



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

PARKS AND RECREATION ADVISORY COMMITTEE MEETING
JANUARY 8, 2019 AT 5:30PM
CITY HALL LOBBY CONFERENCE ROOM, 1616 HUMBOLDT AVE

1. Roll Call

2. Adopt Minutes

2.A. Approve October 9, 2018 Minutes

Documents:

[OCT 9.PDF](#)

3. New Business

3.A. Bylaws And Committee Elections

Documents:

[2019 BYLAWS.PDF](#)
[2019 PRAC BYLAWS.PDF](#)
[COMMITTEE EXPECTATIONS.PDF](#)

4. Old Business

4.A. Discussion On Halloween Extravaganza

4.B. Mud Lake Update

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

MINUTES
WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING
October 9, 2018

Park & Rec. Members Present: Bonnie, Bellows, Jay DeLaRosby, Brad Erickson, Bob Gausman, Dave Lynch,

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

Guest: Zach Dosfer, Cruz Hernandez, Robbie Mulraney

1. **REVIEW/APPROVE MINUTES**

Co-Chair Lynch called the meeting to order at 5:42 pm.

Member Bellows summarized her notes from the Mud Lake residents meeting. She asked Assistant Parks and Recreation Director Schletty if mechanical removal of cattails was included in the percentage allowed for removal. Director Schletty replied that both mechanical and chemical removal are added into the percentage. Permits are needed for both chemical and mechanical removals. Bellows asked about the possible observational dock and the possibility of a fishing dock. Schletty said that there may be fish in the lake, but the lake does not have the actual depth to support fishing. DNR grants would cover both fishing and observation docks. The County had tested the water quality of the lake in the past. Testing will be done again next year. Bellows asked if permits were needed to cut the trees at one corner [of the lake] and to remove silt. Schletty said the city does not need the permits. The work is however, dependent on money and timing. The equipment needed is also an issue.

The meeting minutes from September 11, 2018 were approved.

2. **NEW BUSINESS**

a. Skate Park Proposal

Residents Zach Dosfer, Cruz Hernandez and Robbie Mulraney came before the committee to propose building a skate park in West St. Paul. They proposed having a permanent skate park. They would like it “one and done.” They stated that it would be cheaper to have a permanent skate park then to disassemble the park every year. They asked about using the K-Mart building site for a skate park. Member DeLaRosby said that the City does not own the property; and the K-Mart building is not a possibility. Other possible locations included Emerson and Harmon Parks. Schletty said that a skate park was proposed for Harmon Park before its reconstruction. The location for the proposed skate park no longer exists. Other possible locations now may be the inside of the hockey rink at Harmon Park or the tennis court at Emerson Park.

The residents said the skate parks in Inver Grove Heights and Burnsville are too far away. They said, “Parents have to make dinner. [We] have to do their homework.” Their parents do not have time to drive them. They mentioned that the skate park in Rogers had been closed. Lynch asked the children where they would want the skate park. Emerson Park was suggested; it has a baseball field that no one uses. Schletty said that the price of paving Emerson would have to be considered. The tennis court was also a possibility. The basketball court is not a possibility now because the hoops are going to be reinstalled. Another possible location is the skating rink in Harmon Park; however, the rink will be used for pickle ball in the spring/summer. Marthaler Park is not a possibility; the reconstruction plans do not include a skate park. Lynch said that it was important that the boys find an area that is already blacktopped and that the site be inside a city park. Another important

consideration is noise; the skate park should not be located near houses. DeLaRosby advised the boys to find a location that suits the needs of the skate park and to consider the expense of the skate park. They need to investigate what features they would like to see in the park. He said that it would be good for the kids to get other people's support for the park.

DeLaRosby asked if it were possible to get the equipment from the Rogers Park.

Lynch advised the boys to focus on a location and have the location for a basis of sponsorship. Lynch said he did the same thing for the disc golf course. Funding can come from different sources like the Commercial Club or the Sibley Hockey Boosters and private institutions like Jimmy Johns. Lynch said that the boys could use his documents as templates for their proposal. The size and the features of the park should also be a consideration in their proposal. Schletty talked about the skate park in Shoreview; it is a little bigger than a tennis court, and its ramps are under forty-eight inches. The skate park in Inver Grove Heights is about the size of a basketball court.

Lynch told the boys that there is no need to "round up" funding for the skate park right now; they should first find a possible location in a West St. Paul park. He thanked the boys for coming to the meeting and gave him his card so that they could follow up with him.

3. OLD BUSINESS

a. Discussion on Halloween Extravaganza

Schletty said that the event is "all set." Nine businesses have called and offered to sponsor the Trick or Treat trail. Schletty said that he would need volunteers for the event to hand out hot dogs. Members Erickson, DeLaRosby and Petrsek have volunteered. Lynch will try to get another fire pit for the event. Lynch said that pallet wood works well in the fire pits. Schletty reported that Dodge Nature Center is not going to have their Halloween event this year. They had some issues last year and they are going to [retool] their event.

Erickson said that the City would need more than 250 hot dogs for the event. Clpn. Napier said that the City could use the blow-up decoration from Dodge Nature Center. They also have a fire pit and, "tons of straw." Schletty said that the Commercial Club has donated \$1,200; this money will cover the costs of the event. Schletty said that Petrsek handed out the coloring contest page out at the Touch a Truck event. There are copies of the page at City Hall and on the City website.

b. Art Park Update

The City has been approached by an Eagle Scout for a project on the Art Park. However, the funding for the plants required for the project may be a problem. The plants needed were priced out at \$400. Schletty said that the West St. Paul Gardening Club has offered to donate plants. Lynch asked about the follow-up maintenance. Schletty said that the Green Thumb Club has offered to do maintenance. Mostly perennials would be planted in the lot. The Park Maintenance staff would water the garden. DeLaRosby suggested that the City solicit volunteers for all of the parks through the Adopt-a-Park program. This could also help the problems at Harmon Park, (with the restrooms) and the monitoring of the basketball hoops at the neighborhood parks.

Bellows asked about the construction work being done in Thompson County Park. Schletty said its part of the Thompson Lake cleanup; Dakota County is adding an infiltration basin for storm water management. It is an, "over million dollar project."

c. Mud Lake Update

Schletty said that some residents participated in the Mud Lake cleanup years ago. They are interested in doing a cleanup again. Schletty asked Lynch how he went about the work. Lynch said that he came up with a date and invited people. Lynch is curious about what work the residents want to do. Schletty said that on the north side the trail is over grown. There is a lot of maintenance work. Lynch said that now is a good time of year to do it. He suggested the first week of November. Schletty said that the buckthorn has to be marked for removal. The work can also wait for spring.

4. OTHER

a. Dakota County /Grant Money- Reestablishing Prairie

Gausman mentioned that the City could obtain funding to reestablish prairie, especially in Marthaler Park. He said it would be nice to open up the park and clear the trail at the bottom on the hill near Kraft. There is a lot of potential at the pond in Garlough. Lynch said that the Greenway Club did clear the trail through the disc golf course. There is a great vantage point there now. Schletty said that last summer, the City was approached by Dakota County with the possible grants to restore prairie land. The grants were focused on the River-to-River corridor. They have grants available to \$300K. There is opportunity and some challenges with the grant. Restoring prairie would require burns every three years. The City has talked about restoring the sledding hill to prairie. It would save on maintenance and there would be no more constant mowing. (The grants do require 10 percent match funding.) The grants could also be applied to shoreline restoration. The City is still exploring applying for the grants in spring. Lynch said that he liked the idea of restoring the trail in Marthaler Park for better vantage points.

b. Council Update

Napier reported that JPA with Dakota County has been passed by Council for the Greenway Project. Council has “tweaked” the JPA and is waiting to see if Dakota County accepts the changes. Napier said that this is a “big step.” Napier urged committee members to contact county commissions regarding the JPA. DeLaRosby clarified that the Council put in some protection clauses for West St. Paul interests; he does not think this will affect the JPA approval. It is important for the parties to come to an agreement before the end of the year. Otherwise, the City may lose funding for the project.

5. ADJOURNMENT

The committee members adjourned at 6:42 pm. The next Park and Recreation Committee meeting will take place on Tuesday, November 13, 2018 at 5:30 pm.

Respectfully submitted,
Sharon G. Hatfield

TO: Park & Recreation Advisory Committee
FROM: Assistant Parks & Rec Director
DATE: January 8, 2019
SUBJECT: 2019 Chair/Vice-Chair Elections



City of West St. Paul

BACKGROUND INFORMATION:

Per the Park and Recreation Advisory Committee Bylaws (attached); the committee will vote for the chair and co-chair positions at the January meeting each year. In June of 2018 the City Council approved new bylaws for all committees, which now include "Committee Expectations". Please review and be ready to discuss the 2019 Committee Bylaws and elect the positions.

STAFF RECOMMENDATION:

Staff recommends that the Committee discuss the Bylaws and elect the chair and vice-chair positions.

Attachments: Committee Bylaws; Committee Members' Expectations

**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.

**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