

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
August 26, 2020
6:30 PM**

North Saint Paul Rotary Park

I. CALL TO ORDER

II. ROLL CALL

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Larry Amsden
Tim Cole
Heather Haas
Ingrid Koller
Sue Springborn
Nancy Thorsen
Sarah Zahradka

Ex-Officio: Open

Council Liaison: Candy Petersen

Staff: Jill Officer
Keith Stachowski

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

A. Approve the July 22, 2020 regular meeting minutes

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Review/Discussion/Recommendation:** McKnight Tennis Court Resurfacing Discussion
- B. Review/Discussion/Recommendation:** Star Watch Discussion
- C. Review/Discussion/Recommendation:** Trick or Treat Trail Discussion
- D. Review/Discussion/Recommendation:** Park welcome signs Discussion
- E. Review/Discussion/Recommendation:** Playground rule sign Discussion
- F. Review/Discussion/Recommendation:** Social Media Discussion

VIII. REPORTS FROM STAFF

- A. Review/Discussion:** Budget Update – July
- B. Review/Discussion:** Silver Lake Weed Treatment update
- C. Review/Discussion:** Outdoor Park Trail Exercise Equipment
- D. Review/Discussion:** Music in the Park

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

- A. Review/Discussion:**

X. ADJOURNMENT

Next meeting: September 23, 2020

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
MEETING MINUTES**

**July 22, 2020
6:30 PM**

I. CALL TO ORDER

Chair Lloyd Grachek called the meeting to order at 6:30 p.m.

II. ROLL CALL

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair (absent)
Larry Amsden
Tim Cole (absent)
Heather Haas
Ingrid Koller
Sue Springborn
Nancy Thorsen
Sarah Zahradka

Ex-Officio: **Open**

Council Liaison: **Candy Petersen**

Staff: **Jill Officer**
 Keith Stachowski

III. ADOPT AGENDA

On motion by Commissioner Zahradka, seconded by Commissioner Koller with all present voting aye, motion carried to adopt the agenda.

IV. APPROVAL OF MINUTES

A. Approve the June 24th, 2020 regular meeting minutes

On motion by Commissioner Thorsen, seconded by Commissioner Haas with all present voting aye, motion carried to approve the June 24th meeting minutes.

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Social Media Discussion-** North Saint Paul Parks and Recreation Facebook page cannot use the city logo, link to the website and include city phone numbers. Parks and Rec either needs to remove the city branding and change the name of the page, or make the City's communication person the admin. City's communication person can update all city social sites at once making it possible for the city to administer the page. It was discussed that the City's Communications consultant be given admin control of the North Saint Paul Parks and Recreation Facebook page and any Posts would need to be cleared by city staff

Commissioner Haas motions to add the city's communication consultant as the web administrator for the North St Paul Parks and Rec facebook web page to monitor compliance. Commissioner Thorsen seconds motion, all present voting aye. Motion passes to add the city's communication consultant as an administrator.

- B. Outdoor Park Trail Exercise Equipment-** Sub committee to meet and discuss.

- C. McKnight Tennis Court Resurfacing Discussion-** Stachowski spoke with a contractor that recommended looking at doing a location with multiple courts, such as McKnight. People really like the pickle ball court at Silver Lake. Commissioner Zahradka reiterated that people will be doing more outside activities and we should consider doing several courts, even looking at Casey Lake.

- D. Summer Concert/Star Watch update-** Star Watch rescheduled to Oct 12th. Concert is still on for August. Getting clarification but expecting donations given for events will rollover to next year for any cancelled event. Recommended to avoid scheduling events back to back.

VIII. REPORTS FROM STAFF

- A. Budget Update-**

- B. Rotary Park Wayfinding Signage Update-** Rotary park is almost done

- C. Silver Lake Weed Treatment Update-** Weed treatment at Silver Lake scheduled for August 3rd/4th, no swimming for 24 hours. Casey Lake cannot be treated with chemicals, only mechanically. Commissioner Koller requested "no fishing signage" by the swimming areas. Council Member Peterson said the signage was brought up at the council meeting and signs can be put up.

- D. Rotary Park Community Meeting –** August 26th meeting

ADJOURNMENT

On motion by Commissioner Springborn, seconded by Commissioner Zahradka with all present voting aye, motion carried to adjourn.

Meeting adjourned at 6:51 pm.

***Next meeting: August 26th, 2020 –Rotary Park (Community Meeting from 6:00-6:30pm)
Please bring a chair to practice social distancing.***

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
August 26, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. McKnight Tennis Court resurfacing Quotes

ACTIONS TO BE CONSIDERED

Review and Discuss Tennis Court Quotes for the McKnight Tennis Courts

FACTS

Attached are quotes for resurfacing McKnight Tennis Court

ATTACHMENTS

Tennis West Quote

The Court Doctor Quote

Upper Midwest Athletics Quote

Bituminous Roadway Quote

Email from Ray Finley



Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
651-686-7001 (P) | 651-687-9857 (F)
www.bitroads.com | info@bitroads.com

To:	NORTH ST. PAUL	Contact:	KEITH STACHOWSKI
Address:	2400 MARGRET STREET NORTH ST. PAUL, MN 55109	Phone:	651-747-2447
		Fax:	
Project Name:	MCKNIGHT FIELD TENNIS COURTS	Bid Number:	
Project Location:	2310 10th Ave East, North St. Paul, MN	Bid Date:	4/3/2020

Resurface 4 West Courts

Item Description

1. Hydro Blast And Rinse Surface To Remove Loose Paint And Dirt, Dispose Of Off Site
2. Machine Rout All Existing Cracks And Clean With Compressed Air – Approx. 600 LF
3. Fill With Crack Patch Binder To Level Of Existing Surface With Multiple Applications And Grind Smooth
4. Fill Birdbaths Deeper Than 1/8" With Crack Patch Binder To Level Of Existing Courts
5. Apply Two Coats Of Sand Filled Acrylic Emulsion Resurfacer
- A. 8-10 Lbs. Silica Sand Added Per Gallon Of Concentrate Material
- B. Coverage: .05-.07 Gallons Per Square Yard Per Coat
6. Apply Two Coats Of Latex Acrylic Paint
- A. Color To Be Selected By Owner
- B. 6 Lbs. Silica Sand Added Per Gallon Of Concentrate Material
- C. Coverage: .05 Gallons Per Square Yard Per Coat
- D. Reline To USTA Standards
- E. Reline To USAPA Standards With Four Pickleball Courts

Total Bid Price: **\$36,000.00**

Notes:

- All work to be completed in 2020.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope.
- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 15 calendar days, after which time price quotes may be withdrawn without notice.

This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payments due net 30 days.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS Authorized Signature: _____ Estimator: Brian Johnson (651) 287-6055 johnsonb@bitroads.com
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Tennis Court Doctor

• tenniscourtdoctor@hotmail.com •

April 15, 2020

North Saint Paul – McKnight Fields Tennis Court Resurfacing

c/o Keith Stachowski - Parks & Recreation Coordinator

THE TENNIS COURT DOCTOR WILL FURNISH ALL MATERIALS, LABOR, AND APPLY OVER 35 YEARS WORTH OF RESURFACING EXPERIENCE TO DO THE FOLLOWING WORK ON THE WEST SET OF FOUR TENNIS COURTS LOCATED AT MCKNIGHT FIELDS (2308 10TH AVE EAST):

WE INSTALL 100% FULL ACRYLIC TENNIS COURT SURFACES
WE WILL NOT USE EMULSIONS OR BLENDED RESURFACER COATS

TENNIS COURT INSPECTION & PREPARATION:

- A. POWER WASH COMPLETE SURFACE WITH SURFACE CLEANERS**
 - OWNER TO PROVIDE WATER
- B. CLEAN & SEAL STRUCTURAL CRACKS**
 - ACRYLIC FILLER

ACRYLIC TENNIS COURT SURFACING SYSTEM INSTALLATION:

- A. APPLY TWO SAND-FILLED 100% ACRYLIC RESURFACER COATS OVER THE COURT SURFACE**
 - SPECIFICALLY DESIGNED TO BOND THE ACRYLIC COLOR COATING SYSTEM TO THE EXISTING SURFACE
- B. APPLY TWO ACRYLIC FINISH COLOR COATS OVER THE COURT SURFACE**
 - COLOR TO BE SELECTED BY OWNER
- C. TAPE & HAND PAINT PLAYING LINES TO REGULATION**
 - 4 - USTA TENNIS COURTS

BASE BID: **\$24,810⁰⁰**

- ALTERNATE 1 – INSTALL ARMOR CRACK REPAIR SYSTEM: ADD \$22⁰⁰ PER LF

SIGNATURE: _____ DATE: _____

- ❖ EXPIRATION – Proposals will remain valid for no more than 15 days unless signed/dated and returned.
- ❖ Existing structural cracks will re-open as hair line cracks due to asphalt shifting resulting from fluctuations in climate.

CORDIALLY,

RICHARD A. KUNZ
The Tennis Court Doctor



Serving Minnesota, Wisconsin, Iowa,
Nebraska, North Dakota, and South Dakota

3017 161st Ave NW, Andover, MN 55304
763-753-1127 – Phone
763-753-3619 – Fax
eric@umathleticconstruction.com

MN Contractors No. IR722325
IA Contractors No. C090307

March 27, 2020

City of North St. Paul
2400 Margaret St
North St. Paul, MN 55109

Attn: Keith Stachowski
651-747-2447
Keith.stachowski@northstpaul.org

We propose the following:

**McKnight Fields 2308 10th Ave E
Resurface 4 West Courts**

Base Bid – Tennis Court Color Coat System

1. **Hydro blast** and rinse surface to remove loose paint and dirt, dispose of off site
2. Machine rout all existing cracks and clean with compressed air – **Approx. 600 LF**
3. Fill with crack patch binder to level of existing surface with multiple applications and grind smooth
4. Fill birdbaths deeper than 1/8" with crack patch binder to level of existing courts
5. Apply two coats of sand filled acrylic emulsion resurfacer
 - a. 8-10 lbs. silica sand added per gallon of concentrate material
 - b. Coverage: .05-.07 gallons per square yard per coat
6. Apply two coats of latex acrylic paint
 - a. **Color to be selected by owner**
 - b. 6 lbs. silica sand added per gallon of concentrate material
 - c. Coverage: .05 gallons per square yard per coat
 - d. Reline to USTA standards
 - e. Reline to USAPA standards with four pickleball courts

Base Bid \$32,000

Alternate 1 – Armor Crack Repair System

All specifications above will remain the same and these will be added after step #4 in the base bid

1. Furnish and install Armor Crack Repair System to all prepared cracks – **Approx. 600 LF**
2. Apply a black acrylic resurfacer blending coat over entire Armor surface according to manufacturer's specifications
 - a. All cracks shall be covered and masked by the filler
 - b. Proceed to step #5 in base bid

ADD \$12,000

Notes:

Standard 1-year material and workmanship warranty on acrylic color coating

No warranty on crack repairs from reappearing due to our climate and bituminous movement

Thank you,

Eric Hicks
Upper Midwest Athletic Construction, Inc.

Quotation

To: City of **North St. Paul**
2400 Margaret St.
No. St. Paul, Mn. 55109

From:
Tennis West
P O Box 677
Hopkins, Mn. 55343
o.) 612-363-3004

Attn: Keith Stachowski
o.) 612-747-2447
e.) keith.stachowski@northstpaul.org

Re: "Resurfacing": a battery of four (4) acrylic/asphalt tennis courts
" **West Courts**" at **McKnight Park** Approx. 120' x 204'

Description of work : (as part of base bid)

Double* Pressure wash courts. Treat for sap, mildew, moss and mold.
Grade turf at S.W. corner to allow for drainage thru base of west fence line.
Remove loose & delaminating acrylics. Manually scrape in three (3) directions.

Crack work:

Structural: ½" plus router, patch with 2 part urethane and/or CPB crack mix.
Structural 550 l.f. +/- net line, Y cracks, misc.
Surface: checking 992 s.y.ds.
Fill with proprietary crack filler. Re -level and skin patch.
Note: do to the nature of structural cracks, there permanent repair
can not be guaranteed. Structural cracks will reflect.
Patch bird bath areas: max. three (3) applications.
Apply slurry coat(s) to South back court area.
Apply a SS-1H wash coat to promote adhesion and penetrate voids.
Apply a (1) binder/filler coat (skin patch at cracks) . Black
Apply a (1) filler/texture coat. Black
Apply a (1) colored texture coat. Green
Apply a (1) colored finish coat. Green
Stripe: (4) tennis courts. Pickleball t.b.d.

Total Base Bid \$ 32,370.00

Add Alt. Pickleball striping (per court) \$ 200.00

Respectfully submitted,
(7-22-20-20)

Raymond S. Finley
c.) 612-363-3004
e.) rayfinley@qwestoffice.net

Estimate accepted: _____

Date: _____

From: [Ray Finley](#)
To: [Keith Stachowski](#)
Subject: McKnight Tennis Courts 2020
Date: Wednesday, July 22, 2020 12:54:41 PM
Attachments: [North St. Paul McKnight Field West Tennis Courts 2020.doc](#)
[AAAA_000082.pdf](#)

Caution: This email originated outside our organization; please use caution.

Hi Keith, thanks for taking time to look at your courts at Hause Park and McKnight Field.

As I noted. Don't think putting good money into Hause Park is a prudent investment.

However the courts at McKnight could be restored to very good condition. And Give the community very nice tennis courts and anywhere from 4 to 8 pickleball courts .

As you know, Pickleball is extremely popular. And I have no doubt both the tennis and pickleball enthusiasts would be very pleased.

It would be a shame to let the McKnight courts deteriorate.

See attached crack notes, sample of pickleball courts on a tennis foot print and a resurfacing bid for McKnight.

Please call to dial up spec.'s and discuss a work schedule.

Respectfully yours,

Ray Finley
President

E-Mail: rayfinley@qwestoffice.net
Mobile: (612) 363-3004

TENNIS WEST
P.O. Box 677
Hopkins, Mn. 55343

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
August 26, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

B. Star Watch

ACTIONS TO BE CONSIDERED

Star Watch Planning

FACTS

Listed below are event details:

Star Watch Party with WCCO Mike Lynch!

Monday, October 12, 2020

Casey Lake Park, 7:00 PM – 8:30 PM \$2 suggested donation

Space will be limited. The program will be held Outdoor on the baseball field

Residents will be given first priority

2019 Star Watch Party was held on October 3rd at Casey Lake Park

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
August 26, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

D. Park Welcome Signs

ACTIONS TO BE CONSIDERED

Review and Discuss Signs for Parks

FACTS

At past meetings the Commission expressed interest in installing new park entrance signs throughout the Park System.

To get the conversation started attached are several signs utilized by municipal parks and recreation departments.

ATTACHMENTS

Several Park Sign Examples









THIS ARTWORK IS THE PROPERTY OF M-R SIGN CO. USE BY OTHERS WITHOUT WRITTEN PERMISSION IS PROHIBITED BY LAW.	FINISHED SIGN SIZE	DESCRIPTION	DRAWN BY/DATE	APPROVED BY/DATE	SCALE	GSP NAME	M-R Sign
	36" x 37" 36" x 40"	Customer Spec.	JEFF 12-2-16		3/32" = 1"	North St. Paul	

M-R Sign Co. , Inc. 1706 1ST Avenue North Fergus Falls, MN 56537 Phone (218) 736-5681



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Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
August 26, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

E. Playground Rule Sign

ACTIONS TO BE CONSIDERED

Provide feedback regarding installing playground rules signs at playgrounds throughout the park system.

FACTS

- PRC members stated that they have noticed poor playground etiquette throughout our park system and asked staff to research playground rule signs.

ATTACHMENTS

Playground Rule Sign Examples



Welcome

This play equipment
is designed for
children



2 to 5
OR
5 to 12
years old



adult supervision is
recommended



A PLAYCORE COMPANY
GameTime
ENRICHING CHILDHOOD THROUGH PLAY.

PLAYGROUND RULES

PARK HOURS 7:00 AM TO 11:00 PM

- **USE PLAYGROUND AT YOUR OWN RISK.**
- **PLAYGROUND CLOSES AT SUNSET**
- **BE CONSIDERATE OF OTHERS
NO ROUGH PLAYING PERMITTED.**
- **ONLY ONE PERSON PER SWING AT A TIME.**
- **NO JUMPING OFF SLIDES**
- **ADULT SUPERVISION IS RECOMMENDED**
- **NO GLASS OR BOTTLES IN PLAY AREA.**
- **PROPER FOOTWEAR REQUIRED**
- **IMPROPER USE OF EQUIPMENT PROHIBITED**

the city of North Saint Paul

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
August 26, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

F. Social Media Discussion

ACTIONS TO BE CONSIDERED

Commission member requested further discussion on Social media regarding the Parks and Recreation Commission

FACTS

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
August 26, 2020

VIII. REPORTS FROM STAFF

A. BUDGET: JULY UPDATE

FACTS

From the January 1, 2020 budget report to July 31, 2020, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (July): \$1,700.00

\$1,500.00 Park Rental Refunds
\$ 200.00 Food Truck night Band

Park Fund Revenue (July): \$54,626.86

- Park Rental Fees \$ 4,290.00 (July)
- Donations \$ 30.00 (Utility Billing)
- Investment Income \$ 216.72
- LGA Funding \$50,090.14

Fund Balance as of 7/31/2020: \$294,698.43

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$257,412.43

Budget expenditures that have been approved for 2018:

\$11,310.00 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)

Budget Expenditures that have been approved for 2019:

\$11,580.00 Silver Lake Tennis Courts (\$55,500 budget, \$43,920 spent)

\$ 796.00 Park Plan for Polar Park (\$2000 budget, \$1,204.00 spent)

\$12,376.00

Budget Expenditures for 2020:

\$ 6,300.00 Southwood Nature Preserve (\$6,500 budget , 200.00 Herbicide Treatment)

\$ 2,000.00 Youth Recreation Programming

\$ 2,000.00 Movie in Park

\$ 2,000.00 Concerts in Park

\$ 000.00 Egg Hunt

\$ 500.00 Star Watch

\$ 400.00 Trick or Treat Trail

\$ 200.00 Fire and Ice

\$ 200.00 Food Truck Night

\$ 00.00 Park Clean Up

\$13,600.00

Park Dedication Fund Balance: \$121,941.14