations; it is part of the regional trail system, and its typography includes a stormwater retention pond. Residents who participated in the open house and online survey emphasized the need for an outdoor space that provides year-round use and play for all ages. An online survey will be open for additional feedback through early December. There will be other opportunities for community input as the project progresses.

Committee members discussed the redevelopment and the need to have a space that was welcoming to different children's age groups and different abilities, educational opportunities, parking, and the types of attractions (retail and recreational), that will draw interest to the proposed city center.

**b. Staff Project Updates- November 2023**

**a. Park System Plan Update**

Parks Director Weiss reported that the full plan is not ready to be presented yet. The hope is to present the plan in January or February to the committee.

**b. Community Center Feasibility Study**

The city is doing a study, (which includes a focus group and an online survey) to see if it is feasible financially to create a community center for West St. Paul. The study is being done with the City of Mendota Heights. Results of the study will be brought to the January or February committee meeting.

**c. Marthaler Park Construction**

Construction continues in Marthaler Park. There have been some delays with the construction because of state permitting and other consultant/contractor issues. Spring or early summer will be the grand opening for the park.

**d. Park Asset Management Plan-**

Parks Director Weiss is developing a system to track every asset in the city parks. The new system will help in formulating the Capital Improvements Plan (CIP). A conditions assessment of every asset will be performed regularly to determine rehabilitation and

replacement costs. The hope is to input the data gathered into a Geographic Information System (GIS).

**e. Rinks and Warming Houses 2023-2024**

The unpredictability of warming weather is making it increasingly difficult for the city to provide quality outdoor ice facilities. With a predicted “Super El Nino” this winter and declining participation in ice sports, the Parks Department will focus flooding and staffing efforts this year on the rinks in Harmon and Orme Parks. Chair Lynch mentioned the possibility of asking volunteers (hockey team coaches and players) to help flood the rinks at night.

**f. Park Safety and Stewardship**

There has been an increase in vandalism and concerning activity in the parks. The activity is costly and creates safety issues in the parks. Park systems across the country are experiencing the phenomenon. The city is developing a multi-pronged approach to address these issues.

**g. Events, Engagement and Communications (EEC)**

The city will examine all its events, engagements, and communications to develop a plan to elevate and streamline all aspects of its community engagement, not only for the Parks Department but also for Police, Fire, Planning, and Public Works departments. The city is developing an EEC team, plan, and a resource library. Recreation Programmer Sam Murphy will be the lead person for this project.

**h. Fall/Winter Recreation and Programs**

Recreation Specialist Sam Gray will do a wrap-up report on the 2023 programs at the next meeting. Recreation programming opened registration on November 7.

**i. November and December Events**

Recycling Coordinator Courtney Selstad is offering a series of activities including, “Cooking with Leftovers” and the “Fix-It Clinic. She has set up a station for residents to recycle their holiday lights outside Council Chambers.

**5. Old Business-NA**

**6. Other**

**a. Commissioner’s Park Updates**

**a. Emerson Park** - Member Smock said pickleball is still popular in this park.

**b. Fairy Doors** - Member Vergin commented that the fairy doors are still popular too.

**c. Garlough Park** - Chair Lynch reported there are still trees laying down in Garlough Park that are causing some disc golf players irritation. It is an opportunity for a shredder and to spread the wood chips around.

**b. Environmental Committee Liaison Updates**

Member Vergin reported on the committee discussion. They talked about the Explore West St. Paul Days Event and what the committee would like to repeat or change for next year’s event. They would like to coordinate events with the Parks Committee in the future. They reviewed goals and objectives, especially for the Green Steps program. Parks Director Weiss added that the city had applied for two highly competitive grants for tree assistance (\$1M) from the State of Minnesota; both applications were unsuccessful.

**c. Staff Updates**

**a. Athletic Facilities Rental Policy** - Parks Director Weiss said the policy was passed at last night’s Council meeting.

**d. Council Updates- NA**

**7. Adjourn**

The meeting was adjourned at 7:13 p.m.

**Respectfully submitted,**

**Sharon G. Hatfield**

Parks and Recreation Committee Meeting

November 14, 2023

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**Administrative Specialist**

To: Parks and Recreation Advisory Committee  
From: Dave Schletty, Assistant Director of Parks and Recreation  
Date: December 1, 2023  
Subject: Marthaler Park Project Update – December 2023

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### **Marthaler Construction Updates**

Construction season is nearing an end for this year and so is the work at Marthaler. Multiple delays have pushed back the completion date for the project from November 30, 2023, to June 15, 2024.

Below is a list of the individual improvements within the project and where each stands as of December 1.

- Fishing Pier – This was installed late summer and is 100% complete.
- New Sewer and Water Installation – Both utilities were installed via directional boring in late November. The sewer has been fully installed and it passed pressure testing. The water line is installed, but still waiting for St. Paul Regional Water Service to install the meter so the line can be tested.
- Site Restoration – The entire south end has been finish graded, trees planted, and wild seed mix installed. The remaining areas will be finished in the spring.
- Parking Lot – Curb and light pole bases were installed in late October. The first lift of asphalt was installed in early November. The final wear course of asphalt, light pole installation, and line striping will occur in the spring.
- Picnic Shelter – The framing is installed with roof, concrete slab, serving counter, and finishes occurring in the spring.
- Playground – The installation is about 95% complete. Features will be roped off for the winter and wood fiber mulch will be installed in the spring prior to opening.
- Restroom Building – The foundation and slab are installed along with site electrical conduits and other utilities. The materials have been delivered and the building should be fully framed and enclosed by the end of the year. Inside finish work will occur over the winter with the building being fully finished in the spring.
- Trails and Sidewalks – These will be installed in the spring.
- Cameras and Security – These will be installed in the spring.

Staff is working to update the website to provide easier access to and navigation of information related to park improvement projects.

Come completion, we'll plan a grand opening celebration with the community.

To: Parks and Recreation Advisory Committee  
From: Sam Gray, Recreation Specialist  
Date: December 7, 2023  
Subject: Recreation Review

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### **Programming Summary 2023**

In 2023, West St. Paul Parks and Recreation served over 2,800 participants in its recreation programs and events. There was success in many new partnerships and programs as well as in our core recurring programs. Youth sports continue to see an increase in registrations, while adult programs and sports are also seeing more interest.

### **2024 Planning**

As the new year approaches, staff are working to build out our “Events, Engagement, and Communications” (EEC) program and plan. In 2024, we will prioritize improving the quality of existing programs and events, while focusing on the development of streamlined systems, structures, policies, and procedures to improve efficiency and impact.

In consultation with the Parks and Recreation Advisory Committee, partners, and city staff we will continue to generate creative and intentional programming and events to meet the desires and needs of all West St. Paul residents.

### **Attachments**

- All Programs Summary 2023

<b>2023 All Programs Summary</b>		
<b>Program / Event</b>	<b># of Participants</b>	<b>Fee</b>
<b>WINTER</b>		
Winter Yoga Jan-Feb	6	Varies
Winter Yoga Feb-April	3	Varies
Winter Gymnastics	14	\$80/106
Ice Skating Lessons	16	\$ 35.00
Music Together	8	\$ 188.00
Adaptive Bowling	1	\$ 20.00
<b>SPRING</b>		
Egg Hunts	400	N/A
Spring Break Camp	10	\$ 90.00
Spring Break Field Trip	2	\$ 45.00
Spring Gymnastics (6 weeks)	18	\$41/60/80
Spring Music Together	11	\$ 165.00
Spring Yoga - May	6	Varies
Kids Garage Sale	18	\$ 8.00
<b>SUMMER</b>		
Flag Football - SS	12	\$ 80.00
Bat & Ball - SS	4	\$ 80.00
Soccer - SS	10	\$ 80.00
Multi-Sport - SS	12	\$ 80.00
Basketball - SS	12	\$ 80.00
Sand Volleyball - SS	8	\$ 80.00
Team Soccer	83	\$ 58.00
PeeWee Sports	82	\$ 48.00
Jump Start Sports & Games	46	\$ 38.00
Gymnastics	26	\$54/80/106
Playgrounds	34	\$ 95.00
Safety Camps	44	\$20/40
FF. Summer Sci. Lab	12	\$ 23.00
FF. Kickball	7	\$ 23.00
FF. Outdoor Adventures	13	\$ 23.00
FF. Just Add Water	14	\$ 23.00
FF. Olympic Games	13	\$ 23.00
FF. Build It!	17	\$ 23.00
FF. Animal Planet	8	\$ 23.00
Movies in the Park	600	N/A
Mayer Arts	20	\$ 101.00
ARTrageous	12	Varies
Tech Academy	6	\$ 125.00
Bean Bag League	8	\$50/Team
Pickleball May-July	39	\$ 30.00
Field Trip	10	\$ 44.00
Adult Tennis	23	\$ 75.00
Kickin' w/ Cops & Fire (Non-FF)	2	\$ 10.00



MH Tennis	32	\$45/50
MH Golf	28	\$90/35
<b>FALL</b>		
MEA Field Trip	5	\$ 58.00
Fall Gymnastics	17	\$54/\$80
Fall Pickleball	40	\$ 30.00
Makers Market	700	N/A
Fall Yoga	12	Varies
Adaptive Bowling	3	\$ 20.00
Oktoberfest	45	\$ 45.00
Spooky Sampler	7	\$ 15.00
Tour de Rec (2023 total)	250	N/A