



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

**September 22, 2021
6:30 PM**

The Parks and Recreation Commission Meeting will be conducted on **September 22, 2021** at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Parks and Recreation Commission meeting will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **September 22, 2021 Zoom meeting can be accessed via: <https://tinyurl.com/NSPparksandrec> (from a PC, Mac, tablet, iPhone or Android device) or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.**

The Parks & Recreation Commission Zoom meeting will be 'open to the public' to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

Laura Greenlee-Karp, Vice Chair
Lloyd Grachek, Chair
Larry Amsden
Heather Haas
Ingrid Koller
Sue Springborn
Nancy Thorsen
Sarah Zahradka
Arthur Alvarez, Jr.
Tim Cole, Council Liaison

STAFF
Jill Officer

Lisa Ritchie
Ron Ritchie

III. Adopt Agenda

IV. Approval of Minutes

- A. Approve July 28 Meeting Minutes

V. Meeting Open to Public

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

- A. Eagle Scout Presentation_Rahulfaizer Faizer

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Review/Approve Park Policy Revisions
- B. Southwood Park Budget
- C. Southwood Park Fee-For-Service work order between Southwood Nature Preserve and Conservation Corps Minnesota & Iowa
- D. Rotary Park Signs

VIII. Reports from Staff

- A. Update on quorums
- B. Update on Park Improvement Plan
- C. Silver Lake Fall Clean Up Sept 18th - 25th. See article in city website:
<https://www.northstpaul.org/calendar.aspx?eid=1918>
- D. Update on Casey Lake

IX. Reports from Commissioners & Park Liaisons

X. Adjournment

The next regularly scheduled Parks & Recreation Commission meeting is October 27, 2021

**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.

VO-21-1

Volunteer Opportunities

Status: Active

Date Created: Sep 1, 2021

Applicant

Rahul Faizer
rahulfaizer@gmail.com
2457 Dianna Lane
Little Canada, MN 55117
6123238170

Location

2089 17th Ave. E.
North St. Paul, MN 55109

Owner:

North Saint Paul Parks & Rec
2089 17th Avenue East North St. Paul,
MN 55109

Volunteer Opportunities at the City of North St. Paul

First Name

Rahul

Last Name

Faizer

Address

2457 Dianna Lane

City

Little Canada

State

MN

Zip Code

55117

Phone Number

612-323-8170

Email Address

rahulfaizer@gmail.com

Type of Volunteer Opportunity You Prefer

Other

If other, please describe

Building wood duck houses at Casey Lake Park and replacing another at Southwood Nature Reserve for Eagle Project.

Attachments

 Additional Document for Photos.pdf

Uploaded by Rahul Faizer on Sep 1, 2021 at 10:15 pm

 EagleProjectWorkbook2021WoodDuckHouses.pdf

Uploaded by Rahul Faizer on Sep 1, 2021 at 10:15 pm

Figure 22

Wood Duck, Hooded Merganser, and Common Goldeneye Nest Box

To make swing-up door, on one side make a 45° cut 6" from the bottom and trim 1/4" from long edge of the door.

Completed Box

Entrance hole is 4" x 3" except for Common Goldeneye it is 4 1/4" x 3 1/4". See Figure 31 for entrance hole templates.

Roof should overhang house 1/4" in the back and 1" along the sides. Recess the floor 1/2" up.

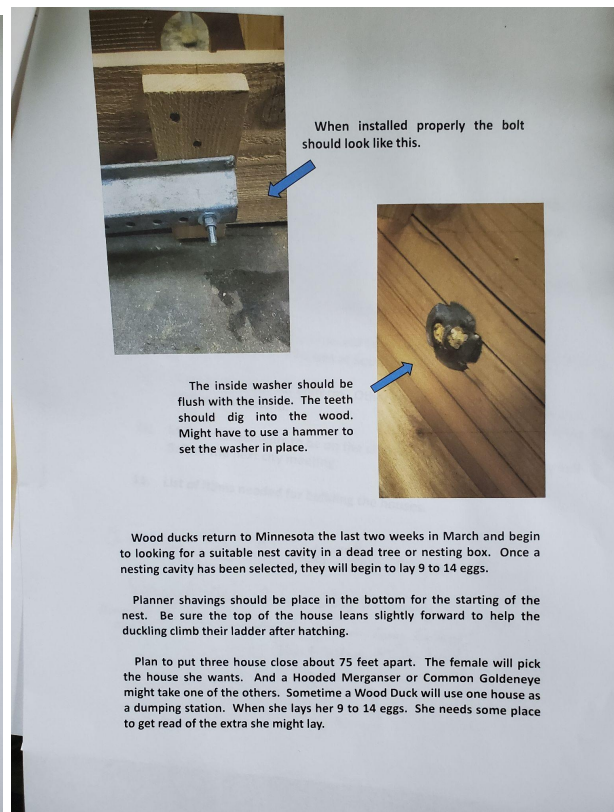
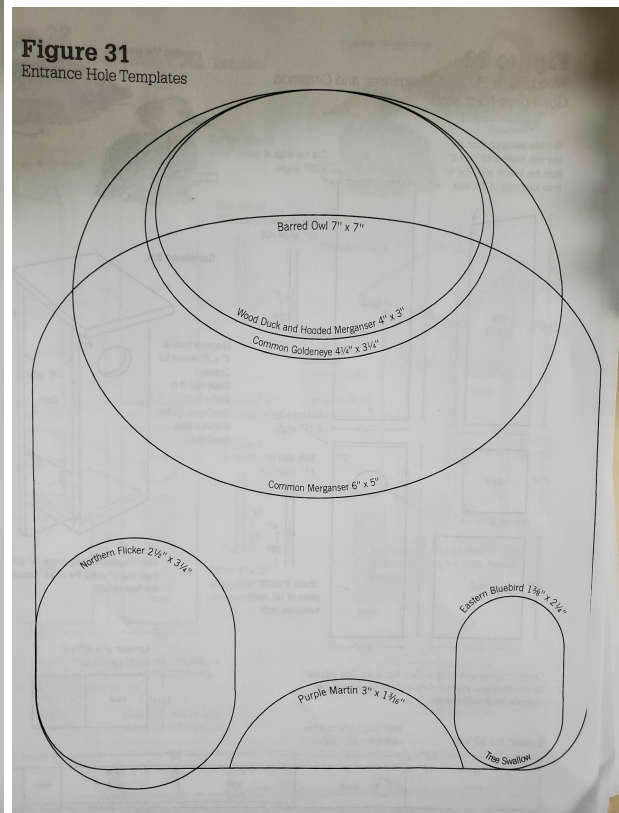
Construct house with rough surface facing out. One side will be smooth unless you're making multiple houses and you alternate the direction of your cross cut.

Lumber: 1" x 10" x 10'

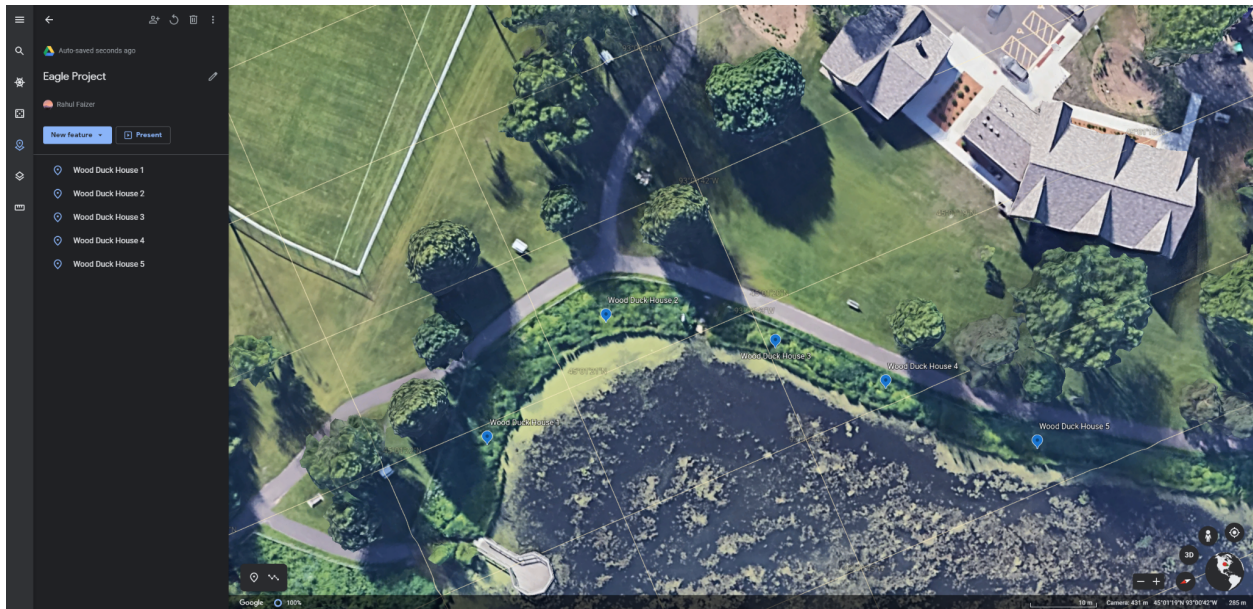
Have rough side up when cutting the 15° angle cut.

Lumber: 1" x 12" x 2'

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Location for Wood Duck Houses in Casey Lake Park(below)



“Before” Pictures at Casey Lake Park(below)





Wood duck houses to be replaced in Southwood Nature Reserve(below)





Cost Table(below)

Item	Size	Quantity	Price per item (\$)	Total Price(\$)	
Contact Cement	1 Quart	1	16	16	MATERIALS
Wood pallets	16'	4	0	0	
¼ inch hardware cloth	2' x 5'	1	11	11	
Washers, nuts, and bolts		2 per house	2	12	
Rubber membrane for roof	13'x15"	6	0	0	
Screws:	8 x 2 ½"	1 package	13	13	
1-3/8" chainlink top rail	16'	3	14	42	
Line Post 1-5/8"	8'	5	20.5	103	
3" PVC Pipe	10'	3	25.5	77	
Pipe clamps	Packs of 4	5	2.75	14	
Total Materials				308	
Pizza	12'	12	6.5	78	FOOD
Drinks	20oz, 8pk	4	6	24	
Chips	18ct	10	2	20	
Total Food				102	
Paintbrush		2	1.3	3	TOOLS
Total Tools				3	
Total				393	
10% to account for unforeseen issues				39	
New Total				432	



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the Guide to Advancement that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

Only the Official Workbook May Be Used

Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the BSA and found at www.scouting.org/advancement. Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

The Project Plan

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are strongly encouraged to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

If your fundraising effort involves contributions only from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

The Project Report

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, “To help other people at all times,” one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined “your community” to include the “community of the world.” Normally, “your community” would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the “community” who will provide approvals. For more information, see the Guide to Advancement, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of “canned” instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions and Other Considerations

There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See “Eagle Scout Service Project Fundraising Application” later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA’s Journey to Excellence tracking system.

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the Guide to Advancement, No. 33088, beginning with topic 9.0.2.0, “The Eagle Scout Service Project.” The Guide may be accessed at www.scouting.org/advancement.

The current Guide to Advancement, No. 33088, along with the Scouts BSA Requirements book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The Guide to Advancement and Scouts BSA Requirements book are available in Scout shops or on www.scoutshop.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on www.scoutshop.org is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the Guide to Advancement, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.
3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

**An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

Excerpts and Summaries From the Guide to Advancement

Eagle Scout Service Project Coaches (See the Guide to Advancement, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the Guide to Advancement, topic 9.0.2.9. Note that there should be only one coach that is designated for you by your council or district; but your unit may also provide people to coach you.

What Is Meant by “Give Leadership to Others ...?” (See the Guide to Advancement, topic 9.0.2.4)

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

Evaluating the Project After Completion (See the Guide to Advancement, topic 9.0.2.13)

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests or may decide—if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the Guide to Advancement, topic 8.0.3.2.

Risk Management and Eagle Scout Service Projects (See the Guide to Advancement, topic 9.0.2.14)

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting applies. The “Sweet 16 of BSA Safety” must also be consulted as a planning tool. It can be found at: <https://www.scouting.org/health-and-safety/gss/sweet16/>. The Guide to Safe Scouting may be accessed at <https://www.scouting.org/health-and-safety/gss/>.

Insurance and Eagle Scout Projects (See the Guide to Advancement, topic 9.0.2.15)

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.

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Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name:		Birth date:	
Email Address:		BSA PID number:	
Address:	City:	State:	Zip:
Preferred telephone(s):		Life Board of Review date:	

Current Unit Information

Check One:	Troop	Crew	Ship	Unit Number:
Name of District:				Name of Council:

Unit Leader Check One: Scoutmaster Crew Advisor Skipper

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Unit Committee Chair

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Unit Advancement Coordinator

(If your unit has one)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary

(Name of religious institution, school or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Your Council Service Center

Contact Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Description and Benefit

Briefly describe your project

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin carrying out your project?

When do you think your project will be completed?

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

Explain:

What do you think will be most difficult about leading them?

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below
(include sales tax if applicable)

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:

Supplies:

Tools:

Other:

Total Costs:

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

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Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "Age Guidelines for Tool Usage" at [Scouting.org](https://www.scouting.org)

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise*		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed		Date	

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

Unit Leader Approval*		Unit Committee Approval*	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

Beneficiary Approval*		Council or District Approval	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." Yes _____ No _____			
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

** While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*



Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Eagle Scout Service Project Name

Planned start date

Planned completion date

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your project may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out the project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your project?

Project Description and Benefit - Changes from the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation *Include "before" photographs to show the board of review as attachments.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Project Phases

You may have more than ten phases, or fewer, as needed.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase. If you have more than 10 phases, attach a separate page with your continued phase list.

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Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

Attachments

If you are unable to attach items within this workbook, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

Permits and Permissions

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

* Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.

Materials List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware Donation
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of materials:					

Supplies List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plastic tarp	9' x 12', 2mil think	2	4.00	8.00	ABC Hardware
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of supplies:					

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.

Circular power saw*	1	0.00	0.00	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Total cost of tools:					

Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. See example.

Printing	Marketing brochure	2000	0.01	20.00	ABC Hardware
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of other needs:					

Expenses

Item	Projected Cost
Total materials (from above)	
Total supplies (from above)	
Total tools (from above)	
Total other (from above)	
Total cost	

Revenue

Total to be raised: \$

Contribution from beneficiary: \$

Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.

Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (if any)	Adult or Youth	Helpers Needed	Helpers So Far

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommend no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

Safety

Will a first aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing?

Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Contingency Plans

What would cause postponement or cancellation of the project? What will you do should this happen?

Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			
Check One: Troop Crew Ship		Unit Number:	
Name of District:		Name of Council:	

Project Beneficiary

(Name of religious institution, school or community)

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

**You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.*

Are any contracts to be signed?

If so, by whom?

Contract details:

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signature	Date	Signature	Date	Signature	Date

Procedures and Limitations on Eagle Scout Service Project Fundraising

Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

**This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."

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Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Eagle Scout Service Project Name

Project start date

Project completion date

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Project Execution:

Once planning was completed, when did the work begin?

When was it finished?

Project Description

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout Candidate - Planning Hours		
The Eagle Scout Candidate - Execution Hours		
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (enter here and on your Eagle Scout Rank Application)		

***There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise *Sign below before you seek the other approvals.*

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

Signature	Date

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.

Beneficiary name:	Unit leader name:
Signature	Signature
Date	Date



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the impact or benefit the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Projects Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's Eagle Scout Service Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is available for download at <http://www.scouting.org/advancement>

Eagle Service Project Workbook - Revision Tracking

Version 2021a - Released 1/3/21

Version 2021b - Released 1/6/21

- Free text date fields length increased
- Scout name copied to footer on all pages
- Scout and project name copied across pages
- Scout name copied to fundraising application
- Made the Safety section much larger and added link to BSA Tool Safety web page
- Added an email address to the Council Service Center contact block

Version 2021c - Released 1/29/21

- Warnings about digital signatures locking the document have been added near all signature areas
- Candidate hour reporting split into separate planning and execution blocks*
- Page reference on Proposal Page H corrected
- Page reference on Fundraising Application Page A corrected
- Page reference on Project Report Page C corrected
- Formatting of all telephone fields removed to allow international phone numbers



To

Honorable Mayor Furlong and City Council

Date

September 22, 2021

Agenda Placement # VII.A

Commission Business, Action Items & Recommendation

Subject

Review/Approve Park Policy Revisions

Background/Facts

Review proposed changes on the park policy

Recommendation:

Approve recommended changes

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,

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

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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.



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

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2021 Budget Proposal

1. Professional Buckthorn Removal	\$ 2,500.00
2. Professional Invasive Plant Treatments for prairie restoration areas (Mesic Prairie, Emergent Shoreline Restoration, Upland Prairie, Oak Savanna, North Oak Savanna, North Mesic Prairie)	\$ 3,200.00
4. Supplies (e.g. flagging, chemicals, foaming agent, bags, gloves)	\$ 200.00
3. Earth Day Cleanup, Garlic Mustard Pull, Fall Work Day	\$ 300.00
4. Plants/Seeds	\$ 300.00
TOTAL	\$ 6,500.00

2019 Southwood Nature Preserve Quarterly Expense Report - \$6,300 approved by city council

April - June 2019

Dominos - 05/16/2019	Pizza for Garlic Mustard Pull	\$ 49.00
Minnesota Native Landscapes - 6/05/2019	Weed Control	\$ 1,000.00

July - September 2019

Minnesota Native Landscapes - 07/17/2019	Weed Control	\$ 332.50
Water - 08/05/2019	Water for God's Work Our Hands Service Project	\$ 3.44
Minnesota Native Landscapes - 08/05/2019	Weed Control	\$ 750.00

October - December 2019

Conservation Corps - 10/17-18/2019	Buckthorn Removal	\$ 1,245.00
Minnesota Native Landscapes 11/12/2019	Buckthorn Removal	\$ 2,382.75
Menards	ACCU Sharpening Tools	\$ 15.94

Total Expense		\$ 5,778.63
Total Budget	\$6,300	
Remaining Budget		\$ 521.37

FEE-FOR-SERVICE WORK ORDER BETWEEN
Southwood Nature Preserve
AND CONSERVATION CORPS MINNESOTA & IOWA
Project Number: 501-11140

This work order, and amendments and supplements thereto, subject to the Laws of Minnesota is by and between CONSERVATION CORPS MINNESOTA & IOWA, 60 Plato Blvd E #210, St. Paul, MN 55107 (hereafter referred to as "THE CORPS") and Southwood Nature Preserve (hereafter referred to as "PURCHASER").

Description and scope of work for the project: Remove buckthorn

THE CORPS represents that it is duly qualified and agrees to provide the services described in this contract.

TERM OF CONTRACT

- 1.1 **Effective date:** 09/01/2021, or the date THE CORPS obtains all required signatures, whichever is later.
- 1.2 **Expiration date:** 11/30/2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

DUTIES OF THE CORPS

- 2.1 Complete services as specified in Project Request, which is attached hereto, and shall be a part of this contract.
- 2.2 Enroll and supervise AmeriCorps members in accordance with program guidelines.
- 2.3 Provide basic orientation and training as appropriate for corpsmembers.
- 2.4 Provide consultation and on-site project review to ensure that service is progressing in accordance with this work order and program guidelines.
- 2.5 Provide personnel and payroll administration for corpsmembers.
- 2.6 Provide all necessary transportation of corpsmembers to and from service sites.
- 2.7 Provide basic tools, safety gear, personal supplies and equipment needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 2.8 Provide professional liability and worker's compensation insurance for all corpsmembers.
- 2.9 Track services completed and make this information available to PURCHASER upon request.

DUTIES OF PURCHASER

- 3.1 Provide on-site project specific direction and assistance to the corpsmember(s).
- 3.2 Provide at least one media promotion to the public stating that the services(s) are being performed by THE CORPS. Any publicity regarding the subject matter of this work order must not be released without prior approval from the Corps' Authorized Representative.
- 3.3 Ensure safe working conditions in and around project areas that meet all PURCHASER and federal standards.
- 3.4 Secure all local, county, and federal permits required by law prior to the commencement of work.
- 3.5 Provide corpsmember(s) with training and educational opportunities relevant to the services being performed. This includes an on-site project overview at the outset of the project which outlines project background, goals and overall outcomes expected as a result of the corpsmembers' efforts.
- 3.6 Provide specialized tools, safety gear, personal supplies and equipment that are not available through THE CORPS that are needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 3.7 Assist in the acquisition of camping/lodging accommodations if necessary.
- 3.8 Provide all project materials, supplies and chemicals.

PAYMENT

- 4.1 PURCHASER will pay THE CORPS for services performed by THE CORPS.
- 4.2 PURCHASER's obligation to THE CORPS under this contract is up to a maximum of \$2,500.00, based on the following fee schedule: \$24.50/hour + herbicide.
- 4.3 THE CORPS may invoice monthly. THE CORPS shall send final invoice to PURCHASER upon service completion.
- 4.4 PURCHASER shall make payment within 30 days of receipt of invoices.

CANCELLATION

- 5.1 This contract may be cancelled by the PURCHASER or THE CORPS at any time, with or without cause, upon 30 days written notice to the other party. In the event of such cancellation, THE CORPS shall be entitled to payment for services performed.
- 5.2 THE CORPS reserves the right to withdraw corpsmembers from PURCHASER for emergency response work including, but not limited to, natural disasters and wild fire response. Reasonable efforts will be made to accommodate the needs of the PURCHASER. PURCHASER has no funding commitment to THE CORPS for services completed while corpsmembers have been withdrawn from PURCHASER for emergency response. PURCHASER shall remain liable for payment for services that THE CORPS provides to PURCHASER.

AUTHORIZED REPRESENTATIVES

- 6.1 THE CORPS's Authorized Representative is Dorian Hasselmann, District Manager, 60 Plato Blvd E, Suite 210, Saint Paul, MN 55107, or his/her successor.
- 6.2 The PURCHASER's Authorized Representative is Brian Frandle, Interim City Manager, 2400 Margaret Street North, North Saint Paul, MN 55109, or his/her successor.

AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

- 7.1 Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- 7.2 If THE CORPS fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

INDEMNITY & INSURANCE REQUIREMENTS

- 8.1 To the fullest extent permitted by law, PURCHASER will defend, indemnify and hold harmless THE CORPS from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE PURCHASER; THE PURCHASER's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.2 To the fullest extent permitted by law, THE CORPS will defend, indemnify and hold harmless PURCHASER from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE CORP; THE CORPS's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.3 THE CORPS's is not obligated to indemnify and defend PURCHASER or owner for claims due to the sole negligence or willful misconduct of PURCHASER. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.4 THE PURCHASER's is not obligated to indemnify and defend THE CORPS or owner for claims due to the sole negligence or willful misconduct of THE CORPS. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.5 Applicable only if Corps staff or corps members will be operating motor vehicles owned, leased or rented by PURCHASER: The PURCHASER must provide to THE CORPS certificates of insurance showing CONSERVATION CORPS MINNESOTA & IOWA as an Additional Insured for Automobile Liability and include a Waiver of Subrogation in favor of THE CORPS.

GOVERNING LAW, JURISDICTION, AND VENUE

- 9.1 Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

DUPLICATION, DISPLACEMENT, SUPPLANTATION

- 10.1 Conservation Corps crews are subject to the provisions of 42 V.S.C. §§ 12501 - 12682 and 45 C.F.R. parts 2500 - 2550. These laws require, in part, that AmeriCorps assistance not result in:
- 10.1.1 Duplication of an activity otherwise available in the locality of the program or would otherwise be performed by an employee as part of the employee's assigned duties.
 - 10.1.2 Displacement of currently employed workers or workers on seasonal layoff or layoff from a substantially equivalent position, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits.
 - 10.1.3 Termination or layoff of employees.
 - 10.1.4 Infringement on the promotional opportunity of an employee or infringement on services performed by an employee as part of the employee's assigned duties.
 - 10.1.5 Supplanting the hiring of employed workers.
 - 10.1.6 Infringement on the assignments of any presently employed worker; an employee who recently resigned or was discharged; an employee who is on leave, on strike, being locked out, subject to a reduction in force, or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

PURCHASER:

PURCHASER certifies that the appropriate person(s) have executed this contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By:	
Title:	
	Interim City Manager
Date:	9/1/2021

CONSERVATION CORPS:

THE CORPS certifies that the appropriate person(s) have executed this contract on behalf of THE CORPS as required by applicable articles, by-laws, resolutions, or ordinances.

By:	
Title:	
	District Manager
Date:	

PROJECT REQUEST / SCOPE OF WORK

The CORPS and the PURCHASER have entered into an agreement to complete the project per the scope of work as derived from the originally submitted project request from:

Project Host Information

1. Project Contact Name: Brian Frandle
2. Project Contact Title: Interim City Manager
3. Agency: Southwood Nature Preserve
4. Phone Number: 651.747.2472
5. Email Address: brian.frandle@northstpaul.org

Project Information

1. Project Name: Buckthorn Removal
2. Project Location: Southwood Nature Preserve has undergone restoration since 2007. The Conservation Corps has assisted us with buckthorn removal in the past. The preserve is located on Holloway Avenue and can be reached from either Mcknight Road (West side) or Highway 120 (East Side) from Interstate 94 (South side) or Highway 36 (North side).
3. If applicable, project address: 2651 Holloway Avenue, North Saint Paul, MN 55109
4. Project Purpose: Remove buckthorn
5. Project Explanation: Since the crew has not been able to get out the last 2 years the buckthorn has really grown and will need to be cut and stumps treated.

Training Information

1. Project host able to provide training? No
2. Trainer(s): ,
3. Hours available for training:
4. Project host to provide site orientation, project overview and history, or other training for crew? Yes

Scheduling Information

1. Crew Type Requested: Young Adult Crew
2. Estimated Length of Project: 1-4 Days
3. Preferred Project Timeline: Middle of October
4. Can the project be completed intermittently? No

Project Equipment & Safety Information

1. Cell phones work in project area? Yes
 - a. If no, alternative communication options:
2. List all types of hand tools required for project: Backpack sprayers.
3. List all types of power tools required for project: Brush saws and possibly chain saw.
4. Safety concerns or potential "watch-out" situations related to project. List any specialty safety equipment requirements: Caution when walking through wooded area to avoid tripping.
5. Agency able to provide specialized tools? No
6. Alternate work plan in the event of adverse weather, if applicable:



Residents Express Concerns Over Casey Lake Conditions

Representatives from the Ramsey-Washington Watershed District, the Minnesota Department of Natural Resources, and the City of North St. Paul met via Zoom with several residents to discuss the condition and care of Casey Lake on Wednesday, September 1.

Residents approached the City expressing concerns over the lake's conditions. Paige Ahlborg, Watershed Project Manager and Bill Bartodziej, Natural Resources Specialist and District Biologist, both from the Watershed, and Robb Dodd from the DNR answered resident questions and shared the latest updates on Casey Lake's history, management and maintenance.

Watershed staff presented the latest findings on Casey Lake's water quality over the last several years and the ongoing efforts to measure the lake's health. Several factors impacting the lake were discussed including how the drought conditions over the summer has impacted the Watershed's ability to harvest weeds on the lake due to low water levels. Other concerns mentioned included storm drain and road maintenance concerns to help keep pollutants out of the water and the on-going need to remove trash from the

lake.

Lake Management Roles

Currently, the Watershed District manages plant harvesting on the lake, monitors water quality, conducts fish assessments and restocks if necessary and manages the stewardship grant program. The City of North St. Paul installs and maintains an aerator throughout the winter months to ensure there is enough oxygen to sustain the gamefish populations. Ramsey County Public Works does annual street sweeping and sump catch basin cleanouts on County roads that drain into Casey Lake.

The efforts of RWMWD and other partners have greatly improved the water quality and ecology of Casey Lake. Harvesting was completed on September 9, 2021. RWMWD mainly harvests aquatic plants for a water quality benefit. Duckweed is not one of those plants that is harvested because it does not have a negative impact on water quality. The harvester ran across numerous bluegill and largemouth bass while working on Casey. Many were smaller fish indicating natural reproduction is taking place.

What Residents Can Do to Help

Dodd spoke to the residents about DNR permits that allow residents to clear cattails and other vegetation from their shorelines to accommodate recreational use on the lake. Ahlborg also referenced the Stewardship Grants available to property owners from the Watershed District to help with shoreline restoration and other improvements to protect Casey Lake's water quality. Residents can reach out to RWMWD staff to schedule time to discuss shoreline restoration options.

Casey Lake Depth

Several residents expressed concern about the water level at Casey Lake and what, if anything can be done to increase its depth. Casey Lake has always been a shallow lake/wetland. City and RWMWD have and will remove accumulated sediment around structures as needed. Raising the water level will still result in the same plant community and is not needed to sustain a native fish community.

RWMWD reached out to the Department of Natural Resources and the Minnesota Board of Soil and Water Resources for more details about artificial lake level changes and dredging.

DNRresponse from Daniel Scollan, Acting East Metro Area Hydrologist for Ramsey and Washington Counties:

"Casey Lake (62-5P) is a DNR Public Water with a Natural Environment Lake shoreland classification. The current outlet structure for Casey Lake has a runout elevation of 925.3', 1' below the ordinary high water level of 926.3'. The existing outlet structure was authorized by DNR Permit #1991-6202.

To change a lake level control, [Minn. Statutes 103G.407](#) requires that (1) all of the property abutting the ordinary high water level of the public water is in public ownership or the public entity has obtained permanent flowage easements; and (2) that DNR finds that the proposed change in the control level is in the public interest and causes minimal adverse environmental impact. A change in Casey Lake's control elevation would be restricted by [Minn. Rules 6115.0221, subpart 2](#), which states that "where a functioning outlet existed in a state of nature or for a long period of time following lawful

creation, [...] the proposed outlet is at essentially the same control elevation." *DNR's goals for managing public waters, as stated in our rules, include maintaining or restoring natural water level conditions to the maximum feasible extent and limiting the artificial manipulation of water levels, except when the balance of affected public interests clearly warrants the establishment of appropriate controls that are not proposed solely to satisfy private interests.*

With regard to the excavation of a public water like Casey Lake, note that DNR's goals, as stated in our rules, include limiting the excavation of the beds of public waters in order to preserve the natural character of public waters. A project would need to be the "minimal impact" solution to a specific need with respect to all other reasonable alternatives. Excavation of public waterbasins like Casey Lake is specifically regulated by [Minn. Rules 6115.0201, subpart 3](#). To get the required approval from DNR, a public need for the excavation must be established by a local government resolution specifying the public interests to be improved. The excavation project would need to achieve one or more of the following objectives: (1) improve navigation, swimming, and other recreational use; (2) reduce winter fish-kill potential; and/or (3) remove sediment to eliminate a source of nutrients and/or contaminants. To be considered for approval, a proposed excavation project would need to be part of a comprehensive plan for lake improvement that is based upon an rigorous background study with field data, and that includes an analysis of alternatives to excavation. Preparation of an environmental assessment worksheet (EAW) would likely be required by [Minn. Rule 4410.4300, subpart 27](#)."

Board of Soil and Resources Response from Ben Meyer, Wetland Specialist

"Casey Lake is listed on the DNR PWI map as 5P which means it is a regulated Public Water Lake. The DNR would then regulate any excavation or outlet modification. If there is wetland fringe, the activity could not fill, excavate or drain in these areas.(RWMWD note: Casey Lake is a wetland fringe).

WCA allows for excavation of accumulated sediment in deeper water wetlands only when currently used as a stormwater basin (this assumes that stormwater pipes brought in the sediment). Otherwise, excavation would not be allowed in a Types 3, 4, 5 wetland without replacement. "

Residents can reach out to RWMWD staff to schedule time to discuss shoreline restoration options

