



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

**February 28, 2024
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **February 28, 2024** 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 **February 28, 2024 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
David Andren
Ben Hansen
Ingrid Koller
Sue Springborn
Sarah Zahradka
Cassidy Schweer, Council Liaison

STAFF

Jill Officer

III. Adopt Agenda

IV. Approval of Minutes

- A. Approve November 15, 2023 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.

- A. Official Welcome of New Commissioners- David Andren and Ben Hansen
- B. Cathy Troendle Remembrance
- C. Public attendees, zoom attendees

VI. Presentation

- A. 2024 PRC presentation

VII. Commission Business, Action Items & Recommendations

- A. Chair and Co-Chair elections
- B. Event update and Commission input

VIII. Reports from Staff

- A. Park and Open Space Master Plan
- B. Park Planning Design Services
- C. Park Rental Policy Update
- D. 2024 PRC Calendar

IX. Reports from Commissioners & Park Liaisons

X. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is March 27, 2024 at 6:30 pm.



To	Date
Parks & Recreation Commissioners	February 28, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approve November 15, 2023 meeting minutes	
Background/Facts	
Recommended Action	
Attachments	
1. PRC November 15 meeting minutes	
Respectfully submitted,	

November 15, 2023

6:30 PM

The November 15, 2023, Parks & Rec Commission meeting was held in the City Council Chambers 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 6:30 p.m.

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - present

Ingrid Koller - absent

Sue Springborn - present

Sarah Zahradka - present

Arthur Alvarez, Jr - present

Council Liaison: Cassidy Schweer - present

Staff: Jill Officer - present

III. Adopt Agenda

On motion to adopt the agenda by Commissioner Greenlee-Karp, seconded by Commissioner Zahradka, with all present voting aye (5-0), motion carried to adopt the agenda.

IV. Approval of Minutes

- A. On motion to approve the October 25, 2023 meeting minutes by Commissioner Zahradka, seconded by Commissioner Greenlee-Karp, with all present voting aye (5-0), motion carried to approve the minutes.

V. Meeting Open to Public

A. Members from the public, zoom

Adam Bodine, owner of Hang Time Board Shop, discussed the benefits of snow and how it can be better utilized within the community. Mr. Bodine suggested hauling snow to Casey Lake Park to build a possible snowscape park. He stated this would provide an opportunity for residents and other communities as well to enjoy it.

Commissioner Zahradka inquired about the construction of the snowscape. Mr. Bodine explained the details of a snowscape and noted Hang Time Board Shop would maintain it throughout the winter with possible lessons and/or other events. Chair Grachek noted the Parks and Recreation Commission will look into it and discuss it with the City.

The Commission offered various areas around the City for a possible location of the snowscape. There was also discussion surrounding the Fire and Ice Event and how the snowscape could be incorporated into that. Chair Grachek inquired on the size of

space needed. Mr. Bodine stated he was not sure how much space they would need but could work within any limits.

- B. Arts and Culture Commissioner Amanda Black provided a short debrief on the Arts Festival and requested feedback from the Parks and Rec Commission.

Commissioner Zahradka noted the time of the year was a positive one. Vice Chair Greenlee-Karp noted the flow was much better this year and provided a sense of inclusivity.

Commissioner Springborn noted the wheelchair accessibility was a concern. Arts and Culture Commissioner Black stated they are looking into ways to improve on that moving forward.

Commissioner Zahradka suggested a date selection to make sure that time of year is open and available. Park and Recreation Staff Jill Officer noted Saturday, September 14th as a possible date for the 2024 Arts Festival. Commissioner Zahradka also suggested using a high school fundraiser as a way to increase the number of volunteers.

VI. Commission Business, Action Items & Recommendations

A. Park and Recreation Goals for 2024 – Review Accomplishments

Chair Grachek and Ms. Officer provided a rough outline. Chair Grachek stated the goal is for Parks and Recreation Commission to present this information at the City Council meeting on January 16, 2024. Ms. Officer briefly explained the main ideas, new mission statement, new commission members, dates and events, and added the joint projects with the Arts and Culture Commission. Commissioner Zahradka suggested moving the Arts Festival under the joint event section with the Park and Recreation Commission.

Vice Chair Greenlee-Karp discussed and reviewed goals for 2024 and provided a review for the Commission members. Ms. Officer recommended updating the Park Improvement Plan each year. Commissioner Zahradka suggested labeling concrete goals using smaller objectives to achieve each goal.

The Commission discussed additional meetings in December to create a detailed presentation to bring to City Council.

VII. Old Business

There was no Old Business.

VIII. Reports from Staff

A. Commissioner Members – Mayor suggested 5 total

Ms. Officer introduced the new Parks and Recreation Commission member, David Andren,

and stated it will be accepted at the next City Council meeting. Ms. Officer noted Mayor Monge is looking into a five-person Parks and Recreation Commission as well as the other commissions similar to Council. This has not been considered, only mentioned for North St. Paul. Ms. Officer added this has not been made official yet.

B. CIP Information – Bond Research and Hause Park Funding

Ms. Officer provided a brief description of the bonds and funding. She suggested a recommendation to approve the Capital Improvement Plan (CIP) with the changes that have been made.

On motion by Commissioner Greenlee-Karp, seconded by Commissioner Alvarez, with all present voting aye (5-0), motion carried to recommend to City Council the approval of the Capital Improvement Plan as it is presented regarding the Park funds.

Council Liaison Schweer inquired about changing the approval. Ms. Officer noted Finance Director Dan Winek would be able to adjust the Park Funds for the following year.

There was discussion and suggestions made regarding the Park Fund budget. It was also suggested Mr. Winek attend a Parks and Recreation Commission meeting to provide more clarity.

IX. Reports from Commissioners & Park Liaisons

A. Commissioner Decision on Reinstatement – Artie Alvarez

Commissioner Alvarez inquired about future vacant positions if the Commission were to be mandated to only five members. Commissioner Springborn inquired about the reasoning for the five-person Commission. Council Liaison Schweer noted it would provide consistency throughout the Commissions.

Commissioner Alvarez announced tonight was his last Parks and Recreation Commission meeting. He thanked the Parks and Recreation Commission for their continued hard work for the City of North St. Paul.

The Commission discussed Food Truck Night and Council Liaison Schweer thanked the Commission for a great first year.

X. Adjournment

On motion by Commissioner Greenlee-Karp, seconded by Commissioner Springborn, with all present voting aye (5-0), motion carried to adjourn.

Meeting adjourned at 7:37 PM

Next Parks and Recreation Meeting is scheduled for January 24, 2024 at City Hall in the City Council Chambers; 2400 Margaret St, North St Paul, MN 55109



To	Date
Parks & Recreation Commissioners	February 28, 2024
Agenda Placement # VI.A	
Presentation	
Subject	
2024 PRC presentation	
Background/Facts	
See enclosed	
Recommended Action	
N/A	
Attachments	
None	
Respectfully submitted, Brandy Howe, Community Development Director	



To	Date
Parks & Recreation Commissioners	February 28, 2024

Agenda Placement # VII.B

Commission Business, Action Items & Recommendations

Subject

Event update and Commission input

Background/Facts

Kari has been working on booking festival entertainment and has put together a document of what is currently scheduled for review. Would like feedback on bouncy house.

Other factors to consider:

Movie in the Park....preferred location? Use it for Hause Grand opening?

We will have extra budget money since we were unable to schedule the Chase Away the Snowman 5K this year....those funds could be directed to Hause Grand opening for additional entertainment/ice cream social.

I'm interested in the Commission's feedback.

Recommended Action

Attachments

1. Autumn Arts Festival as of Feb 28
2. Autumn Arts Festival Inflatables options

Respectfully submitted,
Kari Erpenbach, Communications

Autumn Arts Festival | Saturday, September 14

11:00 a.m. – 6:00 p.m.

Casey Lake Park

Mission:

The Autumn Arts Festival serves to highlight various cultures and artistic expression through entertainment, art, food and activities.

Activities:

- Artisan Market
- Entertainment Stage
 - 11:00-12:00: Rince na Chroi Irish Dance
 - 12:30-1:30: Women's Drum Center
 - 2:00-3:00: Zorongo Flamenco Dance
 - 3:30-4:30: Panhandlers Steel Drums
 - 5:00-6:00: Paul Berry Blues
- Bingo w/art/culture related prizes
 - Pending hosts Knights of Columbus
 - **Arts & Culture make prize recommendations**
 - **Parks & Recreation also make prize recommendations**
- Community art project
 - Arts & Culture Commission
 - Project description/material needs
 - Timeframe
 - Casey Lake Pavilion
 - **Need information/description and material list from Arts & Culture Commission**
- Art Cart activity
 - Art & Culture Commission
 - Project description/material needs
 - Located in park like last year
 - **Need project description and material list from Arts & Culture Commission**
 - **Women's Drum group will host a one hour session on making your own percussion instrument for children**
- Story Walk
 - Ramsey County Library story boards placed throughout the park
 - Ann Wahlstrom will provide a list of possible selections
 - **Commissions to make selection from the following:**
 - Big Dance (you've had this one before)
 - We All Play by Flett
 - Cat's Colors
 - Watercress by Wang (2022 Caldecott Medal)
 - Moo! by David LaRochelle
 - We Laugh Alike by Bernier-Grand (Spanish/English book)

- Saturday - by Oge Mora
 - Snow in the Jungle by Hoffmann-Maniayar (Spanish/English book)
 - Johnny's Pheasant by Flett
- Education /Community outreach opportunities—interested in developing?
 - Presentation (s)
 - Demonstration(s)
 - Invite local arts groups to set up an information table to promote their programs to our residents
 - **Need feedback/interest level from Arts & Culture Commission**
 - Face painting/Balloon art/Children's Entertainment
 - **Contract pending for 2 face painters and 2 balloon artists**
 - Inflatable
 - Obstacle course/art/culture theme
 - **Parks & Recreation Commission make selection**
 - Food trucks
 - Ethnically diverse food options
 - Open to recommendations
 - Need to confirm City requirements

Budget:

- \$6,000 for Autumn Arts Festival
- \$1,500 for Food Truck Night—Transfer to cover event inflatable?
- Artisan Market Fees income TBD

Event Expenses:

Rince na Chroi Irish Dance Troupe	\$350
Dance performance w/teaching lesson for youth	
Zorongo Flamenco Dance	\$600
depending on number of dancers available	
Panhandlers Steel Drums	\$600
Women's Drum Center	\$550
Blues Group	\$600
Equipment Rental	\$750
Face Painters/Balloon Artists	\$1504
Bingo prizes	TBD
Community Art Project	TBD
Art Cart Activity	Commission Budget

Children's Entertainment

TBD

Pending outreach:

- Mariachi Band
- African Dance Troupe—too expensive--African Village Expo Brooklyn Center—Same date
- Naomi Yang Hmong Cultural Group (interested in working with us in some capacity)
- Twin Cities Chinese Dance Center
- Scandinavian Cloggers

Considerations:

- 15x28 stage \$2,515
- 30x40 tent w/weights \$2,612
- Chairs \$2.60 each \$260
- 10x10 pop up tent \$128 each
- Mobility scooter and Power Chair rental \$175* pending liability release from City Attorney
- **City will rent 60 chairs, some additional pop up tents and a mobility scooter and power chair for the event.**

7 Element Obstacle Course  \$750 + \$75/hr 7 element Obstacle Course. Ready? Set? Go! Race your friends through this gigantic 65 Foot Obstacle Course. Add to Quote	Adrenaline Obstacle Course (2 piece)  \$760 + \$75/hr Adrenaline Rush Extreme: This inflatable obstacle course offers a double lane slide/obstacle track. Add to Quote	Adrenaline Obstacle Course (3 piece)  \$850 + \$75/hr Adrenaline Rush Extreme: This inflatable obstacle course offers a dual-lane climb and slide, a curved slide. Add to Quote	Castle Course  \$400 + \$50/hr Castle Course is a 30 foot obstacle course for little tykes. This unit is intended for pre-school ages. Add to Quote
Giant Slide Obstacle Course  \$550 + \$75/hr Giant Slide Obstacle Course: Test your endurance and agility as you maneuver through the entrance. Add to Quote	Jurassic Survivor Obstacle Course  \$900 + \$75/hr Jurassic Survivor Obstacle Course: Tame this T-Rex. Race against an opponent or just make the quest. Add to Quote	Mega Thrill Obstacle Course  \$750 + \$75/hr 3 lane Mega Thrill Obstacle Course. Now more players than ever before can get in on the obstacle. Add to Quote	Obstacle Course-Flexible Option  \$825 + \$75/hr Obstacle Course- Flexible option. An obstacle course will be provided based on availability and space. Add to Quote
The Lost Jungle Obstacle Course  \$850 + \$75/hr The Lost Jungle Obstacle Course: Race against an opponent or just make the quest through the jungle. Add to Quote	The Lost Jungle Obstacle Course - Alligator side only  \$500 + \$50/hr The Lost Jungle Obstacle Course: Race against an opponent or just make the quest through the jungle. Add to Quote	The Lost Jungle Obstacle Course - Snake side only  \$500 + \$50/hr The Lost Jungle Obstacle Course: Race against an opponent or just make the quest through the jungle. Add to Quote	Wacky Maze  \$350 + \$50/hr Wacky Maze is a small but intriguing obstacle maze for little tykes. This unit is intended for pre-school. Add to Quote

https://rental.software/quotes/quoteme.php?name=Game+World2&wp_checkout=1



To	Date
Parks & Recreation Commissioners	February 28, 2024
Agenda Placement # VIII.A	
Reports from Staff	
Subject	
Park and Open Space Master Plan	
Background/Facts	
Refer to enclosed draft plan.	
Recommended Action	
N/A	
Attachments	
1. DRAFT Park and Open Space Master Plan	
Respectfully submitted, Brandy Howe, Community Development Director	

City of North St. Paul

Parks and Open Space Master Plan

Draft: January 24, 2024



Acknowledgements

City Council

John Monge, Mayor
Tim Cole, Council Member
Jason Nordby, Council Member
Cassidy Schweer, Council Member
Lisa Wong, Council Member

Parks and Recreation Commission

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Ben Hansen, Commissioner
Ingrid Koller, Commissioner
Sue Springborn, Commissioner
Sarah Zahradka, Commissioner
David Andren, Commissioner
Cassidy Schweer, Council Representative

Community Development Staff

Brandy Howe, Community Development Director
Ron Ritchie, Public Works Director
Jill Officer, Parks and Recreation Commission Liaison
Chris Cherne, Administrative Assistant
Sara Lang, Administrative Assistant

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01

INTRODUCTION

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- » Introduction
- » Plan Purpose
- » Related Planning Efforts
- » Role of Parks and Recreation Commission
- » Vision and Guiding Principals

INTRODUCTION

North St. Paul is located on the east side of Ramsey County in the Twin Cities metropolitan area. Our fully built-out community occupies just 3.1 square miles but enjoys 146 acres of parks and open space, including three nature preserves and two recreational lakes. Parks contribute to our community's quality of life by providing residents and visitors numerous recreational opportunities as well as land and water to enjoy nature.

North St. Paul is an evolving city, with an increasingly dense and diverse population of people from different backgrounds and countries. As density increases, so does demand on the park system. This 2023 plan looks to determine if the system adequately provides for North St. Paul's diverse and growing population and to identify how to equitably and thoughtfully apply its resources to provide quality park access for all residents wishing to utilize the park system.

PLAN PURPOSE

A park and open space master plan lays out an organizational framework for improving parks and recreation facilities to better serve the public. If referred to regularly by staff and officials, it helps ensure the City responsibly manages its park system. Specifically, this plan is intended to:

- Offer guiding principles, recommendations, priorities to ensure our park system is relevant and functional into the future.
- Outline recommendations based on community input as well as analyses of demographic changes, future trends and the City's current park system.
- Provide guidance and rationale for capital improvement planning for our parks.
- Be a 10-year road map for the maintenance and improvement of our parks and open spaces to meet the needs of the City's growing and changing population.

Additionally, completion of this report improves the city's ability to qualify for key funding opportunities, such as DNR grant funding available from the Federal Land and Water Conservation Fund (LWCF).

Our Promise

As citizens and customers, our residents deserve the best possible service, programs, and facilities. We, the North St. Paul Parks and Recreation Commission, promise to do everything within our duties to cheerfully and respectfully serve you by providing clean, safe facilities; enjoyable, safe programs; and timely and effective services, which includes listening and responding to your suggestions and concerns.

RELATED PLANNING EFFORTS

This document incorporates and refines the park and recreation-related findings and recommendations presented in the 2022 Park Improvement Plan, 2040 Comprehensive Plan, and other city-approved planning documents. Key plans, reports, and surveys that helped inform and guide the development of this plan include:

- » 2040 North St. Paul Comprehensive Plan
- » 2022 Park Improvement Plan
- » 2022 Redevelopment Master Plan
- » 2022 Housing Needs Assessment
- » 2018 ADA Transition Plan
- » 2011 Living Streets Plan
- » Bike North St. Paul (date unknown)
- » Ramsey County Parks & Recreation System Plan, 2018
- » Minnesota Statewide Comprehensive Outdoor Recreation Plan, 2020-2024



Why Plan?

One of the key reasons for a park and open space plan is to take a critical look at facilities and services and ask hard questions about performance.

- *Are they still relevant?*
- *Are they meeting the needs and priorities of the community?*
- *Is the city investing an appropriate level of resources into them?*

Addressing these questions can ensure the City can responsibly and equitably appropriate resources to ensure our parks continue to improve the quality of life in North St. Paul.



VALUE OF PARKS AND RECREATION

Residents and visitors value our parks and trails for many reasons: to walk a dog, ride a bicycle, play sports, or engage in a wide variety of other recreational activities. These activities lead to health benefits by providing contact with nature, opportunities for physical activity, and social interaction. Open space areas also offer habitat for wildlife and absorb stormwater runoff. A well-designed and maintained park system contributes to quality of life for residents. It can also increase property values in the community and enhances the City's ability to attract new residents and foster economic development.

ROLE OF THE PARK AND RECREATION COMMISSION

The North St. Paul Parks and Recreation Commission was established in 1978 in recognition of the importance of adequate, useful and attractive parks, open spaces, trails and to promote public health and active living, provide for leisure activities, maintain property values and sustain a high quality of life in the community. The Parks and Recreation Commission is a seven-member commission that serves in an advisory capacity to the City Council. The duties of the Parks and Recreation Commission are to:

- » Prepare operating policies and procedures for use of parks.
- » Give due regard to the city's Comprehensive Plan as it relates to parks, open space and trails in its recommendations to City Council.
- » Make recommendations to City Council related to parkland dedications, recreation programming, and park and trail improvements.

This Commission welcomes comments, recommendations and input from the community to help maintain and improve our park facilities.

VISION AND GUIDING PRINCIPALS

The Parks and Recreation Commission's vision is to:

- » Enhance and expand the parks, trails, and open space system to ensure that all have access to quality community facilities.
- » Protect and enhance the lakes, wetlands, woods and wildlife, and promote actions, practices and developments which will sustain the environment. Become more resilient to climate change through climate change mitigation and adaptation.
- » Promote community stewardship through an involved and informed citizenry.
- » Achieve a functional, aesthetic, and balanced park system that includes pedestrian-friendly sidewalks and trails, local streets, collectors, arterials, a freeway, and transit.



02

OUR COMMUNITY

SECTION CONTENTS

- » Our City
- » Demographics
- » Housing Development Trends

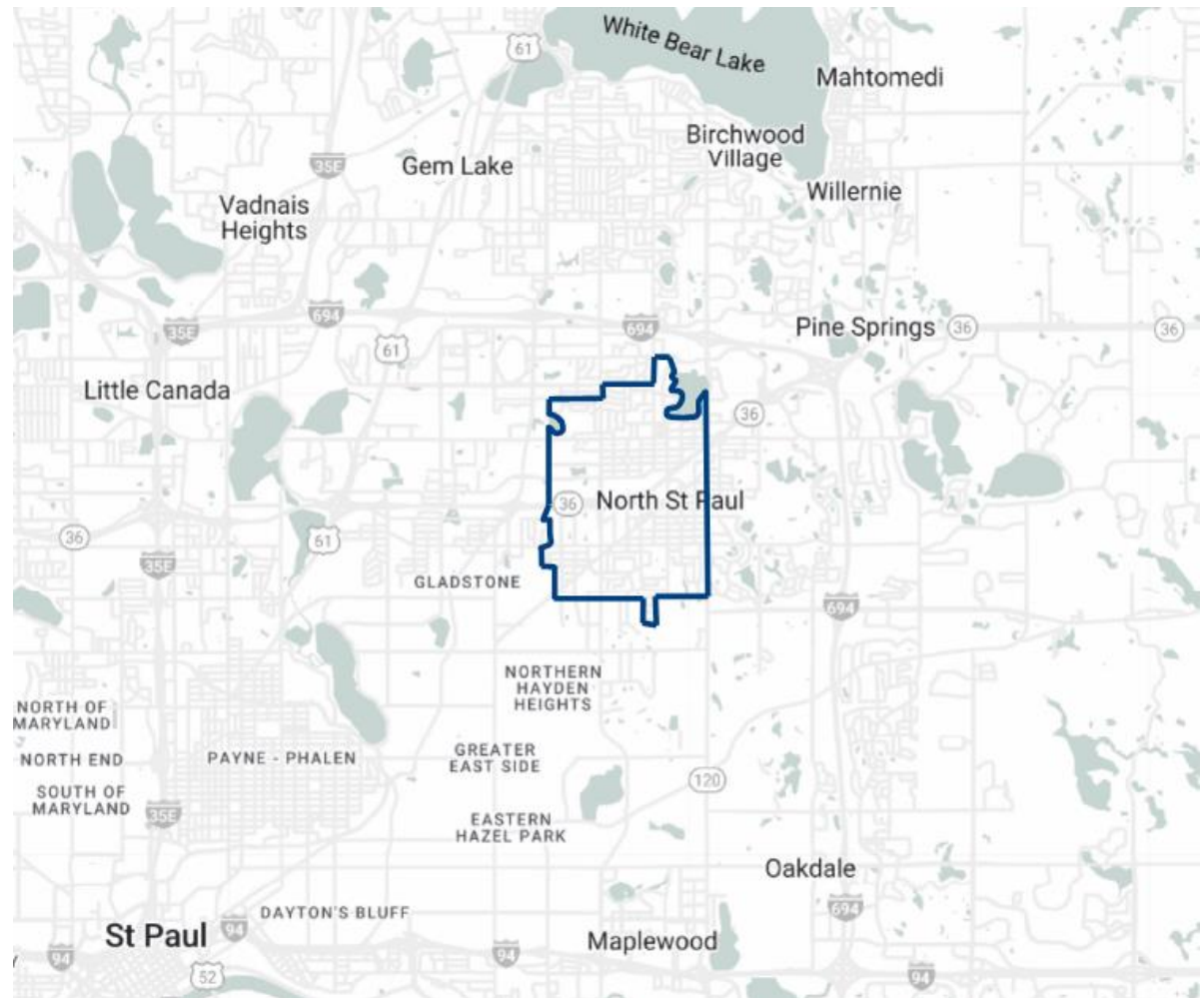
OUR CITY

North St. Paul is a city of 3.1 square miles located on the near east side in the Twin Cities metropolitan area.

It is different from its neighboring suburbs that are composed primarily of new developments. North St. Paul is a distinct city with a history as a small industrial village that is now fully built out. The City is known for its industrial and blue-collar roots, but also its abundance of parks, schools, and churches for a city of its size, as well its distinct downtown.

As a community, North St. Paul seeks to become more “urban.” By investing in progressive infrastructure improvements and more compact development, it will strive to preserve its small-town character while ensuring that future projects adhere to a quality design standard and aesthetic character.

North St. Paul is a town with a great quality of life that embraces its small-town character while recognizing its place in the larger region.



» Regional Proximity

Situated on the near east side in the Twin Cities metropolitan area, North St. Paul is connected to the thriving metropolitan region, and appreciates how this enhances residents' access to a diversity of jobs, cultural and recreational opportunities, quality health care, and higher education opportunities.

DEMOGRAPHICS

Any discussion about park planning must be based on an understanding of the community that the system serves. The following pages examine demographic data of the City.

Population

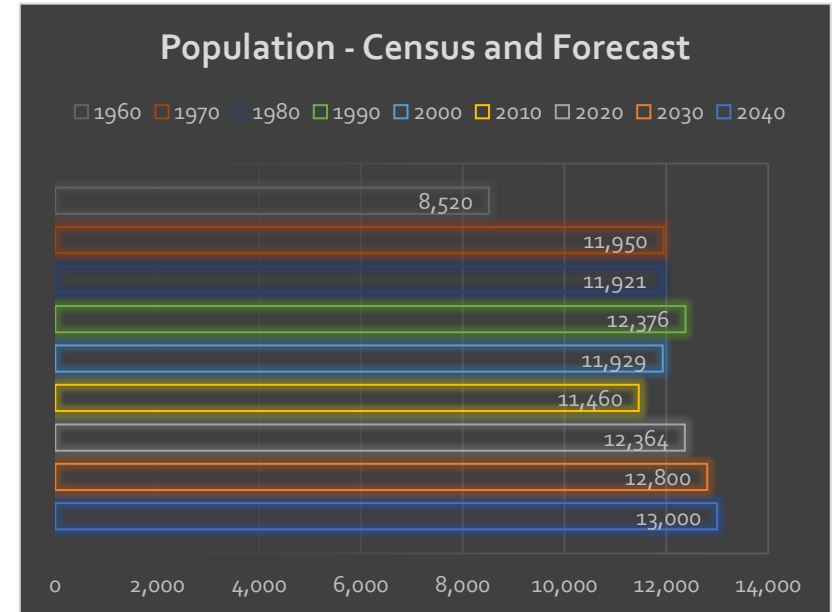
As of the 2020 Census, the City's population was 12,800. North St. Paul's population has remained relatively steady since 1970, and, according to the Metropolitan Council, the population is expected to remain steady with only a slight increase by the year 2040. These trends may relate to the built-out nature of the City of North St. Paul; however, numerous larger-scale multifamily redevelopments have occurred and continue to occur in the City's core that may increase North St. Paul's population beyond that which is forecast to occur.

Households

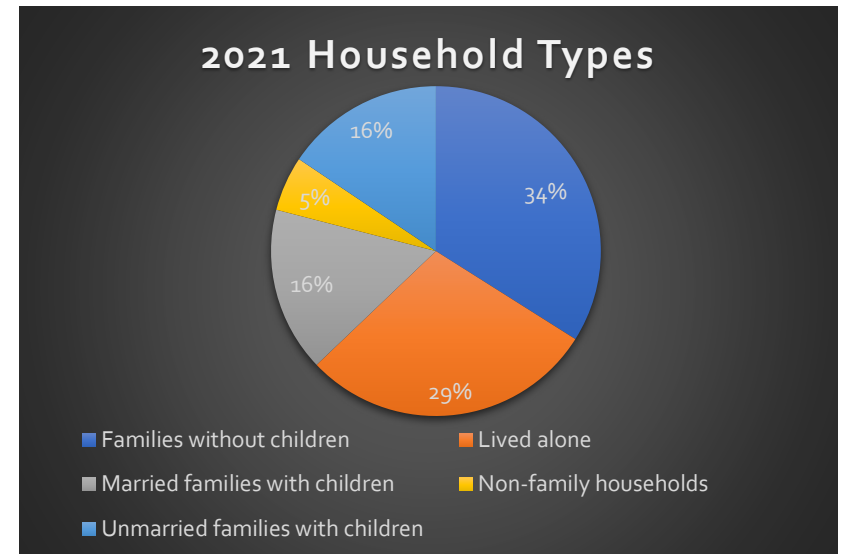
There are 4,593 households in North St. Paul with an average household size of 2.68. Of the total households, 32% are families (married or unmarried) with children; 34% are families without children; 29% live alone; and 5% are nonfamily households (living arrangements with unrelated people). This means that nearly one third of the City's households have children under 18.

Educational Attainment

In 2021, 90% of North St. Paul residents 25 and older have a high school diploma or higher; 27% have a bachelor's degree or higher; and over 5% a graduate or professional degree. Comparatively, 91% of Ramsey County residents have earned high school diploma or higher and 44% have a bachelor's degree or higher.



Data Sources: U.S. Census Bureau, Metropolitan Council projections

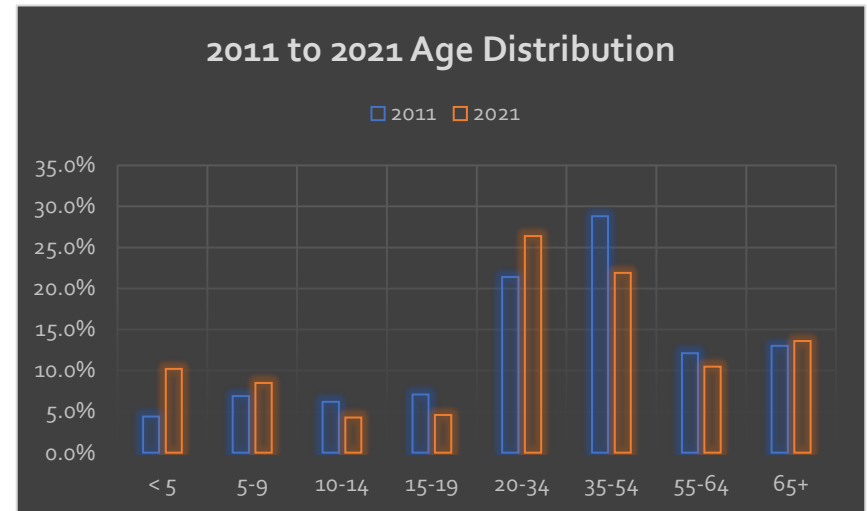


Data Source: American Community Survey, 2021

Age Characteristics

While there is a significant share of older residents in the city, North St. Paul's population is becoming younger overall. Between 2011 and 2021, the share of those aged 19 and below increased by 3%, whereas the 55+ population decreased by 1% during the same period. Presently the largest demographic is those aged 25-34, who are in their child rearing years, which suggests another period for growth in the younger demographic for the next 10+ years to come.

Age is a factor that comes into play when planning for recreational spaces. Senior users may desire facilities that facilitate social interaction or provide physical support, such as benches or wheelchair accessibility. Similarly, small children have much different needs than even elementary school aged children or those in middle or high school.



Data Source: American Community Survey, 2021



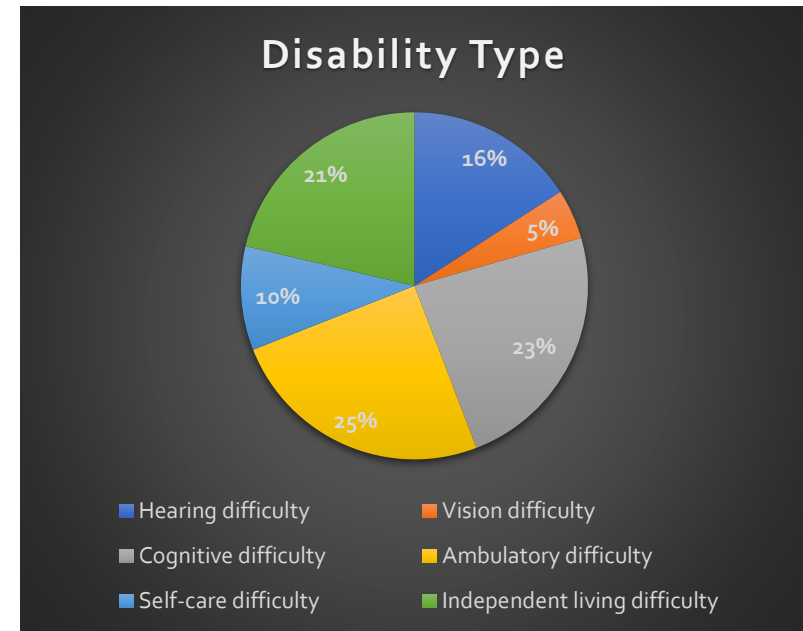
Data Source: North St. Paul

Disability Characteristics

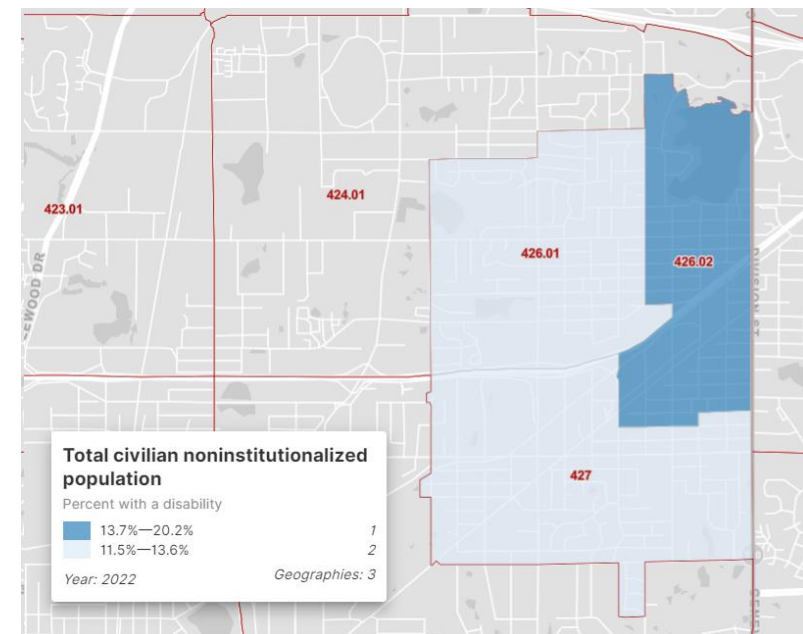
Approximately 13% of North St. Paul's population reported a disability in the American Community Survey. Comparatively, 12.9% of Ramsey County residents reported a disability. According to the Census Bureau, disabilities range from ambulatory (difficulty walking or climbing stairs), hearing, and vision to independent living and cognitive difficulties. The chart to the right indicates the share by type of disability that North St. Paul residents reported.

The figure on the lower right indicates the percent of population with a disability by Census Tract in North St. Paul. As indicated, a greater share of the City's population with disabilities is on the City's northeast side.

As this plan is developed, the needs of all residents should be considered and planned for. Universal-design is intended to make public spaces truly public by providing equal opportunity not only for persons with disabilities, but a variety of situations, such as a parent pushing a stroller, a person on crutches, a person with arthritic knees.



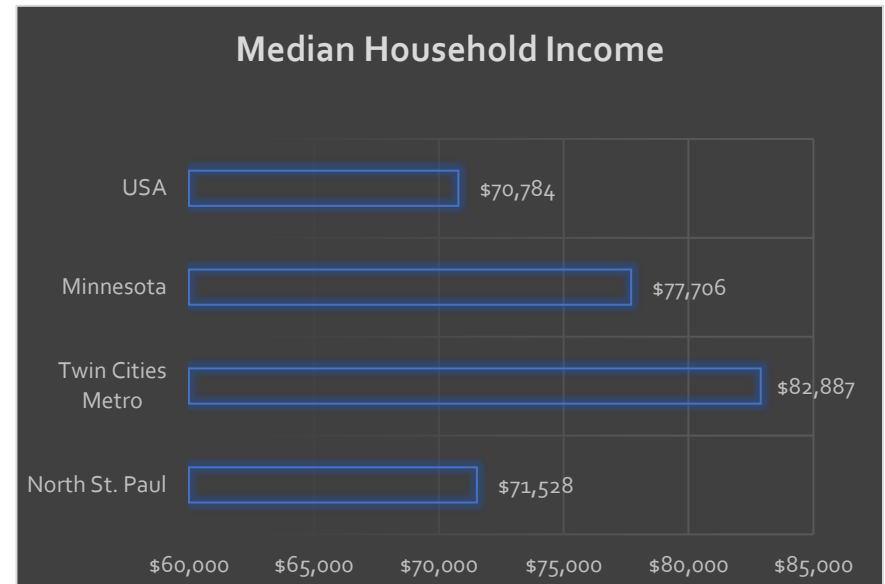
Data Source: American Community Survey, 2021



Data Source: American Community Survey, 2022

Income Statistics

North St. Paul's median household income is currently \$71,528. In comparison, the Twin Cities Metropolitan Area median household income is \$80,485 and the average median household income of Ramsey County is \$70,518.

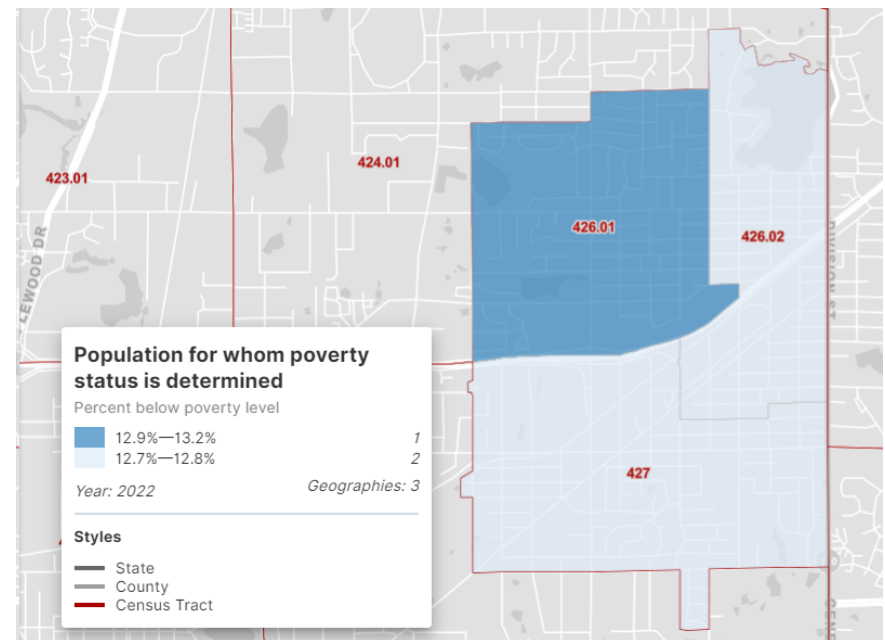


Data Source: U.S. Census Bureau, Decennial Census

Poverty Statistics

The official poverty rate in the City of North St. Paul is 13.0% according to the 2022 American Community Survey, which is quite higher than the state at 9.3%, but lower than the national poverty rate of 15.4%. The figure on the lower right indicates poverty rates by Census Tract in North St. Paul. As indicated, a greater share of the City's population is below the poverty level on the City's northwest side.

Consideration of how well our City's parks and recreation system serves residents with limited incomes will be an important consideration when developing the system implementation plan.



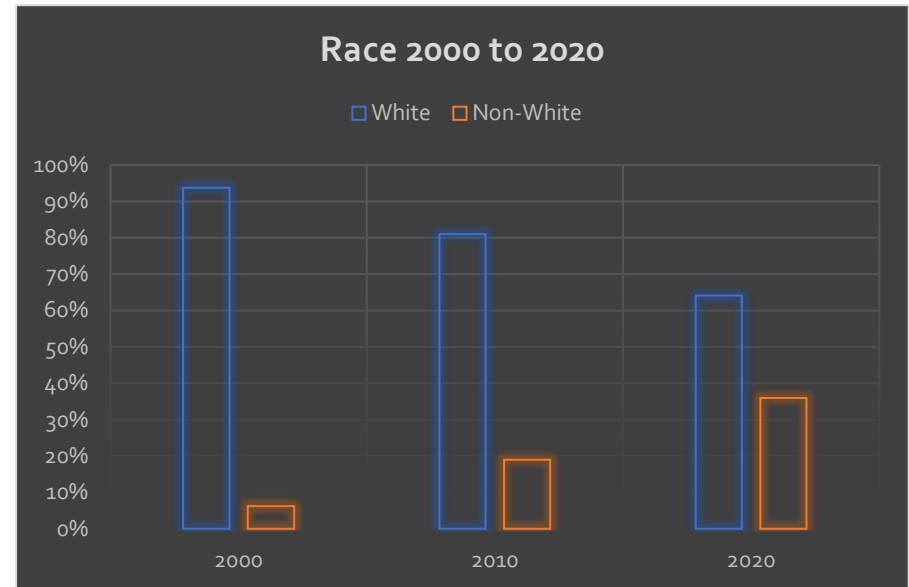
Data Source: American Community Survey, 2022

Race Characteristics

North St. Paul's population is also becoming increasingly more diverse. In 2010, white residents accounted for 81% of the City's population. In 2020, the white residents account for 64% population, Asians are 15%, and African American's are 10% of North St. Paul's residents.

School District 622, which serves 10,770 students in grades K-12 in the cities of North St. Paul, Maplewood, and Oakdale, is also very diverse. Diverse student populations make up about 60% of the student body. At least 57 different languages are spoken by ISD-622 students and their families. English, Hmong, Spanish, and Somali are some of the most frequently spoken languages.¹

These demographic changes may require a shift in how parks are planned and programmed.



Data Source: U.S. Census Bureau, Decennial Census

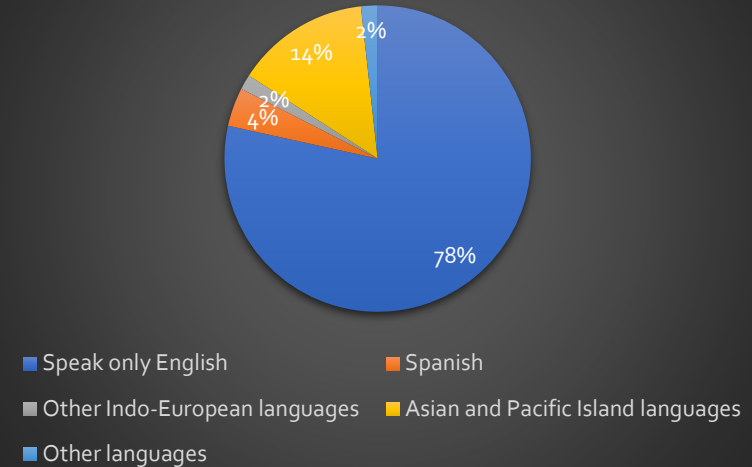
¹Minnesota Department of Education, ISD-622 District Demographics.

Language and Nationality

While the majority (78%) of North St. Paul residents speak English as their first language, 22% of households speak a language other than English at home. Nearly 12% of North St. Paul's overall population is foreign born. Of these, 59% were born in Asia, 20% from Africa, 19% from South and Latin America, 2% from Oceania, and less than 1% from Eastern Europe. Immigrants are bringing a variety of new traditions from across the world into our City and neighborhoods.

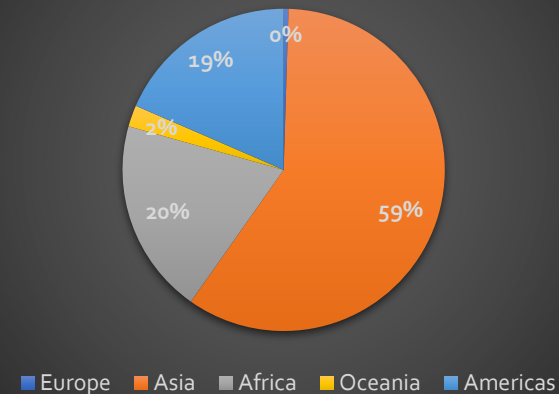
Europe	Romania	7
Asia	China	64
	Japan	9
	Korea	8
	Burma	40
	Laos	351
	Philippines	11
	Thailand	180
	Vietnam	193
Africa	Ethiopia	106
	Kenya	21
	Cameroon	37
	Other East Africa	10
	Morocco	1
	Sudan	13
	Liberia	36
	Nigeria	59
Oceania	Australian and New Zealand Subregion	31
Americas	Belize	145
	Guatemala	20
	Mexico	102

Languages Spoken at Home



Data Source: American Community Survey, 2021

Place of Birth



Data Source: American Community Survey, 2021



HOUSING DEVELOPMENT TRENDS

In a city of only 3.1 square miles, there is a premium on maintaining the parks and open space areas. While our city isn't growing, the population is expanding which has a profound impact on our parks and ability to provide quality recreational amenities.

Recent Development

There has been a significant amount of investment and redevelopment in North St. Paul over the past ten years, particularly in the area closest to the downtown. The projects listed below have contributed an additional 563 new dwelling units since 2015. Each of these new dwelling units places an increased demand on the park and recreational system.

- » Polar Ridge senior living facility was completed in 2015. The facility has 39 units of senior independent living, 54 units of senior assisted living and 21 units of memory care.
- » Suite Living senior facility opened in 2020 with 18-units of senior assisted living and 14-units of memory care.
- » In 2021, M&I Homes completed construction of Gateway at McKnight, a 100-unit townhome neighborhood with direct access to the Gateway Trail and walking distance to downtown amenities.
- » The 128-unit Anchor View Apartments, 20% of its units contribute to the city's affordable housing stock, was constructed in the site formerly known as Anchor Block in 2021.
- » The three-story Sentinel Building was constructed on the former City Hall site and adjoining parcels in 2022. This structure is an 89-unit, market-rate apartment building on a prominent corner in the downtown.
- » Construction of the last of the 18 new townhomes were completed on 7th Street and Kari Lane as of 2024.
- » Most recently, construction has begun on the redevelopment of the former Lillie Newspaper site and adjoining parcels with an 82-unit, market rate apartment building.

Housing Forecast

In 2022, the City of North St. Paul engaged Maxfield Research and Consulting, LLC to prepare a housing study that calculated the anticipated housing demand to occur between 2022 and 2030 for the following products. Several construction projects have been initiated since the completion of that study. The remaining demand is shown based on permits pulled or development approvals.

	2022-2030	2022-2023	
	DEMAND	Planned/Built	DEMAND
PRODUCT	No. Units	No. Units	No. Units
Market rate rental	455	82	373
Affordable rental (60-80% AMI)	164	0	164
Subsidized rental	36	0	36
For sale single family	57	17	40
For sale multifamily	243	0	243
Senior			
Active adult ownership	62	0	62
Active adult rental	105	0	105
Active adult affordable	78	0	78
Independent living	64	0	64
Assisted living	36	0	36
Memory care	24	0	24



Sentinel Apartments



Suite Living Senior Care

Key Findings

- North St. Paul provides 12 parks/open space areas in a city of just 3.1 square miles.
- The City's population is stable, but growing slowly. It is also becoming increasingly more diverse. Understanding what our residents value and consider to be quality of life amenities should be a key factor in park planning.
- A third of the City's households have children, but there is also a growing senior population as those aged 35-54 transition to the next demographic category. Parks need to be accessible to all residents and contain amenities of interest to various age groups.
- The City's median income is comparatively lower than the Twin Cities metropolitan area as well as the state of MN. This plan must consider how to provide a park system to serve all residents, particularly those that most need access to outdoor recreation.
- Almost 12 percent of the City's population is foreign born, bringing in cultures and traditions from 21 countries and five continents. Again, consider how our changing demographics will influence park planning.
- Approximately 13% of North St. Paul's population reported a disability, such as ambulatory (difficulty walking or climbing stairs), hearing, and vision to independent living and cognitive difficulties. Work toward including universal-design in all parks—meaning facilities that are intended to make public spaces truly public.

03

OUR PARKS AND OPEN SPACE SYSTEM

SECTION CONTENTS

- » Park Inventory
- » Community Parks
- » Neighborhood Parks
- » Undeveloped Parkland
- » Nature Preserves
- » Trails
- » Other Park Systems

PARK INVENTORY

The following chart presents and inventory of the total acreage and existing amenities and facilities at each of North St. Paul's parks and open space areas.

	ACRES	UNDEVELOPED	BALLFIELDS	BASKETBALL	BEACH	BIKE FIX-IT STATION	BOCCEBALL	CANOE STORAGE	EXERCISE EQUIPMENT	FISHING PIER	GRILL	HOCKEY RINK	ICE RINK	NATURAL AREAS	PICKLEBALL/TENNIS	PICNIC TABLES	PLAYGROUND	PUBLIC RESTROOM	SAND VOLLEYBALL	SHELTER (ENCLOSED)	SHELTER (OPEN AIR)	VETERAN'S MEMORIAL	WALKING TRAILS
CENTRAL PARK	0.2	x																					
COUNTRY CLUB PARK	0.2	x																					
COLBY HILLS	0.5										x					x	x				x		
DOWNTOWN LOT	0.3	x																					
DOROTHY PARK	0.9							x								x	x						
HAUSE PARK	2.1		x	x							x				x	x	x			x	x		
NORTHWOOD PARK	5.6		x	x							x	x	x			x	x				x		
POLAR PARK	2.3										x						x						
TOWER PARK	2.2			x							x					x	x		x		x		x
CASEY LAKE PARK	42.1		x							x	x	x				x	x		x	x			x
MCKNIGHT FIELDS	14.9		x												x						x		
SILVER LAKE	5.3				x					x	x				x	x	x		x		x		
ROTARY PARK	2.8					x										x		x			x		x
SOUTHWOOD	28.0													x		x							x
ENVIRO. LEARNING	13.8	x																					
URBAN ECO CENTER	24.3													x									x
VETERAN'S MEMORIAL	0.6																					x	
TOTAL ACRES	146																						

COMMUNITY PARKS

Casey Lake Park, 2089 17th Avenue E.

Casey Lake Park is a 42-acre community park established in 1960. This park boasts a highly scenic natural setting along Casey Lake and was ranked as the favorite of all North St. Paul parks in an online survey in 2023.

Casey Lake is the City's largest park with a variety of active and passive outdoor recreation amenities as well as an abundance of open space and natural areas. Amenities include a fishing pier, grills picnic tables, four ballfields, hockey rink, sand volleyball, open air shelters, and a half mile walking trail around the lake. Additionally, the park features an indoor park pavilion, the Fire Department's Booya building, and "Janie's Playground," a whimsical playground named in honor of 18-month-old Janie Zahradka who loved going to the park with her parents.

The North St. Paul Fire Department and North St. Paul Athletic Association built the Booya and storage building in 1981. This building hosts a variety of events including the annual firefighter's Booya. With volunteer help and funding from the two groups, the building was completed and given to the City with a 99-year lease issued to each group for their respective parts of the building.

Casey Lake Park has hosted to numerous City events over the years including Music in the Park, Autumn Arts Festival, Star Watch, and Easter egg hunts.

"I think Casey Lake Park is a prime example of a wonderful park. It has so much to offer and is cared for so well."

~North St. Paul resident



Casey Lake Pavilion



Janie's Playground

Table 1: Casey Lake Park Amenities

AMENITY	DESCRIPTION	IMPROVEMENT SCHEDULE
Aeration system	The aeration system contributes to improving Silver Lake water quality by sustaining desirable aquatic species and preventing hard-freeze fish-kill. The aeration system was installed in 2013.	Maintenance every 5 years; replacement of submersible pumps and baffles every 20 years.
Ballfields	Field 1, Lower Casey Field, is a youth baseball field with fencing, backstop, bleachers, and a dugout. Field 1 also has night lighting upon reservation. Field 2, Upper Casey Field, is a youth baseball field fencing, backstop, and bleachers. Field 3, Middle Casey Field, is a youth baseball field with 65' bases and 50' pitching rubber. Field 4 is a softball field with throw down bases and either 38' or 50' pitching rubber.	Maintenance every 10-15 years.
Booya Building	The Booya building was renovated in 2016. The NSPAA still uses the building for equipment storage.	50+ years.
Fishing Pier	The fishing pier was installed in 2015.	Plan for replacement by 2040.
Hockey Rink	The hockey rink has poor orientation (east-west versus north-south) and is in poor condition.	Replacement needed in next few years.
Park Sign	A new freestanding park sign was installed in 2023, which has 10-year warranty. The monument sign with electronic message center (EMC) installed at the 17th Avenue entrance in 2018.	Replace EMC in 3-5 years, 15-20 years for freestanding sign, and 30+ years for monument sign base.
Pavilion and Shelter	The indoor pavilion was rebuilt in 2016. This ADA-accessible building features a catering kitchen, indoor seating for 120, outdoor picnic tables, restrooms, and Wi-Fi. Floors were refinished in 2023. Chairs and tables need to be replaced.	50+ years.
Picnic Area(s)	Numerous picnic tables and grills are located within the park. Picnic tables under shelter are in good condition. Outlying picnic tables in fair to poor condition.	Replace as needed. Commercial grade picnic tables can last 20 years.
Picnic Shelter	An open-air shelter is located at on the northwest side of Casey Lake by Ballfield 4. This shelter is past its useful life and needs replacement. It is no available for rent.	Plan to replace soon (within 1- years) if this amenity is deemed necessary.
Playgrounds	Janie's Playground is located on the south side of the park next to the Pavilion. This playground was constructed in 2014. The Upper Playground is located on the northeast side of Casey Lake Park and can be accessed via Shawnee Drive as well as the walking trail. This playground was installed in 2016.	Commercial grade playgrounds can last 15-20 years.
Sand Volleyball	A sand volleyball court is located at the south side of the park adjacent to Janie's Playground.	N/A
Walking Trail	A 1-mile asphalt walking trail meanders through the park was constructed in 1989. The Public Works Department resurfaced half of the trail in 2023; the remaining half is planned to be resurfaced in 2027.	Once reconstruction is completed, the trail will last 7-15 years.

Issues and Opportunities

The 2022 Park Improvement Plan (PIP) recommends the redevelopment or replacement of some of the Casey Lake Park amenities. The 2023 park and recreation survey also offered some insight into future improvements at Casey.

- » The former “Army Playground” on the southeast side of the park was installed in the 1970s and removed in 2022 due to wear and safety concerns. There is some desire by the community to have it replaced.
- » The open-air picnic shelter on the northwest side of the park by Field 4 is in poor condition and beyond its useful life. This structure should either be removed or replaced. Consideration should be made for the necessity of this shelter given the Booya shelter as well as the Pavilion in Casey Lake Park.
- » The PIP made several suggestions for new improvements including a warming house with restrooms, cross-country ski trails, new exercise equipment along the paths, and a new nature-based play feature.
- » The hockey rink has poor orientation (east-west versus north-south) which can be an issue when sunlight is shining into the faces of one team. The rink is also a distance from the parking lot which was noted as a concern in the 2022 PIP. Prioritization of improvements to the hockey rink should be considered before significant changes are made to this structure.
- » Fields 3 and 4 are noted to have poor orientation in the PIP. Prioritization of improvements to the ballfields should be considered before changes are made to ensure the need and desire of ballfields at this park and in the community overall.

Before any major new improvements are considered at Casey Lake, a master plan should be developed as described under Evolution of a Park Construction Project on pages ##-##. Because of its status as a community park, as well as the number of amenities at Casey Lake, the master planning process should include a robust community engagement component.



Casey Lake and fishing pier

Silver Lake Park, 2601 19th Avenue E.

Silver Lake Park is the second favorite and second most frequented park in North St. Paul. This park is located on the south end of Silver Lake on land originally donated by Henry Castle in 1889. The historic land donation stipulates that Silver Lake Park only used for public park facilities, which assures that this park will continue to be a feature amenity for residents into the future.

Silver Lake Park is a linear park with a variety of recreation amenities including picnic spaces and a very popular swimming beach. This 5.3-acre park features also features two playground areas, tennis/pickleball courts, a sand volleyball court, a restroom and shower facility, walking path, and an open-air shelter.

Silver Lake Park has an accessible fishing pier that is sponsored by the Minnesota Department of Natural Resources. The city has worked with the MNDNR to help provide native landscapes to improve water quality and enhance the overall appearance of the park for visitors.

In the past, Silver Lake Park hosted Silver Lake Splash, an annual beach party and fundraiser.



Silver Lake Beach



Silver Lake Shelter

Table 2: Silver Lake Park Amenities

AMENITY	DESCRIPTION	IMPROVEMENT SCHEDULE
Aeration system	The aeration system contributes to improving Silver Lake water quality by sustaining desirable aquatic species and preventing hard-freeze fish-kill.	Maintenance every 5 years; replacement of submersible pumps and baffles every 20 years.
Beach	Silver Lake features North St. Paul's only and very popular swimming beach.	N/A
Fishing Pier	The first fishing pier was built in 1987 on the south side of the lake. It was reconstructed at its current location in 2014.	Plan for replacement by 2040.
Park Sign	A new park sign was installed in 2023.	The replacement schedule is 15-20 years for freestanding sign.
Picnic Area(s)	Grills and picnic tables are located throughout the park.	Replace as needed. Commercial grade picnic tables can last 20 years.
Pickleball/ Tennis Courts	Tennis courts were installed in the 1970s. A pickleball overlay was painted onto the courts in 2020.	Concrete pavement is estimated to last for 20-30 years with proper maintenance. Bituminous pavement color coat is expected to have new color coating applied approximately every 3-5 years.
Playground	The playground equipment on the east side of the park was installed in 2006. The west side playground equipment was installed in 2015. Both playgrounds are in good condition.	Commercial grade playgrounds can last 15-20 years.
Public Restroom	The restroom building was constructed in approximately 1980. The building was repainted, and a mural was painted on three sides in 2023 (muralist Taylor Berman). There are also port-a-potties located within the park.	Expected life of ## years.
Sand Volleyball	A sand volleyball court is located on the east side of the park. This court has concrete curbing installed around the perimeter.	N/A
Shelter	The open-air shelter was built in 2015.	Expected life of 20+ years.
Walking Trail	The 0.37-mile walking trail was first built in 1987. New lighting along the trail was installed in 2023.	Resurface every 7-15 years.



Issues and Opportunities

The 2022 Park Improvement Plan (PIP) recommends ongoing maintenance and accessibility-related improvements. In addition, the 2023 park and recreation survey also offered some insight into potential modifications to Silver Lake Park.

- » The PIP suggests that more unique or challenging playground equipment should be considered to meet the needs of varying demographics and ages when the eastern playground is replaced.
- » Residents are appreciative of park improvements but noted in the 2023 survey that shade trees near metal playground equipment would be desired to protect children from burns.
- » No lifeguards are on duty at the beach; however, this was a service provided by the city until 2019. Residents have indicated a desire for this service to return.
- » Trail connectivity around Silver Lake is desired by area residents. This idea has been conceptually investigated to connect existing multiuse trails around the east and north sides of Silver Lake. Multiple attempts have been made to interest the state legislature in assisting with funding for this project.
- » The concrete border around the volleyball court is a potential hazard.

McKnight Fields Complex, 2310 10th Avenue E.

McKnight Fields is a large community park located adjacent at the intersection of McKnight Road and Highway 36. This park is adjacent to North High School and is primarily focused on athletics. Amenities include a baseball field, four softball fields, T-ball field, announcing building, central concessions area, restrooms, tennis courts (no longer in use), and an indoor batting cage. The facility is used for North St. Paul High School softball, baseball, football, soccer and tennis programs.

McKnight Fields is located on land that was originally part of North St. Paul Land Company holdings. The area was a low wetland that was used as a dump site for many years. In 1970, the City purchased 16-acres site through condemnation of private property and the purchase of state highway land. The total cost of the land purchase was \$ 120,551, which was partially funded by a HUD grant that the City received in 1972, for \$23,533. Originally, the City and School District were to enter the venture jointly, but the City was concerned about the delays in negotiations and decided to pursue the grant and purchase without a commitment from the School District.

This complex is a direct result of the community, school, and City working together to provide quality recreational facilities for the entire community. From 1972 to 1974, the City made minor improvements such as adding hockey rinks and a warming house. In 1974, the City and school district signed an agreement to develop the east part of McKnight Field. This development included four lighted softball fields, a new baseball field in conjunction with American Legion Post 39, tennis courts, and playground equipment. In 1980, the American Legion funded the placement of lights on the baseball field. In 1993, upgrading of the park took place through funds donated by local community groups and organizations. All the fields were realigned with a central focal point from which the softball field backstops would emanate. A new concession and meeting building, with toilets and storage areas, was built at the focal point. Local groups, staff and share profits from sales generated from the concession stand. A new parking area was created on the northwest corner of the park. Scoreboards were donated by local community groups.



McKnight Field

Table 3: McKnight Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Baseball field (McKnight Field)	Kuenkel field is in fairly good condition. It has been updated with efforts from the school district; they covered the cost to rebuild the pitching mound which cost the district \$14,000. The project included regrading, re-sodding, and spreading ag-lime. The school district also built the press-box at Kuenkel field in 2003.	
Concessions Building	The concessions building includes the announcing booth, concessions stand, and restrooms. The bathrooms were remodeled in 2016. The concession stand has been leased to nonprofit groups over the years.	
Exterior fencing	New fencing is needed around the entire McKnight athletic complex site.	
Indoor batting cage	In 1992, the City entered into a lease agreement with Mark Motz and Dennis Bartholomew (Triple Crown Batting Cages, LLC) wherein the lessee agreed to construct the batting cage facility in exchange for no rent. The lease has been extended several times, most recently in the fall of 2023 with a termination date of 2030.	
Park Sign	A new park sign was installed in 2023.	The replacement schedule is 15-20 years for freestanding sign.
Path	An asphalt path connects the softball fields to the sidewalk along 10 th Avenue E. Portions of the path are upheaved and crumbling and replacement is recommended.	Plan to replace soon (within 1- years) if this amenity is deemed necessary.
Shelter	An open-air shelter is on the site—the date of construction is unknown, but estimated to have been built in the 1970s.	Plan to replace soon (within 1- years) if this amenity is deemed necessary.
Softball fields	There are four softball fields at McKnight Fields Complex. Fields #2 and #3 require refurbishment and maintenance; the ag-lime warning track and outfield fence need to be replaced and the fields need to be regraded. Fields #1 and #4 were refurbished with new backstops and dugouts.	
T-ball field	The t-ball field (field #5) is in poor condition. It requires regrading, a new backstop, and an outfield fence. Field 5 is rarely used.	
Tennis Courts	The two tennis courts are in complete disrepair and are no longer open to the public for recreational use.	

Issues and Opportunities

Given the level of reconstruction needs at McKnight, the 2022 Park Improvement Plan (PIP) recommends the preparation of a master plan to guide development of new improvements (refer to Evolution of a Park Construction Project on pages ##-##). Like Casey Lake, because of its status as a community park, the master planning process for McKnight should include a robust community engagement component. The 2024-2033 capital improvement plan set aside funding for the master plan. The city intends to hire a consultant in 2024 to complete this work.

The 2023 park and recreation survey offered some insight into future improvements at McKnight.

- » Consider construction of a playground; this can be beneficial for children in attendance but not playing at ballgames.
- » Consider new parking layouts to improve the capacity and circulation.
- » Evaluate the need for tennis courts; consider removal or replacement with pickleball or other park amenities.
- » Consider the potential for community gardens at McKnight.



East Tennis Court at McKnight

NEIGHBORHOOD PARKS

Colby Hills Park, Corner of 7th Street N. and Belmont Lane E.

This 0.5-acre park is located on the north side of Belmont Lane with an open lawn space and winter skating area on the south side of the street. Colby Hills was part of the residential area plotted out in 1888, in what was called the 5th addition to North St. Paul. The name refers to a depot owned by the Wisconsin Central Railroad, that was located near what is now South Avenue and 7th Street. The land was used as an unofficial park (a skating rink was flooded by the local residents). This property was State owned, tax delinquent property that sat vacant since the 1920’s. In 1939, the Colby Hills Community Club was started by local residents to improve recreational and social facilities in their area. The residents successfully petitioned the City Council to purchase the land from the State to be used only for park facilities.

Issues and Opportunities

There are no imminent improvements required at Colby Hills Park other than the replacement or removal of the chain-link fence.

Table 4: Colby Hills Park Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Park Sign	New park sign installed in 2023	Replacement schedule is 15-20 years for freestanding sign.
Picnic Area(s)	Picnic tables, grills, benches and a water fountain are located in this park. Benches were installed in 2021.	Replace as needed. Commercial grade picnic tables can last 20 years.
Playground	The playground equipment was installed in 2019, but the swings have been in place since 2009. A chain-link fence surrounds the playground that is in need of replacement.	Commercial grade playgrounds can last 15-20 years.
Shelter	The open-air shelter was built in 2010. An ADA-accessible concrete sidewalk was added to Colby Park in 2019 to connect the shelter to the street.	



Colby Hills Shelter

Dorothy Park, 2916 Lake Blvd.

Dorothy Park is located just off Lake Boulevard on the northwest side of Silver Lake, a short distance north of Poplar Avenue. The park, named after Dorothy Avenue that runs adjacent to it, is part of the designated floodplain for Silver Lake. The City obtained the land in 1911 and in 1989 the City placed playground equipment and picnic tables in the area after completing limited landscaping. Although it is a small park, residents appreciate the opportunity to play and enjoy the Silver Lake shoreline view. The on-again, off-again flooding of the area prevents more development, but it does afford visitors the opportunity to see firsthand the impact the lake has on the shoreline and surrounding area. This is a nice park to enjoy Silver Lake in a more natural setting.

Issues and Opportunities

No specific issue or opportunities were identified in the PIP or the 2023 community survey for this park.



Canoe Storage at Dorothy Park

Table 5: Dorothy Park Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Canoe storage	A canoe storage rack is available for rent in Dorothy Park for a nominal annual fee.	Replace as needed.
Park Sign	New park sign installed in 2023.	Replacement schedule is 15-20 years for freestanding sign.
Picnic Area(s)	Benches and picnic tables are located in this park.	Replace as needed. Commercial grade picnic tables can last 20 years.
Playground	The playground equipment and swings were installed in 2017.	Commercial grade playgrounds can last 15-20 years.

Hause Park, 2616 4th Avenue

Hause Park is located near downtown North St. Paul, just four blocks from City Hall. The 2-acre park features a small indoor pavilion, open-air shelter, playground, tennis court, and numerous picnic tables and grills. During the winter, the open space area is flooded for ice skating.

This park was originally known as 'Park A', was one of three parks platted out by the North St. Paul Land Company as part of the planned community. In 1955, the City Council renamed the park, Hause Park, to honor former Police Chief Walter Hause who spent many hours improving the park located across from his home.

The octagon-shaped pavilion was built in 1979. It was originally located at McKnight Fields and was used as a recreation office building prior to construction of the Community Center on 1st Street in 1992.

In 2023 the city received grant funding from the MNDNR to replace the dilapidated tennis court with four pickleball courts. Pickleball is a high demand sport and there are no courts on the south side of the city. This project will also construct an accessible path to connect the playground, pickleball courts, picnic shelter, and pavilion to the street. The ballfield will not be connected by the path and will be removed for compliance with the accessibility requirement of the DNR grant.

Hause Park is host to numerous events throughout the year including Food Truck Night and Fire and Ice. The Fire Department held their annual Booya at Hause Park for many years before moving to the new building they built at Casey Park.



Fire and Ice at Hause Park



Hause Park Playground

Table 6: Hause Park Amenities

AMENITY	DESCRIPTION	IMPROVEMENT SCHEDULE
Ballfield	A small ballfield is located at the southwest corner of the park. As mentioned above, the ballfield will be removed for compliance with DNR grant.	N/A
Park Sign	New park sign was installed in 2023.	The replacement schedule is 15-20 years for freestanding sign.
Pavilion	The pavilion was constructed in the late 1970s and remodeled in 2018.	20+ years.
Picnic Area(s)	Numerous benches, grills, and picnic tables are located in this park.	Replace as needed. Commercial grade picnic tables can last 20 years.
Playground	The playground equipment was installed in 2017 with a merry-go-round that was installed in 2015.	Commercial grade playgrounds can last 15-20 years.
Shelter	The open-air park shelter was built in 2012.	Expected life of 20+ years.
Tennis/Pickleball courts	The existing tennis court will be reconstructed in the spring of 2024 with four pickleball courts. This project will be funded by a MNDNR grant.	Concrete pavement is estimated to last for 20-30 years with proper maintenance. Bituminous pavement color coat is expected to have new color coating applied approximately every 3-5 years.

Issues and Opportunities

The tennis courts at Hause Park are programmed for reconstruction in the summer of 2024. This project will replace the dilapidated and undersized tennis court with four pickleball courts that will better serve recreational demand. Pickleball is a high demand sport and there are currently no courts on the south side of the city. The project also includes an accessible sidewalk connection from on-street parking to an existing playground, the proposed pickleball courts, an existing open-air picnic shelter, and the existing pavilion building. An existing bench will be relocated on a concrete pad with an ADA space. There are no additional improvements planned for Hause Park at this time; however, the 2023 community survey indicated potential interest in volleyball, basketball and/or a water amenity at Hause Park.

Northwood Park, 1995 1st Street N.

Northwood Park is nestled on the corner of Skillman Avenue and 1st Street. This 5-acre park features a playground area, ballfields, picnic shelter and a skating rink with warming house. The city acquired this property in 1946, but the land went undeveloped until 1958. The 500,000-gallon water tower was built in 1960.

Issues and Opportunities

The 2022 Park Improvement Plan recommends the redevelopment of most amenities at Northwood Park as well as the addition of proper trail connections. The 2023 community survey identified the following for Northwood Park:

- » The basketball court is in poor condition and there is no dedicated pickleball court.
- » The playground should be expanded and include amenities that are more inclusive.
- » Northwood could potentially hold a community skate park.



Northwood Park Playground



Northwood Park Shelter

Table 7: Northwood Park Amenities

AMENITY	DESCRIPTION	IMPROVEMENT SCHEDULE
Ballfield	The ballfield donated by the North St. Paul Athletic Association in 1981. It was most recently renovated in 2018. According to the 2022 PIP, the ballfield has less than ideal orientation for programmed games but is meant for younger aged players.	
Basketball Court	The basketball court is in poor condition.	Plan to replace soon (within 3-5 years) if this amenity is deemed necessary.
Ice Skating Rink	The A hockey/ice skating rink in fair condition. The 2022 PIP indicated that hockey rink boards should be replaced.	Plan to replace soon (within 3-5 years) if this amenity is deemed necessary.
Park Sign	A new park sign was installed in 2023.	The replacement schedule is 15-20 years for freestanding sign.
Playground	Modernized playground equipment was initially installed in 1995. New playground equipment was installed in 2016.	Commercial grade playgrounds can last 15-20 years.
Sand Volleyball	A sand volleyball court is located north of the ballfield. It is presently in fair condition.	N/A
Shelter	The picnic shelter was built in 1980 and is nearing the end of its useful life.	Expected life of 20+ years.
Warming House	The recreation building was completed in 1971 and is nearing the end of its useful life.	Plan to replace soon (within 3-5 years) if this amenity is deemed necessary.

Polar Park, Hilltop Court (Shawnee Drive)

Polar Park was obtained by the city in 1956 as tax forfeiture land. This park is surrounded by private property and has public access from a small width of land off Shawnee Avenue and an easement to access the skating rink off Hilltop Court. The park has mature trees that provide a nice character and shade. Amenities at Polar Park include a playground, picnic tables, and grills. A new accessible concrete walk from Shawnee Dr. along the north entrance point of the park to the playground was recently completed, along with a concrete playground border, per the park concept plan below. It was determined the path would not continue to the south access point, based on the desires of the neighborhood. Because the parkland is surrounded by private residential housing, the development of the park has been limited to accommodate residents’ needs and concerns.



Polar Park Conceptual Plan, 2020

Table 8: Polar Park Amenities

AMENITY	DESCRIPTION	IMPROVEMENT SCHEDULE
Playground	The playground was installed in 1997 and new swings were added in 2020.	Commercial grade playgrounds can last 15-20 years.

Issues and Opportunities

The 2022 Park Improvement Plan recommends that future improvements to Polar Park generally follow the conceptual park plan prepared by WSB in 2020, except for the trail extending to the southern street. The remaining proposed improvements include an internal park trail loop, expanded playground equipment with engineered wood fiber surfacing and new site furnishings to include benches, tables, grills, bike racks, etc. The proposed improvements should continue to be confirmed by the city and residents to meet the actual needs and desires. The 2023 community survey did not identify specific or suggestions specific to Polar Park.

Rotary Park, Corner of North St. Paul Drive and 2nd Street N.

This parcel is owned by MnDOT and serves as a trailhead for the Gateway State Trail, which also provides connections to the downtown business district. This land was part of the old Soo Line Railroad M property obtained by the City in 1957. In 1996, the Rotary Club funded construction of a paved trail with a small bridge coming from the state trail to a park area. Amenities at Rotary Park include restrooms, picnic tables and benches, open air shelters, drinking fountain, and a bicycle fix-it station.

Issues and Opportunities

2022 Park Improvement Plan recommendations for Rotary Park include wayfinding and interpretive maps to provide directions to the downtown business district and additional destination points. The 2023 community survey suggested the addition of a playground off of the Gateway State Trail.



Table 9: Rotary Park Amenities

AMENITY	DESCRIPTION	IMPROVEMENT SCHEDULE
Bike Fix-it Station	A bicycle fix-it station is located next to the restroom building.	
Drinking Fountain	The drinking fountain located adjacent to the Gateway State Trail was installed in 2011.	
Playground	The playground was installed in 1997 and new swings were added in 2020.	Commercial grade playgrounds can last 15-20 years.
Restroom	The restroom building was constructed in 2021.	
Shelters	The open-air shelters were built in 2014 and 2016.	

Tower Park, 2375 13th Avenue

Tower Park is a 2.23-acre park located on a full City block between 2nd Street and East 2nd Street. This park is halfway between North High School and Richardson Elementary School on a water tower site. It has a lot of mature trees and recent updates have added to the overall character and appeal.



Sand Volleyball at Tower Park

Issues and Opportunities

The concrete around the perimeter of the volleyball court is hazardous to players.

Table 10: Tower Park Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Basketball	A basketball court is located to the northwest of the water tower.	
Picnic Area(s)	Picnic tables and grills are located on the northeast side of the park.	
Playground	The playground structure was installed in 2015, the swings were installed in 2009 and the merry-go-round dates to 1999.	
Shelter	The open-air shelter was built in 2012.	
Sand Volleyball	A sand volleyball court is located on the southwest side of the park. This court has concrete curbing around the perimeter that was installed in 2020.	N/A

Veteran’s Memorial Park, 2480 Margaret Street N

Veteran’s Memorial Park is 0.60-acre located next to Highway 36 on Margaret Street N. This park was established in 2015 after years of planning and fundraising by the North St. Paul Veteran’s Park, Inc. Funds were contributed by Governor Dayton, who signed a bonding bill that contributed \$100,000 in state funding for the project. Those funds, plus a \$9,900 State Legacy Grant, was added to the more than \$124,525 in private donations for the park (including \$10,000 from the North St. Paul Park Fund).

The park features a walk of more than 1,200 engraved pavers commemorating those who served our country. The marble wall is inscribed with each branch of the Armed Forces and the names of North St. Paul-area citizens who paid the ultimate sacrifice for our continued freedoms. The entrance to the park is marked by statute of an American serviceman of the modern era.



Veteran’s Park Memorial

Issues and Opportunities

None identified.

Table 11: Veteran's Memorial Park Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Memorial	The memorial statue, walls, and benches were installed in 2015.	As needed
Memorial pavers	The park features memorial pavers that can be purchased annually and installed in the summer of the same year. Pavers are placed randomly in the three red striped areas, or may be requested to be placed in rows with other pavers of family members or comrades.	As needed

UNDEVELOPED PARKLAND

Central Park, 2375 Margaret Street N.

Central Park (formerly known as Seppala Park) is a 0.23-acre minimally developed located on land that was part of the original platted town by Captain Castle. The City obtained the property in 1966. Because the location is within the downtown business district, the city decided to landscape the area with a circular flower bed and add a resting bench. This site is adjacent to city-owned land to the north and has been considered for inclusion in redevelopment activities that may occur on that land.

Country Club Park, 2300 block of Eldridge Avenue E.

Country Club Park (also known as Eldridge Tot Lot or Eldridge Kiddie Park) is a 0.15-acre site located in the 2300 block of Eldridge Avenue E. It is part of three lots of the Northwood Heights Addition (lots 26, 27, and 28, Block F). Records suggest that this property has a clear title and the city may use it for any purpose. A swing set, slide, spring toys, and a picnic table were located on the site for many years, but the park is currently undeveloped. A storm sewer runs along the east side of this property and sanitary sewer are reportedly stubbed out to the property line. An unimproved alley lies to the west where utilities run north south. The measures 6,700 square feet, which meets zoning requirements for a single-family home. The site should be investigated by the City Engineer to determine if it would be suitable for the student-built housing program, a joint initiative by the City of North St. Paul Housing & Redevelopment Authority and NE Metro Intermediate School District 916, Career and Technical Center (CTC).



Central Park



Country Club Park

Downtown Lot, 2475 7th Avenue E.

The undeveloped downtown lot is located at approximately 2475 7th Avenue E. The address is the site of a former service station. The undeveloped greenspace was established when the City purchased 2475 7th Avenue E. in 2008 from Hillcrest Brakes and Alignment. The structure was determined to be blighted and the structure was razed to realign street right-of-way that is now North St. Paul Drive. The site is adjacent to a transit stop and is located within walking distance to the downtown as well as many new high density residential developments.

Amenities

None.

Issues and Opportunities

The 2022 Park Improvement Plan indicates that this park should be developed to serve the growing population in surrounding neighborhoods while also serving as a gateway to the downtown business district. Per the 2022 PIP, the design could accommodate a plaza area with unique elements, public art, or recreation while providing gathering space that would fit appropriately within this space.



NATURE PRESERVES

Southwood Nature Preserve

1975 Henry Street (North entrance) / 2651 Holloway Avenue E. (South entrance)

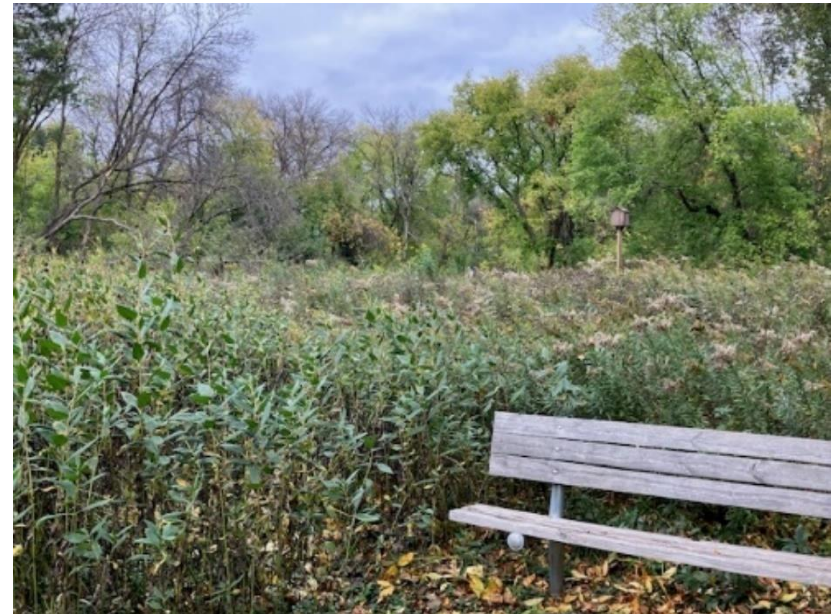
Southwood Nature Preserve is a 27.7-acre nature park (with a 5-acre pond) on the south side of the city that provides valuable green space and walking trails for residents. Formerly a fill site in the 1960s, the City acquired this land as a future park in 1969 with the assistance of Federal HUD and MN Natural Resources grant funds. Per the 1969 grant agreement, the public body agrees to retain the land for permanent open space purposes.

Today, this park is home to a diverse population of wildlife, particularly waterfowl and turtles, as well as urban wildlife. The land is mostly low wetlands which were designated as open space areas. All facilities in the park are made of natural materials. Many local schools use this land as an extension to the classroom where students can learn about nature and ecology. Many turtles migrate between Southwood Nature Preserve and the Holloway Marsh to the south.

Many volunteer activities have occurred at Southwood Nature Preserve over the years to maintain and protect this natural area, such as buckthorn removal, Earth Day cleanups, garlic mustard pull, fall workdays, and Eagle Scout projects. In late 2023, the City Council adopted a statement of policy to provide guidance for the coordination of volunteer groups.



Southwood Nature Preserve



Southwood Nature Preserve

Table 12: Southwood Nature Preserve Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Benches	Benches are placed throughout the park on small spur trails off of the main trail.	
Interpretive signs	There is an interpretive kiosk at the south entrance near the trailhead. There are small signs near the ground in the northwest quadrant that identifies different plant species that were placed by volunteers of the Minnesota Master Naturalists Program.	
Picnic Tables	Picnic tables are scattered around the main entrance at Holloway Ave.	
Overlook deck	A wooden deck overlooking the pond was initially built in 2010.	
Walking trails	Approximately 1.5-miles of woodchip trail runs through the park and around the pond.	

Issues and Opportunities

- » Numerous invasive species have been reported in Southwood Nature Preserve, including buckthorn, burdock, curly dock, dame's rocket, honeysuckle, Japanese Knotweed, and garlic mustard. This issue has been addressed with numerous volunteer activities as well as prescribed burns performed by the Fire Department.
- » The presence of the Emerald Ash Borer was reported in 2021.
- » Runoff from streets, houses, and lawns impact water quality which affects the kinds of aquatic life in the pond and stream. For example, the use of chemicals containing phosphorous from lawn fertilizers creates a large amount of algae growth on the pond.
- » There is no parking lot for visitors. Although Holloway is a wide road with large shoulders, it is not an ideal spot to park or unload groups of children visiting the park for educational purposes.

Urban Ecology Environmental Learning Center, West of McKnight Road along South Avenue E.

The Urban Ecology Environmental Learning Center (ELC) is a 24-acre wetland restoration project in North St. Paul along the Gateway Trail. The city acquired approximately 19 acres in 1989 from Ramsey County for parks, recreation, open space, and storm water storage purposes. The city acquired the remaining 5-acres in 1997.

In 1995, the District’s Natural Resources Board, with the help of the University of Minnesota Department of Landscape Architecture, authored a restoration plan. The design established multi-basin wetland ecosystem that provides opportunities for urban ecology education, water quality improvement, and vegetation restoration. Construction and initial planting took place in 1997 and 1998. This site includes an open space and walking trail, and it has also served as an educational resource for area schools.



Urban Ecology Environmental Learning Center

Issues and Opportunities

While the pond buffer and observation mound now have established native plant communities, invasive plant management on the site continues to be a challenge. Reed canary grass and Canada thistle populations have so far proven difficult to contain and reduce. Tatarian honeysuckle and buckthorn have been largely removed from the public lands but continue to re-invade from adjacent private property.

Table 13: Urban Ecology ELC Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Observation Deck	A boardwalk and overlook deck provide access to overlook the pond and wetland areas.	



TRAILS

The Gateway State Trail is an 18-mile multiple use trail that begins in St. Paul and continues northeast through Maplewood, North St. Paul, and Oakdale, through Washington County, and ends just four miles northwest of Stillwater. The Gateway also provides connections to many local and regional trails, including Phalen-Keller Regional Park and the Bruce Vento Regional Trail.

OTHER PARK SYSTEMS

The City is not the only provider of recreational opportunities in North St. Paul. School playgrounds, sports fields, and private gyms owned by other organizations also provide space for fitness and play. All of these facilities are valued components of the City's recreational amenities and they play an important role in the community. They're largely not discussed in this document because the City has no authority to plan, manage, or improve private and school-owned facilities.

ISD-622 Facilities

The City and the ISD 622 have collaborated on recreational facilities at the McKnight athletic complex since the 1960s. As mentioned, a joint effort by the City and school district identified a need for public athletic facilities and subsequently resulted in the purchase and construction of 11.7-acres to establish McKnight Field. The two parties entered into their first shared use agreement for facilities in 1974.

The current shared use agreement under which the City and school district have been operating was approved in 2011. The agreement addresses fees, maintenance, capital improvements, insurance, etc. In general, the agreement designates field maintenance to the owner of the field, and, per the agreement, user fees are to be as listed in the fee schedule of each governing body.

The 2011 agreement has been in place over a decade and numerous changes have occurred in city and school district staff and city and school operations since that time. Chiefly, the city no longer offers a youth recreation program and no longer has a need for school district facilities.

Polar Area, located at 2444 11th Avenue E., is an indoor hockey area that is home to the North High School boys and girls teams, the Tartan Area Youth Hockey Association, and the Maplewood Figure Skating Club. The area was opened in built in 1969 and is owned and operated by ISD-622. Open skate is available at limited times throughout the winter months.

Private Facilities

Ramsey County's Goodrich Golf Course is located in St. Paul with a portion that spills over into North St. Paul. Goodrich Golf course is a fun and challenging 18-hole, par 70 course. Its gently rolling hills create a relaxed atmosphere in a beautiful environment.



To	Date
Parks & Recreation Commissioners	February 28, 2024

Agenda Placement # VIII.B

Reports from Staff

Subject

Park Planning Design Services

Background/Facts

The City is soliciting proposals from experienced professional park planning and design consultants to develop a park design and project plan for three community parks—McKnight Fields, presently a 21.5-acre athletic complex, a new 2-acre passive park, and a new 0.34-acre pocket park. Each of these planning projects was identified in the 2022 Park and Open Space Plan and was funded in the 2024 capital improvement plan. The enclosed request for proposals will be advertised in late January with proposals due on March 15. A selection committee of staff and representatives from the Park and Recreation Commission will be established. The selection committee will make its recommendation to the PRC on March 27. City Council will act on a contract in April.

Recommended Action

N/A

Attachments

1. RFP Park Planning Design Services

Respectfully submitted,
Brandy Howe, Planner

Request for Proposals

City of North St. Paul

Park Planning Design Services

Proposals Due: March 15, 2024.

REQUEST

The City of North St. Paul is soliciting proposals from experienced professional park planning and design consultants to develop a park design and project plan for three community parks—McKnight Fields, presently a 21.5-acre athletic complex, a new 2-acre passive park, and a new 0.34-acre pocket park.

BACKGROUND

North St. Paul is located on the east side of Ramsey County in the Twin Cities metropolitan area. Our fully built-out community occupies just 3.1 square miles but enjoys 146 acres of parks and open space, including two nature preserves and two recreational lakes. Parks contribute to our community's quality of life by providing residents and visitors numerous recreational opportunities as well as land and water to enjoy.

North St. Paul is an evolving city, with an increasingly dense and diverse population of people from different backgrounds and nationalities. With just 3.1 square miles of city land, there is a premium on maintaining the parks and open space areas. While our city isn't growing in physical size, the population is expanding, which has a profound impact on our parks and the City's ability to provide quality recreational amenities.

The City is presently in the process of developing a park and open space system master plan to evaluate the overall system and establish guiding principles, recommendations, and priorities to ensure our park system is relevant and functional into the future. The plan also aims to determine how to equitably and thoughtfully apply city resources to provide quality park access for all residents wishing to utilize the park system. This effort is being done in-house by planning staff. An online community survey was conducted in the summer of 2023 for this project and is available upon request.

Concurrently to the park and open space master planning process, the City seeks to initiate the park planning and design of three parks that require immediate attention. These are described in greater detail in the following paragraphs.

McKnight Field Complex

The McKnight Field athletic complex is located at the NE intersection of Highway 36 and McKnight Road. The entire park complex measures approximately 21.5 acres and includes one premiere baseball field, four softball fields, two now defunct tennis courts, one t-ball field, indoor batting cages, parking, and a concession building. This park is also located adjacent to the North High School, which is the primary user of the softball and baseball fields in the summer. A shared-use agreement is in place with the school district.

The existing conditions of the McKnight athletic complex range from fair to disrepair. On the whole, the athletic complex needs refurbishment. The two tennis courts are in complete disrepair and are no longer open to the public for recreational use. The t-ball field is rarely used. The interior trail and parking lot requires repaving. The batting cage facility is City-owned but currently is privately leased. In the likely event that the site remains an athletic facility, new fencing will be needed around the entire McKnight athletic complex.

An overall evaluation of the recreational needs of the community is needed to determine desired future improvements to McKnight.



Passive Park

There has been a significant amount of investment and redevelopment in North St. Paul over the past ten years, particularly in the area closest to the downtown. This development places an increased demand on the City's park and recreational system.

There is an approximately 2-acre city-owned strip of land abutting 3rd Street across from Gateway at McKnight, a 100-unit townhome neighborhood. One block to the north is another newly developed 128-

unit apartment complex. The site is narrow, sloped, and wooded, which makes redevelopment less feasible. A small, minimally developed natural area has been proposed that could include walking path connectivity to the townhome residences to the west and the neighborhood to the east. A small, nature-focused play area might be included to provide a safe and convenient play place for nearby residents.



Pocket Park

Just two blocks to the east of the proposed passive park is a 0.34-acre city-owned property at 2475 7th Ave E. This lot abuts North St. Paul Drive, one of the primary entry roads to the downtown business district. Some preliminary ideas for this site include a plaza area, public art or a gathering space.



REQUESTED SCOPE OF WORK

Phase 1 – Engagement, Planning, and Design

Public Engagement

The consultant will be requested to engage with a variety of community stakeholders, including staff, residents, athletic organizations, school district, and others. The manner of engagement can be proposed by the consultant. The Park & Recreation Commission will function as the primary task force for the project.

Planning and Design

It is anticipated that the plan document will describe proposed features supported with conceptual site plans, graphics, and narratives, with an emphasis on ADA compliance in planning and design. Project cost estimation and plan implementation strategies shall also be described. These are the general requirements for the creation of a plan. It is expected that the chosen consultant will provide the City with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work.

Phase 2 – Detailed Plans, Specs, and Bid Documents

Develop detailed plans, specifications and bid documents that can be undertaken following the completion of Phase 1. It is anticipated that Phase 2 will be completed in 2025. Funding requests for phase 2 planning shall be estimated as part of this proposal. Alternatively, if it is not feasible to provide accurate estimates at this time, the consultant shall provide budget estimates no later than June 2024 for inclusion in the 2025 budget cycle.

PROPOSAL CONTENTS

Submissions should be submitted electronically to brandy.howe@northstpaul.org and should include the following. Please limit submittals to 20 pages.

1. Letter of interest. Provide a cover letter indicating your firm's understanding of the requirements of this specific job proposal. The letter should be a brief formal letter from the prospective consultant that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the Contractor's organization to perform the work included in the proposal must sign the letter.
2. Firm Profile. Provide a brief description of the firm and any sub-consultants. Identify the lead contact for this project and provide brief descriptions of relevant experience of project team members, highlighting past experience where team members (and sub-consultants) worked together.
3. Project Understanding and Approach. Describe your team's understanding of the project intent and proposed approach.
4. Work Plan. Prepare a detailed work plan identifying tasks, City versus consultant responsibilities and project deliverables.
5. Proposed Schedule. Provide a project schedule that describes timelines for each major project task described in the work plan. Benchmarks should be identified for completion of major project tasks

and community engagement. The City desires the project to be completed in no more than 12 months.

6. Fee Proposal. Provide a detailed, not-to-exceed cost proposal. Include a statement describing the team's approach to budgeting to avoid cost over-runs and how scope or budget changes will be addressed.
7. References. Provide at least three examples of recent, similar park plan projects on which the primary firm has taken the lead and completed. Project examples should demonstrate your team's ability to produce deliverables that convey information in a clear, concise, and highly graphic manner.

Submit an electronic proposal via email to Brandy Howe at brandy.howe@northstpaul.org no later than **March 15, 2024**. Submissions received after this date will not be considered. City staff will review the proposals and select firms for the interviews.

All proposals become the property of the City of North St. Paul. The City reserves the right to reject any or all submissions, to waive irregularities, or to accept such submissions, as in the opinion of the City, will be in its best interests.

Proposals are prepared and submitted at the sole cost and expense of the respondent and shall become the property of the City; documents will not be returned.

SELECTION CRITERIA

The following factors will be used in evaluating proposals and awarding of the contract:

1. Experience and knowledge in developing similar plans - 20 points
2. Technical approach and project understanding - 20 points
3. Ability to involve partners and stakeholders in the planning process - 10 points
4. Ability to complete the plan within the given timeframe - 10 points
5. Ability of the firm to perform the proposed work - 10 points
6. References - 20 points
7. Budget - 10 points

City staff will review the proposals and select firms for the interviews. The selection committee will conduct the interviews which will be scheduled in March 2024. The selection committee's recommendation will be presented to the Park and Recreation Commission on March 27 and then to City Council for action in April 2024.

The City reserves the right to negotiate with respondents on the scope of the project, fees, timelines, and all other components of the project, whether or not the proposal was deemed the lowest cost to the City.



To	Date
Parks & Recreation Commissioners	February 28, 2024
Agenda Placement # VIII.C	
Reports from Staff	
Subject	
Park Rental Policy Update	
Background/Facts	
See attached. The new 2024 Park Policy has been approved.	
Recommended Action	
N/A	
Attachments	
1. CC 12-5-2023 Policy Update (1) 2. Park Rental Policy Update for 2024	
Respectfully submitted, Jill Officer, Community Services Rep	

City of North St. Paul

City Council Report

From: Brandy Howe, Community Development Director
 Meeting Date: December 5, 2023
 Agenda Item: Park Rental Policy Update



BACKGROUND

The Parks and Recreation Commission (PRC) reviews the Park Rental Policy annually and makes recommendations for updates to City Council. In fall of 2023, staff worked with the PRC to modify the policy to address some ongoing issues related to alcohol and additional facility clean-up and minor modifications to clarify park rules. The Council considered these changes at the November 21, 2023 meeting and requested additional information related to rental rates of the park pavilions as well as facility costs.

ANALYSIS

Table 1 demonstrates that between January and September, Casey Lake Park Pavilion was rented 133 times with a net rental value of \$30,110. Over that period there were seven instances where damage deposits were withheld for a variety of reasons. Net revenue is total revenue less cleaning.

Table 1: Casey Lake Pavilion Rentals from January 1 to September 30, 2023

Rental Type	Rental Rate	Total Rentals	No. of Issues	Deposit Value Withheld	Net Revenue
Resident weekday	\$200.00	16	1	\$225	\$1,780
Nonresident weekday	\$250.00	21	1	\$150	\$3,405
Resident weekend	\$300.00	53	3	\$700	\$11,510
Nonresident weekend	\$400.00	43	2	\$450	\$13,415
Total	-	133	7	\$1,675	\$30,110
Notes on Issues: - 2/4 damage to walls and floor, additional clean-up, and renter occupied building past 11 pm. \$350 deposit withheld. - 3/10 damage to floor from double-sided tape. \$100 deposit withheld due to floor damage. - 5/25 extra cleaning and dumpsters ordered due to size of event. \$225 deposit withheld. - 6/22 biohazard clean-up. \$300 deposit withheld. - 8/19 renter occupied building past 11 pm, biohazard clean-up, called on-call for access code. \$350 deposit withheld. - 8/27 renter occupied building past 11 pm. \$350 deposit withheld.					

Table 2 demonstrates that between January and September, Hause Park Pavilion was rented 73 times with a net rental value of \$7,340. Over that period there was only one instance where a damage deposit was withheld.

Table 2: Hause Park Pavilion Rentals from January 1 to September 30, 2023

Rental Type	Rental Rate	Total Rentals	No. of Issues	Deposit Value Withheld	Net Revenue
Resident	\$150	46	1	\$150	\$3,830
Nonresident	\$200	27	0	\$0	\$3,510
Total	-	73	1	\$150	\$7,340
Note on Issue: 3/31 renter occupied building past 11 pm and did not clean-up after event. \$150 deposit withheld.					

Data from the Police Department was also collected. It was reported that there were no calls for service at Casey Lake to date; there were, however, two calls for police service at Hause Park so far this year. The costs associated with these calls are not included in the rental analysis.

Rental data was also reviewed to determine if there were duplicate rentals under a single name that may signify the occurrence of potential subletting. Staff found that there were 21 individuals that rented a facility more than one time per calendar year. Of these, there were two individuals that rented Hause Park three times (weekend rentals), one individual that rented Casey Lake three times (weekday rentals), and one that rented Hause Park four times (weekend and weekday rentals). All others had two rentals at one of the park pavilions. There is no definitive evidence of subletting.

Table 3 presents the estimated operating and capital costs for Casey Lake and Hause Park pavilions and relates it to the cost per reservation. As indicated, for example, the total annual facility costs for Casey Lake is \$127,533. The per rental cost of that facility is estimated at \$814 when factoring in the operating and capital costs. If Council seeks to cover the operating costs of the pavilion, the rental rates should be a minimum of \$344 at Casey. If the goal is to cover operating costs as well as a portion of the capital costs for the facility, the rate with 50 percent of the capital costs covered would be \$579. Similar figures for Hause Park are also shown in Table 3.

Table 3: Facility Costs of Casey Lake and Hause Park Pavilions

	Casey Lake	Hause Park
Annual Operating Costs		
Maintenance	\$9,000	\$3,000
City Staff	\$18,000	\$6,000
Janitorial	\$13,000	\$2,000
Utilities	\$2,000	\$1,100
Annual Capital Costs		
Facility	\$83,333	\$16,667
Contents	\$2,200	\$2,200
Total Capital Costs	\$85,533	\$18,867
Total Annual Costs	\$127,533	\$30,967
Reservations*		
Weekend Days	49	75
Weekdays	128	23
Total Reservations	177	97
Cost per Reservation*	\$814	\$388
Cost without facility capital costs	\$344	\$217
Cost with 50% facility capital costs	\$579	\$303
*Prorated for partial year		

Per Council's request, Table 4 provides a listing of the rental rates and hours for similar facilities in the metro area. These are sorted by facility capacity. Note that North St. Paul's rental rates are lower than most comparison communities.

Table 4: Neighboring Facility Rate Comparison

Facility Name	Capacity	Hours	Weekday Rates	Weekend Rates*	Additional Fees
Hause Park	49	7 am – 11 pm (aligns with Park hours per Code 92.04(J))	Res. \$150 Non. \$200 Dep. \$150		
Maplewood, Wakefield Building	75	8 am – 9 pm	Res. \$150 Non. \$190 Dep. \$200	Res. \$300 Non. \$370 Dep. \$200	
Wash County, Nordic Center	84	9 am – 10 pm	\$50/hour 9 am – 4 pm \$125/hour 4 pm - 10 pm		
Minneapolis, Wirth Picnic Pavilion	100	9 am – 10 pm	\$600 Dep. \$500	\$600 Dep. \$500	
Oakdale, Discovery Center	120	8 am – 10 pm	Res. \$40/hour Non. \$60/hour Dep. ½ rental (4 hr. min.)	Res. \$600 Non. \$750 Dep. ½ rental (3 hr. min.)	Alcohol allowed if served by city employee
Minneapolis, Columbia Manor	200	8 am to 11 pm	\$800 Dep. \$500	\$1,700 Dep. \$500	
St. Paul, Highland Pavilion	200	8 am – 8 pm	\$480		\$100 for groups >100
Casey Lake	215	7 am – 11 pm (aligns with Park hours per Code 92.04(J))	Res. \$200 Non. \$250 Dep. \$300	Res. \$350 Non. \$400 Dep. \$350	
Woodbury, Ojibway Park Building	215	8 am – 11 pm	Res. \$350 Non. \$460 Dep. \$500	Res. \$500 Non. \$625 Dep. \$500	\$350 security
Hugo, Pederson Pavilion	250	7am - midnight	Res. \$600 Non. \$1,100		Additional \$500 deposit if alcohol served
St. Paul, Como Pavilion	250	8 am – 8 pm	\$600		\$100 for groups >100
Shoreview, Wedell Room	250	8 am – 8 pm Weekday 8am – midnight Weekend	Res. \$590 Non. \$715 Dep. \$1,000	Res. \$1,205 Non. \$1,375 Dep. \$1,000	\$300 kitchen use fee \$500 security on weekends after 8pm
Shoreview, Shoreview Room	300	8 am – 8 pm Weekday 8am – midnight Weekend	Res. \$855 Non. \$1,000 Dep. \$1,000	Res. \$1,600 Non. \$1,820 Dep. \$1,000	\$300 kitchen use fee \$500 security on weekends after 8pm
*For simplicity, the reported rates are for Saturday if there are additional rates for weekends.					

POLICY PROPOSAL

As indicated previously, the Parks and Recreation Commission completes an annual review of its Park Rental Policy. This fall the PRC recommended the following updates to the Park Rental Policy:

1. Add the following items to the prohibited list: water balloons, glitter, confetti, and glass containers.
2. Prohibit smoking in park buildings or anywhere in the park.
3. Create a \$150 deposit for events with alcohol, which is in response to significant additional clean-up at indoor park facilities this year.
4. Clarify that key codes or a key is required for entry to buildings and the process for obtaining entry access and after-hour calls for access would result in a fee.

In addition to the above listed changes, and based on the additional information provided in the Tables above, staff suggest the following additional policy modifications.

- Do not approve rental requests from past violators of the rental policy.
- Automatically withhold the entire deposit for any violations to the rental policy.
- Consider an increase in facility rental fees. Rate options follow in Table 5.

Table 5: Rental Rate Options

	Current Rate	High	Medium (a)	Medium (b)	Low
Casey Lake					
Res. weekday	\$200	\$500	\$350	\$300	\$250
NR weekday	\$250	\$600	\$450	\$350	\$300
Deposit	\$300	\$350	\$400	\$300	\$300
Res. weekend	\$300	\$800	\$550	\$500	\$400
NR weekend	\$400	\$900	\$650	\$550	\$450
Deposit	\$350	\$500	\$500	\$400	\$400
Hause Park					
Res. weekday	\$150	\$350	\$300	\$200	\$175
NR weekday	\$200	\$400	\$350	\$250	\$200
Deposit	\$150	\$250	\$200	\$200	\$150
Res. weekend	\$150	\$400	\$350	\$250	\$200
NR weekend	\$200	\$450	\$400	\$300	\$250
Deposit	\$150	\$250	\$200	\$200	\$150

ATTACHMENTS

1. Draft Park Rental Policy as recommended by the Parks and Recreation Commission on October 25, 2023.



**NORTH
ST. PAUL**
extraordinary.

PARK RENTAL POLICY

Approved December 19, 2023

FACILITIES AND RATES

The City of North St. Paul has two enclosed facilities and three open-air shelters available for rent by the public. Park facilities are available to North St. Paul residents and non-residents at reasonable rates.

Facility	Amenities	Capacity
Casey Lake pavilion 	- Indoor pavilion space as well as outdoor patio with picnic tables is included with the reservation - Kitchen equipped with fridge, sink, microwave - Restrooms - Seating for 95	215 people* (seating for 95)
Hause Park pavilion 	- Indoor pavilion space as well as open air shelter is included with the reservation - Kitchen equipped with fridge, sink, and microwave - Restrooms	49 people (seating for 30)
Colby Hills open air shelter 	Port-a-potty is available from May through September	N/A
Northwood open air shelter 	Port-a-potty is available from May through September.	N/A
Silver Lake open air shelter 	A park restroom building is available	N/A
*Note: Reservations with 150+ people in attendance that serve alcohol shall adhere to the police security policy (see page 5).		

Rental Rates	
Casey Lake pavilion	Weekend Reservations: Friday / Saturday / Sunday and Holidays Resident: \$400.00 + \$300.00 deposit Nonresident: \$550.00 +\$350.00 deposit Weekday Reservations Monday – Thursday Resident: \$250.00 +\$300.00 deposit Nonresident: \$400.00 +\$350.00 deposit
Hause Park pavilion	Weekend Reservations: Friday / Saturday / Sunday and Holidays Resident: \$200.00 + \$150.00 deposit Nonresident: \$275.00 + \$150.00 deposit Weekday Reservations Monday – Thursday Resident: \$175.00 +\$150.00 deposit Nonresident: \$250.00 +\$150.00 deposit
Colby Hills shelter	Full Day Rental – Resident \$50.00 + \$50.00 deposit Full Day Rental – Non-Resident \$65.00 + \$50.00 deposit
Northwood shelter	Full Day Rental – Resident \$50.00 + \$50.00 deposit Full Day Rental – Non-Resident \$65.00 + \$50.00 deposit
Silver Lake shelter	Full Day Rental – Resident \$50.00 + \$50.00 deposit Full Day Rental – Non-Resident \$65.00 + \$50.00 deposit
Alcohol deposit	An additional \$150 deposit is collected at the time of booking for events planning to have alcohol. This is returned along with the building deposit after inspection of the building. If you do not pay the alcohol deposit at booking and evidence of alcohol containers is found inside, the \$150 will be deducted from your building deposit refund. See also police security policy for parties greater than 150 people on page 5.
No fees shall be waived for any group except for City-sanctioned or City-sponsored events.	

RESERVATIONS

Any person or group wishing to reserve a North St. Paul park facility must complete a rental application online at <https://northstpaul.org/1049/Park-Rentals> and pay the appropriate fee and damage deposit to the City of North St. Paul. Payments can be made online, or by cash or check at the North St. Paul City Hall located at 2400 Margaret Street, North St. Paul, MN 55109. Staff uses reasonable judgment when accommodating rental requests.

Facility Tours

One ½ hour facility tour is allowed per reservation. Additional facility tours will be assessed a \$50 per visit fee. Tours are during normal business hours when the facility is available.

Priority Scheduling

- City residents shall have first priority to rent facilities. Resident registration will start on December 1 at 8 a.m. for the following year; non-resident registration will begin a month later on January 2 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.
- The City shall have first priority for use for all governmental activities, including maintenance.

Deposits

Damage deposits must be paid with your reservation. Additional deposits are collected for events where alcohol is served. Deposits are refunded within 2-4 weeks after the rental upon the return of the key and inspection of the building. All refunds are paid by a check made payable and mailed to the applicant on the reservation. See the section on Renter Responsibilities on how your deposit may be impacted.

Building Access

- **Casey Lake.** Key codes for the Casey Lake pavilion will be posted in the applicant's online Park & Recreation account and emailed to the account holder 1 week prior to the rental. It is the renter's responsibility to follow up with City staff during normal business hours for the key code, if necessary. If the renter needs to call after-hours or weekend staff for access, a charge of \$150 will be incurred. This fee is based on the on-call staff member coming out to open the building for the rental.
- **Hause Park.** Building keys for the Hause Park pavilion must be picked up from City Hall the business day prior to your rental. Keys must be returned the next day to City Hall or its afterhours drop box. Failure to return the key will result in the loss of the entire damage deposit or the cost to replace the lockset, whichever is greater. Failure to pick up the key resulting in an after-hours or weekend staff call will result in loss of deposit. This fee is based on the on-call staff member coming out to open the building for the rental.

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 cancelled 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.

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 overtime Patrol Officer rate as listed in the fee schedule at a three-hour minimum. The City, in its discretion, may waive the police presence requirement based on review of applicant submittal.

Denial/Revocation

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, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

RENTER RESPONSIBILITIES

1. Reservations are valid for park hours 7 a.m. – 11 p.m. only.
2. All reservations must be cleaned up and out of the park building by 11:00 p.m. or they will automatically forfeit their deposit.
3. The renter is required to stack and rack all tables and chairs, and remove personal equipment at the conclusion of the rental.
4. 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.
5. The facility is expected to be left in the same condition the renter found it.
6. 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.
7. 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. This includes, but is not limited to bio-hazard clean-up when necessary.

FACILITY USAGE SPECIFICATIONS

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. City staff may use their discretion on questions or concerns not specifically laid out in this document.

Alcohol

No glass containers. An additional \$150 deposit is collected at the time of booking for events planning to have alcohol. This is returned along with the building deposit after inspection of the building. If you do not pay the alcohol deposit and evidence of alcohol containers is found inside, the \$150 will be deducted from your building deposit refund.

Decorations

All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Prohibited items: Nails, tape, tacks, staples, 3M command strips and screws. 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. The renter must remove all decorations before leaving the space by 11pm.

Food Trucks and Food Vendors

Up to two food trucks are allowed per reservation. Additional food trucks may be permitted with approval by the Community Development Director. 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 Pavilion and neighboring smaller 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 with the serving window facing the park. Food trucks must not block access to buildings.

Inflatables/Moon Bounces

Unless it is a City sponsored event, inflatables/moon bounces are not allowed.

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 MN Department of Health license if applicable (proof of license must be provided).

Tents

Only 10' X 10' pop-up tents are allowed. Up to two tents may be permitted per reservation. Tents must be secured with sand bags or weights. Staking tents into the ground is not allowed.

Video Surveillance

Premises are under video surveillance. Compliance with rental terms may be enforced through review of video surveillance.

PROHIBITIONS

Not all prohibited items are listed. Please call City Hall with questions.

- **Animals.** Pets are not allowed in enclosed park shelters; service dogs are welcome.
- **Dance Wax.** Dance wax or any other types of dancing compounds are not allowed.
- **Decorations.** Nails, tape, tacks, staples, 3M command strips and screws. Glitter and confetti are also prohibited.
- **Fireworks.** 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.
- **Flames.** No open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc.
- **Smoking/Tobacco/Cannabis.** Smoking, e-cigarettes and the use of tobacco and cannabis products is strictly prohibited in North St. Paul parks and in all park facilities.
- **Water Balloons.** Water balloons are prohibited in city parks.



To	Date
Parks & Recreation Commissioners	February 28, 2024

Agenda Placement # VIII.D

Reports from Staff

Subject

2024 PRC Calendar

Background/Facts

Each year the Park and Recreation Commission establishes events and meetings based on previous years' dates. The attached calendar is the suggested dates for 2024 Music in the park, arts festival, star watch and various other events. Included are meetings and other events not run by the PRC as place holders so we do not overlap.

Recommended Action

Attachments

1. 2024 PRC Calendar Update

Respectfully submitted,
Jill Officer, Community Services Rep

2024 Calendar	Date	Location	Time	Day	
Fire and Ice	1/5/2024	Hause	5-8pm	Saturday	Canceled due to weather
January PRC Regular Meeting	24-Jan	CC	6:30 - 8PM	Wednesday	
February PRC Regular Meeting	28-Feb	CC	6:30 - 8PM	Wednesday	
March PRC Regular Meeting	27-Mar	CC	6:30 - 8PM	Wednesday	
April PRC Regular Meeting	24-Apr	CC	6:30 - 8PM	Wednesday	
May PRC Regular Meeting	22-May	CC	6:30 - 8PM	Wednesday	
Car show	6/7-9/20	7th Ave/Margaret	4-7 pm	Friday	
June Music in the Park	20-Jun	Casey Lake Park	7-8:30 PM	Thursday	Gus Sent Me
June PRC regular Meeting	26-Jun	CC	6:30 - 8PM	Wednesday	
July Music in the Park	18-Jul	Casey Lake Park	7-8:30 PM	Thursday	Ken Schaeffer
July PRC Regular Meeting	24-Jul	CC	6:30 - 8PM	Wednesday	
Food Truck Night	Removed	Hause Park	6-8 PM	Wednesday	
August Music in the Park	15-Aug	Casey Lake Park	6-7:30 PM	Thursday	The Bazillion's
August PRC regular Meeting	28-Aug	CC	6:30 - 8PM	Wednesday	
Autumn Arts Fest	14-Sep	Casey Lake Park	11-6 pm	Saturday	Paul Berry Blues
September PRC Regular Meeting	25-Sep	CC	6:30 - 8PM	Wednesday	
Star Watch	2-Oct	Casey Lake Park	7:30-9:30 PM		
October PRC Regular Meeting	23-Oct	CC	6:30 - 8PM	Wednesday	
November PRC Regular Meeting	20-Nov	CC	6:30 - 8PM	Wednesday	