PARKS AND RECREATION ADVISORY COMMITTEE MEETING
JANUARY 12, 2021 AT 5:30PM
CITY HALL COUNCIL CHAMBERS

1. Roll Call

2. Adopt Minutes

2.A. Approve December 8, 2020 Minutes
   Documents:
   DEC 8.PDF

3. New Business

3.A. Approve 2021 Bylaws / Elect Chair And Vice-Chair
   Documents:
   2021 BYLAWS.PDF
   2021 PRAC BYLAWS.PDF
   COMMITTEE EXPECTATIONS.PDF

3.B. Garlough Marthaler Trail Preliminary Plans
   Documents:
   GARLOUGH MARTHALER TRAIL.PDF

4. Old Business

4.A. Park Inventory Update
   Documents:
   PARK INVENTORY.PDF
   PARK INVENTORY MP UPDATE.PDF

5. Other

5.A. Skate Park Subcommittee Update

5.B. City Council Updates
5.C. 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
WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING

Parks & Rec. Members Present: Bonnie Bellows, Bob Gausman, Dave Lynch, Mike Petrasek

Non-voting Members Present: Sharon G. Hatfield, Parks and Public Works Administrative Specialist; Dave Schletty, Assistant Parks & Recreation Director, Ross Beckwith, City Engineer/Parks and Public Works Director; Wendy Berry, Council Liaison

Guest Speakers: Josh Kinney, Dakota County
CJ Fernandez, Aune Fernandez Landscape Architects

1. **ROLL CALL**
2. **REVIEW/APPROVE MINUTES**
   Assistant Parks and Recreation Director and acting chair Schletty called the meeting to order at 5:30 pm. Member Bellows made a motion to approve the November 10, 2020 meeting minutes. Member Lynch seconded the motion. The motion carried. All Ayes.

3. **NEW BUSINESS**
a. **Presentation on Thompson Park Master Plan and Upcoming Project**

   Schletty related that about a year ago, a representative from Dakota County showed the Committee the preliminary Master Plan for the Thompson County Park. The Plan has since been approved and is being carried out to fruition. Josh Kinney, a landscape architect from Dakota County, presented to the Committee and gave some background to the project. Kinney works in capital projects management. His primary role is to manage the design and construction of park and greenway projects for the county. Kinney introduced CJ Fernandez of Aune Fernandez Landscape Architects. The County has been working with Aune on a number of projects since 2015, including Lebanon Hills and White Tail Woods.

   Kinney reported that the Thompson Park Master Plan was approved by the board on January 21, 2020. The County immediately started implementing the work on the design. The Master Plan addressed enhancing the lake, restoring the natural resources, expanding gathering opportunities, making the park more accessible to people with mobility issues, and providing additional recreational opportunities. The Plan also recommended the addition of more fishing options, lake trails and more picnic areas, and building a new more accessible playground. The schematic designs were approved by the Board on November 10, 2020. There have been 2 open houses (virtual). The first open house was to raise public awareness; the second was to present the schematic designs. There was good turnout; 145 comments were gathered, and they were predominantly in favor of the designs. The project will be bid in March/April and they would like to start construction shortly thereafter. Completion would be hopefully in November 2021.

   CJ Fernandez said that is great to be working in West St. Paul; his cousin grew up in St. Paul and Fernandez spent a lot of time visiting the area as a child. This project is a rewarding piece of work. Dakota County tends to take the work of the Master Plan and package together a number of projects; some projects are done together with other projects; some are done remotely from each other. The mission of the Master Plan as well as the interpretive plan is about bringing the community together and bringing the community to nature. Its focus is on gathering. A lot of attention was put upon the demographic of the park, and the charge was to create an equitable park through design. Three artists were brought in for the design concepts; one of the artists grew up in West St. Paul. She currently lives right outside of West St. Paul; The County has also been working with St. Croix Lutheran on the project.

   Most of the work will occur in the area just north of the Dakota Lodge building. The playground will be redone. A new plaza will be built. There will also be a lakeside space that will be redone to create an open green “linear” plaza. The goal of the new trail work will be to create a series of
bench locations along the path that tell an interpretive story. Various components of the environment/restoration work will be told in panels in the locations.

The team of artists for the project have roots in community process; the process is used to inform their work. They are the design collaborators. Chris Harrison, Pa Her and Jonathan Herrera Soto were the artists. The architects asked them to focus on culture and community, and how people gather. Features include jumping rocks, unique bird bath opportunities and a table that is shaped to the shoreline of the lake. One of the areas near the lake will talk about the water community and will feature an etched map with a portion of West St. Paul, Thompson Lake and Simon’s Ravine down to the Mississippi River. Jumping stones will have etched pictures of pollinator plants to inform about native habitat. Two elders from the Mdewakanton Sioux tribe were consulted for a map of their homelands.

Some of the ideas generated were rather old ideas for gathering spaces like chess tables. There will be a terrace that extends into a pier out to the lake. The lake plaza will have a series of different types of seating. On the welcome wall there will be unique artist-inspired tables. There will also be a viewing area along the lake with a fire pit.

Fernandez gave a short tour of the pathway through the final plan. There was a request from the county for a pollinator-friendly playground. There will be pollinator plantings along the edge of the new playground and a jumping rock area as well. A lot of attention was paid to the existing trees in the park. Only one oak will be removed in the project. In the lake plaza, there will be a lot of new tree plantings. There will be seating along raised planters around new plantings in the plaza. There will be seating along the pier edge for park programming, educational classes, and gathering. It will function as a secondary fishing pier. Fernandez showed the new green area leading to the picnic shelter. They will be introducing more native planting in this area; a savannah berm planting that will provide buffer from the parking lot. On the walkway will be artist-inspired shelters and tables. The county had a request for a welcoming wall with various languages. It will say welcome in different languages. One of the community tables and shelters is located behind the wall. It will allow larger groups and families to gather. The tables will mirror shoreline shape. Fernandez pointed out that the lake loop trail will not be changed; it is functioning. The improvements will come with the “story loop,” and the interpretive trail/themes. The improvements were done to highlight the best views and highest experiential values around the lake.

Fernandez said that Dakota County is committed to embracing natural resources; [their parks] do not have a lot of open green spaces and more traditional active recreation. The entry to the Thompson Park does not speak to natural native environment. The plan for the entry will remain the same, but the trees in that area will be restored to native prairie. It will create a unique space on Butler and differentiate itself from its neighbors. The area near Sperl Street will also be restored to native prairie. There will be a new walkway and storm water work done in this area.

Schletty said that the plan looks really fantastic. He thanked Kinney for the presentation as well. He asked the committee for comments/questions. Bellows said she was fascinated by all of it and she is pleased that trying to connect people with the nature is an aim/goal of the park. Lynch asked about the trees between the lake and the linear green; he asked if there were a design purpose with the tree location. Fernandez said that the intention was to define the walkway through the edge of the lake loop and the edge of the linear green. His firm has not developed a planting plan yet. It will be a deciduous tree species. The views of the space will be more free flowing. The trees will provide additional shade for the linear green. One of the county directives was to provide more shade opportunities with trees and structures. Lynch asked if there were any plans to “dress up” the outlet on west side of Thompson Lake. Fernandez said that the plan will not address this area; the work will be done south of the paved trail. Kinney said that some stones will be placed in the area to alleviate erosion and to provide access for fishing. Lynch said that he
liked the chess tables; he suggested having cribbage tables as well. Fernandez said that he loved the idea. He is more of a cribbage player too. He will look into this option. Chair Petrasek said that a half-mile west of the entrance on Butler, is the West St. Paul Art Park. He wondered if there were any collaboration opportunities with Thompson Park. He likes the mix of active and passive features in the plan. He asked if the DNR stocks the lake. Fernandez says that the DNR does stock the lake; it was stocked this spring. With the draw down that was done for the restoration, there was some die off. The DNR will continue to restock; he does not know if it is every year or every other year. Petrasek said everything looks great and that West St. Paul is lucky; everything the county does is first class and the plan is an example of this.

Clpn. Berry asked about the accessibility of the playground equipment. Fernandez said that accessibility was the cornerstone charge for the playground. The pathway down is fully accessible and the pads and other areas in this project are fully accessible. There is an opportunity on the back edge for second level of play on the raised area; there is a ramp that will access this level. It will be a major improvement. Berry said that her three-year old is very excited by the plans. The improvements will make the park into more of an attraction to the City. Member Gausman said that the plan is very well thought-out and he is interested in following it. Lynch asked if anything will be done for the trails that go off the lake loop and toward Hwy. 52 and to Kaposia Park. Fernandez said not with this project. Kinney confirmed this. However a tandem project coordinated with the transportation department will replace the existing failing trails. There will be new bituminous services. They will marry to the old trails. Lynch said that the connection with Thompson Park and Kaposia is a marvelous one. If the City could highlight the pedestrian connection, it would increase its use. Kinney agreed and mentioned the partnership between the County and St. Croix Lutheran School. The County is building a water access that pedestrians and the school can use; the school will do some monitoring on the water species for the county.

4. **OLD BUSINESS**
   a. **Park Inventory Update**

   Schletty presented the committee has been working on the inventory for about a year. As Schletty was looking thought the list, he discovered that the Committee had skipped Haskell Park inadvertently. Haskell Park had been set for the March meeting and then the shutdown occurred. It got missed, and our committee has not looked at Haskell Park. It could be done next month. Petrasek said he would prefer the committee to take the next month and look at each park and prioritize what they would do with each park. The committee would then come together in January and come to a consensus on what the top 5-10 priorities for the parks are. Personally, Petrasek would like to see the addition of 2-3 pickleball courts to one of the parks. Schletty mentioned that at the last Council meeting in which Schletty presented, Council said they wanted to make Marthaler Park a priority. It should be a focal point of the discussion. Marthaler Park cannot be done in one year; the City does not have the funding for it. The improvements would be broken into manageable parts and adjusted to being done in 2025-2030. Petrasek mentioned a donation for Marthaler Park from Mr. Timms, the goose guy. Petrasek asked if that “coffee can” of money was still available. Schletty said that this was a good question. He will have to ask Finance about the money. He assumes that the money went into the Park Improvement Fund. Whether or not it was earmarked for a fishing pier, Schletty will have to investigate. Lynch likes Petrasek’s idea of using the month to prioritize. Bellows said that at looking at Kennedy Park, one of the things she noticed is that the benches and tables seem to be in good shape. She was wondering how the committee can tell if some of the benches and tables need to be replaced more than in other parks. Schletty said the park staff does evaluate the condition of the equipment, (i.e. rust, graffiti) There is money set aside every year, (about 8K) to replace picnic tables benches trash cans. Part of the reason to have the replacement in Kennedy is if the City were to install a new playground, the tables and the benches will ultimately need to be moved as well. It does not necessarily mean they need to be replaced, but it might be a good time to do it. That was the rationale for earmarking the money in that park. For the next meeting, Schletty can go over the CIP plan for the next few years and fill in
the dollar amounts for certain years and where is the funding is earmarked. It will give the committee a starting point. The City will not necessarily replace equipment, especially if it is in good condition. Some of the replacements will be pushed out further to prioritize Marthaler Park. Petrasek said the Committee can focus first on Marthaler Park and then the other parks in February March April, etc. Petrasek said that it would be nice as a committee (in a perfect world, non-Covid-19,) to hop in a van and go park to park and look at the parks. Petrasek suggested that the Committee work on Marthaler primarily for the January meeting and secondarily think of the improvements they would like to see in 2 or 3 or 4 other parks. The Committee can circle back to the other parks after they look at Marthaler. Petrasek asked about the park dedication fees and how they relate to the improvements. Schletty said the park dedication fees do wrap into the improvement funds. Council did talk about this specifically. They do want something special to be done with these funds. Berry said the Council is focusing on Marthaler; they know that the changes are coming. It is a good idea to prioritize what the Committee would like to see in the park. There are two big projects happening right now with sizeable dedication fees. West St. Paul is very developed and the City may not see this type of funding again. Berry loves Petrasek’s idea about touring the parks. Bellows talked about how the Committee previously worked on the Master Plan in parts; she wanted to know if Schletty still had this work. Schletty said yes. He will dig it out.

5. OTHER

a. **Skate Park Subcommittee Update**- Petrasek said that there was nothing to report on at this time. Schletty said that the skate park was not on the priority list but the Committee could figure out where it might fit in the system. Petrasek said, “the skate park and pickleball.”

b. **City Council Update**- Berry reported that Council did not talk about the parks very much at the last meeting. The last Council Meeting for this year will be this Monday. Hopefully Council will be doing strategic planning early in the year. The Park Committee should meet before this planning; Berry will bring ideas from the committee to the planning meeting. Petrasek asked Berry to stay with the Committee. He appreciates Berry’s enthusiasm and the way she works with the Committee. Petrasek would like her to keep it rolling.

c. **Staff Update**- Schletty said that the City is working on the final trail design for Marthaler and Garlough Parks. The City Engineer and Schletty have been working with WSB on the design. He is hopeful that the design will be done by the end of the year. Construction may be as early as next year. He will bring the final design back to the committee. The City is still planning on opening the warming houses this year. It is dependent on having some snow and some cold weather. With the children being confined inside, the City wanted to make sure there was an opportunity to play in the parks in the winter, just as they did in the summer. To do this, staff decided to flood two more rinks this winter. This will enable children to skate in all the neighborhoods. Lighting timers as well as benches have been added to the skating rinks. Depending on the Covid-19 precautions, the City will also open two of the warming houses. (Harmon and Orme Park) These are the two busiest [outdoor] rinks in West St. Paul. Sam Murphy, the Recreation Programmer is working on some ideas to get kids busy over the winter. One is a sledding event in Marthaler Park. There will be a morning of sledding and then the group will head back to City Hall chambers to watch a movie and have some hot chocolate. There will also be a couple of sports camps as well.

Lynch said that it was good to see everyone without their masks at the meeting. He has had a couple of people approach him about the outdoor bathrooms. There will be more people using the trails this winter. Schletty said that he too has had requests for the outdoor restrooms. Normally the bathrooms are pulled in October; some are put back wherever there are outdoor skating rinks. There was a request to have one left in Marthaler and in Garlough. The location of their portapotties is in the middle of the parks. Servicing the units would be very problematic access-wise
during the winter months. It would be tough to get serviced on a regular basis. Park Maintenance staff are trying to find a good solution to this.

Bellows said that a couple of ladies approached her and said how much they liked the display at the Art Park. Schletty said that there is now a permanent sign at the park. He would like to improve the lighting. It is tough to charge the solar battery during this time of year.

6. **ADJOURNMENT**
The committee members adjourned at 6:51 pm. The next Park and Recreation Committee meeting will take place on Tuesday, January 12, 2021 at 5:30 pm.

Respectfully submitted,
Sharon G. Hatfield
TO: Park & Recreation Advisory Committee
FROM: Assistant Parks & Rec Director
DATE: January 12, 2021
SUBJECT: 2021 Chair/Vice-Chair Elections

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 2021 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
To: Parks & Recreation Advisory Committee
From: Dave Schletty, Assistant Parks & Recreation Director
Date: December 8, 2020

Park Inventory Update Discussion

BACKGROUND INFORMATION:

Over the last year the committee has been review the previous master plan for each park and updated the wants and needs of each. A summary of those discussions is attached. In looking through the previous meeting minutes it appears we skipped a discussion of Haskell Park. I have also left in Harmon and the Sports Complex in case there are any improvements needed in those parks.

STAFF RECOMMENDATION:

Review and discuss the park inventory spreadsheet.
# Park Inventory (Master Plan Updates 2020)

### ALBERT PARK
- **Landscaping**  
  - 2021: $R\ 500
- **Flag Lighting**  
  - 2022: $R\ 1,000
- **Total**  
  - 2024: $R\ 1,500

### DODD PARK
- **Play Equipment ('04)**  
  - 2021: $R\ 35,000 Replace by 2024 (possibly relocate)
- **Warming Shelter**  
  - 2021: $R\ 10,000 Replace warming shelter (possibly open design)
- **Bench/Table/Grill**  
  - 2021: $R\ 3,000
- **Trash Enclosures**  
  - 2021: $R\ 700
- **Total**  
  - 2024: $R\ 48,700

### EMERSON PARK
- **Play Equipment ('04)**  
  - 2021: $R\ 50,000 Replace by 2024
- **Resurface Courts**  
  - 2021: $R\ 8,000 Replace by 2023 (add rebound wall or dedicated pickle ball)
- **Fences**  
  - 2021: $R\ 5,000
- **Regrade Greenspace**  
  - 2021: $R\ 3,000 Replant grass for play space (soccer, kickball, etc)
- **Bench/Table/Grill**  
  - 2021: $R\ 700
- **Trash Enclosures**  
  - 2021: $R\ 700
- **Gazebo/Picnic Shelter**  
  - 2021: $R\ 30,000
- **Total**  
  - 2024: $R\ 96,700

### GARLOUGH PARK
- **Bench/Bike Rack**  
  - 2021: $R\ 1,200 Near start of Disc Golf Course
- **Disc Golf Expansion**  
  - 2021: $R\ 1,200 Add multiple tee pads for each hole
- **Trails**  
  - 2021: $R\ 1,200 River to River connect with Dakota County
- **Total**  
  - 2024: $R\ 1,200

### HARMON PARK
- **Gazebo/Picnic Shelter**  
  - 2021: $R\ 50,000

### HASKELL PARK
- **Replace Warming House**  
  - 2021: $R\ 50,000
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<th>P.M.-PREVENTATIVE MAINTENANCE</th>
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**KENNEDY PARK**

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**MUD LAKE PARK**

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