



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

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May 28, 2025  
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **May 28, 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](https://www.youtube.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 meeting minutes from April 23rd, 2025

**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. Recap and Goals
- B. CIP Recommendations
- C. Park Passport Program Final Presentation
- D. Commissioner Discussion

**VII. Reports from Staff**

**VIII. Reports from Commissioners & Park Liaisons**

**IX. Adjournment**

**The next regularly scheduled Parks & Recreation Commission meeting is June 23rd, 2025.**



To	Date
Parks & Recreation Commissioners	May 28, 2025

**Agenda Placement # IV.A**

Approval of Minutes

**Subject**

Approval of meeting minutes from April 23rd, 2025

**Background/Facts**

**Recommended Action**

Approve the meeting minutes from April 23rd, 2025.

**Attachments**

1. PRC Minutes 4.23.25

Respectfully submitted,  
Sara Lang, Community Development Administrative Assistant



**Park and Recreation Commission  
Regular Meeting Minutes  
April 23, 2025  
6:30 PM**

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

**I. CALL TO ORDER**

Chair Greenlee-Karp called the meeting to order at 6:31 PM.

**II. ROLL CALL**

COMMISSION

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

STAFF/LIAISONS

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

**III. ADOPT AGENDA**

Chair Greenlee-Karp called for a motion to adopt the April 23, 2025 meeting agenda.  
M/Andren, S/Grachek  
Motion carried 6-0.

**IV. APPROVAL OF MINUTES**

- A. Approval of Minutes from March 26, 2025 PRC Meeting

Chair Greenlee-Karp called for a motion to approve the March 26, 2025 meeting minutes.  
M/Koller, S/Andren  
Motion carried 6-0.

**V. MEETING OPEN TO PUBLIC**

No members of the public were in attendance.

**VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS**

- A. Budget Update with Dan Winek, Finance Director

The City of North St. Paul Finance Director, Dan Winek, was present to discuss the current state of both the Park Fund and the Park Dedication Fund. A PowerPoint was created for this discussion and was included in the packet. Included was a brief overview of the types of funds, including operating funds that come from the General Fund and Building Maintenance Fund and capital funds, including the Park Dedication Fund and the Park Fund. The difference in the capital funds was described as a Park Dedication Fund which is used exclusively for the “acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands or open space based on the approved park system plan” while the Park Fund is used for improvements to existing parks and equipment within the system.

Balance sheets and revenue and expense reports for each fund were provided, as of March 31<sup>st</sup>, 2025. Items in the current CIP (Capital Improvement Plan) relating to the Park Fund were also provided. Nothing was identified or approved for the 2025 calendar year based on the CIP developed in 2024. A tax levy is currently implemented for the future items in the CIP related to parks of 0.60%. Finance Director Winek also reviewed the 2026 CIP planning process and the next steps for the Parks and Recreation Commission. These steps include completing a CIP template for each project including maps, designs, estimates and other information for both 2025 and the future CIP of 2026-2035. The Commission has been asked to assign a project sponsor to each project to meet with staff and to present to Council when appropriate. The recommendation by staff specifically related to the parks that were identified in the HGA plan is to break the projects up into phases.

Commissioner Andren asked how the City Council felt about the HGA project and their thoughts on moving forward. Finance Director Winek noted that the Council agreed with the report from a conceptual standpoint but there was no funding approval. To move forward, the Commission will need to fill out the CIP template for the projects and can note a phased approach.

Vice-Chair Zahradka asked about the parking lot at McKnight fields and if that comes out of the Park Fund. Finance Director Winek noted that he will take a look at it but believes that expenditure should come out of the street maintenance fund.

Commissioner Andren asked about the current projects listed on the CIP and if those need to be resubmitted if there are no changes. Finance Director Winek stated that if the Commission still approves of the amount and timeline, nothing is needed. If something is adjusted, then it would need to be noted with justification.

Commissioner Koller asked about the Casey Lake pavilion and who made the financial projections for that project. Staff Liaison Lang noted that it was in collaboration with Public Works.

## B. Recap and Goals

Chair Greenlee-Karp presented a rough proposal for ideas for upcoming park additions and renovations that was created by the Chair and Vice-Chair and included in the packet. These proposals included a small playground renovation of Polar Park and additions to the Urban Ecology Center, Casey Lake Park and other smaller parks.

For Polar Park, \$90,000 is budgeted for 2026 for playground updates. The idea is that the playground can work for all ages and can go along with the swings already at the park. Commissioner Andren noted that he would like to see something for a bit older kids. The Commission feels that 2026 is still an appropriate completion timeline for the project.

Chair Greenlee-Karp noted that Casey Lake has a line item for Casey Lake Field 3 to be removed and turned into greenspace. The Commission would like to propose that both fields 3 and 4 be removed and



turned into green space to allow for other sports. The Commission is still interested in moving forward with this and the active playground currently in the CIP. Commissioner Lucas noted that volleyball is currently popular at the park and could be added to this plan.

Chair Greenlee-Karp noted adding resting structures and play equipment to the Urban Ecology Center. The current CIP had it listed for 2029 however the Commission is interested in moving that up to 2025. The idea is to have items that blend into the natural area. Staff Liaison Lang will confirm who owns the land in that area.

Small playground add-ons for 2025 were discussed for Hause Park, Northwood, Tower Park and Colby Hills Park. Gaga ball pits were suggested for Hause Park, Tower Park and Northwood Park. The Commission suggested adding a climbing feature to Colby Hills Park.

The Commission will come back to the next meeting with CIP templates filled out to discuss and formally submit to staff.

#### C. Park Passport Discussion

Commissioner Lucas presented a plan for the potential Park Passport program for participants to visit each park in the City, take a selfie and after all are completed, come to City Hall for a prize. The goal of the program is to incentivize residents to visit all of North St. Paul's parks. The proposed process is to visit the parks, take a selfie with the park sign, and then come into City Hall or email the photos to claim a prize. The suggested promotion for the program is physical ads and social media and the website. The Commission would like Commissioner Lucas to bring back a one-page sheet with program details to the next meeting as they really like the plan.

#### D. Commissioner Discussion

Chair Greenlee-Karp has asked the Commissioners to use this time to bring up discussing points, other than updates on the parks they are liaisons for in the City.

Chair Greenlee-Karp had nothing to discuss.

Vice-Chair Zahradka had nothing to discuss.

Commissioner Andren noted that a resident of North St. Paul contacted him to mention that this summer season is going to see an influx of ticks and if you have a tick on you, to send it to the University of Minnesota. The DNR is asking that the paths are trimmed 3 feet back to help prevent the ticks from attaching to humans and animals. Staff Liaison Lang noted that she will ask the Communications Director to post something on the website and social media about the risks and will talk to Public Works.

Commissioner Grachek had nothing to discuss.

Commissioner Koller had nothing to discuss.

Commissioner Lucas had nothing to discuss.

## VII. REPORTS FROM STAFF



Staff Liaison Lang noted that costs were identified for both a buck slip and full-size page insert into the utility bills and that one noting events for 2025 will be in one of the next mailings. It was noted that a windscreen will be placed at Hause Park in the pickleball court fencing, to reduce wind and sound. Public Works is hoping to have that installed sooner rather than later. The Park and Open Space Master Plan was formally approved at the April 15<sup>th</sup>, 2025, City Council meeting.

### **VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS**

Chair Greenlee-Karp had no updates.

Vice-Chair Zahradka had no updates.

Commissioner Andren noted that at Southwood there are two benches that need to be replaced, and wood brush that needs to be picked up.

Commissioner Grachek had no updates.

Commissioner Koller had no updates.

Commissioner Lucas had no updates.

### **IX. ADJOURNMENT**

Chair Greenlee-Karp asked for a motion to adjourn the meeting at 8:28 PM.

M/Grachek, S/Zahradka

Motion carried 6-0.

**The next regularly scheduled Park and Recreation Commission Meeting will be on May 28, 2025.**



To	Date
Parks & Recreation Commissioners	May 28, 2025

**Agenda Placement # VI.A**

Commission Business, Action Items & Recommendations

**Subject**

Recap and Goals

**Background/Facts**

The Chair of the Parks and Recreation Commission will recap what has been recently worked on and the upcoming goals of the Commission.

**Recommended Action**

**Attachments**

1. 2025 Events Page 1
2. 2025 Events Page 2
3. 2025 Events Page 3

Respectfully submitted,  
Sara Lang, Community Development Administrative Assistant

# 2025 Event Schedule (Updated 03/26/25)

COMMISSION

EVENT	DATE	TIME	LOCATION	DESCRIPTION	ASSIGNED
<b>Coffee with Council</b>	Thursday, Jan 23rd	4:30 - 5:30 PM	Flyby Coffee	A chance to connect with new council members in an informal setting.	City Staff & Council
<b>Fire &amp; Ice Festival</b>	Friday, Feb 7th	5 PM - 9 PM	Casey Lake	Ice skating & bonfire night with hot chocolate	Parks
<b>Guided Art Nights (6 total)</b>	4/17, 5/15, 6/12, 10/16, 11/20	6:30 PM - 8:30 PM	Casey Lake Building	The artist leads a guided art night at the Casey Lake building.	Arts & Culture
<b>Citywide Garage Sale</b>	Thursday, May 1st - Saturday, May 3rd	Various times (3 days)	Citywide	Residents register to be listed on our website, get a sign, and be on the map. (City Clean-Up Month Activity).	City Staff
<b>Citywide Clean-Up Day</b>	Saturday, May 10th	8 AM - 11 AM	Public Works	Public Works building is open for the public to dump/ recycle their stuff. (City Clean-Up Month Activity).	Public Works
<b>Parks Clean-Up Day</b>	Saturday, May 17th	10 AM - 12:30 PM	Various Parks	Parks commission lead clean-up day. May 21st is the Highschool clean up day. (City Clean-Up Month Activity).	Parks
<b>Big Truck Night (Sponsor Car Show)</b>	Friday, June 13th	4:30 - 8 PM	7th Ave	PW vehicles are on display for climbing and exploration. Car show dash plaques, city info booth.	City Staff + Arts & Culture
<b>Jazzercise in the Park (#1)</b>	Wednesday, June 18th	5 PM - 6 PM	Hause Park	Jazzercise instructor with sound equipment (Summer workout Series)	Parks
<b>Music In The Park (#1) - Kids Band</b>	Thursday, June 26th	5 PM - 6 PM	Hause Park	Kids band playing at Hause Park.	A&C And Parks
<b>Pound Fitness Class in the Park (#2)</b>	Wednesday, July 9th	6 PM - 7 PM	Hause Park	Pound class instructor with sound equipment. (Summer workout Series) Rain date: July 10th	Parks
<b>Music In The Park (#2) - Steel Drums</b>	Thursday, July 17th	5 PM - 6:30 PM	Silver Lake	Steel Drum Band playing at Silver Lake - Beach party theme.	A&C And Parks

EVENT	DATE	TIME	LOCATION	DESCRIPTION	ASSIGNED
<b>National Night Out</b>	Tuesday, Aug 5th	5 PM - 7 PM	City Hall	City council visits local block parties. Fire and PD host an open house.	Fire / PD and Council
<b>Music In The Park (#3)</b>	Thursday, Aug 14th	6 - 7:30 PM	Casey Lake	Timbre Junction band playing at Casey lake Park.	A&C And Parks
<b>Movie in the Park (#1) - Adult</b>	Friday, Aug 15th	8 PM - 9:30 PM	Hause Park	Summer outdoor movie night - Throwback Classic	Parks
<b>Yoga in the Park (#3)</b>	Wednesday, Aug 20th	5 PM - 6 PM	Hause Park	Yoga instructor with sound equipment - bring your own mat. (Summer workout Series)	Parks
<b>Movie in the Park (#2) - Kids</b>	Thursday, Aug 21st	8 PM - 9:30 PM	Hause Park	Summer outdoor movie night - Children's movie.	Parks
<b>Autumn Arts Festival</b>	Saturday, Sept 13th	11 AM - 6 PM	Casey Lake	Vendors, bouncy house, food trucks, performers, facepainting.	Arts & Culture
<b>Fall Roundup Parade</b>	Thursday, Sept 18th	5:30 - 7:30 PM	7th Ave	Decorating two trucks, candy handouts.	Run by the BA. City Staff, PW & Council
<b>Fall Soup Fest &amp; Cornhole Tournament to support the Food Shelf</b>	Saturday, Sept 27th	10:30 AM - 1 PM	Casey Lake	Cornhole tournament and food drive fundraiser. Soup Fest from local churches.	Parks
<b>Therapy Dog Day</b>	Friday, Oct 10th	TBD	City Hall	Therapy dogs visit City Hall for World Mental Health Day.	City Staff
<b>Booya Sale Day</b>	Saturday, Oct 4th	9 AM - 1 PM	Casey Lake Park	Annual Booya Sale day at Casey Lake Park	Fire
<b>A Taste of North St. Paul</b>	November	TBD	TBD	A&C Placeholder Event	Arts & Culture
<b>Holly Jolly Night</b>	Friday, Dec 5th	5 PM - 9:30 PM	Casey Lake	Holiday community event with Bonfire, Carol Sing, and Movie Night.	Parks

# 2025 Event Schedule - Parks & Rec

COMMISSIONER

EVENT	DATE	TIME	LOCATION	DESCRIPTION	NEEDED
<b>Fire &amp; Ice Festival</b>	Friday, Feb 7th	5 PM - 9 PM	Casey Lake	Ice skating & Bonfire Night	<b>1 - 2</b>
<b>Parks Clean-Up Day</b>	Tuesday, April 22nd? (Earth Day)	TBD	Various Parks	Parks commission lead clean-up day (Earth Day).	<b>ALL</b>
<b>Spring 5k Run/Walk to support the Food Shelf</b>	Thursday, May 29th	TBD	Casey Lake	Guided 5K run/walk and food drive fundraiser.	<b>ALL</b>
<b>Jazzercise in the Park</b>	Wednesday, June 18th	5 PM - 6 PM	Hause Park	Jazzercise instructor with sound equipment (Summer workout Series)	No
<b>Music In The Park - Kids Band</b>	Friday, June 26th	5 PM - 6 PM	Hause Park	Kids band playing at Hause Park.	No
<b>Pound Fitness Class in the Park</b>	Wednesday, July 9th	5 PM - 6 PM	Hause Park	Zumba instructor with sound equipment. (Summer workout Series)	No
<b>Music In The Park - Steel Drums</b>	Thursday, July 17th	5 PM - 6:30 PM	Silver Lake	Steel Drum Band playing at Silver Lake - Beach party theme.	<b>1 - 2</b>
<b>Yoga in the Park</b>	Tuesday or Wednesday (tbd)	5 PM - 6 PM	Hause Park	Yoga instructor with sound equipment - bring your own mat. (Summer workout Series)	No
<b>Music In The Park - Adult Band</b>	Thursday, Aug 14th	6 - 7:30 PM	Casey Lake	Timbre Junction band playing at Casey lake Park.	No
<b>Movie in the Park - Adult</b>	Friday, Aug 15th	8 PM - 9:30 PM	Hause Park	Summer outdoor movie night - Throwback Classic	<b>1 - 2</b>
<b>Movie in the Park - Kids</b>	Thursday, Aug 21st	8 PM - 9:30 PM	Hause Park	Summer outdoor movie night - Children's movie.	<b>1 - 2</b>
<b>Holly Jolly Night</b>	Friday, Dec 5th	5 PM - 9:30 PM	Casey Lake	Holiday community event with Bonfire, Carol Sing, Movie Night	<b>2 - 3</b>



To	Date
Parks & Recreation Commissioners	May 28, 2025

**Agenda Placement # VI.B**

Commission Business, Action Items & Recommendations

**Subject**

CIP Recommendations

**Background/Facts**

Finance Director Dan Winek asked the Commission to develop CIP recommendations for 2025 and for the future CIP of 2026-2035. The remaining projects will be addressed in the next month's packet.

**Recommended Action**

Staff recommends that the Commission discuss and formally recommend items for the CIP.

**Attachments**

1. CIP Proposals PRC 2025

Respectfully submitted,  
Sara Lang, Community Development Administrative Assistant

Project Name	Total Expen	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Casey Lake Park Update	\$7,000	\$6,000	-	-	-	-	\$500	-	-	-	-	\$500
Colby Hills Add On	\$35,000	\$35,000	-	-	-	-	-	-	-	-	-	-
Downtown Front Porch Park	\$785,867	-	-	-	-	\$785,867	-	-	-	-	-	-
McKnight Playground	\$300,000			\$300,000		-	-	-	-	-	-	-
Mcknight Mini Pitch	\$894,000		-	-	\$894,000	-	-	-	-	-	-	-
Northwood Park Update	\$6,000	\$6,000	-	-	-	-	-	-	-	-	-	-
Tower Park	\$4,000	\$4,000	-	-	-	-	-	-	-	-	-	-
Polar Park Update												
Urban Ecology Park												
<b>Yearly Spend Totals:</b>		\$51,000	\$0	\$300,000	\$894,000	\$785,867	\$500	\$0	\$0	\$0	\$0	\$500

Capital Improvement Plan 2025 & 2026-2035  
 City of North St. Paul, Minnesota



# NORTH ST. PAUL

**Project or Asset ID:** Casey Lake  
**Project Name:** Casey Lake Parl

**Total Cost:** 7000      **Priority:** 3 Important  
**Department:** Parks and Recreation      **Type:** New/Expansion  
**Contact:** Rachel Lucas      **Category:** Parks, Playgrounds, Paths, Open Space  
**Useful Life (years):** 10+

**Description**

Remove fence around ball field 3. Deconstruct the derelict ball field 3 structure. Purchase a pair of soccer/football combo goals to install and convert ball field 3 into a combined sports use field.

**Justification**

Casey Lake's 3rd ball field is seldom used, and the structure is at the end of it's life, bordering on unsafe. The Parks & Rec commission board belives a multi purpose field would increase utilization of the area. A combined soccer/ football combo goal would provide open, grassy space for multiple activities: football, soccer, rugby, volleyball, badminton, etc.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Construction	6,000					500					500
Equip/Vehicles/Furnishing											
Professional Services											
Land Acquisition											
<b>Total</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>

Funding Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Descripton of annual ongoing maintenance costs or cost savings**

Replacement nets estimated every 5 years. No field lines would provide cost savings and easily allow mutliple activties to take occur in the same location.

**Capital Improvement Plan 2025 & 2026-2035**

City of North St. Paul, Minnesota



**NORTH ST. PAUL**

**Project or Asset ID:**

**Project Name:** COLBY HILLS SMALL PARK ADD ON

**Total Cost:** 35,000 **Priority:** 2 Very Important

**Department:** PARKS **Type:** New/Expansion

**Contact:** SARAH ZAHRADKA **Category:** Parks, Playgrounds, Paths, Open Space

**Useful Life (years):** 25 YEAR

**Description**

Adding two additional structures to the open lot at Colby Hills. A spider climber and spinning climber. Would require wood chip foundations and installation as part of this estimate.

**Justification**

There is a need for older use play structures at this park. There is a large lot currently under used that could service a lot more ages for play. The current picnic structure is in good shape and would get a lot more use with some additional equipment

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Construction	16,000										
Equip/Vehicles/Furnishing	19,000										
Professional Services											
Land Acquisition											
<b>Total</b>	35,000	-	-	-	-	-	-	-	-	-	-

Funding Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
park fund											
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

**Description of annual ongoing maintenance costs or cost savings**

same as traditional parks, additional mulch as needed and maintain current mowing of grass surround

**Capital Improvement Plan 2025 & 2026-2035**  
**City of North St. Paul, Minnesota**



**NORTH ST. PAUL**

**Project or Asset ID:**  
**Project Name:**

**Total Cost:** \$786,000  
**Department:**  
**Contact:** David Andren  
**Useful Life (years):** 15 years  
**Priority:** 3 Important  
**Type:** New/Expansion  
**Category:** Parks, Playgrounds, Paths, Open Space

**Description**

This site would be 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 gatherings 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.

**Justification**

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.

<b>Expenditures</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
Construction					491,597						
Equip/Vehicles/Furnishing					50,000						
Professional Services					244,270						
Land Acquisition											
<b>Total</b>	-	-	-	-	785,867	-	-	-	-	-	-

<b>Funding Source</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
Park Fund											
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

**Description of annual ongoing maintenance costs or cost savings**

Ongoing maintenance for Public Works would be mowing, mulch, plowing, planting, etc.

**Capital Improvement Plan 2025 & 2026-2035**

City of North St. Paul, Minnesota



**NORTH ST. PAUL**

**Project or Asset ID:**

**Project Name:** PLAYGROUND AT MCKNIGHT

**Total Cost:** 300,000 **Priority:** 3 Important

**Department:** PARKS **Type:** New/Expansion

**Contact:** SARAH ZAHRADKA **Category:** Parks, Playgrounds, Paths, Open Space

**Useful Life (years):** 35 YEARS

**Description**

New Playground at mcknight fields complex. Estimate is provided by HCG. This would be part of the greater Mcknight fields redesign and expansion.

**Justification**

This is part of the greater redesign of mcknight fields. This is a park that has been neglected and in need of repair and renovation. This would be one of the steps in the redesign process. As a regional park, this is an asset to the city, not yet realized. By making a more functional and useable space, this park could attract visitors from all over the city. The addition of a unique play structure and ninja park at Mcknight would allow for children to play while siblings are playing ball or service need for more accelerated play for older children. Our city has a severe lack of equipment and play resources for youths 12+ and this would be a great start to that as well as help be a great focal point from highway 36

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Construction			100,000								
Equip/Vehicles/Furnishing			200,000								
Professional Services											
Land Acquisition											
<b>Total</b>			300,000	-	-	-	-	-	-	-	-

Funding Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
			park fund								
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

**Description of annual ongoing maintenance costs or cost savings**

Replacement of any broken or missing fixtures or vandalism upkeep

**Capital Improvement Plan 2025 & 2026-2035**  
**City of North St. Paul, Minnesota**



# NORTH ST. PAUL

**Project or Asset ID:**  
**Project Name:** FLEX FIELD AT MCKNIGHT

**Total Cost:** 894,000      **Priority:** 3 Important  
**Department:** PARKS      **Type:** New/Expansion  
**Contact:** SARAH ZAHRADKA      **Category:** Parks, Playgrounds, Paths, Open Space  
**Useful Life (years):** 35 YEARS

**Description**

Flexible field in place of current tball field off of Mcknight St. This would be part of the greater Mcknight fields redesign and expansion. This flexible field would allow for baseball, mini soccer and other turf sports. This would be an artificial turf with drainage and proper surround detailed out in the HSG Design plan.

**Justification**

This is part of the greater redesign of mcknight fields. This is a park that has been neglected and in need of repair and renovation. This would be one of the steps in the redesign process. As a regional park, this is an asset to the city, not yet realized. By making a more functional and useable space, this park could attract visitors from all over the city. Having a multi use field would attract leagues we don't currently have in the city such as soccer, lacrosse and more, making this park much more versatile than it is today.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Construction				794,000							
Equip/Vehicles/Furnishing				100,000							
Professional Services											
Land Acquisition											
<b>Total</b>		-	-	894,000	-	-	-	-	-	-	-

Funding Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
				park dedication fund							
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

**Description of annual ongoing maintenance costs or cost savings**

Trash up, field should be maintenance free pending no vandalization

**Capital Improvement Plan 2025 & 2026-2035**  
**City of North St. Paul, Minnesota**



**NORTH ST. PAUL**

**Project or Asset ID:** Northwood Par  
**Project Name:** Northwood Par

**Total Cost:** \$6,000  
**Department:** Parks and Recreation  
**Contact:** Rachel Lucas  
**Useful Life (years):** 10+

**Priority:** 3 Important  
**Type:** New/Expansion  
**Category:** Parks, Playgrounds, Paths, Open Space

**Description**

1 moveable gaga ball pit w/ swinging ADA door, 1 picnic table on concrete pad, 1 bench on concrete pad

**Justification**

Northwood is one of the city's larger parks and is the primary N. St. Paul park for the southwest portion of the city. This park has not received an update in many years and is not scheduled for a major upgrade for several years. The goal of this request is to add a small, inexpensive update to the park in the meantime until it can more fully revitalized.

<b>Expenditures</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
Construction	6,000										
Equip/Vehicles/Furnishing											
Professional Services											
Land Acquisition											
<b>Total</b>	<b>6,000</b>	-	-	-	-	-	-	-	-	-	-

<b>Funding Source</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
Parks funding											
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

**Description of annual ongoing maintenance costs or cost savings**

No expected maintenance expected during this time period.

Capital Improvement Plan 2025 & 2026-2035  
 City of North St. Paul, Minnesota



**NORTH ST. PAUL**

Project or Asset ID:	Polar Park
Project Name:	Polar Park 2025

Total Cost:	Priority:
Department:	Type:
Contact:	Category:
Useful Life (years):	

Description

Justification

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Construction											
Equip/Vehicles/Furnishing											
Professional Services											
Land Acquisition											
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

Funding Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

Description of annual ongoing maintenance costs or cost savings

**Capital Improvement Plan 2025 & 2026-2035**  
**City of North St. Paul, Minnesota**



**NORTH ST. PAUL**

**Project or Asset ID:** Tower Park  
**Project Name:** Tower Park 202

**Total Cost:** \$2,000  
**Department:** Parks and Recreation  
**Contact:** Rachel Lucas  
**Useful Life (years):** 10+

**Priority:** 3 Important  
**Type:** 3 Important  
**Category:** Parks, Playgrounds, Paths, Open Space

**Description**

1 moveable gaga ball pit w/ swinging ADA door

**Justification**

Tower park is a well used, centrally located park in the city. To refresh the park and encourage the participation of older children, we'd like to add an inexpensive update.

<b>Expenditures</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
Construction	2,000										
Equip/Vehicles/Furnishing											
Professional Services											
Land Acquisition	2,000										
<b>Total</b>	<b>4,000</b>	-	-	-	-	-	-	-	-	-	-

<b>Funding Source</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

**Description of annual ongoing maintenance costs or cost savings**

Capital Improvement Plan 2025 & 2026-2035  
 City of North St. Paul, Minnesota



**NORTH ST. PAUL**

Project or Asset ID:	Urban Ecology I
Project Name:	Urban Ecology I

Total Cost:	Priority:
Department:	Type:
Contact:	Category:
Useful Life (years):	

Description

Justification

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Construction											
Equip/Vehicles/Furnishing											
Professional Services											
Land Acquisition											
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

Funding Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

Descripton of annual ongoing maintenance costs or cost savings



To	Date
Parks & Recreation Commissioners	May 28, 2025

**Agenda Placement # VI.C**

Commission Business, Action Items & Recommendations

**Subject**

Park Passport Program Final Presentation

**Background/Facts**

Rachel Lucas of the Parks and Recreation Commission has developed a program to incentivize residents to visit all North St. Paul parks.

**Recommended Action**

Staff recommends the approval of the Park Passport Program.

**Attachments**

1. Park Passport Program

Respectfully submitted,  
Sara Lang, Community Development Administrative Assistant

# Park Passport Program Proposal

## Purpose

Incentivize citizens to visit all of North St Paul's parks, encouraging personal and positive interaction with the city's park system.

## Process

Participants visit each of N. St. Paul's 12 parks and take a selfie with each park sign. Afterwards, they will submit the 12 selfies via email or in person at City Hall. After city employee verification of a complete application, the participant can collect their prize. Each participant who completes the Park Passport Program will be entered into the grand prize drawing held at the end of each summer.

## Particulars

This program is available year round and is open to all ages. There is no time limit for completion. Individuals may participate once per calendar year, and grand prize drawing is held in January of the following year. If the participant is unable to pick up their prize during city hall hours, alternate arrangements can be made (Parks & Rec monthly meeting, NSP library pickup, Parks & Rec commissioner meet up, etc). This program can grow in future years with additions of hiking, geocaching, and naturalist components.

## Prizes

Themes: Snowman, N St Paul city branded, N St Paul business, etc.

\$3 Participant prize: magnet, button, etc.

\$20 Grand prize: T shirt, baseball cap, N St Paul business gift card, etc.

New designs/ prizes each year to encourage repeat participation.

<https://swag.grafficttraffic.com/p/THJLC-MBQFH/printed-speed-dome-lapel-pins-stock-shapes>

# of Participants	100	200	300	500	1000
Annual Cost*	\$320.00	\$620.00	\$920.00	\$1520.00	\$3020.00
Employee Time**	7hrs	13.5hrs	20hrs	33.5hrs	67hrs

\* Based on \$3 prize/participant and \$20 grand prize.

\*\*Based on 1hr needed for 15 participants (2min to review each submission, 2min to distribute prize).

## Promotion

Physical: Casey Lake electric sign, flyers (parks, car show, park events)

Electronic: N St. Paul's website, email newsletter, and social media



To	Date
Parks & Recreation Commissioners	May 28, 2025

**Agenda Placement # VI.D**

Commission Business, Action Items & Recommendations

**Subject**

Commissioner Discussion

**Background/Facts**

This section is to allow each Commissioner to bring up discussion topics not already on the agenda.

**Recommended Action**

**Attachments**

None

Respectfully submitted,  
Sara Lang, Community Development Administrative Assistant