



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

September 25, 2024
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **September 25, 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 August 28, 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. HGA Updates
- B. Code of Conduct Review
- C. CIP Discussion
- D. Park Hours Discussion and Recommendation

E. Park Policy Updates

VII. Reports from Staff

A. Public Works Updates

VIII. Reports from Commissioners & Park Liaisons

IX. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is October 23, 2024.



To	Date
Parks & Recreation Commissioners	September 25, 2024

Agenda Placement # IV.A

Approval of Minutes

Subject

Approval of Minutes from August 28, 2024 PRC Meeting

Background/Facts

Recommended Action

Attachments

1. PRC Minutes 8.28.24

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



**Park and Recreation Commission
Regular Meeting Minutes
August 28, 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
Ingrid Koller, Commissioner
Sue Springborn, Commissioner
Sarah Zahradka, Commissioner

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the August 28, 2024 meeting agenda.
M/Hansen, S/Koller
Motion carried 7-0.

IV. APPROVAL OF MINUTES

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

Chair Grachek called for a motion to approve the June 26, 2024 meeting minutes.
M/Andren, S/Springborn
Motion carried 7-0.

V. MEETING OPEN TO PUBLIC

Sara Bosely submitted a written statement that was read by Chair Grachek. Ms. Bosely is concerned with the number of turtles she is coming across dead on Holloway Ave near Southwood Nature Preserve and is asking the City to explore options to make drivers aware.

Commissioner Koller has expressed interest in temporary signage during the mating season.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. HGA Updates with Tryg Hansen

Tryg Hansen and Noah Exum from HGA presented to the Commission the current state of the park planning project.

The park planning project includes proposals on McKnight Fields, a passive park (along 3rd St N beginning at 2357 7th Ave, towards the Gateway Trail) and a pocket park (corner of 7th Ave and North St. Paul Dr).

HGA highlighted that the community engagement piece will be at the forefront of this process. Events including the Autumn Arts Festival and the Fall Roundup Parade will be targeted as opportunities to reach the community. It is important to understand current usage and current stakeholders in the community to help make data-driven decisions for future success. HGA noted gaps in representation currently that maybe great as liaisons for a community advisory board including local renters, first generation immigrants and more.

The next steps will be to have conceptual designs that are discussed with local stakeholders and community liaisons and also discussed pop-up events to encourage community engagement.

Commissioner Koller asked about how people are notified for open houses. HGA mentioned that key stakeholders have been identified and will be invited as well as general publicity.

Council Liaison Schweer asked for more information on who the key stakeholders are for the project. HGA noted that some include renters who may be very effected but have quiet voices.

Commissioner Hansen noted that older adults in care facilities are underrepresented. HGA noted that some facilities have been included as stakeholders that are near the proposed parks.

B. Budget Discussion

Daniel Winek, the City of North St. Paul's Finance Director, presented on the current state of the various park related budgets as well as CIP plans for 2025 and beyond.

An overview of spending was discussed including that all expenditures must be for public purpose, made by a City employee, approved by a department head, follow the City's purchasing policy from an approved budget that is approved by the City Council.

The proposed 2025 tax levy is currently at 9.88% for everything. The proposed increase to the overall levy for parks is 0.55% and 0.44% for facility maintenance.

The park operating costs come from the General Fund that include a parks budget and a recreation budget and the Building Maintenance Fund which includes labor, day to day maintenance, and janitorial services.

The General Fund increase for parks remain pretty stagnant with an estimated 1% increase coming from personnel costs, supplies, contractual services, capital costs. The Building Maintenance Fund has a proposed 15% increase due to age of facilities.

Vice-Chair Greenlee-Karp asked what budget that any improvements made to the parks based on HGA's recommendation will be funded by and Finance Director Winek noted that anything from HGA in terms of



conceptual designs will be funded by the CIP. If other expenses come up, they can go in front of City Council as the year goes on, if needed.

Chair Grachek asked what fund the original bond for the Casey Lake Park pavilion is paid from. Finance Director Winek noted that local aid, in the amount of \$100,000 is provided to the parks, in which \$65,000 of that goes towards paying the bond.

Finance Director Winek noted that the Park Dedication Fund is strictly used for development of new parks and acquisitions of new park land. No expenditures have been made from this fund and no expenditures are planned in the current CIP. The current balance is about \$352,000. At the August 20, 2024 City Council Meeting, the missing Park Dedication Fund payment for the Sentinel Apartment building was discussed and it was determined that there is money left over from the bond issuance on that project to help cover some of those missing funds. An official amendment will be made for Council to approve the fund reallocation.

The current CIP is outlined for 2024-2033 which included some park projects, mostly studies to be conducted, however many have been postponed due to turnover in staff. The goal with the new Community Development Director is to get back on track with the CIP plans. Finance Director Winek encouraged Commissioners to make recommendations for the CIP including estimates of costs for each project. It was recommended that when working in the next few upcoming years, to try to be pretty close on costs estimates, being somewhere within 10-20%.

Commissioner Andren asked about Southwood Nature Preserve and how the decision was made to not include maintenance or improvements in the CIP. Finance Director Winek noted that previous decisions to the CIP were made by the previous Community Development Director and Public Works and he will follow-up with how decisions were made and report back to the Commission.

The next steps will be for the Commissioners to do some research and come back to the September Commission meeting with proposals for the CIP. Community Development Director Riley Grams will be asked to be present to help facilitate the requests by the Commission.

C. Park and Open Space Master Plan Approval

Staff Liaison Lang stated that this vote is for the Commission to formally recommend the Park and Open Space Master Plan to be presented to City Council for approval.

Chair Grachek asked for a motion to approve the recommendation of the approval of the Park and Open Space Master Plan.

M/Zahradka, S/Greenlee-Karp

Motion carried 7-0.

VII. REPORTS FROM STAFF

A. Public Works Updates

Staff Liaison Lang noted that Public Works has been mowing a lot from the rain the area has seen. At Casey Lak Park, the doors have been fixed and a new picnic table will be installed near the playground from a formal donation.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS



Chair Grachek asked about the ash trees in Southwood and what the plan is to remove them. Staff Liaison Lang stated that she will reach out to Public Works and report back to the Commission.

Commissioner Springborn said she has noticed no kids at Tower Park when driving by at different times. She noted that Northwood seems to have sporadic attendance. She asked if the ball field at Northwood is used and Staff Liaison Lang noted that it is used by one league for practices during the summer. Commissioner Springborn also noted that she attended the Hause Park ribbon cutting and the movie in the park, both fantastic events.

Commissioner Andren noted storm damage in Southwood with trees down across the path. Staff Liaison Lang stated that she would follow-up with Public Works.

Commissioner Koller stated that Silver Lake looks good but is wondering why there was a change to the park hours. Council Liaison Schweer noted that she would speak on that during her updates.

Commissioner Hansen asked about Casey lake ballfield use and what fields were used most. Staff Liaison Lang noted that fields 1 and 2 are used the most with not much use on 3 and 4. Commissioner Hansen also noted that he attended the Hause Park ribbon cutting event and that it was great.

Commissioner Zahradka had no updates.

Vice-Chair Greenlee-Karp had no updates.

City Council Liaison Schweer addressed the change in the park hours, noting that Council will still be discussing them moving forward, for a permanent solution. She asked to have a park hour's discussion added to the next Commission agenda.

IX. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting at 8:00 PM.

M/Andren, S/Springborn

Motion carried 7-0.

The next regularly scheduled Park and Recreation Commission Meeting is Wednesday, September 25th, 2024 at 6:30 PM.



To	Date
Parks & Recreation Commissioners	September 25, 2024
Agenda Placement # VI.B	
Commission Business, Action Items & Recommendations	
Subject	
Code of Conduct Review	
Background/Facts	
A review of the Code of Conduct for the City Commissioners.	
Recommended Action	
Attachments	
1. 2014-09-16 Code of Conduct Attachment	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant	

CITY OF *North Saint Paul* MINNESOTA

EST. 1887

CODE OF CONDUCT

The City of North St. Paul emphasizes value in public service, leadership and decision-making while promoting and maintaining an environment which fosters the public's trust and confidence. This Code of Conduct reflects and reinforces the cornerstone of our values and represents the high ethical standards that we encourage from the City Council, City Staff and our customers. This is our statement of what we strive to achieve and what we desire in return from our customers.

RESPECT

Value differences, ideas and opinions in a professional and courteous manner that cultivates a positive experience.

INTEGRITY

Act with a high standard of honesty, values, principals, dignity and ethical behavior.

QUALITY

Exchange accurate, timely and clear information while providing extraordinary customer service.

COMMUNICATE

Engage in a collaborative manner that creates an open and honest dialogue to build strong relationships and mutual understanding.

ESTEEM

Respect all those we interact with by living our shared goals and supporting an open and diverse environment.

REGARD

Respond thoughtfully and attentively to concerns, requests and questions while striving to provide resolutions.

BEHAVIOR

Embody actions that ensure a safe, inviting, professional and respectful environment.



To	Date
Parks & Recreation Commissioners	September 25, 2024
Agenda Placement # VI.C	
Commission Business, Action Items & Recommendations	
Subject	
CIP Discussion	
Background/Facts	
Discussion by the Parks and Recreation Commission on what should be added to the CIP.	
Recommended Action	
Attachments	
1. parkimprovementplan2022	
2. Pages from Parks Commission 8.28.24	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant	



NORTH ST. PAUL

PARK IMPROVEMENT PLAN 2022

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PURPOSE

The purpose of the North St. Paul Park Improvement Plan (PIP) is to:

1. Identify and prioritize capital improvements in the City's parks, trails and open space systems necessary to achieve the vision and goals set in the 2040 Comprehensive Plan; to enhance and expand the parks, trails and open space system to ensure all have access to quality community facilities;
2. Estimate project costs for capital improvements;
3. Establish timelines that enable the City to complete improvements and disperse the necessary funds in an orderly fashion.
4. Update the PIP on a yearly basis as part of the Capital Improvement Plan process.

This plan addresses equipment or structure replacement needs as well as potential new parks and amenities, reconfigurations of park spaces, and the need for ongoing community input.

There are several primary revenue sources used for park capital improvement projects including the Park Fund, additional General Funds and the Park Dedication Fund. Park Fund sources consist of proceeds from Local Government Aid, community events, and donations from individuals and organizations that support public access to parks and recreation areas.



North St. Paul Parks & Recreation Commission Mission Statement

The North St. Paul Parks and Recreation Commission acts in an advisory capacity to the Mayor, City Council, and other agencies and organizations to sustain park lands, preserve natural resources, provide places for all people to gather, play and engage in activities that spark joy, promote health, well-being, community and environmental stewardship.

PURPOSE

Promise to the Community

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

Vision Overview

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

Vision in Detail

In the development of the 2040 Comprehensive Plan for the City of North St Paul feedback was solicited through various methods, common themes emerged from the engagement effort. The common themes regarding parks and recreation were used to shape the goals below.

1. Preserve and invest in existing recreational spaces, parks and lakes.
2. Parks, open spaces and trails draw people to neighborhoods. Parks should include quality community spaces while bike infrastructure and racks should be increased to spur an increase in trail usage.
3. Due to increased population density, a park or activity space is needed downtown.
4. Recreational water quality and aesthetics should be prioritized and monitored.

When making decisions, North St. Paul Park Commissioners will;

Parks, Open Space and Trails:

Goal	Questions	Measures
Enhance and expand the parks, trails and open space system to ensure that all have access to quality community facilities.	- Will this action preserve important natural features? - Will this action connect existing parks and open spaces? - Does this action improve or preserve access to North St. Paul's parks and open spaces?	- Usage of parks and trails by community members of all ages, income levels, abilities, races and national origins - Number of new parks created - Amount of open space and trail in the Highway 36 Corridor - Establishment of new trails connect schools, parks, commercial areas and downtown - Connections to the Gateway Trail - Number of facilities in compliance with ADA requirements

Resilience and the Environment:

Goal	Questions	Measures
Protect and enhance the lakes, wetlands, woods and wildlife and promote actions, practices and developments which will sustain the environment. Become more resilient to climate change through climate change mitigation and adaptation.	- Does this action preserve significant natural resources or habitats? - Will this action reward or encourage alternative energy? - Will this action improve or preserve surface water quality? - Does this action help protect North St. Paul residents against the effects of climate change?	- City solar and wind energy capacity - Measurements of pollutants in natural drainage ways - City recycling rate - Percentage of total impervious surface in the City Trends in greenhouse gas emissions Implementation of an emergency preparedness plan for severe weather events including prolonged heat waves, with particular attention to vulnerable populations.

Community engagement & communication:

Goal	Questions	Measures
Promote community stewardship through an involved and informed citizenry	- Does this action help communicate with everyone in the community? Were all members of the community told about the deliberation of this action in an accessible way? - How will the results of this action be shared with the community in an accessible way? - Is communication infrastructure maintained and enhanced? - Is the City maintaining relationships to communicate to groups throughout the City?	- Number and diversity of attendees at City and community events to improve interaction with the community. - Continued change in demographics of the community, supporting and enhancing cultural differences. - Integration of cultural diversity into community events - Increase in the quality and accessibility of information made available to the community. - Number of community-based educational programs for youth, students, and adults - Citizen feedback regarding level and quality of services delivered

INTRODUCTION



Silver Lake Park

North St. Paul residents have always loved their parks. When the City was founded and platted by Henry Castle in 1887, several acres of land were set aside for this purpose. Today, our community of only 3.1 square miles is privileged to enjoy a total of 14 parks, including three nature preserves and two recreational lakes. Much of the playground equipment has been replaced in recent years. The role of the Parks and Recreation Commission is to continue to evaluate ideas, plans and methods to enhance existing parks.

Parks, trails and open spaces are important facets that contribute to goals of making North St. Paul a desirable place to live and work. Quality parks continue to enhance the property values of homes and improve the overall quality of life for its residents.

The goals for the Park Improvement Plan is to adequately maintain what we have and continue to make meaningful improvements that contribute to the health and well-being of all individuals by providing adequate access to active and passive outdoor recreation opportunities, preserving our natural features and resources, and strengthening the sense of community.

INTRODUCTION



Casey Lake Park

Furthermore, continued investment in the parks, trails and open spaces satisfies the overall vision defined in the 2040 Comprehensive Plan to build systems that connect people to places and promote active lifestyles.

Parks are a crucial neighborhood asset. The aesthetic improvement a quality park brings to a neighborhood serves as a catalyst to encourage residents to invest in the upkeep of their own homes. This contributes to an appealing residential character. Aging and declining parks send a signal that the neighborhood and the City are also aging and declining. This is not the message we want to send to potential home buyers or development professionals who visit our community.

Another 2040 goal is to further business and economic development. Parks, trails and open spaces are proven community assets that help to attract economic development and appeal to potential developers. Trails connect people to destination areas and businesses while promoting an active lifestyle. Parks, trails and open space contribute to higher home prices and increased economic development, which in turn increases the tax base for the community. Indeed, maintaining and conserving parks and open space is a crucial part of North St. Paul's economic health, as well as the physical and mental health of its residents.

INTRODUCTION

The Park Improvement Plan, which is a culmination of inventory and research by City staff and input from the Parks and Recreation Commission and members of the community, will serve as a guide for capital improvements as the City looks to improve North St. Paul's parks.

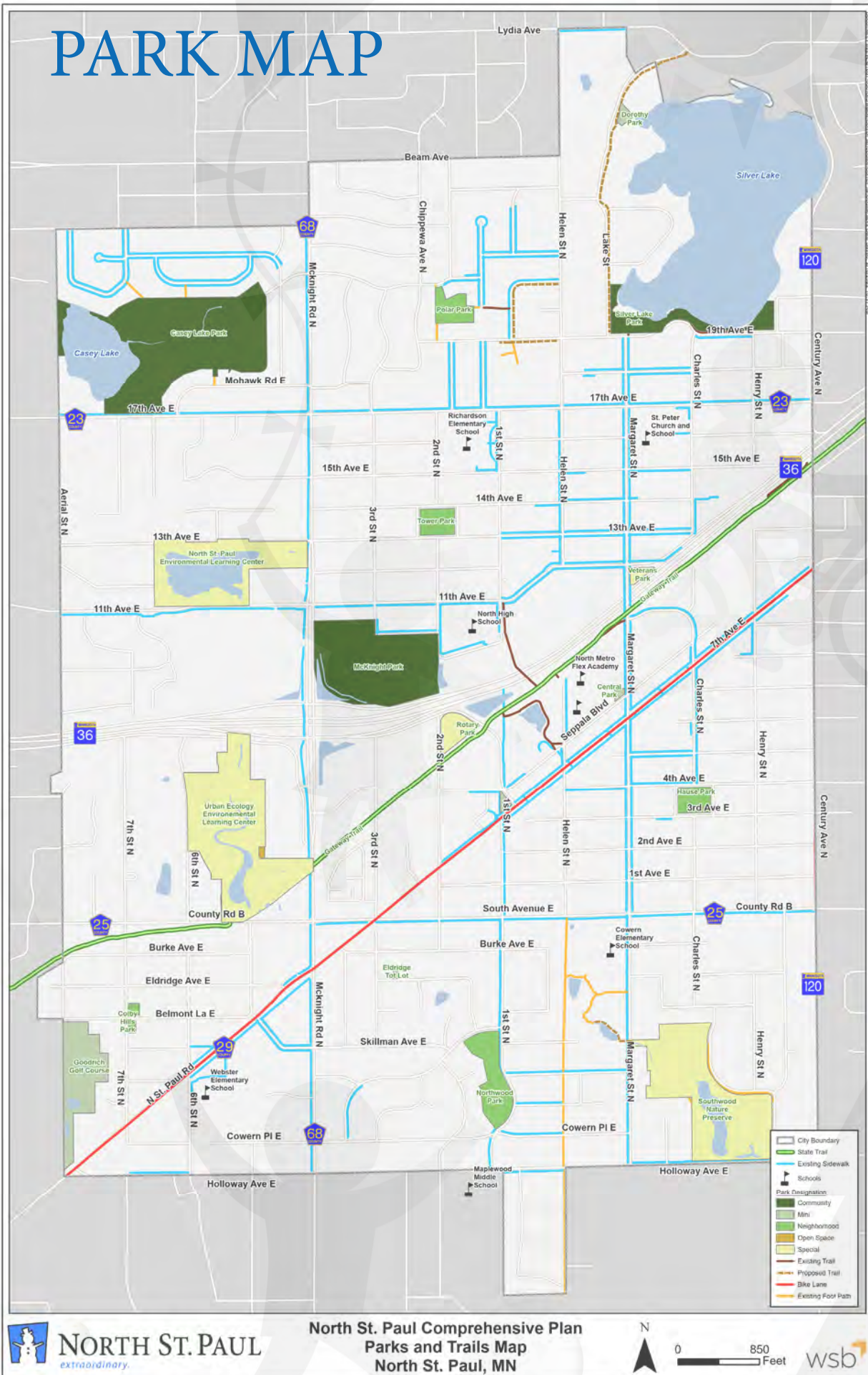
Included in this plan is an inventory of the amenities and infrastructure in each of the parks, the status of their age and condition, and the estimated cost to replace structures and equipment. By highlighting the needs of our parks and communicating the cost for replacement, the community will recognize the need for prioritization and creativity in fundraising to leverage all available financial resources.

Recommendations for prioritization, project phasing, and funding sources are also provided for all parks. Additionally, the City of North St. Paul may consider a future comprehensive park planning study be undertaken to ensure future recommendations are in line with community needs at the time of the study. Factors that contribute to the needs analysis should include park distribution, level of service provided, current trends in recreation, and evolving demographics and housing densities to ensure an equitable distribution of quality recreation for the community.

Wildlife at Silver Lake



PARK MAP



PARK CLASSIFICATIONS

MINI-PARK

Definition:

A park classified as a “Mini Neighborhood Park” consists of approximately an acre of land or less and will tend to have limited or specialized development.

Parks with this Classification:

- Central Park
- Country Club Park
- Downtown Park

Prescription:

- Improvement to parks under this classification will be more minimal, depending on extent of development and draw.
- The focus will be on maintenance/repair of existing equipment and amenities.
- Efforts will be made to enhance the visual appeal of these parks so they continue to serve as an asset based on their specific use.
- As existing infrastructure in these parks reaches the end of its lifespan, the Parks and Recreation Commission will work with the community to gauge interest in replacing infrastructure and to explore appropriate uses for the park based upon its location and intended use, in line with current needs and demands. This may include open green space, gathering area, plaza and seating spaces, special uses, public art, etc.

PARK CLASSIFICATIONS

NEIGHBORHOOD PARK

Definition:

A park classified as a “Neighborhood Park” is primarily used by residents of the neighborhood where it is located but more diverse amenities can draw in users from the greater community. These parks can encompass up to 12 acres of land although many fall within the 2 to 8 acre range. Most neighborhood parks include playground / tot-lots and may include additional types of active and passive recreational amenities based upon the size of land suitable for development.

Parks with this Classification:

- Colby Hills Park
- Dorothy Park
- Hause Park
- Northwood Park
- Polar Park
- Tower Park

Prescription:

- Improvements to parks under this classification may be a higher priority than mini-parks depending on extent of development and community draw.
- Efforts will be made to enhance the visual appeal of these parks so they continue to serve as an asset for the neighborhood.
- Funding will go towards maintenance, repair and replacement.
- As existing infrastructure in these parks reaches the end of its lifespan, the Parks and Recreation Commission will work with the community to gauge interest in replacing infrastructure and to explore new or expanded types of recreation based upon current needs and trends to meet broader interests and demographics, as appropriate within the park setting.



PARK CLASSIFICATIONS

COMMUNITY PARK

Definition:

A park classified as a “Community Park” differs from a neighborhood park by the fact that it draws in visitors from the larger community and even a larger region due to a unique natural feature or amenity. This classification replaces the previous “Regional Park” classification as described by the City of North St. Paul in order to be in alignment with criteria recognized by the Metropolitan Council for park classifications.

Parks with this Classification:

- Casey Lake Park
- Silver Lake Park
- McKnight Fields

Prescription:

- Improvements to parks under this classification will be a higher priority as they serve a crucial purpose in the community, attract a large number of visitors, promote a positive and prosperous image for North St. Paul, protect valuable natural resources, and can contribute to revenue generation.
- Funding will go towards maintenance, repair and replacement on a more frequent basis due to higher park use, demands and visibility.
- As existing infrastructure in these parks reaches the end of its lifespan, the Parks and Recreation Commission will work with the community to gauge interest in replacing infrastructure and to explore new or expanded types of recreation based upon current needs and trends to meet broader interests and demographics. Specifically, efforts will be made to maintain and enhance the amenities that generate a community-wide and regional draw to the park or contribute to its overall character and function.



PARK CLASSIFICATIONS

SPECIAL PURPOSE PARK

Definition:

A park classified as a “Special Purpose Park” serves a special purpose or service within the City and can include varying levels of development. This classification within the Park Improvement Plan includes open space parks.

Parks with this Classification:

- Rotary Park
- Southwood Nature Preserve
- Urban Ecology Environmental Learning Center
- Veteran’s Park

Prescription:

- Specialty parks serve varying purposes in the community, depending upon the actual type of development or natural resource offered.
- Funding will go towards maintenance, repair and replacement in line with the actual level of development to ensure the parks are adequately meeting the needs of the users or its intended purpose. This includes control of noxious species, water quality improvement measures and sustainability practices.
- Some specialty parks may have partnership opportunities to ensure its success in terms of development, maintenance and replacement efforts.
- Efforts will be made to maintain and enhance the amenities that generate a community-wide and regional draw to the park and City. For instance, sites located along the Gateway State Trail can draw in users from outside the local community and provide an access to the downtown business district.

INVENTORY AND CONDITIONS

MINI- PARKS

INVENTORY AND CONDITIONS

MINI-PARK

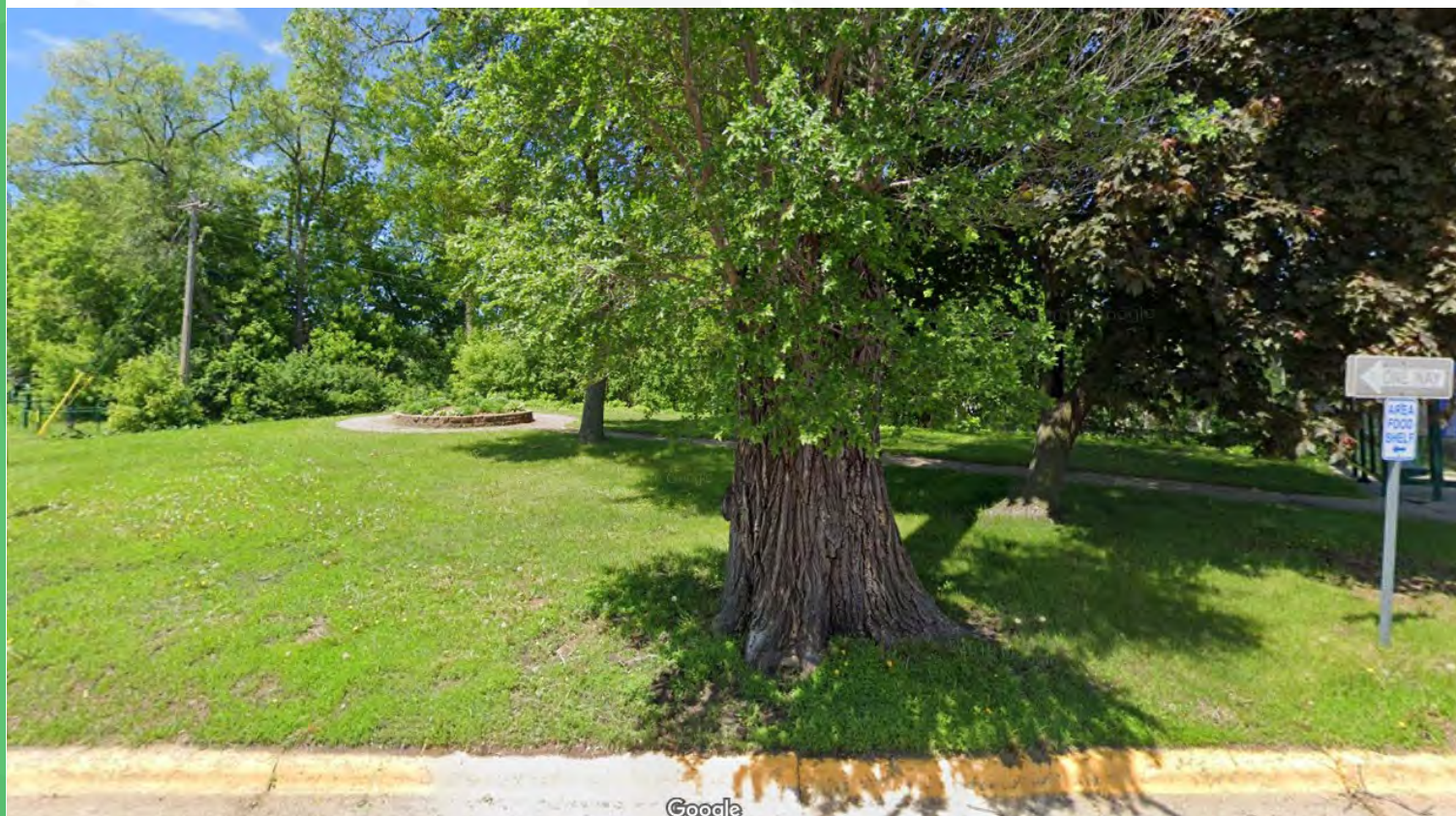
Central Park

Location: 2375 Margaret St. N (Margaret & Seppala intersection)

Size: 0.23 acres

Amenities

- Concrete Walks
- Planter
- Transit Stop



Google Streetview Image Capture (May 2019)

INVENTORY AND CONDITIONS

MINI-PARK

Country Club Park

Location: 2300 block of Eldridge Ave. E

Size: 0.15 acres

Amenities

- Open green space (empty lot)



Recommendations

Evaluate and confirm community need prior to implementing new park amenities.

INVENTORY AND CONDITIONS

MINI-PARK

Downtown Parcel (undeveloped)

Location: 2475 - 7th Ave E

Size: ~0.34 acres

A city-owned lot in the downtown business district with green space and landscaping. Location had transit stop and is a gateway location to the downtown business district.

Amenities

- Transit Stop
- Trash / Recycling Receptacles

Recommendations

General recommendations include preparation of a master plan for any potential development to meet the needs and desires of the growing populations within the surrounding neighborhoods, while serving as a gateway to the downtown business district.

The design could accommodate a plaza area with unique elements, public art or recreation while providing opportunities for a gathering space that would fit appropriately within this space.



Google Streetview Image Capture (Aug. 2021)

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARKS

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Colby Hills Park

Location: Corner of 7th St. N and Belmont Lane E

Size: 0.52 acres (2 lots combined)

The developed park is located on the north side of Belmont Lane with an open lawn space and winter skating area on the south side of the street. Recent improvements include a new accessible concrete walk to the shelter and playground with some playground improvements and a new bench.

Amenities

- Playground Area
- Bench
- Picnic Shelter
- Picnic Tables & Grills
- Drinking Fountain
- Concrete Walk to Playground & Shelter
- Open Lawn Lot



	Year Built
Bench	2021
Playground	2019
ADA Updates	2019
Open-air Shelter	2010
Swings	2009

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Colby Hills Parks (...Continued)



Playground Structure



Park Sign



Picnic Shelter



Green space

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Colby Hills Parks (...Continued)

Recommendations

General recommendations for the park are to continue previous improvements to complete the project for the near term.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Fence Replacement	\$6,000
Playground Equipment (new swings)	\$3,000
Concrete Playground Curb	\$2,500
Park Sign (1)	\$3,000
Retaining Wall	\$6,000
Optional: Volleyball Net Only	\$3,500
Subtotal:	\$24,000

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Dorothy Park

Location: 2916 Lake Boulevard

Size: 0.85 acres

Small neighborhood park located along the northwest side of Silver Lake with very scenic views and park setting. A new accessible concrete walk to the playground was completed in 2019.

Amenities

- Playground Area
- Benches & Picnic Tables
- Canoe Storage Rack
- Concrete Walk to Playground



	Year Built
Bench	2021
Walk	2019
Playground	2017
Swings	2017
Bench	2017

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Dorothy Park (...Continued)



Swings and playground equipment were replaced in 2017 with an accessible walk in 2019 as part of the street project.



Canoes racks are available for rent for a nominal fee.

Recommendations

General recommendations include a new park sign and ongoing maintenance.

Description	Estimated Costs
Sign	\$3,000

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Hause Park

Location: 2616 - 4th Ave. E

Size: 2.11 acres

Hause Park is located near the downtown district. It has a nice character and appeal with some recent updates and mature trees. The tennis court, however, is undersized, in poor condition and not accessible. The ballfield is in need of repair / replacement and the picnic shelter is not accessible.

Amenities

- Playground Area
- Park Building / Warming House with Restrooms
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Tennis Court (undersized)
- Basketball Court
- Ballfield
- Concrete Walk to Building



	Year Built
Playground	2017
Swings	2017
Merry-go-round	2015
Open-air Shelter	2012
Building	Late 1970's w/2018 remodel

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Hause Park (...Continued)



Shelter replaced in 2012; not connected by accessible walks



Ball field needs improvements



Tennis court in poor condition and is undersized



Renovation of the park building 2018



Playground replaced 2017

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Hause Park (...Continued)

Recommendations

General recommendations for the park are to continue previous improvements to complete the project for the near term. This may include a new double pickleball court within the existing tennis court footprint (or slightly longer), or a new single tennis court if it can be widened to the proper width. It should be noted that pickleball can be a noisy sport so the surrounding residences should provide input on the suitability of pickleball courts here. New concrete walk should be connected to the court, the existing picnic shelter and extended further down to the existing park building. Ballfield improvements include a new backstop, players benches and added agg-lime. It is also recommended to add gutters to the existing building.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$30,000
Double Pickleball Court	\$80,000
Concrete Walk & Ped Ramp to Court	\$11,000
Concrete Walk to Shelter & Building	\$18,000
Building Gutters	\$2,000
Ballfield Improvements	\$25,000
Restoration & Erosion Control	\$2,000
Park Sign (2)	\$6,000
Subtotal:	\$174,000
15% Contingency & Mobilization	\$26,000
15% Engineering & Design	\$26,000
Total:	\$226,000

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Northwood Park

Location: 1995 - 1st St. N

Size: 5.56 acres

Northwood Park offers a nice character and has had some recent playground updates, though many of the remaining amenities are in need of replacement. The park has a very linear configuration with a sidewalk that runs along 1st St. N which is connected by crosswalks from adjacent neighborhoods, but the park amenities have no connection by walks or trails. Parking takes place along 1st St. N. The ballfield has less than ideal orientation for programmed games but is meant for younger aged players.

Amenities

- Playground Area
- Sidewalk (along 1st St. N)
- Paved Hockey Rink
- Pleasure Rink
- Park Building / Warming House with Restrooms
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Drinking Fountain
- Ball Field
- Basketball Court



	Year Built
Ballfield Renovations	2018
Playground	2016
Swings	2016
Merry-go-round	2015
Open-air Shelter	1980
Park Building (warming house)	

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Northwood Park (...Continued)



Building is at the end of its useful life



New playground installed 2016



Basketball Court is in poor condition



Shelter is at the end of its useful life

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Northwood Park (...Continued)

Recommendations

General recommendations for the park include redevelopment of most of the park amenities with proper trail connections. The recommendations listed below are general suggestions and should be determined with the residents to ensure any improvements are in alignment with community needs and desires.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$40,000
Hockey Rink Boards	\$120,000
Warming House w/Restrooms & Open-Air Shelter Component	\$800,000
Basketball Hoops on Rink (2)	\$14,000
Gaga Pit	\$6,000
Playground Open-Air Shelter	\$40,000
Benches, Tables & Grills	\$25,000
6' Concrete Walks (~ 500 lf)	\$30,000
Restoration & Erosion Control	\$10,000
Park Sign (1)	\$3,000
Optional: Volleyball Court Addition	\$15,000
Subtotal:	\$1,103,000
15% Contingency & Mobilization	\$165,450
15% Engineering & Design	\$165,450
Total:	\$1,433,900

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Polar Park

Location: Hilltop Court (between Shawnee Drive and 19th Street)

Size: 2.27

Polar Park is primarily surrounded by residential lots with three points of access from adjacent residential streets. The park has mature trees that provides a nice character and shade.

Amenities

- Playground Area
- Picnic Spaces and Grills
- Informal Lawn / Field
- Concrete Walk to Playground



	Year Built
Concrete Walks	2020
Bench	2020
Swings	2020
Playground	1997
Bench	2020

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Polar Park (...Continued)

A new accessible concrete walk from Shawnee Dr. along the north entrance point of the park to the playground was recently completed, along with a concrete playground border, per the park concept plan below. It was determined the path would not continue to the south access point, based on the desires of the neighborhood.



INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Polar Park (...Continued)

Recommendations

General recommendations for the park are based on the park concept plan, with the exception of the trail extending to the southern street. The remaining proposed improvements include an internal park trail loop, expanded playground equipment with engineered wood fiber surfacing and new site furnishings to include benches, tables, grills, bike racks, etc. The proposed improvements should continue to be confirmed by the City and residents in order to meet the actual needs and desires.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$10,000
Play Equipment Replacement	\$75,000
Benches, Tables & Grills	\$10,000
Concrete Playground Pad	\$4,000
Restoration & Erosion Control	\$2,000
Park Signs (3)	\$9,000
Optional: 8' Bituminous Trail Loop (~ 850 lf)	\$23,000
Subtotal:	\$133,000
15% Contingency & Mobilization	\$20,000
15% Engineering & Design	\$20,000
Total:	\$173,000

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Tower Park

Location: 2375 - 13th Ave. E (between 2nd St. and East 2nd St.)

Size: 2.23 acres

Tower Park is located halfway between North High School and Richardson Elementary School on a water tower site. It has a lot of mature trees and recent updates have added to the overall character and appeal.

Amenities

- Playground Area
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Sand Volleyball Court
- Basketball Court
- Trails / Drive (0.12 miles)



	Year Built
Volleyball Border	2020
Playground	2015
Open-air Shelter	2012
Swings	2009 (Qty 3)
Merry-go-round	1999

INVENTORY AND CONDITIONS

NEIGHBORHOOD PARK

Tower Park (...Continued)



Playground installed in 2015



Volleyball Court Improvements

Recommendations

General recommendations include removing outdated amenities as necessary, ongoing maintenance and add a new park sign.

Description	Estimated Costs
Sign	\$3,000

INVENTORY AND CONDITIONS

COMMUNITY PARKS

INVENTORY AND CONDITIONS

COMMUNITY PARK

Casey Lake Park

Location: 2089 17th Ave. E

Size: 42.13 acres

Casey Lake Park boasts a highly scenic natural setting along Casey Lake. The park has a variety of active and passive outdoor recreation amenities spread out within the park with natural spaces that break up the developed areas and create numerous places to gather.

Amenities

- Park Booya Building and Shelter
- New Building w/Restrooms & Meeting Room
- Picnic Shelter
- Upper Casey Playground (Janie's Playground)
- Lower Casey Playground (Army Park)
- Upper & Lower Parking Lots
- Sand Volleyball
- Hockey Rink
- (4) Ballfields (Fields 1 & 2 Fenced)
- Trails (~1 mile)
- Fishing Pier
- Picnic Tables, Grills & Benches
- Wooden Exercise Equipment (old)



	Year Built
Jerry Bell Ball Field	2017 Renovation
Park Building New	2016
Booya Building	2016 Renovation
Fishing Pier	2015
Upper Casey Play Equipment	2015
Janie's Playground / Swings	2014
Open-air Shelter	
Wooden Equipment	1970's

INVENTORY AND CONDITIONS

COMMUNITY PARK

Casey Lake Park (...Continued)

The new and renovated buildings provide an appealing entrance feature into the primary parking lot with scenic views of the lake. The adjacent Janie's Playground is also a unique feature that draws in use. Fields 1 & 2 have optimal orientations for play but fields 3 & 4 have poor orientations. The hockey rink also has a poor orientation, is in poor condition and is a long distance from any parking. The eastern playground (Army Park) will soon need replacement.



*Shelter and park building renovated/
rebuilt in 2016*



*New monument sign
2018*



*Janie's playground constructed
in 2014*



Sand volleyball court



Field #1 renovated in 2017



Fishing Pier constructed in 2015

INVENTORY AND CONDITIONS

COMMUNITY PARK

Casey Lake Park (...Continued)

Recommendations

General recommendations for the park include redevelopment / replacement of some of the park amenities. The recommendations listed are general suggestions and should be determined with the residents to ensure they are in alignment with community needs.

It is recommended to develop a community involved master plan process for any reorganization for improvements and develop a corresponding estimate of probable costs at that time in order to budget for the improvements.

Some items for consideration if reorganization of amenities is warranted include the following:

- At time of further improvements to Fields 3 & 4, the infields could be relocated for optimal orientation for play.
- The hockey rink could be moved closer to the eastern parking lot in order to orient the rink north-south and improve proximity to parking.
- Add warming house building with restrooms and open-air shelter.
- Pave the rink to allow for multiple year-round uses.
- A new playground or natural play features could be relocated in the center near the ballfields for better proximity to the ballfield users.
- Add one or two picnic shelters near the relocated playground and ballfields.
- Develop cross-country ski trails.
- Add new exercise equipment along trails.

INVENTORY AND CONDITIONS

COMMUNITY PARK

McKnight Fields

Location: 2310 - 10th Ave. E

Size: 14.94 acres

McKnight Fields are located adjacent to the North High School and primarily focused on athletics with a ballfield wheel containing a central concessions area, a separate baseball field, and a smaller ballfield with turf field overlay. There are a total of 8 tennis courts, all in very poor condition. The poor condition of many of the trails and adjacent streets also detract from the overall appearance of the site.

Amenities

- Concession Stand
- Announcing Building
- Restrooms
- (4) Ball Fields in Wheel
- (1) Baseball Field with Turf Infield
- (1) Ball Field / Multiuse Field (ballfield has poor orientation)
- Tennis Courts (8)
- Small Picnic Shelter
- Batting Cages
- Storage Shed
- Parking Lot



	Year Built
Field #1 Renovation	2016

INVENTORY AND CONDITIONS

COMMUNITY PARK

McKnight Field (...Continued)



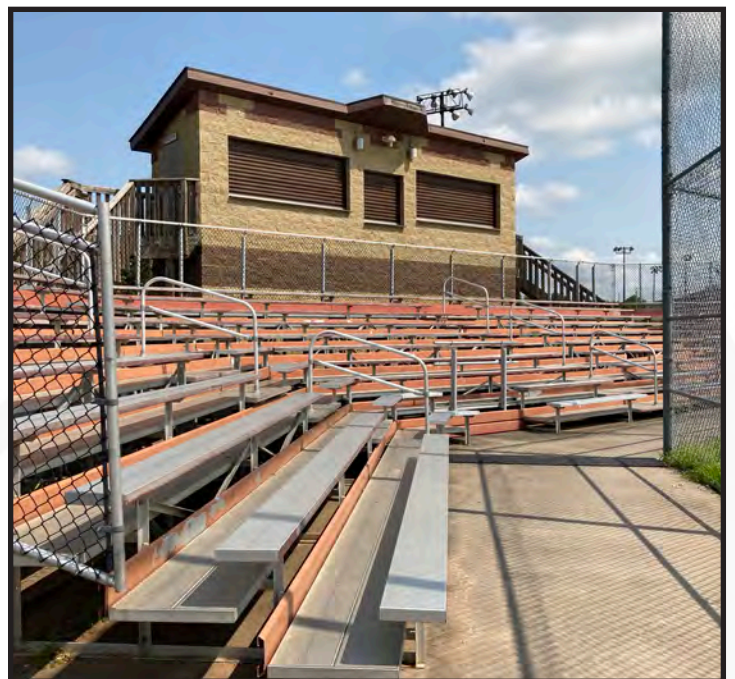
Field #4 renovated 2016



Concession stand and poor trail conditions



Tennis courts in poor condition



Announcing Booth & Bleachers

INVENTORY AND CONDITIONS

COMMUNITY PARK

McKnight Field (...Continued)

Recommendations

General recommendations for the park include improvements and replacement of existing amenities that are in poor condition, at the end of their useful life and do not meet current codes or accessibility standards.

It is recommended an updated 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.

Some items for consideration includes the following:

- Determine actual number of tennis courts needed. There may be potential to create dedicated pickleball courts on the park site that take up less space separate from dedicated tennis courts. Consider relocating some of the courts and ensure trail connections.
- Determine needs of informal ballfield on NW corner of site. If necessary to keep, reorient the field for optimal play.
- Consider new parking layouts for improved capacity and circulation.
- Consider exercise station area.
- Consider open air picnic shelter.
- Consider playground.
- Improvements to existing ballfields.
- Determine necessary updates to concessions and announcement booth.
- Trail replacement.
- Consider a potential splash pad, though this should be vetted with additional sites that may be more appropriate for this feature.

INVENTORY AND CONDITIONS

COMMUNITY PARK

Silver Lake

Location: 2601 19th Ave. E

Size: 5.32 acres

Silver Lake Park is a very linear site with a variety of recreation elements, picnic spaces and a very popular swimming beach. There were some recent improvements to playground equipment and pickleball striping was added to the tennis courts. There are some accessibility issues to be addressed along with ongoing management of natural resources and water quality.

Amenities

- Swimming Beach
- Restrooms / Changing Rooms
- Fishing Pier
- (2) Playground Areas
- Sand Volleyball Court
- Double Tennis Court / Pickleball Overlay
- Walking/Biking Trails (0.37 miles)
- Picnic Tables, Grills & Benches
- Open Air Picnic Shelter
- Drinking Fountain



	Year Built
Merry-go-Round, Swings & Slide	2015
Open-air Shelter	2015
Fishing Pier	2014
Playground (East)	2006
Restroom Building	

INVENTORY AND CONDITIONS

COMMUNITY PARK

Silver Lake (...Continued)



Eastern Playground



Restroom Building



Merry-go-Round



Picnic shelter with views of the lake



Fishing pier added in 2011



New playground in 2015 at Silver Lake West

INVENTORY AND CONDITIONS

COMMUNITY PARK

Silver Lake (...Continued)

Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added trail connections as necessary for improved accessibility. When the playground on the eastern side is replaced, more unique or challenging pieces could be considered to meet the needs of varying demographics and ages. The existing restroom building should be evaluated for code compliance to determine if improvements are necessary, or if complete replacement is a better value.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor. Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
New Prefabricated Restroom Building	\$500,000
6' Concrete Walks (~150 lf)	\$10,000
Playground East	\$200,000
Security Light	\$6,000
Receptacles & Signage	\$8,000
SubTotal:	\$724,000
15% Contingency & Mobilization	\$108,600
15% Engineering & Design	\$108,600
Total	\$941,200

INVENTORY AND CONDITIONS

SPECIAL PURPOSE PARKS

INVENTORY AND CONDITIONS

SPECIAL PURPOSE PARK

Rotary Park

Location: Corner of North St. Paul Drive & 2nd St. N

Size: ~2.8 acres

This parcel is owned by MnDOT and serves as a trailhead for the Gateway State Trail, which also provides connections to the downtown business district. The trailhead contains newer amenities.

Amenities

- Restrooms
- (2) Open Air Shelters
- Picnic Tables & Benches
- Drinking Fountain
- Trails
- Bike Fix-it Station



	Year Built
Restroom	2021
Open Air Shelters	2014 - 2016
Drinking Fountain	2011

INVENTORY AND CONDITIONS

SPECIAL PURPOSE PARK

Rotary Park (...continued)



Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added wayfinding and interpretive maps to provide directions to the downtown business district and additional destination points.

Description	Estimated Costs
Kiosk / Wayfinding Maps	\$15,000

INVENTORY AND CONDITIONS

SPECIAL PURPOSE PARK

Southwood Nature Preserve

Location: 2651 Holloway Ave. E

Size: ~28.0 acres (mostly wetland / water)

A natural resource park containing a variety of ecosystems and natural trails.

Amenities

- Walking Trails (natural)
- Overlook Deck
- Benches



Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added wayfinding and educational / interpretive maps.

Description	Estimated Costs
Interpretive / Wayfinding Signs & Kiosk	\$20,000

INVENTORY AND CONDITIONS

SPECIAL PURPOSE PARK

Urban Ecology Environmental Learning Center

Location: West of McKnight Road along South Ave. E

Size: 24.34 acres

A natural resource park along the Gateway State Trail with approximately operated and maintained by the Ramsey-Washington Metro Watershed District as part of a wetland restoration project.

Amenities

- Walking Trails (natural) & Boardwalk
- Overlook Deck
- Wetland Restoration
- Education / Interpretive Signs (need replacement)

Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed in partnership with RWMWD with new educational / interpretive maps.

Description	Estimated Costs
Interpretive / Wayfinding Signs	\$5,000

INVENTORY AND CONDITIONS

SPECIAL PURPOSE PARK

Veterans Memorial Park

Location: 2480 Margaret St. N

Size: 0.60 acres

Amenities

- Veteran's Memorial
- Benches



INVENTORY AND CONDITIONS

RECREATION STANDARDS

Recreation Design Standards

The National Park and Recreation (NRPA) is an organization that strives to help communities provide access and recreation to all people, no matter the race, age, income level, or ability. The NRPA provides a range of tools and resources to local park and recreation agencies to use for community engagement, program participation, and funding opportunities.

The NRPA has park metrics that can be used to generally evaluate the existing park system in comparison to similar communities. They provide general recreation standards per population for general evaluation purposes but are not intended to be applicable for every community.

The NRPA and many communities strive to have a park with quality recreation amenities within a quarter to half mile of every household, which is considered to be a 10-minute walk.

There are numerous factors that come into play beyond the overall distance and population-based standards and it is recommended that cities conduct routine evaluations to determine how their overall system is functioning based on more community-specific data to identify improvement opportunities. For instance, an overall map may identify a park within a half-mile of its residents yet does not account for any barriers that may prohibit or deter safe access to the parks. It also does not account for the actual size of the park or types of recreation available in relation to the populations being served.



Facilities Chart

The following chart identifies the recreation amenities available at each of the City of North St. Paul's parks.

KEY: Mini-Park (MP)
 Neighborhood Park (NP)
 Community Park (CP)
 Special Purpose (SP)

Park	Casey Lake Park	Central Park	Colby Hills Park	Country Club Park	Downtown Park	Dorothy Park	Hause Park	McKnight Fields
Park Category	CP	MP	NP	MP	MP	NP	NP	CP
Nature areas								
Undeveloped								
Walk / Trail								
Beach								
Baseball								
Basketball								
Ice Rink								
Volleyball								
Tennis								
Open Air Shelter								
Enclosed Pavilion								
Drinking Fountain								
Restrooms								
Fishing Pier								
Grills								
Picnic Tables								
Benches								
Playground								

Park	Northwood Park	Polar Park	Rotary Park	Silver Lake Park	Southwood Nature Preserve	Tower Park	Veteran's Park	Urban Ecology Center
Park Category	NP	NP	SP	CP	SP	NP	SP	SP
Nature areas								
Undeveloped								
Walk / Trail								
Beach								
Baseball								
Basketball								
Ice Rink								
Volleyball								
Tennis								
Open Air Shelter								
Enclosed Pavilion								
Drinking Fountain								
Restrooms								
Fishing Pier								
Grills								
Picnic Tables								
Benches								
Playground								

IMPLEMENTATION PLAN

IMPLEMENTATION STRATEGY

Implementation Strategy

Implementation of recommended improvements should be based upon several factors:

- **Community Needs:** Based on identified community need assessment studies that indicate missing or desired amenities or programs, as well as identification of underserved populations that are based on park proximity and population density factors.
- **Park Condition Factors:** Action is warranted due to unsafe conditions, poor quality, end of life cycle, and ineffective at servicing current needs.
- **Available Funding:** Based on available funding or potential partnerships or funding opportunities for improvements or development.

While the data related to condition factors and funding can be easily accessed, it is recommended that a true community-involved needs analysis be undertaken as part of comprehensive park and trail planning effort to guide priorities.

The strategy for implementation and determination of priorities should work towards the goal of developing a balanced system that offers multiple community values. The priorities will need to be continually updated to reflect changes in recreation trends, demands, city demographics and land uses, as well as opportunities that arise.

An important consideration in development of strategic investments is to avoid spreading investment dollars too thinly across the entire system. This often results in having a minimal effect of the public perception of the value of the investment. As an example, rather than changing out or adding a couple of pieces of equipment within a playground, replace the entire playground at one time. Rather than undertake one improvement each year at a park site, undertake a more comprehensive improvement project. This is beneficial in reducing costs related to redundant items needed with each project and allows for a more manageable maintenance and replacement schedule for the park as well.

It is also recommended that the City of North St. Paul develop a park asset management plan to effectively project yearly anticipated maintenance and replacement costs for annual budgeting purposes based upon the anticipated lifespan of the amenities.

IMPLEMENTATION PLAN

Implementation Strategy (...Continued)

The biggest challenge facing the City of North St. Paul will be securing the funding needed to make the necessary improvements. The estimates below are significant as shown but currently do not include new park developments or some of the larger parks that will have substantially higher funding needed to make necessary improvements.

While there are partnership and funding opportunities to help in the cost-sharing, the City will need to determine a method of making more significant investments in the coming years in order to meet the goals of this plan.

Implementation Estimates

Classification	Park Name	Total Estimated Costs
Mini-Park	Central	TBD: ~\$300K+
Mini-Park	Country Club	TBD
Mini-Park	Downtown	TBD: ~\$300K+
Neighborhood	Colby Hills	\$24,000
Neighborhood	Dorothy	\$3,000
Neighborhood	Hause	\$226,000
Neighborhood	Northwood	\$1,433,900
Neighborhood	Polar	\$173,000
Neighborhood	Tower	\$3,000
Community	Casey Lake	TBD: ~\$2.5M+
Community	McKnight Fields	TBD
Community	Silver Lake	\$941,200
Special Purpose	Rotary	\$15,000
Special Purpose	Southwood Nature Preserve	\$20,000
Special Purpose	Urban Ecology Center	\$5,000
Special Purpose	Veteran's Memorial	-

PARK IMPLEMENTATION PLAN

PARK PRIORITIZATION TABLE

The following Park Implementation Table with identification of potential projects does not necessarily reflect recommendations based on a Community Needs Analysis. General costs have been rounded and recommendations beyond the 10-year timespan are not provided.

Timeline	Park	Improvement	Est. Project Cost	Total Cost
Short Term / High Priority (1 - 5 years)	General	Park Signs	\$32,000	
	Rotary Park	Signage	\$15,000	
	Hause	Tennis Court, Trails & Ballfield	\$226,000	
	Polar	Playground & Trails	\$173,000	
	Downtown Park	Master Plan	\$8,000 - \$10,000	
	McKnight	Master Plan	\$8,000 - \$10,000	
	Casey Lake	Master Plan (East Side of Park)	\$8,000 - \$10,000	
	Northwood Park	Master Plan	\$8,000 - \$10,000	
	Casey Lake	Hockey Rink Improvements	\$50,000	
	Short Term Projects Total Estimated Cost			\$528,000 - \$536,000
Mid Term (5 -10 years)	Downtown	TBD	TBD: \$500K+	
	Northwood	Improvements	\$1.43M	
	McKnight Fields	TBD	TBD	
	Silver Lake	Playground & Miscellaneous	\$941K	
	Casey Lake	TBD	TBD: ~\$2.5M+	
	Mid Term Projects Total Estimated Cost			\$4.9M +

PROJECT DESCRIPTIONS

SHORT TERM/ HIGH PRIORITY PROJECTS

TIMELINE: 1 - 5 YEARS

SHORT TERM PROJECTS

Project name: Park Signage Improvements

Park classification: Varies

Description: Replacement of park identification signs at select sites and adding in a sign / kiosk at Rotary Park for wayfinding.

Justification: Park identification signs are in need of replacement. Rotary Park signage would help direct trail users from the Gateway State Trail into the downtown business district destination areas and provide wayfinding for the trail system. A partnership or grant opportunity may be available for the Rotary Park Kiosk sign costs.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Park Identification Signs	\$32,000		2022
Rotary Park Kiosk	\$15,000		2022-2023

SHORT TERM PROJECTS

Project name: Hause Park Improvements

Park classification: Neighborhood

Description: Continued park improvements to include the replacement of the existing court with either a standard sized tennis court and/or two pickleball courts. Additional improvements include walkways for improved accessibility and general ballfield improvements such as a new backstop, fencing, players benches and topdressing agg-lime.

Justification: Complete park improvements so the entire park will be complete for the next life cycle. The existing tennis court is in a very poor condition and is not the proper size.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Hause Park Improvements	\$174,000 - \$226,000		2022-2023

SHORT TERM PROJECTS

Project name: Polar Park Improvements

Park classification: Neighborhood

Description: Continued park improvements to include the replacement of the existing playground and site picnic and seating areas with new trails for improved accessibility.

Justification: Continue park improvements so the entire park will be complete for the next life cycle. The existing playground is beyond its life span and likely does not meet current safety standards.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Polar Park Improvements	\$133,000 - \$173,000		2023

SHORT TERM PROJECTS

Project name: Master Plan Projects

Park classification: Community & Specialty

Description: Development of park master plans in order to identify improvements related to desired amenities, optimal locations and related costs.

Justification: Master Plans are meant to provide guidance for future projects and funding needs, along with overall prioritization within the greater system. A community-led planning process will help identify community desires in terms of amenities and priorities. A master plan is necessary to find the optimal location for a splash pad and the development of a downtown park. Casey Lake is a community park and the eastern side should look at potential reorganization prior to undertaking any further improvements. McKnight Fields is a community park that should be reviewed further to identify any potential additions and actual replacement costs.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Downtown Park	\$8,000 - \$10,000		2022
McKnight Fields	\$8,000 - \$10,000		2023
Casey Lake	\$8,000 - \$10,000		2023
Northwood	\$8,000 - \$10,000		2023

SHORT TERM PROJECTS

Project name: Casey Lake Hockey Rink

Park classification: Community

Description: Improve the hockey rink at Casey Lake Park if the master plan process indicates the rink is to remain in its existing location. If the master plan process indicates a new rink location, the project should ultimately be part of a larger redevelopment project.

Justification: Casey Lake is a community park containing one of two city rinks which is currently in poor condition.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Casey Lake Rink Improvements (dependent on master plan outcome)	\$50,000		2024

REPLACEMENT COSTS

MID TERM PROJECTS

TIMELINE: 5 - 10 YEARS

MID TERM PROJECTS

Project name: Downtown Park

Park classification: Currently Unspecified / Potential Special Purpose Park

Description: Development of a park in the downtown district that adds a new and/or complementary type of specialty recreation that would serve the growing populations within the surrounding neighborhoods, as well as the broader community. The site has opportunity for some community gathering spaces, public art of specialty amenity that would fit within the given space and be highly identifiable along this entry point into the downtown business district. Development and corresponding estimate of probable costs would be determined by a master plan process, but a general placeholder budget is currently provided which can be updated upon completion of the master plan.

Justification: As a park within the downtown district it would have high visibility that would enhance the downtown and provide opportunities for gathering areas and events that may contribute to revenue generation for the businesses while also providing recreation for new and growing populations.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Downtown Park	\$500,000		2025

MID TERM PROJECTS

Project name: Northwood

Park classification: Large Neighborhood

Description: Improvements to Northwood Park to potentially include new rink boards with added basketball goal standards on the rink for multi-purpose and multi-season use, a new warming house building with restrooms and exterior open air shelter space, a new open air shelter by the playground, added gaga pit, added volleyball court, trail connections, and related benches, tables and grills.

Justification: As a large neighborhood park, the improvements would bring the park service level up to desired standards and provide proper accessibility to the amenities.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Northwood Park Improvements	\$1.1 - \$1.4M		2025-2027

MID TERM PROJECTS

Project name: McKnight

Park classification: Community Park / Athletic Fields

Description: Improvements and replacement of existing amenities and/or added amenities based upon approved master plan recommendations.

Justification: As a popular community park focused on athletics which also brings in revenue for the community, improvements are necessary to keep facilities up to adequate design standards to meet the ongoing demands of athletics, the school and residents.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
McKnight	\$TBD		2028-2030

MID TERM PROJECTS

Project name: Silver Lake

Park classification: Community

Description: Improvements to Silver Lake Park to include replacement of the outdated playground on the east side of the park which could include more unique or challenging pieces to serve a different age group from the equipment on the west side of the park. Trail connections to existing amenities would be included for improved accessibility with an added security light for safety improvements, new park signage and added receptacles.

Justification: As a popular community park with a strong appeal for the beach, the new restrooms would meet the needs of the users by replacing an outdated structure. The new playground equipment would help meet a need for a varying demographic with other improvements focused on improved accessibility and safety.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Silver Lake Park Improvements	\$724,000-\$941,200		2030-2032

MID TERM PROJECTS

Project name: Casey Lake Improvements

Park classification: Community

Description: Improvements and replacement of existing amenities and/or added amenities based upon approved master plan recommendations.

Justification: Casey Lake is a community park with a variety of active and passive recreation which draws in use from across the community. Improvements would be focused on the eastern section of the park with improvements on overall layout , improved athletics, and bringing the amenities up to current design standards to provide quality recreation across multiple seasons.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Casey Lake Site Improvements	\$TBD (~\$2.5M+)		2032-2034

CONCLUSION

The Park Improvement Plan provides general insight into known infrastructure needs at the time it was written. Unknown community needs and related costs will ultimately affect the overall prioritization strategy for implementation along with actual funding available.

The Park Improvement Plan costs for improvements highlight the need for making more significant investments into parks in the upcoming years based on meeting the goals of this plan that place a higher priority on community parks. As parks continue to age and fall into a state of disrepair, this can negatively affect community perception of the overall system. This is especially true for the larger parks in the system that receive more significant use and have higher related costs for improvements due to the extent of recreation available. This emphasizes the need for making strategic investments based on community needs and a visionary approach, rather than a reactionary or piecemeal approach.

Recommendations moving forward include developing a Needs Assessment that accounts for current and anticipated demographics to ensure priorities are in alignment with actual need, along with the development of a comprehensive asset management system to help track and identify funding needs over time based upon the expected lifespan of individual amenities. Priorities and related costs should be updated annually to reflect current inflation and market rates as well as changes in priorities.

APPENDIX

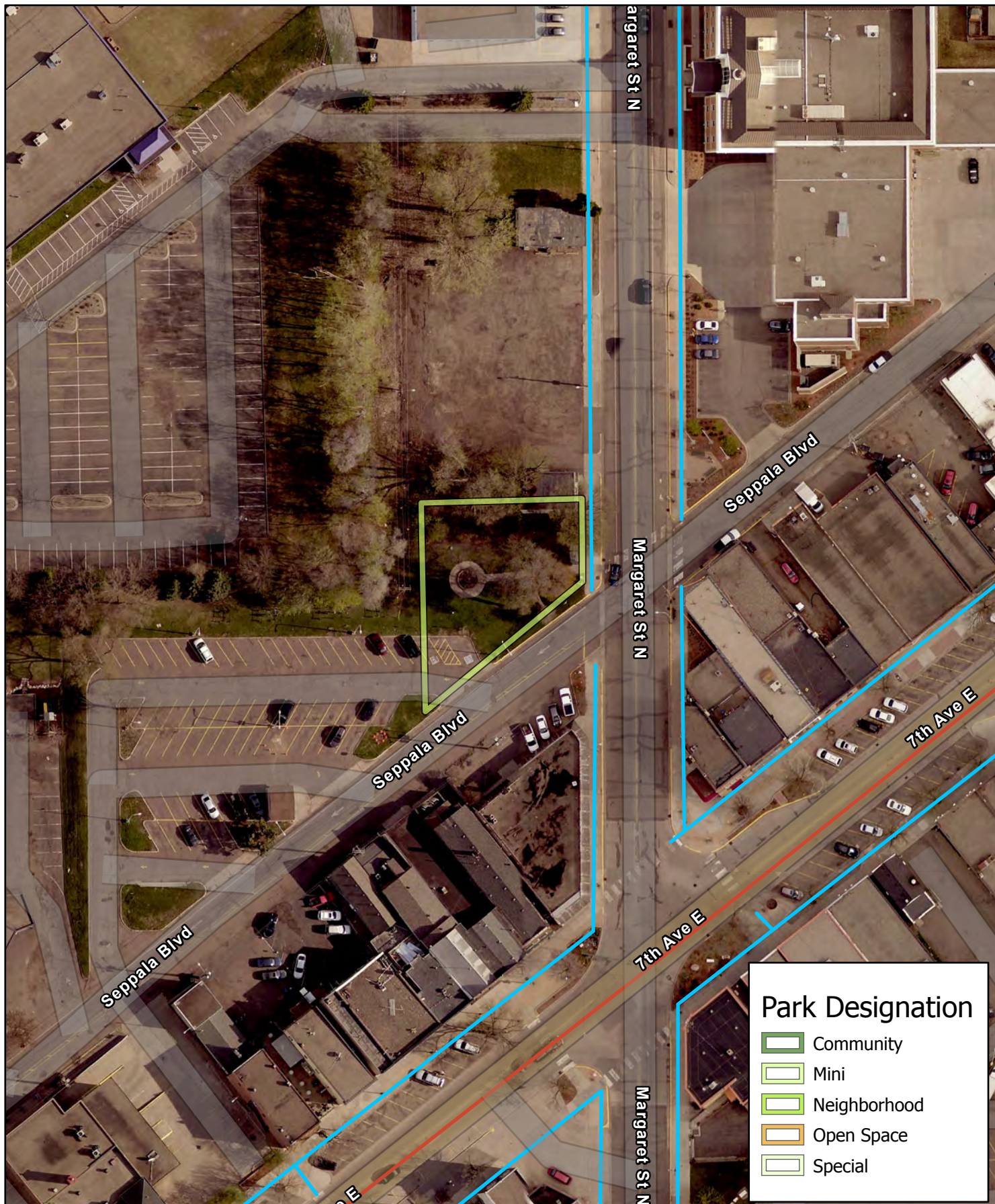
INDIVIDUAL PARK MAPS



Casey Lake Park

North St. Paul Parks & Trails





Central Park

North St. Paul Parks & Trails

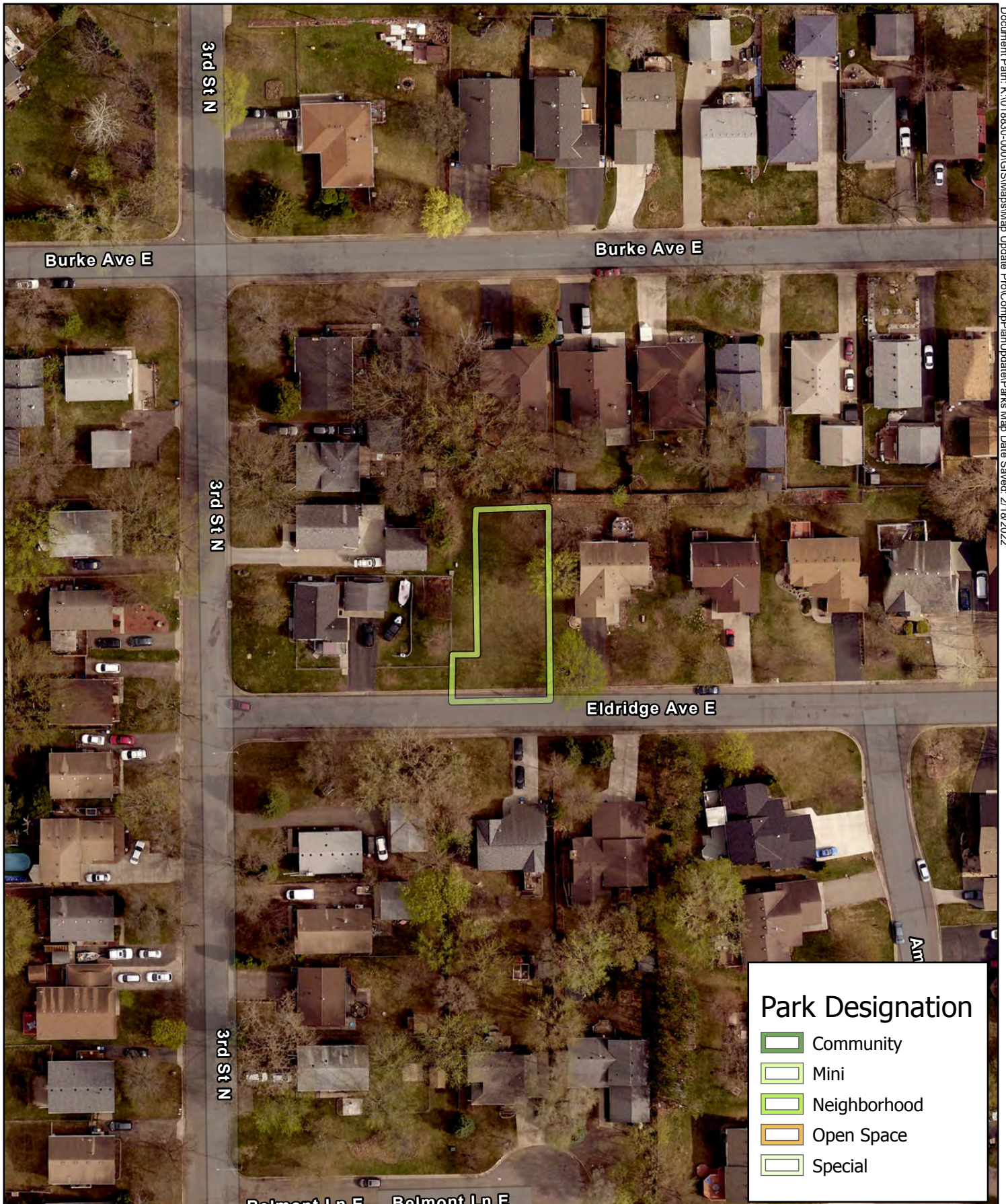




Colby Hills Park

North St. Paul Parks & Trails





Park Designation

-  Community
-  Mini
-  Neighborhood
-  Open Space
-  Special



Country Club

North St. Paul Parks & Trails





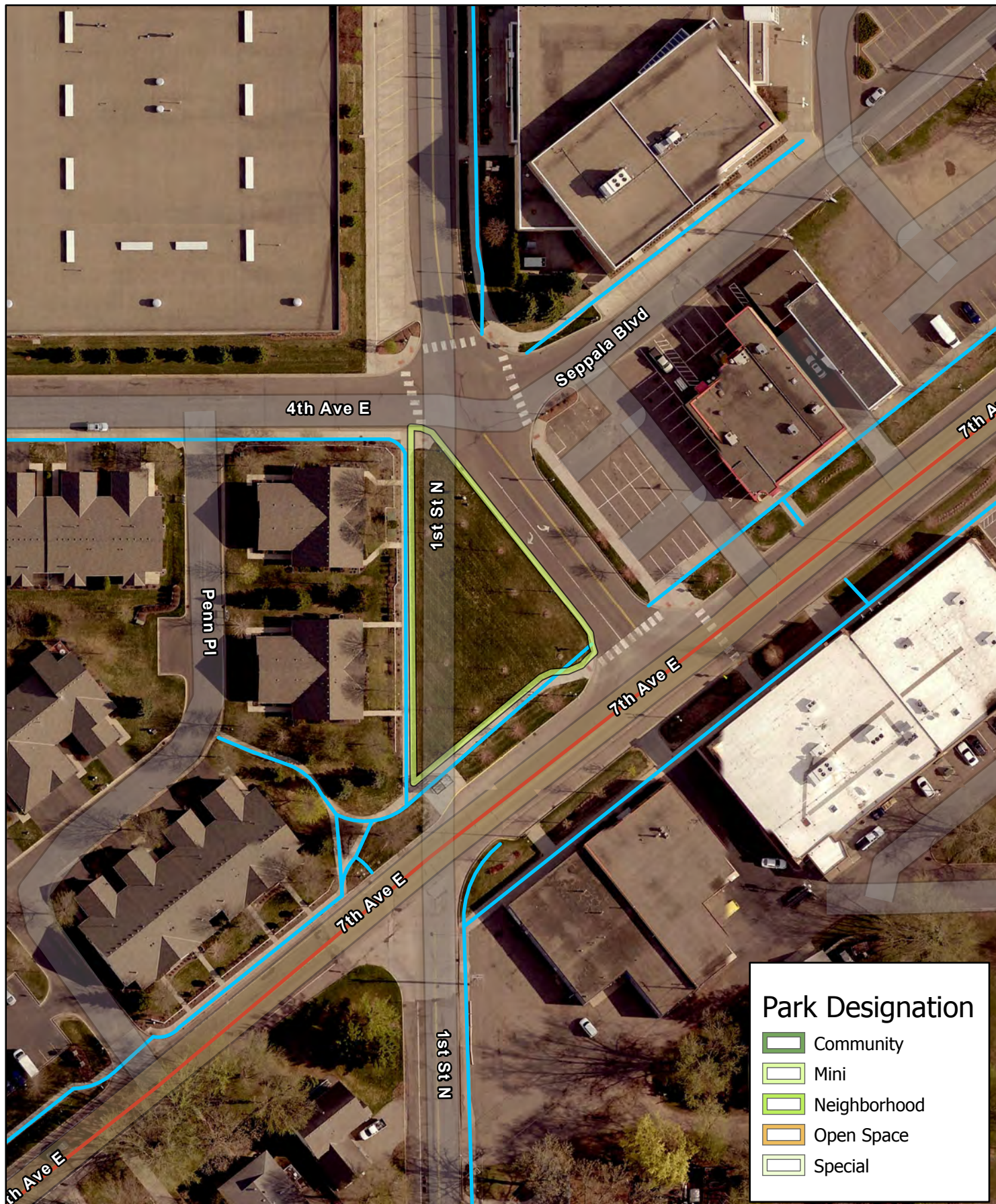
Park Designation

- Community
- Mini
- Neighborhood
- Open Space
- Special



Dorothy Park
North St. Paul Parks & Trails





Downtown Lot
North St. Paul Parks & Trails





Park Designation

- Community
- Mini
- Neighborhood
- Open Space
- Special



Hause Park
North St. Paul Parks & Trails





Park Designation

- Community
- Mini
- Neighborhood
- Open Space
- Special



McKnight Park
North St. Paul Parks & Trails





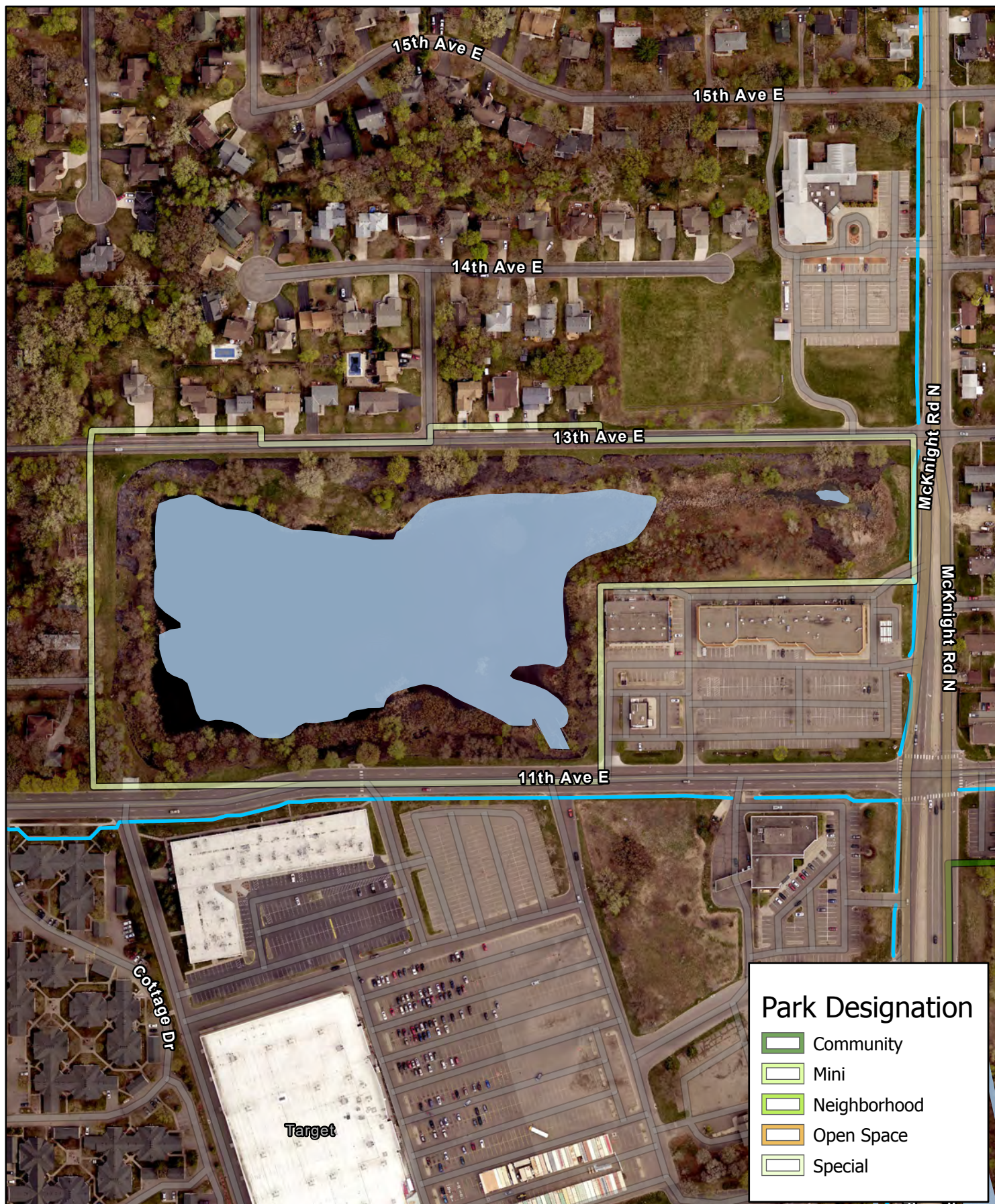
Park Designation

- Community
- Mini
- Neighborhood
- Open Space
- Special



Northwood Park
North St. Paul Parks & Trails

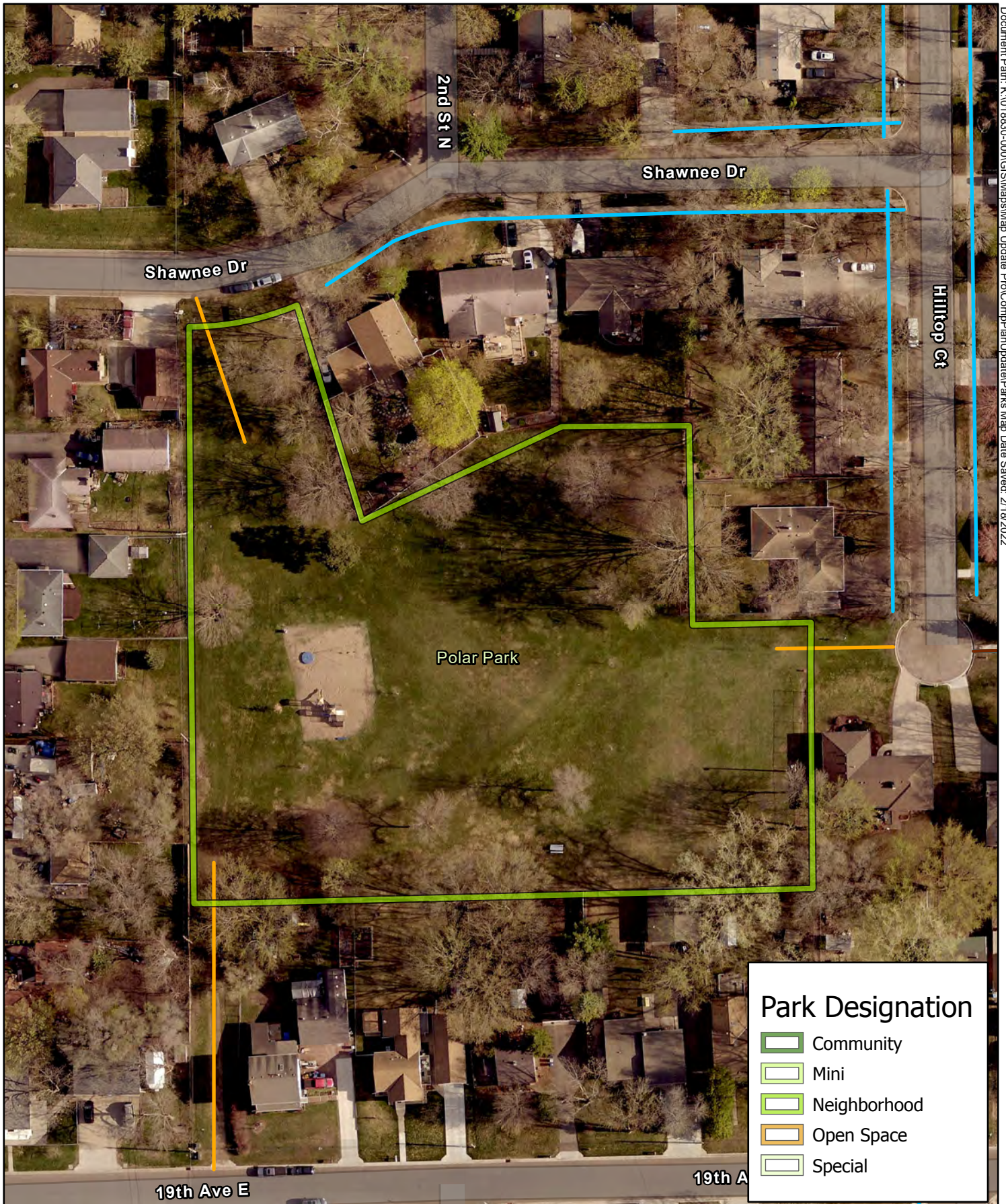




NSP Environmental Learning Center

North St. Paul Parks & Trails





Polar Park

North St. Paul Parks & Trails





Park Designation

- Community
- Mini
- Neighborhood
- Open Space
- Special



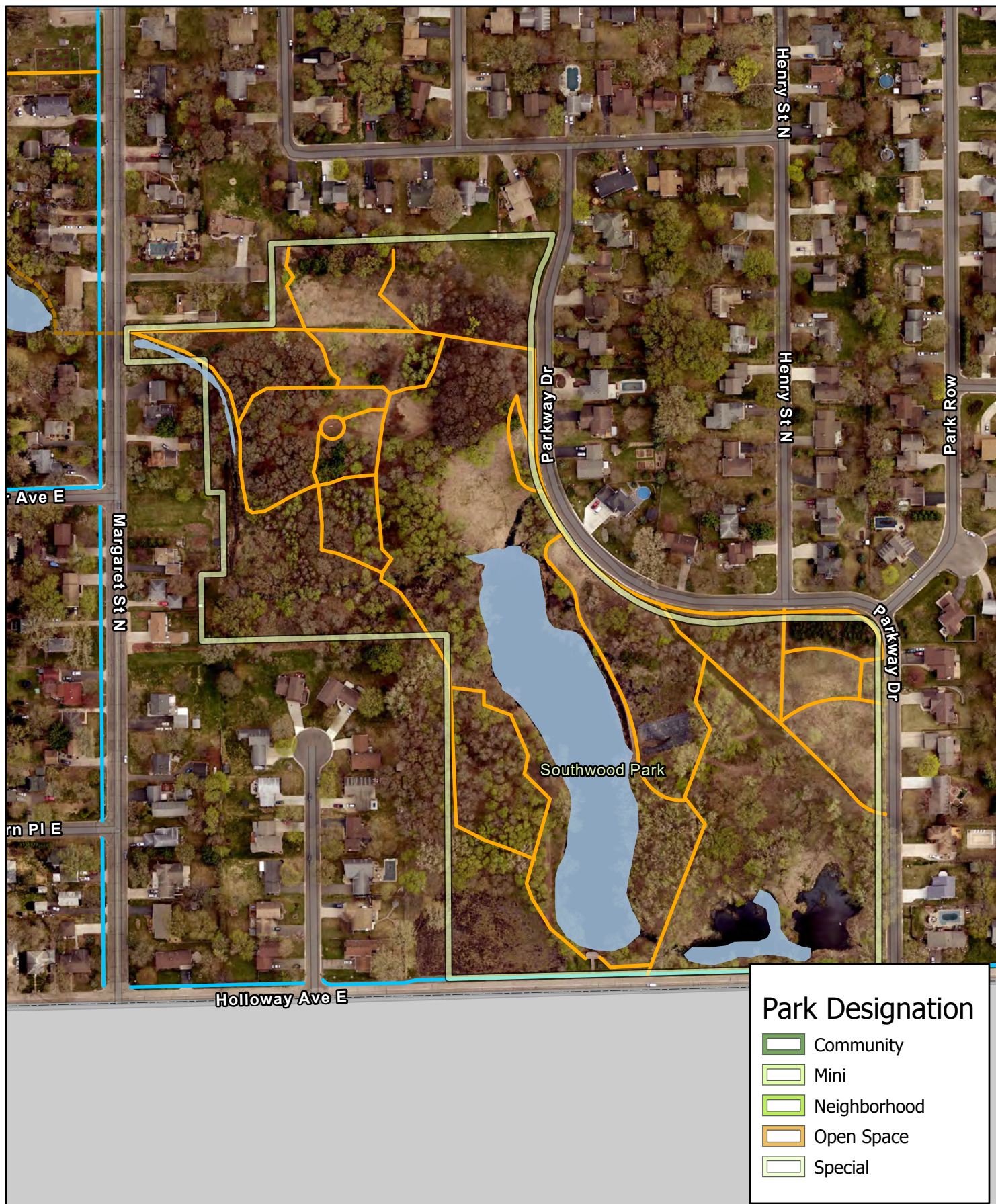
Rotary Park
North St. Paul Parks & Trails





Silver Lake Park
North St. Paul Parks & Trails





Southwood Nature Preserve

North St. Paul Parks & Trails





Park Designation

- Community
- Mini
- Neighborhood
- Open Space
- Special



Tower Park
North St. Paul Parks & Trails



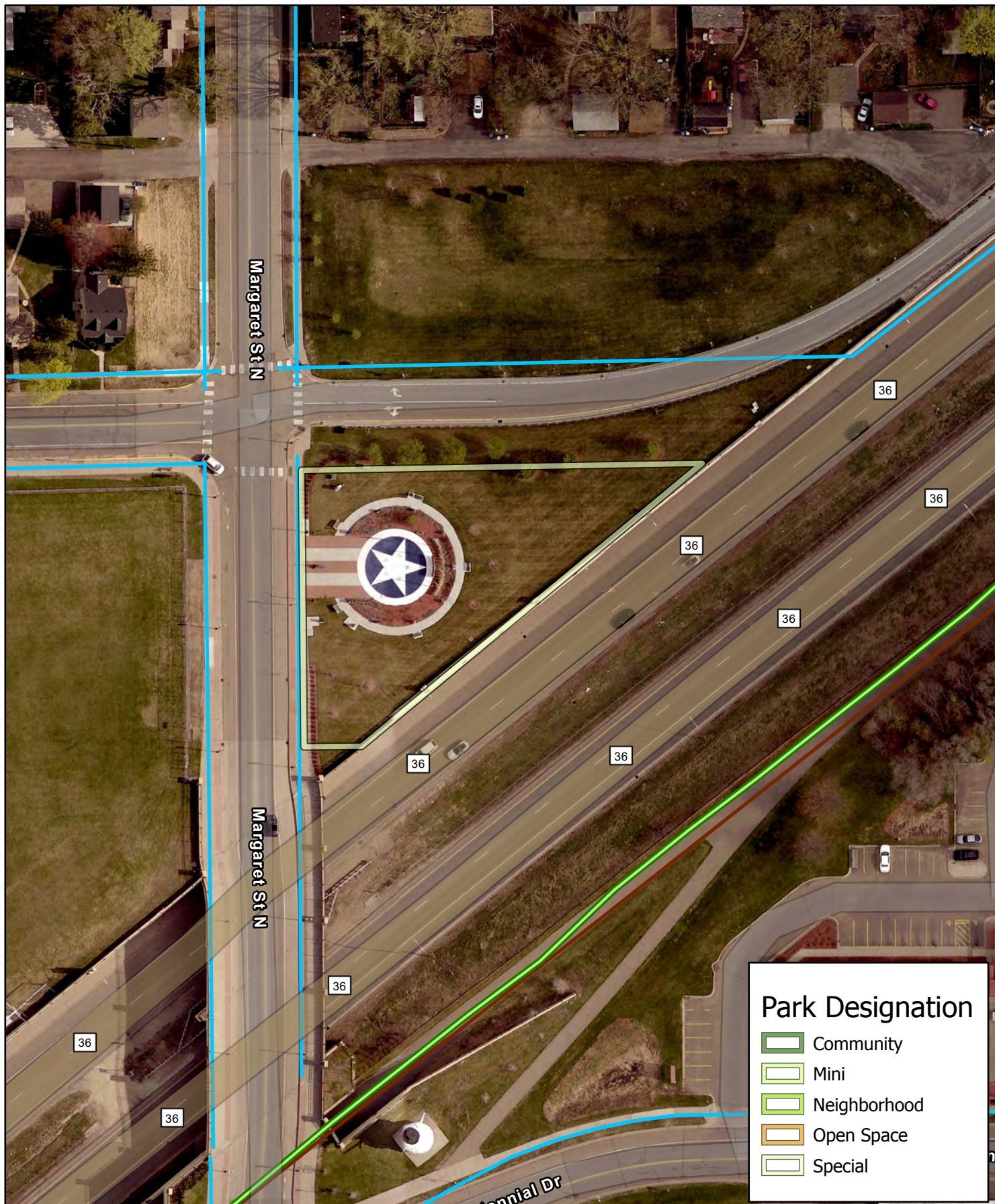


Urban Ecology Environmental Learning Center
North St. Paul Parks & Trails



0 250
Feet





Park Designation

- Community
- Mini
- Neighborhood
- Open Space
- Special



Veterans Park
North St. Paul Parks & Trails





PARK & RECREATION FUNDING - CAPITAL

AS OF: JULY 31ST, 2024

034-PARK DEDICATION FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
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	ACCRUED 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
<u>LIABILITIES</u>					
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
<u>FUND EQUITY</u>					
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



PARK & RECREATION FUNDING - CAPITAL

AS OF: JULY 31ST, 2024

063-PARK FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
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
<u>LIABILITIES</u>					
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
<u>FUND EQUITY</u>					
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



PARK & RECREATION – CIP – 2024-2033

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
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	267,858										267,858
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			432,358	500,000	44,200	191,000	210,200		280,000	1,265,000	1,260,000		4,182,758



PARK & RECREATION – CIP – 2025-2034

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
Park Fencing at McKnight	PARK-23-012	2			60,000								60,000
McKnight Dugouts - Four Total	PARK-23-013	2			60,000								60,000
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 Fishing Dock	PARK-23-023	5									32,900		32,900
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	311,000	240,200			280,000	1,265,000	1,326,900	40,450	4,007,750



To	Date
Parks & Recreation Commissioners	September 25, 2024
Agenda Placement # VI.D	
Commission Business, Action Items & Recommendations	
Subject	
Park Hours Discussion and Recommendation	
Background/Facts	
The park hours in North St. Paul were changed to 7am-10pm daily beginning earlier this summer. The Commission has been asked to discuss what hours they would be in favor of for the parks.	
Recommended Action	
Develop a recommendation to provide the City Council on park hours.	
Attachments	
None	

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



To	Date
Parks & Recreation Commissioners	September 25, 2024

Agenda Placement # VI.E

Commission Business, Action Items & Recommendations

Subject

Park Policy Updates

Background/Facts

City staff have made recommendations for updates in the current park policy. In the attachment, you will see the recommended updates.

Recommended Action

Approve the recommendation of the park policy to bring to an upcoming City Council meeting for formal approval.

Attachments

1. Park Rental Policy Edits August 24 Proposed
2. Staff Recommendations

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



NORTH
ST. PAUL
extraordinary.

PARK RENTAL POLICY

Approved ~~2023~~2024

FACILITIES AND RATES

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

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

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

RESERVATIONS

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

Facility Tours

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

Priority Scheduling

- City residents shall have first priority to rent facilities. Resident registration will start on December 1 at ~~8 a.m.~~ **9 a.m.** for the following year; non-resident registration will begin a month later on ~~January 2~~ **December 16** at ~~8:00 a.m.~~ **9 a.m.** If the first day of registration falls on a day City Offices are closed, registration will start the next business day.
- Only one reservation will be accepted each day for each facility.
- The City shall have first priority for use for all governmental activities, including maintenance.

Deposits

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

Building Access

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

Refunds, **Reschedules** and Cancellations

If the applicant cancels their rental within 13 days from the date of their reservation, they will forfeit their rental fees. All **rescheduled and** cancelled reservations are subject to a \$25 administrative fee for cancellations. Weather related refunds are only issued when North St. Paul schools, places of worship, and/or local businesses are closed by snow, ice or other severe weather conditions for the entire day or

at the discretion of the City Manager. Weather related closures can be found on WCCO, KARE11, KSTP, and KMSP Fox 9.

Police Security

Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the overtime Patrol Officer rate as listed in the fee schedule at a three-hour minimum. The City, in its discretion, may waive the police presence requirement based on review of applicant submittal.

Denial/Revocation

Rentals will be approved, denied, or revoked at the sole discretion of the City Manager. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on the basis of content or viewpoint, except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

RENTER RESPONSIBILITIES

1. Reservations are valid for park hours 7 a.m. – 10 p.m. only.
2. All reservations must be cleaned up and out of the park building by 10:00 p.m. or they will automatically forfeit their deposit.
3. The renter is required to stack and rack all tables and chairs, and remove personal equipment at the conclusion of the rental.
4. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc.
5. The facility is expected to be left in the same condition the renter found it.
6. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance.
7. The renter will be held responsible and billed for any unnecessary clean-up, losses or damages above and beyond your deposit as well as be subject to loss of rental privileges. This includes, but is not limited to bio-hazard clean-up when necessary.

FACILITY USAGE SPECIFICATIONS

Fees and rental specifications will be periodically reviewed by the Parks and Recreation Commission and staff to ensure the policy is adequately meeting the needs of the community and City. City staff may use their discretion on questions or concerns not specifically laid out in this document.

Alcohol

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

Decorations

All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Prohibited items: Nails, tape, tacks, staples, 3M command strips and screws. Glitter and confetti are also prohibited. Do not hang decorations from the sprinkler heads or ceiling fans. White mounting

putty is permissible but must be completely removed after use. With the exception of food warmers (sternos) no open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc. The renter must remove all decorations before leaving the space by 10~~1~~pm.

Food Trucks and Food Vendors

Up to two food trucks are allowed per reservation. Additional food trucks may be permitted with approval by the Community Development Director. All food vendors and food trucks must have a current City vendor license on file. A list of current vendors is available from the Community Development Department. At Casey Lake Park, food trucks may be parked on the sidewalk in between the Pavilion and neighboring smaller building and in the motorcycle parking space with the serving window facing the sidewalk only. At Hause Park, food trucks may be parked on the street with the serving window facing the park. Food trucks must not block access to buildings.

Inflatables/Moon Bounces

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

Inflatables/Moon Bounces

All jumper/inflatables set-up in a park or open space during an exclusive rental require a Certificate of Insurance is on file with the city prior to the day of the exclusive rental, naming the City of North St. Paul as an additional insured in the amount of \$2,000,000 general aggregate. Insurance provided by the inflatable renter does not suffice. The renter is required to schedule Gopher State One Call locates to locate the utilities and irrigation before any inflatable is installed. Water bounce houses and two-story bounce houses or any similar inflatable devices are prohibited. Vehicles are prohibited to drive onto any park area to load or unload the bounce house or similar inflatable device.

Special Licensing

Sale of alcohol or special events that are open to the public will require a special event permit and corresponding insurance and may require a MN Department of Health license if applicable (proof of license must be provided).

Tents

Only 10' X 10' pop-up tents are allowed. Up to two tents may be permitted per reservation. Tents must be secured with sand bags or weights. Unless it is a City sponsored event, s~~Staking tents into the ground is not allowed.~~

Video Surveillance

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

PROHIBITIONS

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

- **Animals.** Pets are not allowed in enclosed park shelters; service dogs are welcome.
- **Dance Wax.** Dance wax or any other types of dancing compounds are not allowed.
- **Decorations.** Nails, tape, tacks, staples, 3M command strips and screws. Glitter and confetti are also prohibited.
- **Fireworks.** No fireworks may be discharged on City-owned property including parks, ball fields, parking lots or other similar properties owned by the City of North St. Paul.

- **Flames.** No open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc.
- **Grills.** At least 20 feet away from any structure.
- **Smoking/Tobacco/Cannabis.** Smoking, e-cigarettes and the use of tobacco and cannabis products is strictly prohibited in North St. Paul parks and in all park facilities.
- **Water Balloons.** Water balloons are prohibited in city parks.
- **Stakes.** Stakes are not allowed for tents, sporting equipment or signs in the parks.
- **Grills.** At least 20 ft away from any structure.

FACILITY EMERGENCIES

During normal business hours: 651.747.2400

Afterhours/weekends: 651.747.2417 (a fee may be withheld from the deposit if the emergency is due to the fault of the renter)

•

- 1- On page 3, the recommendation is to remove the deposit fees from the open air shelters as we do not do pre and post inspections of those facilities. Garbage at those locations is picked up with the normal trash pickup by Public Works.
- 2- On page 4, staff is recommending changing the timeline of opening park reservations for following calendar years.
 The first item would be updating the online portal opening time from 8 am to 9 am, which allows us as staff to make sure we are ready and that everything is set up correctly in the system before the rentals go live.
 The other item would be updating the date that non-residents can reserve parks for the following calendar year. Currently, the opportunity for residents to reserve parks opens on December 1, or the next business day which we are not recommending any changes to. However the current date for non-residents to reserve parks opens on January 2, or the next business day. Staff noticed issues last year with this system that by keeping the non-residents closed until January, the calendar freezes for that month and people are unable to register for dates in January. Staff had to come up with a work around that requires opening and closing the calendar while the person is on the phone and making the reservation. If the policy is updated to allow for non-residents to reserve parks two weeks after the residents, it will eliminate the issue for January.

Current	Proposed	Justification
Reservation times open at 8 am for both residents and non-residents	Reservations times open at 9 am for both residents and non-residents	Gives City Hall staff time to get settled and double check that systems are ready
Non-Residents reservations begin on January 2, or the following business day	Non-Residents reservations begin on December 16, or the following business day	Allows the possibly of renting facilities in January without needing City Hall to manually unlock and lock the month

- 3- On page 4, staff recommends adding a section that describes the key code entering process at Casey Lake Park as a few renters have had issues with entering the code wrong and do not realize that they can press * to reset and start over.
- 4- On page 4, staff recommends adding "rescheduling" to the section of refunds and cancellations as they have seen a significant increase in rescheduling dates. This would allow staff to charge a \$25 admin fee for rescheduling.
- 5- On page 7, staff recommends removing the food truck portion until a food truck ordinance is in place with the City.
- 6- On page 7, staff recommends adding an in depth section about inflatables that reflect allowing inflatables as long as appropriate insurance is provided and that the renter knows to call Gopher State One Call prior to their event.
- 7- On page 7, staff recommends updating the tents section to reflect no staking.
- 8- On page 8, staff recommends adding a section to reflect the requirement for grills from the Fire Department.
- 9- On page 8, staff recommends adding that stakes are not allowed for tents, sporting equipment (meaning volleyball nets, etc.) or signs.
- 10- On page 8, staff recommends adding a section for emergency facility numbers.