



**South St. Paul  
Parks and Recreation Advisory Commission  
Minutes of April 12, 2016**

The Parks and Recreation Advisory Commission meeting was called to order by Chair Josh Dormady at 6:02 pm at Central Square Community Center.

Members Present: Ron Morgan, Josh Dormady, Matt Helwig, Laura Miller, Shawn Meck,

Members Absent: Michael Heidelberger, Rich Dippel

Others Present: Chris Esser, Shannon Young

**1. INTRODUCTIONS** – None.

**2. APPROVAL OF MINUTES**

Motion by Laura Miller and second by Shawn Meck to approve the Minutes of March 8, 2016.  
5 Yays. 0 Nays. Motion Passed.

**3. OLD BUSINESS**

**A. Recreation Program Updates**

Shannon Young gave an overview of Giant Egg Hunt that took place at Kaposia Park. The event was well attended and Ms. Young thanked the volunteers that helped out with the event including Commissioner Miller, the Parks and Recreation staff, and the South St. Paul Police Reserves. Ms. Young noted the Archery range is now open and is being utilized on a daily basis. During the work week, Public Works be opening the archery range, the Police Department will be opening the on weekends, and our Park Patrol will be closing and locking each evening. Ms. Young noted she is receiving quite few phone calls pertaining to Kaposia Landing ball fields from outside sources asking to rent the fields for tournaments. Kaposia Landing fields remained closed until 2017.

**B. Kaposia Landing Phase 1 Electricity**

Mr. Esser noted Xcel Energy is scheduled for installation the week of June 13. Temporary power will be needed mainly for lighting to complete the building finishes. The contractor will provide generators.

**C. Off-Ice Training Facility Update**

Mr. Esser announced that the training facility is up and running. The youth hockey association is soliciting business for use of the facility. Mr. Esser noted the off ice training facility was showcased on the spring edition of the community Parks Connection show on local cable television. The commission has requested a tour of he finished facility which will take place in May.

**D. McMorrow Field Plans and Specifications – Final Design, Bid Solicitation**

Mr. Esser presented the commission with a map of the final designs for McMorrow. The designs have been shared with the city council and the South Street neighborhood group with compliments. Mr. Esser noted these plans and specifications went out for bid with the bid opening scheduled for May 5<sup>th</sup>.

**E. Park Assignments/Visit Reports – None.**

#### **4. NEW BUSINESS**

##### **A. Park Referendum Overview**

Mr. Esser gave an overview of the Park Referendum fund balance and outstanding project elements. The most recent fund balance of the referendum funding is \$1.9 Million remaining. The architectural estimate for McMorrow is \$2.3 Million with alternates, which may require additional funding over and above the referendum funds available if the bids come in higher than expected. A strategy for funding will be discussed with the city council when the McMorrow bid numbers come in. Additional funding may be possible by delaying scheduled Capital Improvement Projects, utilizing Park Dedication funds, or bonding for other capital projects outside of parks. Bonding for more park project funds is not an option.

##### **B. McMorrow Field Lights and Shelter**

Mr. Esser presented the Commission options for removal of the existing ballfield lights at McMorrow Field. Options presented were: 1. Demo the lights and dispose, 2. Stockpile/Store for future use, 3. Sell them. Mr. Esser will bring back to the commission an estimated value if to sell and if there is a market for resold lights. Mr. Esser is also working on an option to remove the existing McMorrow picnic shelter. The commission discussed removing the shelter and reinstalling in another park in consideration of cost. After further discussion the commission recommended Lorraine Park as the relocation site. Mr. Esser will research and update the commission with his findings.

##### **C. Disc Golf Agreement**

Mr. Esser and Ms. Young met with Municipal Disc Golf Inc. for the upcoming season at Kaposia Park to continue the agreement to have them contractually operate the disc golf admission station. Staff has settled on terms with them similar to the 2015 season with cost sharing and responsibilities. The disc golf course will kick off its season on April 30<sup>th</sup> with a barbecue open house sponsored by Municipal Disc Golf Inc. All are welcome to attend.

##### **D. Concession Operations**

Mr. Esser noted that letters were sent to local youth groups soliciting operation of the concession stands at Veterans and McMorrow Fields for 2016. Mr. Esser also noted that Kaposia Landing will be operational in 2017. The commission deferred discussion as to how and who the concession stand will be operated by at Kaposia Landing in 2017.

##### **E. Commission Officer Nominations and Election**

Mr. Esser contacted all the commissioners soliciting nominations for Commission chair and vice chair. Mr. Esser did not receive any inquiries. Mr. Esser noted there are two options at this point. 1. Open nominations and, 2. If no-one is interested renew the terms of the current Chair and Vice Chair. Motion by Ron Morgan and seconded by Matt Helwig to renew the terms of Josh Dormady as Chair and Lori Miller as Vice Chair. 5 Yays. 0 Nays. Motion Passed.

#### **5. OTHER BUSINESS** –

Ms. Miller was asked from a friend about Pickleball courts/leagues in South St. Paul. She will ask her friend if she would be interested in attending a Commission meeting to discuss possible tournament and or leagues.

#### **6. ADJOURNMENT**- No further business, meeting adjourned at 7:25 p.m.

Respectfully submitted,

Shannon Young