



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

October 23, 2024
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **October 23, 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 September 25, 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. Park Hours Discussion and Recommendation
- C. Memorial Program Update Approval
- D. Park Policy Updates

VII. Reports from Staff

VIII. Reports from Commissioners & Park Liaisons

IX. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is November 20, 2024.



To	Date
Parks & Recreation Commissioners	October 23, 2024
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from September 25, 2024 PRC Meeting	
Background/Facts	
Recommended Action	
Attachments	

1. PRC Minutes 9.25.24

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



**Park and Recreation Commission
Regular Meeting Minutes
September 25, 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-absent
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the September 25, 2024 meeting agenda.
M/Andren, S/Springborn
Motion carried 7-0.

IV. APPROVAL OF MINUTES

A. Approval of Minutes from August 28, 2024 PRC Meeting

Chair Grachek called for a motion to approve the August 28, 2024 meeting minutes.
M/Zahradka, S/Andren
Motion carried 7-0.

V. MEETING OPEN TO PUBLIC

Dave Nelson spoke about Southwood Nature Preserve and the great work that was volunteered for cleanup however that is becoming more difficult. He is against using poison for the invasive species and would like the City to explore other options to help including goats. He is asking for the Commission to recommend more money to be allocated for Southwood Nature Preserve.

VI. COMMISSION BUSINESS, ACTION ITEMS 7 RECOMMENDATIONS

A. HGA Updates with Tryg Hansen

HGA was unable to make the meeting.

B. Code of Conduct Review

Community Development Director Riley Grams presented the Code of Conduct for Commissioners to follow as a refresher. It is important to be mindful and respectful of all valuable experiences and thoughts. The plan will be to review this each year.

C. CIP Discussion

Community Development Director Riley Grams led the discussion of CIP recommendations for the parks. Pages 97 and 99 of the packet show current spending and proposals that come from the 2022 Park Improvement Plan, as well as Public Works and the previous Community Development Director.

Commissioner Andren asked if spending \$500,000 for upgrading the McKnight parking lots can be postponed as it may be effected by the plans HGA will be proposing. It was noted that the phase 2 costs of the park planning project will be included in the CIP when rough numbers are available.

Commissioner Koller recommended that the Silver Lake playground equipment be replaced in the next 8-10 years due to age. The Commission agreed and recommended keeping the \$941,000 number that was suggested for that park in the 2022 Park Improvement Plan. Commissioner Koller also noted that the shoreline is seeing invasive species and the west side of the beach is also be encroached on y invasive species. Community Development Director Grams notes that those items would be more maintenance budget related.

Commissioner Andren recommended for Southwood that the metal bridge over the creek needs to be replaced in the next 5-10 years due to age and that the observation deck has some weathering issues and will also need to be replaced in the next 5-10 years. It was recommended that \$45,000 be dedicated to Southwood for those projects. Commissioner Andren noted that the Southwood Task Force has no immediate or major plans for the preserve.

Commissioner Springborn noted that all of the cities playgrounds are for younger children and asked if the Commission can prioritize creating playgrounds that are inclusive of ages. The Commission agreed but noted that the costs for those playgrounds are quite a bit higher. Commissioner Springborn also asked if the Northwood hockey rink is used for roller blading in the summer and if it is worth keeping.

Chair Grachek noted that he is the liaison for the same parks as Commissioner Dave and that he likes the recommendations that Dave mentioned.

Vice-Chair Greenlee-Karp recommended an upgrade to Northwood, sharing an experience at a new park in Shoreview that includes 5 mini parks in one large space that each addressed different needs including a small skate park, water feature and others. A discussion to reimagine the entire park including removing the hockey rink, moving the playground to make it more accessible, building upgrades and additions of other park features occurred and was agreed upon. The Commission recommended keeping the \$1.43 million as the amount requested in the CIP that was listed in the 2022 Park Improvement Plan.



Commissioner Zahradka recommended that the Urban Ecology Center add nature play and picnic tables as it is along the Gateway Trail and would be a nice spot to stop for families and for rest. She also noted that she strongly agrees with making Northwood more accessible and that it is in need of upgrades.

Commissioner Hansen recommended that field 3 at Casey Lake Park be removed due to underutilization and to make the space more usable by possibly creating green space or a soccer field. He noted it may be necessary to also remove field 4 for the same reason. He recommended this happen in the next 5-10 years. The discussion continued with talks of adding a ninja course to the east side of the park and completing renovations to the hockey rink. The Commission felt that \$500,000 was enough for that park over the next 10 years. Commissioner Zahradka noted that in the winter, the path near the hockey rink gets very muddy from the Public Works trucks and it may be worth adding a small service road. This would keep the path accessible.

Commissioner Zahradka noted that Polar Park has the oldest playground in North St. Paul and the Commission recommended \$90,000 for those repairs in the short term.

Commissioner Zahradka noted that Colby Hills is small and has an unused grass lot that could use a simple enhancement to create an opportunity for sports. The Commission recommended spending \$25,000 on that park.

The next steps will be Community Development Director Grams adding these recommendations to the CIP for 2025 and beyond.

D. Park Hours Discussion and Recommendation

Based on recommendation from Staff Liaison Lang, this will be added to next month's agenda to discuss with Council Liaison Schweer.

E. Park Policy Updates

The Commission recommending adding this to the October agenda as it will require further discussion.

VII. REPORTS FROM STAFF

A. Public Works Updates

Staff Liaison Lang noted that Public Works has completed their park inventory which included one of their staff members mapping each park and noting all benches, picnic tables, grills, bleachers and signs. It is in the process of being documented electronically.

B. HGA Open Houses

Staff Liaison Lang handed out flyers to the Commission for the members to hand out to the community promoting the upcoming HGA open houses at Casey Lake Park on October 9 and 10.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Commissioner Hansen had no update.



Commissioner Zahradka had no update.

Vice-Chair Greenlee-Karp had no update.

Chair Grachek had no update.

Commissioner Springborn announced she will be leaving the Commission at the end of 2024.

Commissioner Andren had no additional update.

Commissioner Koller had no update.

IX. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting at 7:43 PM.

M/Andren, S/Zahradka

Motion carried 7-0.

The next regularly scheduled Park and Recreation Commission Meeting is Wednesday, October 23rd, 2024 at 6:30 PM.



To	Date
Parks & Recreation Commissioners	October 23, 2024

Agenda Placement # VI.C

Commission Business, Action Items & Recommendations

Subject

Memorial Program Update Approval

Background/Facts

The memorial program that is currently offered by the City includes benches, picnic tables, trees and pavers. The costs of many of the items have significantly increased. After discussion with City staff, a proposal was developed to be considered by the Parks and Recreation Commission and ultimately approved by City Council.

Recommended Action

Approve the recommendation of the updated memorial program.

Attachments

1. Memorial Proposal

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant

Memorials for Purchase-North St. Paul

Item	Current Price Charged to Customer	Current Cost to City From Vendors	Proposed Price Charged to Customer	Vendor
Bench	\$1600 (+ \$175 for plaque)	\$1,744.06	\$2300 (includes plaque, concrete and staff time)	Leisure Craft
Picnic Table	\$1500 (+ \$175 for plaque)	\$1,416	\$2100 (includes plaque, concrete and staff time)	Leisure Craft
Memorial Plaque	\$175	\$310	Eliminate plaque only purchase	Awards by Hammond
Tree	\$250	\$350	\$350	Public Works
4x8 Paver	\$75	\$34	\$75	Bricks R Us
8x8 Paver	\$150	\$44.50	\$125	Bricks R Us

Currently the customer must purchase the bench/table and the plaque separately. The new proposal is to include that in the purchase of the bench or table.



To	Date
Parks & Recreation Commissioners	October 23, 2024

Agenda Placement # VI.D

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)

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- 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.