



**City of North St. Paul
Parks & Recreation Commission
Regular Meeting Agenda**

**September 27, 2023
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **September 27, 2023** at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Parks and Recreation Commission meeting will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person. However, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **September 27, 2023 Zoom meeting can be accessed**

via: <https://tinyurl.com/NSPparksandrec>

(from a PC, Mac, tablet, iPhone or Android device)

or by phone at 1-929-205-6099,

Participants accessing the meeting by phone please use the following meeting ID:
81609668742

The Parks & Recreation Commission Zoom meeting will be 'open to the public to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Ingrid Koller
Sue Springborn
Sarah Zahradka
Arthur Alvarez, Jr.
Cassidy Schweer, Council Liaison

STAFF

Jill Officer

III. Adopt Agenda

IV. Approval of Minutes

- A. Approve August meeting minutes
- B. Approve joint ACC/PRC meeting minutes

V. Meeting Open to Public

This Open Forum is an opportunity for persons to address the Parks and Recreation Commission on items not on the agenda. A completed public comment form should be presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Commission may ask clarifying questions of the speaker, no formal action by the Commission or discussion will be held on these items.

VI. Public Hearings

- A. No Public Hearing Scheduled

VII. Commission Business, Action Items & Recommendations

- A. Southwood Nature Preserve Policy
- B. Review and recommendations on Park Rental Policy and 2024 fees

VIII. Old Business

IX. Reports from Staff

- A. Park and Open Space Plan
- B. Park and Recreation Commission open seat -requesting applications
- C. Update from public works- maintenance in parks

X. Reports from Commissioners & Park Liaisons

- A. Review of Autumn Art Festival
- B. Review of Fall Roundup Parade
- C. Review of Star Watch

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is Wednesday, October 25, 2023 at 6:30pm.



To	Date
Parks & Recreation Commissioners	September 27, 2023

Agenda Placement # IV.A

Approval of Minutes

Subject

Approve August meeting minutes

Background/Facts

Recommended Action

Attachments

1. PRC August meeting minutes

Respectfully submitted,

August 23, 2023

6:30 PM

The August 23, 2023 Parks & Rec Commission meeting was held in the Sandberg Room of North St. Paul City Hall, 2400 Margaret Street, North St. Paul MN 55109

I. Call to Order

Chair Lloyd Grachek called the meeting to order at 6:30pm

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - present

Ingrid Koller - present

Sue Springborn - present

Sarah Zahradka - present

Arthur Alvarez, Jr – present

Joe Frahm - absent

Council Liaison: Cassidy Schweer-present

Staff: Jill Officer – present

III. Adopt Agenda

On motion to adopt the agenda by Vice Chair Greenlee-Karp, seconded by Commissioner Zahradka, with all present voting aye (6-0), motion carried to adopt the agenda.

IV. Approval of Minutes

On motion to approve the June 28, 2023 meeting minutes by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye (6-0), motion carried to approve the minutes.

V. Meeting Open to Public

A. Southwood Preserve – Budget Request and Presentation

Darrell, a member of the Southwood Preserve Task Force provided a review of recent projects completed at Southwood Preserve. He is requesting a proposed 2024 budget of \$7,000 for professional buckthorn removal and other various expenses.

Chair Grachek inquired about knotweed. Darrell noted a resident used their own product to determine it was a quality product and would remove the knotweed. He also noted the budget would cover professional prairie maintenance, miscellaneous supplies and the continual spreading of wood chips.

City Staff Jill Officer stated the Parks and Recreation budget is currently being worked on but this particular request would go through city staff, would not need Parks and Recreation Commission approval and would come out of the Park Maintenance fund instead.

VI. Public Hearings

A. No public hearing scheduled.

VII. Commission Business, Action Items & Recommendations

A. Southwood Budget Approval

There is no budget approval required for this item.

B. Hause Park Design Adjustment

Community Development Director Brandy Howe presented this item and stated the City received a grant from the DNR in the amount of \$194,392. She discussed the requirements of the grant that include a connecting sidewalk from the pickleball court to the baseball field. Different options to fulfill the grant requirements were to create a sidewalk or take out the benches and backstop at the baseball field to create a multi-use field.

The Parks and Recreation Commission discussed possible uses for the unused green space and the cost of the sidewalk.

On motion by Chair Grachek, and seconded by Vice Chair Greenlee-Karp, with all present voting aye (6-0), motion carried to recommend modifying Hause park design to remove the baseball field and change to green space in order to remain compliant with the grant requirements.

VIII. Old Business

Commissioner Zahradka noted there was no formal meeting last month and mentioned discussing the tennis courts at the next meeting.

Chair Grachek noted Star Watch is September 20th and is still looking for volunteers.

IX. Reports from Staff

A. Public Works Update – Ron Ritchie

Public Works Director Ron Ritchie provided an overview of the Public Works Department's projects. He reviewed path work, security, vandalism, irrigation work and the renovation of the Silver Lake restrooms.

There was discussion among the Commission regarding vandalism at some of the park restrooms and suggestions to eliminate it. Mr. Ritchie stated graffiti removal has been ordered.

Vice Chair Greenlee-Karp inquired about the extra maintenance Public Works puts into the park rentals. Chair Grachek questioned if the Commission receives the security deposit in event of a violation. There were suggestions to use park money to purchase

security cameras. Chair Grachek thanked Mr. Ritchie for the work done by Public Works.

Vice Chair Greenlee-Karp suggested a review of the rental policy.

B. Parade Information – September 14, 2023

Ms. Officer stated the lineup will start at 5:00 p.m. and commissioners will walk together. Commissioner Zahradka inquired about a sign on the side of the truck and if kids are allowed to participate in the parade. Ms. Officer stated she will look into it.

X. Reports from Commissioners & Park Liaisons

The Autumn Arts Festival will be on September 16th from 11:00 a.m. – 6:00 p.m. and have over 20 creators, five food trucks, a bounce house, art activities, bingo and the art cart. Volunteers are still needed and can go online to sign up.

XI. Adjournment

On motion by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye (6-0), motion carried to adjourn.

Meeting adjourned at 7:18 PM

Next Park and Recreation Meeting is scheduled for September 27, 2023 at City Hall in the Sandberg Room; 2400 Margaret St, North St Paul, MN 55109



To	Date
Parks & Recreation Commissioners	September 27, 2023
Agenda Placement # IV.B	
Approval of Minutes	
Subject	
Approve joint ACC/PRC meeting minutes	
Background/Facts	
Recommended Action	
Attachments	

1. ACC-PRC 08.23.2023 Minutes Final

Respectfully submitted,

City of North Saint Paul
Arts & Culture Commission Meeting Minutes

August 23, 2023

6:00 PM

I. Call to Order

Chair Grachek called the meeting to order at 6:00 PM

II. Roll Call

Arts and Culture Commission

Tom Sonnek, Chair –present

Carey Nadeau, Vice Chair -present

Stacy Maher, Commissioner- present

Lisa Ritchie, Commissioner -present

Emily Haeg Nguyen, Commissioner (excused absent)

See Yang, Commissioner -present

Amanda Black, Commissioner -present

Cecelia Goracki, Student Commissioner (non-voting) (absent)

Lisa Wong, Council Member (non-voting)-present

Parks and Recreation Commission

Lloyd Grachek, Chair -present

Laura Greenlee-Carp, Vice-Chair -present

Arthur Alvarez Commissioner (absent)

Joe Frahm Commissioner (absent)

Ingrid Koller - Commissioner- present

Sue Springborn - Commissioner- present

Sarah Zahradka - Commissioner- present

Cassidy Schweer, Council Member (non-voting) present

Staff

Sara Lang, Staff Liaison for Arts & Culture Commission

Jill Officer, Staff Liaison for Parks & Recreation Commission

III. Adopt Agenda

On motion by Commissioner Zahradka, seconded by Chair Sonnek, with all present voting aye (11-0), motion carried to approve the agenda as presented.

IV. Commission Business, Action Items & Recommendations

A. Event Management Discussion

Staff Liaison Officer began by providing reasoning for the meeting and the shift in duties. The meeting is being held to discuss the new process of event planning and execution with City Staff member Kari Erpenbach. Reasoning for the switch to Kari being the City Event Coordinator include having one singular person as the point person for the planning as well as recognizing that the Commissioners are volunteers and have time, purchasing and other limitations. The goal is to continue to have the Commissions be the recommending body for the events however, the execution will now move to City Staff. Staff noted the City would work with the commissions for event ideas, utilize the talents within the commissions and appreciate any volunteering they could provide at the events.

A - 1 Recommendations with Rationale

Kari Erpenbach spoke regarding her role within the City including event planning. Budget limitations were discussed including restrictions on expenditures from public funding, no opportunity for fundraising and approvals from City Council. Kari stressed the importance of the Commissioners recommendations as they are North St. Paul residents that have connections and resources. Chair Sonnek asked whether any purchases made for this year's Autumn Arts Festival were against purchasing policy. Kari responded by saying that she thinks the 2023 spending has been in line.

City event recommendations for the 2024 year have already been submitted to Council due to the timeline of the fiscal year. Council Liaison Cassidy Schweer mentioned that it might be helpful for Commissioners to present event ideas to the Council for budget recommendations. Community Development Director Brandy Howe added that the workshops that will be discussing these budgets will be happening within the next few weeks but was unsure of a firm date. From the discussion between Council Liaison's Schweer and Wong, May would be a good time to present budget ideas for the following year's budget.

A - 2 Timelines for Recommendations and Feedback

Staff Liaison Sara Lang stressed that recommendations from the Commissions will still be requested and mentioned that there will be a timeline proposed. Commissioner Greenlee-Karp asked if we can provide the Commissions with a template for providing recommendations and a calendar of expectations. This new procedure would begin

January 2024 for the 2025 budget year. Direction was given for Staff Liaison's Officer and Lang to provide a template and calendar. Event Coordinator Kari Erpenbach ended by saying that any questions or concerns can be directed to City Staff anytime via email, phone or even at Commission meetings.

IX. Reports from Staff

None.

XII. Adjournment

On motion by Commissioner Sonnek, seconded by Commissioner Maher, with all present voting aye (11-0), motion carried to adjourn.

Chair Grachek adjourned the meeting at 6:32 PM

There is no set date for a future joint meeting at this time.



To	Date
Honorable Mayor Monge and City Council	September 27, 2023
Agenda Placement # VI.A	
Public Hearings	
Subject	
No Public Hearing Scheduled	
Background/Facts	
Recommended Action	
Attachments	

None

Respectfully submitted,



To	Date
Parks & Recreation Commissioners	September 27, 2023

Agenda Placement # VII.A

Commission Business, Action Items & Recommendations

Subject

Southwood Nature Preserve Policy

Background/Facts

Staff worked with the City Attorney and Public Works Department to develop a policy to provide guidance and clarity on work activities and volunteer interactions at Southwood Nature Preserve. The policy was provided to the task force for their review.

Recommended Action

Recommend City Council approval of the proposed policy.

Attachments

1. DOCS-#227190-v1-SOUTHWOOD_NATURE_PRESERVE_POLICY

Respectfully submitted,
Brandy Howe, Planner

SOUTHWOOD NATURE PRESERVE STATEMENT OF POLICY

This policy document has been created by the City of North St. Paul to provide guidance for the expenditure of public funds to support the City's public parks program at Southwood Nature Preserve. This document is intended to aid in managing the City's parks and coordinate with volunteer and citizen groups to ensure the most efficient use of City funds. This document is intended to provide guidelines, and does not constitute a commitment by the City to undertake any action or commit to any use of public funds. All expenditures of public money must be pursuant to the City's annual budget and Purchasing Policy.

BACKGROUND:

- A. The City owns and operates Southwood Nature Preserve (the "preserve") as a public park with a diverse ecosystem and habitat for native plants and wildlife that is available for the enjoyment of the community;
- B. The preserve requires regular maintenance work, including the removal of dead and dangerous trees, the control and removal of invasive species, the planting and maintaining of native species, the installation and maintenance of habitat for native wildlife, and the maintenance and repair of trails and other infrastructure;
- C. The City budgets public funding each year through its annual budgetary process to undertake the necessary maintenance work at the preserve. City-funded maintenance work has included:
 - 1. Public Works projects including mowing
 - 2. Spraying and pulling of noxious weeds and invasive species
 - 3. Hiring professional landscapers to remove buckthorn and treat for invasive species
 - 4. Woodchipping of trails and pathways
 - 5. Controlled burns conducted by the Fire Department
 - 6. Installation of native species habitat, including bluebird, duck, and bat boxes
 - 7. Removal of dead and downed trees
- D. The City has also undertaken to support volunteer and community events at the preserve. These events further the public interest by improving the public parks, educating members of the public, and performing necessary maintenance work that would otherwise need to be completed by City employees;
- E. Volunteers have undertaken maintenance work at the preserve since at least 2015, including removal of invasive species such as buckthorn and garlic mustard, the identification of dangerous trees, trail repair, and organizing additional volunteer events including invasive garlic mustard pulls and an Earth Day cleanup event;
- F. Many volunteers have valuable knowledge and expertise, including Minnesota Master Naturalists. This expertise, and knowledge of the specific conditions at the preserve,

provides these volunteers insight into which maintenance tasks at the preserve are most necessary, how to undertake these tasks most effectively, and how to most efficiently target the use of maintenance funding;

- G. The City is authorized under Minn. Stat. § 412.491 to expend public funds to “improve, ornament, maintain, and manage” its parks; and
- H. The City wishes to continue the maintenance and improvement of the preserve, and support the work done by volunteers for the improvement of the preserve, while ensuring that all public funds are accounted for and spent pursuant to State law and City policy.

FUNDING POLICY:

In order to provide for the most effective and transparent use of public funds to support the City’s public parks, and the preserve in particular, the City establishes the following guiding priorities. All expenditure of public money must be authorized by law and by City Council, and must be pursuant to the City’s purchasing policy.

MAINTENANCE WORK. In order to best maintain the preserve, the City will undertake maintenance work as provided for in the City’s annual budget. The City will prioritize and direct work on the preserve in the following order, subject to the individual needs of the preserve as they may change from time to time:

1. The preservation of public safety within the park, including the removal of dangerous or unstable trees.
2. Maintenance of public facilities at the preserve, including trails and public access points.
2. Prevention and removal of invasive species and noxious weeds within the preserve, including by hiring certified professionals to apply pesticides or herbicides or to otherwise treat for the presence of invasive species or noxious weeds.
4. Restoration of native habitats within the preserve, including seeding native species and establishing habitat for native species of wildlife.
5. Supporting public engagement through hosting City-run educational and volunteer events.

COMMUNITY COORDINATION. To ensure the most effective and efficient use of public funding to improve the preserve, the City will accept advice from community members who have personal expertise or knowledge of the preserve. The City particularly desires community assistance in identifying possible safety concerns and with determining which areas of the preserve require priority attention. The City understands that community members may be more familiar with the conditions in the Preserve than City staff, and desires to work with the community to identify the best projects for any given year. However, the preserve is a piece of City property managed for the benefit of the public at large. To ensure no conflicting projects or inadvertent damage to the preserve occurs, no volunteer improvements or maintenance work may occur at the preserve without the approval of City staff whether or not any given project requires the expenditure of public funds.

Project proposals must be submitted to the City in advance of work beginning, and will be evaluated for consistency with this Policy. City staff will ensure that the proposed work will improve the preserve and will not be conflicting with other work already planned. City staff will also evaluate whether the proposed project is realistic and likely to be completed in a thorough manner.

If the project requires the expenditure of public funds, City staff will further evaluate the proposal to ensure that the proposed work is necessary, that the proposal contains all necessary information to undertake the work, that it will be beneficial for the preserve and the public interest, that there is sufficient funding budgeted to allow for the work, and that the project is consistent with the priorities of this Policy.

No proposal will obligate the City to take or allow any action or to expend any public funds. The City may undertake a proposed project only with the direct and prior approval of City staff pursuant to City policies. Although the City will endeavor to coordinate with the project proposer with respect to which contractors and materials will best support any project, all contractors will be chosen and hired directly by the City and all materials will be purchased directly by the City pursuant to the City's Purchasing Policy.

VOLUNTEER SUPPORT. The City wishes to support projects by dedicated volunteers to improve the preserve. These projects are an important source of public engagement with the City's parks and improve the preserve for all public users. Volunteer work further supports the public interest by reducing the cost of completing necessary maintenance projects at the preserve, allowing the City to perform more improvements without needing to raise additional revenue.

Where a volunteer proposes to complete a project with volunteer labor, it is in the public interest for the City to support these projects to the extent possible. The City will therefore evaluate the proposed volunteer project to determine if it is a project that the City would otherwise undertake itself. Where a volunteer proposal meets the criteria for a city-run project, the City may purchase supplies and materials for the project as though the City were undertaking the project itself, and allow the volunteers free use of those supplies and materials. All supplies and materials thus supplied will be purchased directly by the City pursuant to the City's Purchasing Policy. Although the City shall endeavor to coordinate with the volunteers on the types of material purchased and when and where the material shall be delivered, City Staff shall make all final purchasing decisions and all contracts must be signed by the City.

NO JOINT VENTURE. Nothing in this Policy shall be deemed to constitute a partnership, joint venture, or agency relationship between the City and any other person. This Policy provides guidance to City staff but shall not obligate the City to take any action. Nor does this Policy create any rights in any third party.



To	Date
Parks & Recreation Commissioners	September 27, 2023

Agenda Placement # VII.B
Commission Business, Action Items & Recommendations

Subject
Review and recommendations on Park Rental Policy and 2024 fees

Background/Facts

Recommended Action

Attachments

1. Park Rental Policy and fees -revisions

Respectfully submitted,

Park Rental Policy

PURPOSE & DESCRIPTION OF PARK POLICY

The City of North St. Paul has two enclosed facilities and four open-air shelters available for rent by the public. Requests are on a first-come, first-served basis. Park facilities are available to North St. Paul residents and non-residents at a minimum cost. This policy provides guidelines for City staff and those who utilize the park facilities.

FACILITIES AVAILABLE FOR RENT

ENCLOSED FACILITIES

- Casey Lake Park Building
- Hause Park Building

OPEN-AIR FACILITIES

- Colby Hills
- Hause (included with building rental)
- Silver Lake
- Northwood

FACILITY USAGE SPECIFICATIONS

Rental Requests: Any person or group wishing to reserve a North St. Paul park facility must complete a rental application online at northstpaul.org and pay the appropriate fee and damage deposit to the City of North St. Paul. Payments can be made online, or payment may be made by cash or check at the North St. Paul City Hall located at 2400 Margaret Street, North St. Paul, MN 55109. Requests for reservations will be accepted on a first-come, first-served basis. The City shall have first priority for use for all governmental activities, including maintenance.

Rentals will be approved, denied, or revoked at the sole discretion of the City Manager. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on the basis of content or viewpoint, except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, the previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of the law. Approving a rental is not an endorsement by the City of that individual's or group's views.

City residents shall have first priority to rent facilities. Resident registration will start on December 1 at 8:00 a.m. for the following year; non-resident registration will begin a month later on January 3 at 8:00 a.m. If the first day of registration falls on a day City Offices are closed, registration will start the next business day.

Only one reservation will be accepted each day for each facility.

Reservations are valid for park hours 7 a.m. – 11 p.m. only. Per City Ordinance alcohol shall not be consumed after 9:00 p.m. **All reservations must be cleaned up and out of the park building by 11:00 p.m. or they will automatically forfeit their deposit.**

Considering eliminating alcohol use or adding more to the deposit for alcohol.

Deposits: Damage deposits must be paid with your reservation. After your rental, and upon the return of the key and inspection of the building the damage deposit will be refunded within 2-4 weeks. All refunds from the City of North St. Paul are paid by a check made payable to the applicant on the reservation. See the section on “Set up, Clean Up & Damage” for information on how your deposit may be impacted.

Tents: Only 10’ X 10’ pop-up tents are allowed. The maximum number of tents is 2 per reservation. Tents must be secured with sandbags or weights. Staking tents into the ground is not allowed.

Inflatables/Moon Bounces: Unless it is a City-sponsored event, inflatables/moon bounces are not allowed.

Water Balloons: Are prohibited in city parks.

No fireworks may be discharged on City-owned property including parks, ball fields, parking lots or other similar properties owned by the City of North St. Paul.

Food Trucks and Food Vendors: Up to two food trucks are allowed per reservation. All food vendors and food trucks must have a current City vendor license on file. A list of current vendors is available from the Community Development Department. At Casey Lake Park, food trucks may be parked on the sidewalk in between the Shelter and Booya building and in the motorcycle parking space with the serving window facing the sidewalk only. At Hause Park, food trucks may be parked on the street. Food trucks must not block access to buildings.

Facility Tours: Only one **½ hour** facility tour is allowed per reservation. Additional facility tours will be assessed at a \$50 per visit fee.

Enclosed Facility Reservation Occupancy:

- Hause Park 49 people (seating capacity for 30)
- Casey Lake Shelter 215 people (seating capacity for 95)

Video Surveillance: The premise is under video surveillance. Compliance with rental terms may be enforced through a review of video surveillance.

Keys: Building keys for the Hause Park Building must be picked up from City Hall, Monday through Friday, between 8:00 a.m. and 4:30 p.m., and no more than 2 days prior to your scheduled event. Keys must be returned to City Hall, or its after-hours drop boxes, the next day. Failure to pick up the Hause Park key resulting in an after-hours or weekend staff call will result in loss of deposit. The fee is based on the on-call staff member coming out to open the building for the rental.

Failure to return the Hause Park Key will result in the loss of the entire damage deposit.

Casey Lake key codes are sent to the email on your account 5 days prior to your rental date. It is the renter's responsibility to call City Hall for the code during business hours if they do not receive or cannot find this email. Failure to request this code resulting in an after-hours or weekend staff call will result in a \$150 charge. The fee is based on the on-call staff member coming out to open the building for the rental.

Keycodes for the Casey Lake Building will also be posted in the applicant's online Park & Recreation account.

Special Licensing: Sale of alcohol or special events that are open to the public will require a Special Event Permit and corresponding insurance and may require a Minnesota Department of Health license if eligible. Proof of license must be provided with reservation.

Fee Waiver: No fees shall be waived for any group except for City-sanctioned or City-sponsored events.

Decorating Information: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, 3M command strips, and screws are prohibited. Glitter and confetti are also prohibited. Do not hang decorations from the sprinkler heads or ceiling fans. White mounting putty is permissible but must be completely removed after use. With the exception of food warmers (sternos) no open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

Set Up, Clean Up & Damage: The renter is required to stack and rack all tables and chairs, and remove personal equipment at the conclusion of the rental. The renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins, and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages above and beyond your deposit as well as be subject to loss of rental privileges.

Consider having the tables left and chairs placed on top. This will reduce wear and tear and allow for a visible check of cleaning of tables.

Smoking/Tobacco: Smoking, e-cigarettes, and the use of tobacco products is strictly prohibited in North St. Paul Parks and in all park facilities.

Police Security: Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the OT Patrol Officer rate as listed in the fee schedule at a three-hour minimum. The City, at its discretion, may waive the police presence requirement based on a review of the applicant submittal.

Refunds and Cancellations: If the applicant cancels their rental within 13 days from the date of their reservation, they will forfeit their rental fees. All canceled reservations are subject to a \$25 administrative fee for cancellations. Weather-related refunds are only issued when North St. Paul schools, places of worship, and/or local businesses are closed by snow, ice, or other severe weather conditions for the entire day or at the discretion of the City Manager. Weather-related closures can be found on WCCO, KARE11, KSTP, and KMSP Fox 9.

Applicants may reschedule their event to another available date for a \$25 administrative charge by notifying the City of North St. Paul prior to 13 days of their reservation date. Any reschedule within the 13 days is charged the entire amount of the original rental fee.

Animals: Pets are not allowed in enclosed park shelters; service dogs are welcome.

Colby Hills and Northwood: Colby Hills and Northwood Parks do not have restrooms onsite; renters will be responsible for providing their own port-a-potty from a licensed vendor.

Hause Park: The outdoor open-aired shelter is included with the facility rental.

Casey Lake: Both the outdoor patio and indoor space will be included in the reservation. If the outdoor patio space is not being used by the reservation, the public is not prohibited from utilizing the outdoor space. The Booya covered patio will be left open for residents to use on a first come first serve basis. The shelter restrooms will be available to the public during park hours.

Fees and rental specifications will be periodically reviewed by the Parks and Recreation Commission and staff to ensure the policy is adequately meeting the needs of the community and City.

Prompts for renting facilities:

General Prompts

1. Please tell us about what type of event you are hosting in our park facility.

Select an option...

2. After your rental, and upon inspection of the building, the damage deposit will be refunded less any damage and/or late charges. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages above and beyond your deposit as well as be subject to loss of rental privileges. All refunds from the City of North St. Paul are paid by a check, made payable to the applicant on the reservation and mailed to the address on the account. Refunds will be received within four weeks of your rental.

3. The City of North St. Paul reserves the right to limit capacity and/or cancel reservations based on COVID-19 requirements from the CDC or the Minnesota Department of Health. *Still needed?*

4. City staff will review your rental to verify your North St. Paul residency. Additional charges may be assessed if you are not a North St. Paul resident and select the resident rental rates on our facilities.

5. The renter *is required to stack and rack all tables and chairs* and remove personal equipment at the conclusion of the rental. The renter is responsible for cleaning the kitchen and all areas utilized, including: * wiping off tables & chairs * sweeping * taking care of spills * spot mopping floors * placing garbage and recyclables in appropriate bins * removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses or damages above and beyond your deposit as well as be subject to loss of rental privileges. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance ☒

6. No smoking is allowed in North St Paul parks or park building pursuant of Resolution 06-061 and MCIAA. No alcohol will be consumed after 9pm. No glass containers are allowed in the park.

Park Rental Fees

Casey Lake Park Building Rental Fees

Weekend Reservations (Friday, Saturday, Sunday, and Holidays)

- \$300 Residents + \$350 deposit
- \$400 Non-Residents + \$350 deposit

Weekday Reservations (Monday-Thursday)

- \$200 Residents + \$300 deposit
- \$250 Non-Residents + \$300 deposit

Hause Park Building Rental Fees

Rental of the enclosed Hause Park Building includes the open-air shelter

- \$150 Residents + \$150 deposit
- \$200 Non-Residents + \$150 deposit

Open Air Shelter Rental Fees

Open Air shelters are available at Northwood Park, Silver Lake Park, and Colby Hills Park

- \$50 Resident + \$50 deposit
- \$65 Non-Resident + \$50 deposit



To	Date
Parks & Recreation Commissioners	September 27, 2023

Agenda Placement # IX.A

Reports from Staff

Subject

Park and Open Space Plan

Background/Facts

Staff has been working on research for the background chapters of the park and open space plan as well as summarizing the community survey that closed at the end of August. Staff will provide a presentation, survey summary, and status update at the October PRC meeting.

Recommended Action

N/A

Attachments

None

Respectfully submitted,
Brandy Howe, Community Development Director