



**PARKS AND RECREATION ADVISORY  
COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118  
AUGUST 8, 2023 at 6:00PM**

1. Roll Call

2. Citizen Comments

3. New Business

3.A. Approve July 11, 2023 Minutes

Documents:

[071123.PDF](#)

3.B. Introduce New Parks & Recreation Director - Eric Weiss

3.C. Lothenbach Ave Sidewalk Presentation

Documents:

[LOTHENBACH AVE SIDEWALK.PDF](#)

3.D. Smoking In Parks

Documents:

[SMOKE FREE PARK POLICY.PDF](#)  
[POLICY LANGUAGE TOBACCO FREE PARKS.PDF](#)  
[POLICY LANGUAGE SMOKE FREE SPACES\\_V2 \(DS\).PDF](#)

4. Old Business

4.A. Park Naming Update

Documents:

[PARK NAMING SURVEY RESULTS.PDF](#)

4.B. Possible Disc Golf Course Expansion

Documents:

[DISC GOLF DRAFT.PDF](#)

5. Other

5.A. Council Updates

5.B. Staff Updates

5.C. Environmental Committee Liaison Updates

5.D. Commissioner's Park Updates

6. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4108 or email [ADA@wspmn.gov](mailto:ADA@wspmn.gov) at least 5 business days prior to the meeting  
[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*

**WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**6:00 PM, Tuesday, July 11, 2023**  
**West St. Paul Council Chambers**

**Park & Rec. Members Present:** Chair Dave Lynch, Luke Abrahamson, Bonnie Bellows, John Cronin, Kelly Hagler, Teresa Smock

**Non-Voting Members Present:** Recreation Supervisor Sam Murphy

1. **Roll Call**
2. **Citizen Comments-NA**
3. **New Business**
  - a. **Adopt June 13, 2023 Minutes**

Chair Lynch called the meeting to order at 6:00 pm. The June 13, 2023 minutes were approved by the committee.
4. **Old Business**
  - a. **Field Reservation Policy-Draft**

A motion was made by Member Bellows to approve the field reservation policy with the two changes previously mentioned by Recreation Supervisor Murphy. The motion was seconded by Member Abrahamson. The motion carried. All Ayes.
  - b. **Park Naming Update**

A motion was made to narrow the naming options to the finalists: “Imagination Park,” “Art Park” and “Unity Park” to the park located at Oakdale Avenue and Butler Avenue, and “Shady Grove Park” and “Poolside Park” to the park at the West St. Paul Pool. (The results will be posted at the August meeting.) The committee will make recommendations from the results to City Council. The motion was seconded by Bellows. The motion carried. All Ayes.
  - c. **Possible Disc Golf Course Expansion**

Lynch talked about a budget proposal he constructed for a possible expansion of the disc golf course. He presented a plan for an 18-hole course with two separate layouts, one for more advanced skill players and one for younger or more senior players. The proposed budget is \$17 K. (It excludes labor and shipping costs.) There is potential for sponsorships for the expansion.
5. **Other**
  - a. **Council Updates**
    - i. Recreation Supervisor Murphy reported for Clpn. Berry. Berry sent a message thanking the people who participated in the pop-up events. Last night’s Council meeting was very short and there was nothing new to report from the meeting.
  - b. **Staff Updates**
    - i. **Summer Programming**–Murphy said that the city is in the fifth week of summer programming. The city is hosting a free movie event “DC League of Super-Pets” at Harmon Park this Friday. Prior to the movie the Cops in the Park event will be held. There will be vendors and free food.
    - ii. **Marthaler Park Reconstruction**–After a delayed start, construction on the park has begun. Removal of the old parking lot/trails and the dead ash trees is complete. Preparation for grading of the site and the new utility installation is happening now. Installation of the new parking lot and shelter will begin soon.
    - iii. **Sports Dome**– The old turf has been removed and new turf has been laid inside the Sports Dome. The new field lines are being hand sewn into the new turf. After the field lines are completed, new rubber in-fill will be installed into the

turf. The project is on schedule to be completed by the end of July. The Sports Dome will reopen the first week of August.

**c. Environmental Committee Liaison-NA**

- d. Commissioner's Park Updates-**Bellows reported that a pickleball player at Southview Park said they needed the courts to be unlocked. Bellows noticed that the courts need some maintenance because of the weed growth in the court cracks. Member Hagler would like the drinking fountain returned to Harmon Park. Member Smock reported that the picnic tables in the back of Emerson Park are currently being flipped over and smashed together. Smock says the tables are being moved so that cars can drive up to the courts. Smock suggested having boulders placed along the parking lot. It is becoming a safety problem. Benches could also be placed in the courts for seating. Lynch reported that the trails on the north and south side of Mud Lake are becoming overgrown. Abrahamson commented on the poolside park; the smell from the trashcans is bad. He suggested moving the trashcans further away. The playground needs replacement, but it still gets used a lot. Hagler asked for more historical information about the pool. Murphy said that she would add it to next month's agenda. Smock would like to follow up with the Harmon Park issues.

**6. Adjournment-**The meeting was adjourned at 6:49 pm.

**Respectfully submitted,**

**Sharon G. Hatfield**  
**Administrative Specialist**

**TO:** Park & Recreation Advisory Committee  
**FROM:** Dave Schletty, P & R  
**DATE:** August 8, 2023  
**SUBJECT:** Lothenbach Ave Sidewalk Presentation



City of West St. Paul

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**BACKGROUND INFORMATION:**

Short Elliott Hendrickson Inc. (SEH) is working with the City to develop preliminary design plans for a sidewalk on Lothenbach Ave between Robert St and Oakdale Ave. They are developing two options which will show how a sidewalk could be added on either side of the street and need your help in gathering feedback to determine which option is best.

**STAFF RECOMMENDATION:**

Provide feedback to SEH on the Lothenbach Ave trail options.

**TO:** Park & Recreation Advisory Committee  
**FROM:** Dave Schletty, P & R  
**DATE:** August 8, 2023  
**SUBJECT:** Smoking in Parks



City of West St. Paul

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**BACKGROUND INFORMATION:**

In 2008, the City Council adopted the attached policy for tobacco-free parks, after a group of high school students asked the PRAC and City Council to consider joining the then tobacco-free parks movement.

With the recent statutory changes legalizing cannabis use throughout the state, including in parks and public spaces, the City Council reviewed the matter at a recent work session. The Council was interested in having the PRAC review and update the City's existing tobacco policy to cannabis. The attached draft policy models a similar policy recently adopted by Dakota County.

**STAFF RECOMMENDATION:**

Consider the attached smoke-free park policy and recommend any changes or direction for moving forward with adoption.

# Policy Language for Tobacco-Free Parks

## **TOBACCO USE – PARK POLICY**

TOBACCO USE IS NOT ALLOWED IN THE FOLLOWING AREAS:

1. Near all children’s play areas as posted in Parks
2. Around all fields at the Sports Complex during youth activities
3. Around Harmon Park ball fields during youth activities

The following areas will be posted with signs: (TOBACCO FREE ZONE – Tobacco use is not allowed on this park property):

<b><u>PARK</u></b>	<b><u>SIGN LOCATION</u></b>
1. DODD PARK	Park Entrance
2. EMERSON PARK	Park Entrance
3. HARMON PARK	Children’s Playground
4. HASKELL PARK	Children’s Playground / Ball field Backstop
5. KENNEDY PARK	Park Entrance
6. MARTHALER PARK	Children’s Playground
7. OAKDALE PARK	Park Entrance
8. SOUTHVIEW PARK	Children’s Playground / Ball field Backstop
9. SPORTS COMPLEX	Children’s Playground
10. WESCHKE PARK	Children’s Playground
11. SWIMMING POOL	Children’s Playground

The following areas will be posted with signs: (TOBACCO FREE ZONE – Tobacco use is not allowed during youth activities)

<b><u>PARK</u></b>	<b><u>SIGN LOCATION</u></b>
1. SPORTS COMPLEX	Ball Field Backstops / Near Soccer Fields
2. HARMON PARK	Ball Field Backstops

In order to effectively educate the community and ensure compliance, we will implement the following plan:

1. Signs posted informing the general public of policy.
2. Policy notices in publications of the City of West St Paul.
3. Statement of the policy included in information to families regarding organized youth activities.
4. Promotion of the policy by park and recreation staff, coaches, and other city employees who job requires them to be present in parks.

The emphasis on enforcing the Tobacco-Free Youth Recreation is through voluntary compliance.

**CITY OF WEST ST. PAUL**  
**SMOKE-FREE PARKS AND PUBLIC**  
**SPACE**

CONTACT: West St. Paul Parks and Recreation  
1616 Humboldt Ave  
West St. Paul, MN 55118  
651-552-4150

APPROVED:  
REVISED:



## City of West St. Paul

### Smoke-Free Parks and Public Space

#### Policy Statement

It is the policy of the City of West St. Paul to provide a smoke-free environment for employees, visitors, and clients in all City facilities, parks, and vehicles, consistent with the Minnesota Clean Indoor Air Act, concern for public health and safety, and the inherent managerial right to implement reasonable work rules.

#### Definitions

- Appointing authority: any City employee, official, council, or commission that has been empowered through statute or by the City Council to hire City employees.
- Cigarette: any roll for smoking, made wholly or in part of tobacco, irrespective of size and shape and whether or not such tobacco is flavored, adulterated or mixed with any other ingredient, the wrapper or cover of which is made of paper or any other substance or material except whole tobacco leaf.
- Electronic delivery device: any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation or aerosol or vapor from the product. Electronic delivery device includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under other product name or description (Minn. Stat. 609.685, subd.
- "Minnesota Clean Indoor Air Act: Minn. Stat. §§ 144.411 through 144.417, statutes enacted with the purpose of protecting employees and the general public from the hazards of secondhand smoke by eliminating smoking in public places, places of employment, public transportation, and at public meetings.
- Parking lot: an area divided into individual spaces for parking motor vehicles. A parking lot does not include loading docks, sidewalks, or any other area not primarily used for parking. Policy 8101 Smoke-Free Environment 2
- Smoking: Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated products containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device (vaping).
- Tobacco products: any products containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### General

The use of cigarettes, electronic cigarettes, and other tobacco and smoking products is prohibited on all City-owned property and in all City-owned vehicles with the following exceptions:

- City-owned parking lots and roadways
- City streets and street right-of-ways
- Parks except within 100 feet of:
  - Playgrounds
  - Youth ballfields
- As part of a traditional Native American spiritual and cultural ceremony.

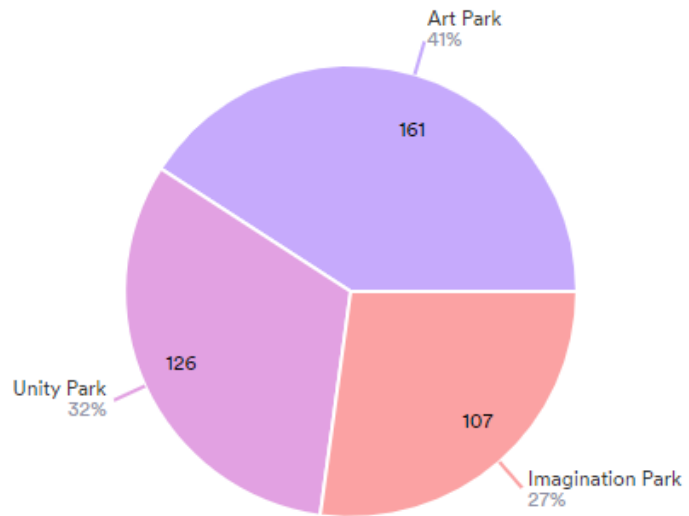
This policy is encouraged by the City through signage, awareness, and education.

Each appointing authority is charged with the responsibility of ensuring that employees, visitors, and clients adhere to all aspects of the City policy. Violations of this policy are subject to progressive discipline, as well as sanctions imposed under the Minnesota Clean Indoor Air Act.

# Park Naming Survey

## Oakdale Ave / Butler Ave Park Name Options

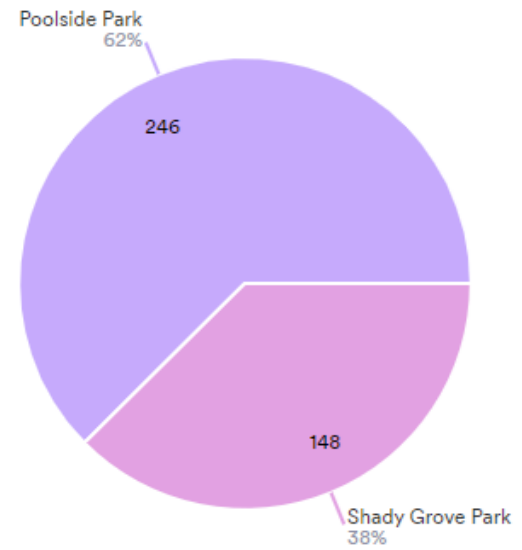
394 Responses



● Art Park ● Unity Park ● Imagination Park

## Park Near City Pool Name Options

394 Responses



● Poolside Park ● Shady Grove Park

# Garlough Disc Golf Potential Realignment & Additions - Draft v1

