

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
January 23, 2019
6:30 PM**

North St. Paul City Hall

I. CALL TO ORDER

II. ROLL CALL

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

Ex-Officio: Jim Naughton

Council Liaison: Candy Petersen

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

A. Approve the November 28, 2018 regular meeting minutes.

V. MEETING OPEN TO THE PUBLIC

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

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. **Review/Discussion/Recommendation:** Election of Officers
- B. **Review/Discussion/Recommendation:** Fire and Ice Debrief
- C. **Review/Discussion/Recommendation:** Star Watch 2019 Date
- D. **Review/Discussion/Recommendation:** Food Truck Night / Concerts at Hause
- E. **Review/Discussion/Recommendation:** Tennis Court Resurfacing
- F. **Review/Discussion/Recommendation:** Path at Northwood
- G. **Review/Discussion/Recommendation:** Hause Park Update / Parking
- H. **Review/Discussion/Recommendation:** Summer Recreation Program Planning
- I. **Review/Discussion/Recommendation:** Business Sponsorship Packet

VIII. REPORTS FROM STAFF

- A. Review/Discussion: Budget Update** – November and December
- B. Review/Discussion:** Park Clean-up Event, April 27, 2019

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

- A. Review/Discussion:**

X. ADJOURNMENT

Next meeting: February 27, 2019 at City Hall Sandberg Room

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

November 28, 2018

6:30 PM

North St. Paul City Hall
2400 Margaret Street

I. CALL TO ORDER

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

II. ROLL CALL

Present: Lloyd Grachek, Chair
Larry Amsden, Vice Chair
Heather Haas
Nancy Thorsen
Sarah Zahradka
Tim Cole

Absent: Ingrid Koller
Laura Greenlee-Karp

Council Liaison: Terry Furlong (absent)

Staff: Debra Gustafson, Strategic Operations Director / PRC Liaison
Keith Stachowski, Parks Coordinator
Sandra Bush, Community Development

Ex-Officio: Jim Naughton, NSPAA

III. ADOPT AGENDA

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

IV. APPROVAL OF MINUTES

Approve the October 24, 2018 regular meeting minutes.

On motion by Commissioner Thorsen, seconded by Commissioner Haas with all present voting aye, motion carried to approve the October 24, 2018 meeting minutes.

V. MEETING OPEN TO THE PUBLIC

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

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Review/Discussion/Recommendation: Southwood Nature Preserve Budget Request. Troendle proposed a budget of \$8,300 for 2018, which included \$2,000 for the placement of woodchips for a portion of the trails. Stachowski met with Troendle to view the trails. The cost for the woodchips will be \$1,000 which will come out of the Recreation Fund, reducing the 2019 proposed budget to \$6,300.

Zahradka expressed her concern that in the future this expenditure should come out of the Maintenance Fund and not the Park Fund.

On motion by Commissioner Zahradka, seconded by Commissioner Thorsen, with all present voting aye, motion carried to recommend City Council approval of the 2019 Southwood Nature Preserve budget in the amount of \$6,300, from the Park Fund.

B. Review/Discussion/Recommendation: Star Watch 2019 Date. Gustafson asked Thorsen to reach out to Mike Lynch to reserve him again for 2019. The event will be held either September 26 or October 3, 2019.

C. Review/Discussion/Recommendation: Goals and Accomplishments PowerPoint. Grachek will present the 2018 Accomplishments/Projects in Progress/2019 Goals Powerpoint presentation to City Council on December 4. Gustafson will ask if this can be the first item on the agenda, before the 2019 Budget and Property Tax Levy discussion. If this is not possible, Grachek will present it at the January 8th City Council meeting.

Gustafson stated the Hause remodel is coming along well and will be ready for the Fire and Ice Event on January 4, 2019. As the PRC suggested, the remodel included windows where the playground is visible from inside the building. Gustafson will bring request for funding for Hause equipment to the next PRC meeting. Rental includes the inside and outside shelter. At a future date, PRC will discuss the possibility of rental rates increasing for 2020 rentals.

D. Review/Discussion/Recommendation: Tennis Court and Basketball Resurfacing Quotes. Tabled for January PRC meeting.

E. Review/Discussion/Recommendation: Park Signs. Gustafson received a quote of \$1,600 from a graphic designer to design the park signs. She also checked with M and R (the company the City used for the entrance signs); however, they are not able to provide a decorative post/iron to each sign. Gustafson and Stachowski will look around for different design companies.

They will provide the templates that were used for the entrance signs which should reduce the overall price.

F. Review/Discussion/Recommendation: Path at Northwood. Stachowski received a quote from Remackle of \$17,500 to install an ADA concrete path at Northwood Park. Zahradka suggested looking into what it would cost to use asphalt instead of concrete. Stachowski stated a lot of the expense is because of the amount of excavation that is required. Stachowski will get more bids.

G. Review/Discussion/Recommendation: Fire and Ice Event Planning. Event is January 4, 2019. Fire Department will have a recreational fire. Flooding of the rink has started. Stachowski will contact Salvation Army and ask them to provide hot cocoa. Gustafson will check with Greenlee-Karp if she will be purchasing items for the smores. Gustafson will contact Nick, Public Works, to request benches be placed outside as a place for attendees to put their skates on. Grachek and Amsden volunteered to help with the event.

H. Review/Discussion/Recommendation: Summer Recreation Program Planning. Gustafson will contact Greenlee-Karp regarding the status of the summer recreation program collaboration between the City and Community Education.

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – October. Gustafson summarized revenue/expenditures for October 2018. She pointed out the picnic table donated by Berwald was installed at the snowman site, and that we received the Snowman Sign. Gustafson will coordinate with Public Works to have it installed.

DNR signed off on the Cooperative Agreement for the Rotary bathrooms which will be started next year. Gustafson also noted that the City will be receiving park dedication fees from the new townhouse development.

B. Review/Discussion: No meeting in December.

IX. REPORTS FROM COMMISSIONER AND PARK LIASIONS

A. Review/Discussion. Grachek stated that voting for the 2018 PRC Chair and Vice Chair will need to take place at the January Meetin. Mayor-Elect Furlong will appoint the PRC Council/Liaison.

X. ADJOURNMENT

On motion by Commissioner Zahradka, seconded by Commissioner Haas, with all present voting aye, motion carried to adjourn the meeting at 7:32 pm.

Next meeting: January 23, 2019, at City Hall, Sandberg Room.

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 23, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. ELECTION OF OFFICERS

ACTIONS TO BE CONSIDERED

Election of 2019 Parks and Recreation Commission Officers

FACTS

According to Ordinance 737, Chapter 32 Chairperson. The Board or Commission shall elect a Chairperson and a Vice-Chairperson from among its appointed members, each for a term of one (1) year. No person shall serve more than three (3) consecutive one-year terms as Chairperson of a particular Board or Commission, unless a challenge is not present then the existing Chairperson may remain for an additional term.

ATTACHMENTS

Attached is Ordinance 737, Chapter 32

CITY OF NORTH ST. PAUL

ORDINANCE NO. 737

**AN ORDINANCE AMENDING THE
NORTH SAINT PAUL CITY CODE OF ORDINANCES
TITLE III, GOVERNANCE,
CHAPTER 32, BOARDS AND COMMISSIONS**

The City Council of the City of North St. Paul does hereby ordain:

Section I.

Chapter 32 of the North St. Paul City Code is hereby repealed and replaced in its entirety.

Section II.

CHAPTER 32 BOARDS AND COMMISSIONS.

32.01 GENERALLY.

The City shall create and support organizations that enhance community engagement in the City's decision-making process. All Boards and Commissions shall be subject to the provisions of this chapter, unless otherwise specified in City ordinance or state law.

32.02 OPEN MEETING LAW.

All meetings of the Boards or Commissions established under this Chapter shall be held in compliance with the Open Meeting Law, M.S. Chapter 13D, as it may be amended from time to time.

32.03 PUBLIC PROCESS.

As part of its obligations and responsibilities, the North St. Paul City Council recognizes the value of public process. Such public process can be achieved by citizen-based representation on Boards and Commissions. Therefore, from time to time, the City Council shall come to rely on the advice and consent of its Boards and Commissions in making its decisions.

32.04 ESTABLISHMENT.

Authority to Establish. Pursuant to M.S. § 412.621, and other such statutes as are specifically cited, the Council establishes the following Boards and Commissions. The City Council has the authority to establish and abolish such Boards and Commissions as it deems necessary.

32.05 MEMBERSHIP.

- (A) Regular Members. Regular members of Boards and Commission established by the Council shall be adult residents or business owners located within the North St. Paul City limits unless otherwise expressly stated by ordinance. Members who discontinue legal residency in the City shall automatically be deemed to have resigned from office as of the date of such discontinuance.
- (B) Student Members. Student members shall be residents located within the North St. Paul City limits and enrolled full-time in secondary school. Student members shall be non-voting.
- (C) Ex Officio. The City Council may, in its discretion, appoint other persons to serve on the Board or Commission in a non-voting capacity.

32.06 APPOINTMENT AND TERMS.

- (A) Appointment. Regular members of Boards and Commissions shall be appointed by the Mayor with the approval of the City Council.
- (B) Student Members. Student members shall be appointed by majority vote of the Council and shall serve terms of membership not to exceed one (1) year per term.
- (C) Terms. Board and Commission member appointees shall serve staggered terms of membership not to exceed three (3) years per term, except as noted below, commencing on the first day of January in the year of the appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed.
- (D) Staggered Terms. Terms of membership shall be staggered so that no more than one-half of the terms on a Board or Commission expire in any particular year.
- (E) Resignation and Removal. Members may resign voluntarily by letter or email to the City clerk or be removed by majority vote of the Council or pursuant to Section 32.05 Membership or 32.12 Attendance Requirements.
- (F) Vacancies. Vacancies in membership shall be filled by the Mayor with the approval of the City Council for the balance of the unexpired term.
- (G) Oath. Every appointed member shall, before exercising any of his or her duties, take an oral oath that he or she will faithfully discharge the duties of the office.

32.07 COMMITTEES AND SUBCOMMITTEES.

- (A) Establishment. A Board or Commission may, with specific approval of the Council, establish committees, subcommittees, committees of the whole or working groups that include members of the Board or Commission and additional persons as requested by the Board or Commission.
- (B) Scope. A committee, subcommittee, committee of the whole or working group may not engage in activities, functions, or duties outside the scope of authority granted to the Board or Commission by which it was established.

32.08 ORGANIZATION.

- (A) Chairperson. At the first regular meeting of the calendar year, the Board or Commission shall elect a Chairperson and a Vice-Chairperson from among its appointed members, each for a term of one (1) year. No person shall serve more than three (3) consecutive one-year terms as Chairperson of a particular Board or Commission, unless a challenge is not present then the existing Chairperson may remain for an additional term.
- (B) City Staff. The City Clerk or Administrator, Building Official, City Planner, City Engineer, City Attorney, or other City Staff may act as staff for the Boards or Commissions. The City Staff may provide the Boards and Commissions with information, memorandums, perform secretarial duties, and may be responsible for the keeping of records.

32.09 TIME, LOCATION AND CONDUCT OF MEETINGS.

- (A) Regular Meetings. All Board and Commission meetings are open meetings subject to the Minnesota Open Meeting Law and shall be held at a fixed time and on a fixed date as shall be determined by the Board or Commission. The City clerk shall give notice of all Board and Commission meetings and locations as required for meetings of public bodies.
- (B) Public Comment. All Board and Commission meetings shall include scheduled time for public comment.
- (C) Quorum. A simple majority of voting members, appointed and serving, shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of a meeting, no votes on Board or Commission business may be taken except a motion to adjourn or recess.
- (D) Special Meetings. Any Board or Commission Chairperson, or in the case of the Chairperson's absence, by the Vice-Chairperson, may call a special meeting. A special meeting may also be directed by the City Council or Mayor.

32.10 PURPOSES AND DUTIES GENERALLY.

- (A) Scope. All Boards and Commissions established by the Council shall be advisory to the Council and shall have the responsibility to:
 - (1) Investigate matters within the scope of the particular Board or Commission or as specifically directed by the Council.
 - (2) Communicate the viewpoint or advice of the Board or Commission to the City Council.
 - (3) At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.
- (B) Annual Report. All Boards and Commissions shall prepare a report to the City Council by the second Council meeting of each year outlining the actions and activities during the preceding year.

32.11 MEETING MINUTES.

- (A) Official Record. Approved minutes of Board or Commission proceedings shall be public record; the City shall retain a copy of the official minutes of each Board or Commission meeting in accordance with applicable state law.
- (B) Recording. Each Board or Commission shall have meeting minutes prepared and recorded. Minutes so recorded shall be reviewed and approved by the Board or Commission and a copy forwarded to the City clerk. The manager may make available City staff members to record and prepare minutes of Board and Commission meetings.
- (C) Distributed to City Council. Official minutes of each Board or Commission meeting shall be distributed to the Council prior to the first regular Council meeting after approval of the minutes by the Board or Commission.

32.12 ATTENDANCE REQUIREMENTS.

- (A) Purpose. To assist Boards and Commissions in fulfilling their purposes and duties and to ensure that they are not prevented from doing so by the repeated absence of their members, the Council hereby establishes an attendance policy for members serving on Boards and Commissions.
- (B) Attendance. Duly appointed members of Boards and Commissions shall be required to attend no less than half the official meetings of the Board or Commission held within a given calendar year unless specifically excused by the Chair of such Board or Commission and said excused absences noted in the minutes. Failure to attend no less than half of the official meetings within a given calendar year, without excuse of the Chairperson, shall be considered as formal notice of resignation from said Board or Commission. In addition, failure to attend four-consecutive regular meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from said Board or Commission.
- (C) Exceptions. The requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, including committees of the whole, established by a Board or Commission pursuant to Section 32.07 Committees and Subcommittees.
- (D) Annual Review. The Council shall conduct an annual review of the attendance of members of Boards and Commissions established by the Council.
- (E) Vacancies. The successor to any member of a Board or Commission who has been removed pursuant to this subsection shall be appointed pursuant to Section 32.06 Appointment and Terms.

32.13 CONTINUING EDUCATION.

Members of the Boards and Commissions shall be required to complete various continuing education courses, lectures, webinars or seminars as outlined by City Council or City Staff on an annual basis.

32.14 COMPENSATION.

Members of the Boards and Commissions shall serve on a strictly non-compensated volunteer basis.

32.15 EXPENDITURES.

No expenditures by a Board or Commission shall be made unless and until authorized for the purpose by the City Council.

32.16 COUNCIL LIAISON.

- (A) City Council Member. A Council Member may to be appointed to a Board or Commission as a liaison by the Mayor with approval of the City Council. The Council liaison shall serve for a one-year term, to expire on December 31 of each year. The Council liaison shall serve as a non-voting member of the Board or Commission and shall not count for quorum purposes. Council liaisons may participate in discussion of matters before the Board or Commission. The Council liaison may not hold an office on the Board or Commission, such as the Chairperson or Vice-Chairperson.
- (B) Alternates. In the event the City Council liaison is not able to attend the Board or Commission meeting, the selected alternate shall take their place. This alternate shall be a City Council member and selected by the Mayor with the approval of the City Council.

32.20 PLANNING COMMISSION.

32.21 ESTABLISHMENT OF THE PLANNING COMMISSION.

A Planning Commission for the City is hereby established. The Planning Commission shall be the City planning agency authorized by M.S. § 462.354, Subd. 1, as it may be amended from time to time. Accept as otherwise provided in this ordinance, the Planning Commission shall be advisory directly to the City Council.

32.22 COMPOSITION.

The Planning Commission shall consist of seven (7) members to be appointed by the Mayor with the approval of the City Council.

32.23 POWERS AND DUTIES.

- (A) Generally. The Planning Commission shall have the powers and duties given to City planning agencies generally by law, including the authority to conduct public hearings as directed by City Council or City policy. The Planning Commission shall also exercise the duties conferred upon it by this code.
- (B) Comprehensive Plan. It shall be the purpose of the Planning Commission to prepare and adopt a Comprehensive Plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan and other matters relating to the physical development of the City. This plan may be prepared in sections, each of which shall relate to a Comprehensive Plan program. After the City Council has adopted the Comprehensive Plan, the Planning Commission may periodically, but at least every five years, review the Comprehensive Plan and any ordinances or programs implementing the plan.
- (C) Means of Executing Plan. Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof, in order that it will serve as a pattern and guide for the orderly physical development of the City and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan shall, among other things, consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.
- (D) Zoning Ordinance. Pursuant to M.S. § 462.357, Subd. 3, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed amendments to the zoning ordinance, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning zoning ordinance amendments and their relation to the City's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.
- (E) Conditional Use Permits. The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance and conduct public hearings as directed by

City Council or City policy. The Planning Commission shall report its recommendations to the City Council for action.

- (F) Interim Use Permits. The Planning Commission may make recommendations on all requests for an interim use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or City policy. The Planning Commission shall report its recommendations to the City Council for action.
- (G) Subdivision Regulations. The Planning Commission may make recommendations in relation to the subdividing of land as prescribed by the ordinance. The Planning Commission shall report its recommendations to the City Council for action.
- (H) Variances. All applications for variances shall be referred to the Planning Commission and forwarded with or without recommendations directly to the City Council for its decision.
- (I) Site Plan Review. The Planning Commission may make recommendations on all requests for site plan review under the terms of the zoning ordinance and conduct public hearings as directed by City Council or City policy. The Planning Commission shall report its recommendations to the City Council for action.
- (J) Official Map. Pursuant to M.S. § 462.359, Subd. 2, as it may be amended from time to time, after adoption of a major thoroughfare plan and a community facilities plan (which may be contained in the City comprehensive plan or adopted separately), the Planning Commission, for the purpose of carrying out the policies of the major thoroughfare plan and community facilities plan, may prepare and recommend to the governing body a proposed official map covering the entire municipality or any portion thereof. The official map or maps shall be prepared in sufficient detail to permit the establishment of the future acquisition lines on the ground. In unplatted areas, a minimum of a centerline survey shall have been made prior to the preparation of the final draft of the official map. The accuracy of the future acquisition lines shown on the official map shall be attested to by a licensed land surveyor.
- (K) Appeals to Denials of Zoning, Land Use or Building Permits Based on the Official Map. All appeals to denials of zoning, land use or building permits based on the official map may be referred to the Planning Commission, and forwarded with or without recommendations directly to the City Council. The City Council shall have the powers of a Board of Appeals and Adjustments as provided for in M.S. § 462.359, Subd. 4, as it may be amended from time to time for its decision.
- (L) Purchase and Sale of Real Property. Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed acquisitions or disposals of publically owned interests in real property within the City by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed acquisition or disposal of real property with the Comprehensive Plan. The City Council may by resolution adopted by two-thirds vote dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the Comprehensive Plan.
- (M) Capital Improvements. Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed capital improvements within the City by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed capital improvements with the Comprehensive Plan.
- (N) Comprehensive Plan Amendments. Pursuant to M.S. § 462.355, Subd. 2, 3, as it may be amended from time to time, after adoption of Comprehensive Plan, the Planning Commission shall review all proposed amendments to the Comprehensive Plan, hold at least one public hearing, and make recommendations to the City Council Comprehensive Plan amendments and their relation to the City Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.
- (O) City Plans. After adoption of the Downtown Design Manual, Redevelopment Master Plan, Living Streets Plan, and Park Improvement Plan, the Planning Commission shall review all proposed amendments, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

32.30 DESIGN REVIEW COMMISSION.

32.31 ESTABLISHMENT OF THE DESIGN REVIEW COMMISSION.

A Design Review Commission for the City is hereby established. The City Council hereby declares as a matter of public policy that the encouragement of the orderly and harmonious physical development of the Downtown as

intended by the City's Comprehensive Plan and the Downtown Design Manual. The historic preservation, restoration, and enhancement and use of sites, buildings, structures and other objects is a public necessity and is required in the interest of the people. Except as otherwise provided in this ordinance, the Design Review Commission shall be advisory directly to the City Council.

32.32 COMPOSITION.

The Design Review Commission shall consist of five (5) members to be appointed by the Mayor with the approval of the City Council.

32.33 POWERS AND DUTIES.

- (A) Generally. The Design Review Commission shall have the powers and duties to safeguard the resources of the Downtown by preserving and enhancing sites, structures, districts and landmarks which reflect elements of the City's cultural, social, economic, political or architectural history.
- (B) Purpose. The Design Review Commission is established to encourage harmonious growth and appearance of structures and properties, preserve historical heritage, maintain and improve property values by ensuring property owner compliance with design regulations of the Zoning Code, and to encourage development of properties as intended by the City's Comprehensive Plan and Zoning Code.
- (C) Duties. The Design Review Commission shall have the following duties:
 - (1) Design Review Applications. The Design Review Commission may make recommendations on all requests for Design Review applications under the terms of the Zoning Code, Downtown Design Manual, and conduct public meetings as directed by City Council or City policy. The Design Review Commission shall report its recommendations to the City Council for action.
 - (2) Comprehensive Plan. It shall be the directive of the Design Review Commission to give due regard to the City's Comprehensive Plan which specifically refers to the Downtown; promoting and preserving historical elements, creating visual interest, providing for additional landmarks and creating user friendly edges and form.
 - (3) Downtown Design Manual. The Design Review Commission shall give due regard to the Downtown Design Manual. After the City Council has adopted the Downtown Design Manual, the Commission may periodically, but at least every five years, review the manual, and if necessary, update the manual. The Commission shall review all proposed amendments to the Downtown Design Manual, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.
 - (4) Redevelopment Master Plan. It shall be the directive of the Design Review Commission to give due regard to the City's Redevelopment Master Plan which specifically refers to the Downtown; promoting commercial and mixed-use transitions and pedestrian-friendly amenities.

32.40 ENVIRONMENTAL ADVISORY COMMISSION.

32.41 ESTABLISHMENT OF THE ENVIRONMENTAL ADVISORY COMMISSION.

An Environmental Advisory Commission for the City is hereby established. The City Council hereby declares as a matter of public policy that the environmental policies, education, and quality of the environment is a public necessity and is required in the interest of the people. Except as otherwise provided in this ordinance, the Environmental Advisory Commission shall be advisory directly to the City Council.

32.42 COMPOSITION.

The Environmental Advisory Commission shall consist of five (5) members to be appointed by the Mayor with the approval of the City Council. One non-resident of the City of North St. Paul is allowed to serve as a voting member of the five member Commission and shall count for quorum purposes.

32.43 POWERS AND DUTIES.

- (A) Generally. The Environmental Advisory Commission shall have the powers and duties to provide recommendations to advance the City's environmental goals, policies, and programs, engage the

community, encourage relationships and partnerships, and assist with other environmental interests and concerns that the Council may deem appropriate.

(B) Purpose. To enhance the City's environmental stewardship, elicit community feedback, provide for community outreach and education, promote awareness of environmental issues, and enhance the quality of the City's lakes, ponds and streams.

(C) Duties. The Environmental Advisory Commission shall have the following duties:

(1) Policy. Advise the City Council with respect to environmental policies including:

- (a) Review and promote ordinances relating to protecting the environment including erosion control, shoreland zoning, surface water management, and wetland protection.
- (b) Comprehensive Plan. It shall be the directive of the Commission to give due regard to the City's Comprehensive Plan which specifically refers to the natural environment where the City's environmental qualities need to be protected and preserved.
- (c) Living Streets Plan. The Commission shall give due regard to the Living Streets Plan. The Commission may periodically, but at least every five years, review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Living Streets Plan, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.
- (d) Select Committee on Recycling and the Environment (SCORE). As part of Minnesota's Waste Management Act, score funding provides counties with resources to develop waste reduction, recycling and solid waste management programs. The Commission shall recommend score fund allocation to the City Council.
- (e) Tree Board. The Commission shall serve as the Tree Board for the Tree City USA program and review requests and make recommendations to the City Council.
- (f) Storm Water Pollution Prevention Plan (SWPPP). The Commission shall serve in a supportive capacity to the public participation and educational elements of the SWPPP minimum control measures.

(2) Education. Promote public awareness of the environment, sustainability, and natural resource management.

32.50 PARKS AND RECREATION COMMISSION.

32.51 ESTABLISHMENT OF THE PARKS AND RECREATION COMMISSION.

A Parks and Recreation Commission for the City is hereby established. The City Council hereby declares as a matter of public policy that parks, open spaces and trails and associated open water, lakes, ponds, streams and wetlands contribute significantly to enhancement and image of the City as intended by the City's Comprehensive Plan and the Park Improvement Plan. Accept as otherwise provided in this ordinance, the Parks and Recreation Commission shall be advisory directly to the City Council.

32.52 COMPOSITION.

The Parks and Recreation Commission shall consist of nine (9) members to be appointed by the Mayor with the approval of the City Council.

32.53 POWERS AND DUTIES.

(A) Generally. The Parks and Recreation Commission shall have the powers and duties to establish, improve, develop and maintain the parks, open spaces and trails system which include policies governing the maintenance and public use of the parks and trails within the City as well as activity surrounding the associated open water, lakes, ponds, streams and wetlands.

(B) Purpose. The Parks and Recreation Commission is established in recognition the importance of adequate, useful and attractive parks, open spaces, trails and associated open water to promote public health and active living, provide for leisure activities, maintain property values and sustain a high quality of life in the community.

(C) Duties. The Parks and Recreation Commission shall have the following duties:

(1) Use. Prepare operating policies and procedures for use of existing parks.

- (2) Park Fund. Make recommendations to the City Council related to programs, projects, and improvements.
- (3) Public Land Dedication. Review requests and make recommendations to the City Council.
- (4) Comprehensive Plan. It shall be the directive of the Park and Recreation Commission to give due regard to the City's Comprehensive Plan which specifically refers to Parks, Open Spaces and Trails and its coordinating map in which the goal and vision is to enhance and expand the City's system.
- (5) Park Improvement Plan. The Park and Recreation Commission shall give due regard to the Park Improvement Plan. The Park Improvement Plan shall incorporate the Policies and Program elements of the Parks, Open Spaces and Trails chapter of the City's Comprehensive Plan and shall include a five-year Capital Improvement Plan. After the City Council has adopted the Park Improvement Plan, the Commission shall annually review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Park Improvement Plan, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.
- (6) Capital Improvement Plan. Prepare, and annually update for City Council approval, a five-year Capital Improvement Plan for the development of the City's Parks, Open Spaces and Trails system.

32.60 BOARD OF APPEALS AND ADJUSTMENT.

32.61 ESTABLISHMENT OF THE BOARD OF APPEALS AND ADJUSTMENT.

A Board of Appeals and Adjustment for the City is hereby established. The Planning Commission shall serve as the Board of Appeals and Adjustment. Except as otherwise provided in this ordinance, the Board of Appeals and Adjustment shall be advisory directly to the City Council.

32.62 COMPOSITION.

The Board of Appeals and Adjustment shall consist of seven (7) members to be appointed by the Mayor with the approval of the City Council.

32.63 POWERS AND DUTIES.

- (A) Generally. The Board of Appeals and Adjustment shall act upon all questions that may arise in the administration of the zoning provisions, including interpretation of the zoning maps.
- (B) Purpose. The Board of Appeals and Adjustment is established in order to grant variances and decide appeals.
- (C) Duties. The Board of Appeals and Adjustment shall have the following duties:
 - (1) Variances. The Board shall make recommendations to the City Council regarding variances to the zoning provisions.
 - (2) Appeals. The Board shall hear and make recommendations to the City Council regarding appeals from and review any order, requirement, decision or determination made by an administrative official charged with enforcing the zoning provisions. The appeal may be taken by any person aggrieved or by any officer, department, board or bureau of a municipality, county or state.
- (D) Hearings.
 - (1) Hearings shall be held by the Planning Commission in accordance with the Board's adopted rules for the transaction of its business. Any party may appear at the hearing in person or by agent or attorney.
- (E) Decision and Order.
 - (1) The Board may recommend to reverse, affirm wholly or partly, or modify the order, requirement, decision, or determination appealed and to that end shall have all the powers of the officer from whom the appeal was taken and may issue or direct issuance of the permit to the City Council. The City Council's decision shall be final except to the extent the aggrieved party may have a right to appeal questions of law and fact to the Ramsey County District Court.

Section III.

This ordinance shall take full effect and be in force from and after its adoption. The City Clerk is hereby directed to publish this ordinance as required by law.

ADOPTED by the City Council of the City of North St. Paul this 16th day of June, 2015.

On motion by Council Member Petersen

Second by Council Member Furlong

Voting:	Ayes:	Mayor Kuehn Council Member Furlong Council Member Walczak Council Member Petersen Council Member Sonnek
	Absent:	None
	Abstain:	None

/s/ Michael R. Kuehn, Mayor

ATTEST:

/s/ Jason Ziemer, City Manager

Summary published in Review: July 1, 2015

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 23, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

B. Fire and Ice Debrief

ACTIONS TO BE CONSIDERED

Debrief and provide feedback on the annual Fire and Ice Event at Hause Park.

FACTS

- The PRC Collaborated with ISD622 to host its first annual Fire and Ice Event on Friday, January 4th.

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 23, 2018

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

C. Star Watch Date

ACTIONS TO BE CONSIDERED

Determine date for 2019 Star Watch event

FACTS

- The PRC held its annual Star Watch Event at Casey Lake Park on October 4th, 2018.

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
D. FOOD TRUCK NIGHT AT HAUSE

ACTION TO BE CONSIDERED

Recommendation regarding the upcoming food truck night

FACTS

- The PRC is planning to host a Food Truck night at Hause Park on Wednesday, July 24th.
- Local Band “Any Day Now” has offered to play at the event.

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 23, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

E. Silver Lake Tennis Court Resurfacing Quotes

ACTIONS TO BE CONSIDERED

Review and Discuss Tennis Court Quotes for Silver Lake

FACTS

Attached are quotes for resurfacing Silver Lake Park.

Additionally, staff has requested an asphalt quote from Schifsky's. At the time of publishing this agenda, staff had not received the quote. If the quote has been received by meeting, staff will present at the meeting.

ATTACHMENTS

Lee Sports Resurfacing
Upper Midwest Resurfacing

To:	Keith Stachowski
Company:	City of North St. Paul
Re:	Tennis Court Repairs and Resurfacing
Date:	August 29, 2018



Lee Sports quotes the following prices for the repairs and resurfacing of the tennis courts located in North St. Paul Minnesota at McKnight Field and Silver Lake Park . Most of the courts would require total removal of the material and disposing.

Repair and Resurface Tennis Courts

Nova Premium Tennis Court Products

- Pressure wash court surface (5000psi) removing dirt, and any loose or delaminated material.
- Flood courts and locate any areas holding more then 1/8" standing water.
- Patch low areas with acrylic deep patching material.
- Fill cracks with elastomeric crack filler.

Note: Rubberized Acrylic crack sealants are a short term solution to cracking. Cracks will return as a hair line crack as soon as the first freeze thaw cycle, there is absolutely no guarantee on repaired cracks. The Armor Crack Repair system is the only long term solution to repairing structural cracking. <http://www.armorcrackrepair.com> So if your tired of the cracks always returning apply the Armor Crack Repair System and see your courts, crack free for many years. Price provided below.

- Completely sand court surface with high powered orbital sanders.
- Apply two coats of Novasurface acrylic leveling material.
- Apply two texture coat of Nova Combination acrylic tennis court paint.
- Line stripe tennis courts to USTA specifications.



McKnight Park

East Set of Tennis Courts

Price: \$33,000.00

West Set of Tennis Courts

Tennis Courts

Price: \$25,975.00

Upgrade Option: Apply the Armor Crack Repair System to 390 lineal feet of structural cracks.

Add: \$13,900.00

Silver Lake Park

Price: \$16,975.00

Fix existing Armor System that makes it through the pressure washing process and apply the Armor System to new cracks. The price will have to be determined after the pressure washing, if you want to reapply Armor Crack Repair to these courts.

All work would conform to the American Sports Builders Association specifications

(<http://sportsbuilders.org/index.php>). Thank you for the opportunity to submit this quotation. If you have any questions or need additional information, please feel free to call me at (612) 597-0544.

Sincerely,


Nat Lee
President




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

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

MN Contractors No. IR722325
IA Contractors No. C090307

October 8, 2018

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

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

We propose the following:

**Silver Lake Beach Park 2701 19th Ave E
Double Tennis Court**

Base Bid – Tennis Court Color Coat System

1. **Hydro blast** and power wash surface to remove loose paint, debris and dirt, dispose of off site
2. Machine rout all existing cracks and clean with compressed air – **Approx. 150 LF**
3. Fill with crack patch binder to level of existing surface with multiple applications and grind smooth
4. Fill birdbaths deeper than 1/8" with crack patch binder to level of existing courts
5. Apply two coats of sand filled acrylic emulsion resurfacer
 - a. 8-10 lbs. silica sand added per gallon of concentrate material
 - b. Coverage: .05-.07 gallons per square yard per coat
6. Apply two coats of latex acrylic paint
 - a. **Color to be selected by owner**
 - b. 6 lbs. silica sand added per gallon of concentrate material
 - c. Coverage: .05 gallons per square yard per coat
7. Reline to NFHS standards

Base Bid \$15,000

Alternate 1 – Armor Crack Repair System

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

1. Furnish and install Armor Crack Repair System to all prepared cracks – **Approx. 150 LF**
2. Apply a black acrylic resurfacer blending coat over entire Armor surface according to manufacturer's specifications
 - a. All cracks shall be covered and masked by the filler
3. Proceed to step #5 in base bid

ADD \$3,000

Notes:

Armor Crack Repair is billed +/- \$20.00 LF installed

Standard 2-year warranty on Armor Crack Repair System

Standard 1-year warranty on color coating

No warranty on crack repair from reappearing if Armor Crack Repair is not used

Does not include additional Armor material if hydro blasting removes existing Armor that is releasing due to underlying paint

Thank you,

Eric Hicks
Upper Midwest Athletic Construction, Inc.



Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

F. Path at Northwood

ACTIONS TO BE CONSIDERED

Path at Northwood

FACTS

- Attached is the concrete quote staff received to install a path at Northwood Park.
- Additionally, staff has requested an asphalt quote. At the time of publishing this agenda, staff had not received the quote. If the quote has been received by meeting, staff will present at the meeting.

ATTACHMENTS

Northwood Park Path Quote

ESTIMATE



Chad & John Remackel
Owners
2036 English Street
Maplewood, MN 55109
Cell 651-226-1409

City of North St. Paul
Attn: Keith Stachowski

Billing Date: 11/14/18

Date	Description	Charges	Credits	Balance
	<u>Job location:</u> Northwood and 1st St North St. Paul			
11/14/18	10' curb cut for ADA ramp and truncated domes, excavate for roughly 4 loads of fill to meet ADA guideline. Install 4'' of gravel base and pour 400 lf of 4'w x 4''t concrete walk. About 2 days to complete job.			
	Total:			\$17,500.00

***Checks payable to: Remackel Outdoor Services, Inc. (Payment Due Upon Receipt)**

Thank You for Your Business!

Agenda Information Memorandum
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

G. Furnishings for Hause Park Update

ACTIONS TO BE CONSIDERED

Hause Park Building Update

FACTS

- The following items were purchased for Hause Park: Tables, Chairs, microwave, table for the microwave and a refrigerator.
- Items purchased:
 - Five, six foot tables, durable light weight folding tables
 - Thirty, chairs consistent with the chairs at Casey Lake
 - One Refrigerator
 - One Microwave and table for the Microwave
- At the City Council Meeting on January 8, 2019, ADA parking was brought up. Listed below is the response regarding parking from our engineering firm WSB:

“My interpretation is similar to Debra’s. If there are parallel parking stalls designated along the street (cut in and striped) for the park, they would count as parking. But just on-street parking doesn’t count as a designated stall. If the on-street parking is designated for park use, then one stall per 25 should meet ADA.

If an alteration is made to the facility (the park in question) then there needs to be an accessible route which may include accessible parking. However, there is no guidance for on-street parking accessibility.”

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

H. Summer Recreation Programming

ACTIONS TO BE CONSIDERED

Update on Summer Recreation Programming / Collaboration with ISD622

FACTS

Listed below are preliminary details regarding upcoming programming in NSP Parks. Programs are in collaboration with ISD622.

Polar Explorers

People of all ages can come to join us as we spend Tuesday mornings in the parks! Each participant will be given a Polar explorer passport, collect a stamp from each session and turn your completed passport into a free Polar Explorer hat.

June 11 - Forest Frolic at Southwood Nature Center

Explore North St Paul's very own Southwood Nature Center. Join Naturalist Cathy Troendle for an interactive game of Forest Bingo as we track critters, identify native flowers, and learn all about the importance of pollinators. Each participant will build and take with them a mason bee house craft.

June 25th - Bike Clinic with Gateway Cycle

Get your bike tuned up for the spring and summer and take a ride with Gateway Cycle. We will be meeting at the Rotary Park in North St Paul and will end the day with ice cream and a tour inside the snowman!

(Gateway is interested in helping but we have not finalized the date with Gateway Bike)

July 9 -Science and Slime at Hause

We will make one-of-a-kind North St Paul Snowman Slime
(Hause building reserved tentatively from 10AM-2PM)

July 23 - Pinata in the Parks

August 6 - Lego at Casey

Every child loves to go to the amusement park and ride their favorite rides, but have they ever thought about how to build one and the people who design them? In Snapology's Amusement Park Adventure, students get to become designers of their own amusement park rides. While designing, they will learn physics and engineering concepts as well as problem-solving skills, all while having a blast!

(Have the Casey building reserved tentatively from 10AM-2PM - Just an FYI this Tuesday is National night out.)

August 20 - Luv Chocolate

Have had contact with Susanna from LUV chocolate she is open to most anytime
This event will have to have a limited number of participants 15-20

Possible Basketball with the Police Department?

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

I. CORPORATE SPONSORSHIP MAILING

ACTION TO BE CONSIDERED

Recommendation regarding the corporate sponsorship program

FACTS

- Attached is the draft 2019 Business Sponsorship Packet. Last year we mailed out to 140 local businesses.
- Staff is requesting the following feedback: 1) Is the Commission interested in having the mailing sent out again this year? 2) Feedback regarding possible edits to the packet.

ATTACHMENTS

Draft 2018 Sponsorship Packet



NORTH ST. PAUL

Dear Business Owner/Operator,

The North Saint Paul Parks and Recreation Commission invites you and your business to become a City Sponsor. Support by local businesses has been instrumental in helping fund projects that reinvest in our community. Parks are of great importance to any community, and especially North St. Paul. It is a fact that a safe and quality parks system not only contributes to a positive experience for park patrons, but also provides for affordable family activities, creates places for social and physical interaction of our youth, encourages citizen engagement, stabilizes property values of adjacent properties and neighborhoods, and enhances the overall quality of life of a community. Through your sponsorship, you will be showing highly positive business citizenship and greater visibility within our community.

In teaming up with the Parks and Recreation Commission, we will work with your company to develop a marketing package to include advertising on our Web site, at events and within City-owned park facilities.

Business Sponsor Programs Include:

- Community Special Event or Program
- Athletic Facility Sponsor Banner Program
- Brick Donation

Benefits you will receive:

- Visibility in multiple locations such as parks, program events and our print/online publications.
- Helping the community by enhancing the development and improvement of our parks & leisure services.

Thank you for considering our invitation to become part of our sponsorship opportunities and making a larger impact on our community. Enclosed you will find the 2019 Sponsorship Program Information and Commitment Form. Please fill it out and return it to City Hall. If you have questions, please contact me at 651.747.2423 or debra.gustafson@northstpaul.org. We look forward to having you as a sponsor!

Your partner in community,

Debra Gustafson
Administrative and Community Services Director



2019 SPONSORSHIP PROGRAM & OPPORTUNITIES

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Community Special Event/Program Sponsor

As a sponsor of one of the City's annual events, you will receive recognition in the event fliers and City web site, prior to the event, and announcements and recognition throughout the event day. For specific recognition differences between the different classes of sponsorship please contact Debra Gustafson at (651) 747-2423.

Current Annual Events

StarWatch

This POPULAR community event takes place at Casey Lake Park on an evening every September. Residents are invited out to learn about constellations by looking through large reflecting telescopes, including two giant 20 inch reflectors that are among the biggest mobile telescopes in Minnesota! Program is led by a local radio meteorologist, Mike Lynch (WCCO). Average annual attendance is 40 families.

Title Sponsor – Title sponsor for the evening (limited to one). \$400

Music in the Park ~ Summer Concert Series

This FREE, POPULAR community event takes place at Casey Lake Park on Thursday nights three times each summer season. Average evening attendance is 250 participants.

Title Sponsor – Title sponsor for the evening (limited to one per evening). Cost of Band \$550

Partner Sponsor – Event sponsor for the program. Sponsor contributes a monetary amount of less than \$150.

Spring Egg Bonanza

This FREE program takes place at Casey Lake Park and is geared for children ages 0-12 to participate in a variety of events and activities highlighted by a surprise visit from the Spring Bunny! Last year 1,700 people attended the event.

Title Sponsor – Title sponsor for the program (limited to one) \$500

Partner Sponsor – Partner sponsor for the program (unlimited amount) \$100 minimum

Prize Sponsor – Event sponsor for the program. Sponsor contributes a monetary amount of less than \$100, or goods, services, gift certificates or other in-kind contribution.

Halloween Event

This FREE program will have a trick or treat trails at Casey Lake Park. Last year 3,000 people attended this event.

Title Sponsor – Title sponsor for the program (limited to one) \$500

Partner Sponsor – Partner sponsor for the program. Sponsor contributes a monetary amount of less than \$500, or goods, services, gift certificates or other in-kind contribution.

Silver Lake SPLASH

The Silver Lake SPLASH started nine years ago and is a fundraiser to help pay for lifeguards at Silver Lake Beach. This event takes place at Silver Lake, has a variety of activities, music and a silent auction.

Title Sponsor – Title sponsor for the program (limited to one) \$1500. (\$1,000 donation to the fund plus \$500 to be used for promotional purposes.)

Partner Sponsor – Partner sponsor for the program (unlimited amount) \$100 minimum

Prize Sponsor – Event sponsor for the program. Sponsor contributes a monetary amount of less than \$100, or goods, services, gift certificates or other in-kind contribution.

Movie in the Park

Deleted: Prairie Days¶

This FREE Community Event includes a variety of environmental themed activities at Southwood Nature Preserve. Last year approximately 500 people attended. ¶

Title Sponsor – Title sponsor for the program (limited to one) \$500¶

Partner Sponsor – Partner sponsor for the program. Sponsor contributes a monetary amount of less than \$500, or goods, services, gift certificates or other in-kind contribution¶

This ~~FREE~~ Community event would take place at an outdoor park. Estimated evening attendance is 300 participants.

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Title Sponsors – Title sponsor for the program \$2,000

Partner Sponsor – Partner sponsor for the program. Sponsor contributes a monetary amount of less than \$500, or goods, services, gift certificates or other in-kind contribution.

Athletic Facility Banner Sponsor

The City's athletic facilities at McKnight are utilized by thousands of users annually. Sponsorship banners are a great opportunity to advertise your business and also help support future park improvements. Banners will be displayed from May 1 to September 30. All signs must be approved by the City of North St. Paul before being manufactured.

Sponsorship Information	Banner Size Options
Business sponsors are responsible for providing the banner based on the following specifications: The banners shall be 4 feet by 8 feet ½ plywood Or 1/8 size Dibond (aluminum bonded on a solid polyethylene core). <u>Cost:</u> McKnight Fields One Year - \$300 Three Years - \$800	

Park Equipment Sponsorship

Benches and Picnic Tables

Donate a bench or picnic table to any North St. Paul park or ballfield. A customizable plaque will be included with a message, logo, or picture of your choosing promoting your business will be attached. Benches and picnic tables are great gifts, as well as great advertising for your business.
Bench \$1000 | Table \$1500

Park Shelters

Donate a picnic shelter at any North St. Paul park or ballfield and a posted customizable plaque will be included with a message, logo, or picture of your choosing. Shelters are great for local businesses or a great way to recognize loved ones and groups. \$15,000

Trees

Donate a tree at any North St. Paul park. You will be notified of the exact location of your tree upon planting. \$250

Brick Sponsorship – Casey Lake Park

Two size options to choose from to inscribe a personal message, family name, or company name. Bricks sit at Janie's Playground at Casey Lake. Bricks are installed each spring or with every 100 orders.

Up to 3 lines per 4 X 8 inch paver can be used, with maximum of 21 characters per line.

Up to 4 lines per 8 X 8 paver can be used, with a maximum of 21 characters per line.

4 X 8 - \$75 | 8 X 8 - \$150

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Playground Equipment¶

Several playgrounds throughout the North Saint Paul Parks System are in need of replacement since they are at the end of their life expectancy. Based on the Parks Improvement Plan, playground equipment at the following playgrounds have been identified as needing replacement: .

¶

<#>Colby Hills \$20,000¶

<#>Polar Park \$5,000 .

¶

Playground sponsors will receive recognition in the City's newsletter and Web site, a prominent sign will be installed at the playground noting your donation, and inclusion of your business's name in press releases prior to the park build. ¶

Sponsorship Terms & Policies

1. Sponsorship opportunities are extended to any local, national or international business, non-profit agency and government agency that have or wish to have a presence in the City of North St. Paul. Organizations whose primary business involves the following activities are ineligible for sponsorship opportunities in the City of North St. Paul:
 - a. Promotion of the sale or consumption of alcoholic beverages and tobacco products.
 - b. Promotion of gambling or illegal drugs.
 - c. Promotion of the sale or use of firearms or other weapons.
 - d. Depiction or characterizations which suggest nudity, profanity, obscenity or lewdness.
 - e. Commentary or advocacy of a social, religious or political nature.

Subject to the City of North St. Paul terms for accepting sponsorship contracts will be accepted on a first-come, first-serve basis.

2. The City of North St. Paul Park and Recreation Commission reserves the right to make final determination for acceptance on sponsorship contracts.
 3. The City of North St. Paul reserves the right to revise, reject or omit any ad at any time without notice. Any camera-ready Sponsorship submitted does not conform to the publications mechanical requirement will be enlarged, reduced or floated at the discretion of the department staff. The City of North St. Paul shall not be responsible for damages if an advertisement fails to be published for any reason.
 4. The City of North St. Paul reserves the right to determine and/or change the placement of ads without notice.
 5. Advertisers and advertising agencies are liable for all contents of advertisements (including copy, representation and illustrations) and shall indemnify and hold harmless the City of North St. Paul, without limitation against, for any and all claims made thereof against losses sustained by the City of North St. Paul, Parks and Recreation Commission, City Council, and employees.
 6. The advertisers and its agency, each represent that they are fully authorized and licensed to use:
 - a. The names, portraits, and/or pictures of living persons;
 - b. Any copyrighted or trademarked materials;
 - c. Any testimonials contained in any advertisement submitted by or on behalf of the advertiser and published in any of the City of North St. Paul publications, and that such advertisement is neither libelous or defamatory, an invasion of privacy or otherwise unlawful to any third party. The advertiser and its agency each agree to indemnify and safe harmless the City of North St. Paul against all losses, liability, damage and or expenses arising from the copying, printing or publishing of any such advertisement.
 7. No conditions printed or otherwise, appearing on contracts, orders or copy instructions, which conflict with the City of North St. Paul policies will be binding on the City of North St. Paul or its agents.
 8. The City of North St. Paul shall not be responsible for any damages caused by acts of God, fires, strikes, accidents or other occurrences beyond the control of the publisher or the City of North St. Paul.
 9. Failure to fulfill contract terms will result in additional charges equal to the full contract fee.
 10. The City of North St. Paul will not return any items submitted for Sponsorship.
 11. Payments are due on or before the first date of notification timeline. Failure to do so may forfeit the agreement for sponsorship.
 12. The City of North St. Paul reserves the right to revise Sponsorship rates. However, this will not affect existing signed and written sponsorship agreements. All Sponsorship placed without a signed agreement is subject to rates that apply at the time of publication.
-

2019 Sponsorship Commitment Form

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SPONSOR INFORMATION:

Complete the following information:

Name: _____ Business/Organization Name (if any): _____

Email: _____ City Resident? Yes [] No []

Address: _____ City/State/Zip: _____

Primary Phone: _____ Other Phone: _____

SPONSORSHIP OPTIONS:

Program Sponsorship	Sponsor Type & Amount/In-Kind	Sponsorship Ranges
☐ Music in the Park	2019 Sponsor Secured	\$150 to \$550 per concert
☐ StarWatch	_____	\$400
☐ Movie in the Park	_____	In-kind to \$2,000
☐ Halloween Event	_____	In-kind to \$500
☐ Silver Lake SPLASH	_____	In-kind to \$1,000
☐ Easter Egg Bonanza	_____	In-kind to \$500

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Athletic Facility Banner

☐ McKnight Fields ☐ 1-year \$300 ☐ 3-years \$800

Deleted: ☐ Prairie Days

In-kind to \$500

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Brick Sponsorship – Casey Lake

☐ 4 X 8 Paver \$75

☐ 8 X 8 Paver \$150

Deleted: Park Equipment Sponsor

Park: _____ Donation\$ _____

PLEASE READ:

Specific sponsorships are sold on a first-come, first serve basis. Liability for the content of sponsorships (text, representation and illustrations) is assumed by sponsoring agencies for any claims arising there from against the City. Right of refusal of any sponsorship not in keeping with the agency's terms and policies is reserved by the City. The City is not liable for delays in delivery, and/or non-delivery in the event of an Act of God, action by any governmental or quasi-governmental entity, fire, flood, insurrection, riot explosion, embargo, strikes (whether legal or illegal), labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the City affecting production or delivery in any manner.

By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Sponsor Terms & Policies and will agree to all said rules and guidelines.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Staff Initials: _____

Date Submitted: _____

Amount Paid: _____ Date Paid: _____

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 23, 2019

VIII. REPORTS FROM STAFF

A. BUDGET: NOVEMBER UPDATE

FACTS

From the January 1, 2018 budget report to November 30, 2018, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (November): \$1,925.26

- Snowman Sign: \$885.00
- Southwood Nature Preserve: \$1,040.26

\$130,000 has been taken out of the account for 2017 & 2018 to pay for the Casey Lake Shelter Bond (\$65,000 in December 2017 and \$65,000 in January 2018)

Park Fund Revenue (November): \$2,321.38

- Park / Canoe Rental Fees: \$250.00 (November)
- Donations \$1,530 (Sandberg \$1,500 & Utility Billing \$30):
- Investment Income: \$433.41
- Market Value Adjustment \$107.97

Fund Balance as of 11/30/2018: \$262,095.24

The unclaimed Park Fund balance is (Fund Balance – Approved Expenditures):
\$213,773.22

Budget expenditures that have been approved for 2018:

\$356.21 Southwood Nature Preserve (\$5,643.79 has been spent)
Casey Lake Shelter Payment (\$65,000 has been taken out for 2018)
\$100 Silver Lake Curly Slide Sign (\$700 has been spent)
\$71.95 Movie on Main (\$1,928.05 has been spent on Movie License and Screen Deposit)
\$500.00 Star Watch
\$213.45 Event Shirts (\$435.55 has been spent on vests and shirts)
\$468.06 Spring Egg Hunt (\$131.94 had been spent on the event)
\$738.21 Summer Concert Series (\$1,261.79 for Donation Box and bands)
\$138.63 Trick or Treat Trail (\$400 budget so far \$261.37 has been spent)
\$11,310 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)
\$300 Sign Boards and Hooks at Casey Lake Park
\$30 Refreshments for the Park Clean-Up
\$0 Snowman Sign (Budget of \$1,625)

\$ 17,320 Colby Hills Park (Budget of \$30,000 so far \$12,680 has been spent)
\$105.51 House Building Updates (\$30,000 budget, so far \$29,894.49 has been spent)
\$31,652.02

Budget Expenditures for 2019, pending Council Approval

\$2,000 Concert in Park
\$500 Star Watch
\$600 Egg Hunt
\$400 Trick or Treat
\$2,000 Movie On Main
\$50 Park Clean Up
\$6,000 Southwood Nature Preserve
\$200 Fire and Ice
\$3,000 Recreation Programming
\$1,920 ADA Mats
\$16,670

ATTACHMENTS

Financial Reports

YEAR TO DATE BALANCE SHEET

AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
063-1010	CASH	247,183.76	5,611.49CR	14,377.58	261,561.34
063-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
063-1040	ACCOUNTS RECEIVABLE	50.00	0.00	0.00	50.00
063-1042	ACCOUNTS RECEIVABLE MODULE	1,950.00	150.00CR	450.00CR	1,500.00
063-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
063-1060	INTEREST REC INVEST	877.77	0.00	877.77CR	0.00
063-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
063-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	250,061.53	5,761.49CR	13,049.81	263,111.34
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	140.81CR	6,157.61	875.29CR	1,016.10CR
063-2011	ACCOUNTS PAYABLE OTHER	263.70CR	0.00	263.70	0.00
063-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
063-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
063-2029	USE TAX PAID	0.00	0.00	0.00	0.00
063-2030	SALES TAX	0.00	0.00	0.00	0.00
063-2060	DEFERRED REVENUE	3,825.00CR	0.00	3,825.00	0.00
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	4,229.51CR	6,157.61	3,213.41	1,016.10CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	245,832.02CR	0.00	0.40CR	245,832.42CR
	TOTAL REVENUES	0.00	2,321.38CR	143,102.81CR	143,102.81CR
	TOTAL EXPENDITURES	<u>0.00</u>	<u>1,925.26</u>	<u>126,839.99</u>	<u>126,839.99</u>
	TOTAL FUND EQUITY	245,832.02CR	396.12CR	16,263.22CR	262,095.24CR
	BALANCE	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL	0	0.00	100,000.00	100,000.00 (	100,000.00)	0.00
CHARGES	0	250.00	26,880.00	15,850.60 (	26,880.00)	0.00
OTHER CHARGES	0	2,071.38	16,222.81	12,861.94 (	16,222.81)	0.00
TRANSFERS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	0	2,321.38	143,102.81	128,712.54 (	143,102.81)	0.00
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	0	885.00	22,486.66	3,278.00 (	22,486.66)	0.00
SOUTHWOOD PARK	0	1,040.26	5,815.42	2,371.92 (	5,815.42)	0.00
CASEY LAKE PARK	0	0.00	2,943.42	1,613.90 (	2,943.42)	0.00
SILVER LAKE PARK	0	0.00	700.00	0.00 (	700.00)	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	0	0.00	29,894.49	28,609.44 (	29,894.49)	0.00
DOROTHY PARK	0	0.00	0.00	7,356.00	0.00	0.00
NON DEPARTMENTAL	<u>0</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>(65,000.00)</u>	<u>0.00</u>
TOTAL EXPENDITURES	0	1,925.26	126,839.99	43,229.26 (	126,839.99)	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	396.12	16,262.82	85,483.28 (	16,262.82)	0.00

% OF YEAR COMPLETED: 91.67

TOTAL REVENUES	0	2,321.38	143,102.81	128,712.54	(143,102.81)	0.00
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CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

GENERAL PARK % OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-40-4120-000 OPERATING SUPPLIES	0	0.00	169.16	0.00 (	169.16)	0.00
063-4-40-4120-031 OPERATING SUPPLIES	0	0.00	443.50	0.00 (	443.50)	0.00
063-4-40-4220-030 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>0.00</u>	<u>35.00</u>	<u>0.00 (</u>	<u>35.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	647.66	0.00 (	647.66)	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	0	0.00	750.00	0.00 (	750.00)	0.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	950.00	1,365.00 (	950.00)	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	<u>0</u>	<u>0.00</u>	<u>1,185.00</u>	<u>1,913.00 (</u>	<u>1,185.00)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	2,885.00	3,278.00 (	2,885.00)	0.00
 <u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	885.00	18,254.00	0.00 (	18,254.00)	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00 (</u>	<u>700.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	885.00	18,954.00	0.00 (	18,954.00)	0.00
TOTAL GENERAL PARK	0	885.00	22,486.66	3,278.00 (	22,486.66)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

SOUTHWOOD PARK

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-41-4120-303 OPERATING SUPPLIES	0	115.26	838.27	363.92 (	838.27)	0.00
063-4-41-4120-412 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-41-4210-303 MOTOR FUELS	0	0.00	0.00	0.00	0.00	0.00
063-4-41-4230-303 SMALL TOOLS & MINOR EQ	0	0.00	127.65	0.00 (	127.65)	0.00
063-4-41-4235-000 MAINTENANCE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
063-4-41-4235-303 MAINTENANCE MATERIALS	<u>0</u>	<u>925.00</u>	<u>2,094.00</u>	<u>1,808.00</u> (	<u>2,094.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	0	1,040.26	3,059.92	2,171.92 (	3,059.92)	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	<u>0</u>	<u>0.00</u>	<u>2,755.50</u>	<u>200.00</u> (	<u>2,755.50)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	2,755.50	200.00 (	2,755.50)	0.00
TOTAL SOUTHWOOD PARK	0	1,040.26	5,815.42	2,371.92 (	5,815.42)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

CASEY LAKE PARK

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
DEPARTMENTAL EXPENDITURES						
<u>SUPPLIES</u>						
063-4-42-4120-000 OPERATING SUPPLIES	0	0.00	61.37	0.00 (	61.37)	0.00
063-4-42-4120-403 OPERATING SUPPLIES	0	0.00	23.69	286.38 (	23.69)	0.00
063-4-42-4120-410 OPERATING SUPPLIES	0	0.00	11.79	0.00 (	11.79)	0.00
063-4-42-4120-411 OPERATING SUPPLIES	0	0.00	70.64	325.00 (	70.64)	0.00
063-4-42-4120-412 OPERATING SUPPLIES	0	0.00	956.70	666.03 (	956.70)	0.00
063-4-42-4220-205 SIGNS & SIGN MAINTENAN	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4230-403 SMALL TOOLS & MINOR EQ	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>199.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	1,124.19	1,476.41 (	1,124.19)	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-42-4300-000 GENERAL CONTRACT/CONSU	0	0.00	525.00	100.00 (	525.00)	0.00
063-4-42-4575-412 GENERAL RENTALS	0	0.00	39.23	0.00 (	39.23)	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	900.00	0.00 (	900.00)	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>0.00</u>	<u>300.00</u>	<u>37.49</u> (	<u>300.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	1,764.23	137.49 (	1,764.23)	0.00
 <u>CAPITAL</u>						
063-4-42-4700-403 OFFICE FURNITURE & FIX	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4710-205 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4750-000 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>55.00</u>	<u>0.00</u> (	<u>55.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	55.00	0.00 (	55.00)	0.00
TOTAL CASEY LAKE PARK	0	0.00	2,943.42	1,613.90 (	2,943.42)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

SILVER LAKE PARK

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-43-4210-000 MOTOR FUELS	0	0.00	0.00	0.00	0.00	0.00
063-4-43-4220-000 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	(<u>700.00</u>)	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	700.00	0.00	(700.00)	0.00
TOTAL SILVER LAKE PARK	0	0.00	700.00	0.00	(700.00)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

NORTHWOOD PARK

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
063-4-44-4300-000 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
 <u>CAPITAL</u>						
063-4-44-4740-000 BUILDING & STRUCTURES	0	0.00	0.00	0.00	0.00	0.00
063-4-44-4750-000 IMPROVEMENTS OTHER THAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

HAUSE PARK

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-46-4120-000 OPERATING SUPPLIES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
 <u>CAPITAL</u>						
063-4-46-4740-000 BUILDINGS & STRUCTURES	0	0.00	27,148.31	0.00 (	27,148.31)	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN	<u>0</u>	<u>0.00</u>	<u>2,746.18</u>	<u>28,609.44</u> (	<u>2,746.18</u>)	<u>0.00</u>
TOTAL CAPITAL	0	0.00	29,894.49	28,609.44 (	29,894.49)	0.00
TOTAL HAUSE PARK	0	0.00	29,894.49	28,609.44 (	29,894.49)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

DOROTHY PARK % OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL</u>						
063-4-47-4750-000 IMPROVEMENTS OTHER THAN	0	0.00	0.00	7,356.00	0.00	0.00
TOTAL CAPITAL	0	0.00	0.00	7,356.00	0.00	0.00
TOTAL DOROTHY PARK	0	0.00	0.00	7,356.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>DEPARTMENTAL EXPENDITURES</u>						
<u>PERSONNEL SERVICES</u>						
063-4-00-4010-000 FULL-TIME SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>SUPPLIES</u>						
063-4-00-4120-303 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4120-412 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4211-303 LUBRICANTS & ADDITIVES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4215-303 CHEMICALS & CHEMICAL P	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4220-204 SIGNS & SIGN MAINTENAN	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4230-303 SMALL TOOLS & MINOR EQ	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4235-204 MAINTENANCE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4235-303 MAINTENANCE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-00-4300-000 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-037 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-038 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-204 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-205 GENRAL CONTRACT/CONSUL	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4303-204 PLANNING SERVICES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4307-204 SANITATION & RECYCLING	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4310-204 GENERAL SERVICE FEES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4360-303 DUES & SUBSCRIPTIONS	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4390-204 ADVERTISING & LEGAL NO	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4500-204 UTILITIES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4570-204 EQUIPMENT RENTAL	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4600-303 CONTRACTED REPAIR & MA	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4630-000 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL</u>						
063-4-00-4705-403 OFFICE FURNITURE	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-000 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-205 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-401 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-402 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4725-204 HEAVY EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4750-000 IMPROVEMENTS OTHER THA	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS</u>						
063-4-00-4992-000 TRANSFERS TO OTHER FUN	0	0.00	65,000.00	0.00 (	65,000.00)	0.00
TOTAL TRANSFERS	0	0.00	65,000.00	0.00 (	65,000.00)	0.00
<u>TOTAL NON DEPARTMENTAL</u>						
TOTAL NON DEPARTMENTAL	0	0.00	65,000.00	0.00 (	65,000.00)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	0	1,925.26	126,839.99	43,229.26 (	126,839.99)	0.00
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	396.12	16,262.82	85,483.28 (	16,262.82)	0.00

VIII. REPORTS FROM STAFF

A. BUDGET: **DECEMBER UPDATE**

FACTS

From the January 1, 2018 budget report to December 31, 2018, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (December): \$0

\$130,000 has been taken out of the account for 2017 & 2018 to pay for the Casey Lake Shelter Bond (\$65,000 in December 2017 and \$65,000 in January 2018)

Park Fund Revenue (December): \$5,315.25

- Park / Canoe Rental Fees: \$5,285.25 (December)
- Donations \$30 (Utility Billing):

Fund Balance as of 11/30/2018: \$267,410.49

The unclaimed Park Fund balance is (Fund Balance – Approved Expenditures):
\$219,088.47

Budget expenditures that have been approved for 2018:

\$356.21 Southwood Nature Preserve (\$5,643.79 has been spent)
Casey Lake Shelter Payment (\$65,000 has been taken out for 2018)
\$100 Silver Lake Curly Slide Sign (\$700 has been spent)
\$71.95 Movie on Main (\$1,928.05 has been spent on Movie License and Screen Deposit)
\$500.00 Star Watch
\$213.45 Event Shirts (\$435.55 has been spent on vests and shirts)
\$468.06 Spring Egg Hunt (\$131.94 had been spent on the event)
\$738.21 Summer Concert Series (\$1,261.79 for Donation Box and bands)
\$138.63 Trick or Treat Trail (\$400 budget so far \$261.37 has been spent)
\$11,310 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)
\$300 Sign Boards and Hooks at Casey Lake Park
\$30 Refreshments for the Park Clean-Up
\$0 Snowman Sign (Budget of \$1,625)
\$ 17,320 Colby Hills Park (Budget of \$30,000 so far \$12,680 has been spent)
\$105.51 House Building Updates (\$30,000 budget, so far \$29,894.49 has been spent)
\$31,652.02

Budget Expenditures for 2019, pending Council Approval

\$2,000 Concert in Park
\$500 Star Watch
\$600 Egg Hunt
\$400 Trick or Treat
\$2,000 Movie On Main
\$50 Park Clean Up
\$6,000 Southwood Nature Preserve
\$200 Fire and Ice
\$3,000 Recreation Programming
\$1,920 ADA Mats
\$16,670

ATTACHMENTS

Financial Reports

YEAR TO DATE BALANCE SHEET

AS OF: DECEMBER 31ST, 2018

063-PARK FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
063-1010	CASH	247,183.76	4,313.90	18,691.48	265,875.24
063-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
063-1040	ACCOUNTS RECEIVABLE	50.00	0.00	0.00	50.00
063-1042	ACCOUNTS RECEIVABLE MODULE	1,950.00	0.00	450.00CR	1,500.00
063-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
063-1060	INTEREST REC INVEST	877.77	0.00	877.77CR	0.00
063-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
063-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	250,061.53	4,313.90	17,363.71	267,425.24
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	140.81CR	1,016.10	140.81	0.00
063-2011	ACCOUNTS PAYABLE OTHER	263.70CR	0.00	263.70	0.00
063-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
063-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
063-2029	USE TAX PAID	0.00	0.00	0.00	0.00
063-2030	SALES TAX	0.00	14.75CR	14.75CR	14.75CR
063-2060	DEFERRED REVENUE	3,825.00CR	0.00	3,825.00	0.00
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	4,229.51CR	1,001.35	4,214.76	14.75CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	245,832.02CR	0.00	0.40CR	245,832.42CR
	TOTAL REVENUES	0.00	5,315.25CR	148,418.06CR	148,418.06CR
	TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>126,839.99</u>	<u>126,839.99</u>
	TOTAL FUND EQUITY	245,832.02CR	5,315.25CR	21,578.47CR	267,410.49CR
	BALANCE	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL	0	0.00	100,000.00	100,000.00 (	100,000.00)	0.00
CHARGES	0	5,285.25	32,165.25	15,750.60 (	32,165.25)	0.00
OTHER CHARGES	0	30.00	16,252.81	13,738.43 (	16,252.81)	0.00
TRANSFERS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	0	5,315.25	148,418.06	129,489.03 (	148,418.06)	0.00
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	0	0.00	22,486.66	3,278.00 (	22,486.66)	0.00
SOUTHWOOD PARK	0	0.00	5,815.42	2,489.02 (	5,815.42)	0.00
CASEY LAKE PARK	0	0.00	2,943.42	1,899.31 (	2,943.42)	0.00
SILVER LAKE PARK	0	0.00	700.00	0.00 (	700.00)	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	0	0.00	29,894.49	28,609.44 (	29,894.49)	0.00
DOROTHY PARK	0	0.00	0.00	7,356.00	0.00	0.00
NON DEPARTMENTAL	<u>0</u>	<u>0.00</u>	<u>65,000.00</u>	<u>65,002.00</u> (	<u>65,000.00)</u>	<u>0.00</u>
TOTAL EXPENDITURES	0	0.00	126,839.99	108,633.77 (	126,839.99)	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	5,315.25	21,578.07	20,855.26 (	21,578.07)	0.00

% OF YEAR COMPLETED: 100.00

TOTAL REVENUES	0	5,315.25	148,418.06	129,489.03 (	148,418.06)	0.00
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CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

GENERAL PARK % OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-40-4120-000 OPERATING SUPPLIES	0	0.00	169.16	0.00 (	169.16)	0.00
063-4-40-4120-031 OPERATING SUPPLIES	0	0.00	443.50	0.00 (	443.50)	0.00
063-4-40-4220-030 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>0.00</u>	<u>35.00</u>	<u>0.00 (</u>	<u>35.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	647.66	0.00 (	647.66)	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	0	0.00	750.00	0.00 (	750.00)	0.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	950.00	1,365.00 (	950.00)	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	<u>0</u>	<u>0.00</u>	<u>1,185.00</u>	<u>1,913.00 (</u>	<u>1,185.00)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	2,885.00	3,278.00 (	2,885.00)	0.00
 <u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	18,254.00	0.00 (	18,254.00)	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00 (</u>	<u>700.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	18,954.00	0.00 (	18,954.00)	0.00
TOTAL GENERAL PARK	0	0.00	22,486.66	3,278.00 (	22,486.66)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

SOUTHWOOD PARK

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-41-4120-303 OPERATING SUPPLIES	0	0.00	838.27	481.02 (	838.27)	0.00
063-4-41-4120-412 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-41-4210-303 MOTOR FUELS	0	0.00	0.00	0.00	0.00	0.00
063-4-41-4230-303 SMALL TOOLS & MINOR EQ	0	0.00	127.65	0.00 (	127.65)	0.00
063-4-41-4235-000 MAINTENANCE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
063-4-41-4235-303 MAINTENANCE MATERIALS	<u>0</u>	<u>0.00</u>	<u>2,094.00</u>	<u>1,808.00 (</u>	<u>2,094.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	3,059.92	2,289.02 (	3,059.92)	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	<u>0</u>	<u>0.00</u>	<u>2,755.50</u>	<u>200.00 (</u>	<u>2,755.50)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	2,755.50	200.00 (	2,755.50)	0.00
TOTAL SOUTHWOOD PARK	0	0.00	5,815.42	2,489.02 (	5,815.42)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

CASEY LAKE PARK

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-42-4120-000 OPERATING SUPPLIES	0	0.00	61.37	0.00 (	61.37)	0.00
063-4-42-4120-403 OPERATING SUPPLIES	0	0.00	23.69	286.38 (	23.69)	0.00
063-4-42-4120-410 OPERATING SUPPLIES	0	0.00	11.79	0.00 (	11.79)	0.00
063-4-42-4120-411 OPERATING SUPPLIES	0	0.00	70.64	325.00 (	70.64)	0.00
063-4-42-4120-412 OPERATING SUPPLIES	0	0.00	956.70	693.22 (	956.70)	0.00
063-4-42-4220-205 SIGNS & SIGN MAINTENAN	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4230-403 SMALL TOOLS & MINOR EQ	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>199.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	1,124.19	1,503.60 (	1,124.19)	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-42-4300-000 GENERAL CONTRACT/CONSU	0	0.00	525.00	100.00 (	525.00)	0.00
063-4-42-4575-412 GENERAL RENTALS	0	0.00	39.23	0.00 (	39.23)	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	900.00	0.00 (	900.00)	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>0.00</u>	<u>300.00</u>	<u>37.49</u> (	<u>300.00</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	1,764.23	137.49 (	1,764.23)	0.00
<u>CAPITAL</u>						
063-4-42-4700-403 OFFICE FURNITURE & FIX	0	0.00	0.00	258.22	0.00	0.00
063-4-42-4710-205 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4750-000 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>55.00</u>	<u>0.00</u> (	<u>55.00</u>)	<u>0.00</u>
TOTAL CAPITAL	0	0.00	55.00	258.22 (	55.00)	0.00
TOTAL CASEY LAKE PARK	0	0.00	2,943.42	1,899.31 (	2,943.42)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

SILVER LAKE PARK

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-43-4210-000 MOTOR FUELS	0	0.00	0.00	0.00	0.00	0.00
063-4-43-4220-000 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	(<u>700.00</u>)	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	700.00	0.00	(700.00)	0.00
TOTAL SILVER LAKE PARK	0	0.00	700.00	0.00	(700.00)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

NORTHWOOD PARK

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
063-4-44-4300-000 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
 <u>CAPITAL</u>						
063-4-44-4740-000 BUILDING & STRUCTURES	0	0.00	0.00	0.00	0.00	0.00
063-4-44-4750-000 IMPROVEMENTS OTHER THAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

HAUSE PARK

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-46-4120-000 OPERATING SUPPLIES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
 <u>CAPITAL</u>						
063-4-46-4740-000 BUILDINGS & STRUCTURES	0	0.00	27,148.31	0.00 (	27,148.31)	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN	<u>0</u>	<u>0.00</u>	<u>2,746.18</u>	<u>28,609.44</u> (	<u>2,746.18</u>)	<u>0.00</u>
TOTAL CAPITAL	0	0.00	29,894.49	28,609.44 (	29,894.49)	0.00
TOTAL HAUSE PARK	0	0.00	29,894.49	28,609.44 (	29,894.49)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

DOROTHY PARK % OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL</u>						
063-4-47-4750-000 IMPROVEMENTS OTHER THAN	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>7,356.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	7,356.00	0.00	0.00
TOTAL DOROTHY PARK	0	0.00	0.00	7,356.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>DEPARTMENTAL EXPENDITURES</u>						
<u>PERSONNEL SERVICES</u>						
063-4-00-4010-000 FULL-TIME SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>SUPPLIES</u>						
063-4-00-4120-303 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4120-412 OPERATING SUPPLIES	0	0.00	0.00	2.00	0.00	0.00
063-4-00-4211-303 LUBRICANTS & ADDITIVES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4215-303 CHEMICALS & CHEMICAL P	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4220-204 SIGNS & SIGN MAINTENAN	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4230-303 SMALL TOOLS & MINOR EQ	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4235-204 MAINTENANCE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4235-303 MAINTENANCE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	0	0.00	0.00	2.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-00-4300-000 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-037 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-038 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-204 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4300-205 GENRAL CONTRACT/CONSUL	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4303-204 PLANNING SERVICES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4307-204 SANITATION & RECYCLING	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4310-204 GENERAL SERVICE FEES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4360-303 DUES & SUBSCRIPTIONS	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4390-204 ADVERTISING & LEGAL NO	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4500-204 UTILITIES	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4570-204 EQUIPMENT RENTAL	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4600-303 CONTRACTED REPAIR & MA	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4630-000 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL</u>						
063-4-00-4705-403 OFFICE FURNITURE	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-000 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-205 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-401 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4710-402 FIELD EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4725-204 HEAVY EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
063-4-00-4750-000 IMPROVEMENTS OTHER THA	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS</u>						
063-4-00-4992-000 TRANSFERS TO OTHER FUN	0	0.00	65,000.00	65,000.00 (	65,000.00)	0.00
TOTAL TRANSFERS	0	0.00	65,000.00	65,000.00 (	65,000.00)	0.00
<u>TOTAL NON DEPARTMENTAL</u>						
TOTAL NON DEPARTMENTAL	0	0.00	65,000.00	65,002.00 (	65,000.00)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	0	0.00	126,839.99	108,633.77 (	126,839.99)	0.00
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	5,315.25	21,578.07	20,855.26 (	21,578.07)	0.00