



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

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August 27, 2025  
6:30 PM

The Park and Recreation Commission Meeting will be conducted on **August 27, 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-Noyola

**III. Adopt Agenda**

**IV. Approval of Minutes**

A. Approval of meeting minutes from July 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. Southwood Nature Preserve Maintenance Plan
- B. McKnight Athletic Complex Survey Information

**VII. Reports from Staff**

- A. E-Bike and Motorized Foot Scooter Ordinance Language

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

**IX. Adjournment**

**The next regularly scheduled Parks & Recreation Commission meeting is September 24, 2025.**



To	Date
Parks & Recreation Commissioners	August 27, 2025

**Agenda Placement # IV.A**

Approval of Minutes

**Subject**

Approval of meeting minutes from July 23rd, 2025

**Background/Facts**

Approval of the Parks and Recreation Commission meeting minutes from July 23rd, 2025.

**Recommended Action**

Approve the minutes.

**Attachments**

1. PRC Minutes 7.23.25

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



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

Casey Lake Park – Park Pavilion  
2089 17<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, excused  
David Andren, Commissioner, excused  
Lloyd Grachek, Commissioner  
Ben Hansen, Commissioner  
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 July 23, 2025 meeting agenda.  
M/Koller, S/Grachek  
Motion carried 5-0.

**IV. APPROVAL OF MINUTES**

A. Approval of Minutes from June 25, 2025 PRC Meeting

Chair Greenlee-Karp called for a motion to approve the June 25, 2025 meeting minutes.  
M/Lucas, S/Koller  
Motion carried 5-0.

**V. MEETING OPEN TO PUBLIC**

*Char Winters, 2252 Mohawk Rd*, asked why non-ash trees are being removed from Casey Lake Park, as well as if the open-air shelters are being replaced and can the obstacle course come back to the park.

*Mark Slaikeu, 2597 Dianne St*, asked if there could be additional or larger signage to enforce no parking in the park at Casey as residents are witnessing people drive over the curb to unload and park. It was mentioned that residents had been previously told to call 911 when they see the problem occurring but that doesn't work as the cars are usually gone by the time the police arrive.

*Jim Selchow, 2590 Dianne St;* asked why the weeds have not been cut out around lake in Casey over the last several years and would like to know the grand plan for back of the park with the road construction.

*Glen Olson, 2027 17<sup>th</sup> Ave E;* noted that the EAB treated ash trees on 7<sup>th</sup> Ave are being strangled by the grates in the sidewalk and sent photos to Staff Liaison Lang.

*Don Suchomel, 2169 Belmont Ln E;* noted that the chain link fence at Colby Hills Park is sharp along the bottom and two children have been caught underneath recently. Photos of this issue were sent to Staff Liaison Lang.

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

### **A. Updates from Public Works**

The Commission has been provided with a copy of the City Council resolution 2025-064 which approves projects for 2025.

Ball fields 3 and 4 at Casey Lake Park have been removed and are being updated to greenspace with dirt and seed. The two open air shelters at the park have also been removed. In 2026, Public Works will work with the Commission on a new open-air shelter including developing a plan for community outreach that can assist with selecting a location and style.

The Gaga Pit at Northwood Park is moving forward in replacement of the proposed one at Hause Park. Hause Park would require additional ADA considerations therefore that will not be constructed in 2025. The question for the Commission is whether it is preferred to have a wood one built by Public Works that would be made of treated wood or a plastic one purchased online. The Commission recommended that a wood one be built by Public Works for a natural look and to be more sustainable. Staff Liaison Lang clarified that Public Works would remove the equipment in the winter for the installation of the hockey rink and storage will not be an issue.

The playground at Polar Park is moving forward and the recommendation provided by the Commission to Public Works is what will be ordered. The timeline is dependent on the vendor, with equipment availability, however it is anticipated to be completed by the end of fall. Staff Liaison Lang asked the Commission what color they prefer, and they stated, "North St. Paul blue."

The requested location for the benches and nature play at the Urban Ecology Center does not belong to the City but rather to the DNR. The DNR contact was given to a couple of Commissioners to reach out to see if the DNR would be interested in investing in some benches and nature play there and if they would be willing to repair the wayfinding sign. The Commission recommended a picnic table be installed up on the hill, near the current platform. It was mentioned that the park sign is not visible from the overgrown grass and bushes.

Staff Liaison Lang also discussed the progress on the maintenance plan for the Southwood Nature Preserve. Public Works assigned the City Horticulturalist to develop plans to maintain the Preserve moving forward. The Commission asked if the City Horticulturalist would be willing to create plans for more parks including Silver Lake Park and Casey Lake Park that would help with the invasives growing in the area. Staff Liaison Lang will follow up with Public Works to see if that could be a possibility.

## B. 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 no updates.

Commissioner Grachek noted that the Hause pickleball courts are full every day.

Commissioner Hansen asked if he could receive more clarity on the construction going on the roads and the back of Casey Lake Park and Staff Liaison Lang noted she would follow up with information. It was also asked why trees are being removed from Casey Lake Park. It was also suggested that the Commission ask for community feedback in 2026 when creating soccer fields and rebuilding a shelter.

Commissioner Koller noted that several weeks ago a garbage can was on fire near the Silver Lake bathroom building which damaged the receptacle and the eaves of the building. The issues were cleaned up right away by Public Works. It was asked if the garbage on the beach is cleaned weekly. Staff Liaison Lang noted that Public Works has seasonal workers that pick-up garbage. Commissioner Koller noted that there is only one bench left in the beach area at Silver Lake Park and was wondering if another could be added. The Commission discussed and recommended adding a picnic table or two near the beach at Silver Lake Park as well. Commissioner Koller also noted that the Silver Lake beach party was a success.

Commissioner Lucas asked for Park Passport Program updates. Staff Liaison Lang noted that the items (the zipper pull and stickers) have been ordered for the Park Passport Program and the program will be published online as soon as they arrive. Commissioner Lucas asked if Public Works Director Ron Ritchie and Communications Coordinator Ava Griemert could attend meetings at least twice a year to answer questions and provide status updates. It was also noted that the two exercise in the park events were well attended and were great successes.

## **VII. REPORTS FROM STAFF**

Staff Liaison Lang reported that staff are still investigating options for a survey of the McKnight Athletic Complex.

A special thank you to Rachel for creating a map of the parks that note the particular Commission liaisons for each one.

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

Chair Greenlee-Karp asked if the graffiti at Hause was taken care of and also mentioned that when using the park recently, there was quite a bit of trash near the picnic tables and wondered if a sign could be added reminding folks to use the trash receptacles.

Commissioner Grachek had no additional updates.

Commissioner Hansen had no additional updates.

Commissioner Koller had no additional updates.

Commissioner Lucas noted seeing trees planted at Casey Lake Park and that there are fireflies around the park. There were no updates for Northwood Park or Tower Park.



## **IX. ADJOURNMENT**

Chair Greenlee-Karp asked for a motion to adjourn the meeting at 7:23 PM.

M/Grachek, S/Lucas

Motion carried 5-0.

**The next regularly scheduled Park and Recreation Commission Meeting will be on August 27, 2025.**



To	Date
Parks & Recreation Commissioners	August 27, 2025

**Agenda Placement # VI.A**

Commission Business, Action Items & Recommendations

**Subject**

Southwood Nature Preserve Maintenance Plan

**Background/Facts**

The City Horticulturalist has developed a plan for maintenance at the Southwood Nature Preserve for the coming years. Public Works staff will present the maintenance plan.

**Recommended Action**

Staff recommends that the Commission look through the plan and provide any feedback.

**Attachments**

1. Southwood Restoration Final
2. Southwood Cover Type Maps

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

# Southwood Nature Preserve Enhancement and Restoration

## Executive Summary

Southwood Nature Preserve, a 28-acre natural area in North St. Paul, MN, is a key community resource. This proposal outlines enhancements through invasive species removal by Prairie Restorations, dead tree management, prescribed burns, and future improvements to boost ecological health and community engagement, aligning with the city's mission for sustainable green spaces.

## Project Goals

- **Ecological Restoration:** Remove invasive species and dead trees to restore native ecosystems and improve biodiversity.
- **Fire Hazard Reduction:** Implement prescribed burns to manage vegetation and reduce wildfire risks.
- **Community Engagement:** Increase volunteer participation and community involvement in preserve maintenance and education.
- **Enhanced Visitor Experience:** Install boot brush stations, trail map signs, educational signage, and a community learning outdoor classroom to promote environmental awareness and accessibility.

## Project Components

### Invasive Species Removal

Prairie Restorations will lead a phased approach to eradicate invasive species like buckthorn, Virginia creeper, and burdock, using manual removal, mechanical methods, and targeted herbicide application by state-certified staff, following Minnesota state laws. Volunteers will assist with smaller-scale tasks. **Cost:** To be determined (contract, equipment, herbicide).

### Dead Tree Removal

Dead trees within 20 feet of trails, the wooden deck overlook, and planned features will be removed by North St. Paul Public Works Department using chainsaws, with minimal

impact on vegetation. Seventeen high-risk dead trees, identified in recent surveys, will be prioritized. **Cost:** \$2,000 (labor, equipment, disposal).

### **Prescribed Burns**

Controlled burns, planned by North St. Paul Fire Department per Ramsey County guidelines, will manage fire-dependent habitats and control invasives. Burns will occur in spring and fall, focusing on areas with high invasive density, with GIS mapping to track outcomes. **Cost:** \$2,000 (training, equipment, monitoring).

### **Future Improvements**

Additional enhancements, including boot brush stations at trail entrances, trail map signs at key intersections, educational signage from Vacker Sign, and a 50-seat outdoor classroom, will improve visitor experience and education. By prioritizing recycled resources, such as reclaimed wood for the classroom and repurposed materials for signage and stations, costs are significantly reduced. These are planned for phased implementation, with exaggerated cost estimates of \$20,000, likely to be significantly lower upon final vendor quotes.

### **Budget Summary**

<b>Component</b>	<b>Cost</b>
Invasive Species Removal (Prairie Restorations)	To be determined (Park Maintenance Fund)
Dead Tree Removal	\$2,000 (Park Maintenance Fund)
Prescribed Burns	\$2,000 (Park Maintenance Fund)
Future Improvements (estimated, likely lower)	\$20,000 (Park Fund)
<b>Total</b>	<b>To be determined</b>

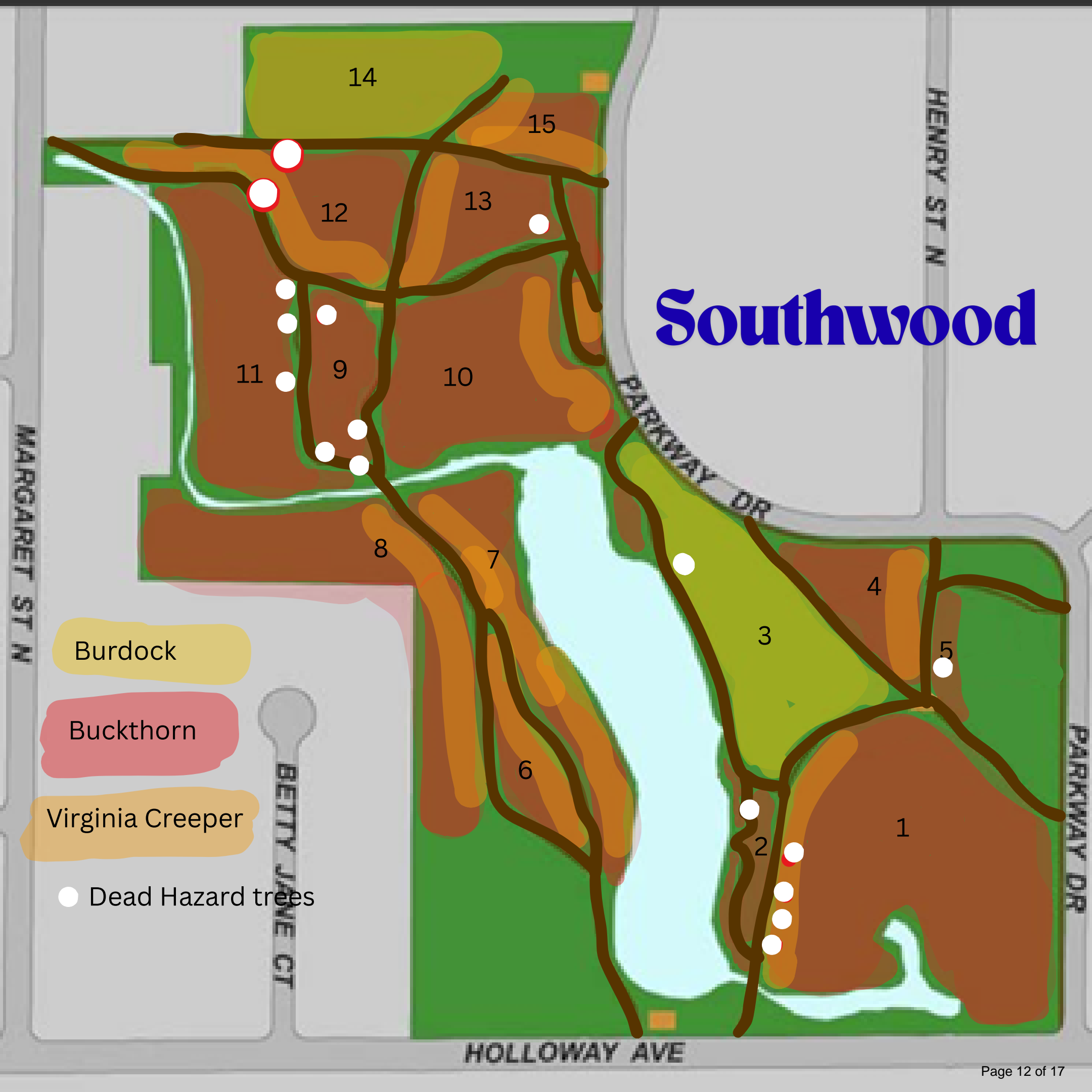
## Implementation Timeline

- **Year 1 (2026):**
  - Contract Prairie Restorations to begin invasive species removal (buckthorn focus).
  - Remove seventeen high-risk dead trees by North St. Paul Public Works Department.
  - Conduct first prescribed burn (spring).
  - Launch volunteer program with two restoration days to assist Prairie Restorations.
- **Year 2 (2027):**
  - Continue invasive species removal with Prairie Restorations (Virginia creeper focus).
  - Conduct spring and fall prescribed burns.
  - Host four volunteer restoration days and one educational workshop.
- **Year 3 (2028):**
  - Complete invasive species removal with Prairie Restorations (burdock focus).
  - Conduct spring and fall prescribed burns.
  - Host six volunteer restoration days and two educational workshops.
- **Year 4+ (2029 and beyond):**
  - Design and construct outdoor classroom using recycled resources.
  - Install boot brush stations and trail map signs using repurposed materials.
  - Install Vacker Sign educational signage.
  - Conduct spring and fall prescribed burns.
  - Host six volunteer restoration days and two educational workshops.

## Conclusion

This project will enhance Southwood Nature Preserve with Prairie Restorations' expertise and recycled-resource improvements, creating a sustainable, community-focused urban green space that supports North St. Paul's mission for vibrant, eco-friendly environments.

# Southwood



Burdock

Buckthorn

Virginia Creeper

● Dead Hazard trees

# Southwood

GROUNDCOVER & COVER TYPE



Lowland swamp

Native Prairie

Oak Woods

Riparian forest

Maple & Basswood



To	Date
Parks & Recreation Commissioners	August 27, 2025

**Agenda Placement # VI.B**

Commission Business, Action Items & Recommendations

**Subject**

McKnight Athletic Complex Survey Information

**Background/Facts**

Staff contacted E.G. Rud & Sons, Inc, to develop a quote for a certificate of survey of the McKnight Athletic Complex to include the following:

- Project research, setup, and boundary computations.
- Field establish survey control on site, based upon Ramsey County Section corners and benchmarks.
- Field locate, verify, and establish overall parcel boundary corners.
- Field confirm visible improvements adjoining and throughout parcel including existing buildings, parking lot, sidewalks, athletic fields, adjoining roads, fences, visible encroachments, visible utilities.
- Field gathering of site elevations and topography throughout parcel and locate significant trees.
- Preparation and drafting of a Certificate of Survey depicting the above information for client’s design use.
- Deliverables: Signed and Certified Survey electronically in PDF and CAD format.
- Land Title- Preparation of an Owner’s and Encumbrance Report with easements.

The estimated total cost for the certificate of survey is \$27,700.00.

**Recommended Action**

Staff recommends that the Commission discuss the survey expenditure and recommend the approval of the contract to the City Council.

**Attachments**

1. E25096 - McKnight Athletic Complex - Survey Estimate

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



6776 Lake Drive NE, Suite 110  
Lino Lakes, MN, 55014  
Phone: (651) 361-8200  
Fax: (651) 361-8701  
[www.egrud.com](http://www.egrud.com)

To: Sara Lang-Noyola  
City of North St. Paul

From: Jason Rud

Date: August 6, 2025

Re: Estimate for Certificate of Survey: McKnight Athletic Complex  
**E25096**

North St. Paul, MN

Thank you for the opportunity to provide an estimate on the potential work for the above noted site. Following our review of prior survey records and Ramsey County mapping, we have prepared the below anticipated scope of work and estimated price:

**Existing Conditions Survey Scope:**

- Project research, setup, and boundary computations.
- Field establish survey control on site, based upon Ramsey County Section corners and benchmarks.
- Field locate, verify, and establish overall parcel boundary corners.
- Field confirm visible improvements adjoining and throughout parcel including existing buildings, parking lot, sidewalks, athletic fields, adjoining roads, fences, visible encroachments, visible utilities.
- Field gathering of site elevations and topography throughout parcel and locate significant trees.
- Preparation and drafting of a Certificate of Survey depicting the above information for client's design use.
- Deliverables: Signed and Certified Survey electronically in PDF and CAD format.

***Estimated Existing Conditions Survey Price: = \$27,400.00***

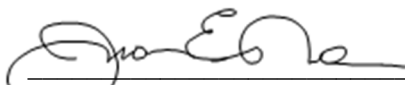
**Expense Reimbursements:**

- Land Title- Preparation of an Owner's and Encumbrance Report with easements. (\$300.00)

**Additional Notes/Information**

- Any additional research or work requested above and beyond this scope of work will be billed at an hourly basis.
- E.G. Rud and Sons terms are net 30 days.

Thank you for the opportunity to provide you with an estimate on this project. Please call me at 651-361-8200 with any additional questions or comments you may have.

  
\_\_\_\_\_  
Jason E. Rud, PLS #41578

August 6, 2025  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

*If this estimate is acceptable, please sign off and e-mail, or fax back to E.G. Rud and Sons at 651-361-8701.*



To	Date
Parks & Recreation Commissioners	August 27, 2025

**Agenda Placement # VII.A**

Reports from Staff

**Subject**

E-Bike and Motorized Foot Scooter Ordinance Language

**Background/Facts**

The City of North St. Paul's Community Development Director, Ken Roberts, is developing language for a new E-Bike and Motorized Foot Scooter ordinance. In the attachment, the proposed language has been provided.

**Recommended Action**

Staff would like the Commission to provide any additional language recommendations for the ordinance in the provided section.

**Attachments**

1. Ordinance Language

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

### **75.03 ELECTRIC BICYCLE USAGE.**

Electric bicycles operated within the City shall comply with Minnesota State Statutes and the following additional requirements:

- (A) No person shall operate an electric bicycle on natural or artificial turf, playfield, playground, court, ice rink, natural area, the Southwood Nature Preserve, the Urban Ecology Center or in a structure located in a designated public park.

### **75.04 MOTORIZED FOOT SCOOTER USAGE.**

Motorized foot scooters operated within the City shall comply with Minnesota State Statutes 169.225 as may be amended and the following additional requirements:

- (A) No person shall operate a motorized foot scooter on playfield, playground, court, ice rink, natural area, the Southwood Nature Preserve, the Urban Ecology Center or in a structure located in a designated public park.