

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
February 27, 2019
6:30 PM**

North St. Paul City Hall

I. CALL TO ORDER

II. ROLL CALL

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

Ex-Officio: Jim Naughton

Council Liaison: Candy Petersen

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

A. Approve the January 23, 2019 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:** Egg Hunt
- B. **Review/Discussion/Recommendation:** ADA meeting Update
- C. **Review/Discussion/Recommendation:** Tennis Court Resurfacing
- D. **Review/Discussion/Recommendation:** Sponsorship Options
- E. **Review/Discussion/Recommendation:** Movie on Main
- F. **Review/Discussion/Recommendation:** Food Truck Night
- G. **Review/Discussion/Recommendation:** Electronic Reader Board Sign
- H. **Review/Discussion/Recommendation:** Deb Armstrong Recognition

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – January

B. Review/Discussion: Park Clean-up Event, April 27, 2019

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

A. Review/Discussion:

X. ADJOURNMENT

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

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

**January 23, 2019
6:30 PM**

North St. Paul City Hall – Sandberg Room
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
Ingrid Koller
Nancy Thorsen
Sarah Zahradka
Tim Cole
Laura Greenlee-Karp

Council Liaison: Candy Petersen

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

Ex-Officio: Jim Naughton, NSPAA (Absent)

III. ADOPT AGENDA

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

IV. APPROVAL OF MINUTES

Approve the November 28, 2018 regular meeting minutes.

On motion by Commissioner Thorsen, seconded by Commissioner Koller with all present voting aye, motion carried to approve the November 28, 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

PRC welcomed newly-appointed Council Liaison Petersen to the Commission. Gustafson thanked PRC for all their hard work and dedication.

A. Review/Discussion/Recommendation: Election of Officers. There were no new nominations for PRC Chair. Grachek was nominated for Chair. Greenlee-Karp was nominated for Vice Chair. Grachek thanked Amsden for his three years of serving as Vice Chair.

On motion by Commissioner Zahradka, seconded by Commissioner Koller, with all present voting aye, motion carried to re-elect Grachek to PRC Chair.

On motion by Commissioner Zahradka, seconded by Commissioner Cole, with all present voting aye, motion carried to elect Greenlee-Karp to PRC Vice Chair.

B. Review/Discussion/Recommendation: Fire and Ice Debrief. PRC thanked Greenlee-Karp for coordinating the first Fire and Ice event. Greenlee-Karp stated that approximately 400 people attended, a nice manageable size group, with many being locals. This will be an annual event.

C. Review/Discussion/Recommendation: Star Watch 2019 Date. Mike Lynch committed to do the Star Watch event on October 3, 2019, at Casey Lake Park from 7 pm to 9 pm (rain or shine). It will be limited to 70 people again this year. Thorsen will follow up with Lynch in September.

D. Review/Discussion/Recommendation: Food Truck Night / Concerts at Hause. PRC will host a Food Truck Night at Hause Park as part of its July 24th Community/PRC meeting. Any Day Now, a local band, has offered to play at the event for free, and would like to play at two other City events. It was suggested as a gesture to pay the band \$200.

On motion by Commissioner Zahradka, seconded by Commissioner Haas, with all present voting aye, motion carried to recommend to City Council to approve \$200 from the Park Fund to pay Any Day Now to play at the Food Truck Night event.

E. Review/Discussion/Recommendation: Tennis Court Resurfacing. Agenda packet included quotes for resurfacing tennis courts. Still awaiting bid from Schifsky's. Tabled for now.

F. Review/Discussion/Recommendation: Path at Northwood. Agenda packet included a quote of \$17,500 from Remackle to install a path at Northwood Park. Staff is meeting with WSB and others to discuss an ADA Plan and Policy for the parks. Staff will report outcome of meeting at the February PRC meeting. Tabled for now.

G. Review/Discussion/Recommendation: Hause Park Update / Parking. Five tables, thirty chairs, refrigerator, microwave and microwave table were purchased for Hause. ADA updates included curb cut and path to building, along with two handicapped bathrooms. The first rental is reserved for February 2nd. Park revenue increased for Casey from \$15,000 to \$30,000 from the previous year.

H. Review/Discussion/Recommendation: Summer Recreation Program Planning. Grreenlee-Karp gave an update on the Summer Recreation Programming/Collaboration with ISD 622. Events include: Polar Explorers, Forest Frolic at Southwood Nature Center, Bike Clinic with Gateway Cycle, Science and Slime at Hause, Piñata in the Parks, Lego at Casey and Luv Chocolate. The only event she may need help from PRC is the Forest Frolic. All events are free to participants. The School District will cover the costs of vendors. The goal is to get people out to all areas of NSP. She asked that everyone spread the word.

I. Review/Discussion/Recommendation: Business Sponsorship Packet. PRC agreed that sponsorship letters should be sent out again this year to local businesses. Gustafson will send the letters out in February and will add Fire and Ice for \$300 to the list of Program Sponsorships. Sponsors are secured for Music in the Park and Egg Bonanza.

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – November and December. Gustafson summarized revenue/expenditures for November and December 2018.

B. Review/Discussion: Park Clean-Up Event. Park Clean-Up is scheduled for April 27, 2019. Southwood Clean-Up and City Tree Giveaway is also that date.

Gustafson shared with PRC the current changes at City Hall: Craig Waldron's retirement; Scott Duddeck's new appointment as City Manager; Paul Ammerman's departure; as well as her added responsibilities and title change to Administrative and Community Services Director.

Jr. Polars Football contacted Stachowski to inquire if PRC would donate to its football program. PRC suggested offering park space/facilities for Jr. Polars Football to use for their own fundraising event(s).

IX. REPORTS FROM COMMISSIONER AND PARK LIASIONS

A. Review/Discussion. Greenlee-Karp stated that NSP should hold some fundraiser events. Suggestions included Photos with Grinch at the Holiday Hop; Massive Christmas Village where people donated their Christmas items; Polar Plunge. Fundraising Events will be put on the agenda for February.

Zahradka requested PRC meet 30 minutes before the PRC February meeting to discuss the Easter Egg Hunt event (April 20, 2019).

Cathy Troendle contacted Gustafson to ask if PRC would want to recognize Deb Armstrong, an active volunteer at Southwood, in some way for all her work, as she will be moving. PRC would like to honor her with a plaque. Stachowski will coordinate with Troendle on the wording and will bring cost to the February PRC meeting.

Cole suggested reopening the discussion on Casey Lake's Message Board. It will be put on the agenda for February.

X. ADJOURNMENT

On motion by Commissioner Zahradka, seconded by Commissioner Cole, with all present voting aye, motion carried to adjourn the meeting at 7:58 pm.

Next meeting: February 27, 2018, at City Hall, Sandberg Room.

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
February 27, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. EGG HUNT PLANNING

ACTIONS TO BE CONSIDERED

Egg Hunt Event

FACTS

Event Details:

Date: Saturday, April 20, 2019

Location: Casey Lake Park

Time: 10-11:30 am

Listed below are debriefing notes from last year's event.

Zahradka stated the Egg Hunt was a success. People really liked the hot chocolate by the Salvation Army and cotton candy. Zahradka and Haas talked with a parent who was grateful that the event was at a location that is ADA accessible. Gustafson received feedback that some of the younger children did not get any eggs. Suggestions for next year: Having a volunteer hand out eggs to make sure everyone gets some. Possibly have a Suggested Event Donation box set up and to reinvest those donations into the Park Fund.

ATTACHMENTS

Flyer from last year's event

JOIN US FOR THE NORTH ST PAUL

3rd Annual Spring **EGG HUNT**

**FREE COMMUNITY EVENT,
ALL ARE WELCOME!**

**JANIE'S PLAYGROUND
@ CASEY LAKE PARK
NORTH ST PAUL**

**SATURDAY MARCH 31ST 2018
10AM-11:30AM**

HUNT STARTS AT 10:15AM



Visits
from the
Spring
bunny &
NSP Police &
Fire
department!

Treats
& refreshments

Fun
Activities
for all
ages!

prizes!

SPONSORED BY:



★ MORE EGGS THAN EVER BEFORE!

★ NO LIMIT EGG HUNT!

★ EGG HUNT FOR CHILDREN 0-12 YEARS

★ SEPARATE EGG HUNT AREAS BY AGES!

★ OTHER EVENTS OPEN TO CHILDREN
OF ALL AGES

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
February 27, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

B. ADA MEETING UPDATE

ACTIONS TO BE CONSIDERED

ADA MEETING UPDATE

FACTS

A meeting regarding ADA was held on February 20, 2019. Staff will share details regarding the discussion at the meeting.

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
February 27, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

C. 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
February 27, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

D. SPONSORSHIP OPTIONS

ACTIONS TO BE CONSIDERED

Sponsorship Options

FACTS

At the January meeting the PRC requested this topic to be placed on the February agenda for discussion.

ATTACHMENTS

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

E. MOVIE ON MAIN

ACTIONS TO BE CONSIDERED

Movie on Main

FACTS

With the upcoming development downtown, there most likely will not be space downtown for the 3rd annual Movie on Main. Staff is requesting PRC feed regarding the event.

ATTACHMENTS

Agenda Information Memorandum
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

F. FOOD TRUCK NIGHT

ACTIONS TO BE CONSIDERED

Food Truck Night

FACTS

The event is scheduled on Wednesday, July 24, 2019 at Hause.

Park Meeting: 6:00-6:30pm

Food Trucks and Any Day Now: 6:30pm-8pm

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
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VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
G. READER BOARD SIGN POLICY

ACTIONS TO BE CONSIDERED

Reader Board Sign Policy

FACTS

At the January PRC meeting the Commission requested to revisit the Reader Board Policy. The Reader Board Policy was discussed at the March 28, 2018 PRC meeting. Attached is the Policy staff received from Oakdale and emails from the City of Rosemount, City of St. Louis Park and City of Prior Lake. Several other cities were contacted but did not respond.

Oakdale currently does not allow non-profits to display but allows the school district to display.

Rosemount only allows outside organizations to display messages on the Steeple Center sign if they have a performance at the venue. Steeple Center is a performing Arts Center that hosts many theatre performances.

St. Louis Park does not have outside reader board signs. They do however have bulletin board announcements on our TV monitors in city hall and in the Rec Center, and on the iPads showing meeting schedules outside city hall meeting rooms. They only allow announcements on those outlets, and as far as sharing on social media, etc. to other government organizations (the St. Louis Park School District primarily) and to nonprofit organizations to which the city provides financial support (the local food shelf is the main example, as well as the annual city festival Parktacular).

City of Prior Lake allows organizations to display messages on their signs. The attached Electronic Message Board Request Form outlines posting criteria.

Staff has received feedback from Non-profits in the Community and from the Mayor that they would like the option to have non-profits advertise on the sign.

Several concerns regarding allowing non-city events to be displayed have been raised:

- Number of messages being displayed. If there are 10 messages etc., residents are likely to miss City messages when they drive by.
- Assumptions by residents that events displayed are city sponsored events.
- Display equity, if we display a message for example one fish fry, would we need to have messages for all four fish fries in town?
- Staff time necessary to create messages

ATTACHMENTS

Email from City of Rosemount
City of Oakdale Policy
City of St. Louis Park
City of Prior Lake Policy

City of Prior Lake

Electronic Message Board Request Form



The City of Prior Lake has two electronic message boards that communicate city government news, programs, events, public safety notices and more. Sign policy also allows for community event messages sponsored by local non-profit organizations.

REQUESTING YOUR MESSAGE: Each sign allows messages with a maximum of four lines of 15 characters each, including spaces. Shorter messages allow for larger fonts, bold lettering and better readability. Messages are visible for 12 seconds each. No animation nor effects are permitted.

Name of Organization: _____ Contact Name: _____

Contact Number: _____ Contact Email: _____

Request (check) a specific sign/s: ☐ Arcadia Ave. and County Rd. 21 Intersection (southwest corner)
☐ Hwy. 13 and 160th St. Intersection (northwest corner)
☐ Both Message Boards

Write your display message in the boxes below. Write a single character or leave a space for each box:

Line 1															
Line 2															
Line 3															
Line 4															

Display Dates (up to two weeks): _____ to _____

SIGN POLICY: This message board request form must be submitted to the city's communications coordinator, who reviews the request to determine whether it meets policy guidelines and ordinance requirements. Operation of the electronic message board must conform to the City's Electronic Message Sign Ordinance subsection 1107.807.

Complete guidelines and ordinance requirements are available on request and on the city's website:

www.cityofpriorlake.com. The Communications Coordinator will modify message requests that DO NOT meet the technical or policy requirements. To manage the number of posted messages, the city adheres to the following guidelines:

- Messages typically will be updated on a weekly basis.
- Events may only be posted a maximum of two weeks prior to the event.
- No more than 10 messages can scroll on either sign at any one time.

EXCLUDED CONTENT: The electronic message boards WILL NOT be used to display any of the following:

- preference for a political candidate, party or position whether local, regional, or national (*Examples of excluded messages would include "Support Candidate "X" for State Representative (or other position); Vote "Yes" or "No" for School Referendum; positions of support or opposition to political platforms, such as tax breaks, health care reform, spending*); or
- are politically charged, discriminatory, or offensive (*such as positions in support or opposition to gay marriage, abortion, military conflict, etc. or language that is lewd or suggestive*); or
- Advertise or benefit private businesses (*such as Business Grand Opening Today; \$5 off wine specials at Business "X"; Visit Business "Y" Today!*).

Laurie Koehnle

From: Jacqueline Larson <jlarson@stlouispark.org>
Sent: Wednesday, February 28, 2018 1:03 PM
To: Laurie Koehnle
Subject: RE: Question about Facebook reviews

Hi Laurie:

We don't have the outside reader board signs. We do however have bulletin board announcements on our TV monitors in city hall and in the Rec Center, and on the iPads showing meeting schedules outside city hall meeting rooms.

We only allow announcements on those outlets, and as far as sharing on social media, etc. to other government organizations (the St. Louis Park School District primarily) and to nonprofit organizations to which the city provides financial support (the local food shelf is the main example, as well as the annual city festival Parktacular).

The exception is our community TV channel which runs announcements for churches, organizations, etc. I can send you those guidelines if you're interested.

Let me know if you want more details!

The City of Minnetonka has an outdoor sign and I know they have guidelines for that if you wanted to contact them...as does the City of Edina. Let me know if you need contacts!

Jacque

Jacqueline A. Larson, APR
Communications and Marketing Manager | City of St. Louis Park
5005 Minnetonka Blvd, St. Louis Park, MN 55416
Office: 952.924.2632 | Cell Phone: 952.228.8619
www.stlouispark.org | www.facebook.com/stlouispark | www.twitter.com/stlouispark
Experience LIFE in the Park

From: Laurie Koehnle [mailto:Laurie.Koehnle@northstpaul.org]
Sent: Wednesday, February 28, 2018 12:32 PM
To: Jacqueline Larson
Subject: RE: Question about Facebook reviews

Hi Jacqueline,

That is a smart move. Why share with the Facebook world. It keeps things more positive. We might disable ours. I have a question for you: Do you have digital/reader signs in your city to publicize your events? If so, do you post event information from non-profits located within your community?

Laurie

From: Jacqueline Larson [mailto:jlarson@stlouispark.org]
Sent: Wednesday, February 28, 2018 12:09 PM
To: 'Marty Doll' <Marty.Doll@burnsvillemn.gov>; kclassey@wayzata.org; 'KDoran@ShakopeeMN.gov' <KDoran@ShakopeeMN.gov>; 'LStoffel@hastingsmn.gov' <LStoffel@hastingsmn.gov>; 'mhiggins@eminnetonka.com' <mhiggins@eminnetonka.com>; Laurie Koehnle <Laurie.Koehnle@northstpaul.org>
Subject: RE: Question about Facebook reviews

Standard Operating Policy

City of Oakdale

Policy Number: MIS-007

Pages: 1

Subject: Posting at City Offices or on Electronic Message Boards

Date Approved: 1996 **Amended:** 2015

1.0 Purpose

- 1.1 The purpose of this policy is to provide guidelines as to which the city may post or display at city buildings or on the city's electronic message boards, located at 15th Street and Hadley Avenue and at Highway 36 and Hadley Avenue.

2.0 Guidelines

- 2.1 The following official city and public-service related documents, notices, announcements, etc. may be posted or displayed:
- a. City Council and City Commission/Committee agendas, meeting notices and hearing notices.
 - b. Notices to visitors when city offices will be closed.
 - c. Ordinances and resolutions adopted by the City Council.
 - d. Rules and regulations for use of city-owned facilities.
 - e. Upcoming city-sponsored events.
 - f. Awards, certificates received by the city.
 - g. State, county and school district generated information.
 - h. City produced newsletters brochures and flyers.
 - i. Applications for employment, building permits, etc.
 - j. Public bus route information.
 - k. Information on public libraries.
 - l. Information relating to public safety-related matters.
 - m. Copies of the official newspaper.
 - n. Other materials as approved by the City Administrator, per Section 3.1

3.0 Other Materials

- 3.1 The City Administrator has the authority to determine whether the materials comply with the guidelines for the posting of official city and public-service related information.

From: Cox, Alan
To: [Debra Gustafson](#)
Subject: RE: electronic sign
Date: Thursday, March 8, 2018 4:19:17 PM

Emmy Foster asked me to reply; I am the City's Communications Coordinator. We have an electronic sign outside a City owned meeting space, the Steeple Center, and we post items for outside groups to promote their events taking place at the Center. We also have a sign outside City Hall that debuted last fall. So far we have only promoted City events on that sign. We do not have a formal policy.

-Alan Cox, City of Rosemount

I have a policy question for you. We recently installed an electric sign in NSP. Our original plan was just to display City and City Sponsored events on the sign.

The Park Commission asked me to research other city policies since they have had several non-profits ask to display messages on the sign.

Does Rosemount have an electronic sign? If so, do you have a policy regarding displaying messages?

Thanks,

Debra

Debra Gustafson
Strategic Operations Director

direct 651.747.2423
office 651.747.2400
fax 651.747.2425
debra.gustafson@northstpaul.org



Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
February 27, 2019

VIII. REPORTS FROM STAFF

A. BUDGET: JANUARY UPDATE

FACTS

From the January 1, 2018 budget report to January 31, 2019, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (January): \$0

Park Fund Revenue (January): \$12,205.54

- Park / Canoe Rental Fees: \$11,625.00 (January)
- Donations \$30 (Utility Billing)
- Market Value Adjustment: 696.85
- Investment Income: (146.31)

Fund Balance as of 1/31/2019: \$258,037.96

The unclaimed Park Fund balance is (Fund Balance – Approved Expenditures):
\$212,276.34

Budget expenditures that have been approved for 2018:

\$356.21 Southwood Nature Preserve (\$5,643.79 has been spent)

\$11,310 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)

\$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)
\$29,091.72

Budget Expenditures for 2019

\$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: JANUARY 31ST, 2019

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	266,851.63	7,524.80	7,524.80	274,376.43
063-1040	ACCOUNTS RECEIVABLE	50.00	0.00	0.00	50.00
063-1042	ACCOUNTS RECEIVABLE MODULE	1,500.00	0.00	0.00	1,500.00
063-1060	INTEREST REC INVEST	<u>719.26</u>	<u>719.26</u> CR	<u>719.26</u> CR	<u>0.00</u>
	TOTAL ASSETS	269,120.89	6,805.54	6,805.54	275,926.43
<u>LIABILITIES</u>					
063-2030	SALES TAX	14.75CR	0.00	0.00	14.75CR
063-2060	DEFERRED REVENUE	<u>5,400.00</u> CR	<u>5,400.00</u>	<u>5,400.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	5,414.75CR	5,400.00	5,400.00	14.75CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	245,832.42CR	0.00	0.00	245,832.42CR
	TOTAL REVENUES	144,713.71CR	12,205.54CR	132,508.17	12,205.54CR
	TOTAL EXPENDITURES	<u>126,839.99</u>	<u>0.00</u>	<u>126,839.99</u> CR	<u>0.00</u>
	TOTAL FUND EQUITY	263,706.14CR	12,205.54CR	5,668.18	258,037.96CR
	BALANCE	0.00	0.00	17,873.72	17,873.72

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL	100,000	0.00	0.00	0.00	100,000.00	0.00
CHARGES	0	11,625.00	11,625.00	9,450.00 (	11,625.00)	0.00
OTHER CHARGES	5,375	580.54	580.54	377.90	4,794.46	10.80
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	105,375	12,205.54	12,205.54	9,827.90	93,169.46	11.58
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	6,970	0.00	0.00	0.00	6,970.00	0.00
SOUTHWOOD PARK	6,000	0.00	0.00	0.00	6,000.00	0.00
CASEY LAKE PARK	3,500	0.00	0.00	0.00	3,500.00	0.00
SILVER LAKE PARK	0	0.00	0.00	0.00	0.00	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	200	0.00	0.00	0.00	200.00	0.00
DOROTHY PARK	0	0.00	0.00	0.00	0.00	0.00
NON DEPARTMENTAL	<u>65,000</u>	<u>0.00</u>	<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	81,670	0.00	0.00	65,000.00	81,670.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	23,705	12,205.54	12,205.54 (	55,172.10)	11,499.46	51.49

% OF YEAR COMPLETED: 08.33

TOTAL REVENUES	105,375	12,205.54	12,205.54	9,827.90	93,169.46	11.58
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CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

GENERAL PARK % OF YEAR COMPLETED: 08.33

	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	2,970	0.00	0.00	0.00	2,970.00	0.00
063-4-40-4120-031 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-40-4220-030 SIGNS & SIGN MAINTENAN	<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	2,970	0.00	0.00	0.00	2,970.00	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	4,000	0.00	0.00	0.00	4,000.00	0.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	4,000	0.00	0.00	0.00	4,000.00	0.00
 <u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	0.00	0.00	0.00	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL PARK	6,970	0.00	0.00	0.00	6,970.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

SOUTHWOOD PARK

% OF YEAR COMPLETED: 08.33

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	6,000	0.00	0.00	0.00	6,000.00	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	0.00	0.00	0.00	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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	6,000	0.00	0.00	0.00	6,000.00	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SOUTHWOOD PARK	6,000	0.00	0.00	0.00	6,000.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

CASEY LAKE PARK

% OF YEAR COMPLETED: 08.33

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	400	0.00	0.00	0.00	400.00	0.00
063-4-42-4120-403 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4120-410 OPERATING SUPPLIES	2,000	0.00	0.00	0.00	2,000.00	0.00
063-4-42-4120-411 OPERATING SUPPLIES	500	0.00	0.00	0.00	500.00	0.00
063-4-42-4120-412 OPERATING SUPPLIES	600	0.00	0.00	0.00	600.00	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>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	3,500	0.00	0.00	0.00	3,500.00	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-42-4300-000 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4575-412 GENERAL RENTALS	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL CASEY LAKE PARK	3,500	0.00	0.00	0.00	3,500.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

SILVER LAKE PARK

% OF YEAR COMPLETED: 08.33

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>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
TOTAL SILVER LAKE PARK	0	0.00	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

NORTHWOOD PARK

% OF YEAR COMPLETED: 08.33

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: JANUARY 31ST, 2019

063-PARK FUND

HAUSE PARK

% OF YEAR COMPLETED: 08.33

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>200</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>0.00</u>
TOTAL SUPPLIES	200	0.00	0.00	0.00	200.00	0.00
 <u>CAPITAL</u>						
063-4-46-4740-000 BUILDINGS & STRUCTURES	0	0.00	0.00	0.00	0.00	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL HAUSE PARK	200	0.00	0.00	0.00	200.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

DOROTHY PARK % OF YEAR COMPLETED: 08.33

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	0.00	0.00	0.00
TOTAL CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL DOROTHY PARK	0	0.00	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 08.33

	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	65,000	0.00	0.00	65,000.00	65,000.00	0.00
TOTAL TRANSFERS	65,000	0.00	0.00	65,000.00	65,000.00	0.00
<u>TOTAL NON DEPARTMENTAL</u>						
TOTAL NON DEPARTMENTAL	65,000	0.00	0.00	65,000.00	65,000.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2019

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	81,670	0.00	0.00	65,000.00	81,670.00	0.00
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	23,705	12,205.54	12,205.54 (	55,172.10)	11,499.46	51.49