

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

North St. Paul City Hall – Sandberg Room

I. CALL TO ORDER

II. ROLL CALL

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

Ex-Officio: Jim Naughton

Council Liaison: Candy Petersen

**Staff: Jill Officer
Keith Stachowski**

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

- A. Approve the September 25, 2019 regular meeting minutes**
Meeting notes included in the packet. No formal meeting minutes for approval due to lack of a quorum at the October 23rd, November 20th, January 22nd meetings
- B. Review October 23, 2019 regular meeting note**
- C. Review November 20, 2019 regular meeting note**
- D. Review January 22, 2020 regular meeting note**

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: Business Sponsorship Packet**
- C. Review/Discussion/Recommendation: Egg Hunt Event**
- D. Review/Discussion/Recommendation: Polar Explorers Program Planning**

E. Review/Discussion/Recommendation: 2020 PRC Goals

F. Review/Discussion/Recommendation: Polar Park Plan

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – September, October, November, December, January

B. Review/Discussion: Free Skate at Polar Arena

C. Review/Discussion: Park Clean-up / 2020 Spring Event dates

D. Review/Discussion: Southwood Preserve Budget update

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

A. Review/Discussion:

X. ADJOURNMENT

Next meeting: March 25, 2020 – City Hall Sandberg Room

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
REGULAR MEETING MINUTES
September 25, 2019
6:30 PM**

North St. Paul City Hall

I. CALL TO ORDER

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

II. ROLL CALL

Present: Larry Amsden
 Lloyd Grachek, Chair
 Ingrid Koller
 Sarah Zahradka
 Tim Cole
 Nancy Thorsen

Absent: Laura Greenlee-Karp, Vice Chair
 Heather Haas

Ex-Officio: Jim Naughton, NSPAA

Council Liaison: Candy Petersen

Staff: Debra Gustafson
 Keith Stachowski

III. ADOPT AGENDA

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

IV. APPROVAL OF MINUTES

A. Approve the August 28, 2019 regular meeting minutes.

On motion by Commissioner Zahradka, seconded by Commissioner Cole with all present voting aye, motion carried to approve the August 28, 2019 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:** Halloween Update – Commissioner Zahradka provided an update of the event that is scheduled on October 26th from 2-4pm. Zahradka thanked Parks Coordinator Stachowski for all his help with securing organizations to participate at the event. Staff will bring bags for participants that forget to bring one. Zahradka stated she has décor for the building and will create a Halloween playlist for the event.
- B. **Review/Discussion/Recommendation:** Tennis Court Update – The asphalt portion of the project has been completed. The asphalt needs to cure prior to seal coating and striping the courts. Due to the upcoming cold weather and street project construction near the tennis courts the courts will be sealed and striped in the spring of 2020. Commissioner Koller recommended providing a project update on Facebook so the community is aware of the status of the project.
- C. **Review/Discussion/Recommendation:** Summer Meeting Locations: The PRC recommended the following meeting locations for 2020:
Wednesday, June 24th Southwood Park
Wednesday, July 22th Dorothy Park
Wednesday, August 26th Rotary Park
- D. **Review/Discussion/Recommendation:** Star Watch – Registration is currently full. Commissioners Amsden, Zahradka and Cole plan to volunteer at the event. Commissioner Thorsen mentioned we would need the following items for the event: Hot Cocoa, Bottled Water, Cookies, Napkins and the donation boxes, she also mentioned Mike Lynch is planning to be on site sometime around 4 to 4:30 p.m. Gustafson mentioned she has not received an invoice yet from Mike Lynch.
- E. **Review/Discussion/Recommendation:** Dog Park – Gustafson and Stachowski shared dog park development consideration and presented the tennis courts at McKnight Park as a possible location for a dog park. Commissioner Zahradka stated she is pro dog park but stated McKnight may not be the right location for a dog park. Commissioner Cole he didn't feel McKnight is right location for the dog park and also expressed concerns regarding park maintenance and insurance. Commissioner Koller stated concerns about unpredictable environments of dog parks. Chair Grachek stated that with limited park funding, he'd prefer to put park funding toward new playground equipment. The Commission suggested investigating other locations for a possible dog park location at a later date. Locations mentioned at the meeting were: the empty lot by Sidewinders, lot kitty corner from Sandberg Funeral Home and a lot near 3rd Street and 7th Avenue. The Commission also suggested having further discussion regarding demolition of the condemned east tennis courts at McKnight.
- F. **Review/Discussion/Recommendation:** Polar Explorers Program Review. Parks Commissioner reviewed at the last PRC meeting. No further discussion was needed.

VIII. REPORTS FROM STAFF

- A. **Review/Discussion: Budget Update** – Gustafson summarized revenue/expenditures for August 2019.
- B. **Review/Discussion: Volunteer Appreciation – November 6 @ 6pm** – Gustafson invited the Commission to the Volunteer appreciation event at Casey Lake Park Shelter on November 6th.
- C. **Review/Discussion: Eagle Scout Bench Project** – Gustafson informed the PRC that the City Council approved funding from the Park Fund to fund an Eagle Scout Bench Project.

D. Review/Discussion: Gustafson stated that she is transitioning the PRC responsibilities to Park Coordinator Stachowski based on new administrative responsibilities she will be responsible for. She is planning to attend both the October and November meetings.

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

A. Review/Discussion:

X. ADJOURNMENT

On motion by Commissioner Zahradka, seconded by Commissioner Cole, with all present voting aye, motion carried to adjourn the meeting at 7:51 pm.

Next meeting: October 23, 2019 meeting at City Hall-Sandberg Room at 6:30 p.m.

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
MEETING NOTES
October 23, 2019
6:30 PM**

North St. Paul City Hall

I. CALL TO ORDER

II. ROLL CALL

Present: Larry Amsden
Ingrid Koller
Nancy Thorsen

Absent: Laura Greenlee-Karp, Vice Chair
Lloyd Grachek, Chair
Heather Haas
Sarah Zahradka
Tim Cole

Ex-Officio: Jim Naughton, NSPAA (Absent)

Council Liaison: Candy Petersen (Absent)

Staff: Debra Gustafson
Keith Stachowski

Due to lack of quorum no actions were formally taken, items were discussion only.

III. ADOPT AGENDA

IV. APPROVAL OF 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:** Halloween Update. Commissioners Koller and Amsden are planning to volunteer at the event. Commissioner Thorsen is unable to attend. It was recommended to possibly change up the PRC's large events such as the trick or treat and Egg Hunt to smaller events more focused on North St. Paul Residents. Gustafson suggested sharing that feedback at the next meeting when the Commission does an event debrief.
- B. **Review/Discussion/Recommendation:** Tennis Court Update – Parks Coordinator Stachowski shared with the group that the court has been reconstructed and the striping and sealing will take place in the spring. A project update was shared on Facebook.
- C. **Review/Discussion/Recommendation:** Summer Meeting Location 2020 Update. Gustafson reminded the Commission the July meeting was moved from Dorothy to Hause due to the food truck night being held there.
- D. **Review/Discussion/Recommendation:** Star Watch Update – Staff suggested having priority resident registration next year, also possibly charge a registration fee. The event was covered in the Star Tribune.
- E. **Review/Discussion/Recommendation:** Polar Explorers Program Review – No discussion.
- F. **Review/Discussion/Recommendation:** Fire and Ice Event - Tabled for the November meeting
- G. **Review/Discussion/Recommendation:** Goals and Accomplishments – Reviewed PowerPoint, Gustafson asked Commissioners to email her with recommended changes and to bring 2020 goal suggestions to the next meeting.
- H. **Review/Discussion/Recommendation:** Polar Park Plan – Tabled for the November meeting.

VIII. REPORTS FROM STAFF

- A. **Review/Discussion:** Budget Update – September – Will be reviewed at the November meeting.
- B. **Review/Discussion:** Volunteer Appreciation – November 6 @ 6pm. Gustafson reminded the Commission about the upcoming volunteer appreciation event and to email Stachowski to RSVP.

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

- A. **Review/Discussion:**

X. ADJOURNMENT

Meeting was adjourned at 7:53 pm.

Next meeting: November 20, 2019 meeting at City Hall-Sandberg Room at 6:30 p.m.

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
MEETING NOTES
November 20, 2019
6:30 PM**

North St. Paul City Hall

I. CALL TO ORDER

II. ROLL CALL

Present: Larry Amsden
Nancy Thorsen
Tim Cole
Heather Haas

Absent: Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Sarah Zahradka
Ingrid Koller

Ex-Officio: Jim Naughton, NSPAA

Council Liaison: Candy Petersen

Staff: Debra Gustafson
Keith Stachowski
Jill Officer

Due to lack of quorum no actions were formally taken, items were discussion only.

III. ADOPT AGENDA

IV. APPROVAL OF 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:** Halloween Update. Stachowski stated it was an excellent turnout, vendors were expected to come back next year. Commissioners Cole and Amsden brought up having officers there earlier for traffic control.
- B. **Review/Discussion/Recommendation:** Star Watch Update –Stachowski stated it was a success however only half of registrants showed up. Presentation was good even though it was a cloudy evening.
- C. **Review/Discussion/Recommendation:** Polar Explorers Program Review – No discussion.
- D. **Review/Discussion/Recommendation:** Fire and Ice Event- January 3rd, Fire staff has already collected wood from public works for bonfires. Salvation Army will be providing hot cocoa. Gustafson brought to attention that the school felt having New Horizon as the event sponsor was a conflict of interest. Laura was called to explain what those were –which is overlapping pre-k programs. Settled on poster wording to say City and School collaboration, salvation army and sponsor providing refreshments.
- E. **Review/Discussion/Recommendation:** Rotary Park bathrooms-delayed due to contractor issues but will open soon. Century College students are currently working on the project.
- F. **Review/Discussion/Recommendation:** Goals and Accomplishments –Gustafson presented PowerPoint slides for final suggestions. Accomplishments- Commissioner Cole recommended adding North Track team to park clean up, added egg count of 9000 and people count of 2500+ to egg hunt, added number of food trucks to food truck night and added people count of 250 residents to fire and ice. Projects in Progress slides- suggested to add ADA accessible to Polar Park plan.
- G. **Review/Discussion/Recommendation:** 2020 Goals- discussed the possibility of a building at Northwood Park-possibly a rental? Dog park –possible locations discussed, old tennis courts, Casey Park army equipment area, somewhere closer to downtown. McKnight sports complex –tennis court options? Update park plan. Commissioner Cole suggested possibly shelter/bathroom at Silver Lake. Gustafson added the Silver Lake playground around 2026.

VIII. REPORTS FROM STAFF

- A. **Review/Discussion:** Budget Update – September – Will be reviewed at the January meeting.
- B. **Review/Discussion:** Polar Park Plan – discussion tabled until next year.

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

- A. **Review/Discussion:**

X. ADJOURNMENT

Meeting was adjourned at 7:53 pm.

Next meeting: January 22, 2020 meeting at City Hall-Sandberg Room at 6:30 p.m.

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
MEETING NOTES
January 22, 2020
6:30 PM**

North St. Paul City Hall

I. CALL TO ORDER

II. ROLL CALL

Present: Lloyd Grachek, Chair
Laura Greenlee-Karp, Vice Chair
Nancy Thorsen
Ingrid Koller

Absent: Larry Amsden
Tim Cole
Heather Haas
Sarah Zahradka

Ex-Officio: Jim Naughton, NSPAA (absent)

Council Liaison: Candy Petersen

Staff: Keith Stachowski
Jill Officer

Due to lack of quorum no actions were formally taken, items were discussion only.

III. ADOPT AGENDA

IV. APPROVAL OF 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.

- *Dave from Southwood Preserve was present to discuss options for fencing along path and resurfacing the deck. Also mentioned liking the master naturalist program.*
- *Logan Wood from Troop 188 inquired about potential Eagle Scout projects.*

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Review/Discussion/Recommendation:** Election of Officers- discussed potential nominees, nominations and elections for chairs in February, fill openings
- B. Review/Discussion/Recommendation:** Business Sponsorship Packet- a couple events still open for sponsors. Fire and Ice suggestion as a partnership instead of sponsorship.
- C. Review/Discussion/Recommendation:** Polar Explorers Program Planning – Successful program with returning and new participants, all ages, covers several park areas with attendance around 200 people each time. Adding 2 more dates. July and August planned, June still in need of coordination.
- D. Review/Discussion/Recommendation:** 2020 PRC goals- committee to look over packet distributed, discuss at next meeting
- E. Review/Discussion/Recommendation:** Polar Park Plan-committee to look over plans in packet, discuss at next meeting
- F. Review/Discussion/Recommendation:** Egg Hunt- suggested re-evaluating event to make improvements
- G. Review/Discussion/Recommendation:** Southwood Preserve Budget- budget approved, discussed natural play area in corner
- H. Review/Discussion/Recommendation:** Park Clean-up/2020 Spring Event dates-high school, 4/18 & 4/25
- I. Review/Discussion/Recommendation:** Fire and Ice event- went well, discussion of options to add skate rental, beginning skater equipment

VIII. REPORTS FROM STAFF

- A. Review/Discussion:** Keith mentioned some upcoming events such as the tree adoption, star watch and concert in the park series

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

- A. Review/Discussion:**

X. ADJOURNMENT

Meeting was adjourned at 7:59 pm.

Next meeting: February 26, 2020 meeting at City Hall-Sandberg Room at 6:30 p.m.

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

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. ELECTION OF OFFICERS

ACTIONS TO BE CONSIDERED

Election of 2020 Parks and Recreation Commission Officers

FACTS

According to Ordinance⁷³⁷, 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 Ordinance⁷³⁷, 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
February 26, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

B. CORPORATE SPONSORSHIP MAILING

ACTION TO BE CONSIDERED

Recommendation regarding the corporate sponsorship program

FACTS

- Attached is the 2019 Business Sponsorship Packet that was mailed out last year 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.

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ATTACHMENTS

2019 Business 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



2020 SPONSORSHIP PROGRAM & OPPORTUNITIES

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 5,000 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.

Food Truck Night

This FREE program will have food trucks and live music at House Lake Park in July.

Title Sponsor – Title sponsor for the program (limited to one) \$200

Fire and Ice

This FREE program is a family skating party at House Park. The event includes skating, bonfires, s'mores and hot coco.

Title Sponsor – Title sponsor for the program (limited to one) \$300

Partner Sponsor – Partner sponsor for the program. Sponsor contributes a monetary amount of less than \$300, or goods, services, gift certificates or other in-kind contribution.

Silver Lake SPLASH

The Silver Lake SPLASH started ten 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.)

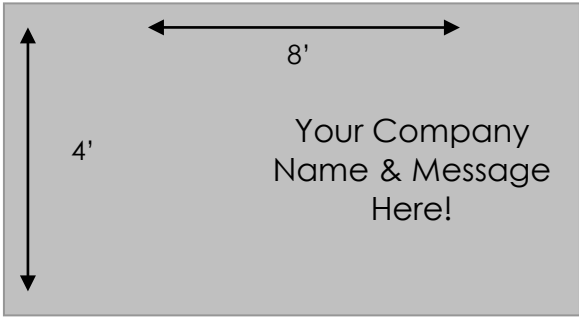
Partner Sponsor – Partner sponsor for the program (unlimited amount) \$100 minimum

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.

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

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.
-

2020 Sponsorship Commitment Form

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	___ <u>2020 Sponsor Secured</u>	\$150 to \$550 per concert
___ StarWatch	___	\$400
___ Fire and Ice Event	___ <u>2020 Sponsor Secured</u>	\$300
___ Food Truck Night	___	\$200
___ Halloween Event	___ <u>2020 Sponsor Secured</u>	In-kind to \$500
___ Silver Lake SPLASH	___ <u>Sponsor pending</u>	In-kind to \$1,500
___ Easter Egg Bonanza	___	In-kind to \$500

Athletic Facility Banner

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

Brick Sponsorship – Casey Lake

___ 4 X 8 Paver \$75

___ 8 X 8 Paver \$150

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
February 26, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

C. EGG HUNT PLANNING

ACTION TO BE CONSIDERED

Start Egg Hunt event preparations

FACTS

Currently the event is scheduled on: April 11th from 10-11:30 a.m. at Casey Lake Park.

ATTACHMENTS

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

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

D. 2020 POLAR EXPLORERS PROGRAM PLANNING

ACTIONS TO BE CONSIDERED

Update on Summer Recreation Programming / Collaboration with ISD622 for the summer 2020

FACTS:

Discuss upcoming programming in NSP Parks. Programs are in collaboration with ISD622. For 2020

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.

ATTACHMENTS

2019 Program outline

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.)

Possible Basketball with the Police Department?

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

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

E. PRC GOALS FOR 2020

ACTION TO BE CONSIDERED

To discuss goals and strategy for 2020 PRC goals

FACTS

Listed below are the PRC goals that were presented to City Council in December:

- Update the Park Improvement Plan.
- Complete playground project at Polar Parks.
- Research new signage options for the Parks.
- Research path options at Northwood Park, to increase connectivity and access from the playground to the street and discuss construction of a new building at Northwood Park
- Research amenity options for Southwood Nature Preserve.
- Review options for McKnight Tennis Court Area
- Research options for a dog park
- Continue successful events such as; Concerts in the Park, SPLASH, Egg Hunt, Star Watch, Trick or Treat Trail, and Park Clean Up, Fire and Ice event and Food Truck Night,

ATTACHMENTS

2020 Possible Park Projects
2019 Park Improvement Plan
2040 City Comp Plan Chapter 10 Parks
ADA Compliance Trends handout

North St. Paul Park Improvement Plan 2019



NORTH
ST. PAUL
extraordinary.

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Purpose

The purpose of the North St. Paul Park Improvement Plan (PIP) is to:

1. Identify and prioritize capital improvements that are needed in the city's parks, based on a full inventory of the equipment and structures in each park;
2. Estimate project costs for capital improvements;
3. Recommend timelines that will enable the city to complete the highest-priority projects within five years and the remaining projects to be completed in the next 5-10 years.

Most of the recommended improvements will involve replacing existing equipment and/or structures, as opposed to adding new amenities to parks.

The Park Fund is the main revenue source for park improvement projects. The Park Fund consists of proceeds from Local Government Aid, community events, donations from individuals and organizations that support public access to parks and recreation areas.



Introduction

North Saint Paul residents have always loved their parks. When the City was founded and platted by Henry Castle in 1887, several acres of land were set aside for this purpose. Today, our community of only 3.1 square miles is privileged to enjoy a total of 14 parks, including three nature preserves and two recreational lakes. Much of the playground equipment has been replaced in recent years. To further enhance the park system, keep in good condition a variety of maintenance items and accessible paths are



Silver Lake Park

The natural question to ask is, why should the community continue to invest in its parks? One reason is to protect property values. Research has shown that quality parks raise the property values of homes in the area. Real estate trends show that home prices in suburban areas are continuing to decline at a faster rate than those in more urban areas. Investing in our parks could be a tool to prevent the further decline of home prices.

- continued



Introduction

Furthermore, continued investment in the parks satisfies several of the goals that were set by the North St. Paul City Council in 2010. The first of the four goals was to “improve quality of neighborhoods.” Parks are a crucial neighborhood asset. The aesthetic improvement that renovated parks bring to a neighborhood can serve as a catalyst by encouraging residents to invest in the upkeep of their own homes. Aging and declining parks send a signal that the neighborhood and the city are also aging and declining. This is not the message we want to send to potential homebuyers or development professionals who visit our community.



Casey Lake Park

Another goal established by the Council is to further economic development. Parks and open space has been a proven community asset that helps to attract economic development. By continuing to maintain and strengthen our current neighborhood and regional parks, we can make North St. Paul not only more aesthetically appealing, but more attractive to developers. In summary, parks and open space contribute to higher home prices and more economic development, which in turn increases the tax base for the community. Indeed, maintaining and conserving parks and open space is a crucial part of North St. Paul’s economic health.



- continued

Introduction

The Park Improvement Plan, which is a culmination of inventory and research by City staff and input from the Parks Commission, will serve as a guide for capital improvements as we look to improve North St. Paul's parks over the next 15 years. Included is a complete inventory of the amenities and infrastructure in each of the parks, the status of their age and condition, as well as the estimated cost to replace structures and equipment. It is our hope that by highlighting the needs of our parks and communicating the cost for replacement, the community will recognize the need for prioritization and creativity in fundraising to leverage all available financial resources. Recommendations for prioritization, project phasing, and funding sources also are provided for all parks. ■



Wildlife at Silver Lake Park



Park Classifications

Small Neighborhood

Definition: A park classified as a “**Small Neighborhood Park**” is primarily used by residents of the neighborhood in which it is located. These parks occupy less than one square block of land within the community and may provide a variety of amenities.

Parks with this Classification:

- Dorothy Park
- Polar Park
- Country Club Park
- Colby Hills Park



Prescription:

- ⇒ Improvements to parks under this classification will be more minimal.
 - ⇒ The focus will be on maintenance/repair of existing equipment and amenities.
 - ⇒ Efforts will be made to enhance the visual appeal of these parks so they continue to serve as an asset for the neighborhood.
 - ⇒ As park equipment and infrastructure in these parks reaches the end of its lifespan, the Parks Commission will work with the neighborhood to gauge interest in replacing infrastructure and to explore new uses for the park, including open green space, community gardens, walking paths, public art, etc.



Park Classifications

Large Neighborhood

Definition: A park classified as a “Large Neighborhood Park” generally has more amenities than a small neighborhood park and takes up more than one square block of land. These parks are still primarily used by residents of the neighborhood, but they may also draw in other people from the community due to the diversity of amenities offered there.



Parks with this Classification:

- Northwood Park
- Tower Park
- Hause Park

Prescription:

- ⇒ Improvements to these parks will be more substantial than for small neighborhood parks.
- ⇒ Funding will go toward maintenance and repair, and when equipment and infrastructure reaches the end of its life, funding for replacement and/or potential new uses will be explored.



Park Classifications

Regional Park

Definition: A park classified as a “**Regional Park**” differs from a neighborhood park by the fact that it draws in visitors from both the community and the larger region due to a unique natural feature or amenity.

Parks with this Classification:

- Casey Lake Park
- Silver Lake Park
- McKnight Fields



Prescription:

- ⇒ Regional parks serve a crucial purpose in the community, as they attract a large number of visitors. Thus, these parks promote a positive and prosperous image for North Saint Paul.
 - ⇒ Funding will be available for capital improvements, and maintenance and repair will be performed with greater frequency.
 - ⇒ Specifically, efforts will be made to maintain and enhance the amenities that generate a regional draw to the park. For instance, shoreline restoration will eventually be necessary at Silver Lake Park in order to preserve the water quality.
 - ⇒ Similarly, the baseball fields at McKnight Field will be frequently considered for improvements because they draw large quantities of people from both within and outside the community.



Park Classifications

Specialty Park

Definition: A park classified as a “Specialty Park”

Parks with this Classification:

- Rotary Park
- Veteran Park
- Southwood Nature Preserve
- Urban Ecology Center

Prescription:

⇒



Classification of the Parks

North St. Paul Parks

Polar Park

Casey Lake Park

McKnight Field

Rotary Park

Urban Ecology Center

Colby Hill Park

Northwood Park

Dorothy Park

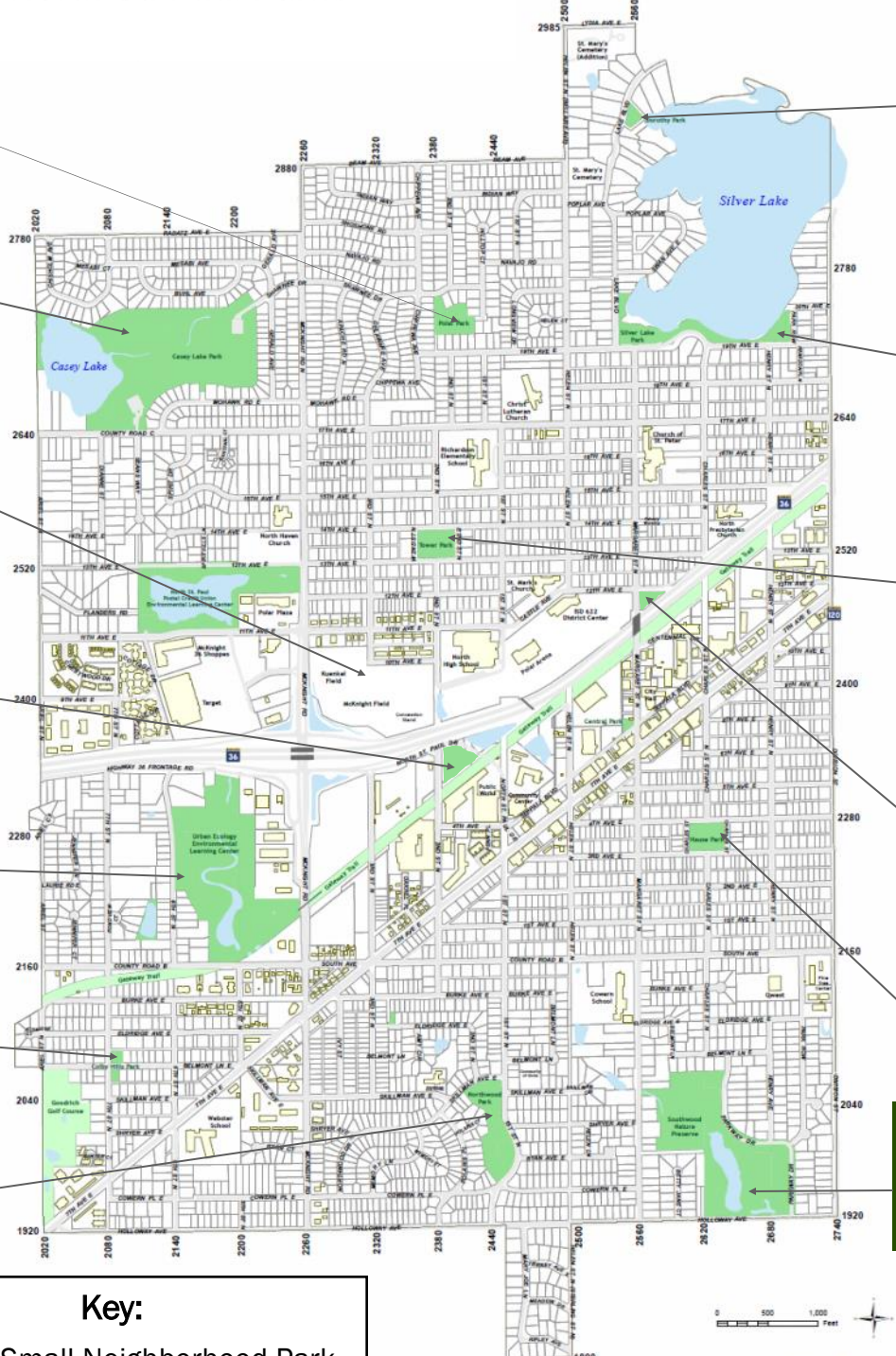
Silver Lake Park

Tower Park

Veterans Park

Hause Park

Southwood Nature Preserve



Key:

- Small Neighborhood Park
- Large Neighborhood Park
- Regional Park
- Specialty Park



Inventory and Conditions

Small Neighborhood Parks



Inventory and Conditions: Small Neighborhood Parks

Polar Park



Amenities:

- (1) Playground
- (1) Swing set
- (1) Merry-Go-Round
- (1) Grill
- (4) Picnic Tables
- (2) Benches
- (1) Small Baseball Field

	Year Built	Age of Structure
Playground	1997	21 years*
Swings	2020	Planned update
Merry-go-round	1990	28 years*
Bench	2020	Planned update

*End of Lifespan



Inventory and Conditions: Small Neighborhood Parks

Polar Park

Planned updates to the park include new swings, a new bench, concrete border around the park and replacing the sand with engineered woodchips. Park updates are anticipated in 2018 or 2019.



Inventory and Conditions: Small Neighborhood

Country Club Park



Play structure has been removed;

Amenities

- Playground equipment removed
- Open green space



Open green space



Inventory and Conditions: Small Neighborhood

Colby Hills Park



Amenities:

- (1) Playground structure
- (1) Open-air shelter
- (2) Grills
- (7) Picnic tables
- (1) Bench
- Open field
- (1) Swing Set
- (1) Drinking Fountain

	Year Built	Age of Structure
Playground	2019	New
Swings	2009 (quantity = 2)	10 years
Open-air Shelter	2010	9 years
ADA Updates	2019	

*End of Lifespan



Inventory and Conditions: Small Neighborhood Parks

Colby Hills Park



Playground structure will be updated in 2019.



Swings in good condition



Green space



Inventory and Conditions: Small Neighborhood Parks

Dorothy Park

Amenities:

- (1) Playground structure
- (1) Swing set
- (4) Picnic tables
- (1) Canoe Storage Rack
- (1) Bench



	Year Built	Age of Structure
Playground	2017	2 years
Swings	2017	2 years
Bench	2017	2 years

*End of Lifespan



Inventory and Conditions: Small Neighborhood Parks

Dorothy Park



Swings and playground equipment were replaced in 2017



Canoes racks are available for rent for a nominal fee.

There are plan to create an accessible pathway to the play-structure as apart of the 2019 street project,.



Inventory and Conditions

Large Neighborhood Parks



Inventory and Conditions:

Tower Park

Amenities:

- (1) Playground Structure
- (1) Open-air Shelter
- (5) Picnic Tables
- (2) Benches
- (1) Sand Volleyball Court
- (1) Basketball Court
- (2) Trails .12 miles
- (1) Merry-Go-Round



	Year Built	Age of Structure
Playground	2015	4 years
Swings	2009 (quantity = 3)	10 years
Open-air Shelter	2012	7 years
Merry-go-round	1999	19 years

*End of Lifespan



Inventory and Conditions: Large Neighborhood Parks

Tower Park



New playground installed in 2015



Swings installed in 2009



Surfacing is recommended for basketball courts (left) and as a part of a general maintenance.

A Park Plan



Inventory and Conditions: Large Neighborhood Parks

Hause Park



Amenities:

- (1) Playground
- (1) Swing Set
- (1) Open-air Shelter
- (1) Shelter Building
- (1) Bathrooms
- (4) Grills
- (11) Picnic Tables
- (3) Benches
- (1) Tennis Court
- (1) Baseball Field

	Year Built	Age of Structure
Playground	2017	2 years
Swings	2017	2 years
Open-air Shelter	2012	7 years
Building	Unknown	Renovation Completed 2018
Merry-go-round	2015	4 years

* End of lifespan



Inventory and Conditions: Large Neighborhood

Hause Park



Shelter replaced in 2012



Renovation of the park building
completed 2018

Park Plan and additional accessible
paths recommended



Replacement of the baseball field is
recommended



Tennis court needs resurfacing



Playground replaced in 2017



Inventory and Conditions: Large Neighborhood Parks

Northwood Park

Amenities:

- (1) Playground Structure
- (1) Swing Set
- (1) Sidewalk trail .21 Miles
- (1) Open-air Shelter
- (1) Building
- (3) Grills
- (1) Bathrooms
- (8) Picnic Tables
- (1) Drinking Fountain
- (2) Benches
- (1) Baseball Field
- (1) Basketball Court
- (1) Ice Rink
- (1) Merry-Go-Round



	Year Built	Age of Structure
Playground	2016	3 years
Swings	2016	3 years
Open-air Shelter	1980	32 years*
Shelter Building		
Merry-go-round	2015	4 years
Baseball Field	20XX renovated	

* End of lifespan



Inventory and Conditions: Large Neighborhood Parks

Northwood Park



Building is recommended for replacement



New playground installed in 2016



Basketball Court resurfacing is recommended.



Shelter is recommended for replacement



Inventory and Conditions: Large Neighborhood Parks

Northwood Park



Baseball field was renovated in 20XX



Hockey Rink is in good condition

An Park Plan and accessible pathways
are recommended for the park.



Inventory and Conditions

Regional Parks



Inventory and Conditions: Regional Parks

McKnight Field

Amenities:

- (1) Concession and Announcing Building
- (5) Fields
- (1) Storage Shed
- (1) Batting Cages
- (8) Tennis Courts

	Year Built	Age of Structure
Concessu		
Swings		
Open-air Shelters		
Shelter Buildings		
Fishing Pier		
Baseball Field		

*End of lifespan



Inventory and Conditions: Regional Parks

McKnight Field



Fields in great shape.

Field #4 renovated in 2016

Amenities:

- (8) Baseball Fields
- (8) Tennis Courts
- (1) Set of Batting Cages
- (1) Restrooms



Concession and announcing booth

no changes recommended



Tennis courts



Inventory and Conditions: Regional Parks

Casey Lake

Amenities:

- (1) Walking/Biking Trails 0.96 Miles
- (1) Playground
- (2) Swing set
- (2) Open-air Shelters
- (2) Building
- (13) Grills
- (19) Picnic tables
- (15) Benches
- (3) Baseball fields
- (1) Sand volleyball court
- (1) Ice Rink
- (1) Set of Wooden Exercise Equipment
- (1) Fishing Pier
- (1) Upper Casey Playground Equipment



	Year Built	Age of Structure
Janie's Playground	2014	5 years
Swings	2014	5 years
Open-air Shelters		
Shelter Buildings	2016 / Booya	3 years
Fishing Pier	2015	4 years
Jerry Bell Field	2017 (renovated)	2 years
Upper Casey Play Equipment		
Wooden Equipment	1970's	40+ years
Fields #2 and #3		

*End of lifespan



Inventory and Conditions: Regional Parks

Casey Lake Park



Shelter and park building renovated/rebuilt in 2016



New monument sign built in 2018



Janie's playground constructed in 2014



Sand volleyball court



Field #1 renovated in 2017



Fishing Pier constructed in 2015



Inventory and Conditions: Regional Parks

Casey Lake Park

Picture of Wood Exercise
Equipment

Shelter and park building reno-
vated/rebuilt in 2016



Janie's playground constructed in 2014



Field #1 renovated in 2017

New monument sign built in 2018



Sand volleyball court



Fishing Pier constructed in 2015



Inventory and Conditions: Regional Parks

Silver Lake



Amenities:

- (1) Beach
- (1) Fishing Pier
- (2) Playground Structures
- (2) Swing sets
- (1) Sand Volleyball Court
- (2) Tennis Courts
- (1) Walking/Biking Trails 0.37 Miles
- (13) Grills
- (1) Open Air Shelter
- (20) Picnic Tables
- (9) Benches
- (1) Bathrooms/Changing Area
- (1) Drinking Fountain

	Year Built	Age of Structure
Playground (East)	2006	12 years
Swings (East)	2006 (quantity = 6)	6 years
Swings (West)	2015	3 years
Shelter (West)	1980	32 years*
Merry-go-round (West)	2015	3 years

*End of Lifespan



Inventory and Conditions: Regional Parks

Silver Lake Park



The new playground at Silver Lake East greatly adds to park quality



A new permanent bathroom
Facility addition for Silver Lake East



Tennis Courts in
need of repair



New play-
ground in
2015 at Silver
Lake West



Fishing pier added in 2011



Inventory and Conditions

Specialty Parks



Inventory and Conditions: Specialty Parks

Rotary Park



Amenities:

- (2) Open Air Shelter
- (2) Picnic Tables
- (10) Benches
- (1) Drinking Fountain
- Bike/Walking Trails

	Year Built	Age of Structure
Open Air Shelter	2014/2016	4/2 years
Drinking Fountain	2011	7 years

*End of Lifespan



Inventory and Conditions: Specialty Parks

Rotary Park



Inventory and Conditions: Specialty Parks

Veteran Park

Amenities:

- (5) Benches
- (1) Memorial



	Year Built	Age of Structure
Memorial	2015	3 years

*End of Lifespan



Inventory and Conditions: Specialty Parks

Southwood Nature Preserve



Amenities:

- Walking Trails
- Benches



Facility Type	# of Existing Facilities in Village
Playgrounds	8
Picnic Areas	9
Enclosed Pavilions	4
Open Air Shelter	7
Parks with Grills	6
Baseball Fields	12
Basketball Courts	2
Tennis Courts	2
Volleyball Courts	3
Outdoor Ice Rink	2
Fishing Pier	2
Outdoor swimming	1

Park	Park Category	Nature areas	Undeveloped	Walking Trail	Beach	Baseball	Basketball	Ice Rink	Volleyball Court	Tennis Courts	Open Air Shelter	Enclosed Pavilion	Drinking Fountain	Restrooms	Fishing Pier	Grills	Picnic Tables	Benches	Playground	Swings
Polar Park	SNP																			
Country Club Park	SNP																			
Colby Hills Park	SNP																			
Dorothy Park	SNP																			
Tower Park	LNP																			
Hause Park	LNP																			
Northwood Park	LNP																			
McKnight Field	RP																			
Casey Lake	RP																			
Silver Lake	RP																			
Rotary Park	SP																			
Veteran	SP																			
Southwood Nature Preserve	SP																			

Total Costs Summary

Park Improvement Plan

Estimated Total Replacement Costs as of 2012

Timeline	Park	Improvement	Est. Project Cost	Total Cost
Short-term (0-5 years)	Hause (Large)	Playground	\$15,000 - \$20,000	
	Casey Lake (Regional)	Warming House/ Bathrooms/Sewer	\$350,000 - \$500,000	
		Open-air Shelter	\$15,000	
	Northwood (Large)	Warming House	\$250,000 - \$300,000	
		Sand Volleyball Court	\$1,000	
		Open-air Shelter	\$15,000	
	Tower Park (Small)	Playground	\$50,000 - \$75,000	
				\$696,000 - \$926,000
Mid-term (5-10 years)	Dorothy (Small)	Playground and Swings	\$16,500 - \$21,500	
	Hause (Large)	Baseball Field	\$8,000 - \$10,000	
	Casey Lake (Regional)	Playground	\$20,000 - \$25,000	
				\$44,500 - \$56,500
Long-term (10-15 years)	Colby Hills (Small)	Playground	\$15,000 - \$20,000	
	Polar (Small)	Playground and Swings	\$16,500 - \$21,500	
	Northwood (Large)	Playground	\$20,000 - \$25,000	
	Silver Lake (Regional)	Playground and Swings Combo (West)	\$20,000 - \$25,000	
		Bathroom (East)	\$125,000	
				\$196,500 - \$216,500
Beyond (15+ years)	Casey Lake (Regional)	Building (Booya)	\$350,000	
	Hause (Large)	Tennis Court	\$12,000 - \$18,000	
				\$362,000 - \$368,000
Total Cost				\$937,000 - \$1,149,000
Park Fund Balance				\$50,440
Remaining Cost				\$866,560 - \$109,560



Replacement Costs

Short-term Projects

Timeline: 0-5 Years



North St. Paul Park Improvement Plan

Project Name: Playground at Hause Park

Timeline: Short-term

Park Classification: Large Neighborhood Park

Description:

This project will involve the removal of the current equipment, and construction of a new small playground suitable for younger children and toddlers. The new equipment will stay consistent with what is currently in place.

Justification:

This equipment has recently arrived at the end of its recommended lifespan of 15 years. It will need to be replaced in the next 0-5 years.

Project Cost			
	Total Cost	Funding	Timeline
Playground	\$15,000— \$20,000	Park Fund	Short-term (5-10 years)



North St. Paul Park Improvement Plan

Project Name: Warming House/Bathrooms/Sewer Connection at Casey Lake Park

Timeline: Short-term

Park Classification: Regional Park

Description:

This project will involve the complete removal of the current warming house building, and construction of a new similarly-sized building. In addition, the current sump pump will be removed, and the building will be added to the City's sanitary sewer system.

Justification:

The exterior of the building is dilapidated and the roof is in tough shape. This park is popular in the winter for ice skating and the warming house is in need of replacement. In addition, a sanitary sewer connection for the building has been needed for many years.

Project Cost			
	Total Cost	Funding	Timeline
Warming House/ Bathrooms/ Sewer	\$350,00- \$500,000	Park Fund	Short-term (0-5 years)



North St. Paul Park Improvement Plan

Project Name: New Open-air Shelter at Casey Lake Park

Timeline: Short-term

Park Classification: Regional Park

Description:

Tear down existing open air shelter and replace with new open-air shelter.

Justification:

The current structure is old and decaying. The new structure will improve the visual condition of this regional park. Regional parks are generally visited more , a new open-air shelter will provide users a new picnic destination.

Project Cost			
	Total Cost	Funding	Timeline
Open-air Shelter	\$15,000	Park Fund	Short-term (0-5 years)



North St. Paul Park Improvement Plan

Project Name: Warming House/Bathrooms/Sewer Connection at Northwood Park

Timeline: Short-term

Park Classification: Large Neighborhood Park

Description:

This project will involve the complete removal of the current warming house building, and construction of a new similarly-sized building. In addition, the current sump pump will be removed, and the building will be added to the City's sanitary sewer system.

Justification:

The exterior of the building is dilapidated and the roof is in tough shape. This park is popular in the winter for ice skating and the warming house is in need of replacement. In addition, a sanitary sewer connection for the building has been needed for many years.

Project Cost			
	Total Cost	Funding	Timeline
Warming House/ Bathrooms/ Sewer	\$250,00- \$300,000	Park Fund	Short-term (0-5 years)



North St. Paul Park Improvement Plan

Project Name: New Sand Volleyball Court at Northwood Park

Timeline: Short-term

Park Classification: Large Neighborhood Park

Description:

This project will involve the removal of the current asphalt basketball court and the construction of a new sand volleyball court with a net.

Justification:

The current court is in poor condition and is rarely used. It is recommended that the court be removed in the short-term (0-5 years). At that point, the interest in a new sand volleyball court will be gauged.

Project Cost			
	Total Cost	Potential Funding	Timeline
Sand Volleyball Court	\$1,000	• Park Fund • Local Civic Orgs.	Short-term (0-5 years)



North St. Paul Park Improvement Plan

Project Name: New Open-air Shelter at Northwood Park

Timeline: Short-term

Park Classification: Regional Park

Description:

Tear down existing open air shelter and replace with new open-air shelter consistent with the design of the community's standard park shelter.

Justification:

The tin roof is detaching from the building and is terribly rusted. It is recommended that this project be completed in the short-term (0-5 years).

Project Cost			
	Total Cost	Funding	Timeline
Open-air Shelter	\$15,000	Park Fund	Short-term (0-5 years)



North St. Paul Park Improvement Plan

Project Name: Playground at Tower Park

Timeline: Short-term

Park Classification: Large Neighborhood Park

Description:

This project will involve the removal of the current equipment, and construction of a new small playground suitable for younger children and toddlers. The new equipment will stay consistent with what is currently in place.

Justification:

This equipment past the end of its recommended lifespan of 15 years. It will need to be replaced in the next 0-5 years. The new structure will improve the visual condition of this neighborhood park.

Project Cost			
	Total Cost	Funding	Timeline
Playground	\$50,000— \$75,000	Park Fund	Short-term (5-10 years)



Replacement Costs

Mid-term Projects

Timeline: 5-10 Years



North St. Paul Park Improvement Plan

Project Name: New Playground and Swings at Dorothy Park

Timeline: Mid-term

Park Classification: Small Neighborhood Park

Description:

This project will involve the removal of the existing equipment and the construction of new equipment of similar quality and size.

Justification:

The 27-year-old equipment is well past its recommended lifespan of 15 years. However, it is still in fairly good visual condition. Assuming the physical condition of the structure is sound, it is recommended that it be replaced in the mid-term (5-10 years).

Project Cost			
	Total Cost	Funding	Timeline
Playground	\$16,500— \$21,500	Park Fund	Mid-term (5-10 years)



North St. Paul Park Improvement Plan

Project Name: New Baseball field at Hause Park

Timeline: Mid-term

Park Classification: Large Neighborhood Park

Description:

This project will involve redoing the infield and possibly replacing existing fencing.

Justification:

The infield is in poor condition and needs to be redone in the mid-term (5-10 years).

Project Cost			
	Total Cost	Potential Funding	Timeline
Baseball Field	\$8,000— \$10,000	• Park Fund	Mid-term (5—10 years)



Project Name: Playground at Casey Lake Park

Timeline: Mid-term

Park Classification: Regional Park

Description:

This project will involve the removal of the current equipment, and construction of a new larger playground. The new equipment will stay consistent with what is currently in place.

Justification:

This equipment is a few years past the end of its recommended lifespan of 15 years. It is recommended that the equipment be replaced in the next 10 years since this park is one of the more frequently used in the community.

Project Cost			
	Total Cost	Funding	Timeline
Playground	\$20,000— \$25,000	Park Fund	Mid-term (5-10 years)



Replacement Costs

Long-term Projects

Timeline: 10-15 Years



North St. Paul Park Improvement Plan

Project Name: New Playground at Colby Hills Park

Timeline: Long-term

Park Classification: Small Neighborhood Park

Description:

This project will involve the removal of the existing equipment and the construction of new equipment of similar quality and size.

Justification:

The equipment recently reached the end of its recommended lifespan of 15 years. However, it is still in fairly decent condition. As a result, the project is recommended to be placed lower on the priority list, and replacement is recommended in 10-15 years.

Project Cost			
	Total Cost	Funding	Timeline
Playground	\$15,000— \$20,000	Park Fund	Long-term (10-15 years)



North St. Paul Park Improvement Plan

Project Name: New Playground and Swings at Polar Park

Timeline: Long-term

Park Classification: Small Neighborhood Park

Description:

This project will involve the removal of the existing equipment and the construction of new equipment of similar quality and size.

Justification:

The equipment just reached the end of its recommended lifespan of 15 years. However, because the structure is still in good condition, the project is recommended for the long term (5-15 years).

Project Cost			
	Total Cost	Funding	Timeline
Playground and Swings	\$16,500— \$21,500	Park Fund	Long-term (10-15 years)



North St. Paul Park Improvement Plan

Project Name: New Playground at Northwood Park

Timeline: Long-term

Park Classification: Large Neighborhood Park

Description:

This project will involve the removal of the existing structure and the construction of equipment with similar size and quality.

Justification:

The equipment reached the end of its recommended lifespan of 15 years three years ago. Due to more pressing needs throughout the parks, it is recommended that the equipment be replaced in the late-term (10-15 years).

Project Cost			
	Total Cost	Funding	Timeline
Playground	\$12,000— \$18,000	Park Fund	Long-term (10-15 years)



North St. Paul Park Improvement Plan

Project Name: Playground and Swings at Silver Lake Park (West)

Timeline: Short-term

Park Classification: Regional Park

Description:

This project will involve the removal of current playground equipment (swings, merry-go-round, etc.) and the construction of new equipment suitable for younger children and toddlers.

Justification:

The East end of Silver Lake Park has excellent playground equipment, but it is far removed from the west end of the park. Further, this equipment is for older children, and the younger children that frequent the beach area need someplace closer to play. This project will also enhance the visual condition of this end of the park, as well as the neighborhood as a whole.

Project Cost			
	Total Cost	Funding	Timeline
Playground	\$20,000-\$25,000	Park Fund	Long-term (10-15 years)



North St. Paul Park Improvement Plan

Project Name: Bathrooms/Sewer Connection at Silver Lake West

Timeline: Short-term

Park Classification: Regional Park

Description:

A permanent bathroom facility is recommended for Silver Lake West. The building will be added to the City's sanitary sewer system.

Justification:

As a regional park many visitors utilize Silver Lake Park. Permanent bathroom facilities would allow visitors to stay at the park instead of having to leave to a different location to utilize a bathroom.

Project Cost			
	Total Cost	Funding	Timeline
Bathrooms/ Sewer	\$350,00- \$500,000	Park Fund	Short-term (0-5 years)



Projects Beyond Long-term

Timeline: 15+ Years



North St. Paul Park Improvement Plan

Project Name: Building (Booya) at Casey Lake Park

Timeline: Beyond Long-term

Park Classification: Regional Park

Description:

This project will involve the complete removal of the building, and construction of a new similarly-sized building. In addition, the current sump pump will be removed, and the building will be added to the City's sanitary sewer system.

Justification:

The building hosts a variety of event including the firefighter's booya annually. The building is slated for a new roof in the next few years however the building should be replaced in the future. New bathrooms should be installed as well as a new kitchen facility.

Project Cost			
	Total Cost	Funding	Timeline
Building/ Bathrooms	\$350,00	Park Fund	Beyond Long-term (15+ years)



North St. Paul Park Improvement Plan

Project Name: New Tennis Court at Hause Park

Timeline: Beyond Long-term

Park Classification: Large Neighborhood Park

Description:

This project will involve resurfacing the court, putting up a new net, and possibly new fencing.

Justification:

The tennis court is in poor condition. It is poorly used because of its condition. However, due to more pressing park improvements, the project should be worked on at a date to be determined (15+ years).

Project Cost			
	Total Cost	Funding	Timeline
Tennis Court	\$12,000— \$18,000	• Park Fund • Tennis Assoc.	Beyond Long-term (15+years)



Funding Comparison

Funding sources vary for city park improvements. Cities may use bonds, park dedication fees, antenna rental fees or other revenue sources.

- ♦ The City of Roseville, MN recently has sold general obligation bonds to finance their park improvement projects outline in their Master Parks and Recreation Renewal Plan. In October 2011 the City of Roseville authorized the selling of \$19 million in bonds for park improvements.
- ♦ The City of Oakdale, MN has a Park Development Fund to fund park improvement projects. The Park Development fund is funded through a variety of means. Park dedication fees, antenna rental fees, donations and transfers fund the Park Development Fund. In 2009 \$263,000 was dedicated to the Park Development Fund. In 2012 the fund has a dedicated amount of \$14,000. The park fund has been lessened through the years as park dedication fees have been reduced or suspended.
- ♦ The City of Hugo, MN utilizes a variety of funding mechanisms for park improvement funding. Prior to the economic down turn the city utilized mainly park dedication fees. Since park dedication fees have become less prevalent the city uses funds from the general levy. For large expenditures the city has used bonds in the past coupled with large donations from various foundations. Generally the city puts aside \$100,000 for park improvements.
- ♦ The City of White Bear Lake, MN previously utilized park dedication fees and excess earnings from investments to pay for park improvement projects. Currently the city utilizes fund balances for the funding projects. The city has not used bonding for park improvement projects for over 50 years. The average annual amount budgeted for park improvements is \$100,000-\$150,000.
- ♦ The City of North St. Paul, MN is currently using the park fund, which is comprised of donated park improvement monies.

Source: Conversations with the Finance Department of each city listed.



The Park Improvement Plan provides insight into the major park infrastructure improvements that are needed in North St. Paul over the next 15 years., and highlights the strong need for prioritization and forward-thinking in determining the future of the city's park system. From this report, it is clear that improvements as varied as the replacement and repair of shelters, new equipment, and playgrounds are necessary in order to comply with safety standards and to enhance the aesthetics of the park system.



Old Tyme Baseball Game—July 20th, 2012

In this plan, the parks were classified into three categories: small neighborhood parks, large neighborhood parks, and regional parks. These classifications will allow the community to better prioritize improvements. To reiterate, projects in regional parks and large neighborhood parks should be given priority. Improvements to small neighborhood parks will be more focused on maintenance and repair in order to prolong the lifespan of the equipment and preserve its visual condition.

From the total costs summary, it is clear that the cost of merely replacing equipment and infrastructure exceeds available resources. Going forward, this reality points to the need for creativity—both in planning the future of the park system and securing the financial resources to execute that plan. For example, community members should consider new and less expensive uses for the parks, including public art, community gardens, walking



Conclusion

paths, and open green space. The Park Improvement Plan should act as catalyst in promoting continued investment in the Park Fund and the City park system.

In closing, the City of North St. Paul's mission states, "We shall promote and protect a quality of life uniquely our own, distinguished by friendliness, courageous leadership, prudent stewardship and active citizen participation." The Park Improvement Plan presents a challenge but also an opportunity for courageous leadership, prudent stewardship, and active participation. Providing high-quality parks for years to come will help to revitalize neighborhoods, promote active living, potentially attract new residents and businesses, and strengthen the overall quality of life of the community. ■



Silver Lake Splash—July 22nd, 2012



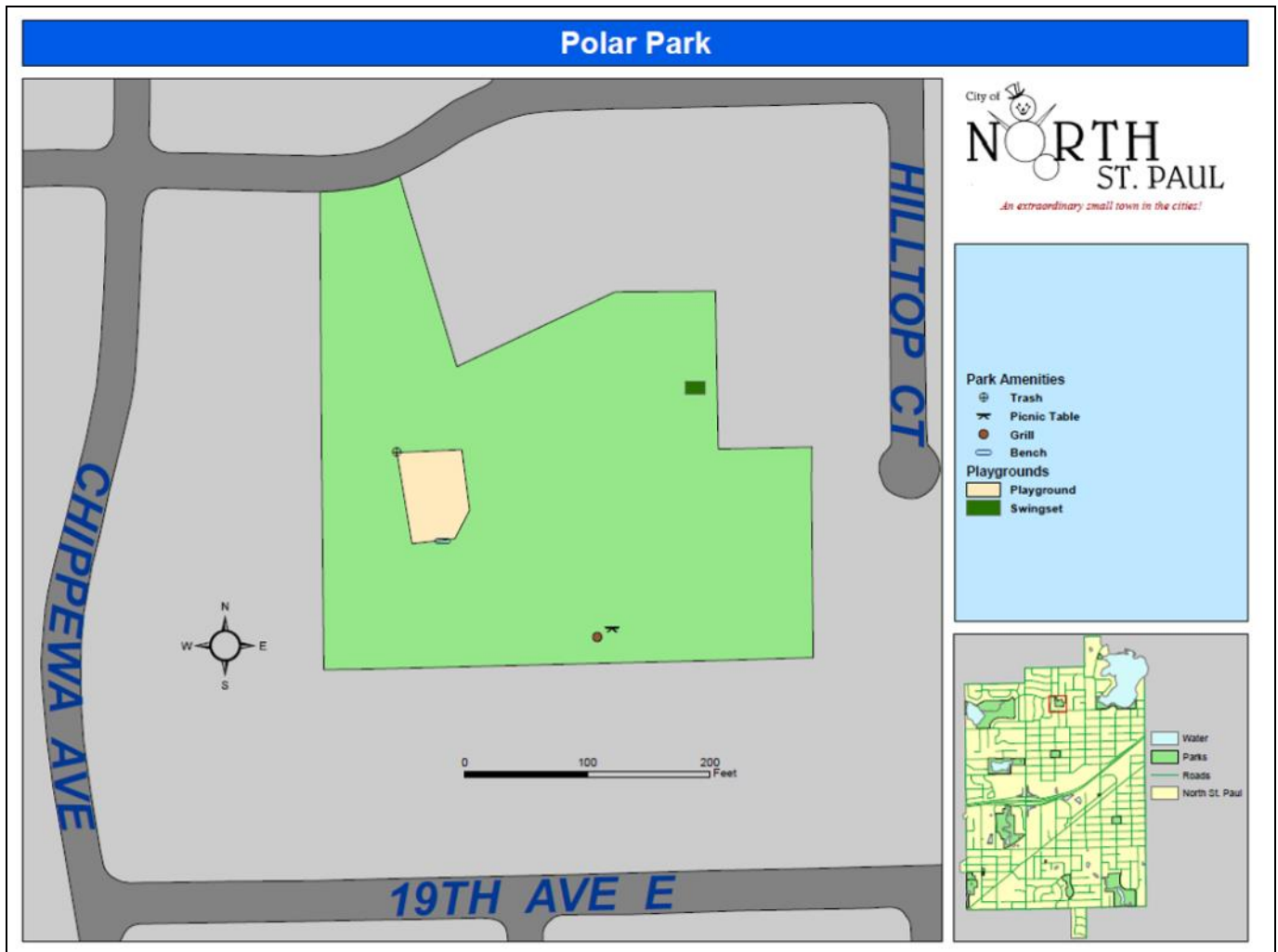
Addendum

North St. Paul is home to three open space natural areas. Southwood Nature Preserve, Postal Credit Union Environmental Learning Center and the Urban Ecology Center are all considered nature preserves. In the past the Park Commission has dedicated funds through the Park Fund for improvement projects at these locations.



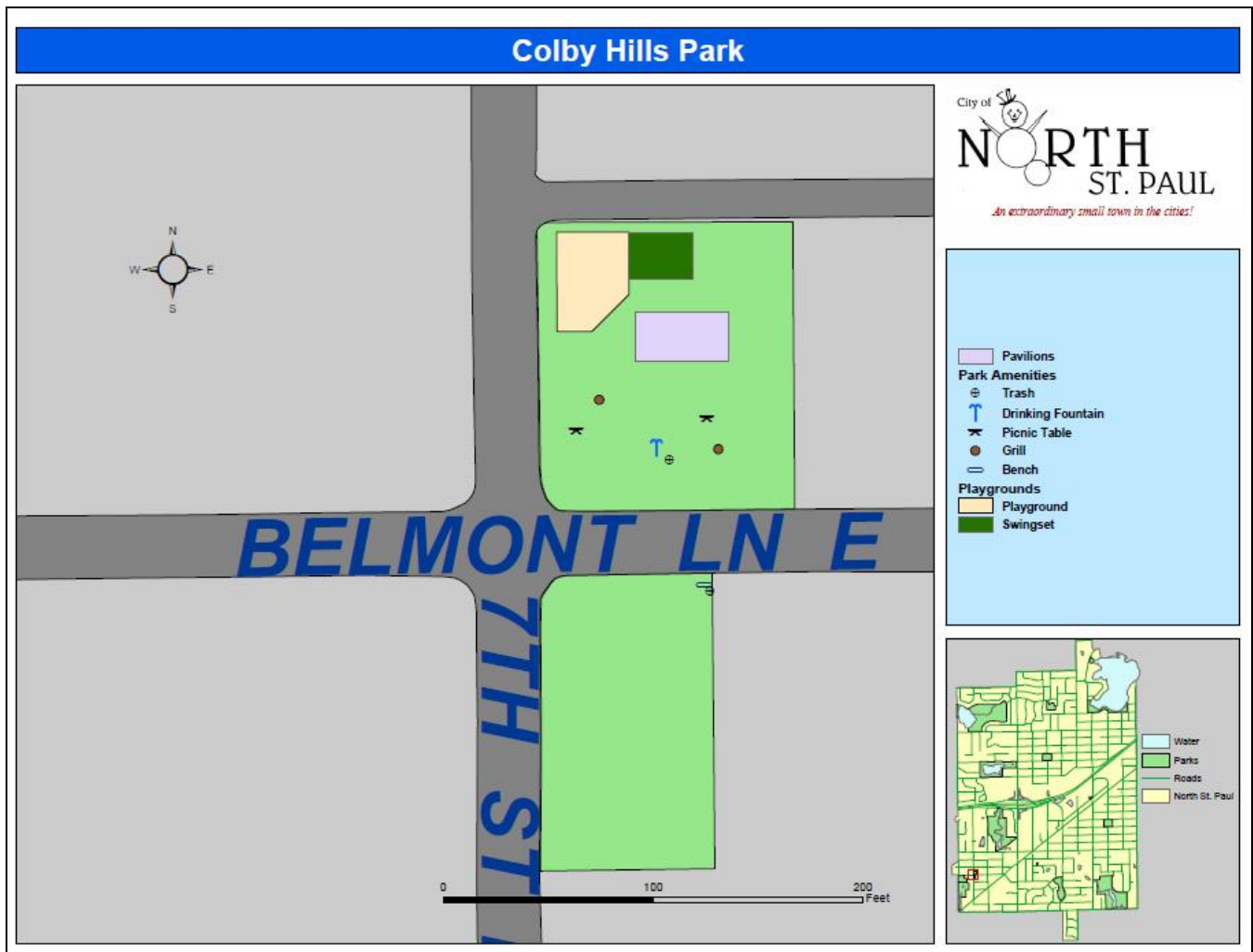
Appendix A: Detailed Maps

Polar Park



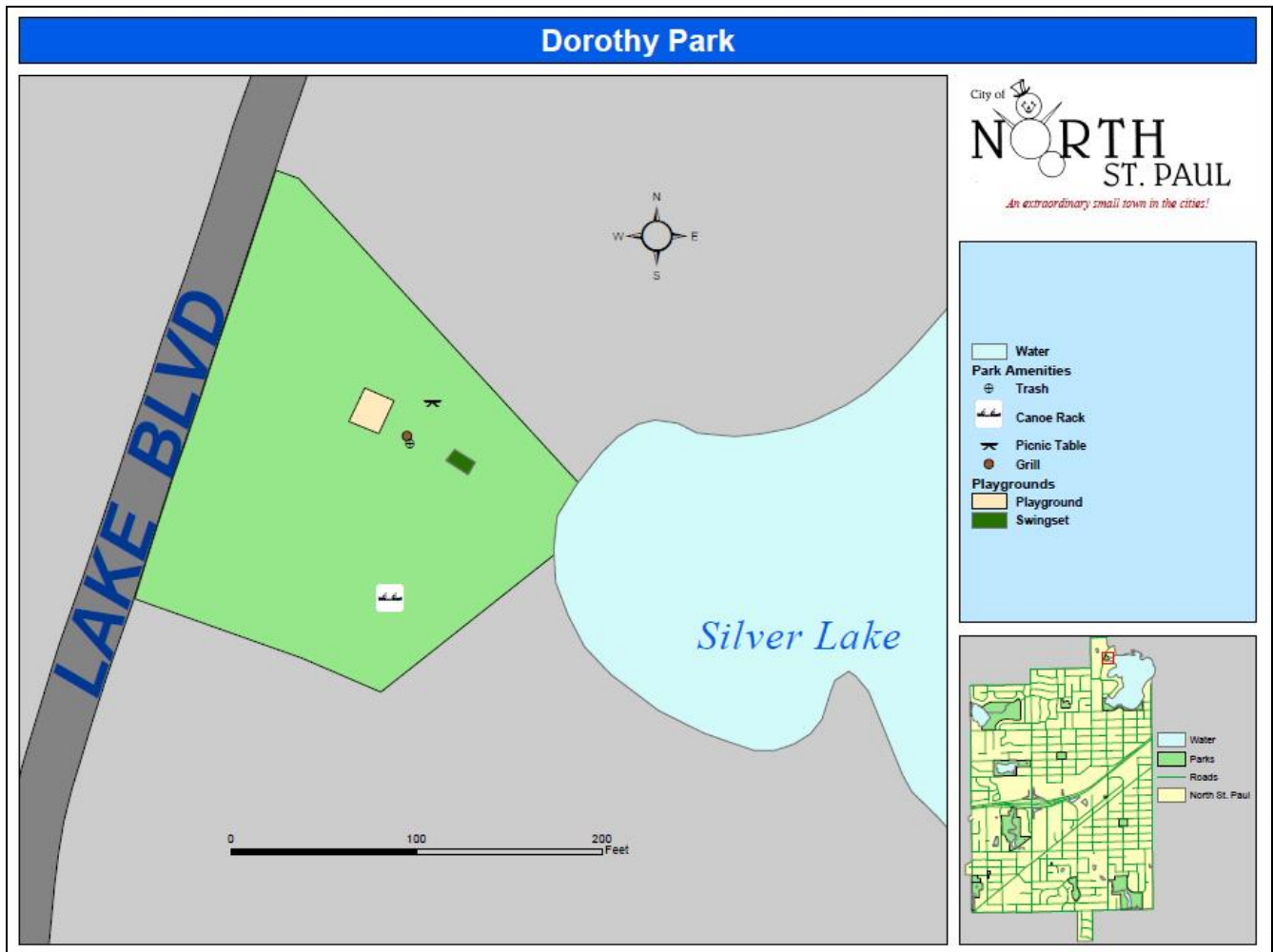
Appendix A: Detailed Maps

Colby Hills Park



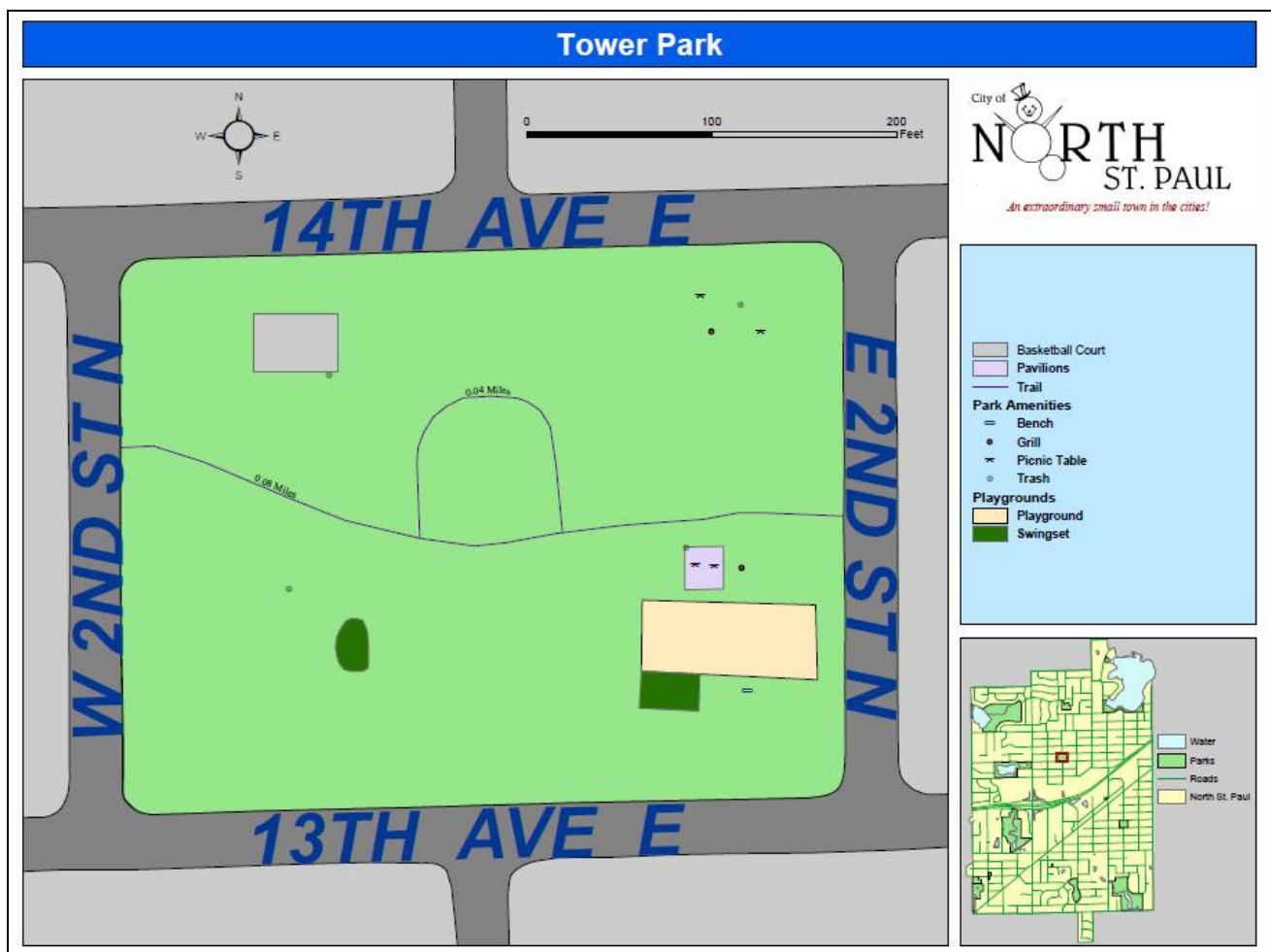
Appendix A: Detailed Maps

Dorothy Park



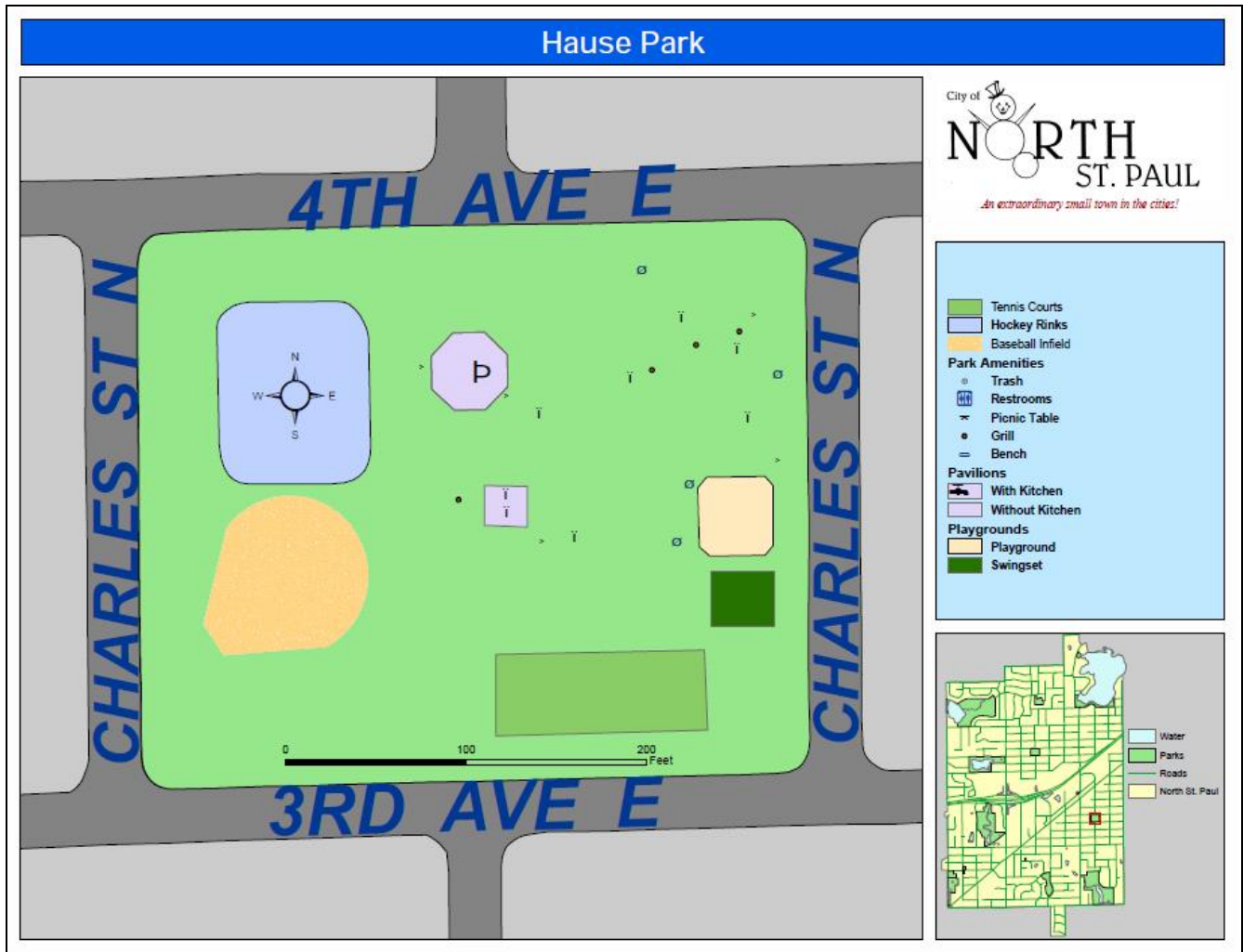
Appendix A: Detailed Maps

Tower Park



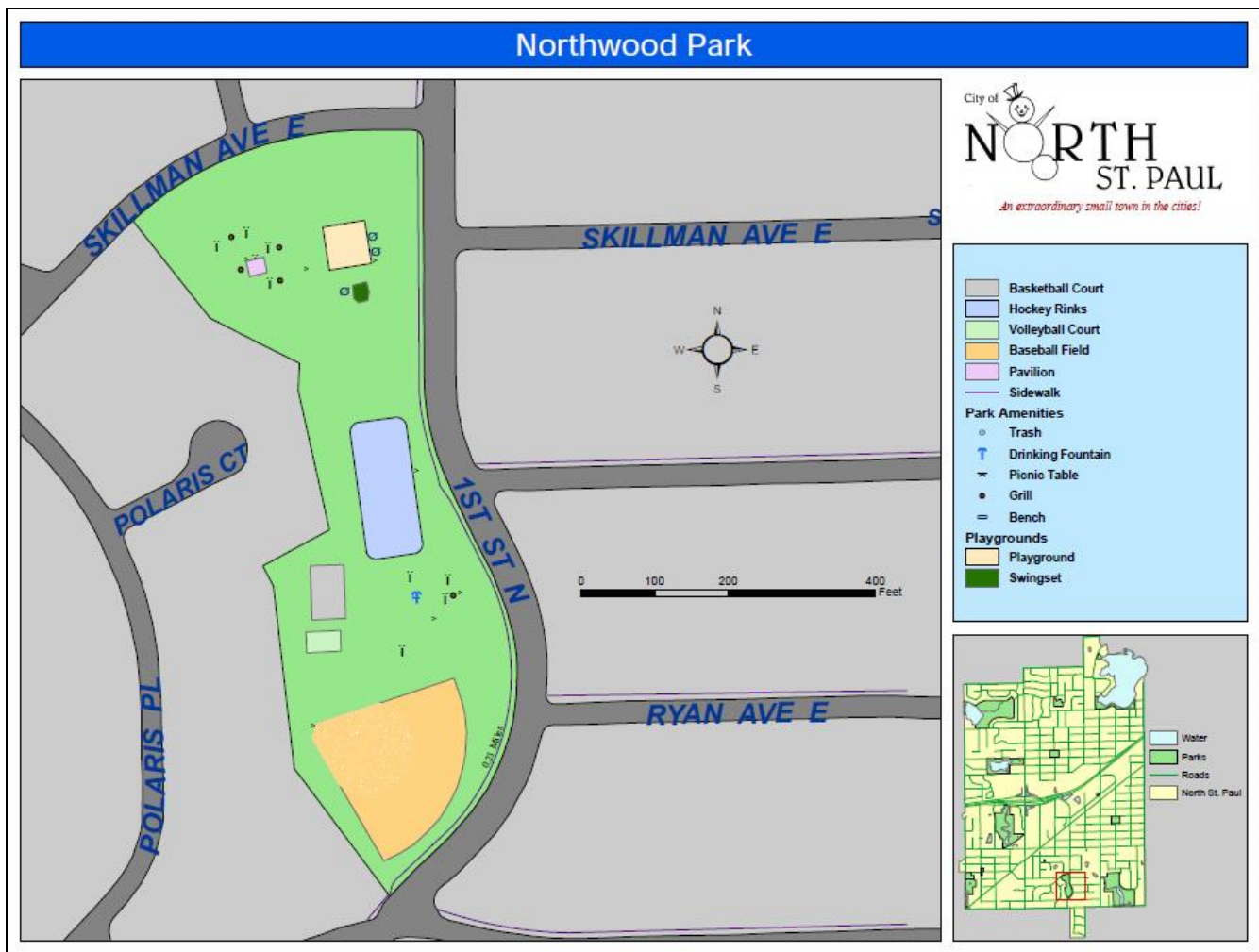
Appendix A: Detailed Maps

Hause Park



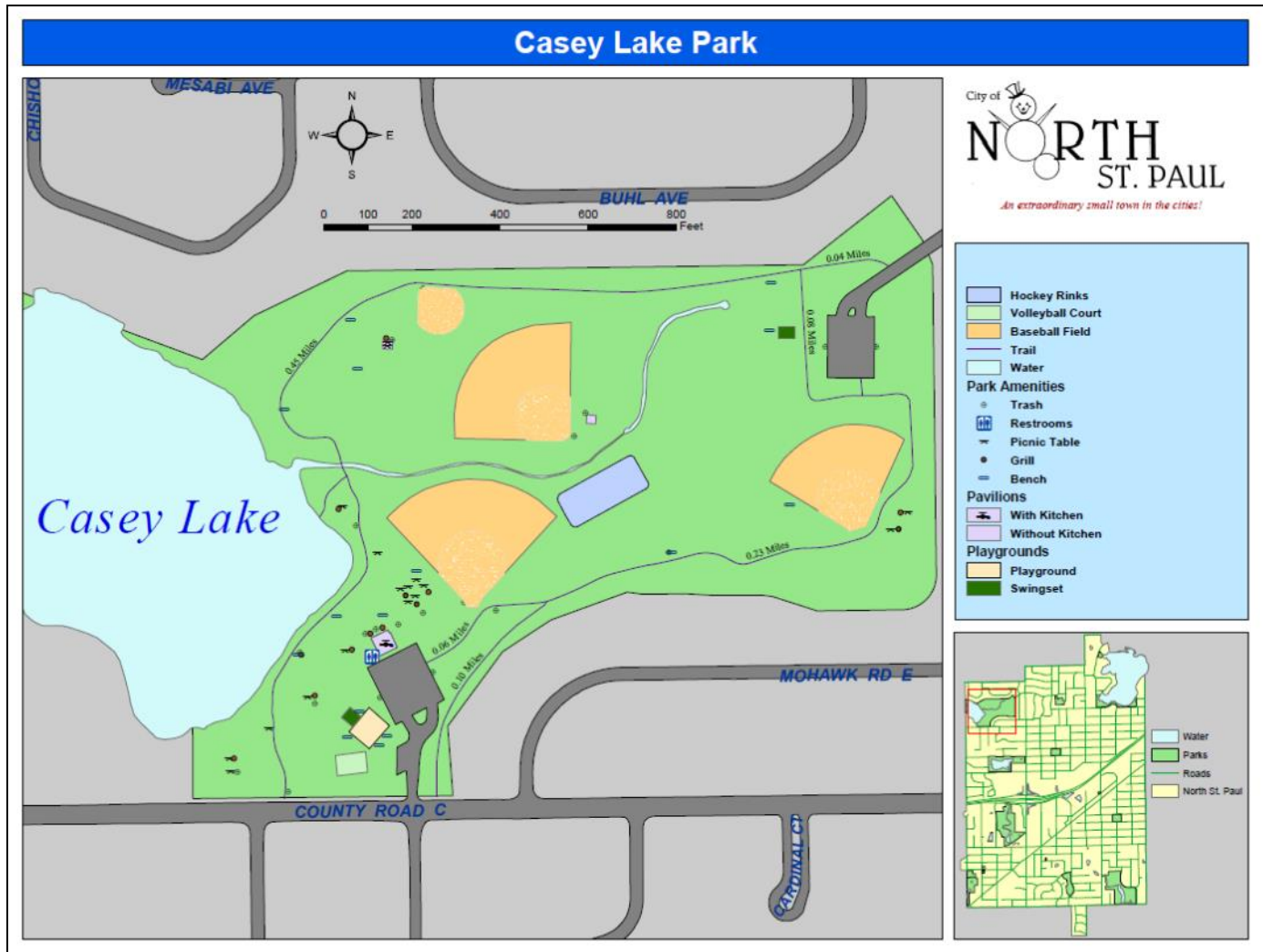
Appendix A: Detailed Maps

Northwood Park



Appendix A: Detailed Maps

Casey Lake Park



Appendix A: Detailed Maps

Silver Lake Park



Possible Park Projects 2020:

- Polar Park Updates (including an accessible pathway from the street to the playground)
- Accessibility Updates throughout the Park System.
- WSB created Park Plans for Northwood, Tower and Hause Parks
- Creation of a dog park.
- New Park open aired shelter at Northwood Park
- Park Signs for all Parks
- Tennis Court Resurfacing at Hause Park
- Acoustics at Casey Lake Shelter
- Removal of old exercise equipment at Casey. Possible replacement?
- Resurfacing of 4 tennis courts at McKnight
- Repurpose east side of McKnight courts
- Renovate the bathrooms at Silver Lake
- Explore option of adding additional open aired shelter at Silver Lake (East end of Park)
- McKnight Fields #2 and #3 new backstop, dugout and scoreboard to match fields #1 and #4
- Start saving for Silver Lake Park Playground – replacement in 2026. Consider pour in place surface. Surface costs alone could be \$100,000.

Chapter 10

Parks



CHAPTER 10: PARKS

IN THIS CHAPTER

In this chapter, park benefits are described, a system of classifying parks is presented, and the City's parks are inventoried. Park issues are presented based on an analysis. Park policies are listed from which a plan and program are derived.

INTRODUCTION

Parks, open spaces and trails and associated open water, lakes and wetlands contribute significantly to North St. Paul's image. Enhancing the City's image is addressed in Visions and Goals.

Park and open spaces provide opportunities for recreation and scenic views, break-up the development pattern, and some are critical to the drainage system such as Casey Lake Park, Silver Lake Park, and Southwood Nature Preserve.

The City of North St. Paul will continue to identify the changes in demographics and needs within the community to make sure the current trends of parks, open spaces and trails adapt to the City's changing population.

WHAT WE HEARD

Parks and open spaces are a cherished part of the North St. Paul Community. During the Community Cafes, residents spoke to us about their ideas, concerns and priorities regarding the parks system. The highlights from those discussions are as follows:

- A new park/open space amenity is needed downtown
- Accessibility in parks and access to parks should be a priority
- Trails all the way around Casey and Silver Lakes
- Suggestions for recreational programming included:
 - Adult organized game leagues
 - Tennis/racquet courts
 - Cross country ski trails
 - Kids sports
 - Soccer or lacrosse fields

CLASSIFICATION SYSTEM

Parks, open spaces and trails are divided into categories based on a combination of function and size. Table 8-1 is the classification system.

Park Inventory

According to the 2016 Met Council land use data, 173 acres are park, recreational, or preserve land, and 10 acres are in golf course. No portion of the Regional Parks System falls within North St. Paul. Table 8-2 provides an inventory of the parks and open spaces. Several of the City's most important parks are described below. The City also completed a Park Improvement Plan in 2013. This document outlines all the amenities in each park and identifies a timeline for when each one should be updated.

Silver Lake Park

This park, donated by Henry Castle in 1889, is located on the south side of Silver Lake. In early years, a broad boulevard was graded around the entire lake. The steamboat Morton docked on the south shore and transported people across the lake for 25 cents. Concerts, boating, swimming and winter recreation (including construction of a 40-foot high ice palace in 1893), were some of the principal uses of the park in the 1800s. The park now provides picnic areas and facilities, a swimming beach, play equipment, tennis, and volleyball courts, fishing pier, restrooms and trails.

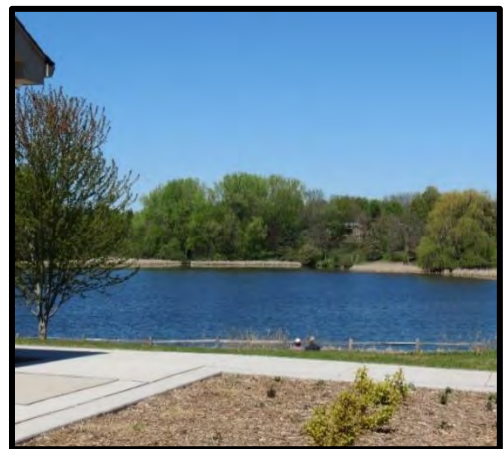


FIGURE 10-1 SILVER LAKE PARK

Casey Lake Park

This community park was purchased in 1961 and is on land originally owned by Hugh Casey. This is the City's largest park – 36 acres, of which 13.5 is in water. Major activities are picnicking and recreation. Recreational activities include: baseball, softball, hockey and general skating, volleyball, exercising, walking and enjoyment of the natural wildlife area and a fishing pier. Two recreational buildings are located on the site as well as the new addition of Janie's playground in 2016.



FIGURE 10-2 CASEY LAKE PARK

Northwood Park

This 6.5 acre park was part of a 134 acre purchase by the Northwood Company which opened a golf course on the property in 1915. The name of the golf course changed from Northwood Country

Club and Golf Course to Woodlawn Golf Course. The course was sold to a developer in the early 1940s. The caddy house was moved to Colby Hills Park. The City obtained part of the park in 1946 and purchased the remainder in 1958. The water tower was constructed in 1960. The park provides playground equipment, picnic areas, a ball field, skating rink and a warming house.



FIGURE 10-3 NORTHWOOD PARK

**Table 10-1
CLASSIFICATION OF PARKS, OPEN SPACES AND TRAILS**

	TYPE	DESCRIPTION	USUAL SERVICE AREA	APPROX SIZE	EXISTING PARKS
NEIGHBORHOOD	Mini-Park	Small park providing a specialized service for special age groups or, at times, providing a special space for a broader group.	½ mile	1 acre	- Country Club Park - Central Park (Downtown)
	Neighborhood Park or Neighborhood Playground	Park area for intense active use by the abutting neighborhood – usually involving play of outdoor sports and craft activities.	¼ to ½ mile	4-12 acres	- Colby Hills Park - Dorothy Park - Hause Park - Northwood Park - Polar Park - Tower Park
	Trail	A facility for pedestrians and bikes to be used for enjoyment or to provide access to neighborhood areas and facilities, businesses and downtown.	Varies	5-8+ feet wide	
CITY WIDE	Community Park	Usually a natural park area for a variety of active and passive recreation, including swimming, picnicking, hiking, and outdoor sports.	City	20-100 acres	- Casey Lake Park - Silver Lake Park
	Play Fields	Park area for intensive, usually highly organized athletic activity, lighted fields, parking, bleachers, and other equipment for watching usually provided or planned.	Citywide, usually 1 per 3-4 neighborhoods	10-40 acres	- McKnight Field
	Special Purpose	Park area established and maintained to provide a special service, that usually dominates the entire park. Examples: Historic site, nature center (where the natural flora and fauna are to be preserved.)	Citywide	Varies	- Veterans Park - Southwood Nature Preserve - Rotary Park
NEIGHBORHOOD AND CITY WIDE	Open Spaces	Park area that essentially remains undeveloped to serve as an area for drainage, water storage, or that may contain tails, wetland, poor soil, and/or natural vegetation that is to be left open.	Varies	Varies	- Environmental Learning Center - Pond between 6 th and 7 th Streets north of South Avenue - Urban Ecology Center
REGION	Special Parks	Park area that provides space and facilities for active and passive recreation, including golf courses.	Metro	100+ acres	- Goodrich Golf Course
STATE	Trail	A facility for pedestrians and bikes to traverse and enjoy.	Varies	5-8+ feet wide	- Gateway State Trail

Table 10-2 PUBLIC PARKS, OPEN SPACES AND TRAILS		
NAME or LOCATION	TYPE	ACRES
CITY PARK and OPEN SPACE		
Casey Lake Park	Community park	32.81
Central Park	Mini park	0.23
Colby Hills Park	Neighborhood park	0.85
Country Club Park	Mini park	0.19
Dorothy Park	Neighborhood park	0.90
Environmental Learning Center	Open space	12.79
Hause Park	Neighborhood park	2.96
McKnight Field	Play field	21.52
Northwood Park	Neighborhood park	6.42
Polar Park	Neighborhood park	2.83
Rotary Park	Special purpose park	2.17
Silver Lake Park*	Community park	6.99
Southwood Nature Preserve	Special purpose park	26.08
Tower Park	Neighborhood park	2.67
Urban Ecology Center**	Open Space	25.89
Veterans Park	Special purpose park	1.15
	SUBTOTAL	146.45
RAMSEY COUNTY		
Goodrich Golf Course***	Golf course	9.93
STATE		
Gateway State Trail***	Trail	22.79
	GRAND TOTAL=	182.69

*The lake is 76 acres, almost all of which is within the City.

**Excluding 2.5 acres in the Gateway State Trail.

***Only the portion in North St. Paul.

Source: Met Council 2016 Existing Land Use GIS Data

McKnight Field

This community play field has 21.52 acres and is used primarily for organized sports and picnics. The fields include: baseball (1), softball (4), T-ball (2), and tennis courts (8). Also provided are a recreation/concession building, shelter building, warming house, picnic tables and drinking fountains. The park is located adjacent to the North High School.

Urban Ecology Center

This is a 25.89 acre special purpose park. The wetland is part of an old farm which became a sod farm around 1950. The park is a wetland restoration and nature center. The plan includes a modified wetland with a multi-cell wetland treatment system to improve water quality, native grasses, wild flowers and an

overlook hill made from materials excavated to create the basin and channel. This diverse wetland and upland plant community is used for environmental education and enjoyment.

PROGRAMS AND EVENTS

Listed below is a list of some of the special events the Parks and Recreation Commission coordinates annually in the Parks:

Spring Egg Hunt
Silver Lake SPLASH
Southwood Prairie Days
StarWatch
Trick or Trick Trail
Summer Concert Series
Movie on Main
Fire and Ice
Veterans Day at Veterans Park

The City collaborates with local athletic associations to offer sports programming for youth in the parks, offers adult softball leagues and contracts with a variety of groups to offer programming for residents such as preschool classes, adult driving courses and gun safety.

Additionally, the City rents open aired shelters, enclosed park shelters and athletic fields throughout the park system.

ISSUES AND NEEDS

Maintaining and improving parks, trails and open spaces is an on-going program/activity which has considerable demand on the City's human and financial resources. Recreation is important in the lives of most people. The expectation is that as public interest in outdoor recreation and open space changes, the City will make some changes to the system. And because the City is essentially developed, there is little opportunity to expand the system without incurring land acquisition costs.

The results from the Community Cafés state that the public would like to preserve and invest in existing recreational spaces, parks and lakes as well as improve upon trail connections throughout the city as currently outlined in Chapter 2. The City will monitor the demographic makeup of the community and how it will influence the future programming of the park and open space system by utilizing community outreach platforms such as online portals, regular public engagement opportunities and booths at organized community events.

Parks, open spaces and trails can be designed and used to achieve the communities active living goal. More specific issues and needs are listed below.

Water

Water is a key component to most of the City's parks. It intrigues people, attracts specific wildlife, and, in some cases, can be used for recreation such as boating, swimming and fishing. However, the ability to enjoy these activities is affected by the quality of the water.

The City's concern with water quality is more fully addressed in the Water Management Plan.

Image

Parks, trails and open spaces must be functional and aesthetically pleasing. This helps achieve the City's goal.

Gateway State Trail

Add supporting amenities including modern restroom facilities.

Optimum Use

Because there is little opportunity to expand the size of the park system at a reasonable cost, achieving optimum use of the existing parks and open spaces is a challenge which needs to be addressed.

Downtown

Develop a downtown park as part of the downtown redevelopment.

Unimproved and Under-Improved Parks

Some parks are unimproved, under-improved or somewhat obsolete in equipment layout and/or function. This includes: Colby Hills Park and Polar Park.

Enhancements and Replacement

Several parks need to be enhanced. Some equipment and buildings are aging to the point where replacement needs to be considered. Since this Comprehensive Plan extends to the year 2040, virtually all parks and open space will need some improvement. All city tennis courts need to be resurfaced. This improvement will be a substantial cost.

Links

Use parks, trails and open spaces to establish links to neighborhoods, community facilities, Silver Lake, and to downtown is critical to establishing more community cohesiveness, identity and a more favorable image.

Small Parks

A couple parks are small, making it difficult to establish a park presence on the sites along with a meaningful use of benefits. These parks may need special attention to reconfigure, reuse or otherwise modify the park. Example could include Colby Hill Park. The right-of-way between the two parcels comprising Colby Hill Park could be converted to park use.

Active Living

Park, open space and trails are important to active living components. Parks, trails, benches, play equipment and scenic walks to bus stops, schools, downtown and other places of interest can be an alternative transportation mode.

POLICIES

The policies which follow are based on the inventory, issues and needs, the City's vision and goals, especially Parks, Open Space, and Trails Goal which is **"Enhance and expand the park, open space and trail system to ensure that all have access to quality community facilities and programs."**

1. **Balance System** – Provide and maintain a balanced system of parks, trails and open spaces which provides a wide variety of opportunities for the diverse needs of the community.
2. **Enhancement** – Enhance the system through making functional and aesthetic improvements and by expanding the system into redevelopment areas.
3. **Preservation** – Preserve and protect the natural amenities especially the lakes, ponds, drainageways, woods and desirable flora and fauna.
4. **Water Bodies** – Refer to *"Surface Water Management Plan"*
5. **Trails** – Construct, maintain and enhance trails throughout the community to:
 - a. **Link** – Link neighborhoods to the community and to provide access to community facilities.
 - b. **Image** – Use trails and the links to improve the City's image and identity, to provide more cohesiveness, and to enhance the appearance of nearby development.
 - c. **Access** – Use trails to provide an alternative transportation mode and to provide a safe space for walking, biking and jogging.
6. **Urban Ecology Center and Environmental Learning Center** – Preserve and enhance these parks as environmental/educational parks and initiate practices which foster native species and their associated habitats.

7. **Environmental Learning Center** –

- a. Continue to plant and improve the site with native species.
- b. Consider adding a peripheral trail.

8. **Park-School** – Promote shared use of park and open spaces where schools and parks are adjacent or nearby such as:

- a. McKnight Field and North High School
- b. Southwood Nature Preserve and Covern Elementary School and the open space adjacent to the school.
- c. Richardson Elementary & Community fields
- d. Covern Elementary School forest

9. **Identity** – Improved parks, trails and open spaces to give neighborhoods and the City more identity.

10. **Hause Park**– Make this park a neighborhood focal point because of their relationship to the street system and the neighborhood in which they are located. Improvements are currently underway at the indoor park shelter.

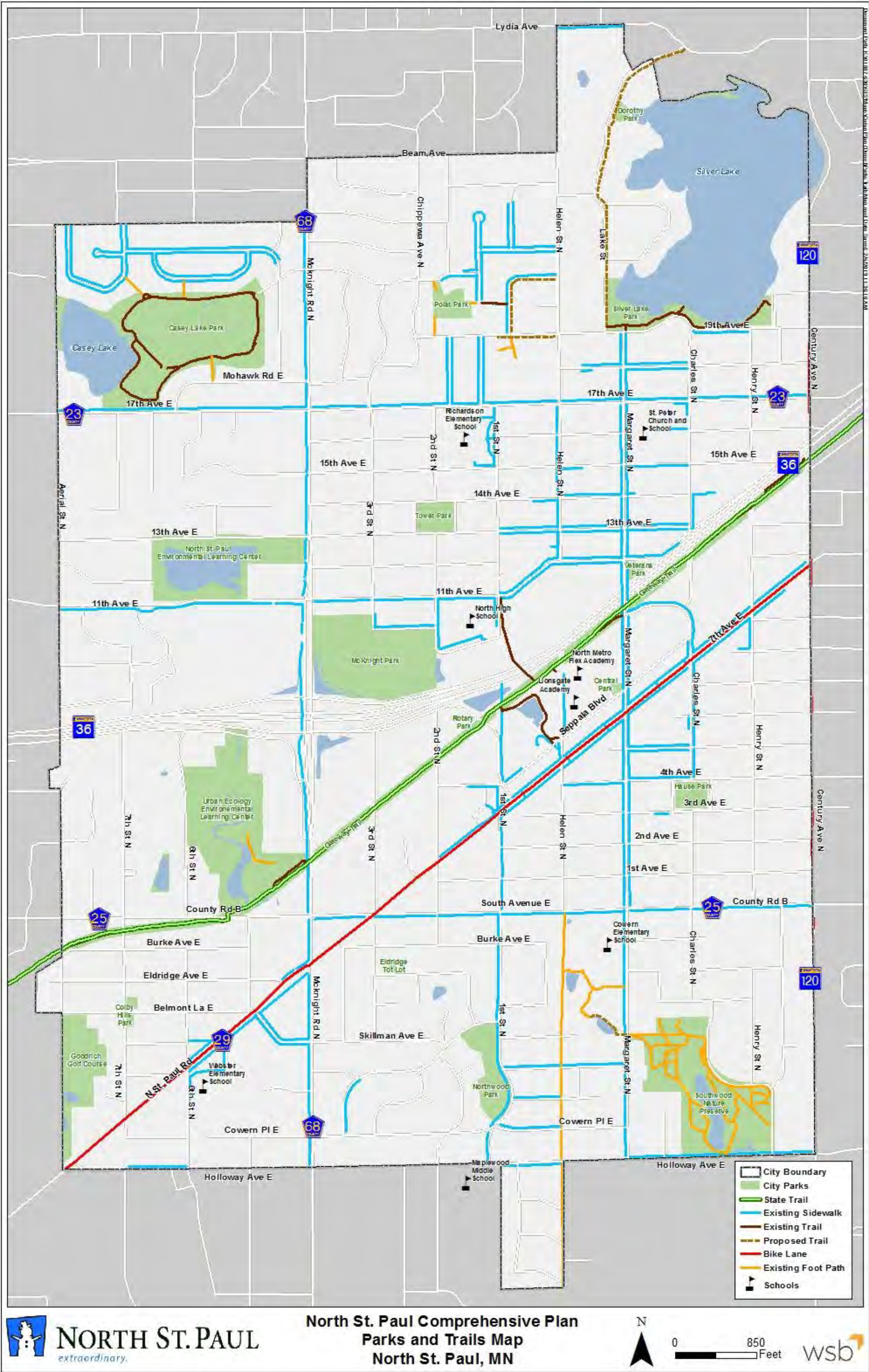
11. **Silver Lake Park, Casey Lake Park** – Preserve and enhance these parks as community parks with diverse opportunity for active and passive recreation and develop a trail link between these parks.

12. **Water Quality** – Refer to “Surface Water Management Plan”

PLAN AND PROGRAM

The programming for the future park and open space systems will be guided by information continuously gathered from key leaders and stakeholder groups such as athletic and cultural associations, Lions Club, Business Association, and other specific user groups. There will be greater efforts to obtain information and solicit input from the public at community functions such as the summer Car Shows, public open houses, surveys, etc. The demographic trends and characteristics of the City of North St. Paul will need to be periodically reviewed and interpreted while integrating the information that is received from the various community functions previously noted.

The plan for parks, open spaces and trails is illustrated in the North St. Paul Transportation Plan Draft Parks and Trails Map on the following page.



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Program

The program consists of the following:

1. **Improve Water Quality** – Improve the water quality in the lakes, ponds and creeks within the parks or which flow into the parks and open spaces by:
 - Erosion Control – Strictly require erosion control measures on all construction sites and on other sites with similar activities.
 - Plans – Applying proper site planning and construction of improvements which foster protecting or improving water quality.
 - Education – Provide on-going education to the public about the impact of fertilizers, chemicals, and outdoor waste have on water bodies.
 - Buffers – Establish vegetation buffers adjacent to water bodies with some exception, e.g. swimming beach at Silver Lake.
 - Chloride Infiltration – Protect water bodies from the effects of chloride from road salt through education and advocacy about de-icing alternatives.
2. **Park Equipment and Surfacing (All Parks)** – Since 2008, all but two parks have had replaced and upgraded play equipment. Following the completion of the remaining two parks, upgrading and replacing equipment becomes necessary.
3. **Casey Lake Park** - Extend the park and trail system along the south and west side of Casey Lake.
4. **Urban Ecology Center** – Continue to implement the restoration plan. Consider construction of a shelter/educational building.
5. **Silver Lake Park** – Maintain and upgrade the park on an on-going basis. Expand the park and extend the trail on the east shore (a segment of the Lakes Links Trail network) if the area is redeveloped/ re-platted. Enhance connection between Silver Lake Park, Dorothy Park, and Joy Park.
6. **McKnight Field** – Continue to provide a high level of maintenance and make improvements as appropriate.
7. **Gateway State Trail** – Protect this trail, enhance its appearance by making it more park-like, and use it effectively to support redevelopment.
8. **Colby Hills Park** –
 - Replace playground equipment.

- Develop a new neighborhood park plan. Consider converting the street between the two park parcels to park use.

9. **Dorothy Park** – Maintain and make minor upgrades when the trail is constructed.

10. **Hause Park** – Maintain and upgrade to keep the park the neighborhood focal point.

11. **Polar Park** – Maintain and upgrade to keep the park the neighborhood focal point.



FIGURE 10-6 DOROTHY PARK

12. **Tower Park** – Maintain and upgrade to keep the park the neighborhood focal point.

13. **Southwood Nature Preserve** – Maintain facilities, improve the creek bed by encouraging natural habitat and removal of debris. Consider additional uses.

14. **Northwood Park** – Maintain and upgrade the facilities and park land on an ongoing basis. Construct a new shelter building.

15. **Environmental Learning Center (Spirit Basin)** – Make the drainage basin located between 11th and 13th Avenues more park-like by constructing a perimeter trail, and increase the number, size and types of native species while reducing potential erosion.

16. **Veterans Park** – Maintain and upkeep park.

17. **Country Club Park** – Consider alternatives including maintaining and upgrading the park, or selling the land to build a house.

18. **Central Park**– Modify and upgrade consistent with changes on Seppala and downtown redevelopment.

19. **Rotary Park** – Maintain and upkeep park; consider adding modern restrooms.

20. **Cowern Elementary School – Southwood Park Link (Proposed)** – Prepare a plan, acquire property, improve the site by protecting the creek and natural amenity and construct a trail from Helen Street and the school site to Margaret Street.

21. **Proposed Trails** – Construct the proposed trails as generally shown on the plan.

22. **Park Master Plan** – Develop a Master Plan for all the park land within the City.

23. **ADA Compliance Plan** – Develop a plan for all parks to be compliant with the American Disabilities Act and accessible for all.
24. **West End** – Develop a neighborhood park as residential development occurs in the West End Housing and Redevelopment District.
25. **Wayfinding and Navigation** – Design a strategy that provides better wayfinding and navigation to and from parks and trails.

Some ADA-Compliance Strategies and Enforcement Trends

National Recreation and Park Association Magazine May 8, 2019, Department, by John N. McGovern, J.D.



It is always busy season in parks and recreation. Half of us are working on budgets for the coming year, and half of us are reviewing our first-quarter numbers, but all of us are focused on improving the quality of life in our communities. However, a constant challenge for all is continuing our work on compliance with the Americans with Disabilities Act (ADA).

One of the last things a park and recreation professional wants to hear is: “We had an ADA complaint yesterday.” Following is some advice about compliance strategies and some trends regarding ADA enforcement:

Existing Facilities

There are three key questions regarding making existing facilities accessible:

When does our transition plan have to be finished? The portion of the ADA that applies to the roughly 89,004 units of state and local government agencies is [Title II](#). **According to section 35.150(d) of Title II, transition plans were to have been prepared by July 26, 1992, and the retrofit work completed by January 26, 1995. Few agencies met these requirements, so, for those who haven’t, the strategic approach is to complete the access audit of facilities and programs quickly and then prepare a transition plan.** If a transition plan has not been completed, make a budget adjustment or be sure to include it in next year’s budget. **It is typical for park and recreation agencies to stretch retrofit activity over 10 years.**

What must the transition plan include? Details! An access audit of your existing sites must evaluate every aspect of every element at every site within your agency against the [2010 Standards for Accessible Design](#).

The 2010 Standards became effective March 15, 2012, and, for the first time, included park and recreation assets, such as playgrounds, spray grounds, sports fields and courts, swimming facilities, golf courses and more. NRPA was very active in the development of the Standards. In fact, its [CAPRA](#) (Commission for Accreditation of Park and Recreation Agencies) accreditation process requires that the agency seeking accreditation have a transition plan.

In section 35.150(d) of Title II, the specific transition plan requirements (describe the deficit, describe the solution, note by when barrier removal occurs, and note who is responsible for barrier removal) are imposed. Including cost reference for planning purposes is a smart practice. **In developing the transition plan, agencies must seek public feedback** but can choose the method that works best for their community. Successful public engagement strategies include partnering with a disability advocacy group, conducting public feedback sessions, surveying community members with tools like Survey Monkey and any combination of these approaches.

Does our agency have to make every one of our sites accessible? No. The updated Title II regulation, published by the U.S. Department of Justice (DOJ) in 2011, requires that the “programs” of an agency be made accessible. For example, if ceramics is offered at two community centers and one center is accessible while the other is not, it may be compliant to keep the inaccessible one, because ceramics is available at the other center. Also, ***if an agency has 45 playgrounds and decides to make one of every three (our advice, not a regulation) accessible, 15 playgrounds will be retrofit. The agency must disperse the retrofit playgrounds throughout the community so that no matter where residents live, an accessible playground is nearby. Then, as the remaining 30 playgrounds age out and are replaced, the replacement must fully comply with the 2010 Standards.***

Note: This one-of-every-three approach is not effective with unique sites. If an agency has only one swimming pool, one senior center or one ice rink, eventually that facility must be made accessible.

Recreation Programs

Recreation programs change to reflect the needs of the community. Today, the demographics of America are clear: every state has more people with disabilities in every age range than ever before. Those numbers will only increase in the future because of factors, such as better medical care, better living conditions and advances in medical technology. Those factors make it more likely that some people with a health condition or disability will live longer and stay in their home.

By 2035, people who are 65 years old or older will outnumber those who are 18 and under, and the disability implications are staggering. The typical incidence of disability for all populations is 15 percent. The incidence of disability for 65 and older is 40 percent. Making plans now will help agencies prepare for this shift.

A park department in an eastern state had never viewed itself as a “program” provider. However, it now does, thanks to an introspective examination of how best to serve the community, and its staff also now includes three therapeutic recreation specialists. Nationwide, this is being recognized as a necessary step.

There are some lessons for park and recreation agencies in a September DOJ [settlement agreement with KinderCare](#), which operates 1,800 facilities across the country. KinderCare had not provided support for children with type 1 diabetes. Some families reached out to DOJ, and, after an investigation, KinderCare agreed to settle.

In the settlement, KinderCare agreed to take several actions, including the following:

- Clause 14 – to “...evaluate each request for reasonable modification on the basis of disability on an individualized basis, relying on objective evidence and current medical standards....”
- Clause 15 – “...that where...qualified health care professionals deem it appropriate...for a child to be assisted in diabetes care by a layperson, that training (staff) to assist with routine diabetes care tasks, including the administration of insulin by pen, syringe, or pump, is generally a reasonable modification....”
- Clause 16 – that KinderCare have a “Manager of Inclusion Services.”

For decades, park and recreation agencies have conducted assessments and prepared inclusion or participation plans. However, many agencies do not have the capacity to conduct assessments with their own staff or contractors. The language in Clause 15 is consistent with other DOJ settlement agreements. If it becomes a mandate, is your park and recreation agency prepared? Also, KinderCare has a manager of inclusion, who is the go-to person for assessments, staff training and planning. Many park and recreation agencies have a similar position, but many do not. In fact, many do not have therapeutic recreation staff at all. Consider how your agency can address both of these issues.

Enforcement Trends

The ADA mandate is here to stay. While the current administration has slowed regulatory growth, the ways in which a person with a disability can seek enforcement against a park and recreation agency remain the same. There are some exceptions, but most rulings have been in favor of the person with a disability.

This trend raises two questions: If a person with a disability asks for a modification and is entitled to it, but the agency denies it, will this expose the agency to liability? And, if a person with a disability asks for a modification and is not entitled to it, but the agency grants the request, will that expose the agency? The answer to the first question is “Yes.” However, the answer to the second is not so clear cut, but I would suggest that this does not expose the agency to liability, except in the rarest of circumstances.

Conclusion

Agencies that lack a manager of inclusion are the type of agency that is more at risk of a DOJ approach for settlement discussions. More importantly, agencies without this personnel infrastructure will not be prepared to best serve their residents.

Be proactive and use the eight-step inclusion process in place from California to Connecticut, and Florida to Minnesota. Follow the path taken by agencies that have implemented the ADA in recreation programs for decades. Do not wait to complete an access audit and transition plan...there is no time like the present.

The Eight-Step Inclusion Process

1. Invite people with disabilities to participate.
2. Tweak registration systems to allow the registrant to request a reasonable modification.
3. Conduct an assessment when a modification is requested.
4. Make a participation plan after the assessment.
5. Train necessary staff after the plan is completed.
6. Throughout the process, maintain communication with whomever made the request.
7. Implement the plan.
8. Evaluate the effectiveness of the plan and prepare for the next registration cycle.

[John N. McGovern, J.D.](#), is *Partner and Principal in Charge of the WT Group Accessibility Practice*.

HOW TO BEAT AN ADA DISPUTE

November 1, 2019: excerpt [John N. McGovern](#) published in the [Fall issue of Texas Recreation & Park Society Magazine](#).

BEAT THE ADA DISPUTE #1

The most effective and efficient way to beat an ADA complaint is to *avoid* an ADA complaint. This is not a surprise...discriminating on the basis of disability is wrong. It is not the best way to meet your mission and improve the quality of life in your community. The simplest way to beat an ADA dispute is to embrace the ADA mandates. **In every year, make sites more accessible and make programs inclusive. Do this:**

- Establish an internal access and inclusion solutions process. Do not call it a grievance process, as that makes it sound like an adversarial process...there is plenty of time down the road to make it adversarial.
- **Conduct an access audit of all existing sites.**
- **Create a phased retrofit schedule, known as a transition plan, that meets the title II 35.150(d) requirements.**
- **Ask your communities of people with disabilities to identify their access and inclusion preferences and priorities, and allow that to influence the way you establish priorities.**
- Identify an employee (new or current) as the ADA Coordinator.
- Adopt the eight-step recreation inclusion process.
- Make it clear to staff and residents what your “yes” list of reasonable modifications is, and what your “no” list is for the same.
- Evaluate your communications including your website, for title II compliance.

Ask every risk manager you know: avoidance or prevention is better than resolving a problem years later. Every PARD will want to spend fewer dollars today to avoid spending unnecessary funds years later to fix a site or facility.

BEAT THE ADA DISPUTE #2

Enter into a settlement agreement. Going to court is unpredictable and expensive. Stubborn people wind up in court. The ADA mandates for state and local governments is not going away. If US DOJ, US DOI, or a plaintiff in federal district court knocks on your door, propose a settlement. **It will help if your agency can show some good faith, such as a CIP that includes access work, a completed access audit, and a functioning transition plan that is funded every year.** You are likely at this level of the process because something *wasn't* done. A parks and recreation director told this author “I thought it was enough to have the transition plan, I didn’t think we actually had to budget for the work every year!”

A caution here is necessary. **We have seen many cities with a transition plan that was prepared by the Engineering or Planning departments. Those plans make curb ramps and sidewalks the priority, instead of parks and recreation facilities. Do be certain that your jurisdiction has a transition plan that does not make parks or recreation facilities second class citizens,** with a low priority for retrofit. A blended plan, that makes curb ramps and sidewalks that serve important parks and facilities, is the right way to go.

BEAT THE ADA DISPUTE #3

Go ahead, go to *federal district court*. Roll the dice. Will the judge know the trend in ADA decisions about programs, sites, and facilities is in favor of the plaintiff, not the defendant local government? Your agency is likely in court because the plaintiff thinks the agency failed to do something. Do you have rock-solid proof that you did do the task the plaintiff says you did not do? Let’s look at some examples.

Program Issue: if your PARD will not provide one-to-one staff for a child with a disability in our programs, we have one question. Why? The title II regulation calls for agencies to make "...assignment of aides to beneficiaries...". The regulation does not say "...except no one-to-one is required." Do not test this regulatory language. Follow the eight-step inclusion process and if after conducting an assessment, determine the appropriate staff level for the registrant. That may be one-to-one, it may be one-to-three.

Policy Issue: if your PARD has not yet adopted a service animal policy, or a policy about Other Power Driven Mobility Devices, and where both can go, make it a priority before you lose in court. Convene meetings of user groups and risk managers and adhere to the title II 35.136 and 35.137 requirements to create a disability-neutral policy on these topics.

New Construction: in Texas, projects of more than \$50,000 require plan review by a Registered Accessibility Specialist (RAS) and a walkthrough by that RAS before occupancy. The RAS must be independent and cannot be one of your employees. Know your RAS access experts and ask more often for their help and advice.

Existing Facilities: the title II 35.105 access audits were to be completed by January 26, 1993. That is a long time ago. Many parks and recreation agencies did not audit existing facilities until after 2010, when the US DOJ adopted scoping and technical requirements for parks and recreation assets such as playgrounds, boating and fishing areas, golf courses, sports fields and courts, shooting ranges, and exercise facilities. The 35.150(d) transition plan requirement is that agencies have a plan by July 26, 1992, and complete all access retrofits by January 26, 1995. We will suggest that fewer than 5% of the roughly 1,500 general purpose governments (cities and counties) and special districts in Texas met this 1995 deadline. **If your PARD does not have a transition plan, and did not complete access audits, these tasks ought to be in your budget for this year or the coming year. Every day that passes without these is another day of exposure.**

BEAT THE ADA DISPUTE #4

Put your head in the sand and believe that an ADA complaint won't come your way. While this won't help when the dispute *does* arrive at your doorstep, you may feel less stress until it does. It is not unusual to see legal fees top \$1,000,000 in an ADA dispute. Remember that a losing PARD will pay the legal fees of the winning complainant.

BEAT THE ADA DISPUTE #5

Exceed the minimum requirements, and remember that the ADA sets a floor, not a ceiling. The interface between design and construction is never perfect. Instead of specifying ramp slopes at a maximum of 8.33%, target 7.9%, leaving room for error in the field or unforeseen circumstances.

In programs, there is no reason why a PARD cannot have a nurse on call, to administer insulin, anti-seizure medication, and perform other tasks that enable a person with a disability or health condition to stay in your programs. The incidence of disability is rising, not decreasing, as Texans live longer and stay in their home communities. Agencies will get requests for supports that you have never heard of before.

CONCLUSION

The impact of disability on PARD programs, policies, existing sites, and new sites can be managed in a positive way. **Embrace the ADA requirements. That is the only way to stay ahead of the curve. Ask often about the access preferences and priorities of your residents, and make no plan without discussing ADA requirements first, not last.**

Stay current on how technology is changing the way people with disabilities and health conditions receive treatment. Anti-seizure nasal sprays, blood sugar reads with a sensor, not a finger prick, and more innovations are not just coming...they are here.

Finally, make this a priority for every employee in the Department. From park operations staffs to lifeguards to center directors to planners to administrators, treat this like we did when risk management became the issue of the day. Include access and inclusion in every staff meeting agenda, and every report to elected officials. **The agency that complies reluctantly is the agency that is sued and loses three years later.** Don't take that risk. All of your community will benefit from a proactive stance

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
February 26, 2019

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

F. POLAR PARK CONCEPT

ACTIONS TO BE CONSIDERED

Review Polar Park Concept Draft

FACTS

Review and comment on the draft polar park concept plan.

ATTACHMENT

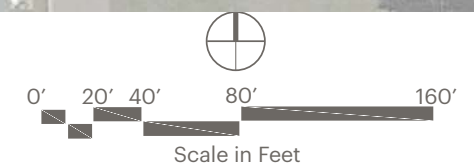
Polar Park Concept Map



Polar Park Concept

North St. Paul, Minnesota

October 3, 2019 | WSB Project number: 014672-000



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

VIII. REPORTS FROM STAFF

A. BUDGET: JANUARY UPDATE

FACTS

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

Park Fund Expenditures (January): \$ 65,000.00 (2020 Casey Lake Building Payment)

Park Fund Revenue (January): \$16,535.98

- Park Rental Fees \$14,475.00 (January)
- Donations \$30.00 (Utility Billing)
- Sandberg Mortuary \$1,500.00 (Music in the Park)
- Market Value Adjustment: \$28.33
- Investment Income: \$502.65

Fund Balance as of 1/31/2020: \$213,742.12

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$175,294.47

Budget expenditures that have been approved for 2018:

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

Budget Expenditures that have been approved for 2019:

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

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

\$ 111.65 Eagle Scout Donation (\$300 budget, 188.35 spent)

\$12,487.65

Budget Expenditures for 2020:

\$ 6,500.00 Southwood Nature Preserve
\$ 2,000.00 Youth Recreation Programming
\$ 2,000.00 Movie in Park
\$ 2,000.00 Concerts in Park
\$ 800.00 Egg Hunt
\$ 500.00 Star Watch
\$ 400.00 Trick or Treat Trail
\$ 200.00 Fire and Ice
\$ 200.00 Food Truck Night
\$ 50.00 Park Clean Up
\$14,650.00

Park Dedication Fund Balance: \$75,910.72

ATTACHMENTS :

Financial Report

034-PARK DEDICATION FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
034-1010	CASH	75,685.10	170.97	170.97	75,856.07
034-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
034-1040	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
034-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	0.00	0.00
034-1045	ACCRUED UTILITIES	0.00	0.00	0.00	0.00
034-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
034-1060	INTEREST REC INVEST	225.62	225.62CR	225.62CR	0.00
034-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
034-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	75,910.72	54.65CR	54.65CR	75,856.07
<u>LIABILITIES</u>					
034-2010	AP PENDING (DUE TO POOL)	0.00	0.00	0.00	0.00
034-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	0.00
034-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
034-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
034-2029	USE TAX PAID	0.00	0.00	0.00	0.00
034-2030	SALES TAX	0.00	0.00	0.00	0.00
034-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	0.00	0.00	0.00	0.00
<u>FUND EQUITY</u>					
034-2900	FUND BALANCE	23,227.72CR	0.00	0.00	23,227.72CR
	TOTAL REVENUES	<u>52,683.00CR</u>	<u>54.65</u>	<u>52,737.65</u>	<u>54.65</u>
	TOTAL FUND EQUITY	75,910.72CR	54.65	52,737.65	23,173.07CR
	BALANCE	0.00	0.00	52,683.00	52,683.00

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	289,740.02	54,164.02CR	54,164.02CR	235,576.00
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	0.00	0.00	0.00	0.00
063-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
063-1060	INTEREST REC INVEST	0.00	0.00	0.00	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	289,790.02	54,164.02CR	54,164.02CR	235,626.00
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	847.00CR	200.00	200.00	647.00CR
063-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	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	5,500.00CR	5,500.00	5,500.00	0.00
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	6,347.00CR	5,700.00	5,700.00	647.00CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	262,206.14CR	0.00	0.00	262,206.14CR
	TOTAL REVENUES	151,234.15CR	16,535.98CR	134,698.17	16,535.98CR
	TOTAL EXPENDITURES	<u>129,997.27</u>	<u>65,000.00</u>	<u>64,997.27CR</u>	<u>65,000.00</u>
	TOTAL FUND EQUITY	283,443.02CR	48,464.02	69,700.90	213,742.12CR
	BALANCE	0.00	0.00	21,236.88	21,236.88

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

PAGE: 1

034-PARK DEDICATION 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>						
OTHER CHARGES	0 (	54.65) (	54.65)	45.27	54.65	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 (	54.65) (	54.65)	45.27	54.65	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0 (	54.65) (	54.65)	45.27	54.65	0.00

034-PARK DEDICATION FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER CHARGES</u>						
034-3800 MARKET VALUE ADJUSTMENT	0	9.12	9.12	59.11 (	9.12)	0.00
034-3801 INVESTMENT INCOME	0 (	63.77)	(63.77)	(13.84)	63.77	0.00
034-3880 PARK DEDICATION FEES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER CHARGES	0 (	54.65)	(54.65)	45.27	54.65	0.00
<u>TRANSFERS</u>						
034-3992 TRANSFER FROM OTHER FUND	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0 (	54.65)	(54.65)	45.27	54.65	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0 (	54.65)	(54.65)	45.27	54.65	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

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	14,475.00	14,475.00	11,625.00 (	14,475.00)	0.00
OTHER CHARGES	5,375	2,060.98	2,060.98	580.54	3,314.02	38.34
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	16,535.98	16,535.98	12,205.54	88,839.02	15.69
<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
COLBY HILLS PARK	0	0.00	0.00	0.00	0.00	0.00
NON DEPARTMENTAL	<u>65,000</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	81,670	65,000.00	65,000.00	0.00	16,670.00	79.59
REVENUE OVER/ (UNDER) EXPENDITURES	23,705 (	48,464.02) (	48,464.02)	12,205.54	72,169.02	204.45-

% OF YEAR COMPLETED: 08.33

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>INTERGOVERNMENTAL</u>							
063-3522	STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
063-3523	LGA	100,000	0.00	0.00	0.00	100,000.00	0.00
063-3539	COUNTY GRANTS/AIDS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERGOVERNMENTAL		100,000	0.00	0.00	0.00	100,000.00	0.00
<u>CHARGES</u>							
063-3629	CANOE RENTALS	0	0.00	0.00	175.00	0.00	0.00
063-3630	PARK RENTAL FEES	<u>0</u>	<u>14,475.00</u>	<u>14,475.00</u>	<u>11,450.00</u>	<u>(14,475.00)</u>	<u>0.00</u>
TOTAL CHARGES		0	14,475.00	14,475.00	11,625.00	(14,475.00)	0.00
<u>OTHER CHARGES</u>							
063-3800	MARKET VALUE ADJUSTMENT	0	28.33	28.33	696.85	(28.33)	0.00
063-3801	INVESTMENT INCOME	0	502.65	502.65	(146.31)	(502.65)	0.00
063-3803	DONATIONS	3,375	1,530.00	1,530.00	30.00	1,845.00	45.33
063-3803-034	DONATIONS-SOUTHWOOD	0	0.00	0.00	0.00	0.00	0.00
063-3803-037	DONATIONS-MUSIC IN THE P	2,000	0.00	0.00	0.00	2,000.00	0.00
063-3804	SALE OF GOODS & PROPERTY	0	0.00	0.00	0.00	0.00	0.00
063-3805	PARK ADVERTISING	0	0.00	0.00	0.00	0.00	0.00
063-3899	MISCELLENEOUS REVENUE	<u>(0)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER CHARGES		5,375	2,060.98	2,060.98	580.54	3,314.02	38.34
<u>TRANSFERS</u>							
063-3992	TRANSFER FROM OTHER FUND	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS		0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		105,375	16,535.98	16,535.98	12,205.54	88,839.02	15.69

063-PARK FUND
GENERAL 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>						
063-4-40-4120-000 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

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

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

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	0	0.00	0.00	0.00	0.00	0.00
063-4-43-4220-030 SIGN & SIGN MAINTENANC	<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>CONTRACTUAL SERVICES</u>						
063-4-43-4310-039 GENERAL SERVICE FEES	<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>						
063-4-43-4750-030 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 SILVER LAKE PARK	0	0.00	0.00	0.00	0.00	0.00

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 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
TOTAL NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00

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, 2020

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	<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 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, 2020

063-PARK FUND

COLBY HILLS 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>						
063-4-49-4303-000 PLANNING SERVICES	<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 COLBY HILLS PARK	0	0.00	0.00	0.00	0.00	0.00

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
<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	65,000.00	65,000.00	0.00	0.00	100.00
TOTAL TRANSFERS	65,000	65,000.00	65,000.00	0.00	0.00	100.00
TOTAL NON DEPARTMENTAL	65,000	65,000.00	65,000.00	0.00	0.00	100.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

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	65,000.00	65,000.00	0.00	16,670.00	79.59
REVENUE OVER/ (UNDER) EXPENDITURES	23,705 (	48,464.02) (	48,464.02)	12,205.54	72,169.02	204.45-

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 22,2020

VIII. REPORTS FROM STAFF

B. BUDGET: DECEMBER UPDATE

FACTS

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

Park Fund Expenditures (December): \$ 0.00

Park Fund Revenue (December): \$50,659.10

- LGA Installment: \$50,000.00
- Park Rental Fees: \$400.00 (December)
- Donations \$30.00 (Utility Billing)
- Investment Income: \$229.10

Fund Balance as of 12/31/2019: \$284,990.02

*** 2nd \$50,000 in LGA funding installment will be deposited in the Park Fund in December 2019.

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$149,087.23

Budget expenditures that have been approved for 2018:

\$11,310.00 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)
\$17,320.00 Colby Hills Park (Budget of \$30,000 so far \$12,680 has been spent)
\$28,630.00

Budget Expenditures for 2019:

\$11,580.00 Silver Lake Tennis Courts (\$55,500 budget, \$43,920 spent)
\$ 4,850.00 Colby Hills ADA improvements
\$ 573.81 Southwood Nature Preserve (\$6,300 budget, \$5,726.19 spent)
\$ 3,000.00 Recreation Programming
\$ 796.00 Park Plan for Polar Park (\$2000 budget, \$1,204.00 spent)
\$ 2,000.00 Movie On Main
\$ 1,920.00 ADA Mats
\$ 1,250.00 Concert in Park (\$750 Spent, 2 concerts at Casey / One at Food Trick Night)

\$ 400.00 Trick or Treat
\$ 321.50 Colby Hill ADA Plan (\$1,500 budget, \$1,178.50 spent)
\$ 200.00 Silver Lake Water Treatment (\$1,050 budget, \$850 spent)
\$ 300.00 Eagle Scout Donation
\$ 200.00 Fire and Ice
\$ 175.00 Star Watch (\$500 budget, \$325 spent)
\$ 00.00 Egg Hunt (\$600 budget, \$600 has been spent so far)
\$ 24.60 Park Clean Up (\$50 budget, \$25.40 spent)
\$27,622.79

Items Recommended for 2020

\$65,000.00 Casey Lake Payment
\$ 6,500.00 Southwood Nature Preserve
\$ 2,000.00 Youth Recreation Programming
\$ 2,000.00 Movie in Park
\$ 2,000.00 Concerts in Park
\$ 800.00 Egg Hunt
\$ 500.00 Star Watch
\$ 400.00 Trick or Treat Trail
\$ 200.00 Fire and Ice
\$ 200.00 Food Truck Night
\$ 50.00 Park Clean Up
\$79,650.00

Park Dedication Fund Balance: \$75,910.72

ATTACHMENTS

Financial Report

034-PARK DEDICATION FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
034-1010	CASH	23,165.28	59.84	52,519.82	75,685.10
034-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
034-1040	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
034-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	0.00	0.00
034-1045	ACCRUED UTILITIES	0.00	0.00	0.00	0.00
034-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
034-1060	INTEREST REC INVEST	62.44	225.62	163.18	225.62
034-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
034-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	23,227.72	285.46	52,683.00	75,910.72
<u>LIABILITIES</u>					
034-2010	AP PENDING (DUE TO POOL)	0.00	0.00	0.00	0.00
034-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	0.00
034-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
034-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
034-2029	USE TAX PAID	0.00	0.00	0.00	0.00
034-2030	SALES TAX	0.00	0.00	0.00	0.00
034-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	0.00	0.00	0.00	0.00
<u>FUND EQUITY</u>					
034-2900	FUND BALANCE	23,227.72CR	0.00	0.00	23,227.72CR
	TOTAL REVENUES	<u>0.00</u>	<u>285.46CR</u>	<u>52,683.00CR</u>	<u>52,683.00CR</u>
	TOTAL FUND EQUITY	23,227.72CR	285.46CR	52,683.00CR	75,910.72CR
	BALANCE	0.00	0.00	0.00	0.00

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	219,412.99	51,527.35	70,327.03	289,740.02
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	0.00	0.00	900.00	900.00
063-1054	DUE FROM OTHER FUND	47,423.89	0.00	47,423.89CR	0.00
063-1060	INTEREST REC INVEST	719.26	0.00	719.26CR	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	267,606.14	51,527.35	23,083.88	290,690.02
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	0.00	4,631.75	200.00CR	200.00CR
063-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	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	5,400.00CR	5,500.00CR	100.00CR	5,500.00CR
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	5,400.00CR	868.25CR	300.00CR	5,700.00CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	262,206.14CR	0.00	0.00	262,206.14CR
	TOTAL REVENUES	0.00	50,659.10CR	152,134.15CR	152,134.15CR
	TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>129,350.27</u>	<u>129,350.27</u>
	TOTAL FUND EQUITY	262,206.14CR	50,659.10CR	22,783.88CR	284,990.02CR
	BALANCE	0.00	0.00	0.00	0.00

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

034-PARK DEDICATION 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>						
OTHER CHARGES	0	285.46	52,683.00	8,586.23 (	52,683.00)	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	285.46	52,683.00	8,586.23 (	52,683.00)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	285.46	52,683.00	8,586.23 (	52,683.00)	0.00

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

034-PARK DEDICATION FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER CHARGES</u>						
034-3800 MARKET VALUE ADJUSTMENT	0	(23.61)	737.16	(75.95)	(737.16)	0.00
034-3801 INVESTMENT INCOME	0	309.07	1,545.84	333.18	(1,545.84)	0.00
034-3880 PARK DEDICATION FEES	<u>0</u>	<u>0.00</u>	<u>50,400.00</u>	<u>8,329.00</u>	<u>(50,400.00)</u>	<u>0.00</u>
TOTAL OTHER CHARGES	0	285.46	52,683.00	8,586.23	(52,683.00)	0.00
<u>TRANSFERS</u>						
034-3992 TRANSFER FROM OTHER FUND	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	285.46	52,683.00	8,586.23	(52,683.00)	0.00
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	285.46	52,683.00	8,586.23	(52,683.00)	0.00

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

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	100,000	50,000.00	100,000.00	100,000.00	0.00	100.00
CHARGES	0	400.00	33,135.00	26,765.25 (	33,135.00)	0.00
OTHER CHARGES	5,375	259.10	18,999.15	16,448.46 (	13,624.15)	353.47
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	50,659.10	152,134.15	143,213.71 (	46,759.15)	144.37
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	6,970	0.00	7,697.80	22,486.66 (	727.80)	110.44
SOUTHWOOD PARK	6,000	0.00	5,759.43	5,815.42	240.57	95.99
CASEY LAKE PARK	3,500	0.00	2,303.54	2,943.42	1,196.46	65.82
SILVER LAKE PARK	0	0.00	46,207.00	700.00 (	46,207.00)	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	200	0.00	0.00	29,894.49	200.00	0.00
DOROTHY PARK	0	0.00	0.00	0.00	0.00	0.00
COLBY HILLS PARK	0	0.00	2,382.50	0.00 (	2,382.50)	0.00
NON DEPARTMENTAL	<u>65,000</u>	<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	81,670	0.00	129,350.27	126,839.99 (	47,680.27)	158.38
REVENUE OVER/ (UNDER) EXPENDITURES	23,705	50,659.10	22,783.88	16,373.72	921.12	96.11

% OF YEAR COMPLETED: 100.00

TOTAL REVENUES	105,375	50,659.10	152,134.15	143,213.71 (	46,759.15)	144.37
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063-PARK FUND
GENERAL 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>						
063-4-40-4120-000 OPERATING SUPPLIES	2,970	0.00	51.24	169.16	2,918.76	1.73
063-4-40-4120-031 OPERATING SUPPLIES	0	0.00	0.00	443.50	0.00	0.00
063-4-40-4220-030 SIGNS & SIGN MAINTENAN	0	0.00	40.00	35.00	(40.00)	0.00
TOTAL SUPPLIES	2,970	0.00	91.24	647.66	2,878.76	3.07
<u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	4,000	0.00	200.00	750.00	3,800.00	5.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	0.00	950.00	0.00	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	0	0.00	0.00	1,185.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	4,000	0.00	200.00	2,885.00	3,800.00	5.00
<u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	6,204.56	18,254.00	(6,204.56)	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	0	0.00	1,202.00	700.00	(1,202.00)	0.00
TOTAL CAPITAL	0	0.00	7,406.56	18,954.00	(7,406.56)	0.00
TOTAL GENERAL PARK	6,970	0.00	7,697.80	22,486.66	(727.80)	110.44

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	6,000	0.00	49.18	838.27	5,950.82	0.82
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	127.65	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>2,094.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	6,000	0.00	49.18	3,059.92	5,950.82	0.82
<u>CONTRACTUAL SERVICES</u>						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	<u>0</u>	<u>0.00</u>	<u>5,710.25</u>	<u>2,755.50</u>	(<u>5,710.25</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	5,710.25	2,755.50	(5,710.25)	0.00
TOTAL SOUTHWOOD PARK	6,000	0.00	5,759.43	5,815.42	240.57	95.99

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	400	0.00	25.40	61.37	374.60	6.35
063-4-42-4120-403 OPERATING SUPPLIES	0	0.00	25.44	23.69 (	25.44)	0.00
063-4-42-4120-410 OPERATING SUPPLIES	2,000	0.00	0.00	11.79	2,000.00	0.00
063-4-42-4120-411 OPERATING SUPPLIES	500	0.00	9.34	70.64	490.66	1.87
063-4-42-4120-412 OPERATING SUPPLIES	600	0.00	752.86	956.70 (	152.86)	125.48
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	813.04	1,124.19	2,686.96	23.23
<u>CONTRACTUAL SERVICES</u>						
063-4-42-4300-000 GENERAL CONTRACT/CONSU	0	0.00	1,490.50	525.00 (	1,490.50)	0.00
063-4-42-4575-412 GENERAL RENTALS	0	0.00	0.00	39.23	0.00	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	0.00	900.00	0.00	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	1,490.50	1,764.23 (	1,490.50)	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>55.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	55.00	0.00	0.00
TOTAL CASEY LAKE PARK	3,500	0.00	2,303.54	2,943.42	1,196.46	65.82

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	0	0.00	0.00	700.00	0.00	0.00
063-4-43-4220-030 SIGN & SIGN MAINTENANC	<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	35.00	700.00	(35.00)	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-43-4310-039 GENERAL SERVICE FEES	<u>0</u>	<u>0.00</u>	<u>850.00</u>	<u>0.00</u>	(<u>850.00</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	850.00	0.00	(850.00)	0.00
<u>CAPITAL</u>						
063-4-43-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>45,322.00</u>	<u>0.00</u>	(<u>45,322.00</u>)	<u>0.00</u>
TOTAL CAPITAL	0	0.00	45,322.00	0.00	(45,322.00)	0.00
TOTAL SILVER LAKE PARK	0	0.00	46,207.00	700.00	(46,207.00)	0.00

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 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
TOTAL NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00

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>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	27,148.31	0.00	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>2,746.18</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	29,894.49	0.00	0.00
TOTAL HAUSE PARK	200	0.00	0.00	29,894.49	200.00	0.00

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

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>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 DOROTHY 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, 2019

063-PARK FUND
COLBY HILLS 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>						
063-4-49-4303-000 PLANNING SERVICES	<u>0</u>	<u>0.00</u>	<u>2,382.50</u>	<u>0.00</u>	(<u>2,382.50</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	2,382.50	0.00	(2,382.50)	0.00
TOTAL COLBY HILLS PARK	0	0.00	2,382.50	0.00	(2,382.50)	0.00

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
<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 GENERAL 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	65,000.00	65,000.00	0.00	100.00
TOTAL TRANSFERS	65,000	0.00	65,000.00	65,000.00	0.00	100.00
TOTAL NON DEPARTMENTAL	65,000	0.00	65,000.00	65,000.00	0.00	100.00

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

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	81,670	0.00	129,350.27	126,839.99 (	47,680.27)	158.38
REVENUE OVER/ (UNDER) EXPENDITURES	23,705	50,659.10	22,783.88	16,373.72	921.12	96.11

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 22, 2020

VIII. REPORTS FROM STAFF

B. BUDGET: NOVEMBER UPDATE

FACTS

From the January 1, 2019 budget report to November 30, 2019, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (November): \$ 3,677.75

- \$ 50.00 Volunteer Appreciation Entertainment
- \$ 3,627.75 Southwood

Park Fund Revenue (November): \$1,877.16

- Park Rental Fees: \$675.00 (November)
- Donations \$30.00 (Utility Billing)
- Donation: \$800.00 (New Horizon)
- Market Value Adjustment: \$22.42
- Investment Income: \$349.74

Fund Balance as of 11/30/2019: \$234,330.92

*** 2nd \$50,000 in LGA funding installment will be deposited in the Park Fund in December 2019.

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$97,240.07

Budget expenditures that have been approved for 2018:

\$11,310.00 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)
\$17,320.00 Colby Hills Park (Budget of \$30,000 so far \$12,680 has been spent)
\$28,630.00

Budget Expenditures for 2019:

\$11,580.00 Silver Lake Tennis Courts (\$55,500 budget, \$43,920 spent)
\$ 4,850.00 Colby Hills ADA improvements
\$ 589.75 Southwood Nature Preserve (\$6,300 budget, \$5,710.25 spent)
\$ 3,000.00 Recreation Programming
\$ 2,000.00 Park Plan for Polar Park
\$ 2,000.00 Movie On Main
\$ 1,920.00 ADA Mats

\$ 1,250.00 Concert in Park (\$750 Spent, 2 concerts at Casey / One at Food Trick Night)
\$ 400.00 Trick or Treat
\$ 321.50 Colby Hill ADA Plan (\$1,500 budget, \$1,178.50 spent)
\$ 200.00 Silver Lake Water Treatment (\$1,050 budget, \$850 spent)
\$ 300.00 Eagle Scout Donation
\$ 200.00 Fire and Ice
\$ 175.00 Star Watch (\$500 budget, \$325 spent)
\$ 00.00 Egg Hunt (\$600 budget, \$600 has been spent so far)
\$ 24.60 Park Clean Up (\$50 budget, \$25.40 spent)
\$28,810.85

Items Recommended for 2020

\$65,000.00 Casey Lake Payment
\$ 6,500.00 Southwood Nature Preserve
\$ 2,000.00 Youth Recreation Programming
\$ 2,000.00 Movie in Park
\$ 2,000.00 Concerts in Park
\$ 800.00 Egg Hunt
\$ 500.00 Star Watch
\$ 400.00 Trick or Treat Trail
\$ 200.00 Fire and Ice
\$ 200.00 Food Truck Night
\$ 50.00 Park Clean Up
\$79,650.00

Park Dedication Fund Balance: \$75,625.26

ATTACHMENTS

Financial Reports

YEAR TO DATE BALANCE SHEET

AS OF: NOVEMBER 30TH, 2019

034-PARK DEDICATION FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
034-1010	CASH	23,165.28	118.13	52,459.98	75,625.26
034-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
034-1040	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
034-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	0.00	0.00
034-1045	ACCRUED UTILITIES	0.00	0.00	0.00	0.00
034-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
034-1060	INTEREST REC INVEST	62.44	0.00	62.44CR	0.00
034-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
034-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	23,227.72	118.13	52,397.54	75,625.26
<u>LIABILITIES</u>					
034-2010	AP PENDING (DUE TO POOL)	0.00	0.00	0.00	0.00
034-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	0.00
034-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
034-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
034-2029	USE TAX PAID	0.00	0.00	0.00	0.00
034-2030	SALES TAX	0.00	0.00	0.00	0.00
034-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	0.00	0.00	0.00	0.00
<u>FUND EQUITY</u>					
034-2900	FUND BALANCE	23,227.72CR	0.00	0.00	23,227.72CR
	TOTAL REVENUES	<u>0.00</u>	<u>118.13CR</u>	<u>52,397.54CR</u>	<u>52,397.54CR</u>
	TOTAL FUND EQUITY	23,227.72CR	118.13CR	52,397.54CR	75,625.26CR
	BALANCE	0.00	0.00	0.00	0.00

YEAR TO DATE BALANCE SHEET

AS OF: NOVEMBER 30TH, 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	219,412.99	1,077.16	18,799.68	238,212.67
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	0.00	0.00	900.00	900.00
063-1054	DUE FROM OTHER FUND	47,423.89	0.00	47,423.89CR	0.00
063-1060	INTEREST REC INVEST	719.26	0.00	719.26CR	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	267,606.14	1,077.16	28,443.47CR	239,162.67
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	0.00	2,877.75CR	4,831.75CR	4,831.75CR
063-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	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	5,400.00CR	0.00	5,400.00	0.00
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	5,400.00CR	2,877.75CR	568.25	4,831.75CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	262,206.14CR	0.00	0.00	262,206.14CR
	TOTAL REVENUES	0.00	1,877.16CR	101,475.05CR	101,475.05CR
	TOTAL EXPENDITURES	<u>0.00</u>	<u>3,677.75</u>	<u>129,350.27</u>	<u>129,350.27</u>
	TOTAL FUND EQUITY	262,206.14CR	1,800.59	27,875.22	234,330.92CR
	BALANCE	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

034-PARK DEDICATION 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>						
OTHER CHARGES	0	118.13	52,397.54	8,439.03 (	52,397.54)	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	118.13	52,397.54	8,439.03 (	52,397.54)	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	118.13	52,397.54	8,439.03 (	52,397.54)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

034-PARK DEDICATION FUND

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER CHARGES</u>						
034-3800 MARKET VALUE ADJUSTMENT	0	7.12	760.77 (	125.83) (	760.77)	0.00
034-3801 INVESTMENT INCOME	0	111.01	1,236.77	235.86 (	1,236.77)	0.00
034-3880 PARK DEDICATION FEES	<u>0</u>	<u>0.00</u>	<u>50,400.00</u>	<u>8,329.00</u> (	<u>50,400.00)</u>	<u>0.00</u>
TOTAL OTHER CHARGES	0	118.13	52,397.54	8,439.03 (	52,397.54)	0.00
 <u>TRANSFERS</u>						
034-3992 TRANSFER FROM OTHER FUND	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	118.13	52,397.54	8,439.03 (	52,397.54)	0.00
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	118.13	52,397.54	8,439.03 (	52,397.54)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	100,000	0.00	50,000.00	100,000.00	50,000.00	50.00
CHARGES	0	675.00	32,735.00	26,880.00 (	32,735.00)	0.00
OTHER CHARGES	5,375	1,202.16	18,740.05	16,222.81 (	13,365.05)	348.65
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	1,877.16	101,475.05	143,102.81	3,899.95	96.30
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	6,970	0.00	7,697.80	22,486.66 (	727.80)	110.44
SOUTHWOOD PARK	6,000	3,627.75	5,759.43	5,815.42	240.57	95.99
CASEY LAKE PARK	3,500	50.00	2,303.54	2,943.42	1,196.46	65.82
SILVER LAKE PARK	0	0.00	46,207.00	700.00 (	46,207.00)	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	200	0.00	0.00	29,894.49	200.00	0.00
DOROTHY PARK	0	0.00	0.00	0.00	0.00	0.00
COLBY HILLS PARK	0	0.00	2,382.50	0.00 (	2,382.50)	0.00
NON DEPARTMENTAL	<u>65,000</u>	<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	81,670	3,677.75	129,350.27	126,839.99 (	47,680.27)	158.38
REVENUE OVER/ (UNDER) EXPENDITURES	23,705 (	1,800.59) (	27,875.22)	16,262.82	51,580.22	117.59-

% OF YEAR COMPLETED: 91.67

TOTAL REVENUES	105,375	1,877.16	101,475.05	143,102.81	3,899.95	96.30
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CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	2,970	0.00	51.24	169.16	2,918.76	1.73
063-4-40-4120-031 OPERATING SUPPLIES	0	0.00	0.00	443.50	0.00	0.00
063-4-40-4220-030 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>0.00</u>	<u>40.00</u>	<u>35.00</u>	(<u>40.00</u>)	<u>0.00</u>
TOTAL SUPPLIES	2,970	0.00	91.24	647.66	2,878.76	3.07
 <u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	4,000	0.00	200.00	750.00	3,800.00	5.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	0.00	950.00	0.00	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>1,185.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	4,000	0.00	200.00	2,885.00	3,800.00	5.00
 <u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	6,204.56	18,254.00	(6,204.56)	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>1,202.00</u>	<u>700.00</u>	(<u>1,202.00</u>)	<u>0.00</u>
TOTAL CAPITAL	0	0.00	7,406.56	18,954.00	(7,406.56)	0.00
TOTAL GENERAL PARK	6,970	0.00	7,697.80	22,486.66	(727.80)	110.44

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	6,000	0.00	49.18	838.27	5,950.82	0.82
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	127.65	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>2,094.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	6,000	0.00	49.18	3,059.92	5,950.82	0.82
 <u>CONTRACTUAL SERVICES</u>						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	<u>0</u>	<u>3,627.75</u>	<u>5,710.25</u>	<u>2,755.50</u>	(<u>5,710.25</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	3,627.75	5,710.25	2,755.50	(5,710.25)	0.00
TOTAL SOUTHWOOD PARK	6,000	3,627.75	5,759.43	5,815.42	240.57	95.99

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

063-PARK FUND

CASEY 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>						
063-4-42-4120-000 OPERATING SUPPLIES	400	0.00	25.40	61.37	374.60	6.35
063-4-42-4120-403 OPERATING SUPPLIES	0	0.00	25.44	23.69 (	25.44)	0.00
063-4-42-4120-410 OPERATING SUPPLIES	2,000	0.00	0.00	11.79	2,000.00	0.00
063-4-42-4120-411 OPERATING SUPPLIES	500	0.00	9.34	70.64	490.66	1.87
063-4-42-4120-412 OPERATING SUPPLIES	600	0.00	752.86	956.70 (	152.86)	125.48
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	813.04	1,124.19	2,686.96	23.23
<u>CONTRACTUAL SERVICES</u>						
063-4-42-4300-000 GENERAL CONTRACT/CONSU	0	50.00	1,490.50	525.00 (	1,490.50)	0.00
063-4-42-4575-412 GENERAL RENTALS	0	0.00	0.00	39.23	0.00	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	0.00	900.00	0.00	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	50.00	1,490.50	1,764.23 (	1,490.50)	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>55.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	55.00	0.00	0.00
TOTAL CASEY LAKE PARK	3,500	50.00	2,303.54	2,943.42	1,196.46	65.82

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	0	0.00	0.00	700.00	0.00	0.00
063-4-43-4220-030 SIGN & SIGN MAINTENANC	<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	35.00	700.00	(35.00)	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-43-4310-039 GENERAL SERVICE FEES	<u>0</u>	<u>0.00</u>	<u>850.00</u>	<u>0.00</u>	<u>(850.00)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	850.00	0.00	(850.00)	0.00
 <u>CAPITAL</u>						
063-4-43-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>45,322.00</u>	<u>0.00</u>	<u>(45,322.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	45,322.00	0.00	(45,322.00)	0.00
TOTAL SILVER LAKE PARK	0	0.00	46,207.00	700.00	(46,207.00)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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, 2019

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>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	27,148.31	0.00	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN BUILDINGS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>2,746.18</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	29,894.49	0.00	0.00
TOTAL HAUSE PARK	200	0.00	0.00	29,894.49	200.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	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: NOVEMBER 30TH, 2019

063-PARK FUND

COLBY HILLS 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>						
063-4-49-4303-000 PLANNING SERVICES	<u>0</u>	<u>0.00</u>	<u>2,382.50</u>	<u>0.00</u>	(<u>2,382.50</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	2,382.50	0.00	(2,382.50)	0.00
TOTAL COLBY HILLS PARK	0	0.00	2,382.50	0.00	(2,382.50)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	65,000	0.00	65,000.00	65,000.00	0.00	100.00
TOTAL TRANSFERS	65,000	0.00	65,000.00	65,000.00	0.00	100.00
<u>TOTAL NON DEPARTMENTAL</u>						
TOTAL NON DEPARTMENTAL	65,000	0.00	65,000.00	65,000.00	0.00	100.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	81,670	3,677.75	129,350.27	126,839.99 (	47,680.27)	158.38
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	23,705 (	1,800.59) (	27,875.22)	16,262.82	51,580.22	117.59-

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 22, 2020

VIII. REPORTS FROM STAFF

B. BUDGET: OCTOBER UPDATE

FACTS

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

Park Fund Expenditures (October): \$ 45,004.34

- \$43,920.00 Silver lake Tennis Courts:
- \$ 334.34 Star Watch:
- \$ 750.00 Southwood:

Park Fund Revenue (October): \$1,722.00

- Park / Canoe Rental Fees: \$1,700.00 (October)
- Star Watch Donations: \$22.00

Fund Balance as of 10/31/2019: \$236,933.56

*** 2nd \$50,000 in LGA funding installment will be deposited in the Park Fund in December 2019.

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$96,214.96

Budget expenditures that have been approved for 2018:

\$11,310.00 Polar Park Updates (\$14,000 Budget so far \$2,690 has been spent)
\$17,320.00 Colby Hills Park (Budget of \$30,000 so far \$12,680 has been spent)
\$28,630.00

Budget Expenditures for 2019:

\$11,580.00 Silver Lake Tennis Courts (\$55,500 budget, \$43,920 spent)
\$ 4,850.00 Colby Hills ADA improvements
\$ 4,217.50 Southwood Nature Preserve (\$6,300 budget, \$2,082.50 spent)
\$ 3,000.00 Recreation Programming
\$ 2,000.00 Park Plan for Polar Park
\$ 2,000.00 Movie On Main
\$ 1,920.00 ADA Mats
\$ 1,250.00 Concert in Park (\$750 Spent, 2 concerts at Casey / One at Food Trick Night)
\$ 400.00 Trick or Treat

\$ 321.50 Colby Hill ADA Plan (\$1,500 budget, \$1,178.50 spent)
\$ **200.00 Silver Lake Water Treatment** (\$1,050 budget, \$850 spent)
\$ 300.00 Eagle Scout Donation
\$ 200.00 Fire and Ice
\$ 175.00 Star Watch (\$500 budget, \$325 spent)
\$ 00.00 Egg Hunt (\$600 budget, \$600 has been spent so far)
\$ 24.60 Park Clean Up (\$50 budget, \$25.40 spent)
\$32,438.60

Items Recommended for 2020

\$65,000.00 Casey Lake Payment
\$ 6,500.00 Southwood Nature Preserve
\$ 2,000.00 Youth Recreation Programming
\$ 2,000.00 Movie in Park
\$ 2,000.00 Concerts in Park
\$ 800.00 Egg Hunt
\$ 500.00 Star Watch
\$ 400.00 Trick or Treat Trail
\$ 200.00 Fire and Ice
\$ 200.00 Food Truck Night
\$ 50.00 Park Clean Up
\$79,650.00

Park Dedication Fund Balance: \$75,372.40

ATTACHMENTS

Financial Reports

YEAR TO DATE BALANCE SHEET

AS OF: OCTOBER 31ST, 2019

034-PARK DEDICATION FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
034-1010	CASH	23,165.28	0.00	52,207.12	75,372.40
034-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
034-1040	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
034-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	0.00	0.00
034-1045	ACCRUED UTILITIES	0.00	0.00	0.00	0.00
034-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
034-1060	INTEREST REC INVEST	62.44	0.00	62.44CR	0.00
034-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
034-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	23,227.72	0.00	52,144.68	75,372.40
<u>LIABILITIES</u>					
034-2010	AP PENDING (DUE TO POOL)	0.00	0.00	0.00	0.00
034-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	0.00
034-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
034-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
034-2029	USE TAX PAID	0.00	0.00	0.00	0.00
034-2030	SALES TAX	0.00	0.00	0.00	0.00
034-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	0.00	0.00	0.00	0.00
<u>FUND EQUITY</u>					
034-2900	FUND BALANCE	23,227.72CR	0.00	0.00	23,227.72CR
	TOTAL REVENUES	<u>0.00</u>	<u>0.00</u>	<u>52,144.68CR</u>	<u>52,144.68CR</u>
	TOTAL FUND EQUITY	23,227.72CR	0.00	52,144.68CR	75,372.40CR
	BALANCE	0.00	0.00	0.00	0.00

YEAR TO DATE BALANCE SHEET

AS OF: OCTOBER 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	219,412.99	42,502.34CR	17,350.57	236,763.56
063-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
063-1040	ACCOUNTS RECEIVABLE	50.00	30.00CR	30.00CR	20.00
063-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	900.00	900.00
063-1054	DUE FROM OTHER FUND	47,423.89	0.00	47,423.89CR	0.00
063-1060	INTEREST REC INVEST	719.26	0.00	719.26CR	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	267,606.14	42,532.34CR	29,922.58CR	237,683.56
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	0.00	43,170.00	750.00CR	750.00CR
063-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	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	5,400.00CR	0.00	5,400.00	0.00
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	5,400.00CR	43,170.00	4,650.00	750.00CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	262,206.14CR	0.00	0.00	262,206.14CR
	TOTAL REVENUES	0.00	1,722.00CR	99,146.76CR	99,146.76CR
	TOTAL EXPENDITURES	<u>0.00</u>	<u>1,084.34</u>	<u>124,419.34</u>	<u>124,419.34</u>
	TOTAL FUND EQUITY	262,206.14CR	637.66CR	25,272.58	236,933.56CR
	BALANCE	0.00	0.00	0.00	0.00

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

034-PARK DEDICATION FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
OTHER CHARGES	0	0.00	52,144.68	8,391.28 (	52,144.68)	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	0.00	52,144.68	8,391.28 (	52,144.68)	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	52,144.68	8,391.28 (	52,144.68)	0.00

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

034-PARK DEDICATION FUND

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER CHARGES</u>						
034-3800 MARKET VALUE ADJUSTMENT	0	0.00	735.55 (	135.35) (	735.55)	0.00
034-3801 INVESTMENT INCOME	0	0.00	1,009.13	197.63 (	1,009.13)	0.00
034-3880 PARK DEDICATION FEES	<u>0</u>	<u>0.00</u>	<u>50,400.00</u>	<u>8,329.00</u> (	<u>50,400.00)</u>	<u>0.00</u>
TOTAL OTHER CHARGES	0	0.00	52,144.68	8,391.28 (	52,144.68)	0.00
 <u>TRANSFERS</u>						
034-3992 TRANSFER FROM OTHER FUND	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	52,144.68	8,391.28 (	52,144.68)	0.00
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	52,144.68	8,391.28 (	52,144.68)	0.00

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

063-PARK FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	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	50,000.00	100,000.00	50,000.00	50.00
CHARGES	0	1,700.00	32,060.00	26,630.00 (	32,060.00)	0.00
OTHER CHARGES	5,375	22.00	17,086.76	14,151.43 (	11,711.76)	317.89
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	1,722.00	99,146.76	140,781.43	6,228.24	94.09
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	6,970	0.00	7,697.80	21,601.66 (	727.80)	110.44
SOUTHWOOD PARK	6,000	750.00	2,082.50	4,775.16	3,917.50	34.71
CASEY LAKE PARK	3,500	334.34	2,253.54	2,943.42	1,246.46	64.39
SILVER LAKE PARK	0	0.00	46,207.00	700.00 (	46,207.00)	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	200	0.00	0.00	29,894.49	200.00	0.00
DOROTHY PARK	0	0.00	0.00	0.00	0.00	0.00
COLBY HILLS PARK	0	0.00	1,178.50	0.00 (	1,178.50)	0.00
NON DEPARTMENTAL	<u>65,000</u>	<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	81,670	1,084.34	124,419.34	124,914.73 (	42,749.34)	152.34
REVENUE OVER/ (UNDER) EXPENDITURES	23,705	637.66 (	25,272.58)	15,866.70	48,977.58	106.61-

% OF YEAR COMPLETED: 83.33

TOTAL REVENUES	105,375	1,722.00	99,146.76	140,781.43	6,228.24	94.09
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CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2019

063-PARK FUND

GENERAL PARK % OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	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	51.24	169.16	2,918.76	1.73
063-4-40-4120-031 OPERATING SUPPLIES	0	0.00	0.00	443.50	0.00	0.00
063-4-40-4220-030 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>0.00</u>	<u>40.00</u>	<u>35.00</u>	<u>(40.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	2,970	0.00	91.24	647.66	2,878.76	3.07
<u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	4,000	0.00	200.00	750.00	3,800.00	5.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	0.00	950.00	0.00	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>1,185.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	4,000	0.00	200.00	2,885.00	3,800.00	5.00
<u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	6,204.56	17,369.00 (	6,204.56)	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>1,202.00</u>	<u>700.00</u>	<u>(1,202.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	7,406.56	18,069.00 (	7,406.56)	0.00
TOTAL GENERAL PARK	6,970	0.00	7,697.80	21,601.66 (	727.80)	110.44

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

063-PARK FUND

SOUTHWOOD PARK

% OF YEAR COMPLETED: 83.33

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	723.01	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	127.65	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>1,169.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	6,000	0.00	0.00	2,019.66	6,000.00	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	<u>0</u>	<u>750.00</u>	<u>2,082.50</u>	<u>2,755.50</u> (	<u>2,082.50)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	750.00	2,082.50	2,755.50 (	2,082.50)	0.00
TOTAL SOUTHWOOD PARK	6,000	750.00	2,082.50	4,775.16	3,917.50	34.71

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

063-PARK FUND

CASEY LAKE PARK

% OF YEAR COMPLETED: 83.33

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	25.40	61.37	374.60	6.35
063-4-42-4120-403 OPERATING SUPPLIES	0	0.00	25.44	23.69 (	25.44)	0.00
063-4-42-4120-410 OPERATING SUPPLIES	2,000	0.00	0.00	11.79	2,000.00	0.00
063-4-42-4120-411 OPERATING SUPPLIES	500	9.34	9.34	70.64	490.66	1.87
063-4-42-4120-412 OPERATING SUPPLIES	600	0.00	752.86	956.70 (	152.86)	125.48
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	9.34	813.04	1,124.19	2,686.96	23.23
<u>CONTRACTUAL SERVICES</u>						
063-4-42-4300-000 GENERAL CONTRACT/CONSU	0	325.00	1,440.50	525.00 (	1,440.50)	0.00
063-4-42-4575-412 GENERAL RENTALS	0	0.00	0.00	39.23	0.00	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	0.00	900.00	0.00	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	325.00	1,440.50	1,764.23 (	1,440.50)	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>55.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	55.00	0.00	0.00
TOTAL CASEY LAKE PARK	3,500	334.34	2,253.54	2,943.42	1,246.46	64.39

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

063-PARK FUND

SILVER LAKE PARK

% OF YEAR COMPLETED: 83.33

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	0	0.00	0.00	700.00	0.00	0.00
063-4-43-4220-030 SIGN & SIGN MAINTENANC	<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	35.00	700.00	(35.00)	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-43-4310-039 GENERAL SERVICE FEES	<u>0</u>	<u>0.00</u>	<u>850.00</u>	<u>0.00</u>	<u>(850.00)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	850.00	0.00	(850.00)	0.00
<u>CAPITAL</u>						
063-4-43-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>45,322.00</u>	<u>0.00</u>	<u>(45,322.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	45,322.00	0.00	(45,322.00)	0.00
TOTAL SILVER LAKE PARK	0	0.00	46,207.00	700.00	(46,207.00)	0.00

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

063-PARK FUND

NORTHWOOD PARK

% OF YEAR COMPLETED: 83.33

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: OCTOBER 31ST, 2019

063-PARK FUND

HAUSE PARK

% OF YEAR COMPLETED: 83.33

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	27,148.31	0.00	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>2,746.18</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	29,894.49	0.00	0.00
TOTAL HAUSE PARK	200	0.00	0.00	29,894.49	200.00	0.00

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

063-PARK FUND
DOROTHY PARK % OF YEAR COMPLETED: 83.33

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: OCTOBER 31ST, 2019

063-PARK FUND

COLBY HILLS PARK

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
063-4-49-4303-000 PLANNING SERVICES	<u>0</u>	<u>0.00</u>	<u>1,178.50</u>	<u>0.00</u>	(<u>1,178.50</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	1,178.50	0.00	(1,178.50)	0.00
TOTAL COLBY HILLS PARK	0	0.00	1,178.50	0.00	(1,178.50)	0.00

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

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 83.33

	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	65,000.00	65,000.00	0.00	100.00
TOTAL TRANSFERS	65,000	0.00	65,000.00	65,000.00	0.00	100.00
<u>TOTAL NON DEPARTMENTAL</u>						
TOTAL NON DEPARTMENTAL	65,000	0.00	65,000.00	65,000.00	0.00	100.00

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

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	81,670	1,084.34	124,419.34	124,914.73 (	42,749.34)	152.34
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	23,705	637.66 (	25,272.58)	15,866.70	48,977.58	106.61-

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 22, 2020

VIII. REPORTS FROM STAFF

A. BUDGET: SEPTEMBER UPDATE

FACTS

From the January 1, 2019 budget report to September 30, 2019, listed below are the Park Fund expenditures and revenues:

Park Fund Expenditures (September): \$1,202.00

- \$1,202.00 Two Park Benches

Park Fund Revenue (September): \$2,225.00

- Park / Canoe Rental Fees: \$2,225.00 (September)

Fund Balance as of 9/30/2019: \$276,852.29

*** 2nd \$50,000 in LGA funding installment will be deposited in the Park Fund in December 2019.

The unclaimed Park Fund balance is (Fund Balance – Approved/Recommended Expenditures): \$89,415.14

Budget expenditures that have been approved for 2018:

\$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)
\$28,630

Budget Expenditures for 2019:

\$1,250 Concert in Park (\$750 Spent, 2 concerts at Casey / One at Food Trick Night)
\$500 Star Watch
\$519.65 Egg Hunt (\$600 budget, 80.35 has been spent so far)
\$400 Trick or Treat
\$2,000 Movie On Main
\$50 Park Clean Up
\$4,967.50 Southwood Nature Preserve (\$6,300 budget, \$1,332.50 spent)
\$200 Fire and Ice
\$3,000 Recreation Programming
\$55,500 Silver Lake Tennis Courts
\$1,500 Colby Hill ADA Plan

\$200 Silver Lake Water Treatment (\$1,050 budget, \$850 spent)

\$4,850 Colby Hills ADA improvements

\$2000 Park Plan for Polar Park

Eagle Scout Donation \$300

\$1,920 ADA Mats

\$79,157.15

Items Recommended for 2020

\$2,000 Youth Recreation Programming

\$50 Park Clean Up

\$2,000 Movie in Park

\$6,500 Southwood Nature Preserve

\$400 Trick or Treat Trail

\$2,000 Concerts in Park

\$500 Star Watch

\$800 Egg Hunt

\$200 Fire and Ice

\$65,000 Casey Lake Payment

\$200 Food Truck Night

\$79,650

Park Dedication Fund Balance: \$74,566.10

ATTACHMENTS

Financial Reports

YEAR TO DATE BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

034-PARK DEDICATION FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
034-1010	CASH	23,165.28	1,800.00	51,390.82	74,556.10
034-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
034-1040	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
034-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	0.00	0.00
034-1045	ACCRUED UTILITIES	0.00	0.00	0.00	0.00
034-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
034-1060	INTEREST REC INVEST	62.44	0.00	62.44CR	0.00
034-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
034-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	23,227.72	1,800.00	51,328.38	74,556.10
<u>LIABILITIES</u>					
034-2010	AP PENDING (DUE TO POOL)	0.00	0.00	0.00	0.00
034-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	0.00
034-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
034-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
034-2029	USE TAX PAID	0.00	0.00	0.00	0.00
034-2030	SALES TAX	0.00	0.00	0.00	0.00
034-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	0.00	0.00	0.00	0.00
<u>FUND EQUITY</u>					
034-2900	FUND BALANCE	23,227.72CR	0.00	0.00	23,227.72CR
	TOTAL REVENUES	<u>0.00</u>	<u>1,800.00CR</u>	<u>51,328.38CR</u>	<u>51,328.38CR</u>
	TOTAL FUND EQUITY	23,227.72CR	1,800.00CR	51,328.38CR	74,556.10CR
	BALANCE	0.00	0.00	0.00	0.00

YEAR TO DATE BALANCE SHEET

AS OF: SEPTEMBER 30TH, 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	219,412.99	6,075.00CR	56,519.30	275,932.29
063-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
063-1040	ACCOUNTS RECEIVABLE	50.00	30.00CR	30.00CR	20.00
063-1042	ACCOUNTS RECEIVABLE MODULE	0.00	0.00	900.00	900.00
063-1054	DUE FROM OTHER FUND	47,423.89	0.00	47,423.89CR	0.00
063-1060	INTEREST REC INVEST	719.26	0.00	719.26CR	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	267,606.14	6,105.00CR	9,246.15	276,852.29
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	0.00	7,128.00	0.00	0.00
063-2011	ACCOUNTS PAYABLE OTHER	0.00	0.00	0.00	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	5,400.00CR	0.00	5,400.00	0.00
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	5,400.00CR	7,128.00	5,400.00	0.00
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	262,206.14CR	0.00	0.00	262,206.14CR
	TOTAL REVENUES	0.00	2,225.00CR	94,061.15CR	94,061.15CR
	TOTAL EXPENDITURES	<u>0.00</u>	<u>1,202.00</u>	<u>79,415.00</u>	<u>79,415.00</u>
	TOTAL FUND EQUITY	262,206.14CR	1,023.00CR	14,646.15CR	276,852.29CR
	BALANCE	0.00	0.00	0.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

034-PARK DEDICATION FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
OTHER CHARGES	0	1,800.00	51,328.38	8,359.22 (	51,328.38)	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	1,800.00	51,328.38	8,359.22 (	51,328.38)	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	1,800.00	51,328.38	8,359.22 (	51,328.38)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

034-PARK DEDICATION FUND

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER CHARGES</u>						
034-3800 MARKET VALUE ADJUSTMENT	0	0.00	461.15 (	124.87) (	461.15)	0.00
034-3801 INVESTMENT INCOME	0	0.00	467.23	155.09 (	467.23)	0.00
034-3880 PARK DEDICATION FEES	<u>0</u>	<u>1,800.00</u>	<u>50,400.00</u>	<u>8,329.00</u> (	<u>50,400.00)</u>	<u>0.00</u>
TOTAL OTHER CHARGES	0	1,800.00	51,328.38	8,359.22 (	51,328.38)	0.00
<u>TRANSFERS</u>						
034-3992 TRANSFER FROM OTHER FUND	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	1,800.00	51,328.38	8,359.22 (	51,328.38)	0.00
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	1,800.00	51,328.38	8,359.22 (	51,328.38)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL	100,000	0.00	50,000.00	100,000.00	50,000.00	50.00
CHARGES	0	2,225.00	30,005.00	25,055.00 (	30,005.00)	0.00
OTHER CHARGES	5,375	0.00	14,056.15	13,714.56 (	8,681.15)	261.51
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	2,225.00	94,061.15	138,769.56	11,313.85	89.26
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	6,970	1,202.00	7,697.80	21,545.20 (	727.80)	110.44
SOUTHWOOD PARK	6,000	0.00	1,332.50	2,203.53	4,667.50	22.21
CASEY LAKE PARK	3,500	0.00	1,919.20	2,502.05	1,580.80	54.83
SILVER LAKE PARK	0	0.00	2,287.00	700.00 (	2,287.00)	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	200	0.00	0.00	25,494.49	200.00	0.00
DOROTHY PARK	0	0.00	0.00	0.00	0.00	0.00
COLBY HILLS PARK	0	0.00	1,178.50	0.00 (	1,178.50)	0.00
NON DEPARTMENTAL	<u>65,000</u>	<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	81,670	1,202.00	79,415.00	117,445.27	2,255.00	97.24
REVENUE OVER/ (UNDER) EXPENDITURES	23,705	1,023.00	14,646.15	21,324.29	9,058.85	61.79

% OF YEAR COMPLETED: 75.00

TOTAL REVENUES	105,375	2,225.00	94,061.15	138,769.56	11,313.85	89.26
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CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

GENERAL PARK % OF YEAR COMPLETED: 75.00

	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	2,970	0.00	51.24	147.70	2,918.76	1.73
063-4-40-4120-031 OPERATING SUPPLIES	0	0.00	0.00	443.50	0.00	0.00
063-4-40-4220-030 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>0.00</u>	<u>40.00</u>	<u>0.00</u>	<u>(40.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	2,970	0.00	91.24	591.20	2,878.76	3.07
 <u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	4,000	0.00	200.00	750.00	3,800.00	5.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	0.00	950.00	0.00	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>1,185.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	4,000	0.00	200.00	2,885.00	3,800.00	5.00
 <u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	6,204.56	17,369.00 (	6,204.56)	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>1,202.00</u>	<u>1,202.00</u>	<u>700.00</u>	<u>(1,202.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	1,202.00	7,406.56	18,069.00 (	7,406.56)	0.00
TOTAL GENERAL PARK	6,970	1,202.00	7,697.80	21,545.20 (	727.80)	110.44

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

SOUTHWOOD PARK

% OF YEAR COMPLETED: 75.00

	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	703.03	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>1,145.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	6,000	0.00	0.00	1,848.03	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>1,332.50</u>	<u>355.50</u>	(<u>1,332.50</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	1,332.50	355.50	(1,332.50)	0.00
TOTAL SOUTHWOOD PARK	6,000	0.00	1,332.50	2,203.53	4,667.50	22.21

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

CASEY LAKE PARK

% OF YEAR COMPLETED: 75.00

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	400	0.00	25.40	0.00	374.60	6.35
063-4-42-4120-403 OPERATING SUPPLIES	0	0.00	25.44	23.69 (	25.44)	0.00
063-4-42-4120-410 OPERATING SUPPLIES	2,000	0.00	0.00	11.79	2,000.00	0.00
063-4-42-4120-411 OPERATING SUPPLIES	500	0.00	0.00	70.64	500.00	0.00
063-4-42-4120-412 OPERATING SUPPLIES	600	0.00	752.86	956.70 (	152.86)	125.48
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	803.70	1,062.82	2,696.30	22.96
<u>CONTRACTUAL SERVICES</u>						
063-4-42-4300-000 GENERAL CONTRACT/CONSU	0	0.00	1,115.50	200.00 (	1,115.50)	0.00
063-4-42-4575-412 GENERAL RENTALS	0	0.00	0.00	39.23	0.00	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	0.00	900.00	0.00	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	1,115.50	1,439.23 (	1,115.50)	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	1,919.20	2,502.05	1,580.80	54.83

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

SILVER LAKE PARK

% OF YEAR COMPLETED: 75.00

	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	0	0.00	0.00	700.00	0.00	0.00
063-4-43-4220-030 SIGN & SIGN MAINTENANC	<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	35.00	700.00	(35.00)	0.00
 <u>CONTRACTUAL SERVICES</u>						
063-4-43-4310-039 GENERAL SERVICE FEES	<u>0</u>	<u>0.00</u>	<u>850.00</u>	<u>0.00</u>	<u>(850.00)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	850.00	0.00	(850.00)	0.00
 <u>CAPITAL</u>						
063-4-43-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>1,402.00</u>	<u>0.00</u>	<u>(1,402.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	1,402.00	0.00	(1,402.00)	0.00
TOTAL SILVER LAKE PARK	0	0.00	2,287.00	700.00	(2,287.00)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

NORTHWOOD PARK

% OF YEAR COMPLETED: 75.00

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: SEPTEMBER 30TH, 2019

063-PARK FUND

HAUSE PARK

% OF YEAR COMPLETED: 75.00

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>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	22,748.31	0.00	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>2,746.18</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	0.00	25,494.49	0.00	0.00
TOTAL HAUSE PARK	200	0.00	0.00	25,494.49	200.00	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

DOROTHY PARK % OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
DEPARTMENTAL EXPENDITURES						
<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: SEPTEMBER 30TH, 2019

063-PARK FUND

COLBY HILLS PARK

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
063-4-49-4303-000 PLANNING SERVICES	<u>0</u>	<u>0.00</u>	<u>1,178.50</u>	<u>0.00</u>	(<u>1,178.50</u>)	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	1,178.50	0.00	(1,178.50)	0.00
TOTAL COLBY HILLS PARK	0	0.00	1,178.50	0.00	(1,178.50)	0.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 75.00

	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	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	65,000.00	65,000.00	0.00	100.00
TOTAL TRANSFERS	65,000	0.00	65,000.00	65,000.00	0.00	100.00
<u>TOTAL NON DEPARTMENTAL</u>						
TOTAL NON DEPARTMENTAL	65,000	0.00	65,000.00	65,000.00	0.00	100.00

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

063-PARK FUND

NON DEPARTMENTAL

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	81,670	1,202.00	79,415.00	117,445.27	2,255.00	97.24
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	23,705	1,023.00	14,646.15	21,324.29	9,058.85	61.79

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 22, 2020

VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

B. FREE SKATE AT POLAR ARENA

ACTION TO BE CONSIDERED

Free Open Skating Event at Polar Ice Arena March 21st Noon to 1:30PM

FACTS

Staff at District 622 / Polar arena has donated Free open skates

The City will supply free hot coco

ATTACHMENTS

Flyer



OPEN SKATE

Family Skating Day at Polar Arena - No Cost

Saturday, March 21

12:00 pm - 1:30 pm

Polar Arena will be open for ice skating, absolutely free! Enjoy skating on indoor ice and complimentary hot chocolate!

No skate rental is available. Helmets are suggested.

Polar Arena – 2444 11th Avenue, North St. Paul

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 22, 2020

VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

C. PARK CLEAN UP, TREE ADOPTION, STAR WATCH EVENT AUGUST CONCERT DATE

ACTION TO BE CONSIDERED

Event Planning: 2020 Park Clean Up, Tree Adoption program, Star Watch Event Dates
August Concert in the Park date change

FACTS

Discuss and establish dates for the following events:

Park Clean Up - April 18th or 25th (makeup day would be the following Saturday)

Tree Adoption Program is planned to be held Saturday May 2nd 2020

Star Watch - October 6th Tuesday

August Concerts in the Park date change

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
January 22, 2020

VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
D. SOUTHWOOD NATURE PRESERVE QUARTERLY STATUS REPORT /
YEAR END REPORT

ACTION TO BE CONSIDERED

This item is for discussion only.

Review of the 4th Quarter Southwood Nature Preserve Expense Report and Year-End Report

FACTS

The PRC asked the Southwood Nature Preserve Task Force to present their Budget on a quarterly basis

ATTACHMENTS

Southwood Nature Preserve Quarterly Expense Report

Southwood Task Force Year-end Report

**Southwood Nature Preserve
Year End Report 2019**

Southwood Nature Preserve Mission Statement

To establish and maintain a diverse ecosystem that will sustain a habitat for native plants and wildlife, for the enjoyment and education of the community.

Southwood Nature Preserve Activities

Southwood Earth Day Cleanup, April 27, 2019 - due to threatening weather, the cleanup was canceled.

Sedge Meadow - Japanese Knotweed, May 6 & 7, 2019 and June 6, 2019 - This year continues to show improvement in the eradication of the Japanese Knotweed. Early spring treatment of the newly emerged sprouts has assisted in reduction of the population. Glyphosate, dispensed using a foam applicator, was used to treat individual plants. This fall, September 19, 2020, we tried a new chemical, imazapyr, its' use suggested by John Lampe. Since the vegetation was still pretty dense in September, a final sweep was completed October 17 & 18, 2019 to treat plants that were missed in September.

Prescribed Burn, May 7, 2019 - North Saint Paul Fire Department performed a prescribed burn in the North Oak Savanna, Wet Meadow and Upland Prairie. The management plan is to burn a third of the prairie areas each year to enhance native plant communities.

Public Works, May 15, 2019 - Fence was removed from Oak Savanna

Garlic Mustard Pull, May 16, 2019 – (13 volunteers) 11 GAP students and 2 Master Naturalists pulled garlic mustard (5 hours) throughout the preserve.

Invasive Plant Treatments –June 5, 2019, July 17, 2019, and September 18, 2019 - Minnesota Native Landscapes completed a spring, summer and fall treatment of invasive plants and grasses in the Emergent Shoreline Restoration, North Mesic Prairie, Mesic Prairie, Oak Savanna, North Oak Savanna and Upland Prairie. Treatments have been successful in controlling some of the more difficult invasive grasses and plants. Continued monitoring and treatment will maintain the health of the preserve.

Summer Recreation Program/Collaboration with ISD 622, June 11, 2019 – Forest Frolic – 4 Task Force Members, 1 Ramsey Washington Watershed District Employee, 3 Park and Recreation Commission Members and 74 participants – Even with the threat of rain, families came out well prepared for the weather. The explorer hike was a great success with 5 leaders taking families on a walk through the preserve looking for glacial erratics, nesting boxes, oak trees, flowers and wildlife. With sprinkles on their way, families were sent home with supplies to make mason bee houses.

Tree Pruning Workshop, June 18, 2019 – Josh Bond discussed pruning trees in public spaces as part of a 2016- 2019 DNR Grant. Citizen pruning kits are available for check-out from Community development at City Hall.

Stormwater BMP (Better Management Practices), August 20, 2019 – Inspection by Simba Blood – “It is evident that a lot of hard work goes into managing this nature Preserve. Overall the restoration site looks good, but continued maintenance is needed.” Information on what invasive plants to focus on was passed on to Minnesota Native Landscapes.

Public Works, August 22, 2019 – Southern half of the Mesic Prairie was mowed to allow light to reach the native plants seeded last November 2018.

Family Walk/Collaboration with IDS 622 Early Childhood (Andrea Daugherty), October 3, 2019 – 191 participants, 28 teachers, 2 Task Force Members – Family Nature Walk was a great success. Preschoolers made binoculars, did oak leaf tree rubbings, explored a touch table, and hiked with their families around the pond (with a stop to look for insects). Some families hike more than once at the urging of their child.

Saint Mark Lutheran Church (God's Work Our Hands), September 8, 2019 - Work day planned, but was canceled due to bad weather.

Junior Polars Football Team – Anthony Hallamek wanted the team to complete a service project in Southwood Nature Preserve (trimming trails), but scheduling did not materialize.

Buckthorn Removal, October 18 & 18, 2019 – Due to a staffing shortage, Conservation Corps could only send a smaller crew to work on the buckthorn. Minnesota Native Landscapes was contacted and sent a crew November 12, 2019 to continue the work treating buckthorn in the North West section of the preserve.

Fall Work Day, October 19, 2019 – 20 North High School AFJROTC cadets and 2 instructors arrived at the preserve, but rain moved into the area and preventing our ability to work on projects.

Friends of Southwood Nature Preserve Facebook Page - designed and uploaded September 2016 by task force member Tiffany Brian, showcases Southwood Nature Preserve. There are 141 followers. The City of North Saint Paul website has a link, under the Southwood Nature Preserve page, to the Friends of Southwood Facebook page.

Friends of Southwood Nature Preserve Email List - provides information regarding Southwood Nature Preserve activities to subscribers, and was successful in recruiting people for work day activities.

Volunteers - We are fortunate to have volunteers who work throughout the spring, summer and fall on projects: Vic and Vivian Fickling (Garlic Mustard, Burdock, Buckthorn), Donna and David Nelson (Oak Savanna), Darrell Meyer (Shoreline Restoration), Cathy Troendle (Upper Mesic Prairie), Tiffany Brian (Friends of Southwood Nature Preserve Facebook Page), Mark Larson (Silver Lake Tansy Removal), John Lampe (Japanese Knotweed), Jay Kuechenmeister (keeps an eye out for issues while walking Scooter) and Meggie Royer and Patrick Krasky (Buckthorn). We also appreciate the huge assistance we get from the students from the North High School JRROTC and GAP for work days.

Dates for 2020

Earth Day Cleanup	April 25, 2020	9:00 am - noon
Mustard Pull	May 2020	TBD with volunteer group
Fall Work Day	October 10, 2020	9:00 am - noon

Southwood Nature Preserve
Meeting Notes – November 19, 2019
Castle Room, City Hall – 6:30 pm

Members Present: Cathy, Darrell, Jay, Meggie, Patrick, Tiffany

Southwood Nature Preserve Activities:

“Earth Day” Clean-up-- April 25, 2020

Garlic Mustard Pull—TBD, Mid-May 2020

Fall Work Day – October 10, 2020

Park and Recreation Commission Activities:

Continuing Business

2019 Budget (\$6.300):

GAP Garlic Mustard Pull – Pizzas	05/16/2019	\$ 49.00
Minnesota Native Landscapes	06/05/2019	\$1,000.00
Minnesota Native Landscapes	07/17/2019	\$ 332.50
Water	08/05/2019	\$ 3.44
Minnesota Native Landscapes	09/18/2019	\$ 750.00
Conservation Corps	10/17 - 18/2019	\$ 1,245.00
MNL (buckthorn)	11/12/2019	<u>\$ 2,382.75</u>
		\$ 5,762.69
	Balance	\$ 537.31

Dorian Hasselmann – Conservation Corp – Work dates were rescheduled for October 17 & 18 with a reduce crew size. Three workers came on Thursday and 2 on Friday.

Chris Hoyer - Minnesota Native Landscapes – A crew of 3 came out November 12 to continue buckthorn treatment in the preserve. They continued North from the area where the Conservation Corps left off in Section H. Finished section D, E, I. They found a couple of large trees in Section J they cut down, otherwise they basal treatment on the smaller trees.

Japanese Knotweed Treatment – Cathy did another sweep for the Japanese knotweed October 17 and 18 (used the glyphosate I had on hand).

Vic Fickling removed the steel post North of the bench on the West side of the Sedge Meadow. Vic and Vivian have removed a lot of burdock in the preserve.

Fall Workday – October 19 - Instructors David Wilkinson and Brian Buesgen, and 20 cadets arrived at Southwood for the fall workday. Unfortunately the rain that had stopped started up again and the students came with umbrellas but no raingear. Everyone would have been soaked working on removing burdock, so we decided to cancel and sent the cadets home.

New Business

November 3 (10 am – 1 pm) - new volunteers Meggie and Patrick worked with Cathy lopping and treating the buckthorn behind Candy's house.

Prescribed Burns

Here are the notes we put together in 2015 for prescribed burns in the preserve:

Recommend a rotation schedule to burn a third of the prairie areas each year. Requesting early spring burns (last week of March to the second week of April). This will be dependent upon the timing of spring's arrival; as well as vegetation, weather and wind conditions. The burn is rescheduled if the weather is unstable; low relative humidity or strong winds. Burns remove the dead vegetation, allow the ground to warm more quickly, and release valuable nutrients into the soil. If invasive plants are an issue, non-native plants will emerge first and can be treated before the native plants emerge.

Spring 2020 Burn areas:

Oak Savannah, Wet Meadow, area by the south bat house

Deer Update – Conservation Officer for this area is Christopher Tetrault. His contact number is (651) 202-7360.

Jay mentioned there are holes left in the ground from removal of the posts and recommended filling them. This might be a good Spring Workday Activity.

Plan Activity Dates for next year:

Earth Day Cleanup—April 25, 2020

Garlic Mustard Pull – TBD, Mid-May, 2020

Fall Work Day – October 10, 2020

Next meeting February 18, 2020, 6:30 pm, Castle Room, City Hall