



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

July 24, 2024
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **July 24, 2024** at 6:30 p.m. in the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

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

I. Call to Order

II. Roll Call

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

STAFF

Sara Lang

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of Minutes from June 26, 2024 PRC Meeting

V. Meeting Open to Public

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

VI. Commission Business, Action Items & Recommendations

- A. Budget Discussion
- B. Park and Open Space Master Plan Approval

VII. Reports from Staff

- A. Public Works Updates

B. HGA Park Planning Updates

VIII. Reports from Commissioners & Park Liaisons

IX. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is August 28, 2024.



To	Date
Parks & Recreation Commissioners	July 24, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from June 26, 2024 PRC Meeting	
Background/Facts	
Recommended Action	
Attachments	

1. PRC Minutes 6.26.24

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



**Park and Recreation Commission
Regular Meeting Minutes
June 26, 2024
6:30 PM**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

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

II. ROLL CALL

COMMISSION

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

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison, excused
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the June 26, 2024 meeting agenda.
M/Andren, S/Springborn
Motion carried 5-0.

IV. APPROVAL OF MINUTES

A. Approval of Minutes from May, 22, 2024 PRC Meeting

Chair Grachek called for a motion to approve the May 22, 2024 meeting minutes.
M/Andren, S/Koller
Motion carried 5-0.

B. Approval of Minutes from June 17, 2024 PRC Special Meeting

Chair Grachek called for a motion to approve the June 17, 2024 special meeting minutes.
M/Springborn, S/Andren
Motion carried 5-0.

V. MEETING OPEN TO PUBLIC

VI. COMMISSION BUSINESS, ACTION ITEMS 7 RECOMMENDATIONS

A. Bench at Southwood

Staff Liaison Lang mentioned that she spoke with the Finance Director about the purchase of a bench and memorial plaque for Southwood for Cathy Troendle. The bench is available for installation now and the PRC would be responsible for the purchase of the plaque. The cost of the plaque is \$310. It was asked of the Commission to discuss the purchase and vote on the matter. It was also noted that the Commission will need to come up with verbiage for the plaque.

Commissioner Andren asked for the Southwood Task Force approval which Staff Liaison Lang will work on getting as well as work with the Task Force for wording on the plaque. Vice-Chair Greenlee-Karp asked for clarification on plaque requirements and noted that the City would like to stay consistent with the new benches and plaques for memorials.

Chair Grachek asked for a motion to approve a purchase of a memorial plaque for Cathy Troendle.
M/Andren, S/Greenlee-Karp
Motion carried 5-0.

B. Park Assignments

Staff Liaison Lang brought up a discussion on park assignments for each Commissioner and presented the idea of each Commissioner going to their parks on an at least monthly basis, to report back anything if necessary. The Commission discussed the assignments and opted for the following:

Chair Grachek: Southwood and McKnight
Vice-Chair Greenlee-Karp: Hause and Polar
Commissioner Andren: Southwood and McKnight
Commissioner Springborn: Northwood and Tower
Commissioner Zahradka: Colby Hills and Urban Ecology Center
Commissioner Hansen: Casey Lake
Commissioner Koller: Silver Lake

Rotary Park and Veterans Park are well represented by the community therefore no representatives of the Commission are needed.

VII. REPORTS FROM STAFF

A. Public Works Updates

Staff Liaison Lang presented the updates from the Public Works department from the last month. This included the trash enclosure being installed at Casey Lake Park, Hause Park renovations are close to completion, Final Snowy placed at Dorothy Park, a small storm water catch basin at Casey Lake Park to help with the water issues on the trail in that location and the installation of rubber mats under the swings at various parks and they seem to be working.

B. Other Updates

Staff Liaison Lang mentioned that she is looking at the current fees for the memorial items available for purchase, including reaching out to other cities for comparisons and Public Works for installation costs. The goal is to bring back the findings for PRC discussion at one of the upcoming meetings.



VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Commissioner Zahradka noted her attendance of music in the park last week which featured a country band and requesting more posting or advertising of the events. Commissioner Andren suggested yard signs for the events which Staff Liaison Lang will research for cost.

Vice-Chair Greenlee-Karp noted that the Autumn Arts Festival is still moving forward in planning and that she will work on volunteers and help recruit vendor sellers.

Chair Grachek asked when planning for park improvements for next year should begin in which Vice-Chair Greenlee-Karp suggested after the Park and Open Space Master Plan is approved by City Council. Chair Grachek also asked if there will be a House Park Ceremony when the construction is complete. Staff Liaison Lang said she will follow-up and get back to the Commission.

Commissioner Springborn noted her attendance of music in the park and that it rain but felt it was well attended anyway.

Commissioner Andren had no updates.

Commissioner Koller mentioned that Silver Lake continues to be used a lot and that the park looks good.

IX. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting at 6:58 PM.

M/Andren, S/Greenlee-Karp

Motion carried 5-0.

The next regularly scheduled Park and Recreation Commission Meeting is Wednesday, July 24th, 2024 at 6:30 PM.



To	Date
Parks & Recreation Commissioners	July 24, 2024
Agenda Placement # VI.A	
Commission Business, Action Items & Recommendations	
Subject	
Budget Discussion	
Background/Facts	
Dan Winek, the City of North St. Paul Finance Director, will present budget updates.	
Recommended Action	
N/A	
Attachments	
1. Budget Recap	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant	

North St Paul, Minnesota
Capital Improvement Plan
 2024 thru 2033

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
034 Park Dedication Fund													
Hause Park Tennis Court Rehab, Walkway and Trails	PARK-23-010	1	255,300										255,300
034 Park Dedication Fund Total			255,300										255,300
063 Park Fund													
McKnight Fields Master Planning	PARK-23-004	1	60,000										60,000
Hause Park Tennis Court Rehab, Walkway and Trails	PARK-23-010	1	12,558										12,558
Casey Lake Hockey Rink Replacement	PARK-23-014	5					210,200						210,200
Casey Lake Open Air Shelter	PARK-23-015	5			44,200								44,200
Downtown Park Master Plan (2475 7th Ave E)	PARK-23-017	3	32,900										32,900
Polar Park Improvements	PARK-23-018	5				191,000							191,000
Northwood Improvements	PARK-23-020	5							280,000	1,265,000	1,260,000		2,805,000
West End Passive Park	PARK-24-001	2	40,000										40,000
Casey Lake Parking Lot	PAVE-23-020	3	31,600										31,600
McKnight Field Parking Lot	PAVE-23-021	3		500,000									500,000
063 Park Fund Total			177,058	500,000	44,200	191,000	210,200		280,000	1,265,000	1,260,000		3,927,458
GRAND TOTAL			432,358	500,000	44,200	191,000	210,200		280,000	1,265,000	1,260,000		4,182,758

Capital Improvement Plan
North St Paul, Minnesota

2024 thru 2033

Project #	PARK-23-010
Project Name	Hause Park Tennis Court Rehab, Walkway and Trails

Department	Community Development
Contact	Community Development Director
Type	Maintenance
Useful Life	15
Category	Parks, Playgrounds, Paths, Open Space
Priority	1 Critical

Description
Replace existing tennis court with pickleball courts and install new ADA-compliant walkways to the courts and existing playground, open air shelter, and indoor pavilion.
Justification
The project will replace a dilapidated and undersized single tennis court with four pickleball courts that will better serve area demographics and recreational demand. Hause Park currently lacks accessible connections to recreation amenities. The project will provide ADA-compliant sidewalk connections from Charles Street to the courts, playground, open-air shelter, and indoor pavilion. The project was recommended and prioritized in the 2020 Park Improvement Plan.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Construction	462,250										462,250
Total	462,250										462,250
Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
063 Park Fund	267,858										267,858
Grant Funding	194,392										194,392
Total	462,250										462,250

Capital Improvement Plan

2024 thru 2033

North St Paul, Minnesota

Project #

PARK-23-004

Project Name

McKnight Fields Master Planning

Department

Parks and Recreation

Contact

Community Development Director

Type

Plan/Study

Useful Life

Category

Parks, Playgrounds, Paths, Open Space

Priority

1 Critical

Description

Prepare a master plan for McKnight Fields to evaluate existing conditions, identify community recreational needs for this site, and recommend future improvements and associated cost estimates.

Justification

The 2020 Park Improvement Plan recommends recommended a master plan be completed to include a thorough assessment of the age and condition of existing buildings and amenities to fully understand the replacement needs. The planning process should consider potential additional amenities that may be appropriate to add at this site, as well as potential reconfiguration of some of the amenities for improved access, circulation and programmed usage. A corresponding estimate of probable costs for the improvements should be prepared in order to adequately budget for improvements.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Professional Services	60,000										60,000
Total	60,000										60,000

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
063 Park Fund	60,000										60,000
Total	60,000										60,000

Capital Improvement Plan

North St Paul, Minnesota

2024 *thru* 2033

Project # PARK-23-017
Project Name Downtown Park Master Plan (2475 7th Ave E)

Department Parks and Recreation
Contact Community Development Director
Type Plan/Study
Useful Life
Category Parks, Playgrounds, Paths, Open Space
Priority 3 Important

Description

Prepare a master plan to install amenities at the city-owned lot in the downtown located at 2475 7th Avenue East. Per the 2022 Park Improvement Plan, park improvements at this location may include public art, playground, and/or a gathering place.

Justification

This location is in close proximity to many new downtown residents that don't presently have access to a neighborhood park. This park can serve as a dual/function for the city--provide recreational space for the city and be a welcoming gateway to the downtown.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Construction	32,900										32,900
Total	32,900										32,900

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
063 Park Fund	32,900										32,900
Total	32,900										32,900

Capital Improvement Plan
North St Paul, Minnesota

2024 thru 2033

Project #

PARK-24-001

Project Name

West End Passive Park

Department

Community Development

Contact

Community Development Director

Type

New/Expansion

Useful Life

20

Category

Parks, Playgrounds, Paths, Open Space

Priority

2 Very Important

Description

Total Cost \$40,000

Develop a passive park on city-owned property along the east side of 3rd Street between 7th Avenue and the Gateway State Trail. The site is narrow, sloped, and wooded, which makes redevelopment less feasible. A small, minimally developed natural area is proposed that could include walking path connectivity to the townhome residences to the west and the neighborhood to the east. small, nature-focused play area might be included to provide safe and convenient play place for nearby residents. Not started in 2024, moved out 1 year.

Justification

Passive open space recommended in the Redevelopment Master Plan to serve new residents at M&I Townhomes, Anchor View Apartments, and existing residents in the vicinity.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Construction		30,000									30,000
Professional Services		10,000									10,000
Total		40,000									40,000

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
063 Park Fund	40,000										40,000
Total	40,000										40,000

Capital Improvement Plan
North St Paul, Minnesota

2024 thru 2033

Project #

PAVE-23-020

Project Name

Casey Lake Parking Lot

Department

Street Maintenance

Contact

Public Works Director

Type

Maintenance

Useful Life

10

Category

Pavement Preservation

Priority

3 Important

Description

Mill & overlay is a street maintenance technique that requires the removal of the top layer (2") of a street by the grinding action of a large milling machine. After the top layer is removed, a new layer of bituminous pavement is put in its place.

Justification

It is recommended that you mill and overlay a parking lot every 15-20 years to improve its longevity.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total	Future
Construction	31,600										31,600	40,450
Total	31,600										31,600	Total

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total	Future
063 Park Fund	31,600										31,600	40,450
Total	31,600										31,600	Total



CITY OF NORTH ST. PAUL, MINNESOTA
PARK CAPITAL PROJECT FUND
TEN YEAR FINANCIAL PLAN

	Other Revenues Transfers					3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
	Addition of 0.55% levy increase per year (\$36,042)													
	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Estimate	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028	Estimate 2029	Estimate 2030	Estimate 2031	Estimate 2032	Estimate 2033
REVENUES														
CHARGES FOR SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD VALOREM TAXES	-	-	-	-	36,042	72,084	108,126	144,168	180,210	216,252	252,294	288,336	324,378	360,420
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INTERGOVERNMENTAL	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
OTHER	30,826	57,401	71,579	67,825	85,725	88,297	90,946	93,674	96,484	99,379	102,360	105,431	108,594	111,852
OTHER TAXES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PERMITS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FINES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	130,826	157,401	171,579	167,825	221,767	260,381	299,072	337,842	376,694	415,631	454,654	493,767	532,972	572,272
						4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
EXPENDITURES														
PERSONNEL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTRACTURAL SERVICES	-	-	-	2,000	2,100	2,184	2,271	2,362	2,456	2,554	2,656	2,762	2,872	2,987
CAPITAL	33,110	8,796	2,050	-	177,058	500,000	44,200	191,000	210,200	-	-	280,000	1,265,000	1,260,000
DEBT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS	65,000	-	80,000	80,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
TOTAL EXPENDITURES	98,110	8,796	82,050	82,000	244,158	567,184	111,471	258,362	277,656	67,554	67,656	347,762	1,332,872	1,327,987
CHANGE IN NET POSITION	32,716	148,605	89,529	85,825	(22,391)	(306,803)	187,601	79,480	99,038	348,077	386,998	146,005	(799,900)	(755,715)
BEGINNING FUND BALANCE	284,099	316,815	465,420	554,949	640,774	618,383	311,580	499,181	578,661	677,699	1,025,776	1,412,774	1,558,779	758,879
ENDING FUND BALANCE	316,815	465,420	554,949	640,774	618,383	311,580	499,181	578,661	677,699	1,025,776	1,412,774	1,558,779	758,879	3,164
CASH FLOW														
CHANGE IN NET POSITION	32,716	148,605	89,529	85,825	(22,391)	(306,803)	187,601	79,480	99,038	348,077	386,998	146,005	(799,900)	(755,715)
DEDUCT:														
CAPITAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEBT SERVICE - PRINCIPAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADD:														
BONDS ISSUED	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEPRECIATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CHANGES FROM CASHFLOW	24,007	(10,135)	(7,080)	-	-	-	-	-	-	-	-	-	-	-
CHANGES FROM CASHFLOW	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFER IN/OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CASH - BEGINNING OF YEAR	289,740	346,463	484,933	567,382	653,207	630,816	324,013	511,614	591,094	690,132	1,038,209	1,425,207	1,571,212	771,312
CASH - END OF YEAR	346,463	484,933	567,382	653,207	630,816	324,013	511,614	591,094	690,132	1,038,209	1,425,207	1,571,212	771,312	15,597
TARGET MIN. WORKING CAPITAL	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
OVER (UNDER) TARGET WORKING CAP.	296,463	434,933	517,382	603,207	580,816	274,013	461,614	541,094	640,132	988,209	1,375,207	1,521,212	721,312	(34,403)



CITY OF NORTH ST. PAUL, MINNESOTA
PARK DEDICATION CAPITAL PROJECT FUND
TEN YEAR FINANCIAL PLAN

	2020 Actual	2021 Actual	2022 Actual	2023 Estimate	2024 Estimate	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028	Estimate 2029	Estimate 2030	Estimate 2031	Estimate 2032	Estimate 2033
REVENUES														
CHARGES FOR SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD VALOREM TAXES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INTERGOVERNMENTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	46,368	121,655	1,366	10,000	-	-	-	-	-	-	-	-	-	-
OTHER TAXES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PERMITS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FINES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LICENSES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	46,368	121,655	1,366	10,000	-	-	-	-	-	-	-	-	-	-
						0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXPENDITURES														
PERSONNEL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTRACTURAL SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAPITAL	-	-	-	-	255,300	-	-	-	-	-	-	-	-	-
DEBT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	255,300	-	-	-	-	-	-	-	-	-
CHANGE IN NET POSITION	46,368	121,655	1,366	10,000	(255,300)	-	-	-	-	-	-	-	-	-
BEGINNING FUND BALANCE	75,911	122,279	243,934	245,300	255,300	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	122,279	243,934	245,300	255,300	-	-	-	-	-	-	-	-	-	-
CASH FLOW														
CHANGE IN NET POSITION	46,368	121,655	1,366	10,000	(255,300)	-	-	-	-	-	-	-	-	-
DEDUCT:														
CAPITAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEBT SERVICE - PRINCIPAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADD:														
BONDS ISSUED	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEPRECIATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CHANGES FROM CASHFLOW	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CHANGES FROM CASHFLOW	(231)	(507)	(536)	1,274	-	-	-	-	-	-	-	-	-	-
TRANSFER IN/OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CASH - BEGINNING OF YEAR	75,911	122,048	243,196	244,026	255,300	-	-	-	-	-	-	-	-	-
CASH - END OF YEAR	122,048	243,196	244,026	255,300	-	-	-	-	-	-	-	-	-	-
TARGET MIN. WORKING CAPITAL	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
OVER (UNDER) TARGET WORKING CAP	72,048	193,196	194,026	205,300	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)

034-PARK DEDICATION FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
ASSETS					
034-1010	CASH	267,529.68	0.00	84,699.16	352,228.84
034-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
034-1040	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
034-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	0.00	0.00
034-1045	ACCURED UTILITIES	0.00	0.00	0.00	0.00
034-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
034-1060	INTEREST REC INVEST	1,460.78	0.00	1,460.78CR	0.00
034-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
034-1888	REVENUE CLEARING	0.00	0.00	0.00	0.00
TOTAL ASSETS		268,990.46	0.00	83,238.38	352,228.84
LIABILITIES					
034-2010	AP PENDING (DUE TO POOL)	0.00	0.00	0.00	0.00
034-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	0.00
034-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
034-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
034-2029	USE TAX PAID	0.00	0.00	0.00	0.00
034-2030	SALES TAX	0.00	0.00	0.00	0.00
034-2888	EXPENSE CLEARING	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
034-2900	FUND BALANCE	268,990.46CR	0.00	0.00	268,990.46CR
TOTAL REVENUES		0.00	0.00	83,238.38CR	83,238.38CR
TOTAL FUND EQUITY		268,990.46CR	0.00	83,238.38CR	352,228.84CR
BALANCE		0.00	0.00	0.00	0.00

063-PARK FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
ASSETS					
063-1010	CASH	735,486.35	231,975.10CR	228,285.08CR	507,201.27
063-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
063-1040	ACCOUNTS RECEIVABLE	40.00	15.00CR	15.00CR	25.00
063-1042	ACCOUNTS RECEIVABLE MODULE	1,800.00	0.00	0.00	1,800.00
063-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
063-1060	INTEREST REC INVEST	3,750.94	0.00	3,750.94CR	0.00
063-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
063-1888	REVENUE CLEARING	0.00	0.00	0.00	0.00
TOTAL ASSETS		741,077.29	231,990.10CR	232,051.02CR	509,026.27
LIABILITIES					
063-2010	AP PENDING (DUE TO POOL)	3,464.00CR	252,316.10	3,464.00	0.00
063-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	0.00
063-2026	DUE TO OTHER GOVERNMENTS	21.30CR	0.00	21.30	0.00
063-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
063-2029	USE TAX PAID	0.00	0.00	0.00	0.00
063-2030	SALES TAX	0.00	0.00	0.00	0.00
063-2039	PARK DEPOSIT	14,448.46CR	2,450.00	3,285.00CR	17,733.46CR
063-2060	DEFERRED REVENUE	6,866.54CR	3,275.00	165.00	6,701.54CR
063-2888	EXPENSE CLEARING	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		24,800.30CR	258,041.10	365.30	24,435.00CR
FUND EQUITY					
063-2900	FUND BLANCE	716,276.99CR	0.00	0.00	716,276.99CR
TOTAL REVENUES		0.00	26,051.00CR	90,020.63CR	90,020.63CR
TOTAL EXPENDITURES		0.00	0.00	321,706.35	321,706.35
TOTAL FUND EQUITY		716,276.99CR	26,051.00CR	231,685.72	484,591.27CR
BALANCE		0.00	0.00	0.00	0.00

North St Paul, Minnesota
Capital Improvement Plan
 2025 thru 2034

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
063 Park Fund													
Pavilion Maintenance	PARK-23-007	3				30,000					34,000		64,000
Casey Lake Hockey Rink Replacement	PARK-23-014	5				210,200							210,200
Casey Lake Open Air Shelter	PARK-23-015	5		44,200									44,200
Polar Park Improvements	PARK-23-018	5			191,000								191,000
Northwood Improvements	PARK-23-020	5						280,000	1,265,000	1,260,000			2,805,000
Casey Lake Parking Lot	PAVE-23-020	3										40,450	40,450
McKnight Field Parking Lot	PAVE-23-021	3	500,000										500,000
063 Park Fund Total			500,000	44,200	191,000	240,200			280,000	1,265,000	1,294,000	40,450	3,854,850
GRAND TOTAL			500,000	44,200	191,000	240,200			280,000	1,265,000	1,294,000	40,450	3,854,850

Capital Improvement Plan
North St Paul, Minnesota

2025 thru 2034

Project # **PARK-23-007**
Project Name **Pavilion Maintenance**

Department Parks and Recreation
Contact Community Development Director
Type Maintenance
Useful Life 5
Category Parks, Playgrounds, Paths, Open Space
Priority 3 Important

Description
Pavilion maintenance at Silver Lake, Hause, Northwood and Rotary parks.

Justification
Structures require regular maintenance, such as exterior painting and necessary repairs.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Construction				30,000					34,000		64,000
Total				30,000					34,000		64,000

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
063 Park Fund				30,000					34,000		64,000
Total				30,000					34,000		64,000

Capital Improvement Plan
North St Paul, Minnesota

2025 thru 2034

Project #	PARK-23-014
Project Name	Casey Lake Hockey Rink Replacement

Department Community Development
Contact Community Development Director
Type Replacement
Useful Life 20
Category Parks, Playgrounds, Paths, Open Space
Priority 5 Future Consideration

Description
Replace and relocate the hockey rink closer to the eastern parking lot.
Justification
The hockey rink has poor orientation and is in poor condition and a long distance from any parking. The PIP recommends this as a short term project to be completed within 1-5 years (from 2022).

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Construction				210,200							210,200
Total				210,200							210,200

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
063 Park Fund				210,200							210,200
Total				210,200							210,200

Capital Improvement Plan
North St Paul, Minnesota

2025 thru 2034

Project # **PARK-23-015**
Project Name **Casey Lake Open Air Shelter**

Department Community Development
Contact Community Development Director
Type Replacement
Useful Life 20
Category Parks, Playgrounds, Paths, Open Space
Priority 5 Future Consideration

Description

Rebuild an existing shelter that is past its useful life.

Justification

Shelter is in past its useful life.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Construction		44,200									44,200
Total		44,200									44,200

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
063 Park Fund		44,200									44,200
Total		44,200									44,200

Capital Improvement Plan

2025 thru 2034

North St Paul, Minnesota

Project #

PARK-23-018

Project Name

Polar Park Improvements

Department

Community Development

Contact

Community Development Director

Type

Replacement

Useful Life

15

Category

Parks, Playgrounds, Paths, Open Space

Priority

5 Future Consideration

Description

The PIP recommends an internal trail loop, expanded playground equipment, and new site furnishings including benches, picnic tables, grills, and bike racks.

Justification

Project recommended by the PIP.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Construction			191,000								191,000
Total			191,000								191,000

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
063 Park Fund			191,000								191,000
Total			191,000								191,000

Capital Improvement Plan
North St Paul, Minnesota

2025 thru 2034

Project #

PARK-23-020

Project Name

Northwood Improvements

Department

Community Development

Contact

Community Development Director

Type

Maintenance

Useful Life

25

Category

Parks, Playgrounds, Paths, Open Space

Priority

5 Future Consideration

Description

The PIP recommends the following improvements to Northwood Park: replace hockey rink boards, replace warming house, replace open air shelter, replace basketball hoops, install gaga pit, and replace tables, grills, and benches.

Justification

The park shelter was built in 1980 and is at the end of its useful life. The basketball court is in poor condition. The warming house is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Construction							280,000	1,265,000	1,260,000		2,805,000
Total							280,000	1,265,000	1,260,000		2,805,000

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
063 Park Fund							280,000	1,265,000	1,260,000		2,805,000
Total							280,000	1,265,000	1,260,000		2,805,000

Capital Improvement Plan
North St Paul, Minnesota

2025 thru 2034

Project #	PAVE-23-020
Project Name	Casey Lake Parking Lot

Department Street Maintenance
Contact Public Works Director
Type Maintenance
Useful Life 10
Category Pavement Preservation
Priority 3 Important

Description
Mill & overlay is a street maintenance technique that requires the removal of the top layer (2") of a street by the grinding action of a large milling machine. After the top layer is removed, a new layer of bituminous pavement is put in its place.
Justification
It is recommended that you mill and overlay a parking lot every 15-20 years to improve its longevity.

Prior	Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
31,600	Construction										40,450	40,450
Total	Total										40,450	40,450

Prior	Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
31,600	063 Park Fund										40,450	40,450
Total	Total										40,450	40,450

Capital Improvement Plan
North St Paul, Minnesota

2025 thru 2034

Project #	PAVE-23-021
Project Name	McKnight Field Parking Lot

Department Street Maintenance
Contact Public Works Director
Type Maintenance
Useful Life 10
Category Pavement Preservation
Priority 3 Important

Description
Mill & overlay is a street maintenance technique that requires the removal of the top layer (2") of a street by the grinding action of a large milling machine. After the top layer is removed, a new layer of bituminous pavement is put in its place.
Justification
It is recommended that you mill and overlay a parking lot every 15-20 years to improve its longevity.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Construction	500,000										500,000
Total	500,000										500,000

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
063 Park Fund	500,000										500,000
Total	500,000										500,000



To	Date
Parks & Recreation Commissioners	July 24, 2024

Agenda Placement # VI.B

Commission Business, Action Items & Recommendations

Subject

Park and Open Space Master Plan Approval

Background/Facts

After review at the April and May regular Park and Recreation Commission Meetings and a June Special Workshop, the Commission is now asked to approve a recommendation to present this plan to City Council as the PRC guide moving forward.

Recommended Action

Approve the recommendation to present the Park and Open Space Master Plan to City Council.

Attachments

1. PRC Resolution - Park and Open Space Master Plan

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant

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

RESOLUTION #2024-001

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

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

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

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

WHEREAS, completion of the Plan improves the City’s ability to qualify for key funding opportunities, such as DNR grant funding available from the Federal Land and Water Conservation Fund (LWCF); and

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

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

ADOPTED this ____ day of ____, 2024.

Motion by
Second by

Voting: Ayes:
Nays:
Absent:
Abstain:

Lloyd Grechek, Parks and Recreation Commission Chair

ATTEST:

Brian Frandle, City Manager/Clerk



To	Date
Parks & Recreation Commissioners	July 24, 2024
Agenda Placement # VII.A	
Reports from Staff	
Subject	
Public Works Updates	
Background/Facts	
Recommended Action	
Attachments	

1. Public Works July 24

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant

Public Works installed 2 new benches, 1 at Casey and 1 is at Southwood.

Also we put new woodchips at Veterans Park, Casey Lake Park and Rotary Park for now.

Other things include trying to keep up with mowing in the parks and weed spraying.

The replacement slide for Polar Park just showed up we will try to get that in asap.