



**City of North St. Paul
City Council
Workshop Meeting Agenda**

**April 2, 2024
5:15 PM**

The City Council Workshop Meeting will be conducted on **April 2, 2024** at 5:15 p.m. in the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

The City Council will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public interested in joining remotely can connect with the following information:

The **April 2, 2024** Zoom meeting can be accessed at <https://tinyurl.com/NSPCityCouncil> (from a PC, Mac, tablet, iPhone, or Android device) or by phone at 1-929-205-6099
Meeting ID: 84409094358

You can also watch the meeting on our YouTube channel here: tinyurl.com/NSPYouTube

I. Call to Order

II. Roll Call

Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

III. Adopt Agenda

IV. Topic(s)

- A. Community Center - Next Steps
- B. Presentation by Pang Yang - Ramsey County Public Library
- C. Community Center - Draft Request for Interest

V. Other Business

VI. Adjournment

The next regularly scheduled City Council Workshop meeting is April 16, 2024.



To	Date
Honorable Mayor Monge and City Council	April 2, 2024
Agenda Placement # IV.A	
Topic(s)	
Subject	
Community Center - Next Steps	
Background/Facts	
Community Center - Next Steps. (Continuation)	
Recommended Action	
Attachments	
1. Community Center - Next Steps 4.2.24	
Respectfully submitted, Daniel Winek, Finance Director	



COMMUNITY CENTER NEXT STEPS

April 2, 2024

City of North St. Paul



Community Center – Next Steps

We will gather, present and discuss:

- ✓ Clarification and/or modification to Grant Terms.
- Services and Importance of a Library in North St. Paul.
- Interest in Partnerships at the Community Center. (RFI REVIEW)
- Examine current and future lease options for Library.
- Community Engagement (Develop RFP)
- ~~• Interest in selling the Community Center.~~
- ~~• Costs to vacate the Community Center.~~
- Services to be provided at the Community Center.
- Costs to operate the Community Center, now and in the future.
- Financial scenarios and potential impacts.



Community Center – Next Steps

At this meeting:

- Presentation by Pang Yang, Ramsey County Library Deputy Director
- Review RFI - for Interest and Partnerships at the Community Center.



Community Center – Next Steps

Each workshop will follow this format:

- Staff presentation.
- City Council questions and answers.
- Public comments.
- Next agenda.
- City Council wrap up.



Community Center – Next Steps

At the next meeting staff will:

- Discussion on Community Engagement.



Community Center – Next Steps

- City Council questions and comments.
- Public comments.



To	Date
Honorable Mayor Monge and City Council	April 2, 2024
Agenda Placement # IV.B	
Topic(s)	
Subject	
Presentation by Pang Yang - Ramsey County Public Library	
Background/Facts	
Recommended Action	
N/A	
Attachments	
None	
Respectfully submitted, Brandy Howe, Community Development Director	



To	Date
Honorable Mayor Monge and City Council	April 2, 2024
Agenda Placement # IV.C	
Topic(s)	
Subject	
Community Center - Draft Request for Interest	
Background/Facts	
At the March 19, 2024, workshop, City Council directed staff to prepare a Request for Interest (RFI) seeking partnerships to develop programming at the Community Center. A draft RFI is enclosed for Council review.	
Recommended Action	
N/A	
Attachments	
1. Community Center RFI	
Respectfully submitted, Brandy Howe, Community Development Director	

Request for Interest

Partnerships to Re-Activate City of North St. Paul Community Center

This is a Request for Information (RFI) ONLY and does not constitute a commitment, implied or otherwise, the City of North St. Paul will take action in this matter.

Summary

The City of North St. Paul is seeking interest and ideas from non-profit, for-profit, and public entities for programming activities to support the reactivation of the North St. Paul Community Center.

The City is the recipient of \$4.5 million in state funding for facility improvements and program development for its Community Center building at 2300 North St. Paul Drive. The City is presently developing plans to renovate the building for its eventual adaptive reuse. When fully renovated, the Community Center will provide activities, programming, recreational and gathering space for North St. Paul's diverse community, with a special focus on youth, seniors, and veterans. The project site is at the intersection of North St. Paul Drive and Seppala Boulevard, withing walking distance to downtown, many high-density residential areas, the North St. Paul High School, and the Gateway State Trail.

Project Objectives

The City is seeking partners to transform the Community Center into a year-round community space able to serve all North St. Paul residents. The City's vision is a Community Center that could be:

- A flexible, multicultural space able to provide for the evolving needs of the community. The Community Center could be a hub offering farmer's and craft markets, educational programs, seasonal and cultural events and celebrations, and social gatherings.
- A safe place for the youth to foster positive socialization and offer recreational space for sports and youth-targeted activities.
- A safe and comfortable place for veterans and seniors to socialize, engage in crafts, dance, fitness, and recreation.
- A demonstration hub to showcase the City's commitment to green building practices. Renovations may include solar energy, electric vehicle charging stations, and other improvements to promote environmental health in the community.

Besides the design and construction of physical improvements to the Community Center, the City recognizes that the operational and programmatic partners are key and will play a critical role in the long-term success of the facility. By means of this RFI, the City is seeking potential partners to provide uses, programming, and activities that are responsive to the project goals outlined above.

Facility Information

The site contains 1.5-acre with 55 parking spaces as well as an additional 16 off-street parking stalls. The Community Center is approximately 26,000 square feet currently containing a large gymnasium, running track, workout gym, men's and women's locker rooms, offices, meeting rooms, and a small kitchen. The Ramsey County Public Library occupies an additional 2,700 square feet and has a standing lease with the City. The library area is not part of this RFI.

Letter of Interest Submission

Parties interested in responding to this RFI, should submit a letter of interest, which includes the following information:

1. Name and primary contact of interested entity or organization.
2. Description of proposed program/ services/ activity, including a concise summary of how the proposal would respond to project objectives. Please also describe how the proposal would produce positive social, environmental, and/or cultural impacts.
3. Description of space and utility needs for the proposal as well as typical hours of operation. Indicate if furniture, fixtures, and equipment would be provided by user.
4. Identify the length of commitment to the facility and if the user would be able to provide rental payments. If so, what would be the price per square foot that the user would be willing to pay?
5. Indicate whether additional staff or other support from the City would be required for the proposal.

Interested parties are welcome to attach a simple sketch plan, other example graphics/images of the intended use.

Site Meeting

While all interested parties are encouraged and welcome to visit the project site at any time, an on-site meeting with the opportunity to tour the building's existing interior spaces will be held on **DATE at TIME**.

Attachments

- Project location and context maps
- Existing floor plan

Advertisement Plan

- Publish in City newsletter
- Publish on the City of Nort St. Paul website
- Publish in the Star Tribune
- Publish on MN Council of Nonprofits website
- Publish on League of MN Cities website
- Direct mail to Ramsey County Library
- Direct mail to Ramsey County
- Direct mail to School District (ISD-622)
- Direct mail to Theater Group

Project Location



Community Center Floor Plan (Digital copy available upon request)

