



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

June 25, 2025
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **June 25, 2025** at 6:30 p.m. in the park building at Hause Park at 2616 4th Ave E.

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 May 28th, 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. CIP Discussion
- B. Southwood Maintenance
- C. Commissioner Discussion

VII. Reports from Staff

VIII. Reports from Commissioners & Park Liaisons

IX. Adjournment

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



To	Date
Parks & Recreation Commissioners	June 25, 2025

Agenda Placement # IV.A

Approval of Minutes

Subject

Approval of meeting minutes from May 28th, 2025

Background/Facts

Recommended Action

Approve the meeting minutes from May 28th, 2025.

Attachments

1. PRC Minutes 5.28.25

Respectfully submitted,
Sara Lang-Noyola, Community Development Administrative Assistant



**Park and Recreation Commission
Regular Meeting Minutes
May 28, 2025
6:30 PM**

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

I. CALL TO ORDER

Vice-Chair Zahradka called the meeting to order at 6:30 PM.

II. ROLL CALL

COMMISSION

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

STAFF/LIAISONS

Cassidy Schweer, City Council Liaison
Sara Lang, Staff Liaison

III. ADOPT AGENDA

Vice-Chair Zahradka called for a motion to adopt the May 28, 2025 meeting agenda.
M/Andren, S/Grachek
Motion carried 6-0.

IV. APPROVAL OF MINUTES

- A. Approval of Minutes from April 23, 2025 PRC Meeting

Vice-Chair Zahradka called for a motion to approve the April 23, 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. Ken Roberts, North St. Paul Community Development Director, Introduction



Ken Roberts, the new Community Development Director for the City of North St. Paul, attended to introduce himself to the Commission and to let them know to reach out if there are ever any questions.

B. Recap and Goals

Staff Liaison Lang mentioned that the Commission has been working on and will continue to work on CIP recommendations and that there are event coming up that may need volunteer help from the Commission including Music in the Park on June 26th.

C. CIP Recommendations

The Commission was asked to complete CIP templates for both 2025 projects and 2026-2035 plans to submit to staff. The recommendations were included in the packet, and a few additional ones will be added to the submitted recommendations to the Community Development Director including Hause Park and the 3rd Street Open Space. Two additional CIP recommendations will be provided for the skate park and pavilion at the McKnight Sports Complex.

The Commission reviewed each recommendation individually, ensuring that descriptions, years and costs were agreed upon for submittal to City staff. The Commission discussed the importance of the projects that HGA helped plan. The Commission ultimately agreed that the HGA projects should be prioritized as McKnight Sports Complex, the Downtown park and the 3rd St. park.

Vice-Chair Zahradka called for a motion to approve the CIP recommendations for 2025.
M/Lucas, S/Andren
Motion carried 6-0.

Vice-Chair Zahradka called for a motion to approve the CIP recommendations for 2026-2035.
M/Lucas, S/Hansen
Motion carried 6 -0.

D. Park Passport Program Final Discussion

Commissioner Lucas presented a final draft of the proposed Park Passport Program. The program details include participants to visit and take selfies at 12 North St. Paul parks to earn a small price. At the end of the year, all participants who completed the task will be entered into a drawing for a grand prize. Staff Liaison Lang will work with Community Development Director Roberts and Finance Director Winek on funding and will work with Communications Coordinator Griemert to begin promotion. The program was approved to start at 100 participants.

Vice-Chair Zahradka called for a motion to approve the Park Passport Program as stated in the packet.
M/Koller, S/Lucas
Motion carried 6 -0.

E. Commissioner Discussion

Vice-Chair Zahradka has asked the Commissioners to use this time to bring up discussing points, and updates on the parks they are liaisons for in the City.



Vice-Chair Zahradka noted that Colby Hills has a bench in the open space which will be great when more updates are completed to that area.

Commissioner Andren noted that the park clean-up at Southwood went well with a handful of people.

Commissioner Grachek will follow-up with the Southwood CIP planning and Southwood is busy with visitors.

Commissioner Hansen noted that nobody showed up for parks cleanup day at Casey Lake Park, noting that the weather may have affected the turnout.

Commissioner Koller noted that there was a good turnout for the Silver Lake clean-up as well as Dorothy Park. Both of those parks were heavily used over Memorial Day.

Commissioner Lucas noted that Northwood was cleaned up by herself and a Council Member and they moved to help clean up McKnight by 11th St and Highway 36.

VII. REPORTS FROM STAFF

Staff Liaison Lang reported that Public Works has fixed the damaged post in the pickleball courts, and they are still working with a vendor to get a windscreen installed. The ash trees at McKnight field have been removed from the tennis courts. The Silver Lake Improvement Association has a treatment planned for the algae in beach areas and fishing pier area for later this week or early next week.

VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

No additional comments were made.

IX. ADJOURNMENT

Vice-Chair Zahradka asked for a motion to adjourn the meeting at 7:50 PM.
M/Andren, S/Grachek
Motion carried 6-0.

The next regularly scheduled Park and Recreation Commission Meeting will be on June 25, 2025.



To	Date
Parks & Recreation Commissioners	June 25, 2025

Agenda Placement # VI.A

Commission Business, Action Items & Recommendations

Subject

CIP Discussion

Background/Facts

The City of North St. Paul's Public Works Director, Ron Ritchie and Finance Director, Dan Winek, will be present to discuss the recent CIP recommendations and the path forward.

Recommended Action

Attachments

1. 2025 CIP Updates
2. PARKS 2025 CIP 2
3. PARKS 2026 - 2035 CIP 2

Respectfully submitted,
Sara Lang-Noyola, Community Development Administrative Assistant

2025 CIP Updates

Casey Lake Open Air Shelter

- Public Works will demolish both in 2025; will look at rebuilding one in 2026

Casey Lake Reutilization/Update

- Public Works will demolish ball fields 3 and 4 in 2025; add soccer nets in 2026

Colby Hills Small Park Add On

- Staff recommends leaving open space for play and hockey; there may not be enough room to add onto current playground, Public Works will investigate, and this will be pushed to 2026

Hause Park 2025 Improvement

- A permanent (wood) Gaga pit will be constructed, Public Works will look at artificial turf for the floor material

Northwood Park 2025 Update

- Move to 2026 to see how the equipment at Hause is used

Polar Park Playground

- Public Works could remove current playground and prep site for installation; Public Works will receive quotes based upon information given by the PRC

Tower Park 2025 Update

- Staff is pushing this recommendation to 2028 or 2029 as the development of a water tower may shift many features within the park

Urban Ecology Center Nature Play and Seating

- Public Works will install two picnic tables in 2025; staff is declining the recommendation of nature play features

2026-2035 CIP Updates

Casey Lake Park Active Playground

- Staff recommends focusing on the replacement of the hockey rink and the addition of a small service road to the hockey rink in 2026 and pushing the active playground to a later year

Playground at McKnight

- Further plans need to be developed for the entire space (playground, skate park, flex field, greenspace and pavilion) including engineering specs

2025 through 2025
Capital Improvement Plan
 North St. Paul, MN
Projects By Funding Source

Source	Project #	Priority	2025	Total
063 Park Fund				
Casey Lake Open Air Shelter	<i>PARK-23-015</i>	5	10,000	10,000
Casey Lake Park Reutilization	<i>PARK-25-006</i>	2	100,000	100,000
Polar Park Playground	<i>PARK-26-005</i>	1	62,974	62,974
Hause Park 2025 Improvement	<i>PARK-26-010</i>	3	2,000	2,000
Urban Ecology Center Nature Play and Seating	<i>PARK-26-016</i>	2	2,000	2,000
063 Park Fund Total			176,974	176,974
GRAND TOTAL			176,974	176,974

Capital Improvement Plan

North St. Paul, MN

Project # PARK-23-015
 Project Name Casey Lake Open Air Shelter

Total Project Cost	\$44,200	Department	Community Development
Type	Replacement	Category	Parks, Playgrounds, Paths, Open Space
Priority	5 Future Consideration	Status	Active
Useful Life	20 years		

Description

Rebuild an existing shelter that is past its useful life. - COMPLETE REMOVAL OF BOTH SHELTERS IN 2025 AND REBUILD ONE SHELTER IN A PLACE TO BE DETERMINED.

Justification

Shelter is past its useful life.

Expenditures	2025	Total	Future
Construction	10,000	10,000	34,200
Total	10,000	10,000	

Funding Sources	2025	Total	Future
063 Park Fund	10,000	10,000	34,200
Total	10,000	10,000	

2025 thru 2025

Capital Improvement Plan

North St. Paul, MN

Project # PARK-25-006
Project Name Casey Lake Park Reutilization

Total Project Cost \$100,000 Department Parks and Recreation
Type New/Expansion Category Parks, Playgrounds, Paths, Open Space
Priority 2 Very Important Status Active
Useful Life 20 years

Description

Recommendation is to remove Casey Field 3 due to underutilization and create a open green space or small soccer field. Could also include Casey Field 4 as well.

Expenditures	2025	Total
Construction	100,000	100,000
Total	100,000	100,000

Funding Sources	2025	Total
063 Park Fund	100,000	100,000
Total	100,000	100,000

Capital Improvement Plan

North St. Paul, MN

Project # PARK-26-005
 Project Name Polar Park Playground

Total Project Cost	\$62,974	Contact	Community Development Director
Department	Parks and Recreation	Type	New/Expansion
Category	Parks, Playgrounds, Paths, Open Space	Priority	1 Critical
Status	Active	Useful Life	30 years

Description

Installation of new playground and tear down of old structure. New playground equipment would be installed to replace aging equipment. Quote was received from Creative Recreational for 37,377 for equipment and optional \$22,254 for installation if city works is unable to assist in install. Surrounding structure would also require ADA sidewalks and accessibility from street to accommodate access. Swings and merry go round would be left in place as they have been refreshed more recently. Do not have a current estimate for sidewalks or concrete work. (Sarah Zahradka) RECOMMENDATION - STAFF TO CHECK PRICING AND PUBLIC WORKS TO REMOVE OLD EQUIPMENT.

Justification

This playground has met its end of life and for safety needs to be removed and replaced in the next couple of years.

Expenditures	2025	Total
Equip/Vehicles/Furnishing	40,720	40,720
Construction	22,254	22,254
Total	62,974	62,974

Funding Sources	2025	Total
063 Park Fund	62,974	62,974
Total	62,974	62,974

Capital Improvement Plan

North St. Paul, MN

Project # PARK-26-010
 Project Name Hause Park 2025 Improvement

Total Project Cost	\$2,000	Contact	Community Development Director
Department	Parks and Recreation	Type	New/Expansion
Category	Parks, Playgrounds, Paths, Open Space	Priority	3 Important
Status	Active	Useful Life	10 years

Description

Requesting that a gaga pit be constructed in Hause Park and placed on a grassy open space. (Ingrid Koller)

Justification

An opportunity to have an additional feature at Hause Park. Gaga is growing in popularity and could serve our community.

Expenditures	2025	Total
Equip/Vehicles/Furnishing	2,000	2,000
Total	2,000	2,000

Funding Sources	2025	Total
063 Park Fund	2,000	2,000
Total	2,000	2,000

Capital Improvement Plan

North St. Paul. MN

Project # PARK-26-016
 Project Name Urban Ecology Center Nature Play and Seating

Total Project Cost	\$2,000	Contact	Community Development Director
Department	Parks and Recreation	Type	New/Expansion
Category	Parks, Playgrounds, Paths, Open Space	Priority	2 Very Important
Status	Active	Useful Life	30 years

Description

Using the clearing on the trail to add in nature play objects of play including a climbing tube, rock balance beam and a small climbing rock. The site would also include a concrete slab, with park benches or tables. Would recommend we work with the DNR to get new trail signage as current is worn down. Would also recommend to add any way finding signs for downtown NSP or other features in NSP. (Sarah Zahradka) RECOMMENDATION - NOT TO DO TOTAL PROJECT AT \$26,000 AND ONLY ADD TABLES AT \$2,000.

Justification

This is a high traffic area on Gateway trail and currently there is little to no play structures along the trail. This would allow families to stop and have a rest while kids let their imaginations roam. Play elements would be natural looking and blend into the environment around them.

Expenditures	2025	Total
Equip/Vehicles/Furnishing	2,000	2,000
Total	2,000	2,000

Funding Sources	2025	Total
063 Park Fund	2,000	2,000
Total	2,000	2,000

Source	Project #	Priority	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
034 Park Dedication Fund													
Flex Field at McKnight	PARK-26-012	3		450,000									450,000
034 Park Dedication Fund Total			0	450,000	0	0	0	0	0	0	0	0	450,000
063 Park Fund													
Pavilion Maintenance	PARK-23-007	3			30,000					34,000			64,000
Park Fencing at McKnight	PARK-23-012	2		60,000									60,000
McKnight Dugouts - Four Total	PARK-23-013	2		60,000									60,000
Casey Lake Hockey Rink Replacement	PARK-23-014	5			210,200								210,200
Casey Lake Open Air Shelter	PARK-23-015	5	34,200										34,200
Polar Park Improvements	PARK-23-018	5		191,000									191,000
Casey Lake Fishing Dock	PARK-23-023	5								32,900			32,900
Silver Lake Park Playground	PARK-25-002	3							500,000				500,000
Southwood Park Bridge/Observation Deck Replacement	PARK-25-003	2					45,000						45,000
Northwood Park Overhaul	PARK-25-004	3								1,430,000			1,430,000
Casey Lake Park Active Playground	PARK-25-007	2	500,000										500,000
Colby Hills Sport Field	PARK-25-009	3							25,000				25,000
Northwood Park 2025 Update	PARK-26-004	3	6,000										6,000
Tower Park 2025 Update	PARK-26-006	3		2,000									2,000
3rd Street Concept Design	PARK-26-007	3					1,120,000						1,120,000
Casey Lake Park Update	PARK-26-008	3	6,000										6,000
Downtown Open Space	PARK-26-009	3			785,867								785,867
Colby Hills Small Park Add On	PARK-26-011	2	35,000										35,000
Flex Field at McKnight	PARK-26-012	3		444,000									444,000
Playground at McKnight	PARK-26-013	3	300,000										300,000
Plaza at McKnight	PARK-26-014	3						484,000					484,000
Skate Park at McKnight	PARK-26-015	3		250,000									250,000
063 Park Fund Total			881,200	755,000	1,026,067	252,000	1,165,000	484,000	525,000	1,496,900	0	0	6,585,167
GRAND TOTAL			881,200	1,205,000	1,026,067	252,000	1,165,000	484,000	525,000	1,496,900	0	0	7,035,167

Source	Project #	Priority	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
--------	-----------	----------	------	------	------	------	------	------	------	------	------	------	-------

Capital Improvement Plan

North St. Paul, MN

Project # PARK-23-012
 Project Name Park Fencing at McKnight

Total Project Cost \$60,000
 Type Replacement
 Priority 2 Very Important
 Useful Life 20 years
 Department Parks and Recreation
 Category Parks, Playgrounds, Paths, Open Space
 Status Active

Description
 Replace the fencing around the four softball fields at McKnight softball complex.

Justification
 Existing fence is reaching the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	60,000	0	0	0	0	0	0	0	0	60,000
Total	0	60,000	0	0	0	0	0	0	0	0	60,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	60,000	0	0	0	0	0	0	0	0	60,000
Total	0	60,000	0	0	0	0	0	0	0	0	60,000

Budget Impact
 Replacement every 20 years, approximately.

Capital Improvement Plan

North St. Paul, MN

Project # PARK-23-013
 Project Name McKnight Dugouts - Four Total

Total Project Cost \$60,000
 Type Replacement
 Priority 2 Very Important
 Useful Life 20 years
 Department Parks and Recreation
 Category Parks, Playgrounds, Paths, Open Space
 Status Active

Description
 Replace dugouts at the softball fields.

Justification
 Dugouts have reached the end of their useful life.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	60,000	0	0	0	0	0	0	0	0	60,000
Total	0	60,000	0	0	0	0	0	0	0	0	60,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	60,000	0	0	0	0	0	0	0	0	60,000
Total	0	60,000	0	0	0	0	0	0	0	0	60,000

Budget Impact
 Regular maintenance required and replacement anticipated in about 20 years after installation.

Capital Improvement Plan

North St. Paul, MN

Project # PARK-23-014
 Project Name Casey Lake Hockey Rink Replacement

Total Project Cost \$210,200
 Type Replacement
 Priority 5 Future Consideration
 Useful Life 20 years
 Department Category Status
 Community Development Parks, Playgrounds, Paths, Open Space
 Active

Description
 Replace and relocate the hockey rink closer to the eastern parking lot.

Justification
 The hockey rink has poor orientation and is in poor condition and a long distance from any parking. The PIP recommends this as a short term project to be completed within 1-5 years (from 2022).

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Expenditures											
Construction	0	0	210,200	0	0	0	0	0	0	0	210,200
Total	0	0	210,200	0	0	0	0	0	0	0	210,200
Funding Sources											
063 Park Fund	0	0	210,200	0	0	0	0	0	0	0	210,200
Total	0	0	210,200	0	0	0	0	0	0	0	210,200

Capital Improvement Plan

North St. Paul, MN

Project # PARK-23-015
 Project Name Casey Lake Open Air Shelter

Total Project Cost \$10,000
 Type Replacement
 Priority 5 Future Consideration
 Useful Life 20 years
 Department Community Development
 Category Parks, Playgrounds, Paths, Open Space
 Status Active

Description

Rebuild an existing shelter that is past its useful life. - COMPLETE REMOVAL OF BOTH SHELTERS IN 2025 AND REBUILD ONE SHELTER IN A PLACE TO BE DETERMINED.

Justification

Shelter is past its useful life.

Prior	Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
10,000												
Prior	Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
10,000	063 Park Fund	34,200	0	0	0	0	0	0	0	0	0	34,200
	Total	34,200	0	0	0	0	0	0	0	0	0	34,200

Capital Improvement Plan

North St. Paul, MN

Project # PARK-23-018
 Project Name Polar Park Improvements

Total Project Cost \$191,000
 Type Replacement
 Priority 5 Future Consideration
 Useful Life 15 years
 Department Category Status
 Community Development
 Parks, Playgrounds, Paths, Open Space
 Active

Description
 The PIP recommends an internal trail loop, expanded playground equipment, and new site furnishings including benches, picnic tables, grills, and bike racks.

Justification
 Project recommended by the PIP.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	191,000	0	0	0	0	0	0	0	0	191,000
Total	0	191,000	0	0	0	0	0	0	0	0	191,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	191,000	0	0	0	0	0	0	0	0	191,000
Total	0	191,000	0	0	0	0	0	0	0	0	191,000

Capital Improvement Plan

North St. Paul, MN

Project # PARK-23-023
 Project Name Casey Lake Fishing Dock

Total Project Cost \$32,900
 Type Replacement
 Priority 5 Future Consideration
 Useful Life 25 years
 Department Parks and Recreation
 Category Parks, Playgrounds, Paths, Open Space
 Status Active

Description
 Plan for the replacement of the fishing dock at Casey Lake by 2040.

Justification
 The dock was installed in 2015.

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Expenditures											
Construction	0	0	0	0	0	0	0	32,900	0	0	32,900
Total	0	0	0	0	0	0	0	32,900	0	0	32,900
Funding Sources											
063 Park Fund	0	0	0	0	0	0	0	32,900	0	0	32,900
Total	0	0	0	0	0	0	0	32,900	0	0	32,900

Capital Improvement Plan North St. Paul, MN

Project # PARK-25-003
Project Name Southwood Park Bridge/Observation Deck Replacement

Total Project Cost \$45,000
Type Replacement
Priority 2 Very Important
Useful Life 30 years
Department Parks and Recreation
Category Parks, Playgrounds, Paths, Open Space
Status Active

Description

The metal bridge over the existing creek should be replaced in the next 5-10 years. Additionally, the observation deck needs to be replaced in the next 5-10 years due to weathering issues.

Justification

The bridge allows users to access the entire park area by traversing over the creek, and the observation deck allows users to experience and appreciate the park's water ways.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	0	0	0	45,000	0	0	0	0	0	45,000
Total	0	0	0	0	45,000	0	0	0	0	0	45,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	0	0	0	45,000	0	0	0	0	0	45,000
Total	0	0	0	0	45,000	0	0	0	0	0	45,000

Capital Improvement Plan

North St. Paul, MN

Project # PARK-25-007
 Project Name Casey Lake Park Active Playground

Total Project Cost \$500,000
 Type New/Expansion
 Priority 2 Very Important
 Useful Life 25 years
 Department Parks and Recreation
 Category Parks, Playgrounds, Paths, Open Space
 Status Active

Description

Recommendation to construct a new ninja course or other "active" playground area on the east side of the park. Repair existing hockey rink and create a service road for vehicles to access. Also include a new ADA accessible path in the park.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	500,000	0	0	0	0	0	0	0	0	0	500,000
Total	500,000	0	0	0	0	0	0	0	0	0	500,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	500,000	0	0	0	0	0	0	0	0	0	500,000
Total	500,000	0	0	0	0	0	0	0	0	0	500,000

Capital Improvement Plan

North St. Paul, MN

Project # PARK-25-009
 Project Name Colby Hills Sport Field

Total Project Cost \$25,000
 Type New/Expansion
 Priority 3 Important
 Useful Life 20 years
 Department Parks and Recreation
 Category Parks, Playgrounds, Paths, Open Space
 Status Active

Description
 Create a new sport field at Colby Hills Park.

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Expenditures											
Construction	0	0	0	0	0	0	25,000	0	0	0	25,000
Total	0	0	0	0	0	0	25,000	0	0	0	25,000
Funding Sources											
063 Park Fund	0	0	0	0	0	0	25,000	0	0	0	25,000
Total	0	0	0	0	0	0	25,000	0	0	0	25,000

Capital Improvement Plan

North St. Paul. MN

Project # PARK-26-004
 Project Name Northwood Park 2025 Update

Total Project Cost \$6,000
 Department Parks and Recreation
 Category Parks, Playgrounds, Paths, Open Space
 Status Active
 Contact Type
 Priority Useful Life
 Community Development Director
 New/Expansion
 3 Important
 10 years

Description

1 moveable gaga ball pit w/ swinging ADA door, 1 picnic table on concrete pad, 1 bench on concrete pad. (Rachel Lucas) RECOMMENDATION TO MOVE TO 2026.

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.

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Expenditures											
Equip/Vehicles/Furnishing	6,000	0	0	0	0	0	0	0	0	0	6,000
Total	6,000	0	0	0	0	0	0	0	0	0	6,000
Funding Sources											
063 Park Fund	6,000	0	0	0	0	0	0	0	0	0	6,000
Total	6,000	0	0	0	0	0	0	0	0	0	6,000

Capital Improvement Plan

North St. Paul, MN

Project # PARK-26-006
 Project Name Tower Park 2025 Update

Total Project Cost \$2,000 Community Development Director
 Department Parks and Recreation New/Expansion
 Category Parks, Playgrounds, Paths, Open Space 3 Important
 Status Active Useful Life 10 years

Description
 1 moveable gaga ball pit w/ swinging ADA door. (Rachael Lucas) RECOMMENDATION IS TO MOVE TO 2029 AFTER THE CITY COMPLETES A NEW WATER TOWER INSTALLATION.

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.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Equip/Vehicles/Furnishing	0	0	0	2,000	0	0	0	0	0	0	2,000
Total	0	0	0	2,000	0	0	0	0	0	0	2,000
Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	0	0	2,000	0	0	0	0	0	0	2,000
Total	0	0	0	2,000	0	0	0	0	0	0	2,000

Capital Improvement Plan North St. Paul, MN

Project # PARK-26-007
Project Name 3rd Street Concept Design

Total Project Cost \$1,120,000
Department Parks and Recreation
Category Parks, Playgrounds, Paths, Open Space
Status Active
Contact Type
Priority Useful Life
Community Development Director New/Expansion
3 Important
30 years

Description

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 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. (Dave Andren)

Justification

To supply open space areas, walking trails, and play areas to accommodate the new townhome development and all other neighboring residence.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	0	0	0	910,000	0	0	0	0	0	910,000
Professional Services	0	0	0	0	110,000	0	0	0	0	0	110,000
Equip/Vehicles/Furnishing	0	0	0	0	100,000	0	0	0	0	0	100,000
Total	0	0	0	0	1,120,000	0	0	0	0	0	1,120,000
Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	0	0	0	1,120,000	0	0	0	0	0	1,120,000
Total	0	0	0	0	1,120,000	0	0	0	0	0	1,120,000

Capital Improvement Plan
North St. Paul, MN

Project # PARK-26-008
Project Name Casey Lake Park Update

Total Project Cost \$6,000
Department Parks and Recreation
Category Parks, Playgrounds, Paths, Open Space
Status Active
Contact Type Priority Useful Life
Community Development Director New/Expansion 3 Important 10 years

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. (Rachel Lucas) RECOMMEND TO MOVE TO 2026.

Justification

Casey Lake's 3rd ball field is seldom used, and the structure is at the end of its life, bordering on unsafe. The Parks & Rec commission board believes 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	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	6,000	0	0	0	0	0	0	0	0	0	6,000
Total	6,000	0	0	0	0	0	0	0	0	0	6,000
Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	6,000	0	0	0	0	0	0	0	0	0	6,000
Total	6,000	0	0	0	0	0	0	0	0	0	6,000

Capital Improvement Plan North St. Paul, MN

Project # PARK-26-009
Project Name Downtown Open Space

Total Project Cost \$785,867
Department Parks and Recreation
Category Parks, Playgrounds, Paths, Open Space
Status Active
Contact Type
Priority
Useful Life
Community Development Director
New/Expansion
3 Important
15 years

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 "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. (David Andren)

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.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	0	491,597	0	0	0	0	0	0	0	491,597
Professional Services	0	0	244,270	0	0	0	0	0	0	0	244,270
Equip/Vehicles/Furnishing	0	0	50,000	0	0	0	0	0	0	0	50,000
Total	0	0	785,867	0	0	0	0	0	0	0	785,867
Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	0	785,867	0	0	0	0	0	0	0	785,867
Total	0	0	785,867	0	0	0	0	0	0	0	785,867

Capital Improvement Plan
North St. Paul, MN

Project # PARK-26-012
 Project Name Flex Field at McKnight

Total Project Cost \$894,000
 Department Parks and Recreation
 Category Parks, Playgrounds, Paths, Open Space
 Status Active
 Contact Type
 Priority Useful Life
 Community Development Director New/Expansion
 3 Important
 35 years

Description

Flexible field in place of current t-ball 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 HGA Design plan. (Sarah Zahradka)

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 for versatile then it is today.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	794,000	0	0	0	0	0	0	0	0	794,000
Equip/Vehicles/Furnishing	0	100,000	0	0	0	0	0	0	0	0	100,000
Total	0	894,000	0	0	0	0	0	0	0	0	894,000
Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
034 Park Dedication Fund	0	450,000	0	0	0	0	0	0	0	0	450,000
063 Park Fund	0	444,000	0	0	0	0	0	0	0	0	444,000
Total	0	894,000	0	0	0	0	0	0	0	0	894,000

Capital Improvement Plan North St. Paul, MN

Project # PARK-26-013
Project Name Playground at McKnight

Total Project Cost \$300,000
Department Parks and Recreation
Category Parks, Playgrounds, Paths, Open Space
Status Active
Contact Type New/Expansion
Priority 3 Important
Useful Life 35 years

Description

New playground at McKnight fields complex. Estimate is provided by HGA. This would be part of the greater McKnight fields redesign and expansion. This would go hand in hand with the parking lot redesign at McKnight. (Sarah Zahradka)

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 usable 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 serve a 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	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Equip/Vehicles/Furnishing	200,000	0	0	0	0	0	0	0	0	0	200,000
Construction	100,000	0	0	0	0	0	0	0	0	0	100,000
Total	300,000	0	0	0	0	0	0	0	0	0	300,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	300,000	0	0	0	0	0	0	0	0	0	300,000
Total	300,000	0	0	0	0	0	0	0	0	0	300,000

Capital Improvement Plan North St. Paul, MN

Project # PARK-26-014
Project Name Plaza at McKnight

Total Project Cost	\$484,000	Community Development Director	New/Expansion
Department	Parks and Recreation	Type	3 Important
Category	Parks, Playgrounds, Paths, Open Space	Priority	35 years
Status	Active	Useful Life	

Description

Creating a plaza that connects all central units of the new McKnight field. This concrete plaza would have permanent shade structures and moveable picnic tables that can be moved out to create a larger space for events like art in the park, food truck night, etc. This plaza becomes the heart of the complex connecting legion field to the playgrounds, skate park and softball fields as well as the parking lot. (Sarah Zahradka)

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 additional of this plaza helps create a connection point between legion field, walking trail, playground, and 4 softball fields. This space is intended to be multi use and can be converted for city wide art shows, events and sports rentals.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Construction	0	0	0	0	0	484,000	0	0	0	0	484,000
Total	0	0	0	0	0	484,000	0	0	0	0	484,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	0	0	0	0	484,000	0	0	0	0	484,000
Total	0	0	0	0	0	484,000	0	0	0	0	484,000

Capital Improvement Plan North St. Paul, MN

Project # PARK-26-015
Project Name Skate Park at McKnight

Total Project Cost \$250,000 Community Development Director
Department Parks and Recreation New/Expansion
Category Parks, Playgrounds, Paths, Open Space 3 Important
Status Active 35 years

Contact
Type Useful Life
Priority
Useful Life

Description

New skate and BMX park at the new McKnight complex. Details of exact objects in this park would have to be completed with help from community experts in the skate and BMX field. Estimate is provided by HGA. This would be part of the greater McKnight fields redesign and expansion. (Sarah Zahradka)

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 skate park would be a first for the city of NSP and be a great addition for older youth in our community. The adjacency to the high school makes this a great space for youths to express themselves and have a safe environment for play. Our city has a severe lack of equipment and play resources for youths 12+ and this would be a great start to that.

Expenditures	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Equip/Vehicles/Furnishing	0	0	0	150,000	0	0	0	0	0	0	150,000
Construction	0	0	0	100,000	0	0	0	0	0	0	100,000
Total	0	0	0	250,000	0	0	0	0	0	0	250,000

Funding Sources	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
063 Park Fund	0	0	0	250,000	0	0	0	0	0	0	250,000
Total	0	0	0	250,000	0	0	0	0	0	0	250,000

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2023-046

**RESOLUTION ADOPTING A STATEMENT OF POLICY
FOR SOUTHWOOD NATURE PRESERVE**

WHEREAS, the City owns and operates Southwood Nature Preserve (the “preserve”) as a public park with a diverse ecosystem and habitat for native plants and wildlife that is available for the enjoyment of the community; and

WHEREAS, the preserve requires regular maintenance work, including the removal of dead and dangerous trees, the control and removal of invasive species, the planting and maintaining of native species, the installation and maintenance of habitat for native wildlife, and the maintenance and repair of trails and other infrastructure; and

WHEREAS, the City budgets public funding each year through its annual budgetary process to undertake the necessary maintenance work at the preserve; and

WHEREAS, the City has also undertaken to support volunteer and community events at the preserve, which events further the public interest by improving the public parks, educating members of the public, and performing necessary maintenance work that would otherwise need to be completed by City employees; and

WHEREAS, volunteers have undertaken maintenance work at the preserve since at least 2015, including removal of invasive species such as buckthorn and garlic mustard, the identification of dangerous trees, trail repair, and organizing volunteer events; and

WHEREAS, many volunteers have valuable knowledge and expertise, including Minnesota Master Naturalists, which expertise, and knowledge of the specific conditions at the preserve, provides these volunteers insight into which maintenance tasks at the preserve are most necessary, how to undertake these tasks most effectively, and how to most efficiently target the use of maintenance funding; and

WHEREAS, the City wishes to continue the maintenance and improvement of the preserve, and support the work done by volunteers for the improvement of the preserve, while ensuring that all public funds are accounted for and spent pursuant to State law and City policy;

WHEREAS, the City has established the attached Southwood Nature Preserve Statement of Policy in order to provide for the most effective and transparent use of public funds to support the City’s public parks, and the preserve in particular;

NOW THEREFORE BE IT RESOLVED, that the City Council of North St. Paul hereby adopts the guiding priorities as detailed in the attached Southwood Nature Preserve Statement of Policy.

ADOPTED this 3rd day of October, 2023.


Motion by Council Member Schweer
Second by Council Member Nordby

Voting: Ayes: Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

Nays: None

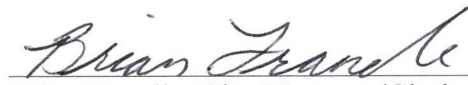
Absent: None

Abstain: None

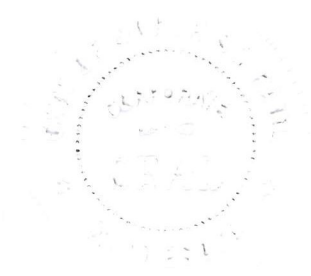


John Monge, Mayor

ATTEST:



Brian Frandle, City Manager/Clerk



SOUTHWOOD NATURE PRESERVE STATEMENT OF POLICY

This policy document has been created by the City of North St. Paul to provide guidance for the expenditure of public funds to support the City's public parks program at Southwood Nature Preserve. This document is intended to aid in managing the City's parks and coordinate with volunteer and citizen groups to ensure the most efficient use of City funds. This document is intended to provide guidelines, and does not constitute a commitment by the City to undertake any action or commit to any use of public funds. All expenditures of public money must be pursuant to the City's annual budget and Purchasing Policy.

BACKGROUND:

- A. The City owns and operates Southwood Nature Preserve (the "preserve") as a public park with a diverse ecosystem and habitat for native plants and wildlife that is available for the enjoyment of the community;
- B. The preserve requires regular maintenance work, including the removal of dead and dangerous trees, the control and removal of invasive species, the planting and maintaining of native species, the installation and maintenance of habitat for native wildlife, and the maintenance and repair of trails and other infrastructure;
- C. The City budgets public funding each year through its annual budgetary process to undertake the necessary maintenance work at the preserve. City-funded maintenance work has included:
 - 1. Public Works projects including mowing
 - 2. Spraying and pulling of noxious weeds and invasive species
 - 3. Hiring professional landscapers to remove buckthorn and treat for invasive species
 - 4. Woodchipping of trails and pathways
 - 5. Controlled burns conducted by the Fire Department
 - 6. Installation of native species habitat, including bluebird, duck, and bat boxes
 - 7. Removal of dead and downed trees
- D. The City has also undertaken to support volunteer and community events at the preserve. These events further the public interest by improving the public parks, educating members of the public, and performing necessary maintenance work that would otherwise need to be completed by City employees;
- E. Volunteers have undertaken maintenance work at the preserve since at least 2015, including removal of invasive species such as buckthorn and garlic mustard, the identification of dangerous trees, trail repair, and organizing additional volunteer events including invasive garlic mustard pulls and an Earth Day cleanup event;
- F. Many volunteers have valuable knowledge and expertise, including Minnesota Master Naturalists. This expertise, and knowledge of the specific conditions at the preserve, provides these volunteers insight into which maintenance tasks at the preserve are most necessary, how to undertake these tasks most effectively, and how to most efficiently target the use of maintenance funding;

- G. The City is authorized under Minn. Stat. § 412.491 to expend public funds to “improve, ornament, maintain, and manage” its parks; and
- H. The City wishes to continue the maintenance and improvement of the preserve, and support the work done by volunteers for the improvement of the preserve, while ensuring that all public funds are accounted for and spent pursuant to State law and City policy.

FUNDING POLICY:

In order to provide for the most effective and transparent use of public funds to support the City’s public parks, and the preserve in particular, the City establishes the following guiding priorities. All expenditure of public money must be authorized by law and by City Council, and must be pursuant to the City’s purchasing policy.

MAINTENANCE WORK. In order to best maintain the preserve, the City will undertake maintenance work as provided for in the City’s annual budget. The City will prioritize and direct work on the preserve in the following order, subject to the individual needs of the preserve as they may change from time to time:

1. The preservation of public safety within the park, including the removal of dangerous or unstable trees.
2. Maintenance of public facilities at the preserve, including trails and public access points.
2. Prevention and removal of invasive species and noxious weeds within the preserve, including by hiring certified professionals to apply pesticides or herbicides or to otherwise treat for the presence of invasive species or noxious weeds.
4. Restoration of native habitats within the preserve, including seeding native species and establishing habitat for native species of wildlife.
5. Supporting public engagement through hosting City-run educational and volunteer events.

COMMUNITY COORDINATION. To ensure the most effective and efficient use of public funding to improve the preserve, the City will accept advice from community members who have personal expertise or knowledge of the preserve. The City particularly desires community assistance in identifying possible safety concerns and with determining which areas of the preserve require priority attention. The City understands that community members may be more familiar with the conditions in the Preserve than City staff, and desires to work with the community to identify the best projects for any given year. However, the preserve is a piece of City property managed for the benefit of the public at large. To ensure no conflicting projects or inadvertent damage to the preserve occurs, no volunteer improvements or maintenance work may occur at the preserve without the approval of City staff whether or not any given project requires the expenditure of public funds.

Project proposals must be submitted to the City in advance of work beginning, and will be evaluated for consistency with this Policy. City staff will ensure that the proposed work will improve the preserve and will not be conflicting with other work already planned. City staff will also evaluate whether the proposed project is realistic and likely to be completed in a thorough manner.

If the project requires the expenditure of public funds, City staff will further evaluate the proposal to ensure that the proposed work is necessary, that the proposal contains all necessary information to undertake the work, that it will be beneficial for the preserve and the public interest,

that there is sufficient funding budgeted to allow for the work, and that the project is consistent with the priorities of this Policy.

No proposal will obligate the City to take or allow any action or to expend any public funds. The City may undertake a proposed project only with the direct and prior approval of City staff pursuant to City policies. Although the City will endeavor to coordinate with the project proposer with respect to which contractors and materials will best support any project, all contractors will be chosen and hired directly by the City and all materials will be purchased directly by the City pursuant to the City's Purchasing Policy.

VOLUNTEER SUPPORT. The City wishes to support projects by dedicated volunteers to improve the preserve. These projects are an important source of public engagement with the City's parks and improve the preserve for all public users. Volunteer work further supports the public interest by reducing the cost of completing necessary maintenance projects at the preserve, allowing the City to perform more improvements without needing to raise additional revenue.

Where a volunteer proposes to complete a project with volunteer labor, it is in the public interest for the City to support these projects to the extent possible. The City will therefore evaluate the proposed volunteer project to determine if it is a project that the City would otherwise undertake itself. Where a volunteer proposal meets the criteria for a city-run project, the City may purchase supplies and materials for the project as though the City were undertaking the project itself, and allow the volunteers free use of those supplies and materials. All supplies and materials thus supplied will be purchased directly by the City pursuant to the City's Purchasing Policy. Although the City shall endeavor to coordinate with the volunteers on the types of material purchased and when and where the material shall be delivered, City Staff shall make all final purchasing decisions and all contracts must be signed by the City.


NO JOINT VENTURE. Nothing in this Policy shall be deemed to constitute a partnership, joint venture, or agency relationship between the City and any other person. This Policy provides guidance to City staff but shall not obligate the City to take any action. Nor does this Policy create any rights in any third party.

ADOPTED this 3rd day of October, 2023.

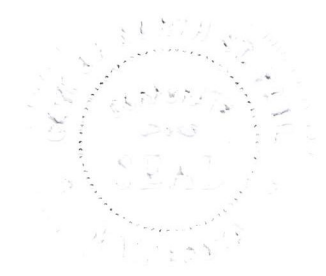


John Monge, Mayor

ATTEST:



Brian Frandle, City Manager/Clerk





To	Date
Parks & Recreation Commissioners	June 25, 2025

Agenda Placement # VI.C

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-Noyola, Community Development Administrative Assistant