City of North St. Paul
City Council
Workshop Meeting Agenda

June 17, 2025
5:15 PM

The City Council Workshop Meeting will be conducted on **June 17, 2025** at 5:15 p.m. in the Council Chambers at 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
Council Member Nordby
Council Member Woods
Council Member McKenzie
Council Member Schweer
Mayor Monge

III. Adopt Agenda

IV. Topic(s)
A. EAPC update on Community Center Feasibility Study

V. Other Business

VI. Adjournment

The next regularly scheduled City Council Workshop meeting is July 1, 2025.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Monge and City Council	June 17, 2025

Agenda Placement # IV.A

Topic(s)

Subject

EAPC update on Community Center Feasibility Study

Background/Facts

Recommended Action

Attachments

1. North St. Paul Council Presentation - Final

Respectfully submitted,
Brian Frandle, City Manager

Interim Report for

Community Multicultural Outreach Center Feasibility Study

June 17, 2025

INTRODUCTION

Background

- The North St. Paul Community Center operated from 1992 to 2012, then transitioned to a leased facility until its closure in 2022.

- Closure was due to:
    - Declining membership and usage
    - Financial challenges in operating a full community center
    - Increased competition from neighboring facilities like the Maplewood Community Center
    - Pandemic impacts and significant deferred maintenance

- The Ramsey County Library is the only part of the facility still open to the public.

INTRODUCTION

Past & Present Actions

- A previous City Council voted to retain the building and explore renovation options.
- Wold Architects completed an initial building analysis and cost estimate for bringing the facility back to basic operational standards.
- The City has secured:
  - $4.5 million in State funding
  - $850,000 in Federal funding
- Grant funding requires the center to serve multicultural, senior, youth, and veteran populations for a minimum of 20 years, or the funds must be repaid.

INTRODUCTION

Current Phase

- The City hired EAPC Architects Engineers to:
  - Explore creative and feasible renovation ideas
  - Align project plans with available grant funding
  - Deliver a comprehensive feasibility report to the City Council

Next Steps

- Share EAPC’s initial findings with the City Council
- Gather public feedback
- Seek Council direction to determine the future of the project

meet THE TEAM

Michael Clark
Director of Civic Design

Andrew Suby
Project Manager

Darin Barr
Operations and Planning

Jill Brown
Public Relations

EAPC

Architectural & Engineering Analysis

BALLARD KING & ASSOCIATES LTD

Community Recreation Market Analysis

JILL BROWN

Community Awareness and Engagement

AGENDA

- PROJECT PARAMETERS
- DEMOGRAPHICS AND REGIONAL RESEARCH
- PROFORMA OPTIONS
- NEXT STEPS

PROJECT PARAMETERS

EAPC

GRANT FUNDING: APPROVAL LANGUAGE

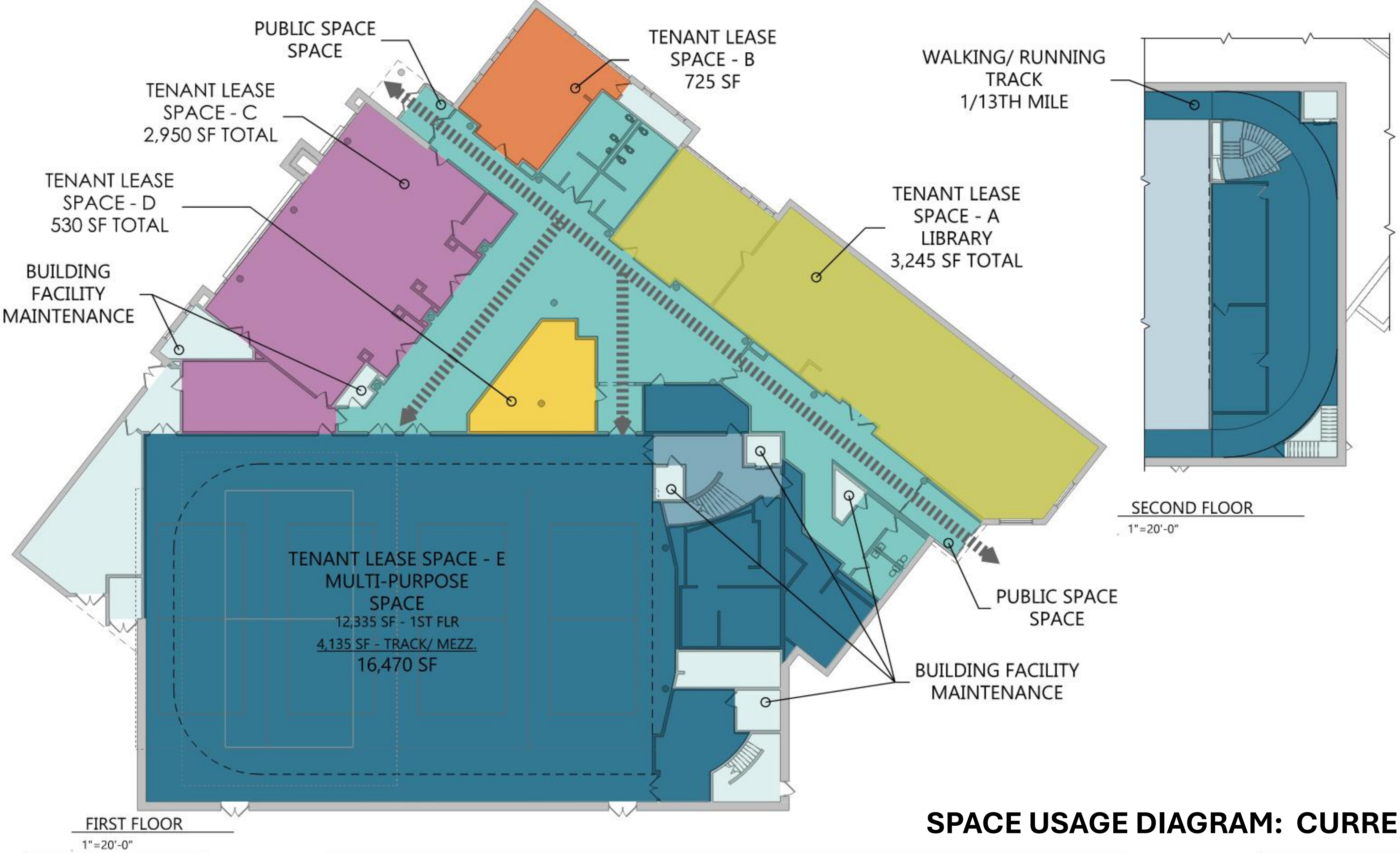
North St. Paul; Community Multicultural Outreach Center

For a grant to the city of North St. Paul to **design, construct, renovate, furnish, and equip improvements and betterments** of a capital nature to the existing community outreach facility at 2300 North St. Paul Drive. This appropriation includes money for accessibility improvements in compliance with the Americans with Disabilities Act (ADA); HVAC replacement; window replacement; roof replacement; green energy improvements; improvements to the exterior of the facility; electrical system improvements; **an expansion and renovation of the library** and technology center space; senior and veterans drop-in center improvements; wellness center improvements, including the addition of **a gym and track**; school district activity area improvements; and other improvements related to high-demand **multicultural community gathering facilities**.

MN Session Law 2023, Chapter 71, Article 1, Subd. 30 $4,500,000.00

Federal Grant $850,000

- On-Site Parking – 45 Spaces
- Additional Parking – Street parking shared with neighborhood
- 320’ to nearest Bus Route
- School bussing - functional (not verified with AHJ).



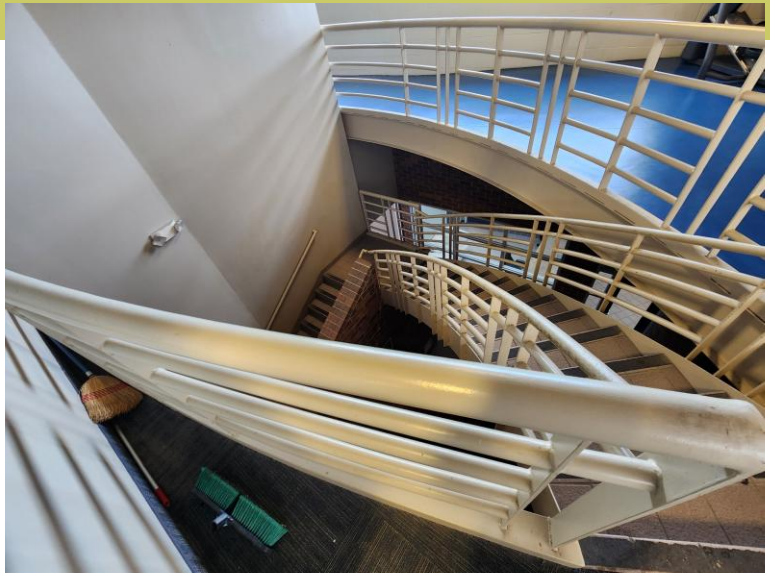
SPACE USAGE DIAGRAM: CURRENT

EAPC ARCHITECTS ENGINEERS
539 Bielenberg Dr. Suite 115
St. Paul, MN 55125
P | 612.552.4600
www.eapc.net

NORTH ST. PAUL - COMMUNITY CENTER STUDY
22901 1 St. NORTH ST. PAUL 55109

Sheet | A1
Date | 06/02/2025
EAPC Project Number | 20245130

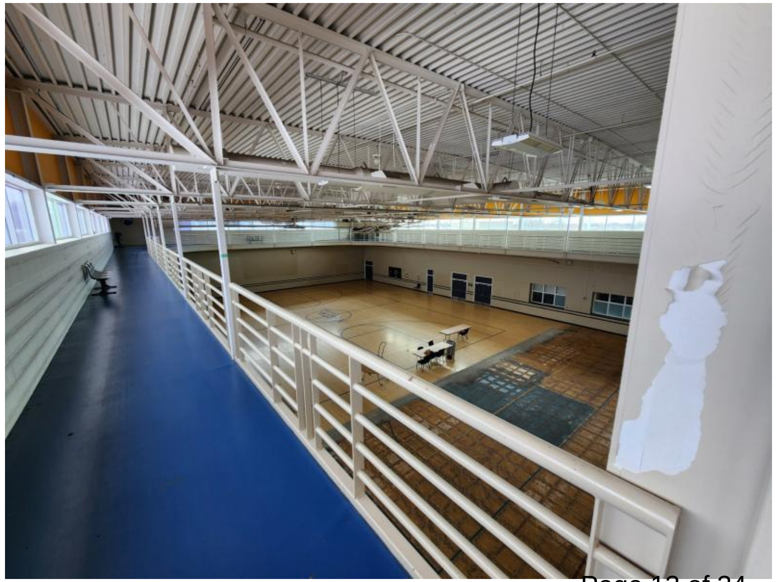
FACILITY ASSESSMENT



EAPC Architectural/Engineering Facility Review

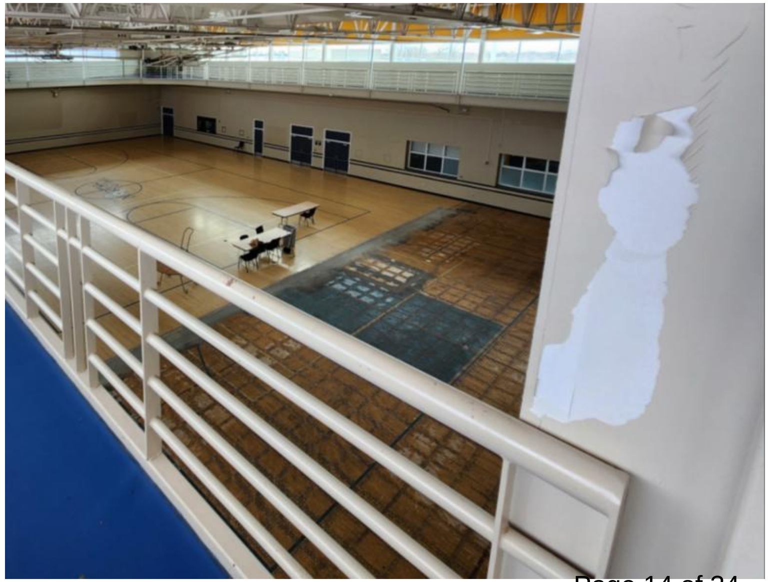
Interviews with Staff

WOLD Architects and Engineers 2024 Facility Analysis



FACILITY ASSESSMENT

"Good bones, but with significant deferred maintenance concerns"



ESTIMATED COST OF REMEDIAL WORK

Category	Projected Cost	Remarks
Accessibility	$23,065	Required by ADA
Exterior Repairs	$1,577,111	Includes replacing exterior finish system with metal panels
Interior Repairs	$100,000 (allowance)	Repairs public spaces and assumes future tenants provide for own buildout of spaces
Mechanical Systems	$4,795,070	Replaces RTU's and VAV's throughout to reduce risk
Electrical Systems/Site	$21,704	Assumes most cost is borne by tenant improvements
Technology	$23,254	Assumes building tenants control building access and security
TOTAL	$6,540,204	Hard construction costs only

ESTIMATED COST OF REMEDIAL WORK

Category	Projected Cost	Remarks
Construction Cost	$6,540,204	
Soft Costs	$1,635,051	25% of soft costs for contingencies, fees, and other project costs
Grant Funding	-$5,350,000	Assumes project continues to meet grant funding requirements
Total Capital Improvement Cost to City	$2,825,255	Required prior to or along with tenant improvement projects
Sports Floor Allowance to Replace Gym Flooring	$250,000	Uncertain project element
TOTAL	$3,075,255	Total Estimated Project Cost*

**Represents a reasonable expectation of costs for a range of project options*

GUIDING PRINCIPLES

MUST HAVE	REMARKS
Community Owned	The grant requires the community to continue to own the facility.
Recreation Element	The grant request indicated that the facility would continue to provide recreation or fitness opportunities. The running/walking track is considered a primary attribute by the State.
Multicultural	A portion of the grants requires the facility to provide multi-cultural programming. The library fulfills this requirement.
Ramsey County Library System	The library has a $0 lease until 2030. Recent conversations indicate they wish to remain in the community and perhaps expand. No funds have been budgeted by RCL for these efforts in current budgets.

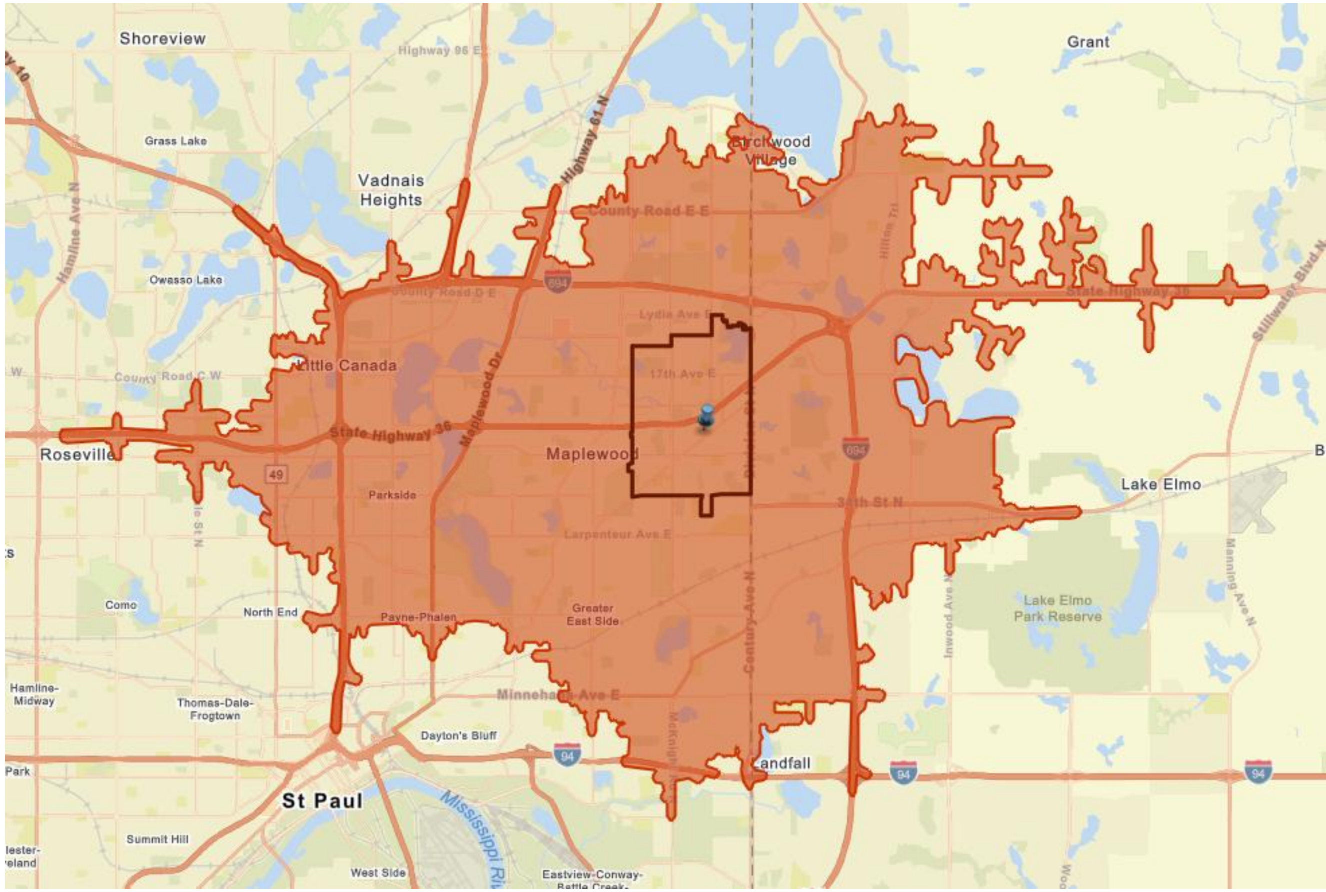
GUIDING PRINCIPLES

SHOULD HAVE	REMARKS
Long-term Solution	The expected length of the commitment for the grant funding is 1.25 times the life of the building or 25-30 years. Ideally proposed future uses would accommodate this time frame.
Public Private Partnership	Managing a recreation facility requires a commitment of time and resources that current city staff and funding do not allow for. The ideal partner would provide programming meeting the MUST HAVE needs with a lease covering the facility's operational costs. Or, if the city is to subsidize the use, then substantial public use must be included.
Sustainable Programming	Proposed solutions should be self-sustaining and require minimal city support. Solutions should avoid activities that require the city to advertise, schedule and collect rent for short term uses such as private parties or occasional use programming

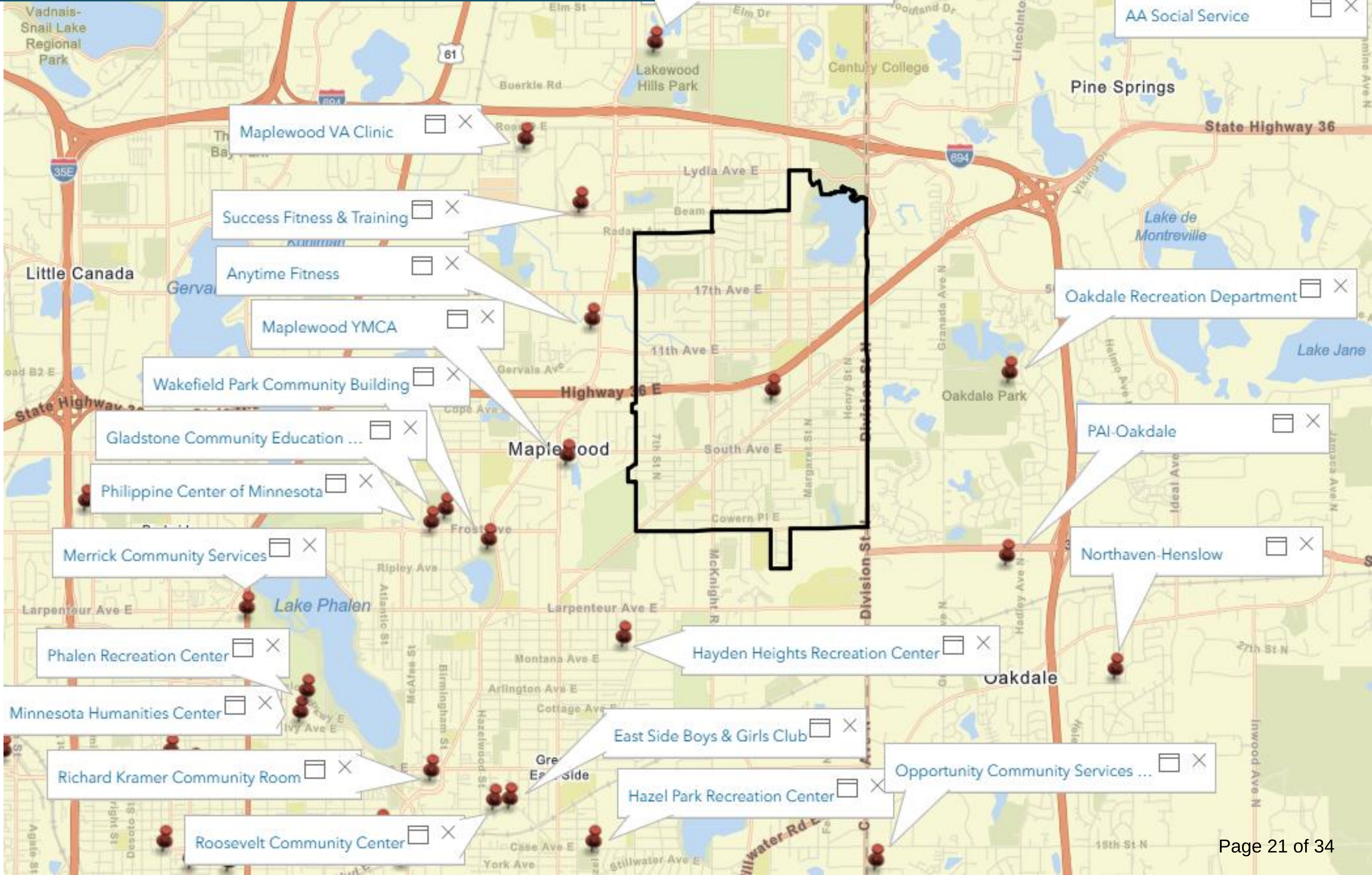
DEMOGRAPHICS AND REGIONAL RESEARCH

Service Areas – Recommendations

- North St. Paul
- Primary – 10-Minute Drive



Other Area Providers



Demographic – Key Indicators

North St. Paul

- Population
  - 12,365
- Median Age
  - 38.1
  - 30.9% HH w/ Children
- Median Income
  - $78,326
  - 12.4% > $25,000
- Housing
  - 90 of 100
- Entertainment & Rec
  - 90 of 100

Primary Service Area

- Population
  - 157,332
- Median Age
  - 36.3
  - 32.2% HH w/ Children
- Median Income
  - $78,082
  - 13.1% > $25,000
- Housing
  - 93 of 100
- Entertainment & Rec
  - 93 of 100

BALLARD KING & ASSOCIATES LTD
Recreation Planning and Operations Consultants

Amenities vs. Revenue Production – Indoor

High Revenue

- Aerobic/Dance Studio
- Gym/Indoor Track
- Indoor Turf/Track

- Licensed Day Care

Medium Revenue

- Arts & Crafts Area
- Game Room

- Sports Med. Clinic
- Climbing Wall
- eSports Studio

Low Revenue

- Senior Area
- Admin / Support
- Teen Louge
- Tot Drop
- Meeting Room(s)

- Theater

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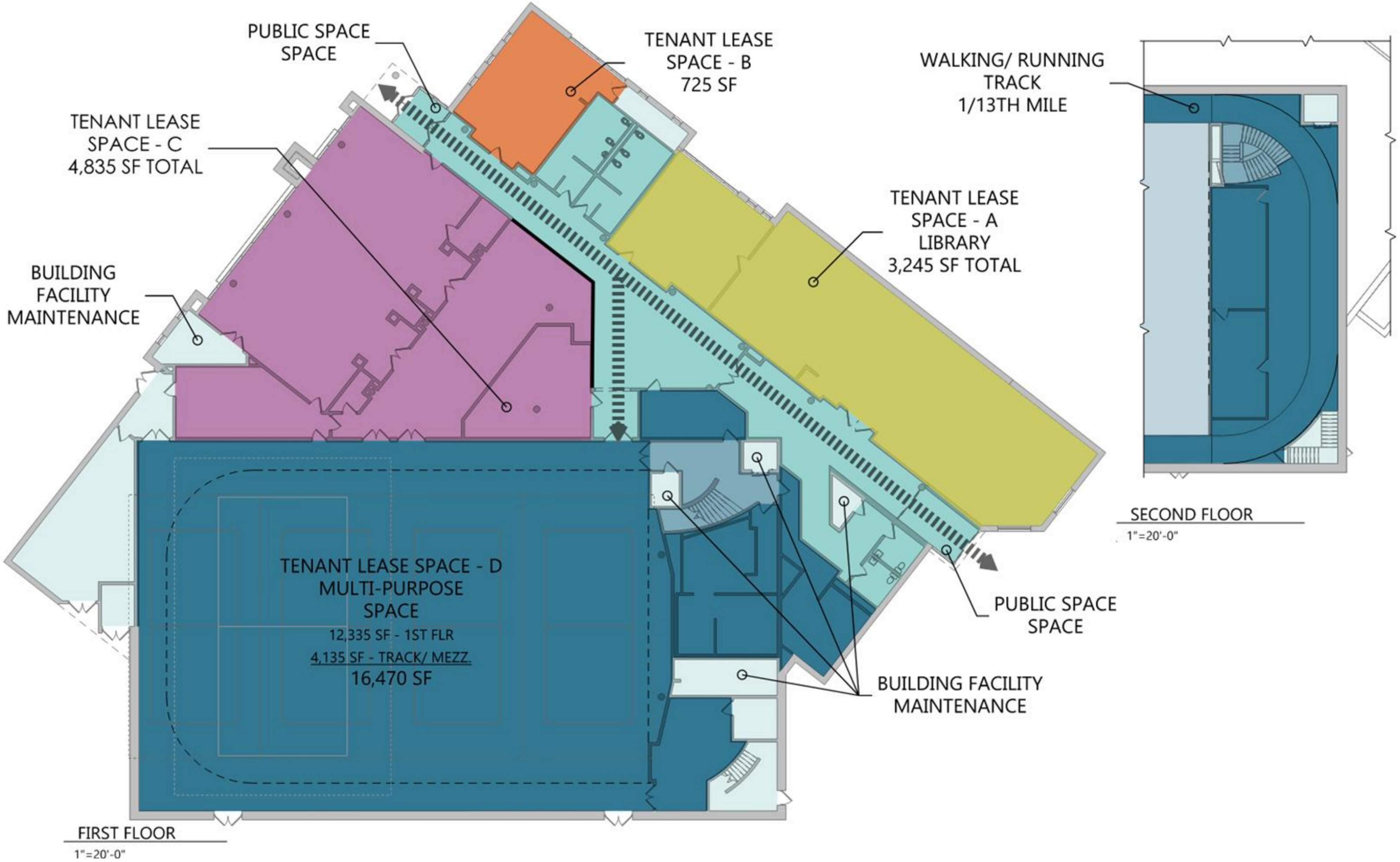
Recreation Planning and Operations Consultants

PROFORMA OPTIONS

PROFORMA NO.1: ALL AVAILABE SPACE LEASED TO TENANTS MEETING GRANT REQUIREMENTS



PROFORMA No.1:

Assumptions:

- Facility is leased to paying tenants
- City owns building and pays utilities (no separate metering)
- Tenants pay for all improvements to their spaces

	Library only at current size	Library + other non-recreational tenants	Full facility lease
Annual City Subsidy Required	$379,025	$302,375	$55,325

REQUIRED EXPENDITURES			
Category	**Option #1**	**Option #2**	**Option #3**
Personnel (new positions)			
Full-Time Staffing	65,000	65,000	65,000
Part-Time Staffing			
Total	$ 65,000	$ 65,000	$ 65,000
Commodities			
Janitor supplies	5,000	5,000	5,000
Program supplies	0	0	0
Recreation supplies	0	0	0
Other Misc. Expenses	0	0	0
Total	$ 5,000	$ 5,000	$ 5,000
Contractual			
Utilities (electric & gas)	60,000	60,000	60,000
Water/Sewer	7,500	7,500	7,500
Insurance (property & liability)	37,500	37,500	37,500
Communications (phone)	10,000	10,000	10,000
Contract services	15,000	15,000	15,000
Advertising	-	-	-
Total	$ 130,000	$ 130,000	$ 130,000
Grand Total	**$ 200,000**	**$ 200,000**	**$ 200,000**
Improvement Allocation (approx. 5%)	**$ 25,000**	**$ 25,000**	**$ 25,000**
Deferred Maintenance Project			
$3,000,000 @ 4.5% for 20 Years	$ 227,700	$ 227,700	$ 227,700
Total Annual City Expenditures	**$ 427,700**	**$ 427,700**	**$ 427,700**

REVENUE OFFSETS (Regional average lease cost)			
	Option #1	**Option #2**	**Option #3**
Daily + Members	$ -	$ -	$ -
Programs	$ -	$ -	$ -
Gym Rentals	$ -	$ -	$ -
Meeting Room Rentals	$ -	$ -	$ -
Tenant A @ 3,245 sq ft @ $15/Sq Ft	$ 48,675	$ 48,675	$ 48,675
Tenant B @ 725 sq ft @ $15/Sq Ft	$ -	$ 10,875	$ 10,875
Tenant C @ 4,385 sq ft @ $15/Sq Ft	$ -	$ 65,775	$ 65,775
Tenant D @ 16,470 sq ft @ 15/Sq Ft	$ -	$ -	$ 247,050
Potential Revenue Options	**$ 48,675**	**$ 125,325**	**$ 372,375**
Annual Subsidy Required	**($379,025)**	**($302,375)**	**($55,325)**

PROFORMA NO.2:

REQUIRED EXPENDITURES		
Category		**Option #4**
Personnel (new positions)		
Full-Time Staffing		149,500
Part-Time Staffing		185,684
Total		$ 335,184
Commodities		
Janitor supplies		5,000
Program supplies		2,500
Recreation supplies		2,500
Other Misc. Expenses		1,000
Total		$ 11,000
Contractual		
Utilities (electric & gas)		60,000
Water/Sewer		7,500
Insurance (property & liability)		37,500
Communications (phone)		10,000
Contract services		15,000
Advertising		5,000
Total		$ 135,000
Grand Total		**$ 481,184**
Improvement Allocation (approx. 5%)		**$ 35,000**
Deferred Maintenance Project		
$3,200,000 @ 4.5% for 20 Years		$ 242,800
Total Annual City Expenditures		**$ 723,984**

Assumptions:

- Facility is operated by city
- The library is the only paying tenant
- Increased city costs for interior renovations and FF & E

REVENUE OFFSETS (Regional average lease cost)		
		Option #4
Daily + Members		$ 49,000
Programs		$ 280,200
Gym Rentals		$ 21,875
Meeting Room Rentals		$ 65,625
Tenant A @ 3,245 sq ft @ $15/Sq Ft		$ 48,675
Tenant B @ 725 sq ft @ $15/Sq Ft		$ -
Tenant C @ 4,385 sq ft @ $15/Sq Ft		$ -
Tenant D @ 16,470 sq ft @ 15/Sq Ft		$ -
Potential Revenue Options		**$ 465,375**
Annual Subsidy Required		**($258,609)**

Annual City Subsidy Required

$258,609

OTHER OPTIONS

OPTION	COSTS	PROS	CONS
DEMOLISH BUILDING	One time cost of $250,000	Sell property to recoup costs	Lose library or construct new at cost of $3.5M - $5.5M
REPLACEMENT COST OF CURRENT FACILITY	$14M-$18M ($9M-$13M with grant)	Grant likely still applies	Does not change operational challenges
DEMOLISH GYMNASIUM – KEEP REMAINING 10+/-K SF W/ LIBRARY	$8.1M Pending grant funding continuance	Keeps library and reduces building scale	Loses grant
LEASE ALL OF BUILING BUT RETAIN CONTROL OF WALKING TRACK	$63,000 annual subsidy for unleased track space	Keep base grant element accessible to community	Increases City subsidy. Control and supervision concerns
HIRE LEASING AGENT TO MARKET/LEASE PROPERTY	$1 / sf / yr term of lease ($5,000 - $150,000)	Professional property management assist	Variable cost structure could be recouped over life of lease

NEXT STEPS

EAPC

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Recreation Planning and Operations Consultants

NEXT STEPS: SCHEDULE

		2025		2026				2027				2028				
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	GRANTS EXPIRE
COUNCIL WORKSHOP																
COMMUNITY ENGAGEMENT	July of 2025															
COUNCIL REPORT	Aug-25															
COUNCIL ACTION	TBD															
ACCEPTANCE OF STATE GRANT	TBD															
DEFERRED MAINTENANCE PROJECT																
Design	3-4 Months															
Bidding & Award	60 Days															
Construction	6- 12 Months															
LEASING																
Aquistion/signing of leases	TBD															
Tenant Improvments	3-12 Months															
Occupancy	TBD															
LIBRARY LEASE/RENEGOTIATION	2027 - 2030														Thru 2030	

NEXT STEPS: PROJECT PLAN

- City has been in contact with several prospective tenants and others have been identified – Pending Council Direction

- Public Awareness Campaign – Pending Council Direction
  - Website updates
  - Listening sessions
  - Report results to City Council

NEXT STEPS: Public Awareness Campaign

Public Awareness Campaign – Key Elements

- Inform residents and businesses about progress to date
- Gauge community interest in investing in the community center
  - (Will the Council narrow the options to be considered?)
- Share results with both the Council and the public

Communication Tools

- Email lists:
  - Residents interested in the community center
  - Residents engaged in City government
- Weekly e-newsletter (also available in print at City Hall and the library)
- Utility bill insert with a QR code linking to a brief survey
- Posters/decals with QR codes at City Hall and the library
- In-person outreach at events (e.g., Friday car show, library programs)

NEXT STEPS: COUNCIL DIRECTION/DISCUSSION

- WHAT IS THE COUCIL'S VISION OF THE PROJECT AND ITS CONTINUED SERVICE TO THE COMMUNITY?
- IS THE COUNCIL SUPPORTIVE OF THE POTENTIAL COSTS REPRESENTED BY THE PROJECT?
- IS CONTINUED PROGRESS OUTLINED HERE APPROPRIATE
- HOW CAN OUR TEAM ASSIST WITH DECISION MAKING?

THANK YOU FOR YOUR TIME!

We are happy to answer your questions.