



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

**April 24, 2024
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **April 24, 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 **April 24, 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

Sara Lang

III. Adopt Agenda

IV. Approval of Minutes

- A. Approval of Minutes from 2/28/24

V. Meeting Open to Public

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

VI. Commission Business, Action Items & Recommendations

- A. Park and Open Space Master Plan
- B. Park Planning Design Services - Consultant Selection
- C. Park Cleanup Discussion

VII. Reports from Staff

- A. Public Works Update-March and April 2024

VIII. Reports from Commissioners & Park Liaisons

IX. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is May 22nd, 2024.



To	Date
Parks & Recreation Commissioners	April 24, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from 2/28/24	
Background/Facts	
Approval of minutes from February 28, 2024 meeting.	
Recommended Action	
Approve minutes.	
Attachments	
1. 02Feb28 park and rec minutes	
Respectfully submitted, Sara Lang, Arts & Culture Commission Secretary	

February 28, 2024

6:30 PM

The February 28, 2024, Parks & Rec Commission meeting was held in the Sandberg Room of North St. Paul City Hall, 2400 Margaret Street, North St. Paul MN 55109

I. Call to Order

Chair Lloyd Grachek called the meeting to order at 6:30 p.m.

II. Roll Call

Lloyd Grachek, Chair - present

Laura Greenlee-Karp, Vice Chair - present

Ingrid Koller - present

Sue Springborn - absent

Sarah Zahradka - absent

David Andren - present

Ben Hansen – present

Council Liaison: Cassidy Schweer – viewed via you tube

Staff: Jill Officer – present

III. Adopt Agenda

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

IV. Approval of Minutes

- A. On motion to approve the November 15, 2023 meeting minutes by Vice Chair Greenlee-Karp, seconded by Commissioner Koller, with all present voting aye (5-0), motion carried to approve the minutes.

V. Meeting Open to Public

A. Cathy Troendle Remembrance

The Parks and Recreation Commission discussed a plaque and bench honoring Cathy Troendle for her dedication, time, and energy to Southwood Park. Jill Officer, Administrative Assistant, noted the financial inquiry into this memorial would be discussed at next month's meeting. Family members would be involved in location choice and a possible ceremony. It was noted services for Ms. Troendle would be Saturday, March 2nd at the Community of Christ Church with visitation services from 10:00-11:00 a.m. and funeral service and lunch to follow.

B. Official Welcome of New Commissioners – David Andren and Ben Hansen

Chair Grachek introduced the new members of the Parks and Recreation Commission. Commissioners Andren and Hansen both expressed their excitement to begin working with the community.

VI. Presentations

A. 2024 PRC Presentation

Brandy Howe, Community Development Director, provided a brief overview for the

new commissioners. She reviewed goals, mission, city code, commissioner duties, expectations, and attendance requirements. Chair Grachek thanked the Commission, Ms. Howe, and Ms. Officer for their continued hard work.

VII. Commission Business, Action Items & Recommendations

A. Chair and Co-Chair Elections

Commissioner Andren suggested keeping the same positions.

On motion by Commissioner Andren, seconded by Commissioner Hansen, with all present voting aye (5-0), motion carried to continue with the current chair and vice chair of the Parks and Recreation Commission.

B. Event Update and Commission Input

Ms. Officer provided updated information regarding the Autumn Arts Festival and noted the entertainment, trail walk story, vendors, food trucks, and art projects have been booked and assigned. Ms. Officer stated all questions, concerns, and ideas can be sent to Kari Erpenbach.

The Parks and Recreation Commission discussed different options and cost surrounding an inflatable for this event.

On motion by Vice Chair Greenlee-Karp, seconded by Commissioner Koller, with all present voting aye (5-0), motion carried to recommend the City Council rent the "Lost Jungle inflatable" for the Autumn Arts Festival.

Ms. Officer also provided an update on the Hause Park grand opening. The Commission discussed supplying popcorn for this event. Details surrounding this event will be approved at the next City Council meeting with an estimated opening of mid- to late summer. She added the Fall Round-Up parade is scheduled for September 19, 2024.

VIII. Old Business

There was no old business to report.

IX. Reports from Staff

A. Park and Open Space Master Plan

Ms. Howe introduced the first three chapters of this document and suggested a subcommittee to provide more detail on inventory lists and facility improvement schedules. Three members of the Parks and Recreation Commission volunteered to be on the subcommittee.

Vice Chair Greenlee-Karp inquired about the demographic study as it relates to previous demographic assessments. Ms. Howe noted the demographic information was compiled using census documentation.

B. Park Planning Design Services

Ms. Howe noted this is in its early stages. RFP's have been sent out and proposals

are due to the City March 15th with the steering committee to select consultant and make a recommendation to City Council. Commissioner Koller inquired about communication to new residents. Ms. Howe noted there will be an open house.

There was discussion surrounding vacant properties within the city and how to best utilize those properties with regard to this planning design services. Vice Chair Greenlee-Karp thanked Ms. Howe for her hard work.

C. Park Rental Policy Update

Ms. Howe described the additional prohibitions to the park rental policy. She briefly reviewed the fee increases for residents and non-residents. Commissioner Andren inquired about deposit rates. Ms. Howe noted deposit rates have mainly stayed the same with a minor decrease in deposit rates for residents.

D. 2024 PRC Calendar

Ms. Officer provided Parks and Recreation's events for the 2024 year. She stated all events go through Ms. Erpenbach and require a form. The Commission discussed the Park Clean-Up event and a possible coordination with Silver Lake. This topic will be added to the next meeting's agenda. Vice Chair Greenlee-Karp suggested a Parks and Recreation event during the city-wide garage sales.

X. Reports from Commissioners & Park Liaisons

Ms. Officer noted this is her last meeting with the Parks and Recreation Commission and with the City of North St. Paul. She stated her last day will be March 14, 2024. The Commission expressed their gratitude for her hard work.

Commissioner Hansen commented on his participation with Casey Lake Park and Commissioner Andren commented on his participation with Southwood and Northwood Parks. Chair Grachek suggested a budgetary update for next meeting.

XI. Adjournment

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

Meeting adjourned at 7:53 PM

Next Parks and Recreation Meeting is scheduled for March 2024 at City Hall in the Sandberg Room;
2400 Margaret St, North St Paul, MN 55109

City of North St. Paul

Parks and Open Space Master Plan

Draft: April 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
Chris Cherne, Administrative Assistant
Sara Lang, Administrative Assistant

Table of Contents

Acknowledgements	2
INTRODUCTION	4
Introduction.....	5
Plan Purpose	5
Related Planning Efforts	6
Value of parks and recreation	7
Role of the Park and Recreation Commission.....	7
OUR COMMUNITY	8
Our City.....	9
Demographics	10
Housing Development Trends	15
OUR PARKS AND OPEN SPACE SYSTEM	18
Park Inventory	19
Community Parks	20
Neighborhood Parks.....	29
Undeveloped Parkland.....	38
Nature Preserves	40
Trails and Other Park Systems.....	43
NEEDS ANALYSIS	45
Community Engagement Overview	46
System Gaps.....	51
Equity	53
Plan Review.....	54
MAINTAINING WHAT WE HAVE, PLANNING FOR THE FUTURE	57
Operations and Maintenance.....	58
Partnerships, Agreements, and Donations.....	59
Evolution of a Park Construction Project	60
Park System Funding	62
Vision, Goals, Objectives, and Action Items	63

01

INTRODUCTION

SECTION CONTENTS

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

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.

North St. Paul is an evolving city, with an increasingly dense and diverse population from different backgrounds and countries. As density increases, so does the 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 can help the City responsibly manage its park system. Specifically, this plan is intended to:

- Evaluate community input and analyze demographic changes, the existing park system, and future trends in recreation.
- Offer guiding principles to prioritize improvements to ensure our park system is relevant and functional into the future.
- 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, as members of the Parks and Recreation Commission, promise to do everything within our duties to serve you cheerfully and respectfully by providing clean and safe facilities, enjoyable 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. Parks provide health benefits, such as physical activity, contact with nature, and social interaction. Open space provides wildlife habitat and absorbs stormwater runoff. A well-designed and maintained park system also contributes to quality of life, increases property values, and enhances the City's ability to attract new residents and promote economic development.

ROLE OF THE PARK AND RECREATION COMMISSION

The North St. Paul Parks and Recreation Commission (PRC) was established in 1978. The PRC 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 the use of parks.
- » Give due regard to the Comprehensive Plan as it relates to parks, open space and trails when making recommendations to the City Council.
- » Make recommendations to the City Council related to park land dedications, recreational programming, and park and trail improvements.

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

02

OUR COMMUNITY

SECTION CONTENTS

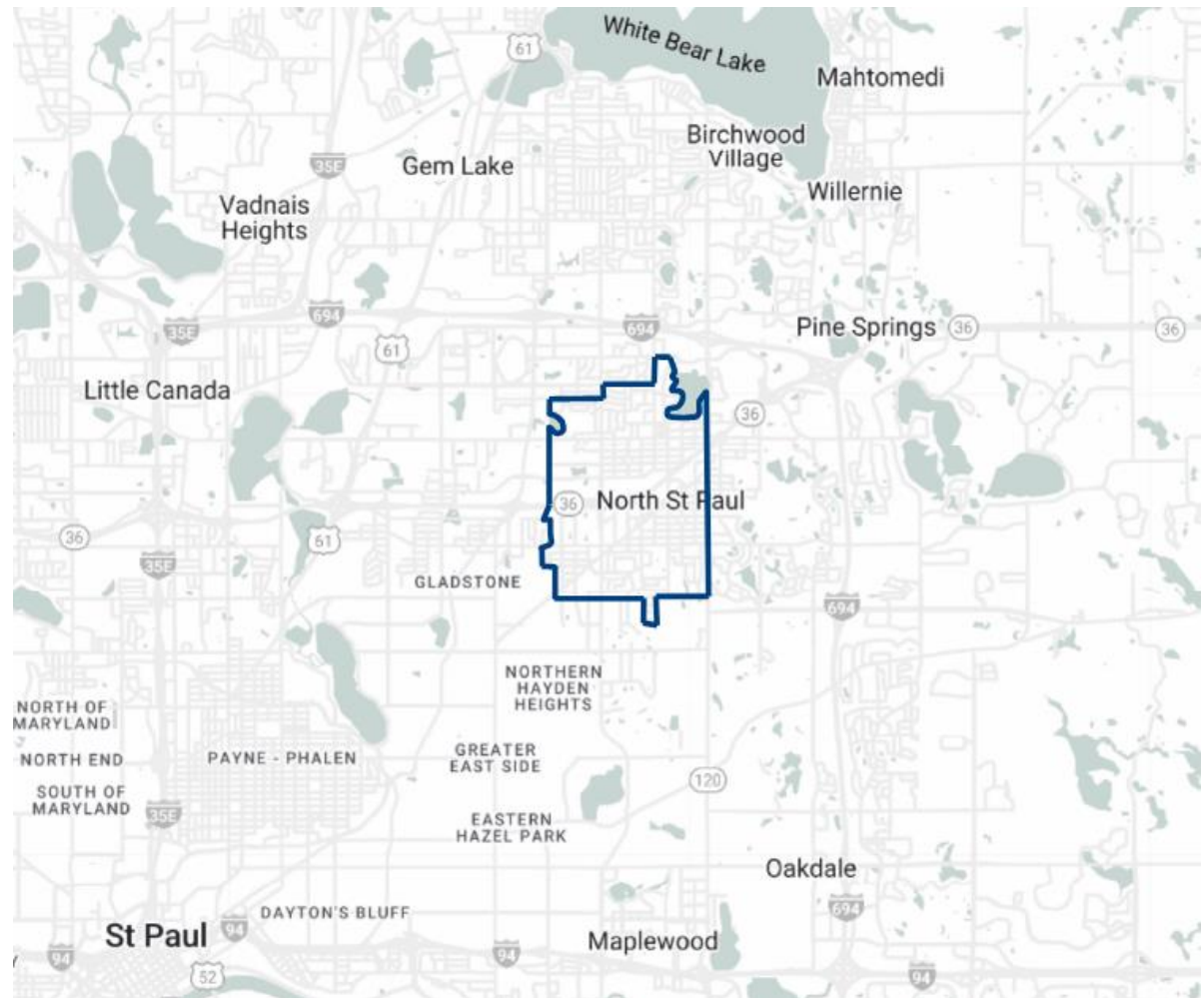
- » Our City
- » Demographics
- » Housing Development Trends

OUR CITY

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

NSP is different from its suburban neighbors that are composed mostly of new, auto-dependent developments. NSP is a distinct city with a history as a small village that is now fully built out. It 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.

NSP is a town with a great quality of life that embraces its small-town character while recognizing its place in the larger region. As a community, NSP 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.



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 North St. Paul's (NSP) demographic data.

Population

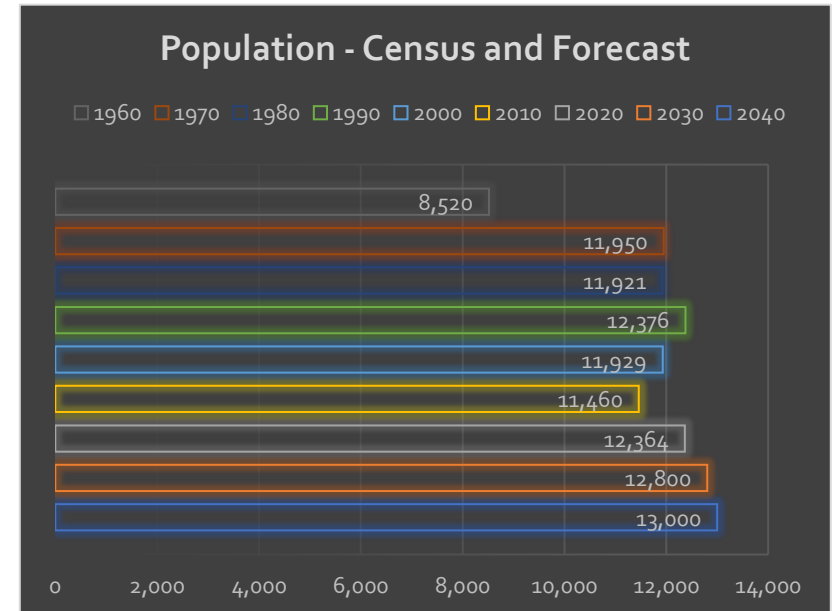
As of the 2020 Census, the NSP's population was 12,800. The City's population has remained relatively steady since 1970, and, according to the Metropolitan Council, it is expected to remain steady with only a slight increase by the year 2040. The anticipated trend may relate to the built-out nature of the City; however, numerous larger-scale multifamily redevelopments have been built in the City's core and will likely continue which may increase NSP's population beyond that which is forecast.

Households

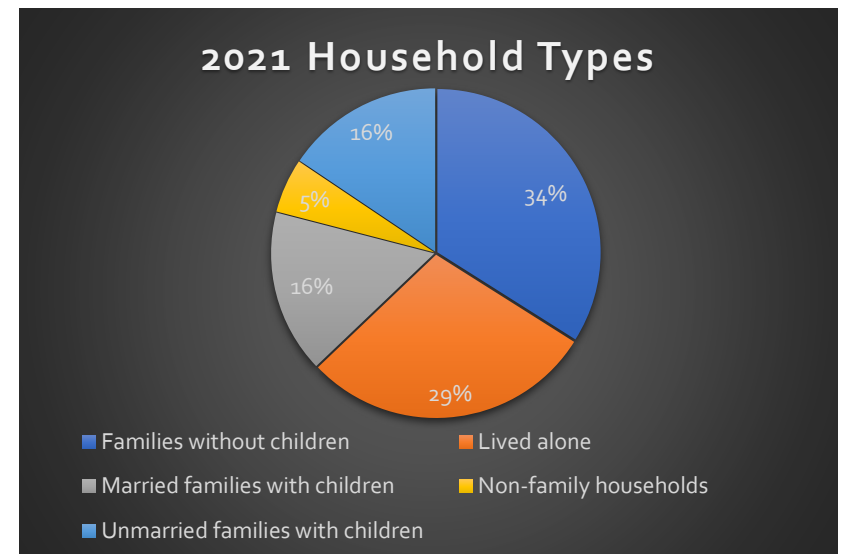
There are 4,593 households in NSP with an average household size of 2.68. Of the total households, 32% are families (married or unmarried) with children; 34% are families without children; 29% live alone; and 5% are nonfamily households (living arrangements with unrelated people). This means that nearly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

Educational Attainment

In 2021, 90% of NSP residents aged 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 a high school diploma or higher and 44% have a bachelor's degree or higher. Educational attainment is often linked to income, which may translate to slightly lower incomes in NSP.



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



Data Source: American Community Survey, 2021

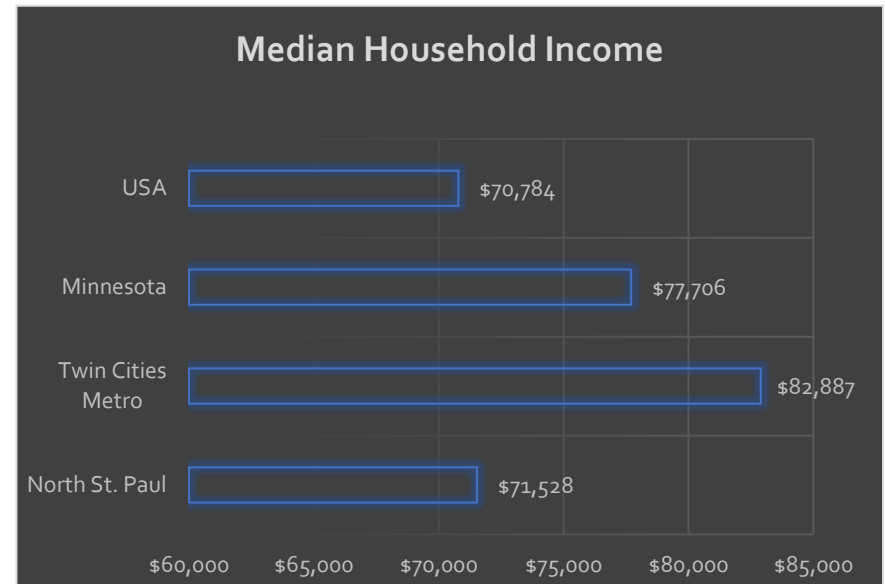
Income and Workforce Statistics

NSP'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.

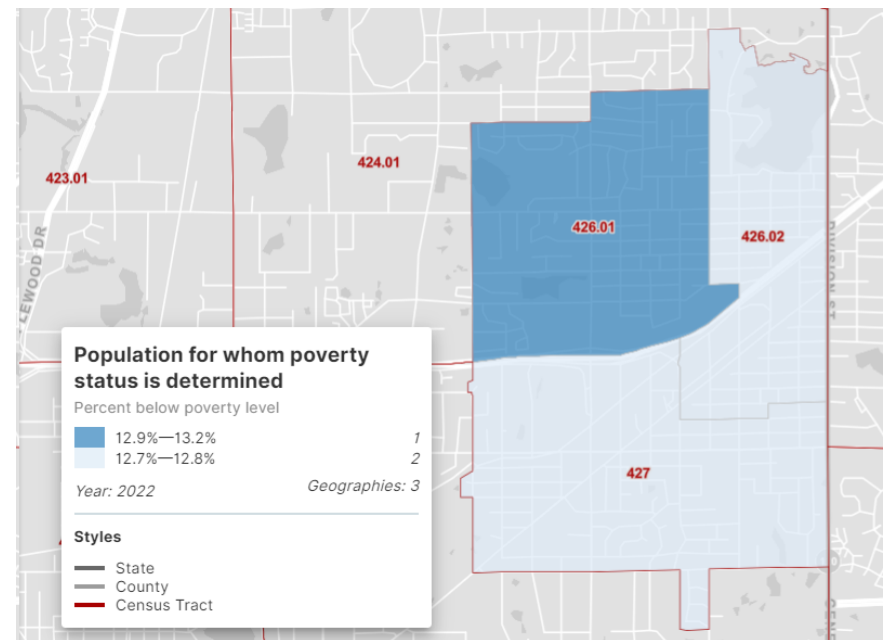
According to the 2021 American Community Survey, white-collar workers make up 80% of the working population in NSP, while blue-collar employees account for 20%. There are also 465 entrepreneurs in NSP (8% of the workforce); 4,225 workers employed in private companies (69%); and 787 people working in governmental institutions (13%).

Poverty Statistics

The official poverty rate in the NSP is 13% according to the 2022 American Community Survey, which is quite higher than the state at 9%, but lower than the national poverty rate of 15%. The figure on the lower right indicates poverty rates by Census Tract in NSP. 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: U.S. Census Bureau, Decennial Census



Data Source: American Community Survey, 2022

Age Characteristics

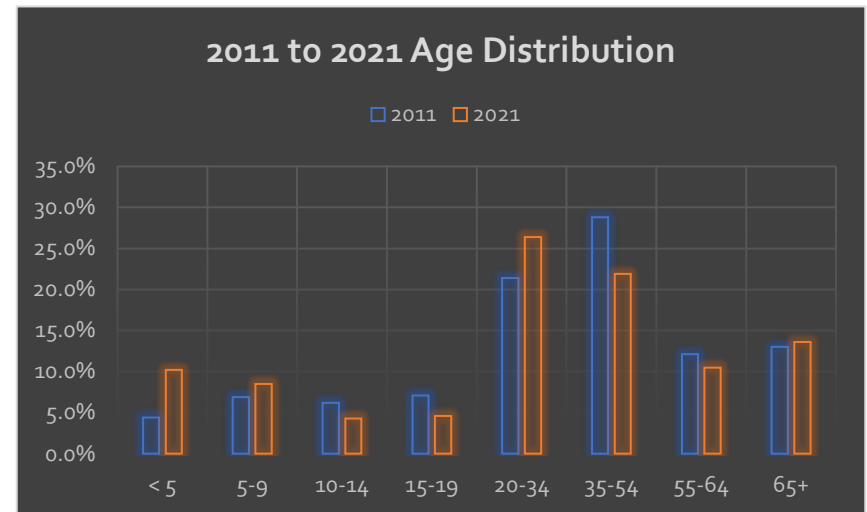
While there is a significant share of older residents in the City, NSP's population is becoming younger overall. Between 2011 and 2021, the share of those aged 19 and below increased by 3%, whereas the 55+ population decreased by 1% during the same period. Presently the largest demographic is those aged 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.

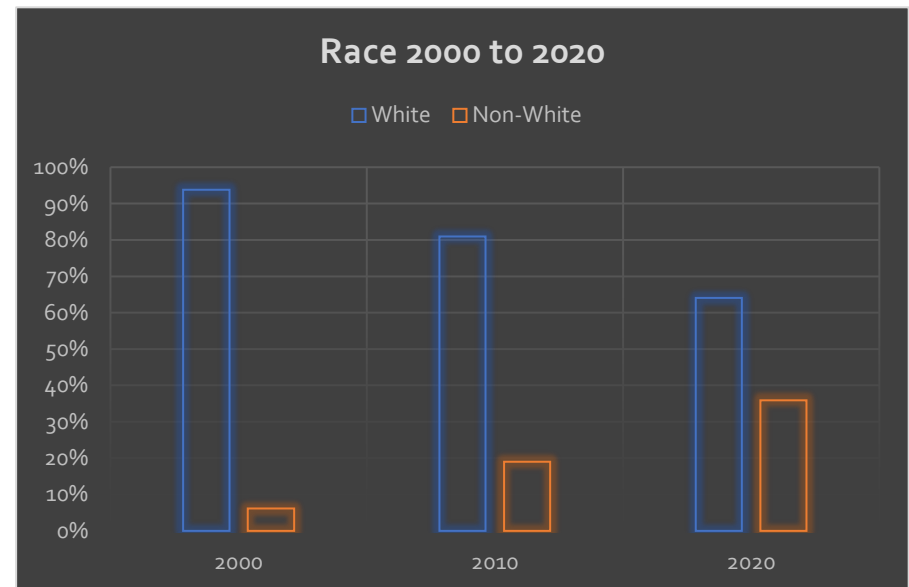
Race Characteristics

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

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



Data Source: American Community Survey, 2021



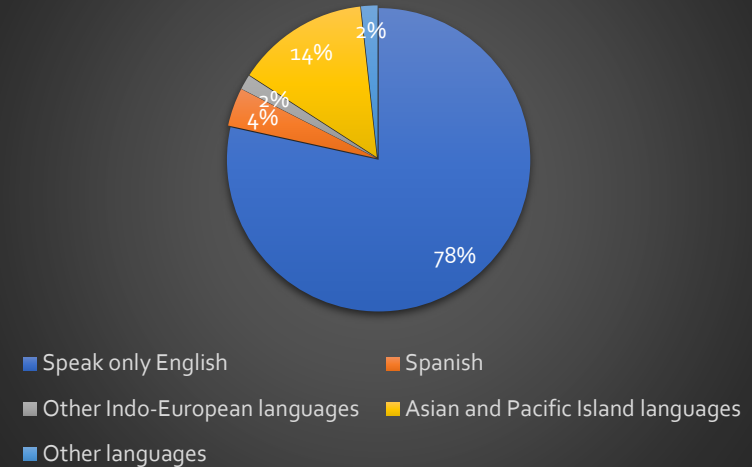
Data Source: U.S. Census Bureau, Decennial Census

Language and Nationality

While the majority (78%) of NSP 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.

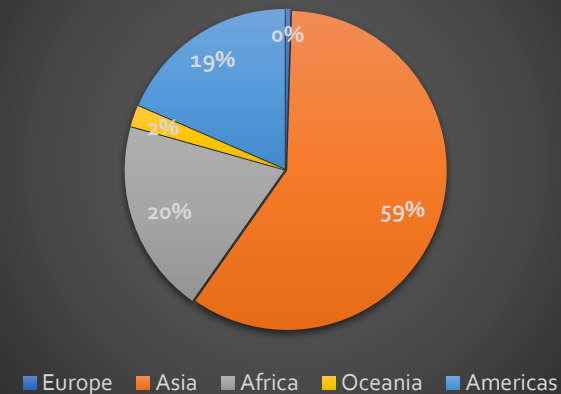
Europe	Romania	7
Asia	China	64
	Japan	9
	Korea	8
	Burma	40
	Laos	351
	Philippines	11
	Thailand	180
	Vietnam	193
Africa	Ethiopia	106
	Kenya	21
	Cameroon	37
	Other East Africa	10
	Morocco	1
	Sudan	13
	Liberia	36
	Nigeria	59
Oceania	Australian and New Zealand Subregion	31
Americas	Belize	145
	Guatemala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

Languages Spoken at Home



Data Source: American Community Survey, 2021

Place of Birth

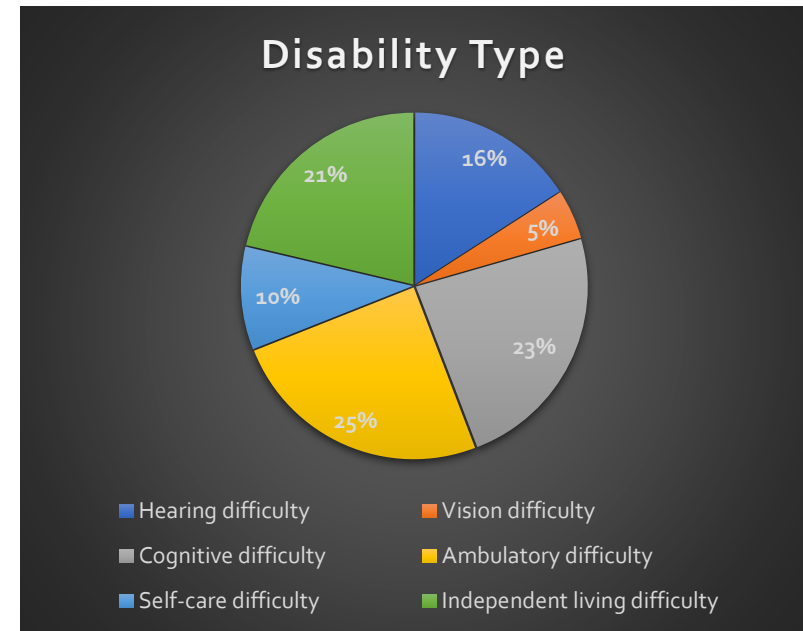


Data Source: American Community Survey, 2021

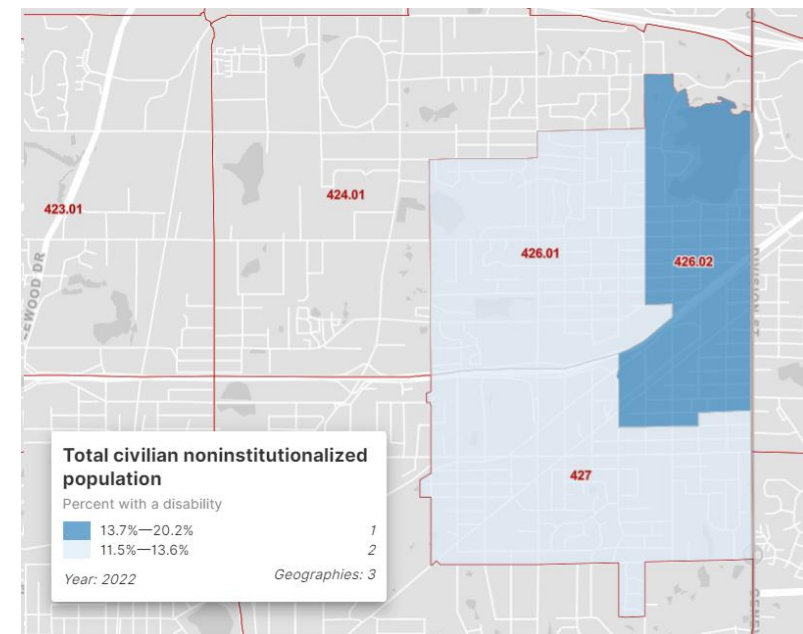
Disability Characteristics

Approximately 13% of NSP'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 NSP residents reported. The figure on the lower right indicates the percent of population with a disability by Census Tract in NSP. As indicated, a greater share of the City's population with disabilities is on the City's northeast side.

In planning for new park improvements, 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



HOUSING DEVELOPMENT TRENDS

In a city of only 3.1 square miles, there is a premium on maintaining parks and open space areas. While our City isn't growing physically, 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 engaged Maxfield Research and Consulting, LLC to prepare a housing study that calculated the anticipated housing demand by product that may occur between 2022 and 2030. 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 offers 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. The City should 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 and Other Park Systems

PARK INVENTORY

The following chart presents an inventory of the total acreage and existing amenities and facilities at each of NSP park 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)	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		
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 NSP parks in 2023 online survey.

Casey Lake is the City's largest park with a variety of active and passive 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 ½ mile walking trail around the lake. The park also features an indoor 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 NSP Fire Department and NSP 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, dugout, and night lighting. 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 a 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. The chairs and tables need to be replaced.	50+ years.
Picnic Area(s)	Numerous picnic tables and grills are located within the park. The picnic tables under the shelter are in good condition. Outlying picnic tables are in fair to poor condition.	Replace as needed. Commercial grade picnic tables can last 20 years.
Picnic Shelter	An open-air shelter is located on the northwest side of Casey Lake by Ballfield 4. This shelter is past its useful life and needs replacement. It is not available for rent.	Plan to replace soon (within 1-year) 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 built 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 ½-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 60-61. 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 be used for public park facilities, which assures that this park will continue to be an 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 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 is expected to have new color coating 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 50+ 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 offered some insight into potential modifications to Silver Lake Park.

- » The PIP suggests that more unique or challenging playground equipment 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 at the NE 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 currently used for North St. Paul High School softball and baseball and has been used for football, soccer, and tennis programs.

A portion of this park 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 a 16-acre tract 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.



Table 3: McKnight Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Baseball field (McKnight Field)	Kuenkel field is in fairly good condition. Some updates have been funded by 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.	Add ground limestone every other year; replace facility components as needed.
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.	Expected life of 50+ years.
Exterior fencing	New fencing is needed around the entire McKnight athletic complex site.	Replace as needed; 10+ years.
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.	Expected life of 50+ years.
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.	Maintenance every 10-15 years.
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.	If this is to remain, it should be maintenance every 10-15 years.
Tennis Courts	The two tennis courts are in complete disrepair and are no longer open to the public for recreational use.	Replacement needed.

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 60-61). 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 a concept plan for 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



McKnight Field

NEIGHBORHOOD PARKS

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

This ½-acre park is located on the north side of Belmont Lane. Colby Hills was part of the residential area plotted 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 residents). This site was a state-owned, tax delinquent property that sat vacant since the 1920s. In 1939, the Colby Hills Community Club was started by residents to improve recreational and social facilities in the area. This group successfully petitioned the City Council to purchase the land from the state to be used as a park.

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 was 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 needs 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.	Expected life of 20+ years.

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. 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 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, 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.

In 2023, the City was awarded 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 NSP. 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.

Issues and Opportunities

The 2023 community survey indicated potential interest in volleyball, basketball and/or a water amenity at Hause 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 1979 and remodeled in 2018.	20+ years.
Picnic Area(s)	Numerous benches, grills, and picnic tables are 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.

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 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.	Add ground limestone every other year; replace facility components as needed.
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 purchased in 1956 as tax forfeiture land. This park is surrounded by private property and has public access from narrow easements off 19th Avenue and Shawnee Drive. Amenities at Polar Park include a playground, picnic tables, grills, and mature shade trees. A new ADA-accessible concrete walk from Shawnee along the north entrance point of the park to the playground was recently completed per the park concept plan, right. It was determined the path would not continue to the south access point based on the desires of the neighborhood. Because the park is surrounded by private residential housing, park improvements to date have been governed by the desire of adjacent residents.

Issues and Opportunities

The 2022 Park Improvement Plan recommends that future improvements follow the 2020 conceptual plan except for the trail extension to the south. The remaining 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.



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.

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.

Issues and Opportunities

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



Sand Volleyball at Tower Park

Table 9: Tower Park Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Basketball	A basketball court is located to the northwest of the water tower.	Pressure cleaning every 1-2 years; resurfacing of asphalt or concrete courts every 4-5 years.
Picnic Area(s)	Picnic tables and grills are located on the northeast side of the park.	Replace as needed. Commercial grade picnic tables can last 20 years.
Playground	The playground structure was installed in 2015, the swings were installed in 2009 and the merry-go-round dates to 1999.	Commercial grade playgrounds can last 15-20 years.
Shelter	The open-air shelter was built in 2012.	Expected life of 20+ years.
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 90: 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 plat. 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) 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 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)

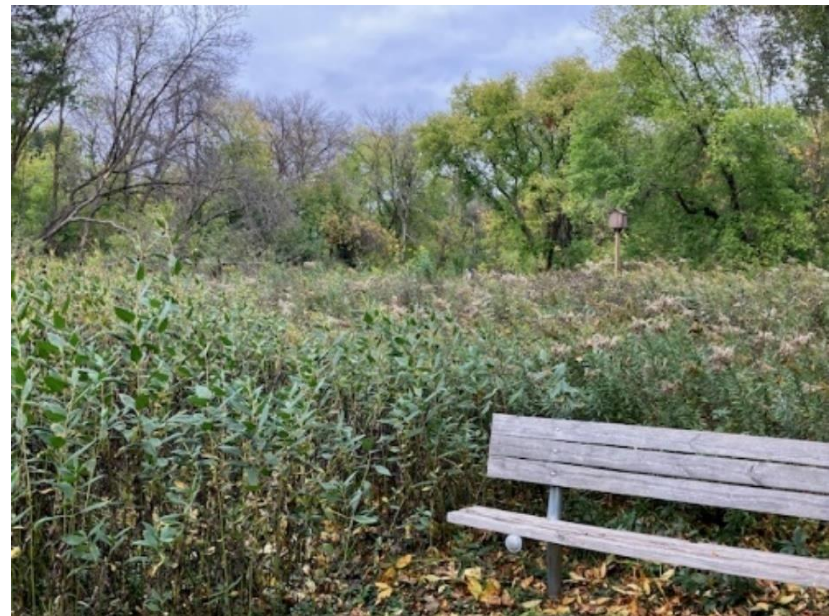
Southwood Nature Preserve is a 28-acre nature park (with a 5-acre pond) on the south side of the City that provides valuable green space and walking trails for residents. Formerly a fill site in the 1960s, the City acquired this land as a future park in 1969 with the assistance of Federal HUD and MN 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. 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

Issues and Opportunities

- » Numerous invasive species have been reported in the 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.

Table 10: Southwood Nature Preserve Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Benches	Benches are placed throughout the park on small spur trails off the main trail.	Commercial grade benches can last 15-20 years.
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.	The replacement schedule is 15-20 years for freestanding signs.
Picnic Tables	Picnic tables are scattered around the main entrance at Holloway Ave.	Replace as needed. Commercial grade picnic tables can last 20 years.
Overlook deck	A wooden deck overlooking the pond was initially built in 2010.	Expected life of 20+ years.
Walking trails	Approximately 1.5-miles of woodchip trail runs through the park and around the pond.	Periodic maintenance when woodchips deteriorate.

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 11: Urban Ecology ELC Amenities

AMENITIES	DESCRIPTION	IMPROVEMENT SCHEDULE
Observation Deck	A boardwalk and overlook deck provide access to overlook the pond and wetland areas.	Expected life of 20+ years.



TRAILS AND OTHER PARK SYSTEMS

North St. Paul is not the only provider of recreational opportunities in North St. Paul. Regional trails, 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.

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.

Rotary Park

Rotary Park 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. The open-air shelters were built in 2014 and 2016. The restroom building was constructed in 2021.

ISD-622 Facilities

The City and 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 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.

04

NEEDS ANALYSIS

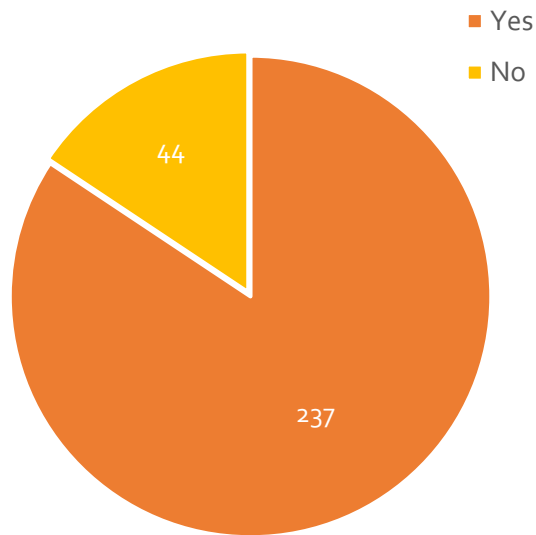
SECTION CONTENTS

- » Community Engagement Overview
- » Plan Review
- » System Gaps
- » Equity

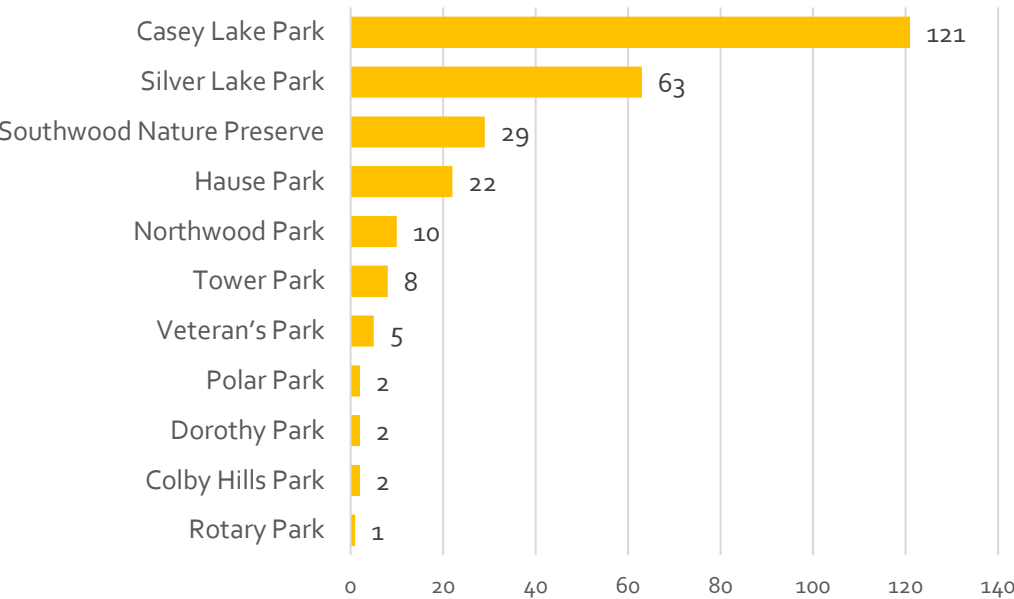
COMMUNITY ENGAGEMENT OVERVIEW

During the summer of 2023, City staff and Park and Recreation Commission members reached out to community members at City-sponsored events to discuss this plan and encourage participation in a city-wide park survey. The survey was available online or as a paper form from June through September. A total of 286 surveys were completed. The following summarizes input collected from the city-side survey.

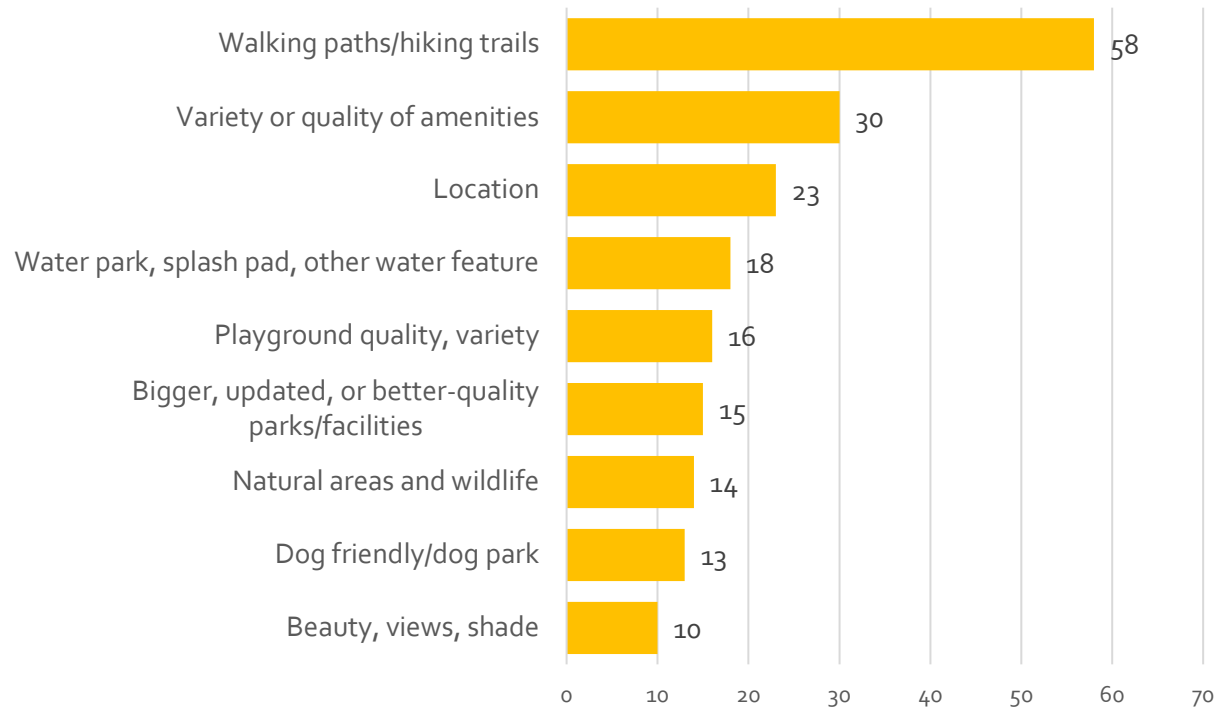
Are you a resident of North St. Paul?



What is your favorite North St. Paul Park?



Why do you visit parks outside of North St. Paul?

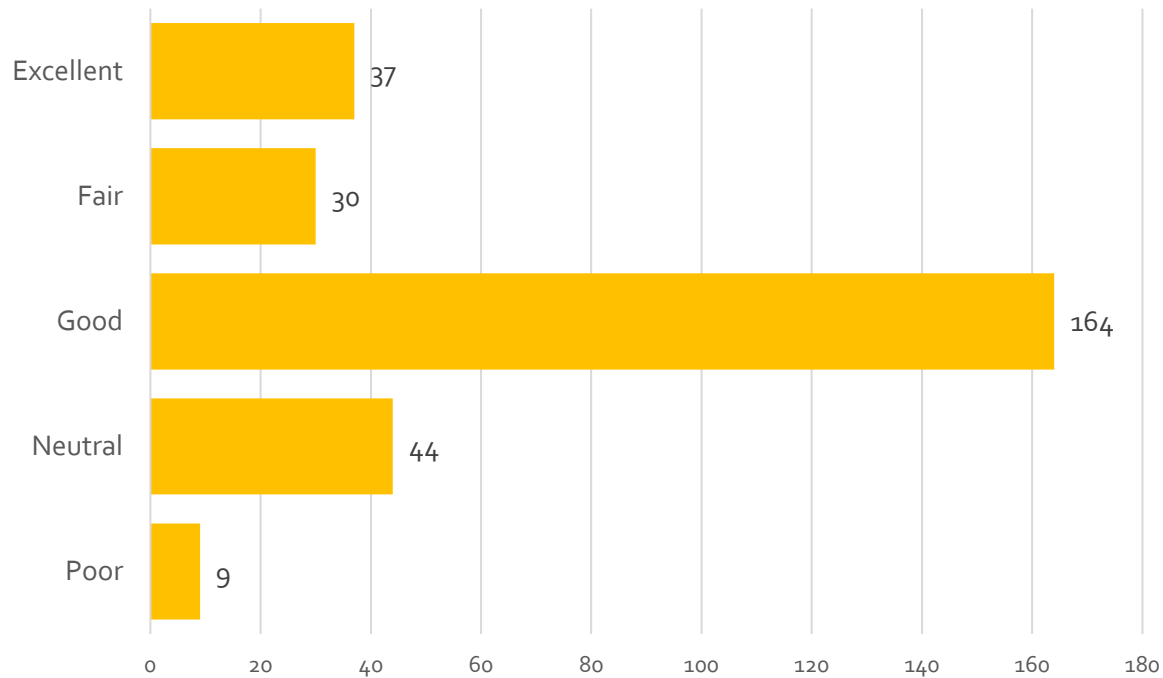


29%

OF RESPONDENTS LEAVE NORTH
ST. PAUL FOR WALKING PATHS AND
HIKING TRAILS

"Parks are a core backbone to a community. We need to stay focused on park improvement and update existing part with more modern equipment outside of swings and slides."

How would you rate the physical condition of the parks in North St. Paul?



"We visit North St. Paul parks often but wish they had more amenities."

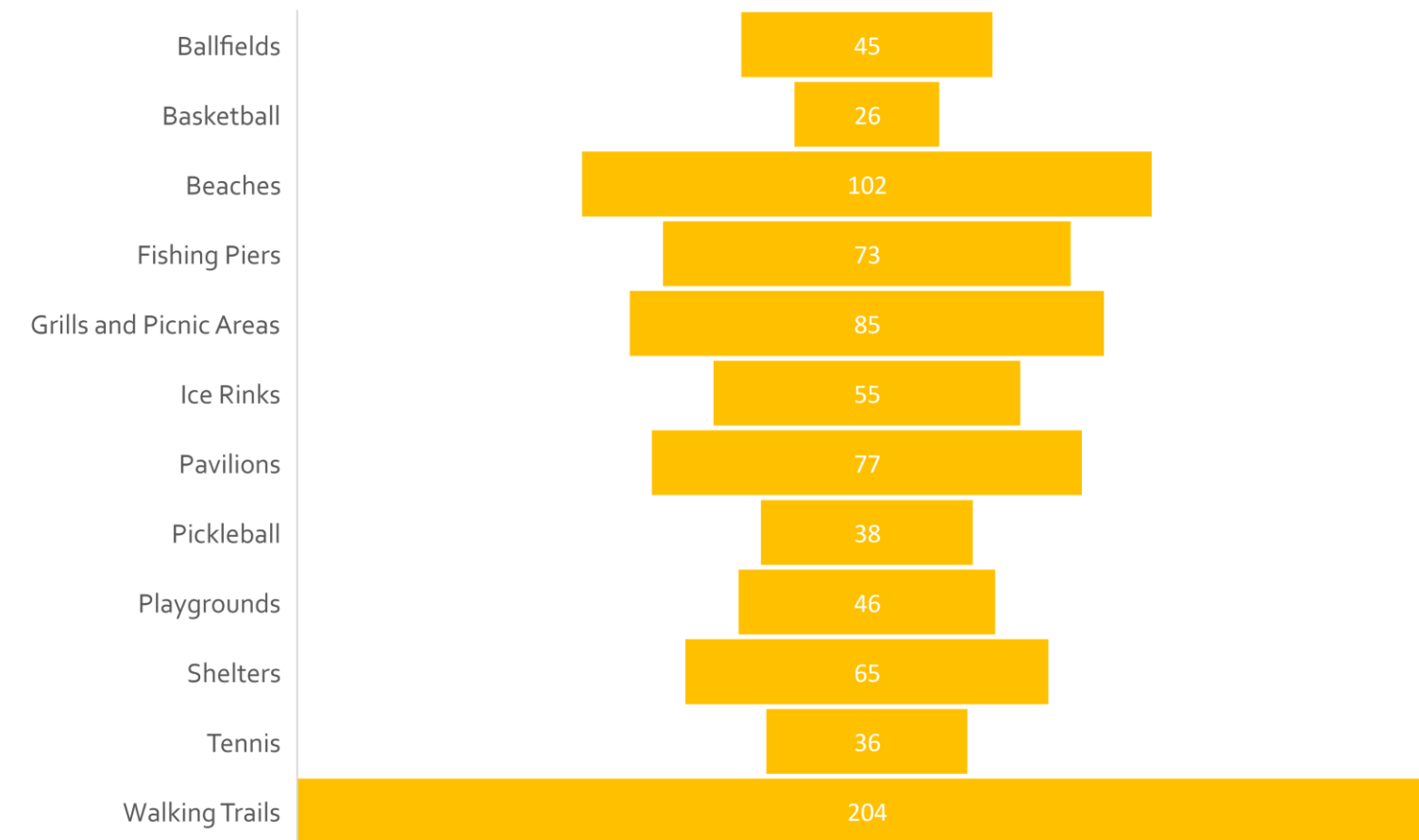
58%

OF RESPONDENTS CONSIDER
NORTH ST. PAUL PARKS TO BE IN
GOOD CONDITION

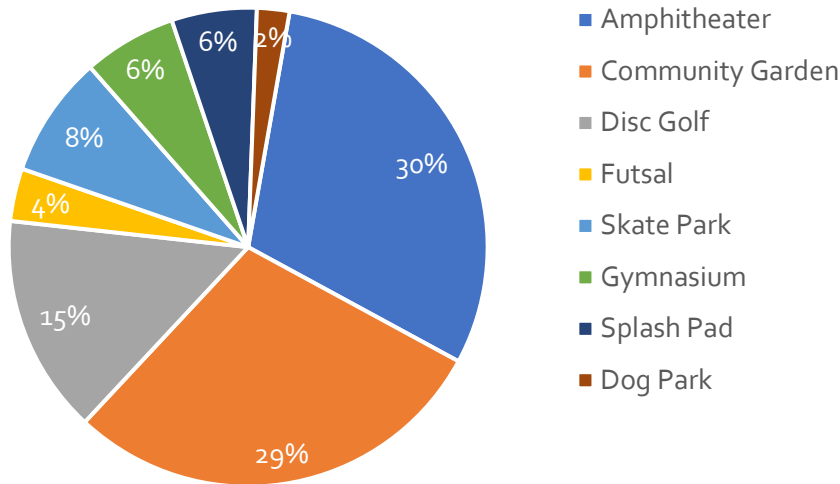
3%

OF RESPONDENTS CONSIDER
NORTH ST. PAUL PARKS TO BE IN
POOR CONDITION

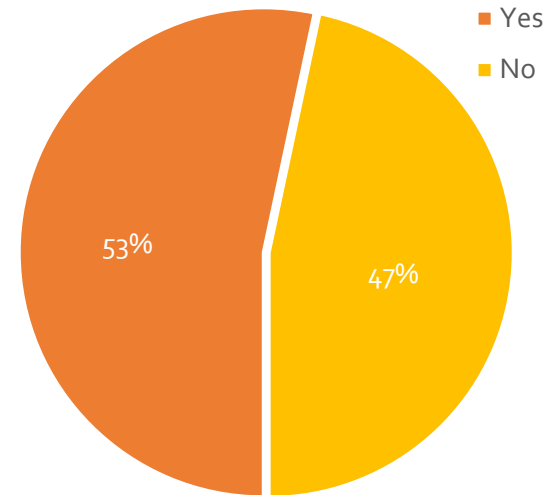
What facilities do you use in North St. Paul?



What park facility would you most want in North St. Paul?



Would you support an increase in the tax levy for park and recreational improvements or services?



As the city creates its park and open space master plan, what park facilities should the city prioritize?

1	Parks and trails most in need of maintenance
2	Neighborhood parks and trails
3	Parks and trails evenly throughout the city
4	The most heavily used parks and trails
5	Parks and trails in the downtown
6	Under-used parks and trails

"Overall, excellent maintenance yet lacking in comprehensive overview of the park system as a whole."

SYSTEM GAPS

Level of Service

For many years, the accepted National Recreation and Park Association (NRPA) practice was to adopt a uniform national standard expressed in total parkland acreage per 1,000 of the population. This methodology has been questioned because cities and agencies are as diverse as the communities they serve. Cities with high densities found the required amount of acreage needed over time to achieve the recommended standard was exceptionally challenging due to high land values and low availability. In response, NRPA established an annual agency performance review which provides metrics based on a survey of park and recreation agencies nationwide. The 2023 NRPA Agency Performance Review presents data from more than 1,000 unique park and recreation agencies across the United States as reported between 2020 and 2022.

Table 13 reports the prevalence of various types of outdoor park facilities based on agency responses. While the NRPA report details data for jurisdiction of sizes, this table focuses only on the overall agency report and those with populations less than 20,000. As indicated in Table 13, NSP has a greater focus on baseball, basketball, and pickleball for its population compared to peer communities. Areas of potential deficiency include community gardens, dog parks, soccer fields, skate parks, swimming pools, and tennis courts. Notably, each of these facilities were noted in the community survey as reasons to visit parks outside of North St. Paul or amenities that residents desire to have available in the city.

Table 12: Outdoor Park and Recreation Facilities – Population per Facility

Type of Outdoor Facilities	Median No. of Residents per Facility			
	Percent of Agencies	All Agencies	Agencies w/ Population Less than 20,000	North St. Paul (Pop. 12,800)
Basketball	86	7,404	3,729	4,267
Baseball (adult)	55	20,228	7,627	12,800
Baseball (youth)	79	6,863	3,114	2,560
Community garden	52	31,395	8,178	0
Dog parks	68	43,532	11,100	0
Ice rink	18	17,741	8,045	6,400
Pickleball	31	13,922	3,252	4,267
Playgrounds	95	3,759	2,014	1,280
Soccer (youth)	50	7,228	3,600	0
Softball (youth)	62	11,384	5,079	2,560
Skate park	41	53,144	10,726	0
Swimming pool	51	38,635	9,745	0
Tennis courts	76	5,860	2,805	0
Volleyball	49	17,475	5,093	1,267

Source: 2023 NRPA Agency Performance Review, National Recreation and Park Association

Other key findings from the NPRA 2023 Agency Performance Review, as well as the Trust for Public Land's Park Score, indicate that North St. Paul is providing greater value for residents than average for the following:

» **Number of Parks.**

There is typically one park per every 2,287 residents (average of all agencies). In cities with populations of less than 20,000 the median is one park per 1,225 residents. In NSP, there is one park per 753 residents.

» **Acres of Parkland.**

The typical park and recreation agency offers 10.8 acres of parkland per 1,000 residents in its jurisdiction; NSP has 11.4 acres of parkland per 1,000 residents.

» **Distance to Parks.**

A distance of 1/4 to 1/2 mile is seen as representative distance of mobility or how far most individuals can walk comfortably depending on age, health, and other factors. According to the Trust for Public Land's Park Score, 100% of NSP residents live within a 10-minute walk of a park.



Programming, Staffing, and Operations Budget

As of 2023, North St. Paul does not formally offer any recreational programming, however, City staff does assist in coordinating with other local organizations to provide recreational activities in its parks throughout the year. All other recreational programming is provided by the school district and local sports groups and leagues. According to NRPA, operations and maintenance are the primary work responsibility of park and recreation professionals. But staff also devote their energies to other areas. On average, an agency's full-time park and recreation staff dedicate their time to the following general activities: operations/maintenance, programming, administration, and capital development.

According to the NRPA 2023 Agency Performance Review, the typical park and recreation agency has 8.9 FTEs on staff for every 10,000 residents in the jurisdiction served by that agency. In the 2023 and 2024 budget, NSP allocated 2.0 FTE to park and recreation positions and approximately 2.0 seasonal employees.

According to the NRPA 2023 Agency Performance Review, the typical park and recreation agency has annual operating expenses of \$94.77 on a per capita basis. Applying this figure to NSP's population would yield an annual operating budget of approximately \$1.2 million. North St. Paul's 2024 operating and maintenance budgets for parks and recreation is \$538,807. According to the NRPA 2023 Agency Performance Review, the median operating expenditure is \$7,388 per acre of park sites managed by the typical agency. NSP budgets \$3,690 per acre of parkland.

EQUITY

According to the National Park and Recreation Association, when people have just and fair access to parks, health and social wellbeing improve. Communities can also better recover from environmental, social, and economic challenges. As mentioned previously, NPS's population is increasingly more diverse. To stay relevant to the changing needs of the community, it is important to create a park and recreation system that is accessible to the entire community. When developing park design plans and funding construction projects, run an analysis to determine how individual residents will be able to benefit from a system that is intended to benefit *all* residents.

What is Equity?

Equity and equality are often used interchangeably, but they mean different things. Equality is when everyone receives the equal amount of investment. While that sounds fair, it assumes that all people start from the same place, which isn't true. Equity is about ensuring everyone receives the appropriate investment for where they are. Consider the bike image.



Source: National Park and Recreation Association

PLAN REVIEW

As mentioned previously, this plan incorporates park and recreation-related recommendations of earlier city-approved planning documents. Key park improvements and park recommendations are itemized, below. Note that recommendations that have been implemented since the adoption of the parent plans are not included in the list.

Acronyms:

ADA 2018 ADA Transition Plan
 BNSP Bike North St. Paul
 CP 2040 Comprehensive Plan
 PIP 2022 Park Improvement Plan
 RMP 2022 Redevelopment Master Plan

	Specific Park Improvement	Recommendations per Plan	Plan
	Casey Lake Park	» Extend the park and trail system along the south and west side of Casey Lake. » Redevelopment/replacement of some of the park amenities. » Prepare a master plan.	CP PIP
	Central Park	» Modify and upgrade consistent with changes on Seppala and downtown redevelopment. » Improve the park based on the Seppala conversion project (refer to the Redevelopment Master Plan).	CP RMP
	Colby Hills Park	» Replace playground equipment, fence, and retaining wall. » Develop a new neighborhood park plan. » Consider converting the street between the two park parcels to use as park.	CP PIP
	Country Club Park	» Consider alternatives including maintaining and upgrading the park or selling the land to build a house. » Evaluate and confirm community need prior to implementing new park amenities.	CP PIP
	Dorothy Park	» Maintain and make minor upgrades when the trail is constructed.	CP
	Downtown Park (2475 7 th Avenue)	» Prepare a master plan to meet the needs and desires of the growing population in the downtown and surrounding neighborhoods.	PIP
	Downtown Park (2579 7 th Avenue)	» Establish a downtown plaza/urban open space.	RMP

	Specific Park Improvement	Recommendations per Plan	Plan
	Gateway State Trail	» Protect this trail, enhance its appearance by making it more parklike. » Use it effectively to support redevelopment. » Establish trail access improvements at Helen, Margaret, Henry, and Century Avenue	CP RMP
	Hause Park	» Maintain and upgrade to keep the park the neighborhood focal point.	CP
	McKnight Field	» Continue to provide a high level of maintenance and make improvements as appropriate. » Prepare a park master plan. » Replace existing amenities that are in poor condition.	CP PIP
	Northwood Park	» Maintain and upgrade the facilities and parkland on an ongoing basis. » Construct a new shelter building. » Redevelop most park amenities at Northwood and include proper trail connections.	CP PIP
	Polar Park	» Maintain and upgrade to keep the park the neighborhood focal point. » Continue to develop the park based on the 2020 concept plan, with the exception of the trail extending to the southern street.	CP PIP
	Rotary Park	» Maintain and upkeep park. » Install a wayfinding kiosk and interpretive maps to provide directions to the downtown and additional destination points. » Install gateway features.	CP RMP PIP
	Silver Lake	» Maintain and upgrade the park on an on-going basis. » Expand the park and extend the trail on the east shore (a segment of the Lakes Links Trail network) if the area is redeveloped/ re-platted. » Enhance connection between Silver Lake Park, Dorothy Park, and Joy Park. » When the playground on the eastern side is replaced, more unique or challenging pieces could be considered to meet the needs of varying demographics and ages. » The existing restroom building should be evaluated for code compliance to determine if improvements are necessary, or if complete replacement is a better value.	CP PIP
	Southwood Nature Preserve	» Maintain and upkeep park. » Install wayfinding and educational/interpretive maps. » Improve the creek bed by encouraging natural habitat and removal of debris. » Consider additional uses. » Prepare a plan to create a link between Cowern Elementary School and Southwood Park. » Improve the site by protecting the creek and natural amenity and construct a trail from Helen Street and the school site to Margaret Street.	CP PIP

	Specific Park Improvement	Recommendations per Plan	Plan
	Tower Park	» Maintain and upgrade to keep the park the neighborhood focal point.	CP
	Urban Ecology Environmental Learning Center	» Continue to implement the restoration plan. » Consider construction of a shelter/educational building. » Ongoing maintenance and replacement as needed in partnership with RWMWD with new educational / interpretive maps.	CP PIP
	Veteran's Park	» Maintain and upkeep park.	CP
	West End	» Develop a neighborhood park as residential development occurs in the West End Housing and Redevelopment District. » Establish a passive open space.	CP RMP
	Overall Park System Improvements	Recommendations per Plan	
	ADA Compliance Plan	» Develop a plan for all parks to comply with the American Disabilities Act and accessible for all.	CP
	Park Buildings, Facilities, and Parking Lots	» Perform ADA evaluation as required by the state building code and ADA at the time of future improvements. » Install bicycle racks at city parks.	ADA BNPS
	Park Equipment and Surfacing (All Parks)	» Upgrade and replace park equipment as necessary.	CP
	Wayfinding and Navigation	» Design a strategy that provides better wayfinding and navigation to and from parks and trails.	CP

05

MAINTAINING WHAT WE HAVE, PLANNING FOR THE FUTURE

SECTION CONTENTS

- » Operations and Maintenance
- » Partnerships, Agreements, and Donations
- » Evolution of a Park Construction Project
- » Park System Funding
- » Park System Goals, Objectives, and Action Plan

OPERATIONS AND MAINTENANCE

Park Maintenance

The Public Works Department is responsible for the maintenance of the City's infrastructure, which includes parks, open spaces, and trails. Our dedicated Public Works staff keep parks and recreation areas clean, safe, and functional. Routine maintenance relative to parks, open spaces, and trails include:

- Athletic field maintenance (mowing, dragging, trash disposal, set chalk lines, etc.).
- Turf management and urban forestry (mowing, planting, and pruning).
- Snow removal (remove snow from sidewalks and trails).
- Trail maintenance and upgrades (reconstruction and patching).
- Playground safety inspections (evaluate for durability of equipment, proper surfacing materials, ADA compliance, and safety).
- Park buildings and facilities maintenance (installation and repair of assets, such as park signs, surveillance equipment, HVAC systems, roof, etc.).
- Park maintenance (install and repair assets, such as playground equipment, picnic tables, shelter structures, etc.).

The Public Works Department aims to operate in a fiscally responsible way that does not exceed the approved maintenance and operations budget; however, doing so can be a challenge without park system expectations firmly established.

Operations and Maintenance Planning

The Public Works Department does not currently have an Operations and Maintenance (O&M) plan. An O&M plan establishes standards for the frequency of maintenance and rules and policies that affect management of specific parks. An O&M plan typically includes the following: maintenance responsibilities, maintenance schedule, inspection schedule, standards (level of maintenance), hiring policies for contractors, budget, and funding sources.



PARTNERSHIPS, AGREEMENTS, AND DONATIONS

As mentioned previously, the City of North St. Paul has partnered with other agencies over the years to purchase parkland and provide recreational facilities and programs. Some of these arrangements have been fairly informal, which can create issues down the line in terms of expectations and reciprocity. Moving forward, the City should enter into defined agreements that are approved by the City Council and the partner agency.

General Agreement Parameters

Shared-use agreements establish a mutually beneficial partnership that serves the community at large. While shared-use agreements have legal standing, it is important that they be written to be understandable and implemented. The following are general guidelines for shared use agreements associated with recreational facilities:

- Site Description. Clearly defines the property limits, including legal descriptions as appropriate.
- Lease Agreement. Clearly define the conditions of the lease arrangement.
- Operations and Maintenance Responsibilities. Establish each party's responsibility related to operation and maintenance.
- Scheduling. Define each party's use of the facilities and the manner in which they are scheduled, including which party or uses have priority status.
- User Fees. Define manner of collection of user fees, if collected.
- Rules. Clearly define the standard operational rules, such as time of operation, reservations, use of facilities, etc.
- Insurance. Define the level of insurance each party must carry; typically, each party carries liability insurance for the site and lists each other as "additional insured."

Donations

The City of North St. Paul accepts donations to its park fund from community members and business owners which help the City preserve and enhance the park system. Community members may also choose to donate trees, park benches, picnic tables, bike racks, and customized brick pavers to memorialize a loved one. All contributions to the North St. Paul Park Fund are tax deductible. All donations, per state statute, must be approved by the City Council. Donations should be accepted by resolution of the City Council with conditions of acceptance clearly identified and memorialized. For example, donations should become the property of the City without any commitment for further expenditure of funds toward its maintenance or repair unless stated and accepted by Council.

EVOLUTION OF A PARK CONSTRUCTION PROJECT

Establishing a new park or redeveloping an existing park is a multistep process that can occur over many months and generally involves the following phases: Conceptual Design, Design Development, Construction Documents, Contract Bidding, Construction.

Conceptual Design

The conceptual design, sometimes called a master plan, defines project goals, the park use, identifies potential features, and includes schematic drawings to depict what it will look like when completed. This phase should involve public outreach to understand the park user's needs and desires for the space. During this phase, information from existing plans, documents, and input from the community informs an initial design. The final products of this phase may also document site constraints, initial cost estimate, and a project timeline.

Design Development

The design development phase refines technical details including materials and products, costs, and schedules. Final products of this phase may include a final site plan, product cutsheets, plant and material palettes, and revised cost estimates. As the design process proceeds and focuses on the more technical aspects of the project, the level of community input often decreases.

Construction Documents

The construction documents (CDs) are the technical drawings and specifications that are used to permit and construct the park. CDs are typically developed in stages to ensure that the evolution of the design in this phase remains true to the overall vision for the project. Final products of this phase include a complete set of technical drawings that are detailed enough for any contractor to build the project, written technical specifications for all materials and products, a final cost estimate, and a project construction schedule.

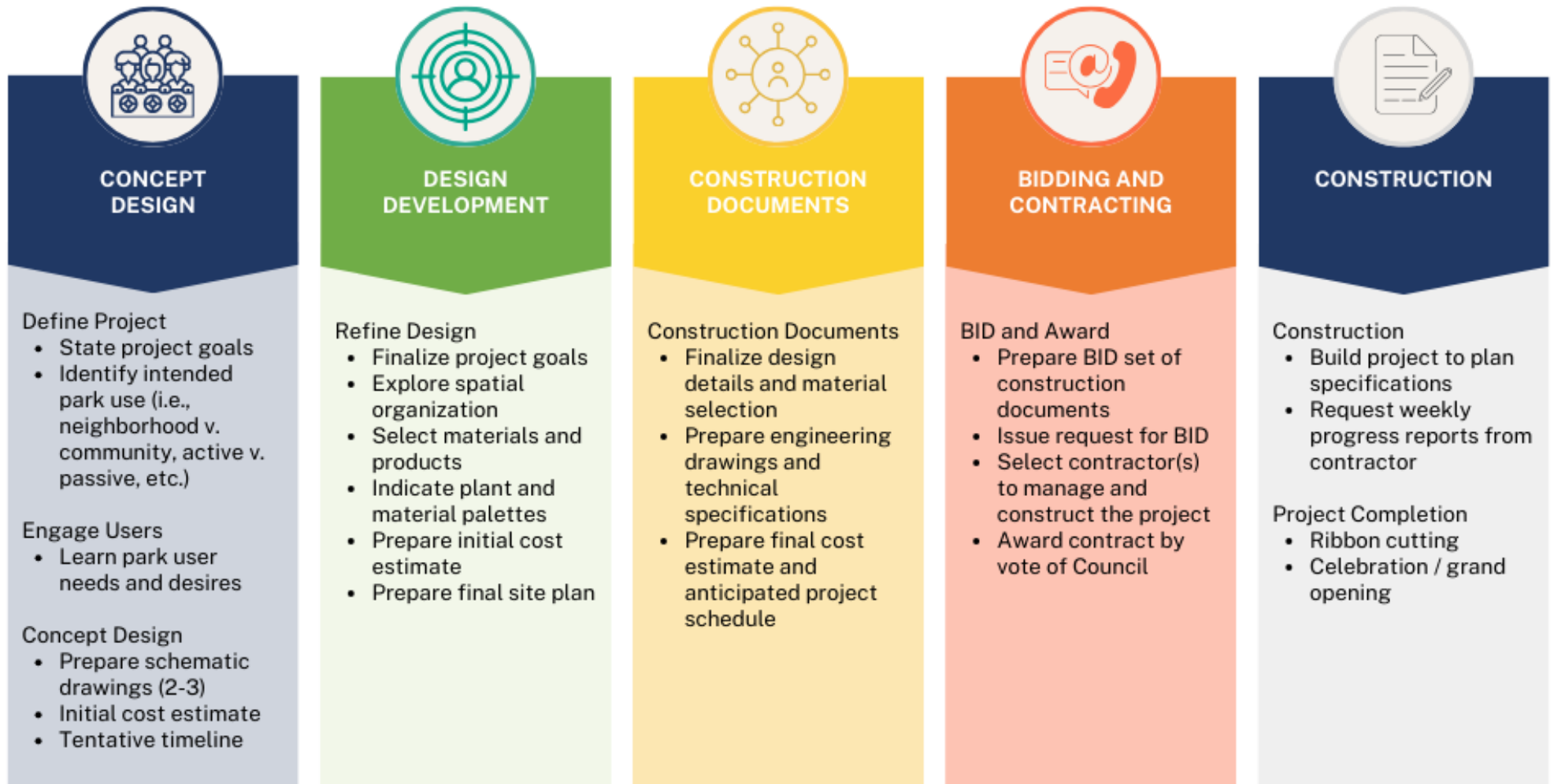
Bidding and Contracting

The bidding process allows the City to select the best contractor(s) for managing and constructing the project. In general, the bidding process includes the issuance of a Request for Bids and a bid set of CDs. In addition to the complete set of CDs, the materials provided to potential bidders may include the project purpose, scope of work, and attachments regarding other requirements of the jurisdiction.

Construction

The construction phase is when the project is built. All construction is based on the requirements specified in the CDs. The construction work is often divided into different phases to help track progress, ensure the project is built to the plan specifications, and resolve any issues that may arise. Project managers are usually responsible for subcontractor approvals, submittals, change orders, and payments. Construction staff oversee daily operations of the project and should submit weekly progress reports to your agency or otherwise meet your agency's documentation requirements.

EVOLUTION OF A PARK CONSTRUCTION PROJECT



PARK SYSTEM FUNDING

The City's budget and capital improvement plan set annual priorities for operational and capital project spending. This plan is intended to help guide the City in making equitable decisions for park improvements. Once a need is identified, funding must be put in place through the annual budget and capital improvement planning process.

North St. Paul's park system is presently supported by three funds: General Fund, Park Fund, and Park Dedication Fund.

General Fund

Operations and routine maintenance, such as mowing grass, repairs, and trash removal, are funded by the General Fund.

Park Fund

The Park Fund is a capital project fund that is used for park improvements, such as new equipment, building remodels, and new infrastructure or amenities. The City generates revenue for the Park Fund through facility rentals, canoe rentals, advertising at McKnight Fields, and by accepting donations. In addition, in 2023 the City Council approved an annual 0.5% levy to contribute to the Park Fund.

Park Dedication Fund

Per MN statute 462,358, the City may collect park dedication fees for new lots created through subdivision of land. The City also collects park dedication fees for larger multifamily development projects where a development agreement is in place. Per statute, park dedication fees may only be used for the acquisition and development, or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on an approved park system plan. These funds cannot be used for ongoing maintenance or operation.

Grants

Grants can also help fund park facilities. Below are some examples of grants that may be available to fund park improvements. Note that most grants will not cover the entire cost of a project; many grants have a matching requirement, which is often met by general funds.

- The Minnesota DNR provides funding for parks and trails and technical assistance to develop park or for trail amenities such as shelters, restrooms, lighting, and seating.
- Minnesota DOT offers funding for trail or bikeway improvement projects which may utilize a portion of federal dollars.
- The Clean Water, Land and Legacy Amendment to the Minnesota Constitution increases the state sales tax by three-eighths of one percent to fund clean water, outdoor heritage, arts and cultural heritage, and parks and trails. The program began in 2009 and continues until 2034.
- The Environmental and Natural Resources Trust Fund provides funding for activities that protect and enhance Minnesota's environment and natural resources for the benefit of current citizens and future generations.

VISION, GOALS, OBJECTIVES, AND ACTION ITEMS

The Parks and Recreation Commission's vision is to adequately provide for our diverse and growing population and equitably and thoughtfully apply City resources to provide quality park access for all residents wishing to utilize the park system.

When deciding how resources are allocated, tough decisions may be necessary. This plan is intended to provide a basic roadmap for decision makers but provides flexibility to pivot when other priorities or opportunities arise.

Goals

- Create a park and open space system that is accessible to and serves all North St. Paul residents.
- Preserve and invest in existing recreational spaces, parks, and lakes.
- Increase the variety and improve the quality of amenities and ensure amenities are well distributed across the overall park system.
- Ensure all park projects, including maintenance and new development, are fiscally sustainable.

Objectives

- Before investing in new improvements, answer the following key questions:
 - Who has access to the park?
 - Who are the primary or intended users of the park?
 - Are the proposed uses/amenities for the park desired by the primary users?
 - Is adequate funding available to build the improvement without eliminating key features (i.e. ADA requirements)?



Action Items

- Perform ADA evaluations for park improvements as required by the state building code and ADA.
- Prepare an Operations and Maintenance (O&M) plan to provide the Public Works department a guide for maintenance responsibilities, maintenance schedule, inspection schedule, standards (level of maintenance), hiring policies for contractors, budget, and funding sources.
- Revisit this document each annually to track progress, reaffirm priorities, and/or modify goals/priorities (if necessary).
 - Determine what progress has been made from prior years and what areas of focus are required for future projects. Specifically revisit Chapter 4: Needs Analysis to complete this analysis.
 - Prioritize plans, projects, and improvements based on the step above. This prioritization should be used to aid in the development of the budget and Capital Improvement Plan.
- When redeveloping or constructing new parks, following the evolution of a construction project process as indicated on pages 60-61.
 - Determine construction delivery method: in-house, design-build, or design-bid-build.
 - Secure funding sources for capital and operational costs before going out for bid.



**NORTH ST. PAUL
PARKS AND RECREATION COMMISSION**

RESOLUTION #2024-001

**RECOMMENDING APPROVAL OF THE
PARK AND OPEN SPACE MASTER PLAN**

WHEREAS, the City of North St. Paul staff and the Parks and Recreation Commission has prepared a Parks and Open Space Master Plan (“Plan”); and

WHEREAS, the purpose of the Plan to lay out an organizational framework for improving parks and recreation facilities to better serve the public; and

WHEREAS, the Plan is intended to provide guidance and rationale for capital improvement planning for our parks; and

WHEREAS, completion of the Plan 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); and

WHEREAS, North St. Paul residents were engaged in the development of the Plan through an online survey; and

NOW THEREFORE BE IT RESOLVED, the Parks and Recreation Commission of North St. Paul hereby recommends City Council approval of the Parks and Open Space Master Plan.

ADOPTED this ____ day of ____, 2024.

Motion by
Second by

Voting: Ayes:
Nays:
Absent:
Abstain:

Lloyd Grechek, Parks and Recreation Commission Chair

ATTEST:

Brian Frandle, City Manager/Clerk

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.



HGA

PROPOSAL PREPARED FOR
CITY OF NORTH ST. PAUL
PARK PLANNING DESIGN SERVICES



Marcus Performing Arts Center | South Lawn Enhancement Project | Milwaukee, Wisconsin
Cover photo: Dakota County | Whitetail Woods Regional Park | Farmington, Minnesota

March 15, 2024

Brandy Howe, Community Development Director
2400 Margaret Street | North St. Paul, MN 55109
brandy.howe@northstpaul.org

Re: City of North St. Paul Park Planning Design Services Proposal

Dear Brandy and Members of the Selection Committee:

We are thrilled to submit this proposal in response to your three-park planning and design services RFP. At HGA, we believe that public parks are essential to urban life and that every park space has the potential to provide important social and ecological benefits to communities. While parks are often well-loved, cities evolve and public spaces require periodic updates to better serve their constituents. We like to think of parks as “mirrors of community,” and the park design process is an opportunity to take the pulse of current community values and create new spaces that better meet community needs. We applaud the city for undertaking its “Parks and Open Space Master Plan” and understand that this RFP represents the initial effort to implement principles developed in the plan at three high priority park sites. We believe that HGA’s holistic design expertise, history of working with local municipalities on community-focused projects, and full-service team make us the perfect partner to support you in this effort.

PROVEN RECORD

At HGA, we follow a holistic design process to create sustainable, resilient, and equitable outcomes for our clients. This approach begins with thoughtful research and community engagement and leads to informed design solutions. Central to this process is our equity and engagement expertise which helps ensure that a wide range of stakeholders and community members are involved and kept central to the design process.

COMMUNITY-FOCUSED

We have a passion for municipal projects because they allow our designers and engineers to shape the spaces that people experience near home within their communities. Our team has partnered with numerous metro area cities on public park projects, and we understand how to lead a process which can negotiate project challenges and generate beautiful spaces which support community needs.

FULL-SERVICE TEAM

We believe that the best outcomes are informed by multiple perspectives—the interdisciplinary structure of HGA ensures this. As a park project, this effort will be led by HGA’s Landscape Architecture Studio with the support of several design and engineering disciplines strategically integrated throughout the process. By working together, our efforts are efficient, coordinated, and guided by a shared vision, and we can readily adapt to evolving project needs by tapping into additional in-house services.

We hope to become your trusted partner in shaping the future of these three parks. Please let me know if you have any questions on the following scope and fee. Thank you for your consideration.

Sincerely,


Trygve Hansen, PLA, SITES AP, LEED AP BD+C
Project Principal | 612.758.4523 | thansen@hga.com

We acknowledge receipt of
addendum dated 3/4/2024



Loppet Foundation/Mpls Parks & Rec | The Trailhead | Minneapolis, Minnesota

PROPOSAL CONTENTS

HGA PROFILE & RESUMES	4
PROJECT UNDERSTANDING & APPROACH	8
WORK PLAN & SCHEDULE	11
REFERENCES & PROJECT EXAMPLES	13
FEE PROPOSAL	19

“

We design for the celebration of human life.

DICK HAMMEL
Co-Founder, HGA



Walker Art Center | Wurtele Upper Garden
Minneapolis, Minnesota

HGA PROFILE & RESUMES

LANDSCAPE ARCHITECTURE

We believe that great design can not only complete a built environment, but also transform it. Based on keen insight of our clients’ needs and thorough site research, our expert teams create landscapes with stories—past and present—that foster a sense of unique place through ecological and social narratives.

As a nationally awarded studio within an interdisciplinary firm, our team combines thirty years of experience in the healthcare, private, public, arts, and culture sectors with leadership in sustainable site development and contemporary design collaboration. Two of our principals are part of the first group of landscape architects in the nation to earn the SITES Accredited Professional (SITES AP) credential through Green Building Certification Inc., solidifying our leadership in sustainable landscape design and development.

Whether we are planning a jewel-box rooftop garden or a sprawling corporate campus, our landscape architects include clients and users as partners in the planning process. Our designers search for insight into what makes a site special to the client, how it will be used, and how it can be planned for long-term sustainability.

INTEGRATED INTERDISCIPLINARY SERVICES

HGA offers a full complement of architecture, engineering, planning, and design services. These resources are available for seamless integration into the design process as needed. This in-house expertise is an added resource that allows us to nimbly respond through project development.

BEST-IN-CLASS SOLUTIONS

Established in 1953, HGA is a nationally recognized, multi-disciplinary firm built on the belief that enduring, impactful design results from the inspired application of original insight into the human condition.

The drive for deep understanding shapes the way we collaborate with each client and deploy the diverse resources within our firm. It’s how we deliver unexpected solutions that bring added value. Ultimately, it’s the way we create a legacy for our clients and ourselves.

We invest ourselves in our clients’ businesses, serving as a strategic partner in addition to our architecture and engineering services. HGA’s success with clients and projects across the country comes from our core

strengths of design quality, thought leadership, and project execution.

Our clients tell us that we listen to them and generate creative planning and design solutions that are also practical, constructible, reasonable to operate, and a joy to work in. Companies also choose us because of our outstanding service and thoughtful design solutions. The result is that 80% of our business is repeat business.

We distinguish ourselves from our competitors by delivering enduring impact through original insights. The early stages of our process are informed by research and driven by data, so **we are able to build consensus early in the process to avoid costly rework later on.**

70
YEARS IN BUSINESS

1,000+
REGIONAL & NATIONAL AWARDS FOR EXCELLENCE INCLUDING:
125 AIA HONOR AWARDS, 6 AIA/SCUP AWARDS
14 U.S. GREEN BUILDING COUNCIL AWARDS
50 ASLA MN AWARDS, 3 ASLA HONOR AWARDS

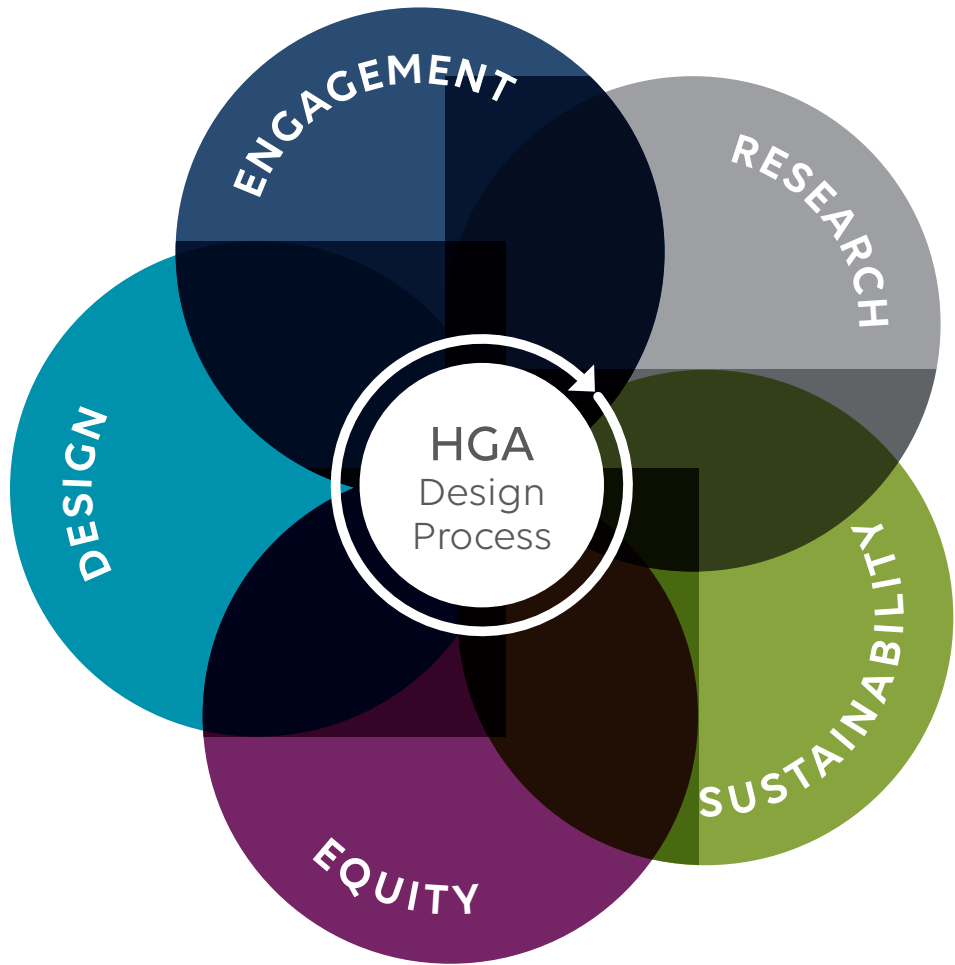
5X
TOP 25 FIRMS, ARCHITECTURAL RECORD’S TOP 300

INSIGHT TO IMPACT

HGA EMPLOYS A HOLISTIC, RESEARCH-BASED APPROACH TO DESIGN

At HGA, we believe holistic design creates sustainable, resilient, and equitable outcomes that exceed our clients’ goals and improve the human experience. By leveraging interdisciplinary expertise, thoughtful research, and the engagement of a diversity of stakeholders, this approach results in a better project and an enduring impact.

In addition to the insight from our design teams, our unique collective of in-house specialists—process engineers, design thinking specialists, evidence-based researchers, and others—work together to help us understand what is critical to the quality of our clients’ work, and thus to ours. On this foundation of fresh understanding, we help clients create purposeful design with an enduring impact.



WE ARE A JUST ORGANIZATION

Designed like a nutrition label by the International Living Future Institute (ILFI), the JUST label provides an objective view of how we are contributing to a more equitable and inclusive world. Insight gained from this process will inform the firm’s strategic goals and initiatives.



EQUITY IN ACTION

Equity is a living, breathing part of HGA. It is woven into the fabric of our culture. It is reflected in our strategy, our people, our design, and our community engagement. Design to support equity, accessibility, and inclusion means approaching every project with empathy for all users, the history and context, and thinking beyond long-held beliefs to consider alternative points of view that can disrupt systemic imbalances impacting our communities. We look forward to exploring these topics with you as we strive to create a welcoming and inclusive park design.

NOT JUST GOOD DESIGN... DESIGN FOR GOOD

Every act of sustainable design, engineering, planning, and construction contributes to our common future. At HGA, we embrace this as both a responsibility and an opportunity. With vision and strategy, we have made progress toward sustainability commitments, built a portfolio of projects with innovative and elegant solutions, and aligned our internal structure and processes to position our company and clients to create the greatest possible impact.

RESEARCH IS FOUNDATIONAL TO OUR WORK

At HGA, we are driven by curiosity which propels us to dig deeper to uncover insights and innovative solutions that help our clients and communities thrive. Our Design Insight Group (DIG) is a growing collective of Lean process engineers, practice-based researchers, design thinkers, anthropologists, and data scientists, who help clients rethink and reshape their future through the design process. DIG works with clients and project teams, bringing expert insights and engaging collaboratively with clients to facilitate discovery, research hypotheses, and advocate for meaningful change.

WHERE INGENUITY MEETS INTUITION

HGA's award-winning Digital Practice Group is organized around advancing the future of practice to create a positive, lasting impact through design. We believe the intersection of architecture, design, and technology must center on people. The digital tool set has enabled us to provide more intuitive and empathetic ways to explore and innovate. Our goal is to transform the design process through empathy, by pioneering new methods of understanding.

INTERDISCIPLINARY TEAM

LEADERSHIP & MAIN PROJECT CONTACTS

HGA's locally-based team will be led by Project Principal & Manager **Trygve Hansen**, Project Landscape Architect **Kent Hipp**, and Equity Design Strategist & Engagement Coordinator **Noah Exum**. They will be dedicated to the day-to-day success of the project. Each meeting will be attended by one or more of them.

REQUIRED EXPERTISE

HGA is committed to ensuring the City is well-served on this project, and we have selected staff with park and community design expertise to support your needs. **Trygve Hansen** brings deep knowledge of the local landscape and experience on many of HGA's award winning projects to his practice. He has strong relationships with the HGA team and has worked closely with many of the team members on previous projects. Newer to HGA, **Kent Hipp** brings innovative design thinking and experience with a wide range of public projects throughout the United States to the team. **Noah Exum** brings the lens of equity and inclusivity to every step of our process, to ensure we are serving all members of the community. Beyond this core group, each of our supporting team members will contribute their insight to our holistic design process and help us achieve a great outcome.

COMMITTED & ABLE TO DELIVER

We have committed resources who are not only available but bring the skills and experience necessary. Our team is committed to providing excellent service and delivering this project on time and within budget.



TRYGVE
HANSEN

ASLA, SITES AP,
LEED AP BD+C

PROJECT PRINCIPAL & MANAGER

With over 17 years of experience, Trygve is responsible for leading site design teams on the development of a wide range of projects, each one reflecting the client's needs and responding to the potential opportunities that each site brings. His experience within a full-service integrated architecture and engineering firm has established collaboration and engagement as fixtures in his design and leadership process—always seeking to integrate the right expertise and insight into original solutions. He brings expertise in site design, stormwater management, playground design, knowledge of plant materials and communities, and layout/detailing.

SELECTED EXPERIENCE

Harley-Davidson Foundation | Davidson Park
Milwaukee, Wisconsin

City of St. Louis Park | Westwood Hills Nature Center
St. Louis Park, Minnesota

City of Golden Valley | Brookview Community Center
Golden Valley, Minnesota

Dakota County | Whitetail Woods Regional Park
Farmington, Minnesota

Minneapolis Park and Recreation Board & DNR Joint Venture | Fort Snelling Outdoor Skills Adventure Center
St. Paul, Minnesota

Loppet Foundation/Mpls Parks & Rec | The Trailhead
Minneapolis, Minnesota

Scott County | Cedar Lake Farm Regional Park
New Prague, Minnesota

MN Public Radio HQ | Pocket Park
St. Paul, Minnesota

St. Paul Academy | Upper School Addition & Renovation
St. Paul, Minnesota

EDUCATION / AFFILIATIONS

Master of Landscape Architecture | Bachelor of Environmental Design
University of Minnesota

Licensed Landscape Architect
Minnesota, Wisconsin



KENT
HIPPI

ASLA, PLA

PROJECT LANDSCAPE ARCHITECT

Kent is a skilled landscape architect with over 11 years of experience. In each of his projects, he is driven by a desire to create high performance landscapes which connect others to nature and foster community wellbeing. As a project leader, he spearheads design and development of the landscape scope and ensures that project goals are met. He has experience with a wide variety of project types throughout the United States, and is especially knowledgeable in site design, detailing, and implementation.

SELECTED EXPERIENCE

MNCPPC | Caroline Freeland Urban Park Facility Plan
Bethesda, Maryland*

City of Alexandria | Potomac Yard Linear Park
Alexandria, Virginia*

City of Charlottesville | McIntire Park East Planning
Charlottesville, Virginia*

City of Richmond | Cannon Creek Trail
Richmond, Virginia*

City of Danville | River District Revitalization
Danville, Virginia*

Town of Blacksburg | College Avenue Promenade
Blacksburg, Virginia*

Brookside & Vint Hill Playgrounds and Depot Park
Town of Warrenton | Warrenton, Virginia*

Ramsey County Gibbs Farm
St. Paul, Minnesota

*Prior to joining HGA

EDUCATION / AFFILIATIONS

Master of Landscape Architecture (MLAII)
Harvard University Graduate School of Design

Bachelor of Landscape Architecture, Minor in Horticulture
Virginia Tech School of Architecture + Design

Licensed Landscape Architect
Minnesota, California



NOAH
EXUM

IIDA, NCIDQ

EQUITY DESIGN STRATEGIST & ENGAGEMENT COORDINATOR

As Equity Design Strategist & Engagement Coordinator, Noah researches and develops programming and design tools that integrate equity into every part of HGA's design process. Leveraging a background in community organizing and his experience as an interior design practitioner, Noah brings a unique lens to project work, helping to contextualize space and place, facilitate stakeholder engagement, and develop design solutions that advance equity and inclusion.

SELECTED EXPERIENCE

City of Richfield | Wood Lake Nature Center
Education/Visitor Center | Richfield, Minnesota

City of Woodbury | Central Park Renovation
Woodbury, Minnesota

Avana Southview | Clubhouse and Pool Renovation
Inver Grove Heights, Minnesota

Avana Northlake Apartments | Outdoor Fitness Center & Gathering Space Addition
Germantown, Maryland

Collins Crossing Apartments | Outdoor Amenity Revitalization
Carrboro, North Carolina

Carleton College | Comprehensive Facilities Plan
Northfield, Minnesota

Accenture | Tenant Improvement
Philadelphia, Pennsylvania

Boston Scientific | Weaver Lake 4 Office Building | Weaver Lake 3 ACR & Breakout Space
Maple Grove, Minnesota

Northwestern Mutual | Office Relocation
Minneapolis, Minnesota

*Prior to joining HGA

EDUCATION / AFFILIATIONS

Bachelor of Science, Interior Design
University of Minnesota

Bachelor of Arts, Fine and Studio Arts
Macalester College

International Interior Design Association
Member

NCIDQ # 37393



ERIK
HANSEN
PE

CIVIL ENGINEER

Erik has more than 20 years of experience providing comprehensive site design solutions. His background includes the preparation of plans, specifications, and reports for site development and other infrastructure projects, stormwater management, and public and private street and utility design.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

City of Golden Valley | Brookview Community Center
City of St. Louis Park | Westwood Hills Nature Center
Dakota County | Whitetail Woods Regional Park
Loppet Foundation/Mpls Parks & Rec | The Trailhead
Bachelor of Civil Engineering University of Minnesota
Licensed Engineer Minnesota
American Society of Civil Engineers Member



CHRYSANTHI
STOCKWELL
LC, IALD

LIGHTING & ELECTRICAL DESIGNER

Chrysanthi's background in engineering has been helpful to develop integrated lighting that enhances both interior and exterior landscape and community spaces. Chrysanthi nurtures the needs of the entire design team, making sure the occupant experience is at the forefront of decision making.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

The Blake School | Early Learning Center
Dakota County | Whitetail Woods Regional Park
Mpls Parks & Rec Board | Water Works Pavillion
Village of Egg Harbor | Community Center
Mpls Parks & Rec Board | Logan Park Pavillion
Master of Architectural Engineering Univ. of Nebraska-Lincoln
National Council on Qualifications for the Lighting Professions LC Credential



JESSICA
CLARK
ASLA

LANDSCAPE DESIGNER

Jessica is passionate about creating sustainable urban landscapes that provide people with the opportunities to connect with their natural landscape. She will collaborate with the design team to ensure that the open spaces are aesthetically pleasing, environmentally appropriate, and reflect a comprehensive site design.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

Ramsey County | Gibbs Farm
State of Minnesota | MN Military & Veterans Museum
Grace Church | Campus Renovation
Village of McFarland | Municipal Community Center
Bachelor of Landscape Architecture, Emphasis in Urban Design Iowa State University
Certified Landscape Designer Michigan
Certified Green Industry Professional (CGIP)



JOE
TARLIZZO
LEED AP BD+C

COST ESTIMATOR

Joe has 25 years of experience as a project estimator specializing in community facilities. Joe is particularly adept in design pre-construction services and conceptual estimating and uses many resources including HGA's community building database and national and regional market information.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

City of Golden Valley | Brookview Community Center
City of St. Louis Park | Westwood Hills Nature Center
City of Richfield | Wood Lake Nature Center
Dakota County | Whitetail Woods Regional Park
Loppet Foundation/Mpls Parks & Rec | The Trailhead
Bachelor of Science, Construction Engineering NDSU
Certified Professional Constructor AIC Construction Certification Commission



KAITLIN
SCHALOW
AIA, LFA

PROJECT ARCHITECT

Having practiced architecture, interior design, and landscape architecture, Kaitlin brings a strong interdisciplinary focus to her work. As co-director of HGA's national Community Action social impact group, she successfully facilitates, leads, and supports engagement activities. She will support the team through project construction.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

City of Richfield | Wood Lake Nature Center
Ramsey County | Gibbs Farm
State of Minnesota | MN Military & Veterans Museum
City of Bloomington | Standard Park Pavillion
Master of Architecture University of Minnesota
B.S. Interior Design Focus: Landscape Arch UW-Madison
Licensed Architect Minnesota



SARAH
JORCZAK
PE, LEED AP BD+C

STRUCTURAL ENGINEER

Sarah has 24 years of structural analysis experience on a variety of construction types including landscape parks and community centers. She is an expert at facilitating open coordination and cross-discipline communication. Her organizational skills and her collaborative style make her a valued member of the HGA team.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

Harley-Davidson Foundation | Davidson Park
City of St. Louis Park | Westwood Hills Nature Center
Dakota County | Whitetail Woods Regional Park
City of Plymouth | Plymouth Community Center
City of St. Paul | Arlington Hills Library & Recreation Center
Bachelor of Science Civil Engineering Purdue University
Licensed Structural Engineer Minnesota



The Blake School Early Learning Center | Hopkins, Minnesota

PROJECT UNDERSTANDING & APPROACH

PROJECT UNDERSTANDING

We understand that the scope of work includes the planning and design of three parks, each with its own unique opportunities and requirements.

MCKNIGHT FIELD COMPLEX

The largest park, the McKnight Field Complex, is an existing facility with a recreational focus. It contains a mixture of ball fields, tennis courts, and supporting structures in varying states of repair. Interestingly, the areas that need the most attention are all consolidated in the northwest corner of the site, which is a valuable and highly accessible portion of the property. Taken collectively, these areas present a clear opportunity to introduce a new site layout and program which can better support community needs.

POCKET PARK

The Pocket Park is an existing space which was created in 2011 after the realignment of North St. Paul Drive and is located adjacent to 7th Ave, the downtown business district, and community center. In our review of the park master plan survey, we found that residents were interested in improving a downtown park, but there were differing opinions about what specific improvements were needed. Navigating through these competing opinions will require a creative design and engagement approach.

PASSIVE PARK

The third space, the Passive Park, is a proposed facility which is located on 3rd Street, across from the new Gateway at McKnight Ridge townhome development. The site is currently home to a young mixed hardwood forest, and we agree that this setting would be perfect for a low-impact design with pathways and a nature play area. Trails were cited as one of the most important amenities for residents in the community survey, and this park could provide residents with a new experience of "nature nearby".

With the exact program for these sites undefined, this project needs a team that understands and embraces the possibilities. Our interdisciplinary expertise in planning, documentation, and project delivery allows us to explore all opportunities with the confidence that we will achieve the goals we set out to fulfill. The following section provides an outline of the approach we would take for this project.

PHASE 1 APPROACH

ENGAGEMENT & PLANNING

We begin our design process with rigorous site research and observation. We will procure the site survey and document existing site conditions through interviews, site visits, and photography, and assess the condition of the existing facilities. Our team will develop a base map, and site analysis package which identifies opportunities and constraints on each site.

We will review existing policy documents and plans to better understand current goals and ensure our work is situated within this larger framework. We have initiated this process and identified three key documents which are informing this approach: the Comprehensive Plan 2040, 2022 Park Improvement Plan, and Draft 2024 Parks and Open Space Master Plan. Our interdisciplinary team will also provide insight into any additional regulatory constraints, such as stormwater management requirements, which we will also need to consider.

The park master plan outlines the demographic shifts that are occurring in North St. Paul and states that the park planning and programming process should respond to these changes. Since 2000, the city has become more racially diverse, it has more residents under age 19, and it also has a significant number of residents who are disabled or below the poverty level.

Keeping these shifts in mind, we believe this effort deserves a firm well-versed in community engagement, who can partner with you to ensure the parks work for everyone. We believe in engagement that educates, builds consensus, and informs design. We will support engagement efforts through community-driven design, delivering interactive and meaningful events and materials, building trust, and countering engagement fatigue.

Our team members Noah Exum and Kent Hipp will help shape an authentic engagement process and identify opportunities for equitable, inclusive programming and design solutions. We have provided further detail of specific milestones in our work plan, and the "engagement framework" spread provides an overview of the thinking that guides our process.



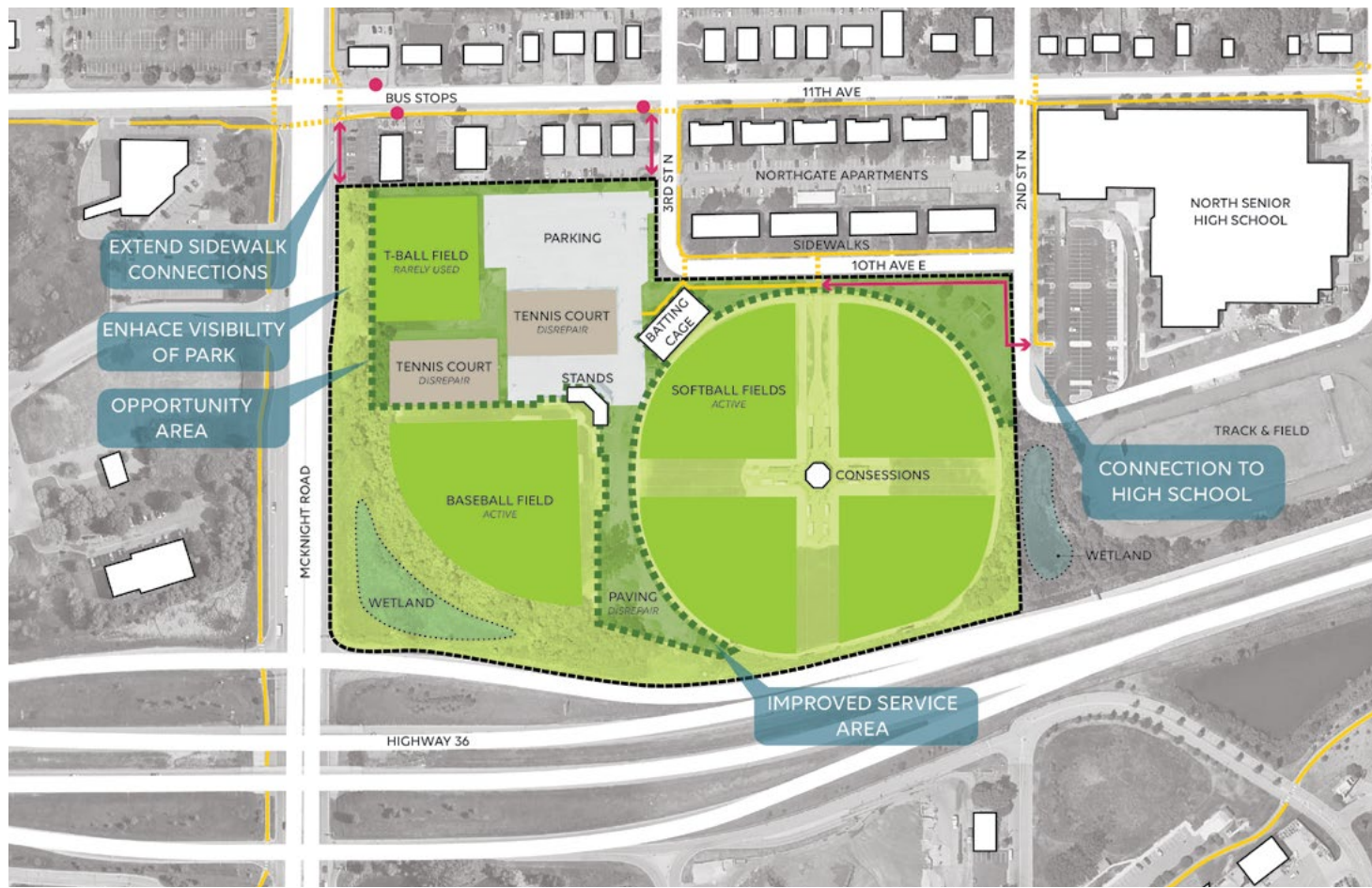
Park system and land-use plan diagram



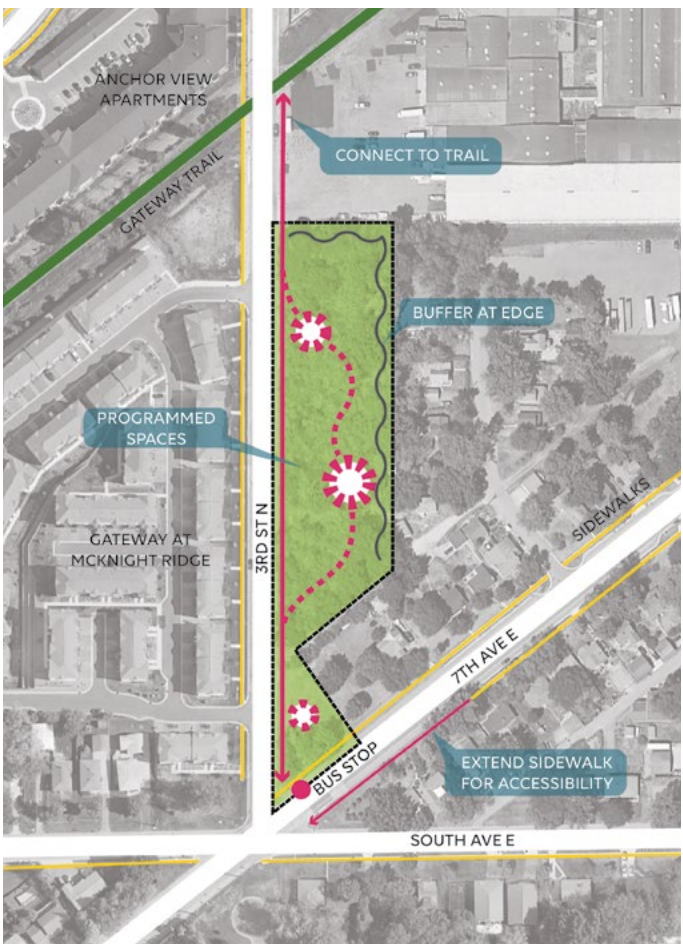
View of the proposed "passive park" from 3rd Street



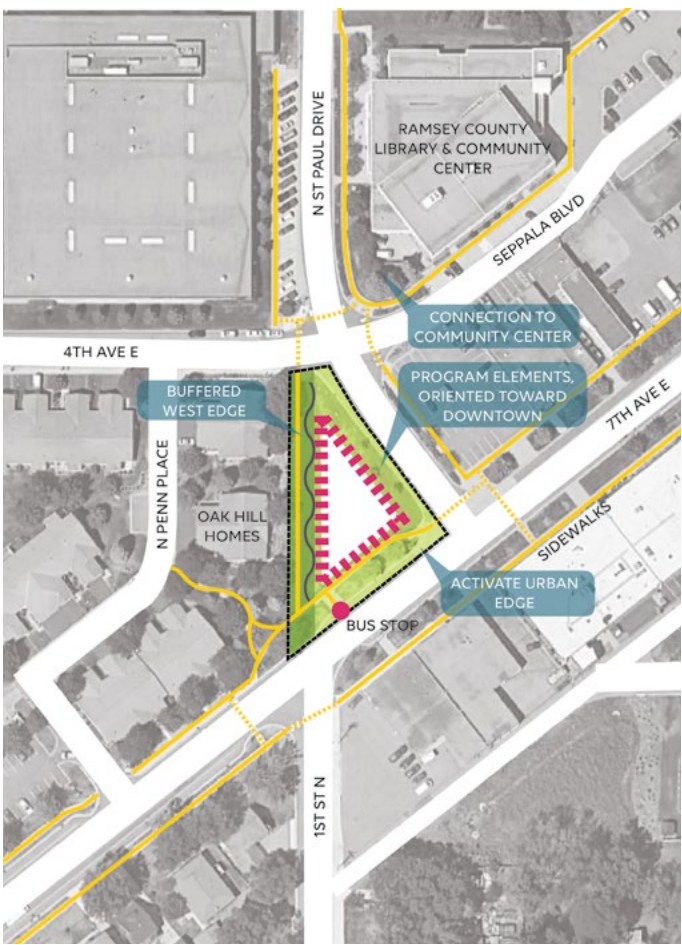
The T-ball field at McKnight Athletic Complex



McKnight Athletic Complex opportunities plan diagram



Passive Park opportunities plan diagram



Pocket Park opportunities plan diagram

DESIGN

Concurrent to engagement with city staff, key stakeholders, and the wider community, we will analyze site conditions, demographics, current recreation trends, existing facilities, and any additional recommendations found in the comprehensive parks plan to create a program of requirements for each site. Once we have reached an initial consensus on the program, the HGA team will develop schematic design concepts for each of the sites, exploring ways these elements might be organized and expressed.

Our concepts will be rooted in our commitment to designing sustainable, inclusive spaces which uplift and inspire. We will embed holistic design thinking and work with our interdisciplinary team to gain insight and ensure we are incorporating lessons learned during the site analysis and engagement process. Exploring a range of ideas will enable us to have a robust discussion with you about the possibilities presented, aligning the city's priorities, budget, and feasibility before presenting designs to the community.

Our team has great expertise in developing illustrative plans and imagery, and we are confident that we can successfully communicate our design ideas in a way that the community will be able to understand and evaluate during a second round of engagement.

When a final preferred plan has been selected for each park, the HGA team, supported by cost estimator Joe Tarlizzo, will develop a package with pricing information to present to the city. Once approved, these plans would constitute the scope of work for inclusion in Phase 2.

PHASE 2 APPROACH

DETAILED PLANS, SPECS, AND BID DOCUMENTS

During the second phase, we will refine the preferred plans and develop detailed construction documents. We will further explore the look, feel, and character of the landscape spaces and provide specifications for products, materials, and plantings. Along the way, we will continue to rely on the holistic design process to ensure our design decisions are grounded in research and align with equity and sustainability goals. We will strive to develop solutions which are durable, use less carbon, and support

local industry. We will tailor our planting palette to site conditions and the city's management capacity, and we will keep an eye toward the future to ensure our spaces have the capacity to adapt to a changing climate.

Our work will depend upon close coordination with our interdisciplinary team. Throughout this phase, we will work with our engineering and design partners to ensure their plans support the project goals. The interdisciplinary organization of HGA gives us great strength in this effort and enables efficient and effective collaboration. We will also be reaching out to share our preliminary plans with all relevant utilities and regulatory agencies to solicit input and ensure the proposed work aligns with their needs.

The community engagement process can continue through this phase, if desired. This would allow residents to be involved in the more detailed design decisions, and provide input on specific elements like public art and custom elements that demand further detailed design development.

This phase culminates in a final set of plans and specifications which provide everything a contractor

needs to execute the project. The project team members are well versed in this process and have great expertise in developing clear and concise landscape construction documents.

Because the exact scope of Phase 2 will be determined in Phase 1, we have elected to only submit a fee for the first phase at this time. We understand that the city would like for the consultant to submit their fee for the Phase 2 work no later than June 2024. We estimate that this will be possible for us to do, so long as we have agreed upon the final program of requirements by that time.

PROJECT DELIVERY

Our fee assumes that the city would lead the bidding and contractor selection process with input from HGA. During construction we would work closely with the city and contractor to ensure the construction progress meets the expectations established in the bid documents. We will attend regular meetings and readily respond to any Submittals and RFIs to keep construction progress on track. Along the way, we will explore continued opportunities for community outreach, such as partnering with local schools to share in the construction process.



SCALABLE ENGAGEMENT FRAMEWORK

We believe that successful community spaces rely on the insights, contributions, and support of the people who use them. HGA's holistic design process includes equitable, inclusive, and authentic engagement with city staff and community stakeholders using the IAP2 Spectrum of Public Participation. We utilize an adaptable engagement framework grounded in the following key strategies and stages:

IDENTIFYING STAKEHOLDERS

We will work with you to identify stakeholders and locate them within the ecosystem of North St. Paul, exploring potential impacts of these projects and championing the work of existing advocates. Throughout the process, developing and strengthening relationships will be instrumental in producing results that authentically reflect your growing community.

FOSTERING EQUITY & INCLUSION

Before jumping to specific engagement tools, we work with you to understand your strategic and DEI objectives. We discuss the “why”, “who”, and “what” to frame the “how”. Together, we will co-create an engagement and communication strategy that uses the right tools at the right time to overcome barriers to participation, meet people where they are, and **define how participation will inform decision making.** These essential steps are often overlooked, leading to misperceptions and false expectations which limit the diversity of voices heard throughout an impactful project such as this.

BUILDING CONSENSUS

Participation, in our framework, is about more than just asking people what they want. We work to understand the core feelings, experiences, and hopes of stakeholders, then facilitate interactive and meaningful conversations exploring the many different ways the built environment can impact them. This encourages thinking beyond a single solution and helps build consensus on what matters most.

FOCUSING ON MOMENTS THAT MATTER

Moments that matter are experiences that strongly influence our perception of a space in unique ways. As public resources at the center of civic life, parks have the power to strengthen community and shape culture, where a single moment can spark a lifelong connection or sense of belonging. Throughout the discovery phase, we will look for moments that matter, and during the ideation phase, we will anchor our design solutions to opportunities to encourage that spark.

GATHERING INFORMATION

To achieve diversity of input, we offer opportunities for active and passive engagement through in-person synchronous and asynchronous digital and social platforms. HGA combines insights from interviews and interactive workshops with quantitative data to pinpoint key challenges and opportunities, then uses reframing techniques to turn them into generative planning prompts.

TURNING INSIGHTS INTO ACTION

Through stakeholder engagement we build understanding, which helps avoid potential backlash and prevent repetitive design iterations. By grounding our work in the insights and data we collect, we can design more efficiently and with greater empathy, acknowledging local history and culture to create innovative, thoughtful, and inspiring designs that promote connection and a sense of belonging to the North St. Paul community.

CREATING EXCITEMENT

Engagement doesn't end with design—it's an ongoing opportunity to build and maintain excitement for the future of North St. Paul. From design renderings to educational opportunities, we can work with leadership and communications staff to keep your community invested in what's next.

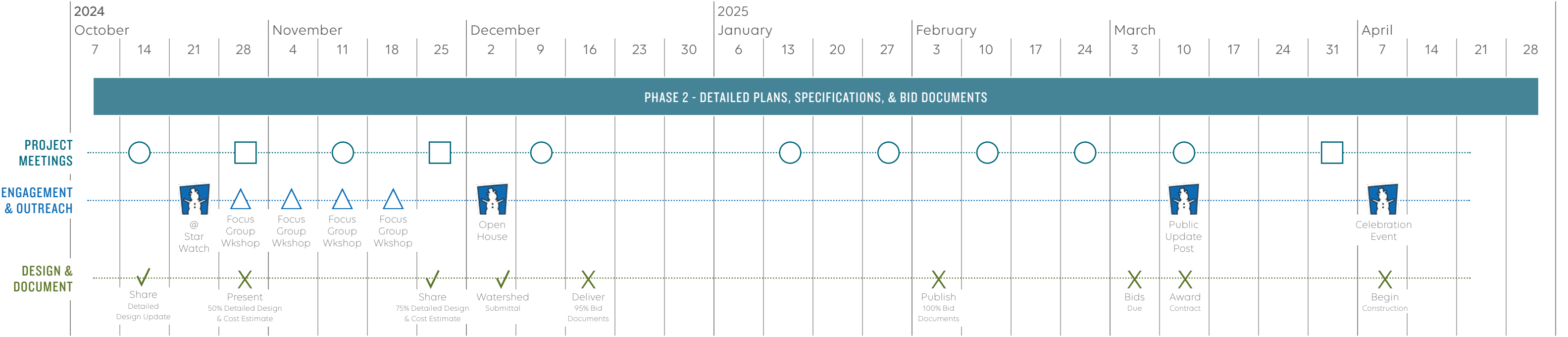


PHASE 1



WORK PLAN & SCHEDULE

PHASE 2



PHASE 2 - DETAILED PLANS, SPECS. & BID DOCUMENTS

The Phase 2 schedule and work plan is focused on delivering a project(s) that can begin construction at the end of the 12 month-duration, Spring 2025, as defined in the RFP. This summary provides a general outline of the tasks and deliverables we expect for this phase, but it will need to be revisited and refined once Phase 1 has been completed.

MEETINGS

□ TASK FORCE

The group from Phase 1 will continue meeting, however, frequency will decrease during the document delivery and bidding process.

○ PROJECT LEADERSHIP

Project leaders will continue to meet bi-weekly to share progress, with a pause for winter holidays.

△ FOCUS GROUPS

We continue stakeholder involvement and outreach by meeting with each of the groups engaged in Phase 1 to review the design and solicit their feedback.

👤 PUBLIC OUTREACH EVENTS

We will continue to leverage scheduled activities for engagement. As the design is finalized, we will shift

from soliciting feedback to showcasing the project and summarizing how stakeholder and public input has informed the design.

✓ TASKS

- Obtain Topographic, Boundary and Utility Survey - Verify if City is in possession of current information and help prepare RFP for surveys, if required.
- Identify site plan review and stormwater management plan requirements.
- Initiate conversations with permitting agencies including discussions of opportunities for partnership and initiatives.
- Draft and refine Public Engagement plan in collaboration with Task Force.
- Identify staff and stakeholders for engagement.
- Develop, present and review Concepts for sites - two or three options per site.

50%-75% DETAILED DESIGN TASKS

Upon approval by the City Council of the Phase 1 scope and budget, HGA will proceed with the preparation of detailed design drawings to define more precisely the character of the project and the materials to be used.

- Prepare color graphics for presentation to the Owner group and public.

- Prepare planting and irrigation plans.
- Select hardscape materials and prepare layout and materials plans. Prepare landscape details.
- Prepare erosion and sediment control, grading, drainage, utility, and stormwater management plans with Civil Engineer.
- Prepare lighting plans with Lighting Designer.
- Prepare outline specifications.
- Prepare and review cost estimates.

95%-100% BID DOCUMENTS TASKS

Upon Client's approval of the 75% scope and budget, HGA will develop drawings and technical sections of specifications to construct the work.

- Adjust the documents for value-engineering.
- Prepare final layout and material plans locating and identifying site elements.
- Prepare final irrigation and planting plans.
- Prepare final details with information required for construction, installation, and finishing of landscape components.
- Prepare final erosion and sediment control, grading, drainage, utility, and stormwater management plans with Civil Engineer.
- Prepare final lighting plan with Lighting Designer.
- Write technical specifications.

BID PHASE

Based on the approval of Bid Documents and latest construction budget, HGA shall assist the Clients in obtaining bids. This work shall occur in the period prior to awarding a construction contract and after the completion of Bid Documents. Our scope would include preparing addenda, LSKs and responses to RFIs, reviewing substitutions, contractor fees, and schedule.

CONSTRUCTION PHASE

HGA will make periodic visits to the site to become familiar with the progress and aesthetic quality of construction and to determine if the work is proceeding in accordance with project design intent. Our scope would include attending meetings to review progress, preparing addenda, responses to RFI's, and bulletins, observing installation of site features and quality of workmanship, review and provision of punch lists, and Record Drawings.

✗ MILESTONES / DELIVERABLES

- 50% Detailed Design & Cost Estimate
- 75% Detailed Design & Cost Estimate
- Submit construction documents for Ramsey-Washington Metro Watershed District and City engineer review.
- 95% Bid Documents
- 100% Bid Documents

REFERENCES & PROJECT EXAMPLES



Surly Brewing Company | Destination Brewery | Minneapolis, Minnesota



Kellogg Peak Initiative | Milwaukee, Wisconsin

PROJECT SUCCESS STORIES

We define success solely through the success of our clients. After the project is fully realized, does it meet and exceed the vision of the communities it serves? We believe there is no better endorsement of our work than the objective recommendation of our clients. We nurture long-term client relationships long after a project is complete and encourage you to contact our references who have recent experience working with HGA and our team members.

With 70 years of firm experience designing for environmental education, creating restorative and resilient landscapes, and facilitating meaningful engagement, our team will harness our interdisciplinary knowledge to bring

new insight to your project. We are adept at working with multiple, diverse stakeholders and are excellent stewards of public funds. Our expertise coupled with the deep understanding we will develop about your project and community will result in a design process to help the City of North St. Paul provide quality recreational amenities that are relevant and funtional into the future, and are welcoming and accessible for all residents.

The following pages showcase recent success stories from community and landscape projects that highlight our strengths in architectural planning, design, and engagement.



Collaboration with Heatherwick Studio
Renderings provided by Devisual



A LANDMARK URBAN PUBLIC PARK & COMMUNITY PROJECT

DAVIDSON PARK
HARLEY-DAVIDSON FOUNDATION
MILWAUKEE, WISCONSIN

Collaborating with Heatherwick Studio (London), HGA is transforming four acres of surface parking at the headquarters campus into a new urban public park. With this unique landscape architecture project, a cross-disciplinary HGA design team is integrating a layered set of goals and required outcomes including flexible community use/engagement opportunities, passive play/exploration landscapes, and green infrastructure for stormwater capture.

Poised to be a landmark project for the City of Milwaukee, Near Westside Community and the Harley-Davidson brand, the holistic design includes overlay of first nation symbolism developed through design engagement with the Forest County Potawatomi tribal leadership, and inclusion of Independence First, an accessibility advocacy group, to help maximize access for all.

Central to the park is the Davidson Park—an iconic multipurpose and flexibly programmable gathering space carved into a sloping site with the historic Harley-Davison buildings as a backdrop. Integrated design and engineering solutions accompanied by diligent coordination with the client and local utilities has

fostered an outcome that supports the ambitious design aspirations and the public community-oriented program.

Fundamental to the project is sustainability, resiliency, ecology, and the educational opportunities it creates. The park is enrolled in the USGBC Sustainable SITES Initiative, and upon completion is anticipated to be the first SITES Certified project in Wisconsin. The design integrates a dynamic system of green infrastructure including native bioswales, permeable pavers, and cisterns to capture 750,000 gallons of stormwater—significantly contributing to regional infrastructure and environment by lessening the burden on an aging combined sewer system and reducing urban runoff into Lake Michigan.

PROJECT DATA

Services Provided: Landscape architecture, civil engineering, lighting design, structural engineering, electrical engineering, architecture, and technology systems design

HGA Team: Trygve Hansen, Sarah Jorczak

Size: 4 acres

Cost: \$20M

Completion: 2024 anticipated

Contact: Joyce Koker, Program Manager
Harley-Davidson Motor Company
414.217.6388 | Joyce.Koker@harley-davidson.com



A COMMUNITY DESTINATION & EXEMPLAR FOR SUSTAINABILITY STRATEGIES

WESTWOOD HILLS NATURE CENTER

CITY OF ST. LOUIS PARK
ST. LOUIS PARK, MINNESOTA

The Westwood Hills Nature Center (WHNC) is a an all season, state-of-the-art, community-focused destination that inspires and challenges visitors of all ages, backgrounds, and abilities to experience the natural world in a new way. A Net Zero building, the WHNC is an exemplar for sustainability strategies.

The new facility is an interpretive center and special events venue with expanded public exhibits and flexible learning spaces for a variety of environmental education programs. The site design expands an existing specimen prairie creating outdoor classroom spaces and improved visitor access and parking.

HGA's design provides a high-performance building envelope, form, and layout to take advantage of solar and wind angles on site. Energy use is offset by rooftop solar PV panels. These and other sustainable features are expressed in the design to serve as a teaching tool for visitors.

SITE PLANNING

Minnesota's four major landscape biomes are represented in the cultivated landscape of the Westwood Hills Nature Center. As the Center's exhibits provide visitors and program participants with an interpretive gateway to the surrounding landscape, the building and site design itself reflect an analogous threshold to the site. The building is flanked by trailheads into the nature center and is situated as a physical threshold between prairie to the south and deciduous forest to the north.

PROJECT DATA

Services Provided: Landscape architecture, architectural/ design, civil engineering, electrical engineering, mechanical engineering, MEP engineering, structural engineering, LEED services, and lighting design

HGA Team: Trygve Hansen, Erik Hansen, Sarah Jorczak, Joe Tarlizzo

Size: 160-acre nature park; 13,363 SF new construction

Cost: \$12.6M

Completion: 2019

Contact: Jason T. West, Recreation Superintendent
City of St. Louis Park, Operations & Recreation
952.924.2554 | jwest@stlouispark.org



AN ENERGIZED COMMUNITY ATTRACTOR

BROOKVIEW COMMUNITY CENTER
CITY OF GOLDEN VALLEY | GOLDEN VALLEY, MINNESOTA

The new Brookview Community Center is the culmination of a two-year public task force visioning and predesign effort by the City of Golden Valley facilitated by HGA's team. The project vision was to provide an energized community attractor that would activate its site, expand seasonal use, increase current program offerings for all ages and demographics, and create a premier facility to position Golden Valley as a vibrant and attractive 21st Century city.

The challenge was to weave together golf and other fitness/recreational programs with community gathering and dedicated spaces for seniors to create an asset to be shared by all residents. HGA created a complete existing building and site assessment, facilitated programming and design workshops with the Community Center Task Force, sought consensus among multiple stakeholders, and presented design ideas for community center facilities on three sites.

These efforts lead to the creation of a revamped community destination that offers improved parking,

circulation, and outdoor amenity spaces. Now a central gathering place for the community, the new building replaced the existing building, right-sized and expanded program spaces, and provides a welcoming destination for residents.

Of particular importance was activating the facility in its winter off-season by using the lawn bowling facilities for curling, grooming trails for snowshoeing and fat tire biking, and providing fire pits for warming. The new building and site also serves as an enhanced revenue generator.

PROJECT DATA

Services Provided: Programming, architectural/design, MEP engineering, civil and structural engineering, technology, lighting, interior/design, landscape architecture and cost estimating

HGA Team: Trygve Hansen, Erik Hansen, Joe Tarlizzo

Size: 38,000 SF new construction

Cost: \$14M

Completion: 2018

Contact: Ben Disch, Brookview Golf Operations Manager
City of Golden Valley
763.512.2315 | bdisch@brookviewgolf.com



TENNIS COURT RESURFACING & CAMPUS ENHANCEMENTS

ST. CATHERINE UNIVERSITY | ST. PAUL, MINNESOTA

The recent St. Catherine University facilities improvement project consisted of three key components.

1. Replacing existing tennis courts while retaining original configuration
2. Resolving surface drainage issues near home plate area of the softball field
3. Creating a properly graded area for a new, strategically located playground

This involved a range of site work, including the demolition and clearing of the existing tennis courts and the installation of new tennis court surfacing, markings, nets, and fencing. Additionally, it encompassed sidewalk

removal and replacement, site grading, earthwork, surface drainage enhancements, stormwater management facilities, and turf restoration along with new plantings.

PROJECT DATA

Services Provided: Tennis court design, stormwater management and design, playground layout and design, construction administration

HGA Team: Trygve Hansen

Size: 2.3 acres

Cost: \$1.26M

Completion: Spring 2024

Contact: Lisa Babbs, Director of Facilities Management
St. Catherine University
651.690.6523 | lbabbs518@stkate.edu



WOOD LAKE NATURE CENTER ENGAGEMENT STRATEGIES

CITY OF RICHFIELD | RICHFIELD, MINNESOTA

HGA is currently working with Wood Lake Nature Center's (WLNC) naturalists, staff, and stakeholder groups in partnership with the City of Richfield to replace the outdated WLNC building—the city's first major building project in over 10 years—with one that better supports their education, community, and conservation goals. Understanding the deep connection people have to this beloved community resource, as well as the changing demographics of their growing city, Richfield staff knew authentic engagement with diverse participation across the community would be key to the project's success.

In addition to building design and landscape architecture, HGA developed an equitable engagement strategy which has included surveys, training volunteers to conduct

interviews, and interactive workshops with staff and key stakeholder groups such as students, people with disabilities, and Spanish-speaking visitors.

PROJECT DATA

Services Provided: Architectural/design, landscape, engineering, lighting, interior design, FF&E, cost estimating,

HGA Team: Noah Exum, Kaitlin Schalow, Erik Hansen, Joe Tarlizzo

Size: 15,000 SF

Construction Budget: \$18M

Completion: Currently in schematic design, expected completion is spring 2026

Contact: Karl Huemiller, Recreation Services Director
City of Richfield
612.861.9387 | khuemiller@richfieldmn.gov



Inspired spaces for BUILDING COMMUNITY & CONNECTING TO NATURE

1 WHITTIER CLINIC Minneapolis, MN

2 RAVINE REGIONAL PARK LOWER LANDING TRAILHEAD Washington County, MN

3 SELIG-JOSEPH-FOLZ THEATER IN KADISH PARK Milwaukee, WI

4 WHITETAIL WOODS REGIONAL PARK Farmington, MN

5 AON CENTER PLAZA Chicago, IL

6 THE BLAKE SCHOOL EARLY LEARNING CENTER Hopkins, MN

7 COUNTRYSIDE COMMUNITY CHURCH Omaha, NE

8 WALKER ART CENTER WURTELE UPPER GARDEN Minneapolis, MN

9 TRESTLE PARK Milwaukee, WI

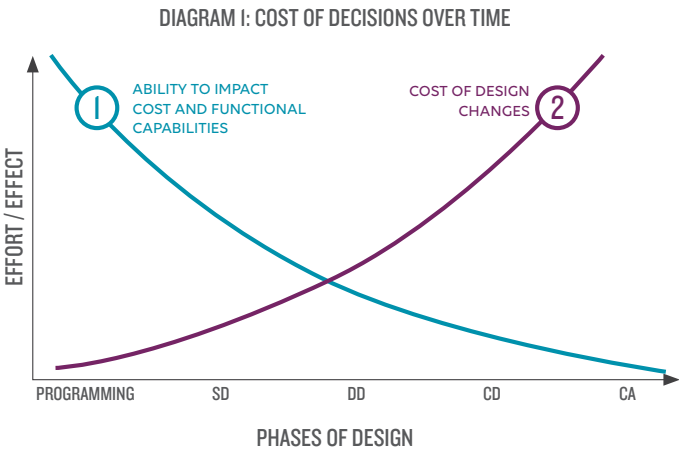
10 NORMANDALE COMMUNITY COLLEGE Bloomington, MN

FEE PROPOSAL

We are pleased to provide a fee based on our current understanding of the project scope. We suggest structuring the fees as a percentage of construction budget. Our fee is based on an estimated construction budget range of \$2 - 4.5M. HGA is competitive in the marketplace and looks forward to negotiating a fee that reflects the scope of services desired for the North St. Paul Park Planning project.

COST MANAGEMENT

We take our fiscal project responsibilities seriously and consider the budget at every step of the process. The best time to impact project cost is in the earliest stages. As the project progresses, opportunities for savings diminish (see diagram 1). At every stage of the project, we will work to strike a balance between your aspirations and fiscal realities. We will optimize the allocated budget for these projects and explore cost-effective design strategies that will take into consideration both first cost and long-term implications on efficiency, durability, and maintenance.



We have developed our work plan to make cost estimating a key part of the design process. We will review cost at several milestones throughout the project, and this will allow us to make adjustments according to your budget. It's critical that we incorporate estimates early in the process, so that we are always presenting "real options" to the community and giving ourselves the best chance to reach a consensus on the design direction. We will also include an estimate in our presentation to the City Council prior for approval prior to proceeding with Phase 2.

PHASE 1

ENGAGEMENT, PLANNING, & DESIGN

HGA services will primarily consist of overall project management, landscape architecture, engagement coordination and strategy, civil engineering, and cost estimating. We will involve additional disciplines—architecture, lighting, structural, and electrical engineering as required.

For Phase 1 services, we propose a not to exceed fee of \$60,000. This includes all meetings, tasks, and deliverables proposed in the work plan and schedule. We understand this generally aligns with the current budgeting for Phase 1 work and feel it is appropriate to achieve the desired outcomes. Below is a breakdown of the anticipated involvements.

DISCIPLINE / ROLE	% OF TOTAL
Project Management	20%
Landscape Architecture & Design	40%
Engagement Coordination	25%
Civil Engineering	10%
Cost Estimating	5%
PROPOSED PHASE 1 FEE	\$60,000

PHASE 2

DETAILED PLANS, SPECIFICATIONS, & BID DOCUMENTS

Though the exact program still needs to be defined, Phase 2 HGA services will likely consist of overall project management, landscape architecture, civil engineering, and cost estimating. We expect that some community engagement will continue in Phase 2, to solicit input and take advantage of educational opportunities through delivery of the project. We expect that the Phase 2 program will likely require input from our engineering disciplines including lighting design, electrical and structural engineering, and potentially architecture.

We have provided an estimated minimum fee for each park site below. These figures are based on our experience of similar scale efforts. We will provide a revised NTE fee during Phase 1 after the scope has been further defined. Typically, HGA fees for park projects range from 5% to 10% of the construction budget, and we anticipate this to be true for this project.

PARK SITE	EST. MIN. FEE
Pocket Park	\$40,000
Passive Park	\$25,000
McKnight Athletic Complex	\$90,000
ESTIMATED MINIMUM PHASE 2 FEE	\$155,000

ASSUMPTIONS & CLARIFICATIONS

- Client will lead the bidding and contractor selection process with HGA support.
- Client will provide HGA with all information, surveys, reports, tests, professional recommendations, and any other related items requested by HGA to provide its professional services. HGA may rely on the accuracy and completeness of these items.
- Client will furnish the site survey with description of the physical characteristics, wetland delineation, legal limitations, and utility locations of the site, and a written legal description of the property.
- Client will advise HGA of any known or suspected contaminants at the project site. Client shall be solely responsible for all subsurface soil conditions and any environmental site assessments required.
- Client will furnish the services of geotechnical engineers when such services are requested by HGA.
- Client will obtain and pay for all necessary inspections and permits from authorities with jurisdiction over the project.
- Client will establish and periodically update an overall budget allocation for the project.
- Virtual reality modeling and presentations are excluded.
- LEED or other sustainability certification associated services are excluded.



Selig-Joseph-Folz Theater in Kadish Park | Milwaukee, Wisconsin



HGA

420 North 5th St, Ste 100
Minneapolis, MN 55401
612.758.4000
HGA.COM



**NORTH ST. PAUL
PARKS AND RECREATION COMMISSION**

RESOLUTION #2024-002

**RECOMMENDING APPROVAL OF A CONTRACT WITH HGA TO COMPLETE
PARK PLANNING AND DESIGN SERVICES**

WHEREAS, the City of North St. Paul issued a Request for Proposals for park planning and design services in February 2024; and

WHEREAS, the City was 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; and

WHEREAS, the City received thirteen proposals from qualified firms and the proposal review committee consisting of three Parks and Recreation Commissioners and two staff members interviewed three of these firms; and

WHEREAS, the proposal review committee recommends Park and Recreation Commission and City Council approval of a contract with HGA to complete the planning design services; and

NOW THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission of North St. Paul hereby recommends City Council approval of a contract with HGA.

ADOPTED this ____ day of ____, 2024.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Absent:
Abstain:

Lloyd Grechek, PRC Chair

ATTEST:

Brian Frandle, City Manager/Clerk



To	Date
Parks & Recreation Commissioners	April 24, 2024
Agenda Placement # VII.A	
Reports from Staff	
Subject	
Public Works Update-March and April 2024	
Background/Facts	
Updates from Puplic Works for March and April of 2024.	
Recommended Action	
N/A	
Attachments	
1. Public Works Updates March and April 2024	
Respectfully submitted, Sara Lang, Arts & Culture Commission Secretary	

Public Works Updates – March 2024

- Tennis nets are up at Silver Lake
- Batting Cage nets are set up at Kunkel field
- Cleaning of McKnight fields to get ready for practices
- Trash has been picked up weekly

Public Works Updates – April 2024

- Irrigation system around the Casey building which was a two year project has been finished so we will be working on getting a little bit of grading to try to smooth out some areas and over seed the area to hopefully be able to keep nicer looking grounds around the area.
- Late winter/spring we were out in the parks doing a lot of tree maintenance getting the low hanging branches so they are not hitting mowers
- McKnight bathrooms will be opened up this week
- We have summer help in place starting later this month for the mowing season
- Continuous maintenance of ballfields