



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

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

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

You can watch the meeting on our YouTube channel here: [**tinyurl.com/NSPYouTube**](https://tinyurl.com/NSPYouTube)

- I. Call to Order**
- II. Roll Call**
 - Council Member Cole
 - Council Member Schweer
 - Council Member Wong
 - Council Member Nordby
 - Mayor Monge
- III. Adopt Agenda**
- IV. Topic(s)**
 - A. Community Center - Next Steps
- V. Other Business**
- VI. Adjournment**

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



To	Date
Honorable Mayor Monge and City Council	July 2, 2024
Agenda Placement # IV.A	
Topic(s)	
Subject	
Community Center - Next Steps	
Background/Facts	
Recommended Action	
Attachments	
1. Community Center - Next Steps 7.2.24 2. WOLD REPORT - Special City Council Workshop 3-14-24 (1) 3. Community Center RFP - Feasibility Study v.3	

Respectfully submitted,



COMMUNITY CENTER NEXT STEPS

July 2, 2024

City of North St. Paul



Community Center – Next Steps

Reminder - Each workshop will follow this format:

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



Community Center – Next Steps

We will gather, present and discuss:

- ✓ Clarification and/or modification to Grant Terms.
- ✓ Services and Importance of a Library in North St. Paul.
- ✓ Interest in Partnerships at the Community Center. (RFI REVIEW)
 - ✓ Review RFI Information Received.
 - ✓ Based on the RFI Information, What are our Next Steps.
- ✓ State Grant Discussion – identify potential issues (Copy attached).
- Community Engagement (Develop RFP)
- Examine current and future lease options for Library.
- ~~Interest in selling the Community Center.~~
- ~~Costs to vacate the Community Center.~~
- Services to be provided at the Community Center.
- Costs to operate the Community Center, now and in the future.
- Financial scenarios and potential impacts.



Community Center – Next Steps

At this meeting:

- Review Wold Facility Analysis. (Attached)
- Review Operating Budget.
- Importance of Library.
- Review results of RFI for Partnerships at the Community Center.
- Review State Grant Terms
- Other Options:
 - Option A - Demo. CC, Keep Library Intact
 - Option B - Demo. Entire CC, Relocate Library to Existing Space (tbd)
 - Option C - Demo. Entire CC, Construct New Library
- What have we learned?
- Review RFP for a “Feasibility Study”. (Attached)



Community Center – Next Steps

Wold Facility Analysis:

	Priority 1	Priority 2	Priority 3	Priority 4		
	(0 - 2 years)	(2 - 5 years)	(6 - 10 years)	(within 10 years)	Other	Totals
Accessibility	\$ 18,900	\$ -	\$ -	\$ 5,300	\$ -	\$ 24,200
Exterior	\$ 1,796,500	\$ -	\$ -	\$ 15,500	\$ -	\$ 1,812,000
Interior	\$ 272,800	\$ 5,400	\$ -	\$ 63,200	\$ 15,400	\$ 356,800
Site	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200
Mechanical System	\$ 44,300	\$ 3,428,400	\$ 958,500	\$ 516,100	\$ -	\$ 4,947,300
Electrical System	\$ -	\$ 37,800	\$ 184,200	\$ -	\$ -	\$ 222,000
Totals	\$ 2,132,500	\$ 3,471,600	\$ 1,143,900	\$ 600,100	\$ 15,400	\$ 7,363,500



Community Center – Next Steps

Estimated Operating Cost if City Run:

Assume Hours of Operation:	M-F	8 AM - 8 PM	
	Sat. & Sun.	8 AM - 5 PM	
	33,179.00	Sq Ft.	
Wages, Taxes, and Benefits		\$ 507,300.00	1 Program Manager, 2 FTE & 2 PT Administrative Staff, and OT
Janitorial		\$ 45,500.00	2023 City Hall Costs
Repair and Maintenance		\$ 55,000.00	Average of past 3 years costs.
Utilities		\$ 67,020.00	Average of past 3 years costs.
(1) Grounds	\$ 0.29	\$ 9,620.00	Mowing, snow removal, parking lots, and irrigation system.
Fixed		\$ 34,400.00	IT - \$6,700/FT & \$3,900/PT & Insurance - \$6,500
Administration		\$ 10,000.00	Admin., Finance, and HR indirect allocation. - \$2,000/position
(1) Other	\$ 0.22	\$ 7,300.00	Other operating Expenses
(2) Capital @ \$6,000,000/40 years		\$ 150,000.00	Capital replacement funds.
Total Annual Costs		<u>\$ 886,140.00</u>	
Note - If security is needed add:			
Security		\$ 121,680.00	contracted guards \$30.00 per hour - per schedule noted above.

(1) Per Lobby CRE for Minneapolis-St.Paul Office Buildings - 2022 data.

(2) The capital replacement is calculated by dividing the estimated replacement value of the facility after renovation by the useful life of the facility per City's Capital Asset Policy.



Community Center – Next Steps

Importance of Library:

- Approximately 53,000 visits in 2023.
- Over 90,000 books checked out in 2023. Almost 40,000 children's materials.
- Public computer use:
 - 7,862 sessions
 - 6,616.6 hours
- Provides weekly story time, passive programs, summer reading and learning program, specialty groups, and system-wide youth programs.
- What are people asking for?
 - Extended hours
 - Space to meet with:
 - Teachers, mentors, tutors
 - Virtual interviews & Telehealth visits
 - Court Hearings & Case Workers
 - Community Groups
- Libraries are not intimidating spaces to meet and are often a way to provide a delivery of service for underprivileged residents.



Community Center – Next Steps

Results of RFI for Partnerships at the Community Center :

- Received 1 completed submittal – Hype Volleyball Club (\$60,000/year)
- Received 9 phone calls for interest:
 - Kokoro Volleyball
 - Sandi Nelson- Volleyball use
 - Ashland Theater Group
 - Cypher Side Dance School
 - Futsal- North High Soccer coach (Dan Torrez) inquiry, independent of the school
 - Ramsey County Library would like additional space
 - Sanneh Group- youth programming
 - American Indian Family Center
 - Why I am – Youth Group.



Community Center – Next Steps

State Grant Terms:

- \$4,500,000.
- 25 years.
- Still uncertainty of outcome if City defaults.
- At this time, must be used for current facility and approved “Community Multicultural Outreach Center”

For a grant to the city of North St. Paul to design, construct, renovate, furnish, and equip improvements and betterments of a capital nature to the existing community outreach facility at 2300 North St. Paul Drive. This appropriation includes money for accessibility improvements in compliance with the Americans with Disabilities Act (ADA); HVAC replacement; window replacement; roof replacement; green energy improvements; improvements to the exterior of the facility; electrical system improvements; an expansion and renovation of the library and technology center space; senior and veterans drop-in center improvements; wellness center improvements, including the addition of a gym and track; school district activity area improvements; and other improvements related to high-demand multicultural community gathering facilities.



Community Center – Next Steps

Other Options:

Option A - Demo. CC, Keep Library Intact

In this approach we have estimated essentially "surgically" removing the majority of the Community Center areas, providing a modest addition to accommodate the necessary infrastructure and support spaces, and including the construction of new bearing walls.

Potential Project Cost \$3,100,000

Option B - Demo. Entire CC, Relocate Library to Existing Space (tbd)

This would include removing the Community Center in its entirety, and leaving the site as an open grassy area. Library operations would then be relocated to some existing space within the City. This would require a modest tenant improvement cost, but forego any new buildings or additions.

Potential Project Cost \$1,300,000

Option C - Demo. Entire CC, Construct New Library

In this option the building would be completely removed, and a new Library would be constructed (potentially on the same site).

Potential Project Cost \$4,800,000

NOTE: Estimates from 2022



Community Center – Next Steps

What have we learned?:

- Deferred maintenance on the Community Center are higher than the grant funds.
- To minimize the financial impact on residents, future programming and operation of the Community Center will need to be achieved through “Partnerships”.
- The Library plays an important role in our community.
- Acceptance of the grant will increase financial risk to our community.
- There are other options for the City to consider.



Community Center – Next Steps

Review RFP for a “Feasibility Study”:

- Estimated cost - \$45,000 - \$60,000.



Community Center – Next Steps

Next Steps:

- Bring item to City Council to not accept the grant.
- Bring item to City Council to issue a RFP for a “Feasibility Study”.



Community Center – Next Steps

- City Council questions and comments.
- Public comments.



City of North St. Paul
City Council
Special Workshop Agenda **AMENDED**

March 14, 2024
4:00 PM

The City Council Special Workshop Meeting will be conducted on **March 14, 2024** at 4:00 p.m. in the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

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

The **March 14, 2024** Zoom meeting can be accessed at <https://tinyurl.com/NSPCityCouncil> (from a PC, Mac, tablet, iPhone, or Android device) or by phone at 1-929-205-6099
Meeting ID: 84409094358

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

I. Call to Order

II. Roll Call

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

III. Adopt Agenda

IV. Topic(s)

A. Community Center Discussion

V. Adjournment

The next regularly scheduled City Council Workshop meeting is March 19, 2024.



To	Date
Honorable Mayor Monge and City Council	March 14, 2024
Agenda Placement # IV.A	
Topic(s)	
Subject	
Community Center Discussion	
Background/Facts	
see enclosed documents.	
Recommended Action	
Attachments	
1. 2024.03-14 Council Update 2. Full Report_Facility Assessment - North Saint Paul 3. Residen tresponses	
Respectfully submitted, Brian Frandle, City Manager	



**Council Update
Community Center Long-range Planning
March 14, 2024**



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Agenda

1. Guiding Principles
2. Review Facility Assessment
3. Review Community Outreach Notes
4. Review Recommendation
5. Questions/ Feedback/ Other



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Goals & Guiding Principles

Community Center

- » The true cost of operating the facility must match or exceed the community's interest, it must be justifiable to the City's residents.
- » The facility should promote the potential Parks and Recreation department and become an asset that they could then manage and operate.
- » The project should build on the momentum of the resident engagement sessions to create relevant and usable community space.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Facility Assessment

Architectural – Site/ Exterior

- » Failures at the exterior envelope are causing significant water infiltration issues. Proposed solutions include:
 - » Original roof replacement.
 - » Glazing system replacement.
 - » EIFS repair.
 - » Brick repair & tuckpointing.
- » Holes in the EIFS are allowing animals access to the building in addition to water infiltration issues.



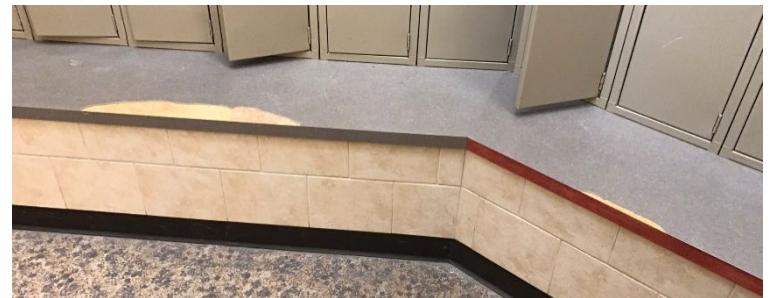


CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Facility Assessment

Architectural - Interior

- » Casework and flooring showing significant signs of wear.
- » Damage from water intrusion found at walls and ceilings.
 - » ACT ceiling replacement.
 - » Removal/ repair of gypsum board walls.
- » ADA non-compliance at multiple sinks, toilet stalls, stairwells, and drinking fountains.
- » Scuffed paint at walls, doors, and frames.
- » Damage at gymnasium floor, under sport court.



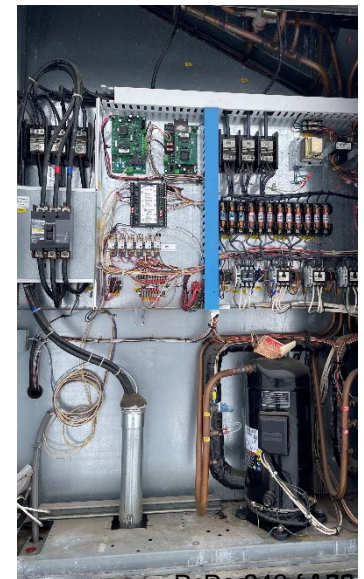
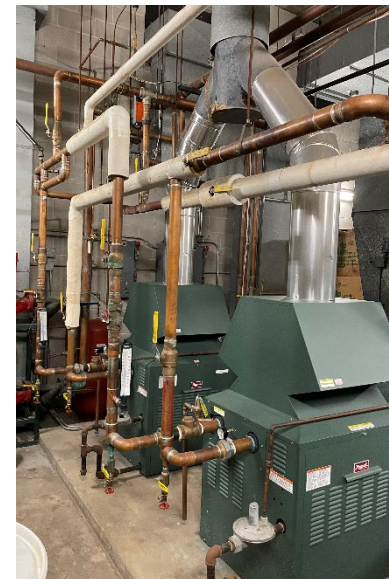


CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Facility Assessment

Mechanical Systems

- » Missing insulation on hydronic piping.
- » Exhaust fans, water heater, & water softener nearing end of useful life.
- » Aging building automation system.
- » Replacement of aging rooftop units will require new duct and hydronic distribution as well as ceiling and lighting replacement.



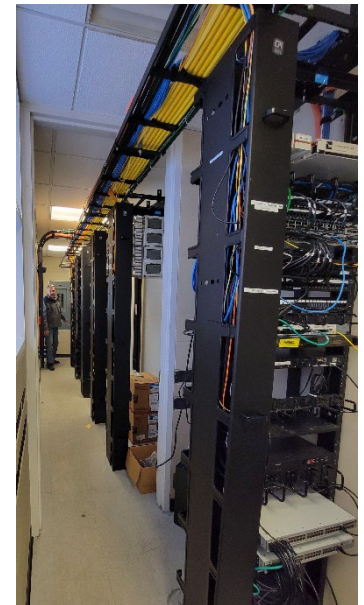


CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Facility Assessment

Electrical Systems

- » The lighting should be replaced with energy LED style units with Low Voltage controls. The Gymnasium lights have recently been replaced.
- » Provide required maintenance of the emergency power system.
- » The service electrical equipment is in good condition. Access the demanded load for capacity and future expansion.





CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Facility Assessment – Deferred Maintenance

Priority 1 (0 - 2 years)

Life Safety Issue	As noted by Fire Marshal/Life Safety Officials
Deterioration Item	Further deterioration will create higher future repair costs or will damage other areas in the building
Health Issue	Rooms with no ventilation or items that do not meet state health code.
Accessibility Issue	Must be completed to provide access into the building, to the curriculum within the building, or to access a restroom or obtain a drink of water
Hazardous Materials	Item posing a significant impact on building occupants

Priority 2 (2 - 5 years)

Energy Issue	Item or system upgrade that results in a payback in 10 years or less
Deterioration Item	Material or system that currently functions but will require replacement or maintenance within 5 years
Health Issue	Inadequate exhaust and ventilation in lab environments and other areas lacking adequate ventilation
Accessibility Issue	Modification required to meet state code guidelines
Hazardous Materials	Removal of items affected by other changes occurring in priority 2.
Modernization	Modification required to support future modernizations



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Facility Assessment – Deferred Maintenance

Priority 3 (6 - 10 years)

Energy Issue	Item or system upgrade that results in a payback in more than 10 years
Deterioration Item	Material or system that currently functions but will require replacement or maintenance within 6 to 10 years
Health Issue	Non-tagged items that do not meet state health code requirements
Hazardous Materials	Removal of items affected by other changes occurring in priority 3.

Priority 4 (would like to do within 10 years)

Aesthetic	Item which impacts the visual environment
Hazardous Materials	Removal of items affected by other changes occurring in priority 4.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Phase One Improvements

Total Deferred Maintenance Project Cost: \$6,300,000

North St. Paul Community Center Facility Cost Index:

$$\frac{\$7,363,500 \text{ in DM Projects}}{\$16,200,000 \text{ Current Replacement Value}} \times 100 = 45.5\% \text{ FCI}$$

All costs shown are estimated project costs. A project multiplier of 30% was added to the base construction cost to cover fees, construction contingency, and estimating margin of error. 8% annual inflation has also been applied such that the costs shown in the report align with a midpoint of construction in July 2023. Additional annual inflation should be taken into account if projects are forecasted further into the future.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

North Star Museum – 4/19/23

- General Comments:
 - Positive use of community center could draw use to the Museum.
 - Museum space is full, more exhibit space throughout the City would be great.
- Possible Uses:
 - Lobby exhibit space.
 - Interest in access to large space for events.
 - Court of Honor – 100 people
 - Fundraising Luncheon – 35 people
 - Adult Pinewood Derby – 30-50 people
 - Wedding Reception – 75 people
 - Scout Events –Varies
- Concerns:
 - Cost to rent space



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Church of St. Peter – 4/19/23

- General Comments:
 - No real space for young adults to gather in the City.
 - Promote social interactions based through activities.
 - Hugo Community Center is a good example to reference.
 - Fees would not deter use.
- Possible Uses:
 - Event space for middle school and high school youth groups. Group sizes range from 10-20 people.
 - Independent ministries meeting space.
 - Gathering space for grieving family meetings or addiction related meetings.
 - Wedding reception rental space.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Luv's Ice Cream – 4/19/23

- General Comments:
 - Business' could pay annual usage fee.
 - Added fee for non-resident use.
 - Wellness space is needed throughout the City.
- Possible Uses:
 - Pickleball
 - Brewery
 - General exercise space
 - Support groups
 - Community education
 - Subcontract space
 - General rental space to communities
 - Farmers Market



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Toy Shelf – 4/20/23

- General Comments - Uses:
 - Coffee Shop
 - Desire for a pool
 - Banquet Room
 - Walking Track
 - Exercise Classes
- Possible Uses – Related to Toy Shelf:
 - Free book giveaway kiosk in the Lobby
 - Drop site for toys
 - Flyers for info



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Food Shelf – 4/20/23

- General Comments - Uses:
 - Senior Programs
 - Event Space
 - Community Room
 - Community Education
 - Recreation Space
 - Space to work with at-risk citizens
 - Cooking classes
 - Nurse/resource stations
 - Refugee/non-English speaking resources
 - Workout Facilities
- Possible Uses – Related to Food Shelf:
 - Cooking Classes
 - Food Education
 - Fundraising event space.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Historical Society – 4/20/23

- General Comments - Uses:
 - Support Space
 - Home and Garden Show
 - Must be affordable to rent.
- Possible Uses – Related to Historical Society:
 - Historical research annex
 - Historical papers and books
 - Community Meeting Space
 - Social Event Space
 - Rotating Display Space



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Kokoro Volleyball School – 4/20/23

- General Comments - Uses:
 - Kokoro looked for a partnership with the City.
 - Small business hub
- Possible Uses – Kokoro:
 - Desire to stay in the facility as-is.
 - Youth programing
 - Sports
 - Wellness studios
 - Mental Health (currently occurs)
 - Sports Psychology (currently occurs)
- Concerns:
 - Who will operate and maintain the facility?



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Luther Auctions – 4/24/23

- General Comments:
 - Good location
 - Good layout
 - Marketing the available spaces should be a focus.
- Possible Uses – Luther Auctions:
 - Large event or meeting space
 - Auction space
- Possible Uses – Beyond Luther:
 - Youth Programs
 - Community Education
 - Library Expansion
 - Deli/ Coffee Shop
 - Community Meeting Space



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

TBN Tax Service

- General Notes:
 - Kokoro is a TBN client.
 - Desire to keep businesses in North St. Paul
- Possible Uses:
 - Fitness Space
 - No use by TBN
- Concerns
 - Long term maintenance costs
 - Operations costs
 - Tax burden of the City.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

American Legion – 4/24/23

- General Notes:
 - Legion has interest in helping sponsor events.
 - Marketing will be needed to advertise space.
- Possible Uses:
 - Veteran Service Office
 - After school programs for youth.
 - Summer Programs
 - Local business workshops
 - Lunch for youth in the summer.
 - Senior Programs
 - Computer Lab
- Concerns
 - Community Center could impact Legion catering business.
 - Any catering done from the space should be North St. Paul based.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

North St. Paul Flex Academy – 4/25/23

- General Notes:
 - Renting space could be accomplished if the cost is kept down.
- Possible Uses – Flex Academy:
 - Classes currently walk to the library.
 - Gym space is needed.
 - Family event space
 - Supervised space for kids to go after school.
 - Basketball club space.
- Possible Uses - Community:
 - Youth outreach space
 - Resource one-stop-shop
 - Food, clothing, etc.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Head Start & St. Marks – 4/25/23

- General Notes:
 - 34 kids at NSP location
 - 14 facilities throughout community
 - All students are below poverty line.
 - Some are homeless.
 - Kids are grades 3-5.
 - No connection to facility for Head Start or St. Marks.
- Possible Uses:
 - Indoor playground at reduced rate.
 - Gym and walking track of interest.
 - Desire to have CC public space.
 - Responds to low-income demographic.
 - Positive space to promote community for new residents and old.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Ramsey County Library – 4/25/23

- General Notes:

- Recent expansion of hours has increased traffic, especially computer use.
 - Wilder study shows North St. Paul as one of the highest computer use sites in the county.
- Frequent requests for private meeting space (1-2 people).
 - 7 requests since April 12, 2023.
- Huge increase in fax needs since CoVid.
- Need for additional staff space within the facility.
- Large kids' events are held in Kokoro lobby (100+ kids).
- Maplewood and Roseville has a service center navigator.
- Branch has had many opportunities and events that they've had to pass on due to lack of space.
- Ramsey County Health and Wellness Department does a lot out of the North St. Paul location. This is not organized.
- County has 7 locations but only 2 are leased. (North Branch & North St. Paul)



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

ISD 622 – 4/25/2023

- General Notes:
 - School district runs “-Next Step”
 - Life Skills for 18-21 year olds with 85 Kids enrolled now.
 - Location could move but must remain downtown.
 - ISD 622 offers community education out of Gladstone.
 - Willing to provide partnership for further community outreach related to community center study.
 - On board to have joint powers in regard to programming the community center.
- Possible Uses:
 - Coffee shop could be run out of the Community Center.
 - No teen center exists in the East Metro.
 - Pop-up teen center could occur in Community Center.
 - ISD 622 could find staff.
 - Job Fair and/or relocate classes/events to increase Community Center Library.
 - Strong need for soccer space.
 - Large Group (300 people) meeting space is needed.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

North St. Paul Car Show – 4/26/23

- General Notes:
 - Monthly meeting of 5 person board (3 North St. Paul residents).
 - Currently meets at the City Hall.
 - Fall banquet occurs at the VFW for 35-40 people.
 - Main Drag Antiques sells all Car Show merchandise.
- Possible Uses:
 - None identified.
- Concerns:
 - Facility is seen as a tax burden on the City.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Why I Am – 4/26/23

- General Notes:
 - The organization is only a few years old.
 - “Break the cycle of hopelessness and youth incarceration.”
 - There was a previous plan for Why I Am to be located in the Community Center.
 - This is still desirable if it could happen soon.
 - Currently looking at Polar Plaza.
 - Gen to Gen – Girls organization at North High
 - Desire for a boy’s group.
 - Currently located at 6th and Minnesota in St. Paul.
 - Focus on 12–24-year-olds.
 - Funded by North St. Paul churches & grants.
- Possible Uses:
 - Homework Help
 - Outside Speakers (athletes, etc)
 - Recreation therapy
 - Youth resources
 - Try to bridge young, old, police, etc.
 - Through activities (chess, etc)
- Ideal Space:
 - Game Room (living room type)
 - Support Group Space (300 sf)
 - Career Space



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

North Haven Church – 4/27/23

- General Notes:
 - Located on McKnight Road, north of HWY 36.
 - Church is community focused – works with Richardson Elementary School.
 - Lots of community outreach events.
 - All take place on Church grounds.
 - Cold season events could use space in Community Center.
 - Renting Space would be acceptable.
 - North Haven would be happy to partner with other groups for events.
 - Previously partnered with the City of Trunk or Treat Trail.
- Possible Uses:
 - People looking for after school tutoring.
 - Event Space
 - Trunk or Treat draws 1,000+ people.
 - Operation Christmas Child
 - North Haven is phasing this out but would be great to run out of the Community Center.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

VFW – 4/27/23

- General Notes:
 - Concern on Veteran Services that would be offered.
 - Legion and VFW already in North St. Paul.
 - Both offer veteran services.
 - Facility could be torn down to allow for a new park or apartment building.
- Possible Uses:
 - No need for any additional meeting space.
 - All current meetings occur on-site.
 - Pickleball court in gym.
 - Could partner with Kokoro.
 - Event Space for weddings, etc.
 - Must be affordable.
- Concerns:
 - Concerns about the cost of deferred maintenance.
 - Tax burden on the community.
 - Does not see use for space by any new residents.
 - Any rental fees would limit possible use.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Neumann's Bar and Grill – 4/27/23

- General Notes:
 - Any type of organized activity would be beneficial to the community.
 - Neumann's hosts an event to raise money for the food & toy shelf but the location must remain at Neumann's.
 - The parking lot could be useful.
- Possible Uses:
 - The fitness aspect is great but there is a lot of competition.
 - Even space for graduations, etc.
 - North St. Paul bar and restaurant owners meet monthly and could use the Community Center.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

HangTime Board Shop – 4/27/23

- General Notes:
 - The Senate has a bill pending to initiate grant money to build skate parks.
 - The community has been vocal about its interest in keeping the Community Center, according to the Board Shop staff & owner.
- Possible Uses:
 - Looking for an indoor skate park location.
 - Outdoors could be useful as well.
 - Pop-up Park could occur at Community Center.
 - Learn to skate classes could be taught at the Community Center.
 - Movie/events could be held at the Community Center.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Joe Fox (Lions Member & Local Resident) – 5/16/23

- General Notes:
 - One of the longest members of the Community Center (when it was operational).
 - Working out at the facility was great.
 - Safety became an issue.
- Possible Uses:
 - Exercise rooms and community rooms were valuable.
 - Met the needs of the community.
 - The library is a great space and could be expanded.
 - Meeting rooms would be used by the Lions.
 - Beyond the North St. Paul chapter.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach Notes

Oak Hill Condo Association – 5/25/23

- General Notes:
 - Maplewood Community Center offers much more programming and is very close to the City.
- Possible Uses:
 - Demo the facility and create a parking lot or parking ramp.
 - Some positive memories of the coffee shop at the Community Center.
 - Some interest in senior activities if they were offered at the Community Center.
- Concerns:
 - Rental prices limiting public use.
 - Mobility issues limits use.
 - Memories of the Community Center being unsafe.
 - Kids were dropped off with no supervision.
 - Police were called on a regular basis.
 - Membership was driven down for these reasons.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Community Outreach

Key Takeaways



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Recommendation

1. The Condition of the Building
2. Community Input
3. The receipt of \$4.5M in state funding
 - a) Option to fully fund the \$7.3M deferred maintenance list.



CITY OF NORTH ST. PAUL FACILITY ANALYSIS AND MASTER PLANNING

Questions/ Feedback?



North St. Paul Community Center

Facility Analysis and Master Plan

Draft Report

North St. Paul, Minnesota

Spring 2023



**Facility Assessment
Prioritization Categories**

North St. Paul

222193

2/14/2023

Priority 1 (0 - 2 years)

Life Safety Issue	As noted by Fire Marshal/Life Safety Officials
Deterioration Item	Further deterioration will create higher future repair costs or will damage other areas in the building
Health Issue	Rooms with no ventilation or items that do not meet state health code.
Accessibility Issue	Must be completed to provide access into the building, to the curriculum within the building, or to access a restroom or obtain a drink of water
Hazardous Materials	Item posing a significant impact on building occupants

Priority 2 (2 - 5 years)

Energy Issue	Item or system upgrade that results in a payback in 10 years or less
Deterioration Item	Material or system that currently functions but will require replacement or maintenance within 5 years
Health Issue	Inadequate exhaust and ventilation in lab environments and other areas lacking adequate ventilation
Accessibility Issue	Modification required to meet state code guidelines
Hazardous Materials	Removal of items affected by other changes occurring in priority 2.
Modernization	Modification required to support future modernizations

Priority 3 (6 - 10 years)

Energy Issue	Item or system upgrade that results in a payback in more than 10 years
Deterioration Item	Material or system that currently functions but will require replacement or maintenance within 6 to 10 years
Health Issue	Non-tagged items that do not meet state health code requirements
Hazardous Materials	Removal of items affected by other changes occurring in priority 3.

Priority 4 (would like to do within 10 years)

Aesthetic	Item which impacts the visual environment
Hazardous Materials	Removal of items affected by other changes occurring in priority 4.



**Community Center
Facility Assessment
Summary by Category**

North St. Paul
222193
2/14/2023

Community Center

Accessibility	\$24,200.00
Exterior	\$1,812,000.00
Interior	\$356,800.00
Site	\$1,200.00
Mechanical System	\$4,947,300.00
Electrical System	\$222,000.00
Grand Total	\$7,363,500.00



Community Center
Facility Assessment

North St. Paul
222193
1/2/2024

Community Center	2025 Project Cost	Priority #
Accessibility	\$24,200	
Provide infill pieces at running track guardrail to limit clear opening to under 4"	\$7,400	1
Add one grab bar to bring restroom into compliance with ADA at 120 - Toilet	\$2,300	4
Remove 1 non ADA sink and replace with ADA compliant sink at 117 - Activity Room	\$3,100	1
Add grab bars to create ambulatory stall at 118 - Men's Toilet	\$4,200	1
Add grab bars to create ambulatory stall at 120 - Women's Toilet	\$4,200	1
Add stair extensions to meet current code at 107 - Mechanical	\$3,000	4
Exterior	\$1,812,000	
Scrape and paint all exterior doors	\$3,400	4
Scrape and paint all lintels	\$3,100	4
Tuckpoint aging brick	\$11,100	1
Remove original 1991 built up roof and insulation and replace with built up EPDM roof system	\$819,400	1
Repaint scuffed existing door frames (exterior) at 100 - Vestibule	\$9,000	4
Remove and replace existing damaged storefront system at 111 - Delivery	\$8,700	1
Remove and replace all aging glazing systems with storefront systems	\$594,100	1
Replace all exterior doors set in storefront systems	\$22,500	1
Remove damaged and aging EIFS and replace with metal panel siding.	\$340,700	1
Interior	\$356,800	
Repaint scuffed existing door frames (interior) at 100 - Vestibule	\$4,800	4
Remove and replace damaged walk off carpet tiles with new walk off carpet tiles at 100 - Vestibule	\$3,300	4
Repaint scuffed existing door frame at 127 - Janitor	\$500	4
Replace water damaged gyp ceiling with new gyp ceiling at 102 - Commons	\$1,400	4
Repaint damaged paint on concrete ceiling at 102 - Commons	\$900	4
Remove and replace corroded drinking fountain with new drinking fountain at 102 - Commons	\$10,800	6
Repaint scuffed existing door frames at 125 - Men's Lockers	\$2,400	4



Community Center
Facility Assessment

North St. Paul

222193

1/2/2024

Community Center	2025 Project Cost	Priority #
Remove damaged caulk and recaulk all showers at 132 - Women's Lockers	\$4,600	8
Repaint scuffed existing door frames at 132 - Women's Lockers	\$500	4
Replace damaged wall tile with new wall tile at 132 - Women's Lockers	\$2,000	4
Repaint scuffed existing door frames at 121 - Game Room	\$500	4
Repaint damaged walls at 123 - Library	\$2,100	4
Repair corner and provide a cornerguard at damaged corner at 123 - Library	\$1,500	4
Replace scratched and damaged metal casework at 123 - Library	\$2,400	4
Replace knicked PLAM base cabinets with new PLAM base cabinets at 123 - Library	\$4,900	4
Replace damaged wood door with new wood door at 123 - Library	\$2,300	4
Provide new door hardware for new wood door at 123 - Library	\$1,500	4
Repaint damaged gyp wall at 123 - Library	\$1,100	4
Replace damaged wood door with new wood door 123 - Library	\$200	4
Provide new door hardware for new wood door 123 - Library	\$200	4
Repaint scuffed and damaged walls in offices 102 - Offices	\$5,100	4
Remove and replace damaged blinds at 118 - Meeting Rooms	\$6,200	4
Remove and replace damaged carpet tiles with new carpet tiles at 118 - Meeting Rooms	\$800	4
Repaint scuffed existing door frames at 118 - Meeting Rooms	\$2,400	4
Repaint scuffed existing door frames at 114 - Janitor	\$500	4
Remove and replace damaged walk off carpet tiles with new walk off carpet tiles at 101 - Vestibule	\$800	4
Repaint scuffed existing door frames at 117 - Activity Room	\$500	4
Repaint scuffed existing door frames at 118 - Men's Toilet	\$500	4
Repaint scuffed existing door frames at 120 - Women's Toilet	\$500	4
Repaint scuffed existing door frames at 104 - Lobby	\$1,700	4
Repaint scuffed and scratched stair railings at 104 - Lobby	\$600	4
Add stair extensions to meet current code at 104 - Lobby	\$3,000	4
Repaint scuffed existing door frames at 103 - Gymnasium	\$2,400	4
Repaint scuffed and scratched stair railings at 106 - Storage	\$500	4
Repaint scuffed existing door frames at 106a - Mechanical	\$500	4
Repaint scuffed existing door frames at 107 - Mechanical	\$300	4
Remove and replace corroded drinking fountain with new drinking fountain at 200 - Exercise	\$5,400	2



Community Center
Facility Assessment

North St. Paul
222193
1/2/2024

Community Center	2025 Project Cost	Priority #
Remove and replace damaged carpet tiles with carpet tiles at 203-Office	\$900	4
Remove and replace damaged carpet tiles with carpet tiles at 204-Office	\$900	4
Remove water damaged gypsum panel at Running Track, replace with gypsum and paint	\$2,600	4
Remove existing gym floor and replace with new channel floor system	\$272,800	1
Site	\$1,200	
Remove and replace 2 damaged sidewalk tiles (40 sf)	\$1,200	3
Mechanical System	\$4,947,300	
Replace HVAC systems serving gym space. Provide two (2) rooftop units - CV, gas heat, packaged DX condenser. Size one unit for normal occupancy and the other unit for event occupancy. Replace ductwork distribution system. Provide destratification fans. Cost includes power to new units and a structural allowance.	\$958,500	3
Replace HVAC systems serving all spaces outside of the gym area. The current systems consist of RTU-3 installed in 2005 serving the library, twelve (12) R-22 heat pumps from 2008 serving all other spaces, a fluid cooler installed in 2008, AHU-1 installed in 1991, and RTU-1 installed in 2005. Provide new rooftop units - VAV, gas heat, packaged condenser. The library area shall be on its own dedicated RTU. Cost includes new duct distribution system, hydronic distribution system, ceiling replacement, lighting replacement, power to new units, and a structural allowance.	\$2,801,600	2
Provide full replacement of building automation system.	\$486,600	2
Replace domestic water heater.	\$36,900	2
Replace water softener	\$29,500	2
Replace exhaust fans.	\$73,800	2
Insulate bare hydronic piping in the mechanical room.	\$44,300	1
Provide new high-efficiency gas-fired boiler plant.	\$516,100	4



Community Center
Facility Assessment

North St. Paul
222193
1/2/2024

Community Center	2025 Project Cost	Priority #
Electrical System	\$222,000	
The lighting should be replaced with energy LED style units with Low Voltage controls. The Gymnasium lights have recently been replaced.	\$184,200	3
Replace the parking lot area lighting fixtures with more efficient LED light fixtures.	\$20,700	2
Assess the condition of the emergency power system. Provide required maintenance.	\$5,200	2
Assess the location of the area-wide networking system and whether or not this is an ideal secure location. Study move of the technology main closet (add high secure space)	\$7,400	2
The service electrical equipment is in good condition. Assess the demanded load for capacity and future expansion. Study and assess Electrical service.	\$4,500	2
Grand Total	\$7,363,500	

From:

Sent: Wednesday, December 27, 2023 1:16 PM

To: John Monge <John.Monge@northstpaul.org>; Andrew D. Nath <anath@premierbanks.com>

Subject: RE: [EXTERNAL] Fw: Community Center

Caution: This email originated outside our organization; please use caution.

I am comfortable with you sharing my comments. Would the City still be eligible for the grant if you are using leased space? I don't have a problem with the programming. I have a problem with the cost of keeping the building open and functional.

From:

Wednesday, December 27, 2023 12:56 PM

To:

Subject: RE: [EXTERNAL] Fw: Community Center

Caution: This email originated outside our organization; please use caution.

Hi John –

Thanks for thinking of us and inviting us to comment. I agree with Andrew. The facility is not economically feasible, nor is it functional in its current state. If you have a buyer, I'd say jump on it. It is probably cheaper to rent facilities to provide the anticipated programming or find a way to utilize space in City Hall for those purposes. For example, the City could rent space from one of the churches or VFW or Legion to support the City's non-profits while providing desired programming. This would make it easier to price the programming to make sure it was self-funded or at least know exactly what the programming would cost the City.

When does the lease with Ramsey County end? This detail and the termination fee are relevant in determining timing of closure/sale, etc. The termination fee could be added to the purchase price of the building to facilitate that transition.

The Center has never cash-flowed and it has not been used by City Residents, so we are actually subsidizing residents of other cities. This is not a good use of North St. Paul City revenues. You could have someone calculate an estimate of the funds expended over the years based upon the revenues and expenditures provided in the packet. Someone much better in math could create an estimate using those numbers and CPI increases during the life of the community

center. The lack of North St. Paul resident usage is an important point to focus on with the commissioners that want it to remain open at all costs. It would also be interesting to see how many community centers remain open that were built around the same time. My guess is that there would not be very many.

The answer is clear to me that the Community Center should not be re-opened. It should be sold or demolished if the City has a better use for the land.

Given what you just wrote, and the costs to maintain and fund I suggest you sell it to an organization that will pay real estate taxes and enhance downtown

From:

Sent: Tuesday, February 27, 2024 6:45 PM

To: John Monge <John.Monge@northstpaul.org>

Subject: City of North Saint Paul Community Center

Caution: This email originated outside our organization; please use caution.

Hello John,

This will be a first-time event writing an e-mail to you but felt I'd give you my opinion in. I have been very excited to see you taking the role of the Mayor of North Saint Paul, thank you for this new role in your life!

I was trying to see why all of the water connections have been marked on Mohawk Road East, west of McKnight Road and didn't see anything directly as to why but noticed something else that came to my attention in the North Saint Paul City web page.

I would have never realized that the North Saint Paul Community Center has been there for nearly 30 years. Unfortunately, I have always been disappointed as to what was built and how it was used. This said, I don't think it ever got off the ground as a viable addition to our city. The area which was to be used for walking is much too small. I would assume most people use the Maplewood Mall area for walking. I had forgotten about the city backup generator on the side of the building, and the library is much too small in comparison to other places to use for a library such as Maplewood and White Bear Lake, Ramsey County. I would be in favor of a demolition protect for the current structure.

Since nothing was given as an answer as to what this facility could be used for rather than spending more tax dollars for security and upkeep; I'd build an updated city backup generator building facility at its current location as an answer to where it could or should be located.

Thank you for your hard work and reading my comments. I've been a resident of North Saint Paul my entire life.

Sincerely,

From:

Sent: Monday, February 19, 2024 4:21 PM

To: John Monge <John.Monge@northstpaul.org>; Tim Cole <Tim.Cole@northstpaul.org>; Jason Nordby <Jason.Nordby@northstpaul.org>; Cassidy Schweer <Cassidy.Schweer@northstpaul.org>; Lisa Wong <Lisa.Wong@northstpaul.org>

Subject: North St. Paul Community Center

Caution: This email originated outside our organization; please use caution.

Good Day:

I am a North St. Paul resident and concerned about the preliminary planning for the future of the Community Center. Since the facility opened in 1992, we have a history of how the building performed versus expectations. It seemed to be a case of "If we build it, they will come" but "they" didn't.

The proposed preliminary operating cost is already over 1 million dollars per year (current 2024 dollars) with an expected lifetime of over

37.5 years and the "If we build it, they will come" planning seems to still be in place. It is true that many apartments are being added close to the existing facility, but a burdensome tax will create rent increases for folks. At the end of apartment leases, renters could leave for lower rent areas, say in Washington County.

Perhaps a minimalist plan could be found to preserve the 2700 square feet for the current library space through 2030 (Ramsey County taxpayers have just paid for a substantial remodel of the Maplewood library not far away) and to house the transformer and diesel generator for the public works building. Let us not take the risk of another Community Center "Renewed Commitment and Vision" going wrong.

One can't help but wonder if this \$4.5 million grant is worth the \$37.5 million it will cost the taxpayer. The city council should not lose sight of its responsibility to be good stewards of the tax dollar. That \$4.5 million is not free.

Regards,

From:**Sent:** Saturday, March 9, 2024 12:11 PM**To:** John Monge <John.Monge@northstpaul.org>; Jason Nordby <Jason.Nordby@northstpaul.org>; Cassidy Schweer <Cassidy.Schweer@northstpaul.org>**Subject:** Re: Explanation please....

Caution: This email originated outside our organization; please use caution.

\$36,000 paid to lobbying firms

\$15,353.27 paid to Wold (to date)

Unknown amounts paid to Craig Waldron

Unknown staff time costs

When you add it all together it is probably close to over \$100K this all is costing taxpayers all to secure funding from the state and federal government that will lock the city down for 37.5 years of operating a facility that will cost taxpayers over \$1 million annually in operating costs...

Think what else we could be doing with all this staff time, consultants and lobbying

Maybe we should have been lobbying for infrastructure project funding, like for a new water tower, or money for new roads, sewer and water line replacement

We could have taken that \$51,353.27 and put it towards or parks - or hired a new full time public works employee and paid him for one full year (or that would probably cover the cost of 5 or 6 part time public works employees for one spring/summer & fall)

Opportunity Costs of this project need to be acknowledged and discussed - moving forward with this project will take away from future (more well deserving) projects and priorities and essential services.

Please vote to end this and not accept the state and federal funding and put an end to perusing re-opening the facility that will be destined to fail again.

Thanks for your time

From:

Sent: Thursday, March 7, 2024 9:45 PM

To: John Monge <John.Monge@northstpaul.org>; Cassidy Schweer <Cassidy.Schweer@northstpaul.org>; Jason Nordby <Jason.Nordby@northstpaul.org>

Subject: Explanation please....

Caution: This email originated outside our organization; please use caution.

Mayor & Councilmembers,

Attached are 2 documents that were provided to me this evening for a data request - asking for the documents that were provided to the State of MN and the Federal Government for the state and federal funding for the former community center.

We continue to hear that there is no plan, we are waiting for Wold engineering to give a presentation, we don't have info, etc. etc. etc.

Based on these 2 documents, it would appear that a plan has been in place for well over a year (see date on document CC2 of January 1, 2023)

Questions for you all:

1. Were you aware of these documents and of this plan?
2. Why is the narrative from the council that we have no plan?
3. When are you planning on sharing this with the general public?
4. Are you all aware that the decision to close the facility back in 2011 took place because the facility, despite the best efforts from the city, had little to no interest and cost an estimated \$400K per year in operating expenses?

Think of the impact this will have on our general fund operation - police, fire and public works...how can we proceed with this and not expect those departments to suffer?

We cannot afford this - please put an end to this "legacy" project and stop wasting taxpayer money pursuing something that is destined to fail (again) and bankrupt our city.

From:

Sent: Thursday, March 7, 2024 8:35 PM

To: *NSPMayor-Council <Mayor-CityCouncil@northstpaul.org>

Subject: Community Center

Caution: This email originated outside our organization; please use caution.

FYI, during your discussion of the recent newsletter article two councilmembers mentioned the prior council voted twice not to sell/to retain the community center. I made a data request for the minutes that include those votes because I only recall one vote on the Kokoro offer. My concern is how the city handled that issue wasn't transparent or open which I believe you want to learn from going forward. I just got a reply to my data request - it was the **11/02/21** council meeting minutes at which a vote was taken. I've now emailed asking if I'm to assume councilmembers misspoke and there was only one vote, not two. See the last paragraph for a portion of the 11/02/21 meeting recap.

More to the point I want to make now, I've been able to put together a timeline indicating a vote to keep/retain the community center had to occur sometime between **8/12/2020 and April 13, 2021**. The available records just don't support what the Kokoro owner or interested residents were led to believe prior to or at the Nov. 2, 2021 meeting. The people most familiar with events are probably former mayor Furlong and former councilmember Thorsen – both were also on the EDA during the time period the community center was on the market. I can't be the only one who remembers the non-transparent less than good faith Kokoro process. Some input you receive is due to that:

EDA 3/10/2020 meeting minutes for item "**community center sales process**", former CM Duddeck said a volley group is interested in purchasing the building and they continued to lease with the intent to purchase. He asked members for discussion about the potential sale including considering an RFP process. The minutes don't document the subsequent discussion. The community center was on the market.

EDA 7/14/20 meeting minutes for item “community center – potential sale”, former CM Duddeck mentioned there are two interested parties and staff is looking for recommendations on how to move forward with the potential sale. Again, minutes don’t document any subsequent discussion. The community center was still on the market.

EDA 8/11/2020 meeting minutes for item “community center – potential sale”, former CM Duddeck mentioned the city had two interested parties. A commissioner confirmed one of the interested parties is the volley ball club (aka Kokoro). Chair Dew mentioned he’s an equity partner in a third interested party and would be abstaining from current and future community center sales discussions. **The community center was still on the market.**

EDA April 13, 2021 meeting minutes, recap of item brought up at a joint PC/EDA meeting - forming a study group for the use of the community center. Former CM Duddeck stated the council had decided to take selling the community center “off the table”. He said there isn’t a need for that as **there is currently a plan in place**. Note: As a former member of the PC, I learned it was no longer for sale because I routinely read EDA minutes to get a sense of what it was up to.

Oct 19, 2021 Council meeting, open to the public item: Mr. Luczak stated he has not received any updates or information from the City Councilmembers that were appointed to provide communication regarding Kokoro Volleyball. He added he has attended every meeting since they were appointed, and he recently found out that they met with a commercial property advisor. He added Kokoro has submitted an offer and made it clear that the library portion of the facility is negotiable. Mayor Furlong stated the City Council has not had that discussion yet. Mr. Luczak stated he was told he would hear back by the end of the week after the closed session, but he did not receive any information. Mayor Furlong stated the thought of the City Council has always been to keep the community center as a community asset. He added these issues have not been discussed yet, including Kokoro’s offer.

11/2/2021 City Council minutes. Agenda item IX **Community Center Discussion**. There was no staff memo or attachment in the agenda packet. The minutes begin by stating City Attorney Mattick reviewed negotiations to date with Kokoro and **staff was requesting city council guidance regarding the proposal by Kokoro to purchase the community center for \$1 million** and terminate the lease. The minutes show that during that discussion Mayor Furlong stated the city council discussed the issue of whether or not to sell the building in a workshop after getting an offer from Schifsky which wasn’t pursued. He said **there was consensus at that meeting that the city wasn’t going to sell the building**. The motion recorded was “not to negotiate the sale of the community center building”. That was followed by the related discussion about negotiating an extension of the Kokoro lease. Note: There’s no record of a workshop at which a consensus could’ve been reached between the Oct. 19 meeting and the 11/2/21 regular city council meeting. The former mayor didn’t mention a workshop consensus at the Oct. 19 meeting – he said the council hasn’t had that discussion yet when Kokoro was trying to find out the status of his offer.

From:

Sent: Thursday, March 7, 2024 9:45 PM

To: John Monge <John.Monge@northstpaul.org>; Cassidy Schweer <Cassidy.Schweer@northstpaul.org>; Jason Nordby <Jason.Nordby@northstpaul.org>

Subject: Explanation please....

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Mayor & Councilmembers,

Attached are 2 documents that were provided to me this evening for a data request - asking for the documents that were provided to the State of MN and the Federal Government for the state and federal funding for the former community center.

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Based on these 2 documents, it would appear that a plan has been in place for well over a year (see date on document CC2 of January 1, 2023)

Questions for you all:

1. Were you aware of these documents and of this plan?
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4. Are you all aware that the decision to close the facility back in 2011 took place because the facility, despite the best efforts from the city, had little to no interest and cost an estimated \$400K per year in operating expenses?

Think of the impact this will have on our general fun operation - police, fire and public works...how can we proceed with this and not expect those departments to suffer?

We cannot afford this - please put an end to this "legacy" project and stop wasting taxpayer money perusing something that is destined to fail (again) and bankrupt our city.

John, I'm not going to pull any punches on this topic because it's been totally mishandled, in my opinion. Some of the words used struck me for that reason. In a nutshell, if it took bold action by you to allow the public to be brought into the process, so be it. This is a controversial issue for many because they've been kept mostly in the dark from day one. It's time to set some deadlines to ensure the "still unknown details" are provided and the council can stop dragging this out due to all those unknowns. Here's why I say that:

I think this is a great idea. The Council should compile a list of questions/data needed for the decision. Deadlines/workshop schedule should be determined at that time to keep everything on schedule.

First the fact is the decision not to sell the community center (CC) was made after multiple closed meeting sessions by the prior council. The details of those closed meetings weren't shared with the public nor did the minutes include what decisions were made. Any details of potential long term operational funding needs were never shared with the public. I doubt those operational costs were even considered. So, one party "ambushed" on day one by that tactic was the public at large. I don't recall opposition over the previous decision, discussed and made entirely in public, to sell it.

I don't know if operational budgets were created or shared.

Second, another party ambushed by the previous council was Kokkoro who attended various council meetings asking what his business status was. He only learned about CC discussions because he overheard a comment made by former CM Duddeck to a third party indicating the CC might be repurposed. Duddeck thought it should be used by the food shelf, the Toy shelf, the library and possibly some space the school district might want. I'm not aware of any discussions regarding potential paying tenants. That's when the "cart was put before the horse" and that's the approach the council has been following up to now. And the city lost a thriving business that attracted thousands of visitors every year.

I know there were previous offers to purchase the building.

Comments suggesting the newsletter information was misleading, it was "rushed" to the public or "public conversations" were continually held are disingenuous. The public still doesn't even know who is representing them on the supposed task force assigned to work on the project. Or which "stakeholders" have and haven't been consulted. All the public knows is somebody is still figuring out the details that weren't considered prior to the council deciding to keep the building.

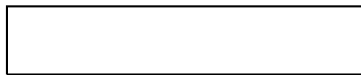
You know how I feel about those comments!

I do understand why Cole and Wong could now feel they were "ambushed" by your decision to share information with the public before the council had an opportunity to schedule a workshop. But the truth is nothing has prevented any councilmember from requesting financials and status be shared in every workshop to keep the public informed. The first meeting at which the public was invited to give its opinion was held AFTER the vote to keep the CC. The public now getting financial estimates at the same time as the council is a form of transparency, not an ambush.

I'd have to check our meeting schedule to confirm this.

Finally, while it's true we've invested a lot of money on this to date, I'm not a supporter of investing more public dollars in a venture if it's unlikely to be sustainable for the long term. Every minute spent on this by staff, consultants and the council adds to the cost so either treat this like a priority and get what's needed in

the next month or so or act on what is known so far. The city has plenty of other high priority items that need to be addressed and paid for.



From:**Sent:** Wednesday, February 21, 2024 9:51 AM**To:** John Monge <John.Monge@northstpaul.org>; Jason Nordby <Jason.Nordby@northstpaul.org>; Cassidy Schweer <Cassidy.Schweer@northstpaul.org>**Subject:** Feelings & Emotions vs Truth & Facts! North St. Paul taxpayers have been ambushed!

Caution: This email originated outside our organization; please use caution.

Mayor and Council members,

For whatever it is worth to you, here is some feedback from last night's meeting...

It is very ironic that last night, Tim Cole and Lisa Wong expressed their "disappointment" "anger" and feelings of being "ambushed" about the news letter and public getting information about the former community center!

It really is astonishing that they would say these things, Cole even calling the Finance Directors information "misinformation" and "misleading" Based off of what? What was inaccurate? What was misleading? He did not share or go into any detail, just hurled insults at the hard work city staff did to put that information together...which I would argue are most likely very conservative estimates and that it will most likely cost MORE than what has been shared.

Cole & Wong would know a thing or two about misinformation, as that is all they deal with, misleading and false information - that is all they use to make decisions.

They are not interested in FACTS or other people's opinions, they base their options on feelings and emotions, which are not a good characteristic of any elected leaders.

It is ok to disagree, and what they should have said is that they had questions over the information that was released and that they look to have continued discussions about the topic.

They did not even acknowledge that could be a major factor in the decision making process, as they both have already made up their minds based on prior council votes....prior council votes do not matter, prior council votes DID NOT HAVE THIS FINANCIAL INFO! Which proves my point, Cole & Wong makes decisions without full knowledge and understanding of the topic at hand.

For Cole to make a point that "this request did not come from the council; it came from the Mayor" as if to single out Mayor Monge for being the only one who is OK with the public getting information regarding this issue? Very alarming and sad to see that there are sitting members of the council with such disdain and resentment for the general public! We have the right to know! So a big THANK YOU! for sharing that info.

What Cole (and Wong) is really upset about, is that the public is just now beginning to learn the truth about this entire thing, and it won't go over well when people finally understand the true costs to the city this disaster of a project will have, costs that will last 37 ½ years to boot! Because up to this point, all meetings and discussion have taken place behind closed doors, not open to the public, just the way Cole likes and wants it. NOT GOOD! The Public deserves to know how the city will be spending tax dollars, so for him to take this attitude is embarrassing and shameful and an AMBUSH of public trust!

They have now publicly displayed that they are dishonest people who cannot be trusted, they demonstrated that last night by saying the things they did, all because city staff released accurate and truthful financial information about what could happen if we go down this path of re-opening the center.

I would imagine that they would be against putting this topic up for a vote (referendum) as well, knowing that the overwhelming majority would vote NO to this, and so should you! You all can put a stop to this NOW by voting to turn down the grant money (that never should have been requested in the first place!)

There should be equal outrage from the police department, the fire department and public works, as this will jeopardize not only the overall city finances, but their ability to have any future budget increases as this will take up so much more of the general fund to operate, it will no doubt result in financial ruin for our city and cause drastic cuts to essential city services down the road.

Please DO NOT support this financial disaster, VOTE NO!

Thank you for your time,

From:
Sent:
To: *NSPMayor-Council
Subject: Community Center Revitalization grant feedback

[Some people who received this message don't often get email from lisa@paschenfamily.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Caution: This email originated outside our organization; please use caution.

Dear Mayor Monge and City Council Members,

First, we want to thank you for your time and investment in the city of NSP and its residents through your service on the City Council.

We appreciate the information on the Community Center Revitalization and the invitation to share our thoughts on this project with you.

After reviewing the details provided by the city as well as Rep. McCollum's Project Funding request for the Community Center Revitalization project, we just wanted to share some thoughts for your consideration.

When we moved to North Saint Paul over 25 years ago, we were excited to discover it had a Community Center and within walking distance at the time. In the end, we never used the facility because other communities, ISD 622, and private entities seemed to have opportunities, programming, services, and facilities that better suited our family's needs and interests.

Over the years, we observed the Community Center dwindle, close, and then be leased, and the condition of the building deteriorate.

A first concern is a revitalization attempt on a community center that has already proven to be unsuccessful and not maintainable.

Secondly, it sounds like succeed or fail, the Community Center would be obligated to remain open and maintain a functionality as a multi-cultural, senior, and veteran's center. Rep. McCollum mentioned the changing demographics of NSP as one need for the revitalization project. The demographics have changed dramatically in the time we have lived in NSP. Who knows what the needs will be in the future? This grant would lock the city into a financial obligation to keep it open and the Community Center to be focused on meeting the needs of today with an inability to modify them for the needs of the future.

Lastly, the city would be required to maintain the building for 37.5 years starting at almost a million dollars per year (in today's costs).

That means residents would easily be paying 40 million dollars for a 4.5 million dollar grant.

Investing in a Community Center that has already proven to be unsuccessful, would be unable to modify its functionality to meet the changing needs of the community, and costing residents easily 10x the amount of the grant in maintenance costs does not seem like a good direction to go. So, we don't see any long term benefit in accepting the grant.

From:
Sent: Monday, February 19, 2024 7:05 PM
To: John Monge; Tim Cole; Jason Nordby; Cassidy Schweer; Lisa Wong; *NSPMayor-Council
Cc:
Subject: Community Center Concerns

Caution: This email originated outside our organization; please use caution.

Greetings North St. Paul City Council and Mayor,

We are writing you today regarding the North St. Paul Community Center. We understand that we have been awarded a \$4.5M grant for the center, but then our taxes would need to increase to support keeping the center open.

Here are our questions and thoughts:

- 1) What is the center used for right now? What would you plan to use it for in the future?
- 2) With all the building of the senior living facilities – they all have their own community rooms. This community center is not needed.
- 3) We are not interested in accepting this grant to fix up the center and then turn around and raise our taxes to keep a center open that we don't need.
- 4) Would the property be better utilized by a commercial entity that would pay taxes to the city?
- 5) Our taxes have gone up 25% this year with no understand what the money is going towards.
 - a. There here has been a noticeable decrease in police presence in the area, especially in the summer by silver lake park. 19th Street is basically a racetrack in the morning. Last summer I had to phone police a few times regarding passed out drug users in the park. We noticed also there were a number of people living in their vehicles parked at Silver Lake over this past summer.
 - b. Our streets are falling apart and haven't improved.

Again we urge you to pass on accepting this grant to re-open the community to just turn around and raise our taxes.

From:

Sent: Thursday, February 15, 2024 11:23 AM **To:**

John Monge <John.Monge@northstpaul.org>

Subject: Community Center

Caution: This email originated outside our organization; please use caution.

February 15, 2024

Mayor Monge,

First, I want to express again my gratitude to you for serving the residents of North St. Paul. I appreciate all the time you take to make North St. Paul a great community.

Since touring the Community Center on January 2, 2024, I've been thinking about the cost to the City (and thereby the cost to the residents) to re-open the building. My understanding was that the City would be "required" to have specific uses for the building to meet State guidelines: senior, veterans and multi-cultural.

The School District already operates senior services at Gladstone; I doubt that they would be willing to move to NSP (a location with inferior parking). Many senior residences have their own in-house services.

North St. Paul already has 2 veterans' organizations with permanent buildings in the City. Why would NSP seek to duplicate veterans' efforts?

As for multi-cultural programming, there are always arts and cultural programs looking for space. But would they be continually seeking grant funding to be able to afford their lease?

Will NSP need to subsidize leases just to keep the "required" use-percentages at the minimum levels? What happens if NSP cannot find organizations to lease the space that also fall within the State-set parameters?

At the walk-through meeting, I understood that NSP would be beholden to the State and Federal money sources for 20 years. In yesterday's City newsletter [February 14, 2024]: "The grant agreement requires that the building would have to operate... for 37.5 years."

WHAT!? Now, the terms have nearly doubled!

How much will it cost the average resident to operate the Community Center? Asking the taxpayers to fund Community Programming for 37.5 years is a BIG issue.

Please make this a referendum issue, not a Council decision.

I look forward to your response.

From:

Sent: Thursday, February 15, 2024 7:36 AM

To: *NSP Mayor-Council <Mayor-CityCouncil@northstpaul.org>

Subject: Community Center

Caution: This email originated outside our organization; please use caution.

Mr. Mayor, I am a lifelong resident of N. St. Paul. I have refused to enter the center based on the fact that it was built in the wrong place using captured TIF money from the Franklin Park Apartment project. Community centers are a waste of taxpayer money. They provide a service that is better done by private enterprise serving customers that want more than a running track and workout space. It is not worth a million dollars a year to keep open. The basic infrastructure in our town needs work why would the city consider keeping this open? You would need 100 paying customers per day to open the doors at minimum of \$10/ person . The math doesn't work . That would be revenue of \$336,000.00 per year. You are still operating at a loss based on the newsletter figures. This should be a city-wide vote to save or demo the building. We all know that beginning estimates don't address inflation , rising labor costs or other annual increased expenses. We are not now, nor will we be in the future a city that can expand our tax base enough to pay for this for 5 years let alone 37.5 years.

Thank you,

From:
Sent: Thursday, February 15, 2024 7:54 AM
To: John Monge <John.Monge@northstpaul.org>
Subject: Community Center

Caution: This email originated outside our organization; please use caution.

Mr. Monge,
Please sell or demolish the Community Center.
The center has proven to be a financial burden to the city.
Having to maintain and employee it for 37.5 years is far great a commitment.
The intended "multi-cultural, senior, and veterans" audience would become bored with the facility after 37.5 months.
Regards,

From:
Sent: Friday, December 22, 2023 2:54 PM
To: John Monge <John.Monge@northstpaul.org>
Subject: Re: Community Center

Caution: This email originated outside our organization; please use caution.

Hello John,

I actually did get a chance to read that workshop material, I did not have a chance to listen to the discussion (if there was any) amongst the council members, but here is my input/opinion on this matter:

1. it appears that some or a lot of the info was cut and pasted from the 2012 economic assessment that was done by the city - at least all the graphs and charts were (see attached) - keep in mind when I tried to share this info with then new council members Wong and Cole - I was told by then city manager that this was not reliable info - because it was so old and done by an "intern" - so I guess the fact that this info is being used now is an admission by current city staff that it is reliable info? The "intern" cited all his source as well and now we all can acknowledge that there is at least \$4 million dollars in deferred maintenance costs for that facility - also something that the previous city manager lied about to the council - saying that the facility was in great shape and had no deferred maintenance (even had his appraisal state so, which I have previously shared with you)
2. It does not appear that anyone cares to learn from our mistakes in the past, so we are doomed to repeat them. Accepting this money will result in an overall increase in taxpayer burden by way of maintenance costs, operating overhead, more employees and benefits, etc. Something we cannot afford and we have greater priorities than something like this "pet project" It would be good to turn down this money so it can go to a more deserving project elsewhere in the state - the fact that we had councilmembers go up to the capital and beg for this is pathetic, they should have been begging for money to fix our rapidly deteriorating infrastructure (roads, sewer, water lines) or to pay for a new water tower - something we actually NEED! Not this! They should be ashamed of themselves for doing so.
3. There simply is no demand for this, just because a few groups reach out like a theater group or a non profit or some child day care for irresponsible parents - they all want to use this facility for free, and no amount of membership will ever be able to maintain the ongoing costs. The membership data from 2012 will be no different today, probably worse, as there will still be a very small group of people who would love to have this facility as their "private use" place - where there are already dozens of other facilities that could accommodate them (schools and churches for theater or non-profit groups that want/need an auditorium or gymnasium for example - they already exist is several school and churches here in town, why do we need another one?)
4. There still is NO PLAN for this facility if you do take the money to fix it up - THEN WHAT? no one can answer that and until you can you cannot accept anything - there needs to be a business plan, if you went to a bank, asked them for a \$4 million loan to build a building they are going to say what are you going to do with it and how will you pay back the loan (business plan) This is no different...oh wait it is, because this is government - with no accountability or logic/reason to what we do!
5. This entire process has NOT BEEN TRANSPARENT - these secret meeting s that this "core group" have been having have not been open to the public and what they discuss there has importance to what you and the rest of the council will receive as a recommendation - I've said this to you before and will say it again - you need to end that "core group" and turn it into a commission so they meet in public so everyone can know what is being said by who and why and give the public a chance to respond and provide feedback and insight.

Bottom line is that the city cannot afford a community center, we tried and failed, and all it did was cost us millions of dollars, money that could have gone to much better causes/uses - now we seem poised to double down and continue down a careless and reckless path of more irresponsible, poorly thought out spending on

this needless project. It's a solution in search of a problem - or a solution in search of a need/want but there is no need or want.

We had an offer for \$1 million on this facility, that should have been taken - so my advise would be to put it up for sale again, or demolish it once the library lease is up (in the year 2025)

The library lease has been used as blocking agent - we argue amongst ourselves over when the lease is up... is it 2025, is it 2035 is it 2033? no one can say for sure.

How about we have an honest and open discussion with the library - ask them up front if they intend to force the city to repay the full \$750K if the lease were to end a few years early? Seems they want to find a new place anyway, why would they care? Or offer up a pro-rated amount? Everything is negotiable John, we have just have had horrible management in the past and people not acting in the cities best interests, hopefully you can change that.

I've also said this several times, I know others (Tim Cole, Terry Furlong, Lisa Wong) don't want to acknowledge it because it blows there argument out of the water, but if we were to sell the facility, we can negotiate that the buyer MUST HONOR the library lease - end of discussion - no longer a concern!

Also, if the lease is going to be taken so technically as it has been, has Ramsey County been paying the annual \$1 lease payment to the city? Find that out, if they have not been then they are in violation of the lease agreement and the contract is null and void. And don't let anyone tell you "well that is just a formality" NO IT IS NOT! If the lease states they must pay \$1 a year then they must pay \$1 per year. Any decent attorney can make that argument in court if the Library/County wants to play hard ball and make things difficult.

Any decision needs to have public input, this may be a topic that deserves to be voted on via referendum "shall the city accept state and federal money to repair the former community center building and re-open it for public purposes, a vote yes will result in an increase to property taxes"

This will be a complete disaster if it moves forward, kiss any future road reconstruction projects goodbye, or they will need to be scaled down so much that only a few blocks can be done at a time - meanwhile conditions will continue to rabidly decline...it puts our entire general fund operations in jeopardy of major cuts if things don't go according to plan or there are economic hardships in the future, something that needs to be taken into account very seriously.

Get priorities straitened out - make a list, a community center would be near the bottom and there would be 20 - 30 things of much more importance- fully know and understand all the costs associated with this and it is clear this cannot work.

I know nothing about the lobbyists associated with this, no one does, because that too was done in secret - zero transparency and not something to be very proud about the amount of money we have paid them and what we get in return - which is absolutely nothing - more wasted money.

Thanks for reaching out for my input, I am looking forward to a pubic open house and an opportunity to share publicly what I have stated to you in this email.

Merry Christmas,

From:
Sent: Thursday, January 4, 2024 7:40 PM
To: *NSPMayor-Council
Subject: Community Center

Caution: This email originated outside our organization; please use caution.

Mayor and Members of the Council

I read in the city news today about the community center. I was on the committee to design the center, you can find my name on the wall of the building along with one other North St. Paul resident Cliff. I don't want to try and spell his last name because I would really mess it up.

In reading the article I think everything listed about the center is correct. We had big visions when we designed the center, we had looked at several around the twin cities and felt it would be a good addition to the community. I will be blunt a project like this you need a ambitious leader. The fellow who ran parks and rec at the time appeared to be there to collect a pay check. I was involved with one of those focus groups in 09 and was shocked with the number of memberships, to me it was really unbelievable.

My belief is that a community center is like a park and should not be expected to make money, but you can't bleed it either.

So is it worth saving, sure, but you need someone who will aggressively run it. Lastly do not get rid of the library please.

**If any of you care to chat about the center with me please call me at
Thank you for what you do.**

From:
Sent: Thursday, February 22, 2024 12:01 PM
To: *NSPMayor-Council
Subject: Federa/State Grant for a refurbished Community Center.

Caution: This email originated outside our organization; please use caution.

My neighbors Matt and Ruthie O. were at your meeting this past February 20th 224, to voice their concerns about taking State and Federal Grant money from the State of MN to fund the proposed cost of repairs needed for the downtown NSP Community Center. I could not agree more with their statements as to why, at this time especially, they do not see that as a good use of our tax dollars.

I could not have said it better and agree with their arguments they presented against moving forward with it. I do hope you will reconsider funding this project.

Sincerely,

From:
Sent: Tuesday, February 20, 2024 2:27 PM
To: *NSPMayor-Council
Subject: Community Center Revitalization grant feedback

[Some people who received this message don't often get email from lisa@paschenfamily.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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Dear Mayor Monge and City Council Members,

First, we want to thank you for your time and investment in the city of NSP and its residents through your service on the City Council.

We appreciate the information on the Community Center Revitalization and the invitation to share our thoughts on this project with you.

After reviewing the details provided by the city as well as Rep. McCollum's Project Funding request for the Community Center Revitalization project, we just wanted to share some thoughts for your consideration.

When we moved to North Saint Paul over 25 years ago, we were excited to discover it had a Community Center and within walking distance at the time. In the end, we never used the facility because other communities, ISD 622, and private entities seemed to have opportunities, programming, services, and facilities that better suited our family's needs and interests.

Over the years, we observed the Community Center dwindle, close, and then be leased, and the condition of the building deteriorate.

A first concern is a revitalization attempt on a community center that has already proven to be unsuccessful and not maintainable.

Secondly, it sounds like succeed or fail, the Community Center would be obligated to remain open and maintain a functionality as a multi-cultural, senior, and veteran's center. Rep. McCollum mentioned the changing demographics of NSP as one need for the revitalization project. The demographics have changed dramatically in the time we have lived in NSP. Who knows what the needs will be in the future? This grant would lock the city into a financial obligation to keep it open and the Community Center to be focused on meeting the needs of today with an inability to modify them for the needs of the future.

Lastly, the city would be required to maintain the building for 37.5 years starting at almost a million dollars per year (in today's costs).

That means residents would easily be paying 40 million dollars for a 4.5 million dollar grant.

Investing in a Community Center that has already proven to be unsuccessful, would be unable to modify its functionality to meet the changing needs of the community, and costing residents easily 10x the amount of the grant in maintenance costs does not seem like a good direction to go. So, we don't see any long term benefit in accepting the grant.

From:
Sent: Saturday, March 2, 2024 11:35 AM
To: *NSPMayor-Council
Subject: NSP Community Center

Caution: This email originated outside our organization; please use caution.

Dear Mayor and Council,

My name is XXXX and I am writing the council about the NSP Community Center(CC); in particular, regarding a \$4.5 million dollar grant the city was awarded last legislative session to update the. CC. After reading what information I could find about this issue, I would like to voice my opinion in opposition to the city "accepting" these tax dollars for the following reasons:

1. Taxpayers simply cannot continue to fund this white elephant for a city three square miles in size. Keeping the CC is simply not sustainable.
2. There is simply not a demand by any entity that may want to lease space or use the CC. Even before and after a hockey and a volleyball school leased the CC, there has been no demand for this facility that has been an economic positive for the community as a whole. It has historically not supported itself
3. The roughly \$800K - \$1M+ estimate to annually operate the CC for the next 30+ years would place a significant burden on the taxpayer; in particular, the residential taxpayer many of whom are retired and on a fixed income.
4. I have not seen any strong and viable arguments why the city should retain ownership of this city facility. Being an "asset" to the city is NOT a specific enough reason to maintain ownership.

For these reasons, I am strongly opposed to the city accepting the grant money to upgrade the CC. I would ask the city council NOT to accept the grant, but to sell the property to a private group that will pay property taxes on this site. I feel like the city missed a golden opportunity to sell the property to the volleyball school when they offered to purchase the property in the recent past.

I would ask each councilmember to respond to me what their position is on this matter, and to explain to me and the community why they are either opposed to or in favor of keeping or selling the CC. Personally, I would prefer the taxpayer be given the option to vote on a thumbs up or down referendum on this year's ballot come November. I feel there is a higher need for city infrastructure projects, for example, roads, water and sewer maintenance would be a much higher priority option to spend the city taxpayers money on. Thank you for your time and I'm looking forward to hearing each and everyone of your position on this matter.

Best Regards,

[Sent from Yahoo Mail on Android](#)

Request for Proposal
City of North St. Paul
Multi-purpose Community Center Feasibility Study

Issued: July 19, 2024

Proposal Submittal Deadline: August 16, 2024

Interviews/Presentations if needed: Week of August 26th, 2024

Selection Process Completed by City of North St. Paul: September 17, 2024

Owner Statement.....	2
Submitting Proposals.....	3
Proposal Timeline.....	3
Project Overview	4
Overall Scope of Services	5
Proposal Format	6
Contract Terms and Conditions.....	9
Attachments.....	10

Owner Statement

The City of North St. Paul, incorporated in 1887, is located in northeastern Ramsey County and is a northern suburb of the Minneapolis-St. Paul metropolitan area. This area is considered the major population and economic growth area in the state and among the highly ranked economic growth areas in the country. The City encompasses an area of 3.5 square miles and serves an estimated population of 12,465.

The North St. Paul Community Center has been an important amenity of the City since 1992. The Mission of the Community Center is *“We shall provide a destination in the heart of the community for the improvement and promotion of health, education, and cultural well-being that enhances the community’s quality of life.”*

The Mission of the community center represents the best intentions of the City and its residents. Over the years, the City has invested in the Community Center facility including the 2004 addition which created the Ramsey County Library. The City has also conducted focus groups and studied changes in an attempt to attract new members at the Community Center and to enrich the experience of existing members. Satisfaction surveys have also been employed to engage the input of Community Center members on the Community Center service array.

All of these efforts including offering a variety of membership and one-time use options have done little to change the general situation of Community Center use. Services at the Community Center are considered “non-essential” and are not required services the City must provide.

The City is the recipient of \$4.5 million in state funding for facility improvements for its Community Center building at 2300 North St. Paul Drive. The Community Center is intended to provide activities and programming, for North St. Paul’s diverse community, with a special focus on youth, seniors, and veterans. The Community Center will also provide extra recreational and gathering space. The project site is at the intersection of North St. Paul Drive and Seppala Boulevard, within walking distance to downtown, many high-density residential areas, the North St. Paul High School, and the Gateway State Trail. The site contains 1.5-acre with 55 parking spaces as well as an additional 16 off-street parking stalls.

The Community Center is approximately 33,179 square feet currently containing a large gymnasium, running track, workout gym, men’s and women’s locker rooms, offices, meeting rooms, and a small kitchen. The Ramsey County Public Library occupies an additional 2,700 square feet and has a standing lease with the City.

Request for Proposal

City of North St. Paul

Multi-purpose Community Center Feasibility Study

The City of North St. Paul, Minnesota, solicits proposals to obtain the services of a firm to perform professional consulting services to prepare a Multi-purpose Community Center Feasibility Study. The study should provide direction to City staff and officials on critical elements for a remodel or new multi-purpose community center that would meet the needs of the City of North St. Paul.

Submitting Proposals

Proposals are due to the City Manager at the North St. Paul City Hall Building 2400 Margaret Street no later than 2:00 pm August 16, 2024.

All Correspondence regarding this Request for Proposal (RFP) must be directed to:

Brian Frandle City Manager

North St. Paul City Hall Building 2400 Margaret Street,
North St. Paul, MN 55109
brian.frandle@northstpaul.org

All questions must be received before 2:00 pm August 13, 2024. Questions received after that time will not receive a response.

Please submit one (1) electronic and (1) PDF copy of your firm's proposal.

A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

Proposal Timeline

- Submission of proposals **August 16, 2024, 2:00 pm CST**
- Consultant approved by City Council **September 6, 2024**
- Final report and project completion **December 17, 2024**

Project Overview

The intent of this request is to obtain the services of a firm, hereinafter referred to as the "Consultant" to perform professional services for the City of North St. Paul, Minnesota, hereinafter referred to as the "City." The City is looking for the services of a multi-disciplinary

team with recreation facility design and construction plan experience is required to assist staff prepare for the elements outlined in this proposal.

The City is seeking a qualified Consultant to provide conceptual design, site assessment, cost estimation, and community engagement facilitation services for the development of a multi-purpose community center for the City that could be:

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

The feasibility study shall explain the type, size, programs, costs, and strategic relationships required to potentially construct a multi-generational, multi-purpose community center.

The Consultant shall have a proven track record of developing successful feasibility studies, market assessments, and program development documents in order to influence the design and construction of a multi-purpose community center.

This project will be known as the: Multi-purpose Community Center Feasibility Study

The City requires the skills and competencies of a professional planning and design team to include the following expertise:

- Community Center: The team must include an individual(s) and/or firm with expertise in the planning, program development, design, needs assessments, and feasibility studies associated with community centers.
- Project Business and Financial Analysis: The team must include individual(s) and/or firm with expertise in construction cost estimating, forecasting of operating and maintenance expenses, marketing analysis, and an understanding of government general fund and enterprise government funding.

- Partnership Development: The team must have expertise in the development of partnership relationships that can be associated with community centers and types of partnership agreements.

Overall Scope of Services

The final scope of services will be developed in collaboration with the selected consultant. Components of the services, at a minimum, will include:

1. Project Overview & Existing Information
 - a. Project review, identify constraints, and parameters.
 - b. Meet with the team and develop an outline of critical issues, concerns, and objectives for the project.
 - c. Review existing facility assessments and master plans.
 - d. Review existing data from user groups.
 - e. Review of existing facilities/programs/services.
2. Demographics and Market Analysis
 - a. Service area identification.
 - b. Complete a competitive market analysis, including rates, attendance numbers, and services offered.
3. Community Engagement
 - a. Develop and conduct a community-wide online survey of potential users. Evaluate and interpret survey results.
 - b. Conduct stakeholder interviews (4). Current facility users, potential users, potential partners, etc.
 - c. Conduct focus group sessions (4). Identify key interest groups.
 - d. Compile and interpret all information received.
4. Programming
 - a. Develop project component recommendation/prioritization/space needs.
 - b. Develop an outline of potential programs, amenities, facilities, and other considerations that are desired.
 - c. Develop an assessment of local and regional banquet rental facility space and provide opinions as to whether or not banquet facility space should be considered as part of the project.
 - d. Develop operating structure and parameters.
5. Site Analysis and Concept solutions
 - a. Identify all possible sites, analyze each, and recommend a site preference.
 - b. Must consider modifications to existing facilities or potential new facilities.

- c. Develop site plan, spatial relation of components, phasing plan, and conceptual plans.
- 6. Operations Analysis
 - a. Analyze the feasibility of the proposed concept(s) through the lens of long-term facilities operations and programming. Prepare an operating pro forma estimating the likely operating costs and revenues of facilities.
 - b. Identify significant differences in cost between alternative concepts. Prepare an analysis of the relative strengths and weaknesses of each alternative.
 - c. Develop reports addressing each: Attendance estimates, fee/rate structure, sources of income, operating cost projections, staffing levels/requirements, revenue generation projections, and cost recovery level.
- 7. Project Capital Cost Estimate
 - a. Site limitations/opportunities
 - b. Site prep/infrastructure costs
 - c. Building construction costs
 - d. Equipment costs
 - e. Soft Costs, FFE costs
 - f. Total Project cost estimate
- 8. Funding Analysis
 - a. Identify possible funding sources.
 - b. Tax increase, local option sales tax, fundraising, donations, grants, sponsorships.
 - c. Identify partnerships and their ability to obtain funds based on the type of institution. Public-private partnerships must be looked at.
 - d. Identify the potential economic impact of the project on the community.
 - e. Determine possible funding scenarios for capital costs and operational costs.
- 9. Final Report
 - a. Written final report.
 - b. Conceptual drawings.
 - c. Presentation of the report to staff (1) and City Council (1). Each may be done virtually.

The proposal shall contain the type of information summarized below. Additional information is allowable, providing it is directly relevant to the proposed project.

Proposal Format

The submittal should follow the Table of Contents listed below:

- 1. General Firm Introduction (include your firm's expertise on the subject of this project)
- 2. Project Understanding

3. Project Approach
4. Proposed Project Team and Experience
5. Schedule
6. Statement of why your firm should be selected
7. Any Additional Information as Needed
8. Consultant Cost
9. Insurance Certificate

A brief description of each section is as follows:

1. General Information

Give general information and a brief history of the consulting firm. State whether the Consultant is registered and licensed to perform work in the State of Minnesota. Include similar information on key sub-consultants, if any, proposed for the project.

2. Project Understanding

Include a summary of the Consultant's understanding of this project.

3. Project Approach

Provide specific approaches, methods, and assumptions that will be utilized to accomplish each work item.

4. Proposed Project Team and Experience

- a. Identify the key project team members and describe their specific roles on the project. Include key team members from sub-consultant firms, if any.
- b. Describe relevant experience and provide information on at least three (3) reference projects completed in the six (6) years. Provide references and contact information.
- c. Include one-page resumes only for key members of the project team, including field personnel.

5. Schedule

The project will begin as soon as a consultant is selected. The consultant is to propose a schedule that shows how this project will be delivered. The schedule should include a list of key tasks within each phase, key milestones, approximate dates, and deliverables.

6. Statement Explaining Why Your Firm Should be Selected to Perform Services for This Project

Several firms have been asked to respond to this Request for Proposal. Explain why your firm is the best qualified for this project.

7. Additional Information

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

8. Total Consultant Cost

The Consultant cost should be separated as follows:

- a. Not to exceed the total cost.
- b. Hourly rates for all Consultant employees expected to work on this project. These rates shall be the agreed-upon costs for any additional services requested by the City, above what has been detailed in the RFP.
- c. Reimbursable costs including detail of service or item and applicable charge per unit.
- d. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least ninety (90) days from the date of the submittal.

****Proposals that do not include a 'Not to Exceed' cost will be disregarded without further consideration. It is the responsibility of the proposing firm to accurately predict the amount of time they require for services.**

9. Insurance Certificate

Indicate the ability to provide all necessary insurance certificates.

Consultant Selection

Proposals will be reviewed and evaluated by City staff and based on the following criteria:

- Consulting firm and key project staff experience. – 20%
Proven track record in completing similar projects on time and within budget (Successful experience of both the firm and the team members will be considered). – 20%
- Proposed approach to completing the project. – 15%
- Consultant's familiarity with recreation facility programming and architecture. – 15%
- Proposed project schedule. – 15%
- Proposed Consultant cost. – 15%

Following the review of the proposals by the City, only selected Consultants based on the total score of the proposal may be asked to make oral presentations of their proposals to City representatives. Upon conclusion of the presentations, if requested, staff will select a Consultant to negotiate a contract as follows:

1. If for any reason, a firm is not able to commence the services in that firm's proposal within thirty (30) days of the award, the City reserves the right to contract with another qualified firm.
2. The City shall not be liable for any expenses incurred by the Consultant prior to the signing of a contract including, but not limited to, the proposal preparation, attendance at interviews, and/or final contract negotiations.
3. The Proposal must be signed by an official authorized to bind the Consultant to its provisions that will be included as part of an eventual contract. The Proposal must

include a statement as to the period during which the proposal remains valid. This period must be at least 90 days from the date of the submittal.

4. The City reserves the right to reject any and all proposals or to request additional information from any or all the proposing firms.

Contract Terms and Conditions

Upon selection of a Consultant, an Agreement or Contract for Services shall be entered into by the City and the Consultant. It is expected that the contract will provide compensation for actual work completed on a not-to-exceed basis, with the following conditions.

Deletions of specific components, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on actual tasks completed on the project plus necessary subcontractor work (as applicable) and out-of-pocket expenses. Billing that exceeds the not-to-exceed amount will not be compensated unless a contract extension has been approved in advance by the City Council.

The City shall retain ownership of all documents, plans, maps, reports, and any and all data prepared under this proposal. In addition to being provided hard copies and digital documents throughout the project, the Consultant shall supply the City with a complete digital project file upon completion.

If, for any reason, the Consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City reserves the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed to that point at the discretion of the City Services Director.

The Consultant shall not assign or transfer any interest in the contract without prior written consent of the City.

The Consultant shall maintain comprehensive general liability insurance in accordance with Section 466.04 of the Minnesota Statutes.

The Consultant shall defend, indemnify, and hold harmless the City of North St. Paul, its officials, employees, and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the Consultant's (including its officials, agents, sub consultants or employees) performance of the duties required under the contract, provided that any such claim, damages, loss, or expense is attributable to bodily injury, sickness, diseases or death or injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Consultant.

The Consultant contract shall be governed by the laws of the State of Minnesota.

8Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, outstanding work items with completion costs, and timelines. Invoices submitted to the City shall include a detailed breakdown of all chargeable items for that period.

Attachments

- Project location and context maps
- Existing floor plan

PROJECT LOCATION:



COMMUNITY CENTER FLOOR PLAN: (Digital copy available upon request)

