

**August 25, 2021
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on Wednesday, August 25th at 6:30 p.m. The meeting location is Northwood Park, 1995 1st St N (weather permitting... otherwise, the meeting will be moved to City Hall 2400 Margaret St. Sandberg room on 2nd floor. Prior to the Parks & Recreation commission meeting, starting at 6:00 PM, there will be a Meet & Greet with neighboring residents.

I. Call to Order

II. Roll Call

III. Adopt Agenda

IV. Approval of Minutes

- A. Park & Rec Commission meeting minutes 7/28/2021

V. Meeting Open to Public

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the Deputy Clerk prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Park Rental Rates and Policy Review

VIII. Old Business

IX. Reports from Staff

- A. Update on Park Improvement Plan
- B. Watershed ZOOM meeting on Casey Lake Conditions Sept 1, 2021 9:00 AM
- C. Park improvement priorities to finance
- D. Possible donation to Kuenkle Field
- E. Inquiries on Trick or Treat Trail
- F. Follow up on Star Gazer event to confirm it is still going to happen given the COVID situation.
- G. Workshop to discuss Park Dedication Funds

X. Reports from Commissioners & Park Liaisons

A. Financial update

XI. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is Wednesday, September 22, 2021



City of North St. Paul
Parks & Recreation Commission
Meeting Minutes

July 28, 2021
6:30 PM

The July 28, 2021 Parks & Rec Commission meeting was held at: City Hall, 2400 Margaret Street, North Saint Paul

An audio recording was done for the meeting.

There was a "meet & greet" for the public with the Park & Rec Commissioners from 6:00PM- 6:30PM. Five Casey Lake residents were in attendance. Greg Arneberg gave a nice complement to the public works department stating they are doing a very nice job on maintaining the park. Most were there to voice their concerns of the condition of Casey. Per Jim Selchow, the lake is down very mucky. The residents are looking for a permanent solution to the problem. Jim indicated that the DNR/Watershed district removed the carp from Casey lake in 2012 and the lake has not been the same since. City staff will coordinate a meeting between the Watershed District and the residents to discuss the problem. Other areas of concern that were voiced the growing tree roots under the path and motorized vehicles driving on the trail. Resident Jim Selchow would like the tree roots to be addressed in the CIP plan. Resident Mark Slaikeu would like for signs to be placed regarding motorized vehicles are not allowed on the path with the exception of North St Paul staff. No unauthorized vehicles should be on the path.

I. **Call to Order**

Chair Lloyd Grachek called the meeting to order at 6:40

II. **Roll Call**

Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair – Absent - Excused
Larry Amsden
Heather Haas
Ingrid Koller
Sue Springborn – Absent - Excused
Nancy Thorsen
Sarah Zahradka
Arthur Alvarez, Jr. – Absent - Excused

Council Liaison: Tim Cole
Staff: Lisa Ritchie

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**

Approve the June 23, 2021 regular meeting minutes.

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

V. **Meeting Open to Public**

There was no one from the public in attendance.

VI. **Public Hearings**

There were no public hearings.

VII. **Commission Business, Action Items & Recommendations**

- A. **Park Rental Rates & Policy Review** – The commission reviewed the Park Rental Rate Study that had been provided by Kari Erpenbach. The recommendations from the commission is to enforce proof of residency, install signs at each park that has an open air shelter indicating the shelter is available for reservations & those with reservations have priority as well as to change the rates accordingly:

Facility	Resident Rate	Non-Resident Rate	Recommended Deposit (CASH OR CHECK REQUIRED)
Open Air Shelters	\$50	\$65	\$50
Hause Building	\$150	\$200	\$200
Casey Lake Weekday	\$200	\$250	\$350
Casey Lake Weekend	\$300	\$400	\$350

On motion by Sarah Zahradka, seconded by Heather Haas with all present voting aye, motion carried to recommend the proposed rates. During the discussion, Lisa mentioned that city council had approved for non-profits to use the ballfields this year free of charge. Larry Amsden stated that was because the city used to pay the booster club and NSPAA to run their programs thru the city but then the city wanted to charge for the fields so they changed that exchange of money and now the organizations use the fields free of charge. It was decided to table the discussion of updating the policies and the use of alcohol in the parks until the next meeting due to timing. Sarah requested for an update at the next meeting on whether or not anyone has ever paid the \$600 alcohol fee and have police ever been hired for the event.

- B. **Casey Lake** – The commission agreed that Casey Lake had been covered in depth during the meet & greet portion of the meeting and no further discussion was needed.
- C. **Rotary Park Signage** – Lisa Ritchie indicated she had been working with Joe Miller from the Rotary Park committee on getting a sign ordered. Lisa noted that the recommendation for using up to \$4000 in park fund money had not gone to council for approval after the August 2020 recommendation but she did get it on the agenda and approved at the July 20, 2021 council meeting. She also indicated that quotes she had received were for a different type of sign than what Joe is proposing to the committee. She stated that she had direct

instructions from the city manager that the signs need to coordinate with the city's wayfinding plan. The commission all agreed that is what will be required if Joe is to get the \$4000 from the Parks & Rec commission that had been approved and would like to have confirmation of this from City Council.

VIII. **Old Business**

Update on Park Improvement Plan – Lisa stated that Brian Frandle (interim city manager) authorized for WSB to handle completing the 2022 Park Improvement Plan as she hasn't had the necessary time to work on it. She will be working with WSB to obtain a new quote and pass off the project. Sarah Zahradka indicated she would like to get a confirmed due date.

- IX. **Reports from Staff** – Lisa reported that she was notified of a couple of handicap parking signs in 2 parks (Casey and Rotary) that were removed (knocked down) and need to be replaced. She researched and found the requirement is 1 sign for every parking space. It was also brought to attention that the city of North Saint Paul adopted to move forward with a plan to make sure we are ADA compliant in all of our parks as it is required by law. She stated that she doesn't know a lot about this and asked what the commissioners know. Lloyd stated that last year any improvements need to be ADA compliant. Nancy and Sarah agreed that that was about a year ago and no improvements have been made since then. Lisa presented the signs she had received quotes on, sighting the specs of the signs. The quotes are from a local vendor, Gopher Sign. Nancy inquired about the color and Lisa indicated that she had been given direction by Scott Duddeck to match the color of the green park benches. Nancy didn't think they look a whole lot different from what is currently in place. Tim Cole stated he thought that green was not the correct color and that it should be blue. Discussion of what the wayfinding plan actually called for was back and forth among the commissioners. Keith had presented 3 different signs (different materials) at the last meeting he attended. Per Lisa, those signs were in the \$6000 range each whereas the quotes Lisa received were in the \$2000 - \$2500 range. And the printer is local so there is no shipping charge. The signs are powder coated, not wood. Lisa stated she will email the Wayfinding plan to the commissioners. Nancy inquired if the logo could be on the signs. Lisa stated it could certainly be requested. If they determine blue is the correct color, the signs can be ordered as blue and it wouldn't change the price. Ingrid asked to see the print out of the signs that Lisa had. She liked the "emojis" on the grill as nowadays, "People look at pictures more than they read". They will notice the emojis. Sarah presented research of the parks and the signs that she had saved from a previous meeting. She stated that continuity in city logo (snowman) was a priority. Sara thought the sign should have North St Paul and the park name. She showed signs that had been approved and put up in the city. Lisa asked if we could use the proposed sign and print "North St Paul" & add the logo rather than changing the shape of the sign. Sarah then quoted what she found from the previous meeting (8/2020) for signage. The priority for park signage is: Hause, Colby Hills, Polar, Dorothy, Silver Lake and Northwood. Casey already has a big kiosk. Tim Cole thought that had gone to council for approval. Sarah did as well. She stated she thought 15K had been proposed for the first phase of signs. Lisa inquired about the vendor used to obtain the quotes. Per Sarah – M-R sign code. Sarah gave Lisa the proposal. Lisa stated another report from staff that she has is in regards to the CIP Plan. Lisa Ritchie stated that the recommendation for using up to \$32,000 of park funds for new park signs never went to council for approval. The commission had previously stated that it went to

council and approved but Lisa had researched it and found the recommendation to go to council but it hadn't gone anywhere after the August 26, 2020 Park & Rec commission meeting.

She added Park signs as a priority to the capital improvement plan and has added this to the agenda for the August 17th council meeting agenda.

X. **Reports from Commissioners & Park Liaisons –**

Lloyd requested a budget report and Lisa handed one to him. Sarah said they should have lots of money as they haven't used it except for a Rotary sign. Sarah inquired about the possibility of having a workshop to discuss the money earned from all of the new developments park escrow funds and how that could be used. It has to be used for new parks, not improvements. Lisa quoted the park dedication fund was at \$237,000 before Jason Ziemer left (correction: it was Jason Zimmerman not Jason Ziemer). She indicated that she has been working on an escrow project to collect the money owed to the city. Per Lloyd \$344,000 is in the park fund. Tim Cole reminded the commissioners to spend what is adequate for the balances. There is a lot of money in the Park & Rec fund so they need to be sure they use it. Sarah inquired about when the Park Improvement Plan would be complete. Per Lisa, the Capital Improvement Plan for Parks & Rec proposal needed to be into finance by July 15th. The commissioners haven't seen the ballpark figures that were quoted for the CIP. Tim stated this should be reviewed by the commission if they haven't done so already. Lisa confirmed that the ball park figures never circled back to the commission. Nancy inquired about the Hause tennis courts. It had been discussed in previous meetings and quoted by WSB at a high price. Lloyd mentioned to Tim to please relay the message that the park & rec commission intends to use the money for upcoming projects but are unable to do so until the Park Improvement Plan has been completed. Sarah inquired about a due date for the PIP. Lisa stated the Park Improvement Plan has been taken off of her plate and WSB will be assuming the project. She stated that Brian Frandle (interim city manager) authorized for WSB to handle the completion of the 2022 Park Improvement Plan as she hasn't had the necessary time to work on it. She will be working with WSB to obtain a new quote and pass off the project. Sarah Zahradka indicated she would like to get a confirmed due date as they cannot move forward until it is done. Lloyd asked if a quote could be provided and a deadline. Sarah inquired about the end of August for a deadline but Lisa indicated she didn't think that would be realistic as she hasn't even had the conversation with WSB yet. She stated the end of September would be more realistic. Tim Cole indicated that he is sure that it comes with a price-tag and Lisa confirmed that is the reason why Scott wanted to keep the project in house but the fact is that Lisa doesn't have time to work on it.

Tim Cole had 3 points of discussion:

1 – Tim Cole cautioned the commissioners on email chains for correspondence due to the open meeting laws. Make sure there is never a consensus on an email chain. Regarding the correspondence between the Watershed district and Casey Lake residents, Lisa should be the liaison.

2 – The need for the commissioners to review the Park Facility Rental Review prior to the next Park & Rec meeting.

3 – Eagle Scout project – Tim indicated that he had been contacted by someone regarding the possibility of an eagle scout bypassing the Parks & Rec commission and going straight to Council to present his project as he needs to complete this before his 18th birthday. The eagle scout is proposing to make 5 wood duck houses with the help of Dave Anderson. The commissioners didn't see any issue in doing so but does want the Eagle Scout to present to them after he gets Councils approval.

XI. **Adjournment**

On motion by Commissioner Haas, seconded by Commissioner Thorson. with all present voting aye, motion carried to adjourn.

Meeting adjourned at 8:20 PM

The next regularly scheduled Parks & Recreation Commission meeting is August 25, 2021 at Northwood Park.



To

Honorable Mayor Furlong and City Council

Date

August 25, 2021

Agenda Placement # VII.A

Commission Business, Action Items & Recommendation

Subject

Park Rental Rates and Policy Review

Background/Facts

The City has experienced increased issues with our Park Facility rentals this season resulting in damage to our buildings, excessive trash in our parks, and noise complaints from area residents. Staff has reviewed our current rates, deposit information, and policy and is seeking your input and recommendations.

Recommendation:

Review and update the City's current park reservation fees and policies.

Attachments

1. Park Rental Rate Evaluation
2. Park Facility Rental Review
3. Current Fee Schedule
4. 2020 NSP POLICY DOCUMENT Park Facility Rental Revised

Respectfully submitted,
Kari Erpenbach, Communications

Park Rental Rate Study

	Resident	Non-Resident	Previous Deposits
City of North St. Paul			
North St. Paul Open-Air Shelters		\$45	\$55
Hause Park Building		\$100	\$150
Casey Lake Building Weekday		\$125	\$175
Casey Lake Building Weekends		\$200	\$300
Casey Lake Building Weekends/Weddings		\$400	\$500
Arden Hills			
Pavilion (up to 5 picnic tables)	\$125/\$200 deposit	\$200/\$200 deposit	
Pavilion non-profit group	\$75/\$200 deposit	\$100/\$200 deposit	
Little Canada			
Fire Haul (75) kitchen/tables/chairs/bathrooms weekdays	\$100 +350 deposit	no non-resident rentals	
Fire Haul (75) kitchen/tables/chairs/bathrooms weekends 6 hours	\$180 + \$350 deposit	no non-resident rentals	
Park Shelter	\$50-\$110 + \$250 deposit	\$100-\$200 + \$250 deposit	
Maplewood			
Picnic Shelter	\$55/\$100 deposit		
Large Shelter	\$75		
Wakefield Community Building (66 seated/74 theater seating)			
Week day 4 hours	\$150	\$190	
Weekend (4 hours)	\$200	\$250	
Weekend (7 hours)	\$300	\$370	
Oakdale			
Small park shelter	\$50	\$65	
Large park shelter	\$100	\$150	
Discovery Center Daily until 4:00 p.m. (4 hour miniumum) 120	\$120	\$200	
Weekend per hour 3- hour minimum	\$150	\$225	
Full Day Weekend	\$500/\$250	\$650/\$325	
Non-refundable depost of half the rental fee			
Approved caterers only			
Ramsey County			
Picnic Open-Air Shelters (50-75) capacity	\$113-\$166	Same	
Baic Shelters (30-50)	\$56-\$87	Same	
Covered Pavillion w/picnic tables/kitchen (250-500) Weekdays	\$234	Same	
Covered Pavillion w/picnic tables/kitchen (250-500) Weekends	\$466	Same	
Covered Pavillion w/picnic tables/kitchen (125)	\$308	Same	
Covered Pavillion w/picnic tables/kitchen (500)	\$466	Same	
Covered Pavillion w/picnic tables (200)	\$368	Same	
St. Paul			
Park Shelter half day	\$70/\$80	Same	
Park Shelter full day	\$140/\$160	Same	
Park Pavilion half day	\$195	Same	
Park Pavilion full day	\$300	Same	
Picnic Pavilion (200 people) kitchen half day	\$240	Same	
Picnic Pavilion (200 people) kitchen full day	\$480	Same	
Park Building (100 people) kitchen/no oven half day	\$160/3 hours	Same	
Park Pavilion (300 people) kitchen & patio half day/half pavilion	\$155	Same	
Park Pavilion (300 people) kitchen & patio full day/half pavilion	\$310	Same	
Park Pavilion (300 people) kitchen & patio full pavilion half day	\$240	Same	
Park Pavilion (300 people) kitchen & patio full day/half pavilion	\$480	Same	
Permit Notes			
No refunds issued if less than 30 days prior to the event			
Permits less than \$150 no refund			
No refunds due to weather conditons			
Vadnais Heights			
Shelters w/picnic tables/kitchen (75)	\$75/\$75 deposit	\$150/\$300 deposit	
Shelters w/picnic tables/kitchen (100)	\$75/\$75 deposit	\$150/\$300 deposit	
Washington County			
Picnic Shelter small	\$48	\$88	
Picnic Shelter large	\$158	\$308	
White Bear Lake			
Rorary Nature Preserve (covered open-air)	\$50	\$100	

Armory (300) Kitchen/air conditioned/handicapped accessible	\$650/\$750 kitchen	\$900/\$1050
Damage Deposit	\$350	\$500
Cleaning Charge 100+ people	\$175	\$175
Security	\$32 per hour	\$32 per hour
Weekly hourly rate	\$80	\$90
Weekend hourly rate	\$100	\$120
Boatworks Community (60) Kitchen	\$50 per hour	\$500 (up to 4 hours)

Park Facility Rental Review

Background Information

- The city of North St. Paul transitioned to online park reservations on 12-1-2020
- To date we have processed close to 300 reservations. Of those reservations 116 were placed by residents and 157 were placed by non-residents.
- We saw several fluctuations in our facility reservations early this spring as a result of COVID capacity limits and concerns with the virus. This has stabilized recently.
- The City has added a COVID disclaimer to all reservations to give the City the option to limit capacity if needed for health and safety concerns.

In comparing our facility rental policy/guidelines to other municipalities we may want to consider some or a combination of the following:

Reinstating some kind of deposit to cover any additional maintenance costs/repairs the City may incur due to their event.

- Deposit functionality can be added to our CivicClerk software
- Deposit refunds can be easily managed and processed through CivicRec
- Deposit checks would be mailed to the account holder's address. This adds another layer of accountability for the rental.

Reevaluate Park Rental Fees

As you can see from the rate study, our Park Rental fees are some of the lowest in the area. These fees are necessary to cover our on-going building maintenance. Currently the City pays the following custodial fees, not including the time incurred by our Public Works staff.

- Hause Park \$60 per event
- Casey Lake Park is approximately \$860 per month, plus additional charges for excessive interior event clean up
- Several of the recent park rental issues have resulted in unscheduled over-time for our Public Works staff
- Our current fee schedule is difficult to enforce/verify between a regular rental and the wedding rate.
- We may want to consider additional fees for pre-event planning and/or additional site tours.
- Consider Re-configuring online rentals to require admin approval before they are processed for non-resident rentals

Update Our Policy and Procedures to clarify the following:

- Damage deposits levels and refund criteria
- Billing for additional clean up / damage
- Caterer guidelines & licensing
- Alcohol usage at events

- Required security standards for events with alcohol
- Clarify rental rates. Current rates for weddings are difficult to enforce, as would be a liquor usage fee.
- Clarify line of communication and timeline on problem rentals to ensure the City is capturing all information correctly, properly flagging the renter's account and collecting any additional fees.

Surrounding City's include the following in their reservation policies

- Persons, clubs and organizations using city park facilities shall agree to indemnify the City of any and all damages by any person or persons attending the event and all damages to any persons or property.
- Security deposit (or portion of deposit) will be retained if any damage or extra clean up is directly associated with the event.
- It is unlawful for any person to bring beer or alcohol into the park unless authorized by the City Council or City administrator. Keg beer permits required.
- Insurance certificates required
- The Parks and Recreation Department retains the right to shutdown any rental for any violation of the Park Permit Rules and Regulations, city ordinance or laws violated without refund of the rental fee.
- Many Cities do not allow alcohol consumption in outdoor park shelters.
- Ramsey County requires beer and wine permits for use in their parks. These are offered at no additional cost.
- No kegs or glass bottles allowed.
- No person shall transport, possess, offer for sale or be under the influence of intoxicating beverages at any City park site except with a special City Council permit. Liquor liability insurance may be required.

PARK & RECREATION FEES

Canoe Storage Rental (Seasonal)		2020
	Resident	\$50.00
	Non-Resident	\$75.00

Park Building Rental (Casey Lake)		2020
Weekday (Monday-Thursday) Per Day	Resident	\$125.00
Weekend (Friday-Sunday) Per Day	Resident	\$200.00
Weekday (Monday-Thursday) Per Day	Non-Resident	\$175.00
Weekend (Friday-Sunday) Per Day	Non-Resident	\$300.00

Weekday Meeting Rentals (Non-Profit) Per Hour	Resident	\$25.00
Weekday Meeting Rentals (Non-Profit) Per Hour	Non-Resident	\$40.00
Wedding Rate Per Day	Resident	\$400.00
	Non-Resident	\$500.00

* Rates based on Park Reservation Policy.

Park Building Rental (Hause)		2020
Per Day	Resident	\$100.00
Per Day	Non-Resident	\$150.00

* Rates based on Park Reservation Policy.

Open-Air Park Shelters (Northwood, Silver Lake, Hause & Colby Hills)		2020
Per Day	Resident	\$45.00
Per Day	Non-Resident	\$55.00

* Rates based on Park Reservation Policy.

Open-Air Park Shelters (Casey Lake Park Booya Patio & Tower)		2020
Per Day	Resident	No Charge
Per Day	Non-Resident	No Charge

* Rates based on Park Reservation Policy. Booya patio and Tower shelter are first-come, first-served.

Ballfield Rental		2020
Field Reservation	Per Field, Per Day	\$75.00
Additional Field Prep	Per Field Prep	\$25.00
	Per Field, Per Day	\$75.00
Softball Tournament	Per Field, Per Day	\$125.00
	Per Field, Per Night	\$72.00

Recreational Programming		2019
	Per Program	Varies



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PARK RENTAL POLICY

TABLE OF CONTENTS

Purpose & Description	5
Facilities Available For Rent	5
Facility Rental Specifications	5-7
Rental Fees	7-8

APPENDIX A	
Rental Application	9

PURPOSE & DESCRIPTION OF PARK POLICY

The City of North St. Paul ~~currently~~ has two enclosed facilities and four open-air shelters available for rent by the public. Requests are on a first-come, first-served basis.

Park facilities are available to North St. Paul residents and non-residents at minimum cost. This policy provides guidelines for City staff and those who utilize the park facilities.

FACILITIES AVAILABLE FOR RENT

ENCLOSED FACILITIES

Casey Lake ~~Shelter Building~~
Hause Park ~~Shelter Building~~

OPEN-AIR FACILITIES

Colby Hills
Silver Lake
Northwood

FACILITY USAGE SPECIFICATIONS

Rental Requests: Any person or group wishing to reserve a North St. Paul park facility must ~~submit a completed complete a~~ rental application online at northstpaul.org and with pay the appropriate fee and damage deposit to the City of North St. Paul. Payments can be made online, or payment may be made by cash or check at the North St. Paul City Hall located at , 2400 Margaret Street, North St. Paul, MN 55109., ~~specifying the facility to be used and the date(s).~~ Requests for reservations will be accepted on a first-come, first-served basis. The City shall have first priority for use for all governmental activities, including maintenance.

Rentals will be approved, denied, or revoked at the sole discretion of the City Manager. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on the basis of content or viewpoint, except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

City residents shall have first priority to rent facilities. Resident registration will start on December 1 at 8 a.m. for the following year; non-resident registration will begin a month later on January 2 at 8:00 a.m. If the first day of registration falls on a day City Offices are closed, registration will start the next business day. (This can be coded into our new reservation system if this is something the City wants to maintain.)

Only one reservation will be accepted each day for each facility.

Reservations are only for park hours 7 a.m. – 11 p.m. Per City Ordinance alcohol shall not be consumed after 9:00 p.m.

Deposits: Damage deposits are due at the time of application. And must be paid with your reservation and will be cashed upon receipt. Upon the return of the key and inspection of the building the damage deposit will be refunded within 3 weeks. All refunds from the City of North St. Paul are paid by a check made payable to the applicant on the reservation. Make checks payable to the City of North St. Paul.

Tents: Only 10' X 10' pop-up tents are allowed. Maximum number of tents: 2 per reservation. Reservations may use sand bags to secure the tents, staking tents into the ground is not allowed.

Inflatables/Moon Bounces: Unless it is a City sponsored event, inflatables/moon bounces are not allowed.

Food Trucks and Food Vendors: Up to two food trucks are allowed per reservation. All food vendors and food trucks must have a current ~~city~~ City food license on file. A list of current vendors is available from the Community Development Department. At Casey Lake Park, food trucks may be parked on the sidewalk in between the Shelter and Booya buildings and in the motorcycle parking space with the serving window facing the sidewalk only. At Hause Park, food trucks may be parked on the street. The approved locations to park food trucks are: on the sidewalk in between the Shelter and Booya buildings and in the motorcycle parking space, with the serving window facing the sidewalk. Food trucks must not block access to buildings.

Facility Tours: Only one facility tour is allowed per reservation.

Enclosed Shelter Reservation Occupancy:

Hause Park 49 people
Casey Lake Shelter 215 people

Video Surveillance: The premise is under video surveillance. Compliance with rental terms may be enforced through review of video surveillance.

Keys: Building keys/~~building codes for the Hause Park Building~~ must be picked up from City Hall, Monday through Friday, 8 AM- 4:30 PM, and no more than 2 days prior to

your scheduled event. Keys must be returned to City Hall or its afterhours drop boxes the next day. Keycodes for the Casey Lake Building will be posted in the applicant's online Park & Recreation account.

Special Events: Sale of alcohol or special events that are open to the public will require a special event permit and corresponding insurance and may require a temporary liquor license if eligible.

Fee Waiver: No fees shall be waived for any group except for City-sanctioned or City-sponsored events.

Decorating Information: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, 3M command strips and screws are prohibited. Do not hang decorations from the sprinkler heads. White mounting putty is permissible but must be completely removed after use. With the exception of food warmers (sternos) no open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

Set Up, Clean Up & Damage: The renter is required to leave all tables, chairs in place *(do not stack or Rack tables & chairs)* and remove personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses or damages above and beyond your deposit as well as be subject to loss of rental privileges. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance.

Smoking/Tobacco: Smoking, e-cigarettes and the use of tobacco products is strictly prohibited in North St. Paul Parks and in all park facilities.

Police Security: Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the OT Patrol Officer rate as listed in the fee schedule at a three-hour minimum. The City in its discretion may waive the police presence requirement based on review of applicant submittal.

Refunds and Cancellations: If the applicant cancels their rental within 13 days from the date of their reservation, they will forfeit their rental fees.-All cancelled reservations are subject to a \$25 administrative fee for cancellations. Weather related refunds are only issued when North St. Paul schools, places of worship, and/or local businesses are closed by snow, ice or other severe weather conditions for the entire day or at the

discretion of the City Manager. Weather related closures can be found on WCCO, KARE11, KSTP, and KMSP Fox 9.

Animals: Pets are not allowed in enclosed park shelters; service dogs are welcome.

Colby Hills and Northwood: Colby Hills and Northwood Parks do not have restrooms onsite; renters will be responsible for providing their own port-a-potty from a licensed vendor.

Casey Lake: Both the outdoor patio and indoor space will be included in the reservation. If outdoor patio space is not being used by the reservation, the public is not prohibited from utilizing the outdoor space. The Booya covered patio will be left open for residents to use on a first come first serve basis. The shelter restrooms will be available to the public during park hours.

RENTAL FEES

CASEY LAKE SHELTER FEES

Weekend Reservations Friday / Saturday / Sunday and Holidays:

\$200.00 Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit
\$300.00 Non-Residents + \$300.00 (no alcohol) / \$600 (with alcohol) Alcohol fee/deposit not on current fee schedule

Weekday Reservations Monday – Thursday:

\$125.00 Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit
\$175.00 Non-Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit
Alcohol fee/deposit not on current fee schedule

Weekday Meeting Rentals: (non-profit group meetings, not special events or parties)

\$25.00 per hour / North St. Paul Non-Profit Organizations + \$300.00 (no alcohol) / \$600 (with alcohol) deposit Alcohol fee/deposit not on current fee schedule
\$40.00 per hour / Non-resident Non-Profit Organizations + \$300.00 (no alcohol) / \$600 (with alcohol) deposit Alcohol fee/deposit not on current fee schedule

Weddings Sunday – Saturday (new fee category)

\$400 Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit
\$500 Non-Residents + \$300.00 (no alcohol) / \$600 (with alcohol) deposit Alcohol fee/deposit not on current fee schedule

HAUSE SHELTER FEES

Rental of the enclosed Hause Park Shelter includes the open aired shelter.

Full Day Rental – Resident

\$100.00 + \$150.00 (no alcohol) / \$300 (with alcohol) deposit

Full Day Rental – Non-Resident

\$150.00 + \$150.00 (no alcohol) / \$300 (with alcohol) deposit [Alchol fee/deposit not on current fee schedule](#)

OPEN AIRED SHELTER FEES

Full Day Rental – Resident

\$45.00 + \$50.00 deposit

Full Day Rental – Non-Resident

\$55.00 + \$50.00 deposit

Fees and rental specifications will be periodically reviewed by the Parks and Recreation Commission and staff to ensure the policy is adequately meeting the needs of the community and City.



NORTH
ST. PAUL

extraordinary.

~~APPENDIX A~~
~~RENTAL APPLICATION~~

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Posted on: August 16, 2021

Watershed Hosts Meeting on Casey Lake Conditions

Informational Meeting on Casey Lake with Ramsey-Washington Metro Watershed District



In response to resident inquiries, Ramsey- Washington Metro Watershed District will be offering an informational meeting on Casey Lake conditions on Wednesday, September 1 from 9:00 – 10:00 am via Zoom. The majority of the agenda will be dedicated to a Q&A session for attendees with Watershed Project Manager Paige Ahlborg and Natural Resources Specialist and District Biologist Bill Bartodziej. This session will be preceded by a short video overview produced by the District covering shallow lake ecology, how we measure lake water quality, and how the best approach to lake concerns is determined. For further information, please contact paige.ahlborg@rwmwd.org.

Topic: Casey Lake Informational Meeting

Time: Sep 1, 2021 09:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85721571574?pwd=SHlaNnp6SDJ3OFJtU010K1JSK3g1dz09>

Meeting ID: 857 2157 1574

Passcode: 231265

Dial by your location +1 312 626 6799 US (Chicago)

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- 2020 - Home - News Item
- 2020 - Home - Secondary News Item

Time Frame	PARK	Improvement	Priority	Estimated Project Costs	Notes	Notes:
1 to 2	Hause	tennis court rehabilitation, ADA Walkway	1A	\$ 100,000		Need updated bid - WSB was \$100K
1 to 2	General park update	Welcome signs for all parks	2	\$ 32,000	Commissioners thought this had gone to council in 2020. It had not.	All parks that were rehabbed
1 to 2	Northwood	Gaga Ball	3	\$ 6,000	Basketball would need to be resurfaced	
1 to 2	Casey Lake	update/maintenance on hockey rink	Public Works	\$ 50,000		Boards in bad shape; not maintained. - Pressure washed and painted; Recommend tear down and re
1 to 2	Rotary Park	signage		\$ 4,000		Info from the Rotary needed
2 to 3	Northwood	update warming house/bathrooms to rentable structure	1	\$ 500,000	Price is ballpark estimate; Actual cost will depend on what is done. Casey was over \$1M	This will be a big ticket item - Should be prioritized highly - Continue to work on grant for this.
2 to 3	McKnight	dog park, pickle ball, splash pad- need clear idea	2	?		
2 to 3	Silver Lake	securing lifeguards	3	\$35,000		
2 to 3	Downtown	Needs green space	4	?		
2 to 3	Silver Lake	repaneling of garbge cans -Eagle Scout project	5	?		
2 to 3	Old Gas Station site	splash pad - play structure (Location TBD)	6	\$100,000 to \$1,000,000		
2 to 3	Southwood	Natural Play Equipment	7	?		
2 to 3	Country Club	ideas: butterfly garden, trees, benches	8	?		
2 to 3	Northwood	replace open air shelter to match other city shelters	9	\$40,000		
3 to 5	Casey Lake	exercise equipment by parking lot, small equipment toward upper part of park	1	\$100,000		
3 to 5	Northwood	basketball court repaved	2	\$8,000		
3 to 5	Casey Lake	open air shelter by ball field	3	\$40,000		
3 to 5	Hause	playground equipment for older kids	4	\$100,000		
3 to 5	Silver Lake	Playground Equipment - nearing 20 yr lifespan built 2006	5	\$200,000		

BALANCE SHEET

AS OF: AUGUST 31ST, 2021

063-PARK FUND

ACCOUNT#	TITLE		
ASSETS			
=====			
063-1010	CASH	398,477.77	
063-1040	ACCOUNTS RECEIVABLE	<u>25.00</u>	
			<u>398,502.77</u>
TOTAL ASSETS			398,502.77
=====			
LIABILITIES			
=====			
063-2060	DEFERRED REVENUE	<u>16,095.00</u>	
TOTAL LIABILITIES			<u>16,095.00</u>
EQUITY			
=====			
063-2900	FUND BLANCE	<u>316,814.94</u>	
TOTAL BEGINNING EQUITY		316,814.94	
TOTAL REVENUE		72,489.52	
TOTAL EXPENSES		<u>6,896.69</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		65,592.83	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>382,407.77</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			398,502.77
=====			

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL	100,000	0.00	50,000.00	50,090.14	50,000.00	50.00
CHARGES	0	0.00	22,575.00	17,890.00	22,575.00	0.00
OTHER CHARGES	0	0.00	(85.48)	10,158.86	(85.48)	0.00
TOTAL REVENUES	100,000	0.00	72,489.52	78,139.00	27,510.48	72.49
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	0	0.00	5,892.19	1,875.00	5,892.19	0.00
SOUTHWOOD PARK	0	0.00	960.00	1,040.00	960.00	0.00
CASEY LAKE PARK	0	0.00	44.50	230.99	44.50	0.00
NON DEPARTMENTAL	65,000	0.00	0.00	67,460.15	65,000.00	0.00
TOTAL EXPENDITURES	65,000	0.00	6,896.69	70,606.14	58,103.31	10.61
REVENUE OVER/ (UNDER)	35,000	0.00	65,592.83	7,532.86	(30,592.83)	187.41

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
INTERGOVERNMENTAL						
063-3523 LGA	100,000	0.00	50,000.00	50,090.14	50,000.00	50.00
TOTAL INTERGOVERNMENTAL	100,000	0.00	50,000.00	50,090.14	50,000.00	50.00
CHARGES						
063-3629 CANOE RENTALS	0	0.00	325.00	175.00 (	325.00)	0.00
063-3630 PARK RENTAL FEES	0	0.00	22,250.00	17,715.00 (	22,250.00)	0.00
TOTAL CHARGES	0	0.00	22,575.00	17,890.00 (	22,575.00)	0.00
OTHER CHARGES						
063-3800 MARKET VALUE ADJUSTMENT	0	0.00 (	1,740.23)	681.71	1,740.23	0.00
063-3801 INVESTMENT INCOME	0	0.00	948.75	1,812.15 (	948.75)	0.00
063-3803 DONATIONS	0	0.00	706.00	4,065.00 (	706.00)	0.00
063-3805 PARK ADVERTISING	0	0.00	0.00	3,600.00	0.00	0.00
TOTAL OTHER CHARGES	0	0.00 (	85.48)	10,158.86	85.48	0.00
TRANSFERS						
TOTAL REVENUES	100,000	0.00	72,489.52	78,139.00	27,510.48	72.49

AS OF: AUGUST 31ST, 2021

063-PARK FUND
GENERAL PARK

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SUPPLIES						
CONTRACTUAL SERVICES						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	0	0.00	1,300.00	1,475.00 (	1,300.00)	0.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	0.00	400.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	1,300.00	1,875.00 (	1,300.00)	0.00
CAPITAL						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	4,592.19	0.00 (	4,592.19)	0.00
TOTAL CAPITAL	0	0.00	4,592.19	0.00 (	4,592.19)	0.00
TOTAL GENERAL PARK	0	0.00	5,892.19	1,875.00 (	5,892.19)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
SOUTHWOOD PARK

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SUPPLIES						
063-4-41-4120-303 OPERATING SUPPLIES	0	0.00	0.00	1,040.00	0.00	0.00
TOTAL SUPPLIES	0	0.00	0.00	1,040.00	0.00	0.00
CONTRACTUAL SERVICES						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	0	0.00	960.00	0.00	960.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	960.00	0.00	960.00	0.00
TOTAL SOUTHWOOD PARK	0	0.00	960.00	1,040.00	960.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
CASEY LAKE PARK

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SUPPLIES						
063-4-42-4120-000 OPERATING SUPPLIES	0	0.00	44.50	53.00 (	44.50)	0.00
063-4-42-4120-412 OPERATING SUPPLIES	0	0.00	0.00	177.99	0.00	0.00
TOTAL SUPPLIES	0	0.00	44.50	230.99 (	44.50)	0.00
CONTRACTUAL SERVICES						
CAPITAL						
TOTAL CASEY LAKE PARK	0	0.00	44.50	230.99 (	44.50)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
SILVER LAKE PARK

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
<u>CONTRACTUAL SERVICES</u>						
<u>CAPITAL</u>						

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
NORTHWOOD PARK

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
CAPITAL						

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
HAUSE PARK

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SUPPLIES						
CAPITAL						

063-PARK FUND
DOROTHY PARK

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
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CAPITAL

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
COLBY HILLS PARK

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
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CONTRACTUAL SERVICES

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

063-PARK FUND
NON DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
PERSONNEL SERVICES						
SUPPLIES						
CONTRACTUAL SERVICES						
063-4-00-4310-000 GENERAL SERVICE FEES	0	0.00	0.00	2,460.15	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	2,460.15	0.00	0.00
CAPITAL						
TRANSFERS						
063-4-00-4992-000 TRANSFERS TO OTHER FUN	65,000	0.00	0.00	65,000.00	65,000.00	0.00
TOTAL TRANSFERS	65,000	0.00	0.00	65,000.00	65,000.00	0.00
TOTAL NON DEPARTMENTAL	65,000	0.00	0.00	67,460.15	65,000.00	0.00
TOTAL EXPENDITURES	65,000	0.00	6,896.69	70,606.14	58,103.31	10.61
REVENUE OVER/ (UNDER) EXPENDITURES	35,000	0.00	65,592.83	7,532.86 (	30,592.83)	187.41

CITY OF NORTH ST. PAUL
BALANCE SHEET
AS OF: AUGUST 31ST, 2021

PAGE: 1

034-PARK DEDICATION FUND

ACCOUNT#	TITLE		
ASSETS			
=====			
034-1010	CASH	<u>237,176.64</u>	
			<u>237,176.64</u>
TOTAL ASSETS			<u>237,176.64</u>
			=====
LIABILITIES			
=====			
EQUITY			
=====			
034-2900	FUND BALANCE	<u>122,279.43</u>	
TOTAL BEGINNING EQUITY		<u>122,279.43</u>	
TOTAL REVENUE		<u>114,897.21</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		<u>114,897.21</u>	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>237,176.64</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>237,176.64</u>
			=====

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

034-PARK DEDICATION FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
OTHER CHARGES	0	0.00	114,897.21	46,098.19 (	114,897.21)	0.00
TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	114,897.21	46,098.19 (	114,897.21)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	114,897.21	46,098.19 (	114,897.21)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021

034-PARK DEDICATION FUND

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
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OTHER CHARGES

034-3800	MARKET VALUE ADJUSTMENT	0	0.00 (	1,019.27)	286.79	1,019.27	0.00
034-3801	INVESTMENT INCOME	0	0.00	716.48	811.40 (	716.48)	0.00
034-3880	PARK DEDICATION FEES	0	0.00	115,200.00	45,000.00 (	115,200.00)	0.00
TOTAL OTHER CHARGES		0	0.00	114,897.21	46,098.19 (	114,897.21)	0.00

TRANSFERS

034-3992	TRANSFER FROM OTHER FUND	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS		0	0.00	0.00	0.00	0.00	0.00

TOTAL REVENUES

0	0.00	114,897.21	46,098.19 (	114,897.21)	0.00
---	------	------------	-------------	-------------	------

REVENUE OVER/(UNDER) EXPENDITURES

0	0.00	114,897.21	46,098.19 (	114,897.21)	0.00
---	------	------------	-------------	-------------	------