



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

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July 23, 2025  
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **July 23, 2025** at 6:30 p.m. in the park building at Casey Lake Park and 2089 17th Ave E.

**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 June 25th, 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. Updates from Public Works  
B. Commissioner Discussion

**VII. Reports from Staff**

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

## **IX. Adjournment**

**The next regularly scheduled Parks & Recreation Commission meeting is August 27th, 2025.**



To	Date
Parks & Recreation Commissioners	July 23, 2025

**Agenda Placement # IV.A**

Approval of Minutes

**Subject**

Approval of meeting minutes from June 25th, 2025

**Background/Facts**

**Recommended Action**

Approve the meeting minutes from June 25th, 2025.

**Attachments**

1. PRC Minutes 6.25.25

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



**Park and Recreation Commission  
Regular Meeting Minutes  
June 25, 2025  
6:30 PM**

Hause Park – Park Pavilion  
2616 4<sup>th</sup> Ave E

**I. CALL TO ORDER**

Chair Greenlee-Karp called the meeting to order at 6:30 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  
Sara Lang, Staff Liaison  
Ron Ritchie, Public Works Director  
Dan Winek, Finance Director

**III. ADOPT AGENDA**

Chair Greenlee-Karp called for a motion to adopt the June 25, 2025, meeting agenda.  
M/Andren, S/Zahradka  
Motion carried 6-0.

**IV. APPROVAL OF MINUTES**

- A. Approval of Minutes from May 28, 2025, PRC Meeting

Chair Greenlee-Karp called for a motion to approve the May 28, 2025, meeting minutes with an update to note that Dorothy Park was not heavily used during the Memorial Day holiday.  
M/Andren, S/Lucas  
Motion carried 6-0.

**V. MEETING OPEN TO PUBLIC**

No members of the public were in attendance.

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

A. CIP Discussion

Public Works Director Ron Ritchie and Finance Director Dan Winek discussed the CIP recommendations from the Parks and Recreation Commission. Staff thanked the Commission for their work on the CIP recommendations.

For the 2025 recommendations, staff and the Commission discussed the projects and developed a plan forward for each one. Public Works will work on demolishing both of the Casey Lake open air shelters and ball fields 3 and 4 with potentially rebuilding one of the open-air shelters in 2026. If one is suggested to rebuild, the Commission will be included in the discussion of placement. Additions to Colby Hills in the current playground space will not work due to lack of crash zone space and the open space across the space is used for a hockey rink and would require additional accessibility features with the installation of new equipment. The Commission will continue to do research on how to add to the playground to be more inclusive of older ages. Public Works will construct and install a Gaga ball pit in Hause Park which will be a permanent feature but are recommending delaying a Gaga ball pit at Northwood (waiting to see how much Hause is used) and at Tower (may need to be moved with a new water tower). Playground equipment will be researched by Public Works for Polar Park in 2025 based on the previous equipment recommendation provided by the Commission. Public Works will compile some research on the areas the City owns around the Gateway Trail as the Commission clarified that the request for picnic tables and nature play features is not for the cleared area up the hill on the trail but rather closer to the biking trail. More discussion will occur on the Urban Ecology Center at a later meeting.

For 2026 and beyond, staff recommends that the hockey rink at Casey Lake Park be focused on prior to an active playground, pushing the playground out a few years in the CIP. The Commission agreed that the hockey rink could be a great feature if repaired and would like to explore the idea of moving it to a better location within the park if possible. In regard to the proposed McKnight development, the City would also like to develop plans, with engineering specs, for a more detailed proposal for McKnight updates. Staff Liaison Lang will contact HGA for cost estimates on surveys and what next steps would be in the process.

Chair Greenlee-Karp called for a motion to approve the 2025 CIP recommendations to go to Council on July 1<sup>st</sup>.

M/Andren, S/Grachek

Motion carried 6-0.

The Commission has been asked to send representatives to the City Council meeting on July 1<sup>st</sup>, 2025, to speak on the recommendations for the 2025 budget items.

Finance Director Winek presented the current parks-related CIP proposal that will be presented to the City Council at the coming meetings. Winek discussed the Park Dedication Fund balance for 2025 and for the next 10 years. There is no projections for future growth for the Park Dedication Fund. The Commission has recommended using \$450,000 from that fund to help with costs related to the McKnight revitalization. Winek continued with the discussion by presenting the current balance of the Park Fund and future projections, if no changes are made to the projects. The projections show a negative balance in the Park Fund by 2027. The determination is that the projects cannot be currently afforded without grants or borrowing. Winek also presented a plan to increase the amount received from the levy for Parks and Recreation, which would help to alleviate the potential from the negative balance in the future, however that would need to be approved by City Council starting in 2026.

B. Southwood Maintenance

The Commission asked Public Works Director Ron Ritchie to provide background on how maintenance at Southwood Nature Preserve has been funded and completed and what the plan is moving forward. Ritchie explained that previously, the Southwood Nature Preserve Task Force would take the lead on recommendations, however they were not an official City group. Ritchie noted that Public Works does not have the resources to know what should be done for maintenance at Southwood except for mowing, wood chips and infrastructure upgrades. Commissioner Andren asked what Public Works plans for invasive plants and buckthorn removal moving forward. Ritchie noted that Public Works can remove buckthorn but would need advisement from others on additional maintenance. The Commission recommended that Public Works reach out to organizations to see what the cost would be to develop a yearly plan for maintenance.

### C. 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 had nothing to discuss.

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 the upcoming events related to the Parks and Recreation Commission and that the two upcoming Movie in the Park events will need volunteers. It was also noted that the Park Passport Program is continuing to move and Communications Coordinator, Ava Griemert, is working on a design. The prizes will include a zipper pull and a sticker and the grand prize will be a hammock.

## VIII. REPORTS FROM COMMISSIONERS & PARK LIAISONS

Chair Greenlee-Karp had no updates.

Vice-Chair Zahradka had no updates.

Commissioner Andren had no updates.

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 8:31 PM.

M/Zahradka, S/Lucas

Motion carried 6-0.

**The next regularly scheduled Park and Recreation Commission Meeting will be on July 23, 2025.**



To	Date
Parks & Recreation Commissioners	July 23, 2025

**Agenda Placement # VI.A**

Commission Business, Action Items & Recommendations

**Subject**

Updates from Public Works

**Background/Facts**

Public Works has provided updates on several recommendations from the June meeting.

**Recommended Action**

**Attachments**

- 1. 2025 CIP Resolution Signed
- 2. UEC Boundary Map

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

CITY OF NORTH ST. PAUL

**RESOLUTION NO. 2025-064**

**RESOLUTION APPROVING ADDITIONAL 2025 PARKS AND RECREATION CAPITAL IMPROVEMENT PROJECTS**

**WHEREAS**, the City of North St. Paul Parks and Recreation Commission has requested additional 2025 Capital Improvement Projects (“CIP”) that were not included and approved for 2025 in the approved 2025 – 2034 CIP Plan; and

**WHEREAS**, staff has reviewed their requests and made modifications to the requests; and

**WHEREAS**, at the June 25, 2025 Parks & Recreation Commission meeting, the 2025 requested CIP items were discussed and the recommendation was to proceed with the following:

Casey Lake Open Air Shelter - \$10,000

- Rebuild an existing shelter that is past its useful life.
- Public Works will demolish both in 2025; will look at rebuilding one in 2026

Casey Lake Reutilization/Update - \$100,000

- Recommendation is to remove Casey Field 3 due to underutilization and create an open green space or small soccer field. Could also include Casey Field 4 as well.
- Public Works will demolish ball fields 3 and 4 in 2025; add soccer nets in 2026

Northwood Park 2025 Update - \$2,000

- 1 moveable gaga ball pit w/ swinging ADA door.

Polar Park Playground - \$62,974

- Installation of new playground and tear down of old structure. New playground equipment would be installed to replace aging equipment. Quote was received from for 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.
- Public Works could remove current playground and prep site for installation; Public Works will receive quotes based upon information given by the PRC.

Urban Ecology Center Nature Play and Seating - \$2,000

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

**WHEREAS**, Staff and the Parks and Recreation Commission is recommending City Council approval on the five projects identified in the total amount of \$176,974, to fund the five projects from the Park Fund and to increase the Park Fund budget by \$176,974.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of North St. Paul hereby approves the following five 2025 projects in the total amount of \$176,974:

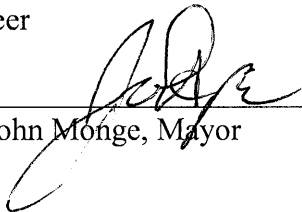
- Casey Lake Open Air Shelter - \$10,000
- Casey Lake Reutilization/Update - \$100,000
- Northwood Park 2025 Improvement - \$2,000
- Polar Park Playground - \$62,974
- Urban Ecology Center Nature Play and Seating - \$2,000; and

**FURTHER RESOLVED**, the City Council of the City of North St. Paul authorizes the increase in the Park Fund Budget of \$176,974 to fund the five projects and to authorize the Mayor and City Manager to execute agreements and contracts within the project budgets.

**ADOPTED** this 1st day of July, 2025

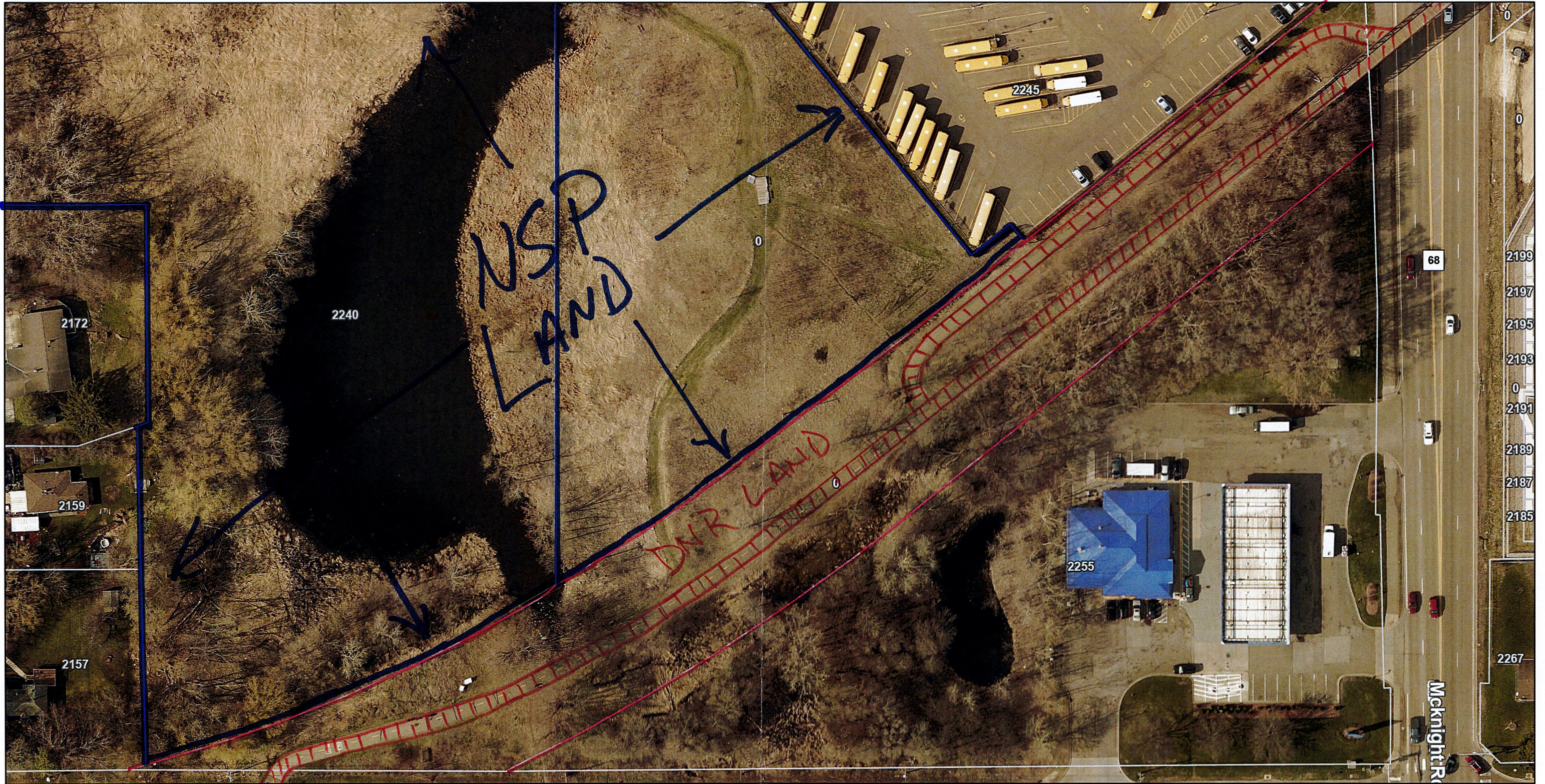
Motion by Council Member McKenzie  
Second by Council Member Nordby

Voting:   Ayes:     Council Member Nordby  
                      Council Member Woods  
                      Council Member McKenzie  
                      Mayor Monge  
          Nays:     None  
          Abstain: None  
          Absent:  Council Member Schweer

  
\_\_\_\_\_  
John Monge, Mayor

Attest:  
  
\_\_\_\_\_  
Brian Frandle, City Manager/Clerk

# Urban Ecology



- Municipal Boundary
- Address Label
- Tax Parcels

1 in = 100 Ft



June 27, 2025

Map Powered By Datafi

The information on this map is from a digital database using the Datafi Geographic Information System. The map and associated data do not represent a survey. The City of North St. Paul makes no claims or warranties.