



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

February 26, 2025
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **February 26, 2025** 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

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

STAFF

Sara Lang

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of Minutes from January 22, 2025 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 Final Document Approval
- B. Overview of the Park and Recreation Commission
- C. Review of Park Assignments
- D. Discussion on Park and Recreation Commission Meetings in Parks

E. Discussion on posting an opening for a Student Commissioner position

VII. Reports from Staff

A. Budget Update

VIII. Reports from Commissioners & Park Liaisons

IX. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is March 26, 2025.



To	Date
Parks & Recreation Commissioners	February 26, 2025
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of Minutes from January 22, 2025 PRC meeting	
Background/Facts	
Recommended Action	
Approve the meeting minutes from January 20, 2025.	
Attachments	
1. PRC Minutes 1.22.25	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant	



**Park and Recreation Commission
Regular Meeting Minutes
January 22, 2025
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 6:31 PM.

II. ROLL CALL

COMMISSION

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice-Chair
David Andren, Commissioner
Ben Hansen, Commissioner
Ingrid Koller, Commissioner
Rachel Lucas, Commissioner
Sarah Zahradka, Commissioner, excused absent

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Chair Grachek called for a motion to adopt the January 22, 2025 meeting agenda.
M/Andren, S/Koller
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of Minutes from November 20, 2024 PRC Meeting

Chair Grachek called for a motion to approve the November 20, 2024 meeting minutes.
M/Andren, S/Hansen
Motion carried 6-0.

V. MEETING OPEN TO PUBLIC

No members of the public were in attendance.

VI. COMMISSION BUSINESS, ACTION ITEMS 7 RECOMMENDATIONS

A. Election of Officers



The Commission was asked to discuss the election of the Chair and Vice-Chair for 2025 as well as make a motion for both positions.

Vice-Chair Greenlee-Karp stated they have interested in the Chair position for 2025. Commissioner Andren made a motion to keep the Chair and Vice-Chair the same, with no second to the motion. Vice-Chair Greenlee-Karp suggested Commissioner Zahradka as Vice-Chair for 2025.

Chair Grachek called for a motion to approve Vice-Chair Greenlee-Karp as Chair and Commissioner Zahradka as Vice-Chair for the Park and Recreation Commission for 2025.

M/Koller, S/Lucas

Chair Grachek, Vice-Chair Greenlee-Karp, Commissioner Koller and Commissioner Lucas voting aye and Commissioner Andren and Commissioner Hansen voted nay. Motion carried 4-2.

Commissioner Zahradka will need to communicate with Staff Liaison Lang whether she accepts the Vice-Chair position.

B. Events for 2025 with Ava Griemert

Ava Griemert, North St. Paul's Communications and Community Outreach Coordinator, spoke about the events coming up in 2025 as well as her role prior to and during the events. Each Commissioner spoke about how long they have lived in the City and their passion for the parks in North St. Paul.

The events with Parks as the Commission assigned were specifically focused on during the presentation. The ask is that each Commissioner can volunteer for at least 2 events at each event, as well as be a participant in helping to plan and suggest these events.

Ava mentioned that a link will be sent to all of the Park and Recreation Commission to sign up for volunteering at each event and that it is necessary for the Commissioners to volunteer to continue putting on events for the City.

C. Commission Expectations with Riley Grams

Riley Grams, the City's Community Development Director, presented on the expectations for the Commission moving forward. Items discussed included going to Staff Liaison Sara Lang with questions or concerns and Sara can make sure to get answers or that the correct people are brought into the conversation as well as a stress on volunteering at events in 2025. A reminder to be respectful as a Commission was stressed.

Commissioner Andren asked for clarification on who writes the grants for park improvement recommendations and Community Development Director Grams noted that Community Development staff can write grants, and final approval will go through him as the Director.

D. HGA Update

Tryg Hansen from HGA, presented on the final draft document of the consultant project including final reports, findings and estimated costs. The draft included in the packet is the last draft before the final report is completed. City Staff should receive the final report prior to the publishing of the next Park and Recreation Commission meeting.

The four sections of the document include a brief overview of the project, a report on the engagement approach, design concepts and cost estimates and implementation.



Commissioner Andren asked about a comparison of the varying turf styles and their costs. Tryg mentioned that the information will be placed into the final document.

The Commission thanked Tryg and HGA for their work on this plan and especially noting the in-depth engagement process.

VII. REPORTS FROM STAFF

Staff Liaison Lang noted that the Park and Open Space Master Plan is being updated with the HGA findings and then will go back to City Council for final approval. Staff Liaison Lang also noted that there are 3 hockey rinks, including Northwood, Colby Hills and Casey Lake Park that are available with lights on from 4:30pm-10pm. It was noted that Commissioner Lucas will take over the park representation for previous Commissioner Sue Springborn that includes Tower and Northwood.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Commissioner Koller had no updates.

Commissioner Andren noted that Southwood saw the completion of the Eagle Scout project changing out the bat houses.

Vice-Chair Greenlee-Karp asked for clarification on the Council Liaison assignments and which members were assigned to which Commissions. Council Member Schweer noted she will be staying on Park and Recreation Commission as the Council Liaison. Greenlee-Karp also noted that the Polar Explorers program through the ISD 622 Community Education office is working to offer free events in the parks and Ava Griemert is helping to promote from the City side.

Chair Grachek had no updates.

Commissioner Hansen noted that the new lighting along the Casey Lake path is great however the ask is the why some of the lights are just the base with traffic cones placed on top. Council Member Schweer said it is still in process.

Commissioner Lucas had no updates.

Council Member Schweer had no updates.

IX. ADJOURNMENT

Chair Grachek asked for a motion to adjourn the meeting at 7:46 PM.

M/Lucas, S/Andren

Motion carried 6-0.

The next regularly scheduled Park and Recreation Commission Meeting will be on February 26, 2025.



To	Date
Parks & Recreation Commissioners	February 26, 2025
Agenda Placement # VI.A	
Commission Business, Action Items & Recommendations	
Subject	
HGA Final Document Approval	
Background/Facts	
HGA, the park planning consultant used in 2024 to study 3 locations in North St. Paul for park improvements, has provided the final report for the Park and Recreation Commission to review.	
Recommended Action	
City staff recommends the approval of the HGA final report.	
Attachments	
1. NSP Park Planning & Design_Concept Design Report_FINAL_01282025_sm	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant	



HGA



CITY OF NORTH ST. PAUL

PARK PLANNING & DESIGN CONCEPT REPORT



Contents

1.	PROJECT OVERVIEW	4
2.	ENGAGEMENT APPROACH	6
3.	DESIGN CONCEPTS	14
	- DOWNTOWN OPEN SPACE	14
	- 3RD STREET OPEN SPACE	22
	- MCKNIGHT ATHLETIC COMPLEX	30
4.	COST ESTIMATE & IMPLEMENTATION	44

Note: Additional project documentation available in meeting minutes and presentation content provided to the City.



1. PROJECT OVERVIEW

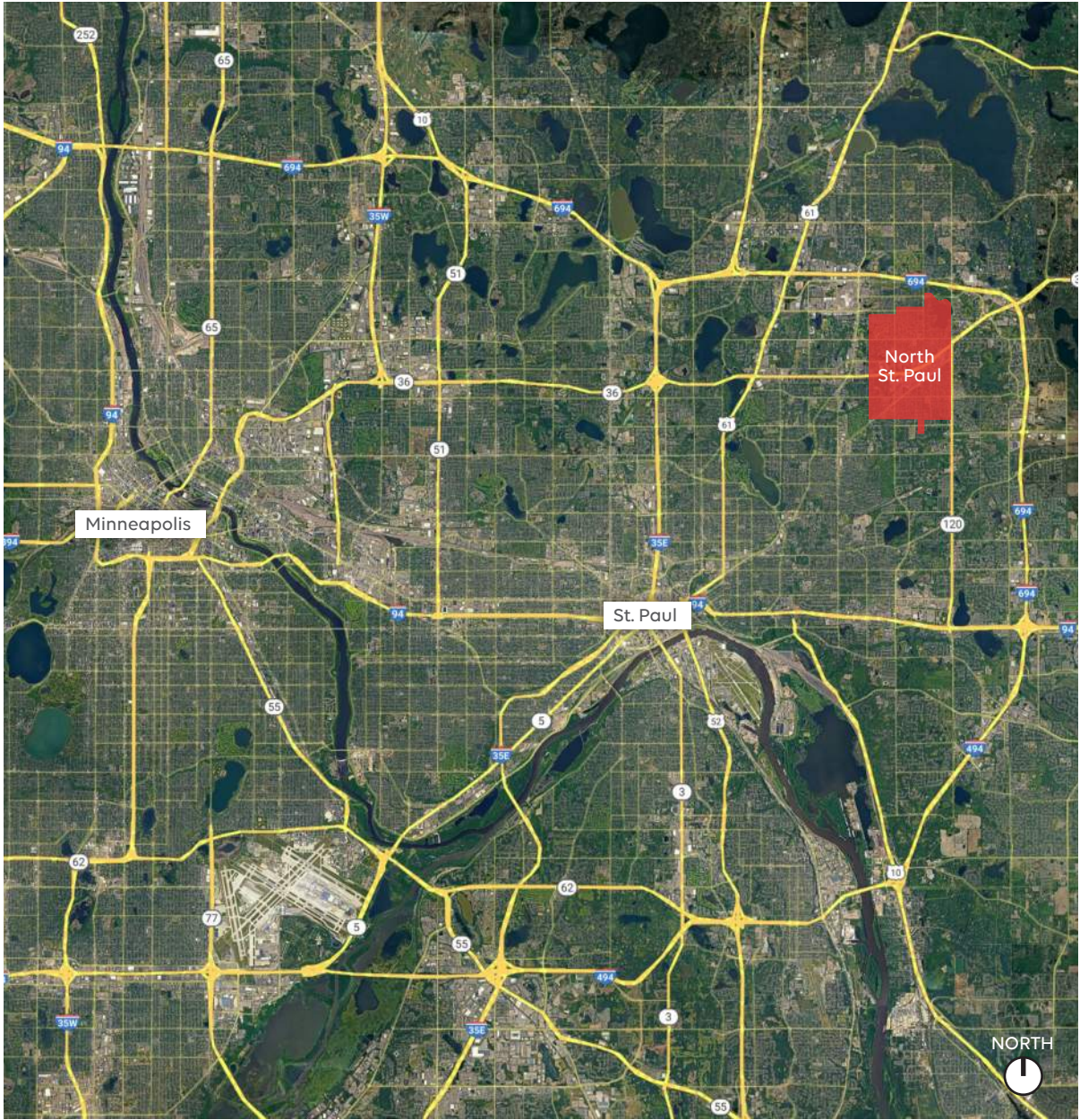
BACKGROUND

North St. Paul, situated on the eastern edge of Ramsey County within the Twin Cities metropolitan area, spans just 3.1 square miles as a fully developed community. Despite its compact size, it boasts 146 acres of parks and open spaces, including two nature preserves and two recreational lakes. These parks enhance the community's quality of life by offering residents and visitors a variety of recreational opportunities, along with scenic land and water features to explore and enjoy.

North St. Paul is an evolving city, with an increasingly dense and diverse population of people from different backgrounds and nationalities. With the small footprint of the city, there is a premium on optimizing recreation areas. While our city isn't growing in physical size, the population is expanding, which has a profound impact on our parks and the City's ability to provide quality recreational amenities.

PROJECT SCOPE

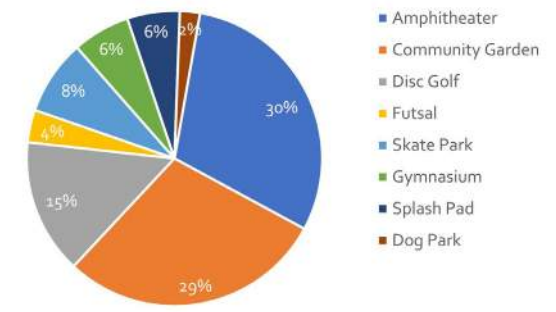
The intent of the project is to develop concept designs and planning documents for three community parks - McKnight Athletic Complex, Downtown Open Space, and 3rd Street Open Space. Planning and design decisions are to be informed by a public engagement process that integrates a range of community stakeholders including, staff, residents, athletic organizations, and school district.



North St. Paul location in the twin cities metro area.



Context map highlighting the three Project Sites



"What park facility would you most want in North St. Paul?"
Results from Master Plan city-wide survey.



Context map highlighting the three Project Sites

MASTER PLAN

Aligned with this project, the City was in the final stages of completing an internally developed Parks and Open Space Master Plan. This plan offered valuable insights into the North St. Paul community and its existing parks, highlighting the following key findings and topics relevant to the project.

- Demographic summaries showing North St. Paul has become significantly more diverse in the past 20 years.

- NRPA Agency Performance Review data identifying that the City performs strongly in several categories but does not formally offer recreational programming and lacks several common park system facilities including community garden, dog park, soccer fields and skate park.
- Based on the 2023 city-wide parks survey, on-going and future community engagement is needed to guide future project design and implementation.

2. ENGAGEMENT APPROACH

Informed by demographics and the city's Parks and Open Spaces Master Plan, HGA worked with the Community Development Director and Parks and Rec Commission [PRC] to develop a strategy for gathering qualitative insight from a diverse mix of community voices, following a six-step process (fig. 1)

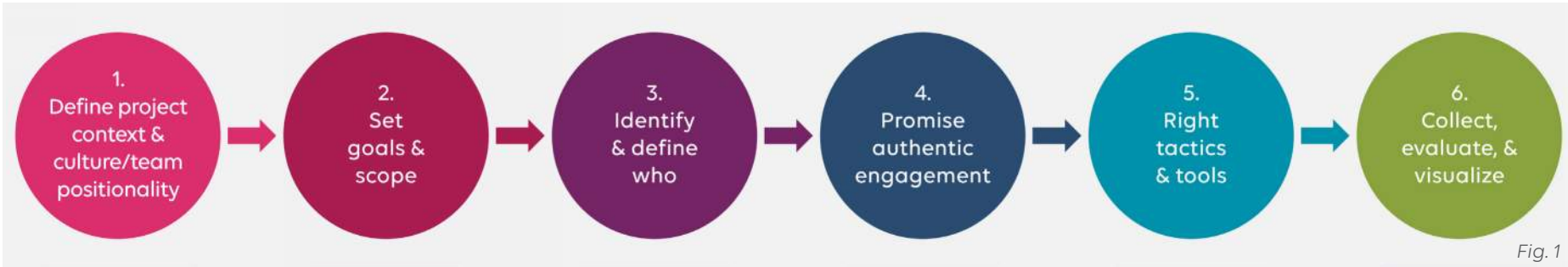


Fig. 1

1. DEFINING PROJECT CONTEXT AND TEAM POSITIONALITY

In addition to the background research summarized in the previous section, HGA led an exercise to explore who in the community would be most impacted by potential outcomes of this work, and which groups were most at risk of being left out of the engagement process. The project team demographics also influenced our engagement strategy. On the city's side, team members included longtime North St. Paul residents as well as recent transplants, representing multiple generations (Baby Boomers, Gen X, and Millennials), and a variety of identities. The city's project team did not include any people of color or immigrants (both growing populations in the city), and did not include anyone who lived near or regularly used any of the project sites. The HGA team provided perspectives from a range of identities and experiences, but were unfamiliar with the community and culture of North St. Paul.

2. SET GOALS AND SCOPE

Given HGA's focus on program and concept development, it was made clear that additional community engagement would be necessary to support future design phases. Engagement for this effort was essential for several reasons:

1. Insight into current usage and needs— what features should be preserved or reimaged, and what should be removed — was vital to inform programming and enhance user experiences.
2. North St. Paul is becoming younger, more diverse, and more densely populated - trends that are expected to continue. This means that previous observations about how parks are used may no longer hold true, and new insight is needed.
3. Few residents were aware that the city was exploring options for these sites. Engaging at this stage was critical to building awareness and support for future work

3. IDENTIFY AND DEFINE WHO

In addition to engaging the general public, we assessed project impact, goals, and team positionality to identify key stakeholders whose perspectives might be overlooked without intentional outreach. These key groups included:

- People of color and recent immigrants
- Frequent users and neighbors closest to sites, such as staff from ISD 622 and North St. Paul High School, the owner of Triple Crown Batting Cages, and others.
- Individuals responsible for safety, maintenance, and operations at each site

To ensure these groups' concerns were heard and addressed, three community liaisons were selected:

- Dan Torrez, NSP Soccer coach
- Raquel Soto, Gateway Apartments resident
- Naomi Yang, ISD 622 Hmong Interpreter

4. AUTHENTIC ENGAGEMENT

To engage with the community in good faith, the project team needed to define and clearly communicate the role of stakeholders. Referencing the International Association of Public Participation (IAP2) spectrum of engagement, we made the following commitments:

General Public: We will listen and acknowledge the public's concerns and aspirations, keep them informed, and provide feedback on how public input influenced decisions.

Key Stakeholders: We will hold focused conversations with key stakeholders to ensure that their concerns and aspirations are consistently understood and considered in decision-making.

Figure 2 illustrates our approach.



Figure 2

5. RIGHT TACTICS AND TOOLS

Pop-up engagement at one the largest community events, the creation of a project page on the city's website, and use of social media were effective early in the project, and helped increase interest when we solicited liaisons and held open houses.

Focused invites were sent to individuals and organizations from key stakeholder groups to boost attendance at the open houses, which also had refreshments and translated materials available.

A focus group was held with staff from the city, as well as one with ISD 622 and North St. Paul High School staff, focused on the shared use of McKnight. The project team also met with community liaisons three times to get feedback on the design iterations.

6. COLLECT, EVALUATE, VISUALIZE

The following pages show the data collected from public events and focus groups, and summarized insights. Full notes from meetings with liaisons and PRC members are included in the appendix to this report.



Above: HGA Landscape Architect Kent Hipp discusses opportunities at McKnight Athletic Complex with a community member.

Left: A visualization of the engagement strategy, where each group's engagement becomes more in-depth as we get closer to the project team responsible for final decisions

PUBLIC ENGAGEMENT EVENTS

POP-UP AT AUTUMN ARTS FEST

SEPT. 14, 2024, CASEY LAKE PARK

Members of the HGA team and PRC attended the Autumn Arts Festival, displaying maps of all three sites and photos of possible program elements at the event entrance to bring awareness to the project and solicit input.

Attendees were invited to vote on preferred elements for each site using dots, with the option to leave additional comments. A scaled map of the McKnight site, along with blocks representing program elements, was provided to help participants explore potential layouts, as this site is the largest and most complex.

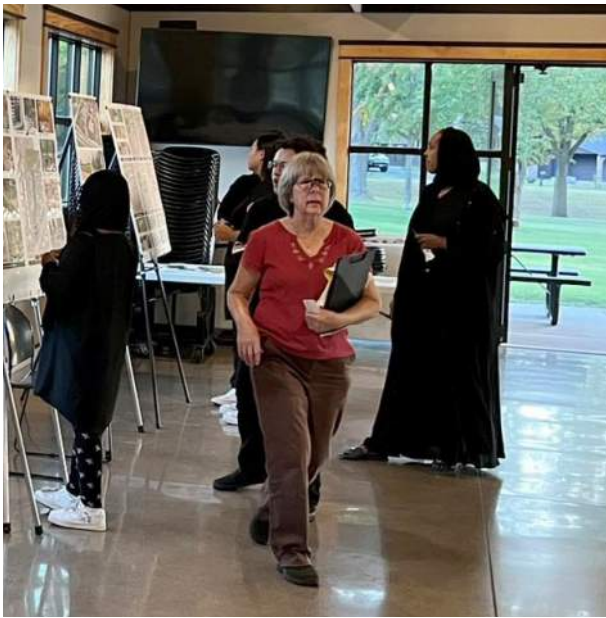
Over the span of about 6 hours, we engaged with an estimated 120 residents of North St. Paul, as well as a few from neighboring cities, having direct conversations with nearly everyone. The group included people of all ages, with approximately one-quarter being people of color. Most attendees were initially unaware of the project but responded positively or neutrally once they were informed.

PUBLIC RESPONSE TO ENGAGEMENT

At all three public events, residents were excited to learn more about the PRC and the city's community development plans. Many shared ideas and concerns about other parks and open spaces. Regardless of the outcomes of this project or the three sites, there is clear potential for the city to continue strengthening community through engagement.



Pictures: Families with children discuss the project and vote on what programs they hope to see during the Autumn Arts Festival at Casey Lake Park



Pictures: North St. Paul residents discuss design options with HGA designers and city staff during open houses in the Casey Lake Park Pavilion

PUBLIC OPEN HOUSES

OCT. 9 & 10, 2024, CASEY LAKE PARK

The city hosted two public open houses at the Casey Lake Park Pavilion to present design options, ensure that input from previous engagements was incorporated, and gather further feedback. Both events took place in the evening for two hours, with the design team and PRC members available to engage with attendees.

Attendees were shown options for each of the three sites and asked to use green or red dots to indicate their preferences, with green representing likes and red representing dislikes. To encourage prioritization and consideration of space and budget constraints, attendees were limited to a maximum of 5 dots per color. Additionally, they were given the option to use a blue dot to indicate their top choice.

As expected, these standalone events attracted fewer participants than the pop-up sessions, though the open houses were advertised through traditional and social media, email blasts, and flyers. We engaged with about 60 North St. Paul residents, who were generally representative of the community, though there was some underrepresentation of people of color and younger residents. Reaching those not following official communication channels proved challenging. However, the popularity of Casey Lake Park provided an opportunity to connect with visitors there for recreation, allowing us to gather a broader range of perspectives.

ENGAGEMENT FINDINGS - MCKNIGHT ATHLETIC COMPLEX

SUMMARY

Throughout the process, remembrance of McKnight as a regional draw and source of pride for the city came up often, as did concerns that the city doesn't have enough demand or resources to sustain the current ball fields. There was clear consensus in focus groups and public engagement that there is a need for city reinvestment in McKnight, and that repairing the site to it's previous condition would not serve the community's current or future needs.

Though the size of the McKnight Athletic Complex offers many possibilities, it cannot accomodate all of the programs suggested. If forced to choose, participants focused on McKnight as an opportunity to fill perceived gaps in current city offerings.

OPPORTUNITIES

With few large open spaces in North St. Paul, there is opportunity for McKnight to re-emerge as a community hub. Space for large events like food truck festivals, more variety of activities, and infrastructure (such as restrooms) to support those uses were common requests.

Many emphasized the chance to provide something new - a large, multi- zoned play area ranked high at the open houses, but a small playground was seen as redundant. Similarly, people named skate parks and fitness play as ways to draw in older kids and teenagers. Lack of spaces for teens to socialize and be active was brought up by many residents, noting that McKnight could provide a safe outlet.

OTHER CONSIDERATIONS

Public Works currently uses McKnight for operations, including snow storage, and focus groups made clear that the city doesn't have other spaces large enough to accommodate them. Unless that changes, all design options will need to account for their needs, despite negative response at Open Houses.

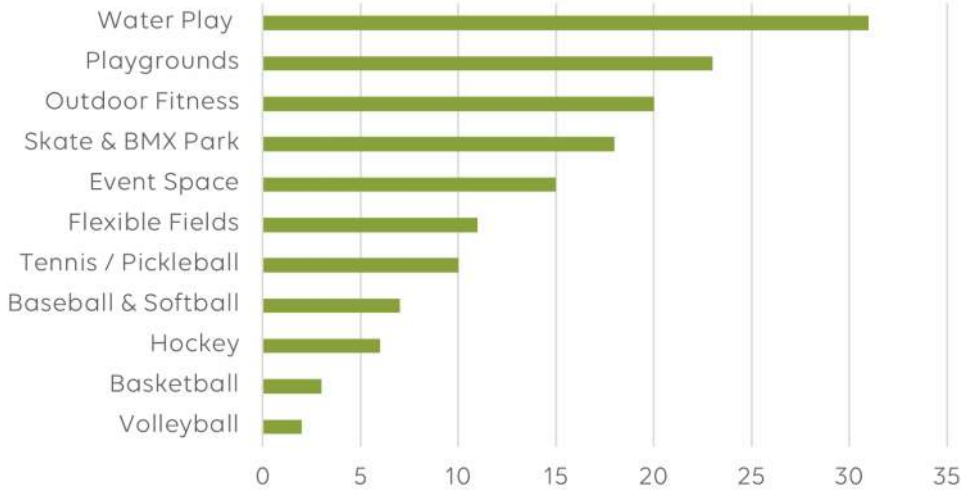
Designs will also need to consider Triple Crown Batting Cages, ISD 622, and North St Paul High School Athletics, all of whom have invested significant money and time into McKnight as city programming decreased. The city must work to maintain collaborative relationships with these stakeholders while advancing changes that will better serve the whole community

COMMUNITY OPEN HOUSE DOT VOTES

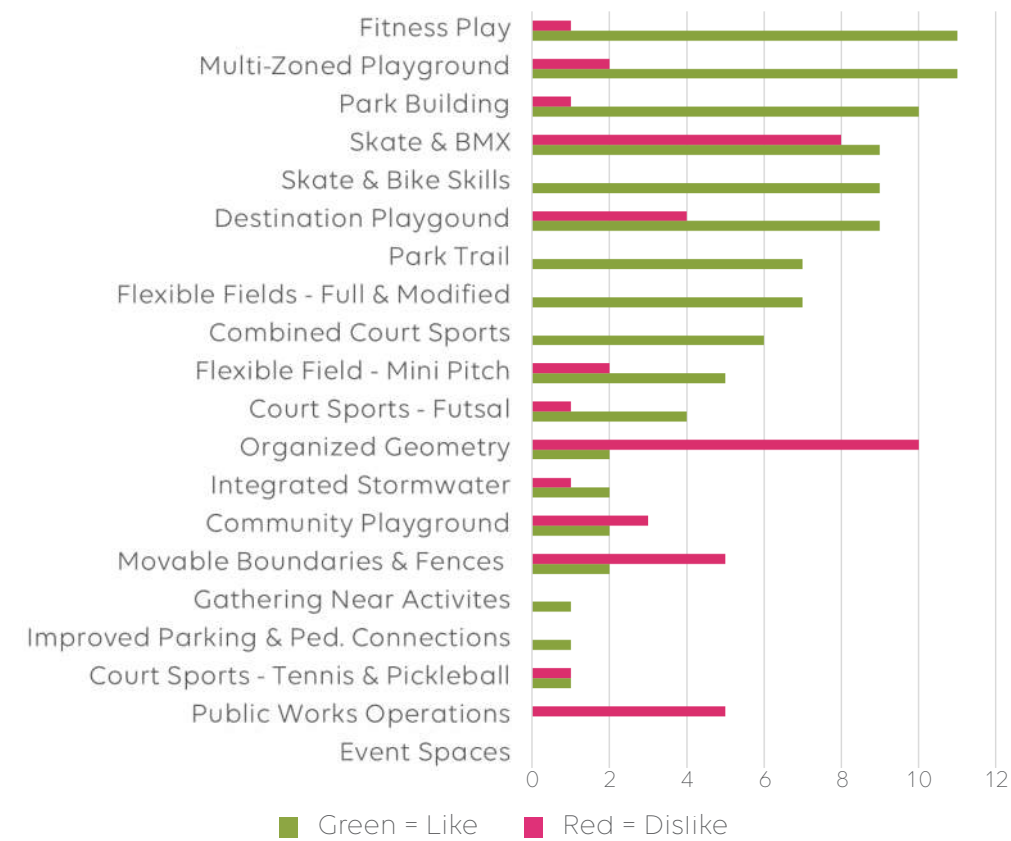
Based on votes at the pop-up, volleyball, basketball, and outdoor hockey were not included in design options shown at the Community Open Houses. While many people noted that volleyball is increasingly common in North St. Paul, they felt residents would prefer open green space for temporary nets over formal courts. Autumn Arts Fest votes also showed a strong desire for a splash pad or kiddie pool in North St. Paul, with some residents pointing out that not everyone can safely swim at Silver Lake. However, water play was excluded from design options after predicted cost and maintenance needs showed it was not feasible at this time.

Of the five design options presented, the most popular were those that kept at least three ballfields while adding new play areas, a skate and BMX section, and a park building.

AUTUMN ARTS FESTIVAL DOT VOTING OUTCOMES



Graph shows votes for programs, as indicated with green dots on example images



Top design options as presented at open houses

Write-in comments / ideas: Universal (accessible) playground, Playground for 8yr+, Need to attract youth, ADA parking, Bandshell / outdoor concert venue, Ninja course / adult playground

ENGAGEMENT FINDINGS - DOWNTOWN OPEN SPACE

SUMMARY

The open space downtown is often overlooked and smaller than a typical community park, so even with the site maps provided many people struggled to picture it and often had questions about size or potential capacity. While participants were generally excited by the images shown and potential for a new amenity, they expressed less need to develop this site in comparson to 3rd Street or McKnight.

OPPORTUNITIES

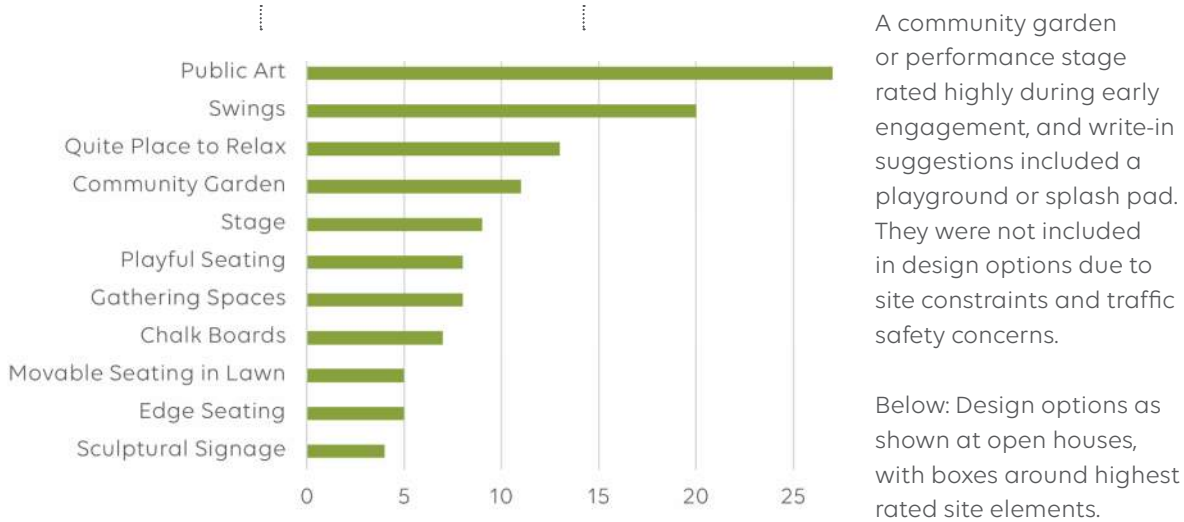
The increase in downtown residents and central site location create an opportunity to offer a neighborhood green space that can also host small gatherings or performances connected to the library, downtown businesses, or events like the History Cruze Car Show.

Elements such as functional public art or large swings that could make this a local landmark, were popular with both city staff and the public, and many highlighted the potential to hire local artists or reference NSP history..

OTHER CONSIDERATIONS

Lack of parking, traffic, and pedestrian safety concerns were frequently mentioned and resulted in the project team deciding not to pursue designs that would make this site a destination for anyone not already in the area.

It is also important to note that the community center across from this site is currently closed, but future reopening or redevelopment could affect access, demand, or use of this site.



ENGAGEMENT FINDINGS - 3RD STREET OPEN SPACE

SUMMARY

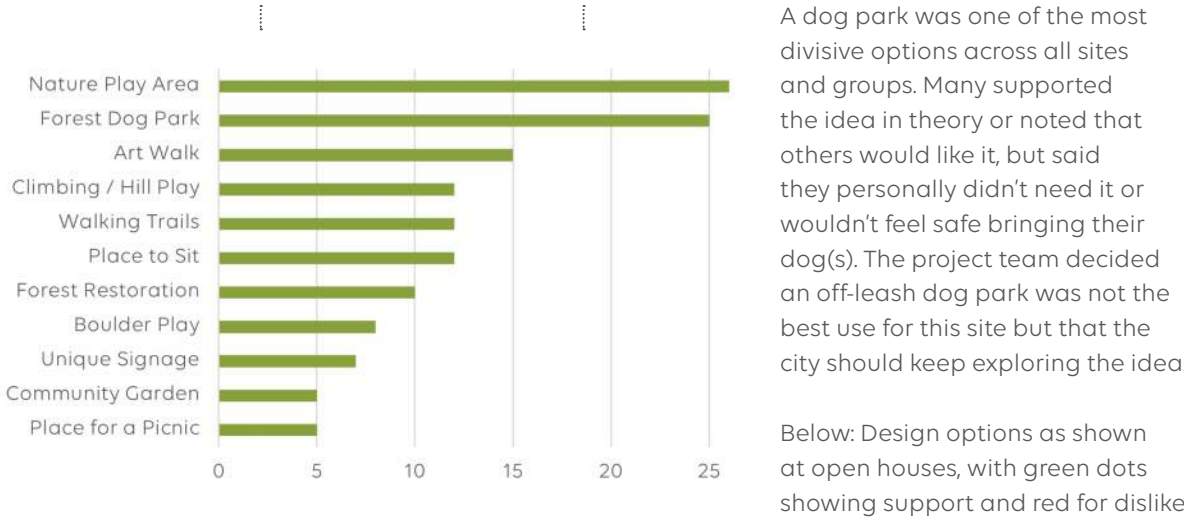
Residents of the development across 3rd Street and nearby homes were most familiar with the potential of this site, but there was strong support for a nature park across all demographics. Responses for specific uses, such as a fenced dog park, picnic area, or community garden were more mixed. Though many saw the appeal, there was concern in focus groups and public sessions that they would be underutilized, reducing the amount of open space available for trails or play areas.

OPPORTUNITIES

Engagement highlighted the appeal of a park blending forest restoration and native plants with seating and play areas that appeal to people who aren't outdoor enthusiasts. Though residents have great access to nature through the Gateway State Trail and Urban Ecology Center, there is still a need for spaces that encourage casual use and are accessible for people of all ages and abilities.

OTHER CONSIDERATIONS

There was general consensus that the intersection at the south end of the site is dangerous, and strong negative response to the idea of locating a playground there. There were questions about the potential for a roundabout or other traffic intervention there, and any potential changes to the Metro Transit bus stop on 7th Avenue. Both will need to be understood before the design of that area can be finalized.



3. DESIGN CONCEPTS

DOWNTOWN OPEN SPACE



SITE CONTEXT

This proposed park improvement project is located at an existing park created in 2011 following the realignment of North St. Paul Drive. The site is situated near 7th Ave, at the western end of the historic downtown business district, adjacent to the Ramsey County Library and the Penn Place Townhomes. Currently, North St. Paul lacks a signature downtown park or urban public space. Due to this location's visibility and proximity to key downtown amenities, it was identified as a potential opportunity for a plaza, public art, or a gathering space.

The site is also near other park facilities, such as the Gateway Trail, McKnight Athletic Complex, and the 3rd Street Open Space [See page 7 context map]. Therefore, these designs regard the site as a complement to nearby recreational areas.



A - View north from the corner of 7th Ave E & 1st St N



B - View south from N St. Paul Dr



C - View west from 7th Ave E



Context map



D - View along existing walkway adjacent to Penn Place Townhomes

DOWNTOWN OPEN SPACE

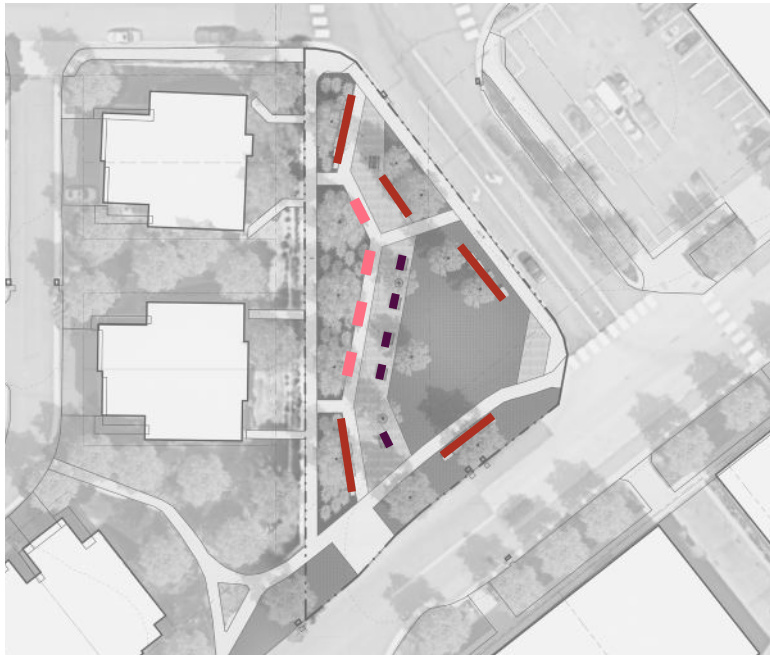
CONCEPT PLAN - FRONT PORCH

We’ve named this concept the “front porch” to encapsulate the idea of a new park that extends downtown North St. Paul, fostering social connections and enhancing the area’s laid-back, fun character.

The site is organized into three distinct zones: buffer planting, a flexible plaza, and lawn areas. At the heart of this design is the flexible plaza, which serves as the “front porch.” This space is highlighted by a series of brightly colored bench swings, offering playful interaction and drawing attention from passersby. The plaza also features picnic tables for gathering and a decorative surface finish with a light texture that encourages lingering and slows foot traffic, inviting people to relax and enjoy the space.

New pathways connect the central plaza to surrounding sidewalks. Alongside these paths are stacked stone blocks, which frame the space, subtly separate active areas from the street, provide additional seating, and serve as playful climbing features for children.

At the park’s eastern corner, the primary entry point is marked by a small area of decorative paving located behind the sidewalk. This entry space accommodates park signage and doubles as a performance area for small events, oriented either toward the park or the street.



Seating opportunities



Picnic tables



Stone blocks



Swings



Landscape zones and paths



Flexible plaza, decorative concrete



Turf



Rain garden & buffer planting



Downtown open space - concept plan

KEY

- 1. BUFFER PLANTING & RAIN GARDENS
- 2. DECORATIVE CONCRETE PLAZA WITH TABLES
- 3. STACKED STONES
- 4. DECORATIVE CONCRETE CORNER (STAGE)
- 5. NEW CONCRETE WALKWAYS
- 6. TURF
- 7. EXISTING SIDEWALK
- 8. SWINGS



A - Central flexible plaza



B - Park bird-eye view



C - Access from N St. Paul Drive

3RD STREET OPEN SPACE



SITE CONTEXT

This proposed open space project is located on 3rd Street, directly across from the new Gateway at McKnight Ridge townhome development and adjacent to homes along North Oak Hill Place. Currently, the site is a mixed hardwood forest with minimal development. It is understood that the site was previously considered as part of the adjacent townhome project; however, due to steep slopes and opposition from neighboring residents, the city opted to reconsider its use.

The site is conveniently located near several park facilities, including the Gateway Trail, the Urban Ecology Center, and both the McKnight Athletic Complex and the Downtown Open Space outlined in this report. As such, this space has been envisioned as a complementary addition to these nearby amenities.



Context map



A - Aerial view from southeast



B - Aerial view from southeast



C - Unused tennis courts in disrepair



D - Unused tennis courts in disrepair

3RD STREET OPEN SPACE

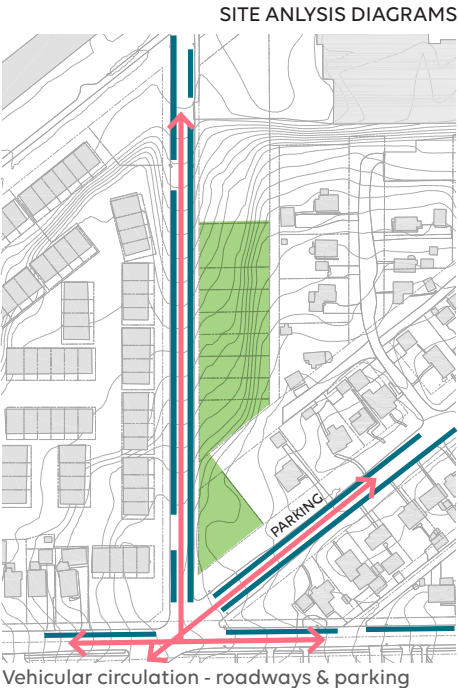
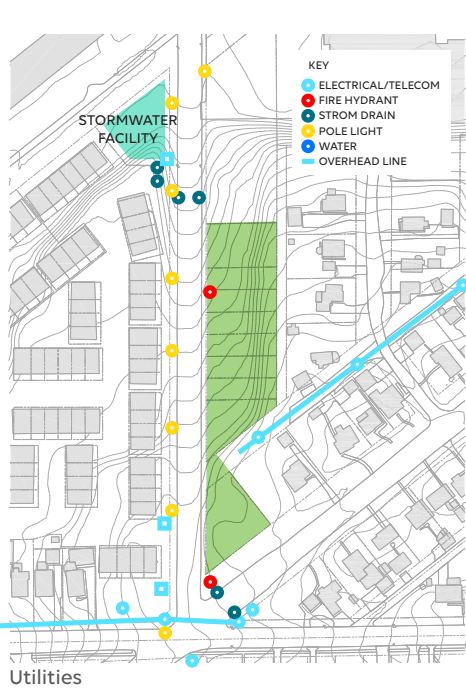
SITE ANALYSIS

The site consists of two distinct areas: a northern region primarily forested and a southern region of turf grass with scattered large trees, separated by an alley right-of-way. Utilities on the site are minimal, with a few fire hydrants, storm drains, and an overhead utility line along the alley. Across the street, new streetlights installed for the townhome development enhance lighting along the park frontage. Ample on-street parking is available on both sides of the street.

The southern intersection near the site is a high-traffic area known for safety concerns due to multiple intersecting roads. While a roundabout has been proposed to improve safety, its feasibility and timeline remain uncertain.

Pedestrian connectivity is partially established. A sidewalk along 7th Avenue links the site to downtown and an adjacent bus stop. The townhome development includes a well-connected walkway network that ties into the Gateway Trail. However, pedestrian crossings to the site are limited, and the west-side sidewalk on 3rd Street would need to be extended to connect to the southern intersection.

The northern area is highly visible from the west townhome development, while the eastern homes are elevated and separated from the potential park by a steep slope. Proximity to residences enhances safety through natural surveillance (“eyes on the park”), but increased park activity may raise concerns among some residents.



SITE ANALYSIS DIAGRAMS

PROGRAM DIAGRAM

Given the site's proximity to numerous homes, the proposed program is designed to serve both families and individuals. Community engagement highlighted strong interest in walking trails, nature play areas, and a community garden. These elements align with the City's initial concept of a low-impact design that preserves the forest character and respects neighboring residences.

The community garden is planned for the southern area, where open space and higher visibility at the corner make it an ideal location. Its proximity to street parking ensures easy access for participants, and pathways are planned from multiple sides to minimize walking distances. Positioned near the busy intersection, the garden will be set back from the road and secured with fencing for added safety.

The walking trails and nature play areas are located in the northern forested section. Existing clearings are utilized for play areas to minimize environmental impact. The site's gentle slopes allow for accessible paths linking internal spaces with a new sidewalk along the road, providing multiple access points. Selective vegetation removal and general cleanup will create space for pathways, improve visibility from the west side, and enhance safety.



Concept Diagram

3RD STREET OPEN SPACE

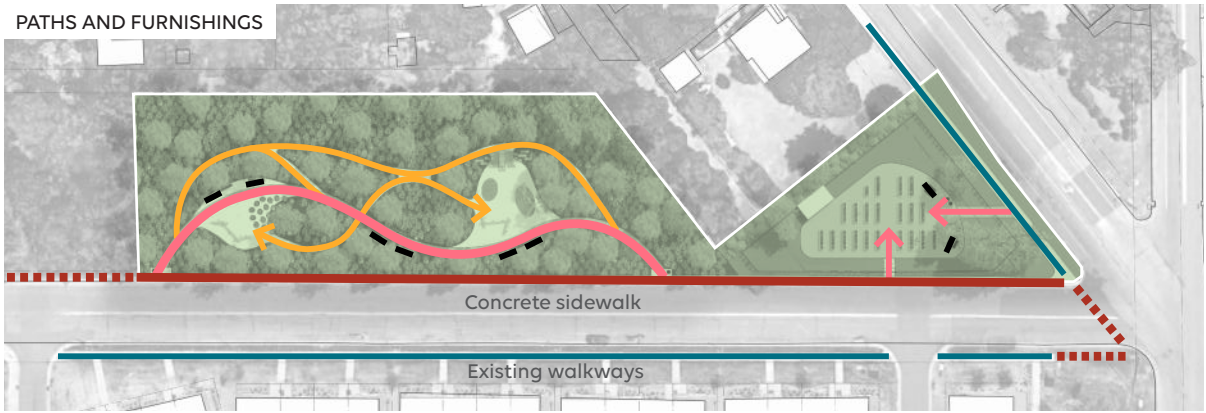
CONCEPT PLAN - FOREST PARK

The concept plan envisions a restful neighborhood space where residents can connect with nature through walking, sitting, playing, or gardening. The plan includes three destination spaces: a community garden and two nature play areas, all linked by pedestrian walkways that integrate with the existing sidewalk network and connect to the broader park system.

The southern community garden is enclosed by a 5-foot wire mesh fence with gated access, providing privacy and security while keeping animals out. It features wood-raised beds or plots for individual or family use, a storage shed for tools, and a water source such as hose bibs for irrigation. The garden surface will be accessible crushed stone or gravel, with picnic tables for rest and gathering.

The northern forest park's main feature is an accessible asphalt path that connects the park's amenities, including benches along its edges. The southern nature play area incorporates a hill slide built into the slope and climbing features made from reclaimed logs. The northern play area offers cross-cut log steppers and additional log climbing elements.

A secondary network of wood mulch trails weaves through the site, offering exploratory play opportunities. These trails and play spaces feature a wood mulch surface, similar to the pathways at Southwood Nature Preserve. For areas requiring fall height protection, a deeper layer of engineered wood fiber could be added.



Seating



Asphalt Path (ADA Accessible)



Wood mulch trails



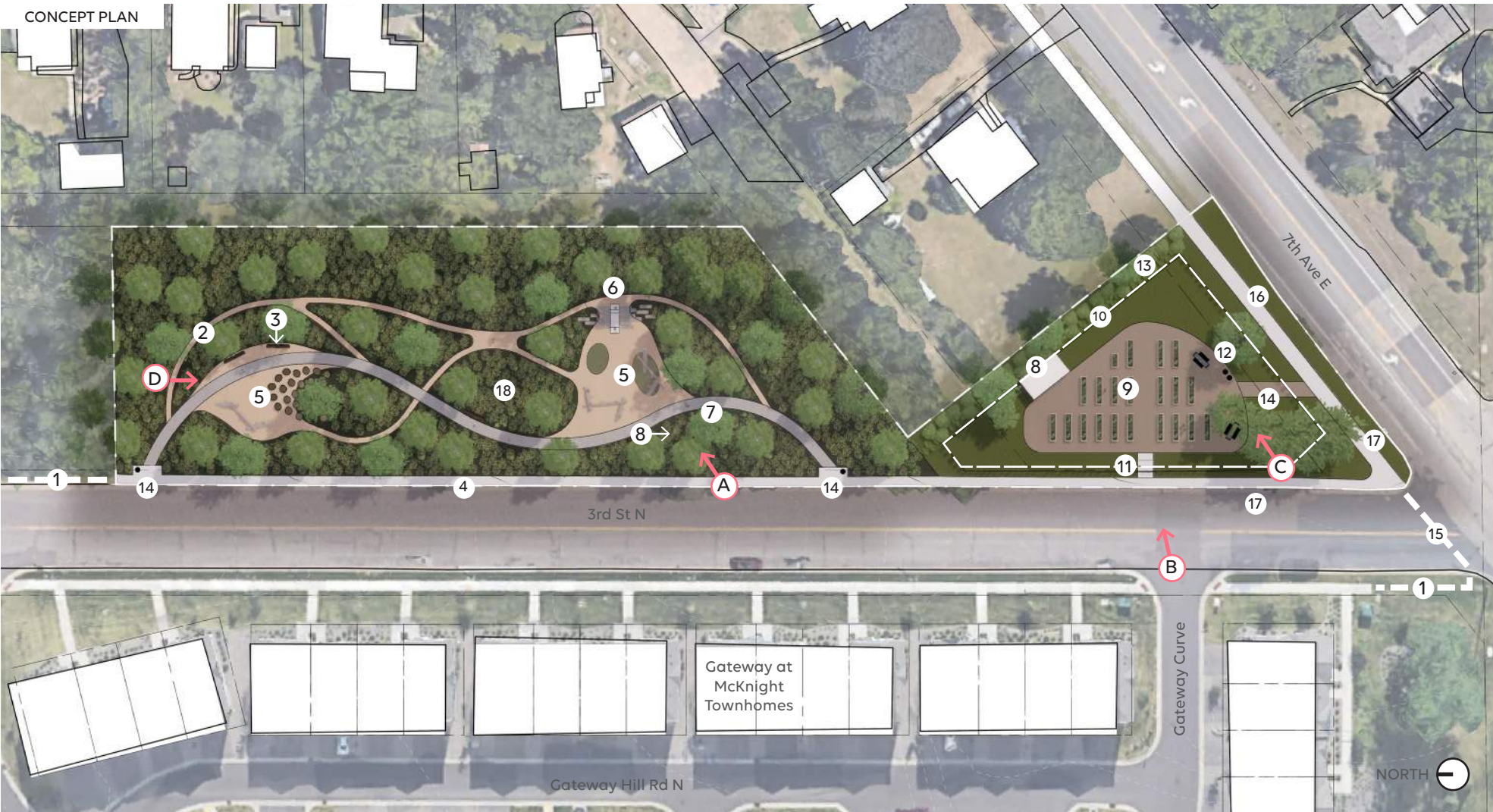
North nature play area



South nature play area with hill slide



Community garden



KEY

- | | | |
|--|--|--|
| 1. POTENTIAL SIDEWALK EXTENSION | 8. STORAGE SHED WITH WATER SUPPLY | 15. CROSS WALK |
| 2. WOOD MULCH TRAILS | 9. COMMUNITY GARDEN, (20) 3'X12' RAISED BEDS, GRAVEL SURFACING | 16. EXISTING SIDEWALK |
| 3. BENCH | 10. 5' WIRE MESH FENCE WITH (2) GATES | 17. EXISTING BUS STOP |
| 4. NEW CONCRETE SIDEWALK | 11. CONCRETE STAIR | 18. SELECTIVE PLANT & INVASIVE SPECIES REMOVAL, & CLEAN UP, SEEDED UNDERSTORY PLANTING |
| 5. NATURE PLAY AREAS, WOOD MULCH SUFRACING - WITHIN EXISTING CLEARINGS | 12. PICNIC TABLES | 19. EXISTING ON STREET PARKING |
| 6. HILL SLIDE | 13. SCREEN PLANTING | |
| 7. ASPHALT PATH (ADA ACCESSIBLE) | 14. ENTRY WITH WASTE RECEPTACLES | |



A - South nature play area with hill slide and climbing log:



B - Community garden



C - Community garden raised bed and picnic tables



D - North nature play area with cross-cut log steppers

MCKNIGHT ATHLETIC COMPLEX

EXISTING CONDITIONS

The McKnight Athletic Complex, located at the northeast intersection of Highway 36 and McKnight Road, spans approximately 21.5 acres. It includes a premier baseball field, four softball fields, a t-ball field, two defunct tennis courts, indoor batting cages, a parking lot, and a concession building. The complex is adjacent to North High School, which primarily uses the baseball and softball fields during the summer. A shared-use agreement is in place with the school district.

The facilities at McKnight Athletic Complex are in varying states of condition, ranging from fair to disrepair. The tennis courts are completely unusable and no longer open for public recreation. The t-ball field sees minimal use, and both the interior trail and parking lot require repaving. The batting cage facility, though owned by the City, is currently leased to a private entity. Should the site continue as an athletic facility, new fencing will be necessary around the entire complex.

A comprehensive evaluation of the community's recreational needs is essential to identify and prioritize future improvements for the McKnight Athletic Complex.



A - Aerial view from southeast



B - Unused tennis courts in disrepair



C - Parking lot in very poor condition



D - Underutilized park space and t-ball field



Context map

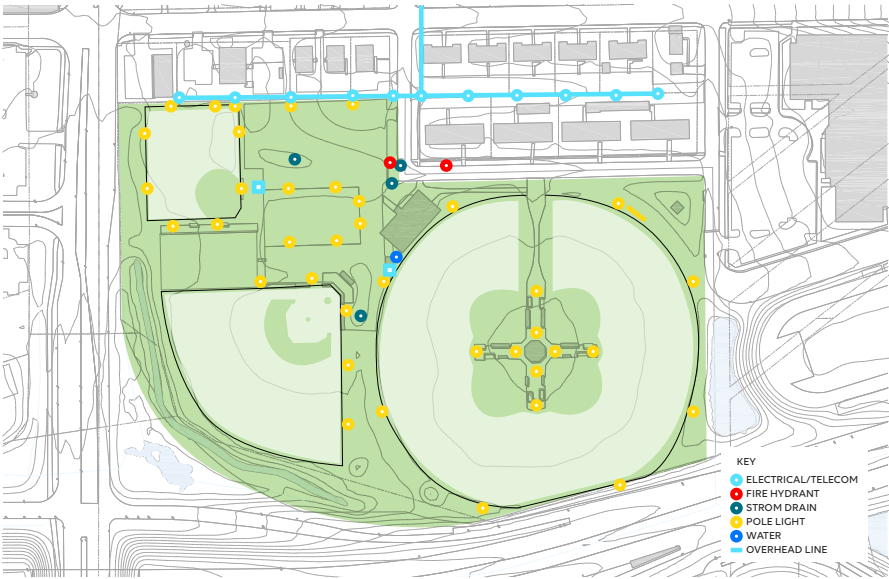


E - Unused tennis courts in disrepair

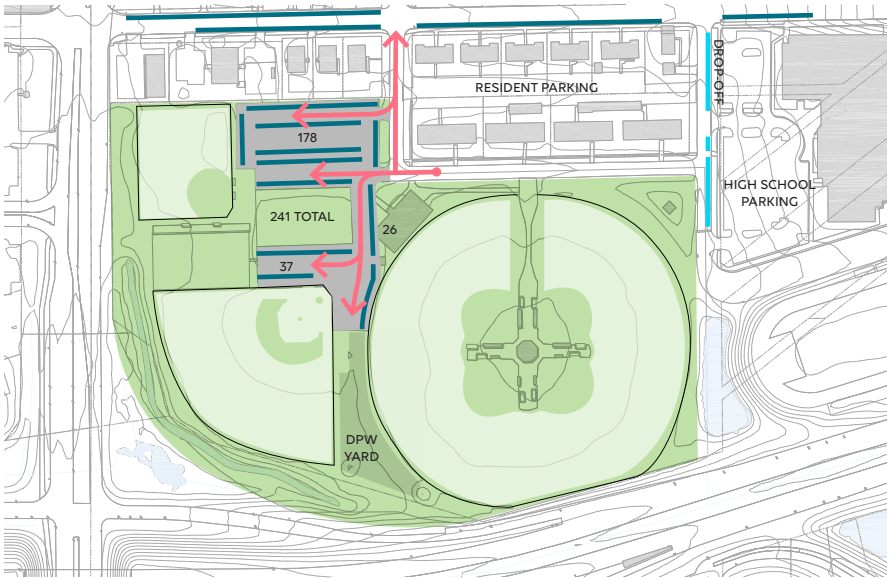


F - Fence, gates and signage restricting access

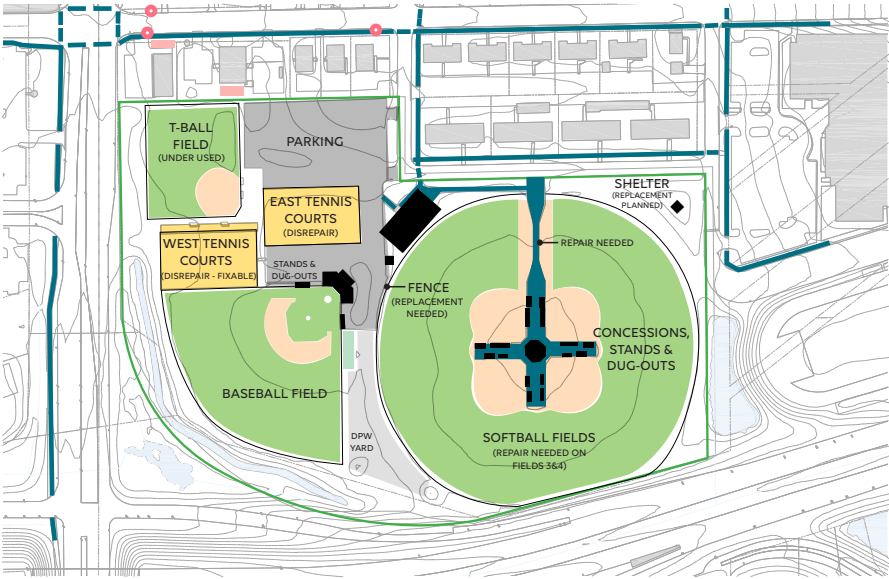
MCKNIGHT ATHLETIC COMPLEX



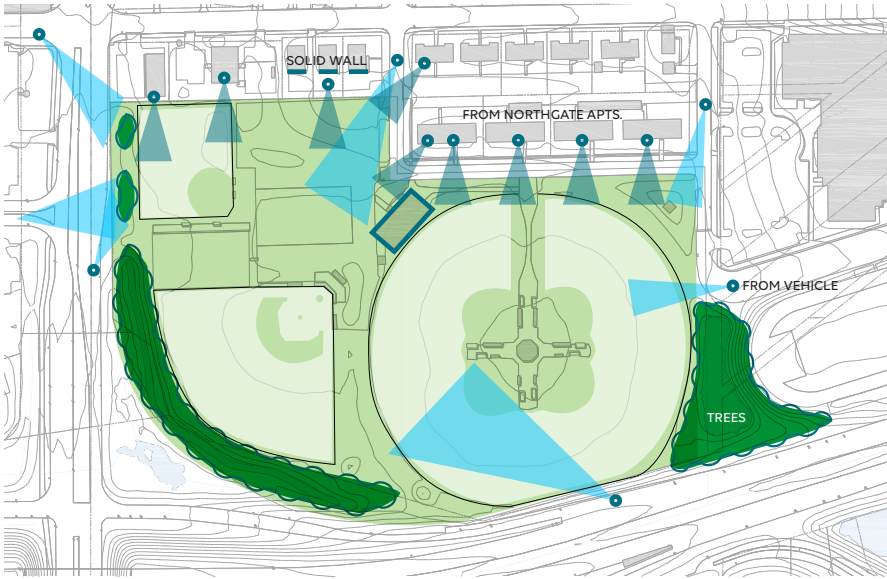
Utilities



Vehicular circulation - roadways & parking



Park facilities, pedestrian walkways, bus stops



Views

SITE ANALYSIS DIAGRAMS

SITE ANALYSIS

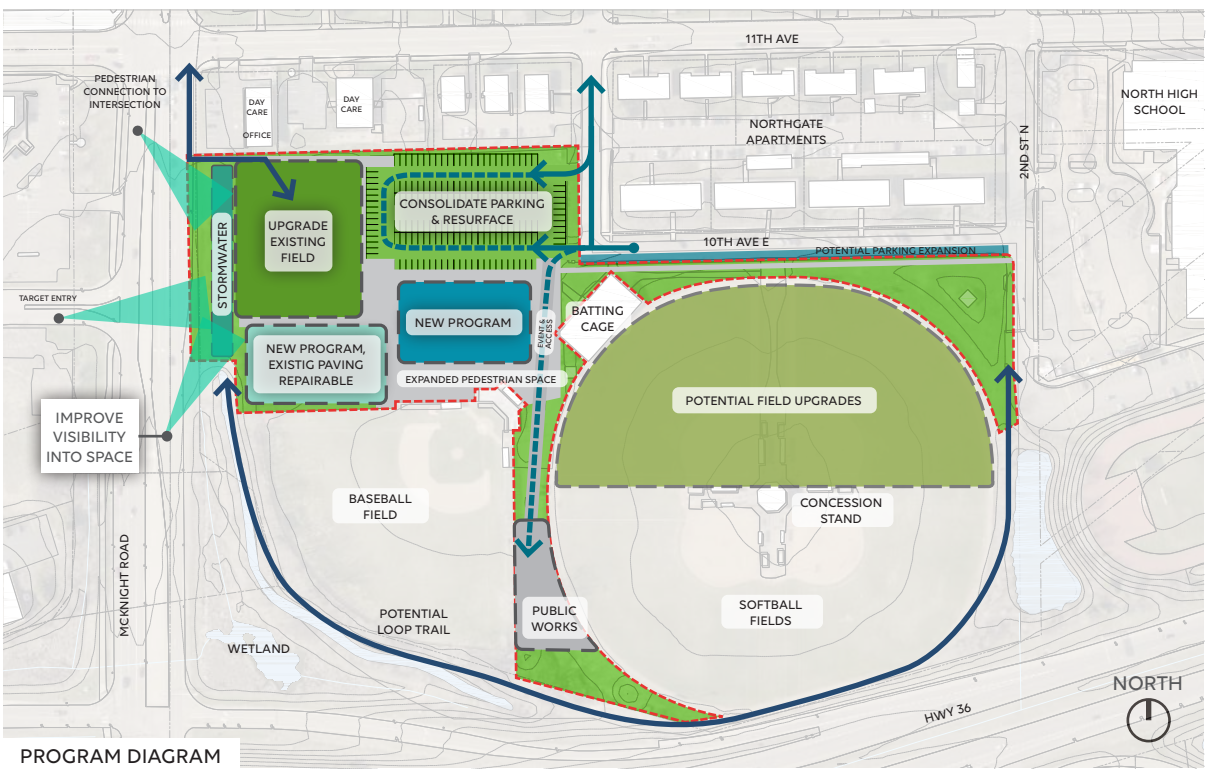
The design team visited and mapped the conditions, features and function of the park. Additionally, analysis was informed through conversations and observations by City staff and other stakeholders. Initial assumptions of the parking lot and tennis courts being in poor condition were validated. Opportunities to strengthen visibility of the site and explore flexible programming within the many acres of existing baseball, softball, and t-ball fields were also key findings of the site analysis.

EXISTING PARK USE AGREEMENTS

The City has a “Field Use Agreement” with ISD 622 for access to the McKnight Athletic Complex, with the current agreement dating back to 2011. While this project sought to understand and navigate the dynamics of the agreement, including the City's interest in revisiting it, the following key assumptions were made:

1. The existing agreement remains valid and serves as the foundation for the project.
2. Both parties are open to park improvements and changes, provided programming needs are met.
3. Implementing park improvements will require ongoing collaboration between the City and ISD 622.

Additionally, the City maintains a relationship with Triple Crown Batting Cages, which operates a business within a building at the park. Based on input from the City and stakeholder engagement,



PROGRAM DIAGRAM

it was assumed that design concepts would account for potential phasing to eventually adjust the operating arrangement.

SITE PROGRAM

Site program and planning efforts were guided by the Parks and Open Space Master Plan, park system research, site analysis, and stakeholder engagement. Additional considerations included unique relationships, such as the City's field use agreement with the school district (ISD 622) and a lease with Triple Crown Batting Cages.

The site program emphasizes opportunities to integrate flexible athletic fields that meet current baseball and softball needs while accommodating in-demand sports such as soccer, ensuring the park serves a wider range of users.

MCKNIGHT ATHLETIC COMPLEX

DESIGN OPTIONS

The design options explored a range of potential improvements, from focusing only on the areas specified in the RFP (Option 1) to broader site-wide enhancements (Options 2 and 3) that included existing fields and buildings. Community and stakeholder input, along with park system research, highlighted gaps in athletic offerings and underserved populations, supporting a broader approach.

DESIGN CONCEPT - PHASE 1

The Phase 1 design concept focuses on the scope outlined by the City from previous planning efforts, which includes redesigning and reprogramming the parking lot, tennis courts, and t-ball field. This approach avoids significant alterations to the existing softball and baseball fields or the batting cage facility, allowing for substantial park improvements without disrupting the overall framework of the complex or its ongoing programming relationships.

A key theme from community feedback was the desire to introduce new and diverse activities to McKnight while supporting the existing baseball and softball uses. The concept achieves this by establishing a central spine of new park programming, including an Event Plaza, Green Space, Playground, and Skate/Bike Park, with a Flexible Mini-Pitch replacing the current t-ball field.

This design activates the “heart” of the park by removing interior parking areas and integrating



Kuenkel Field into a vibrant, multi-functional space with various gathering opportunities. Sidewalks frame and connect these elements, creating an organized layout with intersections of activity that invite engagement and movement throughout the park.

KEY

- 1. Flexible Mini-Pitch
- 2. Parking Lot
- 3. Event Plaza
- 4. Greenspace
- 5. Playground
- 6. Skateboard / BMX /Bike Skills
- 7. Public Works access



A - Birds-eye view from southeast (Phase 1)

MCKNIGHT ATHLETIC COMPLEX



B - Greenspace and adjacent seating areas with Playground beyond



C - Skateboard / BMX / Bike Skills and adjacent seating



D - Event Plaza and public works access lane



E - Playground with views to picnic seating and Kuenkel Fi

MCKNIGHT ATHLETIC COMPLEX - DESIGN CONCEPT - PHASE 2

The Phase 2 concept includes the addition of a new Park Building and the conversion of two existing softball fields into artificial turf surfaces. These fields will be designed for flexibility and adaptability, accommodating a variety of field-based sports. This approach addresses

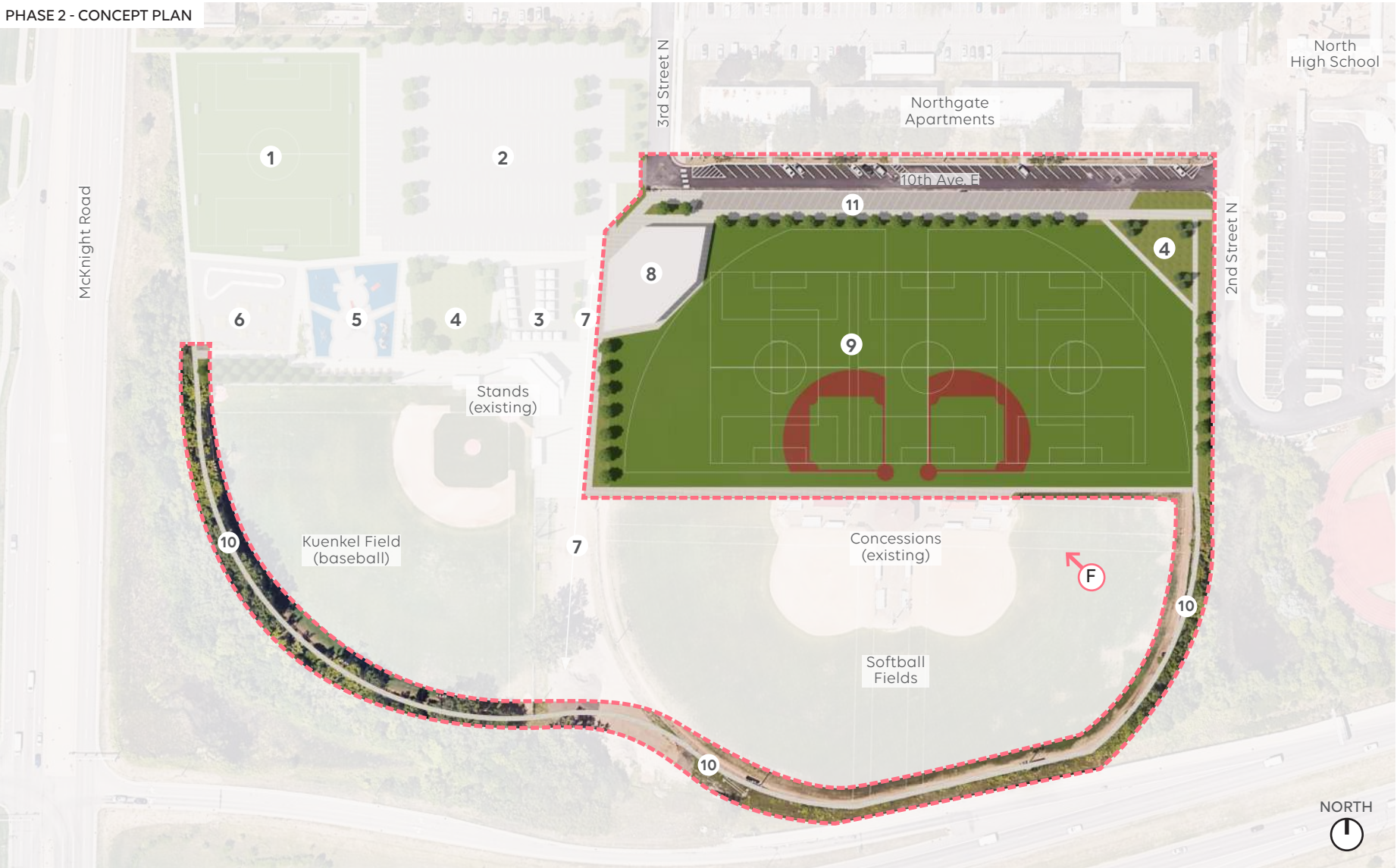
community and stakeholder feedback highlighting the need for athletic fields that go beyond baseball and softball. Specifically, research and community input revealed a shortage of publicly accessible soccer fields in the city.

The implementation of Phase 2 will require the City to evaluate existing shared-use agreements and determine their appropriateness in light of the City's evolving needs and interests.



F - Birds-eye view from southeast (Phase 2)

PHASE 2 - CONCEPT PLAN



KEY

- | | |
|----------------------------------|---------------------------|
| 1. Flexible Mini-Pitch | 7. Public Works access |
| 2. Parking Lot | 8. Upgraded Park Building |
| 3. Event Plaza | 9. Flexible Field Complex |
| 4. Park Space | 10. Park Trail |
| 5. Playground | 11. Street Parking |
| 6. Skateboard / BMX /Bike Skills | |

MCKNIGHT ATHLETIC COMPLEX - PRIMARY PROGRAM



FLEXIBLE MINI-PITCH

The artificial turf playing surface, along with fencing and lighting, creates a versatile sports field that can be continuously programmed for a wide range of athletic activities. The mini-pitch aligns with current athletics development initiatives, emphasizing small-sided games and providing safe, accessible spaces for kids to engage in sports within their neighborhood.



EVENT PLAZA

Designed to accommodate current City events like the Autumn Arts Festival, the space addresses the community's desire for an accessible and flexible event venue. Centrally located, the plaza serves as a gathering and activity hub, with close proximity to various park programs. The surfacing should visually distinguish the space from adjacent paving while supporting pedestrian traffic, tents, and food trucks. This area offers an ideal opportunity to integrate green stormwater infrastructure, such as permeable pavers.



PLAYGROUND

The playground design aims to create a locally inspired, "iconic" experience, with a strong focus on fitness and adventure play. This approach responds to the proximity of the high school and community feedback calling for more park spaces catering to middle schoolers and teenagers. The detailed design will require further community engagement to address a wide range of considerations, including age-appropriate features, accessibility, and material choices.



SKATEBOARD / BMX / BIKE SKILLS

The community has consistently expressed support for a skate and bike park through multiple engagement platforms. Its proposed location at McKnight offers the opportunity to utilize existing infrastructure, such as the abandoned tennis courts. Detailed design of the skate park will require further stakeholder engagement and specialized design/engineering consultation to address a range of factors, including user types, age-appropriate features, safety, and scale.



FLEXIBLE FIELD COMPLEX

Converting a significant portion of the existing softball fields to an artificial turf surface for multiple sports uses will create additional access and opportunities for the community. This design maintains the current softball programs while adding flexibility for full field or small-sided arrangements. Portable fencing systems can be used to define boundaries for different activities, enhancing the park's programming flexibility for the City and its partners.



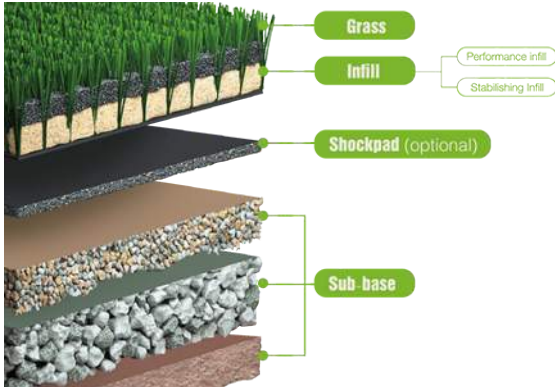
PARK BUILDING

The building at Casey Lake Park is considered a valuable amenity by both the City and the community, offering event and meeting spaces, public restrooms, and storage for City programs. A similar park building at McKnight was also supported by the community during engagement events. Positioned to overlap with the existing batting cages building, the new facility takes advantage of existing infrastructure and is centrally located, providing easy public access and supporting all park programs.



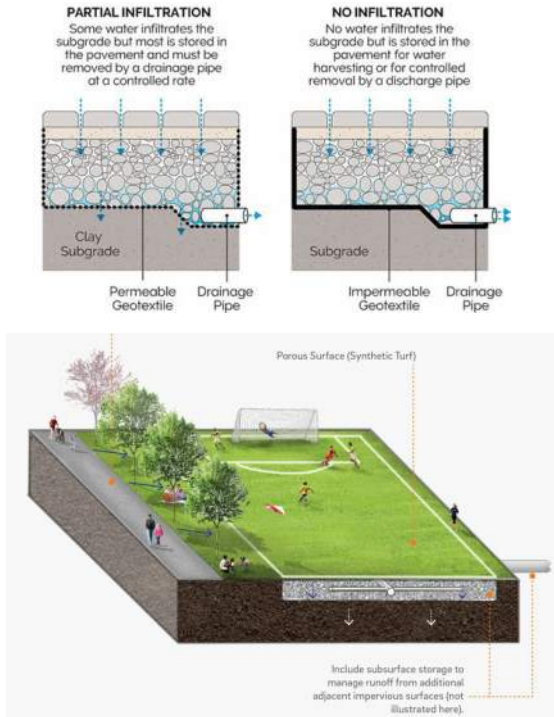
PARKING & VEHICULAR CIRCULATION

The concept plan features an efficient and functional layout, enhancing pedestrian safety by eliminating interior parking areas and connecting parking to program areas with side-walks. Public Works access is provided along the edge of the Event Plaza. Parking counts are similar to the existing configuration, with the potential for additional shared parking with the neighboring high school. Detailed design should refine parking counts based on final programming needs and explore opportunities to balance safety, function, and efficiency.



ARTIFICIAL TURF SURFACE

Investing in artificial turf flexible fields is a strategic response to the evolving needs of the community, offering modern athletic surfaces and programming flexibility. Beyond baseball and softball, this approach can accommodate soccer, football, lacrosse, and other field-based sports. Final planning and design should take into account the specific requirements of each sport, as well as operational and maintenance needs.



STORMWATER MANAGEMENT

Implementation of either phase will require permits and compliance with Ramsey-Washington Metro Watershed District stormwater regulations. The concept design includes opportunities to integrate green stormwater infrastructure, such as permeable paving in the parking lot and/or Event Plaza, and capturing water beneath the artificial turf fields. Additionally, all planted areas can be assessed for potential bioretention, infiltration, and filtration capacities.



SEATING & GATHERING AREAS

The concept design offers numerous opportunities for seating and gathering, with each program area and circulation intersection providing desirable locations. Final design should incorporate a variety of seating types and scales, including traditional benches, playful sculptural seating, and clustered picnic tables. Additionally, it should consider the availability of shade in seating and gathering areas, strategically incorporating trees and other features to enhance comfort.



GREENSPACE

The community highlighted a lack of simple greenspace for passive or programmed activities. The concept design addresses this by creating a centrally located open greenspace near the playground, event plaza, and baseball fields. This space can serve as an auxiliary area during events or game days, and during daily use, it provides a place for passive play or gathering, with easy access to other park spaces.



PARK TRAIL

The desire for a park trail at McKnight emerged consistently across community and stakeholder engagement events. The design concept includes opportunities for sidewalk connections and other paved spaces to form part of a park trail network. The final design should also explore how the trail can access currently unused portions of the park, such as the boundary of the baseball and softball fields. A park trail would provide functional connections and help integrate the park into the broader community.

4. COST ESTIMATE & IMPLEMENTATION

COST ESTIMATE APPROACH

The scope of the project included providing the City with high-level cost estimates for the Design Concepts, aimed at building an initial understanding of the funding required for detailed design and construction. Since the project did not have an established budget, the estimates reflect a “loaded” and conservative approach, with costs generally representing a higher range per item. This allows for informed decision-making regarding future costs. The estimates also account for the full project delivery by a General Contractor, including fees, contingencies, escalation, and other expenses. These estimates should serve as a tool for promoting, validating, and planning the project within the City and with its partners.

IMPLEMENTATION CONSIDERATIONS

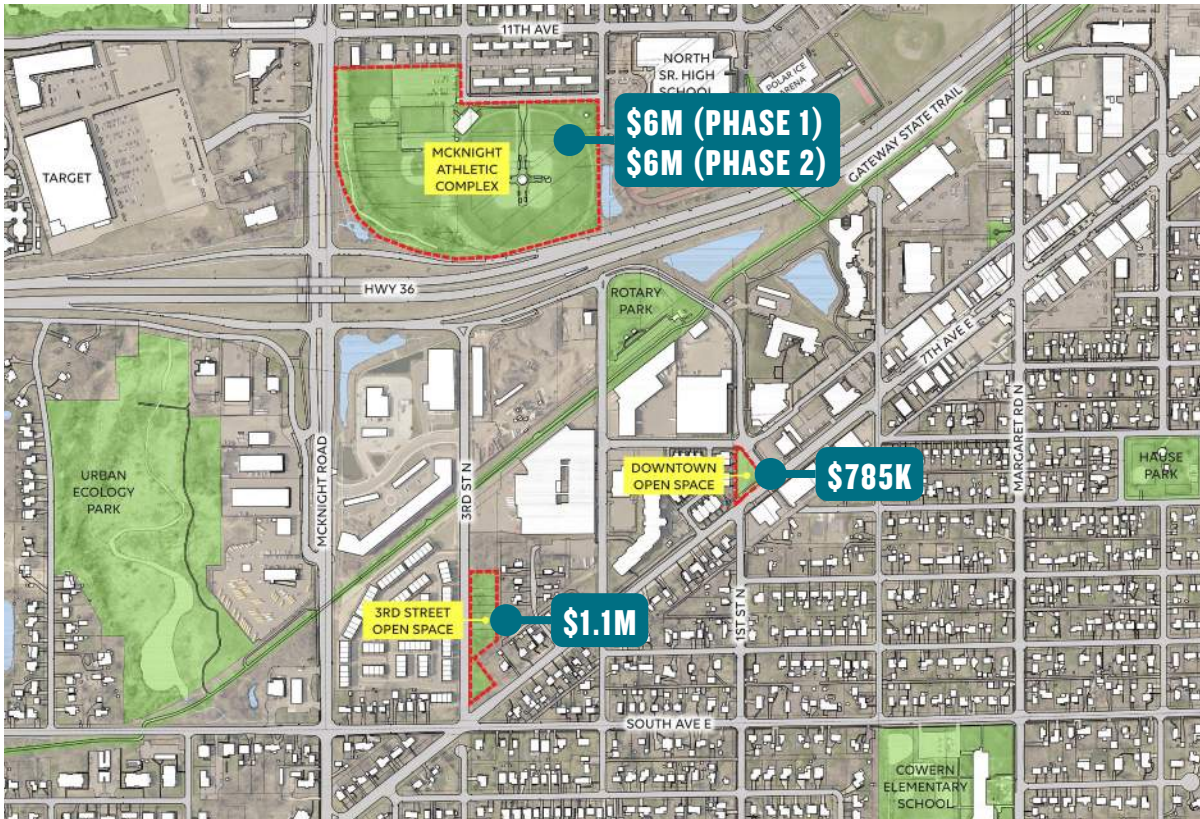
As the project moves into detailed design and construction for any of the individual sites, the City will need to consider implementation planning, which includes, but is not limited to:

1.

Establishing internal discussions and decision-making processes regarding the schedule and prioritization of the projects.
2.

Identifying project budgets and funding sources. Currently, the design concept costs exceed capital improvement budgets, so additional funding will need to be secured. Potential options discussed include state bonding, grants, and partnerships. The City may also explore arrangements with existing partners such as Century College.
3.

For McKnight Athletic Complex, the City will need to make decisions and collaborate on the existing shared-use agreements with ISD 622 and the lease with Triple Crown Batting Cages.



Graphic highlighting the overall estimated costs for each Concept Design



Potential grant and partnership opportunities

		DOWNTOWN CONCEPT DESIGN				
		QUANTITY	UNIT \$	TOTAL COST		
		20,000	sqft			
CONSTRUCTION ESTIMATE						
Site demo	surfacing, trees, equipment, e&s, etc	1	lsum	\$10,000.00	\$10,000	
Clear and grub	brush, small trees	20,000	sqft	\$0.50	\$10,000	
Grading	finished areas	20,000	sqft	\$1.00	\$20,000	
Concrete sidewalk paving	typical, plain grey, tie-in to existing	4,200	sqft	\$15.00	\$63,000	
Concrete plaza paving	typical, colored/textured	3,200	sqft	\$20.00	\$64,000	
Soft surfacing	mulch, stone, turf or sim	3,000	sqft	\$2.50	\$8,000	
Tree plantings	typical, 3" cal	15	each	\$1,200.00	\$18,000	
Buffer/decorative plantings	plants & shrubs	5,000	sqft	\$5.00	\$25,000	
Site art/features infrastructure	footings, pads, ut connections	1	lsum	\$15,000.00	\$15,000	
Seating	linear & unit, prefab product	160	lnft	\$350.00	\$56,000	
Stormwater management	infiltration basin, piped connections	3,200	sqft	\$20.00	\$64,000	
Water service	utility connection & hose bibbs	1	lsum	\$35,000.00	\$35,000	
Electrical infrastructure & distribution	utility connection, xfmr, ug pathways	1	lsum	\$35,000.00	\$35,000	
Site lighting	ped poles	8	loc	\$3,500.00	\$28,000	
DIRECT CONSTRUCTION COST					\$451,000	
Contractors GC's/Gen Req/OH&P		15.00%			\$67,650	
Design Contingency		15.00%			\$77,798	
Escalation		5.00%			\$29,822	
1 yr allowance						
TOTAL CONSTRUCTION COST					\$626,270	
A&E Fees		7.50%			\$46,970	
allowance						
Construction Contingency		5.00%			\$31,313	
unforseens, scope adjustments						
Owner Development Costs		5.00%			\$31,313	
testing, permits, inspection, etc						
Furnishings & Equipment		1 lsum			\$50,000.00	\$50,000
allowance						
TOTAL PROJECT COST					\$785,867	
Potential Additional Scope (total project cost)						
Functional art installation/seating	allowance	1	lsum	\$80,000.00	\$80,000	
Contaminated soils removal	potential additional costs				tbd	

Concept design Construction Estimate is a planning tool and does not represent an approved project construction budget. Estimate includes conceptual information provided at the time of preparation and may not include all requirements to complete a future construction project.

COST ESTIMATE

		3RD STREET		
		CONCEPT DESIGN		
		QUANTITY	UNIT \$	TOTAL COST
		65,000	sqft	
CONSTRUCTION ESTIMATE				
Site demo & set-up	surfacing, trees, equipment, e&s, etc	1	Isum	\$20,000.00
Clear and grub	brush, small trees	22,414	sqft	\$1.50
Grading	finished areas	34,414	sqft	\$1.50
Asphalt path paving	6'-8' path	500	Inft	\$85.00
Concrete sidewalk paving	typical, plain grey, tie-in to existing	5,200	sqft	\$15.00
Retaining walls & stairs	allowance, minor, low walls	1	Isum	\$40,000.00
Soft surfacing	mulch, stone, or sim	9,800	sqft	\$2.50
Tree plantings	typical, 2" cal	20	each	\$750.00
Buffer/decorative plantings	plants & shrubs	12,000	sqft	\$2.50
Play equipment/structures	allowance	1	Isum	\$100,000.00
Planter boxes (possible Owner provided)	wood construction	24	each	\$1,000.00
Storage shed (possible Owner provided)	prefab or pole construction	240	sqft	\$100.00
Garden fencing (possible Owner provided)	split rail or similar	320	Inft	\$50.00
Secure fencing	vinyl coated chain link or sim, secure gates		Inft	\$85.00
Water service	utility connection & hose bibbs	1	Isum	\$35,000.00
Electrical infrastructure & distribution	utility connection, xfmr, ug pathways	1	Isum	\$50,000.00
Site lighting	ped poles	20	loc	\$3,500.00
DIRECT CONSTRUCTION COST		\$656,000		
Contractors GC's/Gen Req/OH&P		15.00%		\$98,400
Design Contingency		15.00%		\$113,160
Escalation	1 yr allowance	5.00%		\$43,378
TOTAL CONSTRUCTION COST		\$910,938		
A&E Fees	allowance	7.50%		\$68,320
Construction Contingency	unforseens, scope adjustments	5.00%		\$45,547
Owner Development Costs	testing, permits, inspection, etc	5.00%		\$45,547
Furnishings & Equipment	allowance	1	Isum	\$50,000.00
TOTAL PROJECT COST		\$1,120,352		

Concept design Construction Estimate is a planning tool and does not represent an approved project construction budget. Estimate includes conceptual information provided at the time of preparation and may not include all requirements to complete a future construction project.

		MCKNIGHT		
		PHASE 1		PHASE 2
		QUANTITY	UNIT \$	TOTAL COST
		310,000	sqft	
CONSTRUCTION ESTIMATE				
Phase 1 Scope				
Site demo & set-up	prep for new construction	178,400	sqft	\$1.50
Flexible field	complete construction	44,700	sqft	\$20.00
Skate/BMX	complete construction	12,500	sqft	\$26.00
Court sport	complete construction	12,500	sqft	\$24.00
Playground	complete construction	10,000	sqft	\$36.00
Parking - expand & overlay	complete construction	68,500	sqft	\$5.00
Hardscape/Plaza	gathering & circulation	30,200	sqft	\$16.00
Softscape	lawn & plantings	43,600	sqft	\$7.00
Minor upgrades to existing	allowance	80,000	sqft	\$2.50
Stormwater management	infiltration/storage basin, piped connections	8,000	sqft	\$25.00
Water service	utility connection & hose bibbs	1	Isum	\$35,000.00
Electrical infrastructure & distribution	utility connection, xfmr, ug pathways	1	Isum	\$75,000.00
Site lighting - athletic	tall, stantion, LED	12	loc	\$10,000.00
Site lighting - parking/ped	typical, LED	20	loc	\$5,000.00
Phase 2 Scope				
Park pavillion building	allowance			
Larger Flexible field	complete construction			
Green Space	refurbish existing			
Parking - new	complete construction			
Utilities - water & elec/lighting	field & bldg area			
DIRECT CONSTRUCTION COST		\$4,010,000		
Contractors GC's/Gen Req/OH&P		15.00%		\$601,500
Design Contingency		15.00%		\$691,725
Escalation	1 yr allowance	5.00%		\$265,161
TOTAL CONSTRUCTION COST		\$5,568,386		
A&E Fees	allowance	6.00%		\$334,103
Construction Contingency	unforseens, scope adjustments	5.00%		\$278,419
Owner Development Costs	testing, permits, inspection, etc	5.00%		\$278,419
Furnishings & Equipment	allowance	1	Isum	\$200,000.00
TOTAL PROJECT COST		\$6,659,328		

FLEXIBLE FIELD NOTE:

Cost estimates for flexible fields include initial construction of artificial turf surface and associated infrastructure but do not include regular maintenance and future cost considerations. Typically, the carpet (grass & infill) requires replacement every 8-12 years, depending on multiple factors. Additionally, flexible fields provide revenue and programming opportunities that should be considered in budgeting and planning.

7,500	sqft	\$320.00	\$2,400,000
168,000	sqft	\$15.00	\$2,520,000
44,700	sqft	\$4.00	\$179,000
22,300	sqft	\$10.00	\$223,000
1	Isum	\$150,000.00	\$150,000

Concept design Construction Estimate is a planning tool and does not represent an approved project construction budget. Estimate includes conceptual information provided at the time of preparation and may not include all requirements to complete a future construction project.



HGA

420 North 5th St, Ste 100
Minneapolis, MN 55401

T 612.758.4000
F 612.758.4199

McKnight Athletic Complex - Design Concept birds-eye view from above Flexible Mini-Pitch



To	Date
----	------

Parks & Recreation Commissioners	February 26, 2025
----------------------------------	-------------------

Agenda Placement # VI.C

Commission Business, Action Items & Recommendations

Subject

Review of Park Assignments

Background/Facts

Each Commissioner is a representative of one or more parks in North St. Paul and is expected to visit their assigned park at least once prior to each meeting. The Commissioner is to bring back any reports on the park, if needed.

Recommended Action

The Park and Recreation Commission is asked to assign parks to each Commissioner for 2025.

Attachments

1. Park Representatives 2025

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant

	Previous Representatives	2024 Representatives	2025 Representatives
Southwood	Lloyd Grachek	Lloyd Grachek/Dave Andren	
Northwood	Sue Springborn	Sue Springborn	
Hause	Laura Greenlee-Karp	Laura Greenlee-Karp	
Colby Hills	Artie Alvarez Jr	Sarah Zahradka	
Urban Ecology Center	Artie Alvarez Jr	Sarah Zahradka	
Rotary	Laura Greenlee-Karp	N/A	
Tower	Sue Springborn	Sue Springborn	
McKnight	Lloyd Grachek	Lloyd Grachek/Dave Andren	
Silver Lake	Ingrid Koller	Ingrid Koller	
Casey	Sarah Zahradka	Ben Hansen	
Dorothy	Ingrid Koller	Ingrid Koller	
Polar	Sarah Zahradka	Laura Greenlee-Karp	
Veteran's	N/A	N/A	
Country Club Park	Laura Greenlee-Karp	Laura Greenlee-Karp	



To	Date
Parks & Recreation Commissioners	February 26, 2025
Agenda Placement # VI.D	
Commission Business, Action Items & Recommendations	
Subject	
Discussion on Park and Recreation Commission Meetings in Parks	
Background/Facts	
A discussion on holding future Park and Recreation Commission meetings in North St. Paul parks is needed to decide when to hold these are where the best locations would be considering accessibility.	
Recommended Action	
Attachments	
None	

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



To	Date
Parks & Recreation Commissioners	February 26, 2025
Agenda Placement # VI.E	
Commission Business, Action Items & Recommendations	
Subject	
Discussion on posting an opening for a Student Commissioner position	
Background/Facts	
A discussion on adding a Student Commissioner was requested by the Chair of the Park and Recreation Commission. Per the North St. Paul City Code: § 32.05 MEMBERSHIP. (B) Student members. Student members shall be residents located within the North St. Paul City limits and enrolled full-time in secondary school. Student members shall be non-voting. § 32.06 APPOINTMENT AND TERMS. (B) Student members. Student members shall be appointed by majority vote of the Council and shall serve terms of membership not to exceed one year per term.	
Recommended Action	
Staff asks that the Park and Recreation Commission give direction on whether to post an opening for a Student Commissioner position.	
Attachments	

None

Respectfully submitted,
Sara Lang, Community Development Administrative Assistant



To	Date
Parks & Recreation Commissioners	February 26, 2025
Agenda Placement # VII.A	
Reports from Staff	
Subject	
Budget Update	
Background/Facts	
The attachments include an up to date overview of the current park related funds in North St. Paul.	
Recommended Action	
Attachments	
1. Budget Updates Feb 2025	
Respectfully submitted, Sara Lang, Community Development Administrative Assistant	

BALANCE SHEET

AS OF: JANUARY 31ST, 2025

034-PARK DEDICATION FUND

ACCOUNT# TITLE

ASSETS

=====

034-1010	CASH	452,809.50
034-1033	S/A RECEIVABLE	0.00
034-1040	ACCOUNTS RECEIVABLE	0.00
034-1042	ACCOUNTS RECEIVABLE MODULE	0.00
034-1045	ACCRUED UTILITIES	0.00
034-1054	DUE FROM OTHER FUND	0.00
034-1060	INTEREST REC INVEST	0.00
034-1061	MARKET VALUE ADJUSTMENT	0.00
034-1888	REVENUE CLEARING	0.00
		<u>452,809.50</u>

TOTAL ASSETS

452,809.50

=====

LIABILITIES

=====

034-2010	AP PENDING (DUE TO POOL)	0.00
034-2011	ACCOUNTS PAYABLE OTHER	0.00
034-2026	DUE TO OTHER GOVERNMENTS	0.00
034-2027	DUE TO OTHER FUNDS	0.00
034-2029	USE TAX PAID	0.00
034-2030	SALES TAX	0.00
034-2888	EXPENSE CLEARING	0.00
		<u>0.00</u>

TOTAL LIABILITIES

0.00

EQUITY

=====

034-2900	FUND BALANCE	<u>268,990.46</u>
	TOTAL BEGINNING EQUITY	268,990.46

TOTAL REVENUE	(	605.20)
TOTAL EXPENSES		0.00
(WILL CLOSE TO FUND BAL.)		<u>184,424.24</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		183,819.04

TOTAL EQUITY & REV. OVER/(UNDER) EXP. 452,809.50

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. 452,809.50

=====

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

034-PARK DEDICATION FUND

% OF YEAR COMPLETED: 08.33

		CURRENT	CURRENT	YEAR TO DATE	PRIOR YEAR	BUDGET	% YTD
REVENUES		BUDGET	PERIOD	ACTUAL	YTD ACTUAL	BALANCE	BUDGET
OTHER CHARGES							
034-3800	MARKET VALUE ADJUSTMENT	0 (	380.26) (	380.26)	1,326.27	380.26	0.00
034-3801	INVESTMENT INCOME	0 (	224.94) (	224.94) (	351.37)	224.94	0.00
034-3880	PARK DEDICATION FEES	0	0.00	0.00	75,600.00	0.00	0.00
TOTAL OTHER CHARGES		0 (	605.20) (	605.20)	76,574.90	605.20	0.00
TRANSFERS							
034-3992	TRANSFER FROM OTHER FUND	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS		0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0 (	605.20) (	605.20)	76,574.90	605.20	0.00
		=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES		0 (	605.20) (	605.20)	76,574.90	605.20	0.00

BALANCE SHEET

AS OF: JANUARY 31ST, 2025

063-PARK FUND

ACCOUNT#	TITLE		
ASSETS			
=====			
063-1010	CASH	740,238.00	
063-1033	S/A RECEIVABLE	0.00	
063-1040	ACCOUNTS RECEIVABLE	40.00	
063-1042	ACCOUNTS RECEIVABLE MODULE	1,800.00	
063-1054	DUE FROM OTHER FUND	0.00	
063-1060	INTEREST REC INVEST	0.00	
063-1061	MARKET VALUE ADJUSTMENT	0.00	
063-1888	REVENUE CLEARING	0.00	
			<u>742,078.00</u>
TOTAL ASSETS			742,078.00
=====			
LIABILITIES			
=====			
063-2010	AP PENDING (DUE TO POOL)	6,724.84	
063-2011	ACCOUNTS PAYABLE OTHER	0.00	
063-2026	DUE TO OTHER GOVERNMENTS	0.00	
063-2027	DUE TO OTHER FUNDS	0.00	
063-2029	USE TAX PAID	0.00	
063-2030	SALES TAX	0.00	
063-2039	PARK DEPOSIT	18,633.46	
063-2060	DEFERRED REVENUE	776.54	
063-2888	EXPENSE CLEARING	0.00	
TOTAL LIABILITIES			<u>26,134.84</u>
EQUITY			
=====			
063-2900	FUND BLANCE	716,276.99	
TOTAL BEGINNING EQUITY		716,276.99	
TOTAL REVENUE		595.26	
TOTAL EXPENSES		0.00	
(WILL CLOSE TO FUND BAL.)		(929.09)	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(333.83)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>715,943.16</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			742,078.00
=====			

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

063-PARK FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>TAXES</u>						
063-3011 CURRENT PROPERTY TAX	36,042	0.00	0.00	0.00	36,042.00	0.00
TOTAL TAXES	36,042	0.00	0.00	0.00	36,042.00	0.00
<u>INTERGOVERNMENTAL</u>						
063-3522 STATE GRANTS	194,392	0.00	0.00	0.00	194,392.00	0.00
063-3523 LGA	100,000	0.00	0.00	0.00	100,000.00	0.00
063-3539 COUNTY GRANTS/AIDS	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	294,392	0.00	0.00	0.00	294,392.00	0.00
<u>CHARGES</u>						
063-3629 CANOE RENTALS	225	0.00	0.00	225.00	225.00	0.00
063-3630 PARK RENTAL FEES	80,000	1,725.00	1,725.00	2,975.00	78,275.00	2.16
063-3653 BALL FIELD RENTAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES	80,225	1,725.00	1,725.00	3,200.00	78,500.00	2.15
<u>OTHER CHARGES</u>						
063-3800 MARKET VALUE ADJUSTMENT	0 (	621.63) (	621.63)	2,949.56	621.63	0.00
063-3801 INVESTMENT INCOME	0 (	833.11) (	833.11) (	1,283.67)	833.11	0.00
063-3803 DONATIONS	1,000	25.00	25.00	25.00	975.00	2.50
063-3803-034 DONATIONS-SOUTHWOOD	0	0.00	0.00	0.00	0.00	0.00
063-3803-037 DONATIONS-MUSIC IN THE P	0	0.00	0.00	0.00	0.00	0.00
063-3804 SALE OF GOODS & PROPERTY	0	0.00	0.00	0.00	0.00	0.00
063-3805 PARK ADVERTISING	4,500	0.00	0.00	0.00	4,500.00	0.00
063-3899 MISCELLANEOUS REVENUE (	0	300.00	300.00	300.00 (	300.00)	0.00
TOTAL OTHER CHARGES	5,500 (	1,129.74) (	1,129.74)	1,990.89	6,629.74	20.54-
<u>TRANSFERS</u>						
063-3992 TRANSFER FROM OTHER FUND	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	416,159	595.26	595.26	5,190.89	415,563.74	0.14
	=====	=====	=====	=====	=====	=====