

**CITY OF NORTH ST. PAUL
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
September 26, 2018
6:30 PM**

North St. Paul Northwood Park

I. CALL TO ORDER

II. ROLL CALL

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

Ex-Officio: Jim Naughton

Council Liaison: Terry Furlong

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

A. Approve the August 22, 2018 regular meeting minutes.

V. MEETING OPEN TO THE PUBLIC

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

VI. PUBLIC HEARINGS

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Review/Discussion/Recommendation: Northwood Park Facility Assessment**
- B. Review/Discussion/Recommendation: Silver Lake Tennis Courts**
- C. Review/Discussion/Recommendation: 2019 Projects / Budget**
- D. Review/Discussion/Recommendation: Halloween Event**
- E. Review/Discussion/Recommendation: Star Watch**

VIII. REPORTS FROM STAFF

- A. Review/Discussion: Budget Update – August**
- B. Review/Discussion: Volunteer Appreciation – November 7th at 6:00 p.m. Casey Lake**
- C. Review/Discussion: Movie On Main Debrief**

IX. REPORTS FROM COMMISSIONERS & PARK LIAISONS

X. ADJOURNMENT

Next meeting: October 26, 2018 at City Hall

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

**August 22, 2018
6:30 PM**

North St. Paul House Park

I. CALL TO ORDER

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

II. ROLL CALL

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

Absent: Ingrid Koller
Laura Greenlee-Karp

Council Liaison: Terry Furlong

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

Ex-Officio: Jim Naughton, NSPAA (Absent)

Others: Brad Reifsteck, WSB, PE

III. ADOPT AGENDA

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

IV. APPROVAL OF MINUTES

Approve the July 25, 2018 regular meeting minutes.

On motion by Commissioner Thorsen, seconded by Commissioner Cole with all present voting aye, motion carried to approve the July 25, 2018 meeting minutes.

V. MEETING OPEN TO THE PUBLIC

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

VI. PUBLIC HEARINGS

A community meeting was scheduled at 6:00 p.m. prior to the regularly-scheduled PRC meeting. Two NSP Police Officers and two residents attended the meeting. Residents have seen increased use of the playground by young families; zip line was a great addition; baseball field is being used. They indicated that there is a dog issue with people not having their dogs on a leash and are utilizing Hause as a dog park. They suggested a large sign be put up indicating that dogs need to be on a leash. Police Officer told them to call 911/indicate it is not an emergency, and the Police will deal with it. Police also told them to call 911 if they see people in the park after 11:00 p.m. Residents indicated that didn't seem to be a problem. Residents asked if Hause would be used as a warming house. Gustafson stated it would not, but told them about the January 4th Fire and Ice skating event. She indicated that Northwood has a warming house. She stated that the goal is that the remodel will be completed for 2019 rentals. Gustafson stated it would be very expensive to resurface the tennis courts. They suggested it be used for a dog park. Furlong will contact Schifsky regarding the tear out.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Review/Discussion/Recommendation: Veterans Memorial Parking Lot Concept.

Brad Reifsteck, WSB, summarized three quotes/options for a parking lot near the Veterans Park. This will not be part of the Street Project, but would come out of the Park Fund. PRC's concerns included that the parking lot would not provide enough spots for big events; people would have to cross two busy streets to get to the Park; there is residential housing nearby. Brad stated that the property is zoned for residential so it would need Planning Commission approval and a public hearing. Furlong will discuss this at the next Vets Committee meeting to get their thoughts. Tabled for future discussion.

B. Review/Discussion/Recommendation: ADA Parking at Colby Hills.

A request was made from Councilmember Walczak for PRC to consider ADA parking at Colby Hills. PRC was provided with four quotes/options. PRC's concerns were that Colby may not be the priority park to start with; ADA parking will be a large expense for PRC. PRC's recommendation is to take a phase approach, and to evaluate it after the renovation of tennis courts and playground/park updates have been completed.

C. Review/Discussion/Recommendation: Halloween Event.

October 20th. Zahradka will send emails in September to vendors outlining the details. Vendor numbers will be put on stakes as to their location. Haas will check on DJ. Bacon Me Crazy approached Gustafson about providing free food. Gustafson will follow-up. Zahradka and Stachowski will order \$500 worth of bags with Schifsky logo.

D. Review/Discussion/Recommendation: Movie on Main.

September 14th. Sponsors are Target (they do not want any recognition); Gallagher Financial; North St. Paul Business Association (Gustafson will invoice); and Old National Bank will provide popcorn and beverages (Gustafson will contact Paul Houliston if they can to have a food truck at the event). Amsden and possibly Haas will help with event.

E. Review/Discussion/Recommendation: Star Watch Planning.

October 4th. Thorsen will send Mike Lynch reminder email. Hot cocoa, hot cider and cookies will be provided. Cole to check on coffee carafes. It will be put on Casey Lake Message Board, along with Movie on Main. Gustafson to send Thorsen access code. Amsden, Haas, Stachowski and Zahradka will help with event.

F. Review/Discussion/Recommendation: Northwood Park Building.

Priorities/expenditures for 2019 are: Northwood updates; tennis courts (Furlong to get quote from Schifsky); House equipment (refrigerator, microwave); ADA accessible components. PRC will view Northwood Park/condition at next PRC meeting.

VIII. REPORTS FROM STAFF

A. Review/Discussion: Budget Update – July.

Gustafson summarized revenue/expenditures for July 2018.

IX. REPORTS FROM COMMISSIONER AND PARK LIASIONS

A. Review/Discussion: Music in the Park.

Haas stated concerts all went well. PRC received \$137 in donations.

Gustafson will follow-up with staff on the status of the Snowman sign. Gustafson and Zahradka will meet on August 29th at 2:30 p.m. re: Silver Lake sign.

Gustafson stated that PRC received \$1,000 bench donation to be placed at Casey Lake.

B. Review/Discussion: National Night Out.

Haas stated it was a good turnout at Casey Lake. She could have used more help.

C. Review/Discussion: Tennis Courts.

Furlong will get quote from Schifsky for Silver Lake tennis courts.

X. ADJOURNMENT

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

Next meeting: September 26, 2018, 6:00 p.m., at Northwood Park, 1995 1st Street North.

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
September 26, 2018

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. NORTHWOOD PARK FACILITY ASSESSMENT

ACTIONS TO BE CONSIDERED

Conduct a site tour and make site improvement recommendations

FACTS

The following items are listed in the Park Improvement Plan to be updated:

Warming House / Enclosed Shelter

Open Aired Shelter

Volley Ball Court

Other Possible Projects to consider:

Basketball Court Resurface, it is in very rough shape

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
September 26, 2018

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

C. 2019 Projects / Budget

ACTIONS TO BE CONSIDERED

2019 Projects / Budgets

FACTS

Listed below are the 2019 budget items that have proposed to City Council:

\$2,000 Concert in Park

\$500 Star Watch

\$600 Egg Hunt

\$400 Trick or Treat

\$2,000 Movie On Main

\$50 Park Clean Up

\$6000 Southwood Nature Preserve

\$200 Fire and Ice

\$3000 Recreation Programming

\$1,920 ADA Mats

\$16,670

Potential Projects for 2019

Tennis Courts at Silver Lake Park

New Refrigerator for Hause

Microwave for Hause

Tables and Chairs for Hause

Building at Northwood

Volleyball Court at Northwood

Basketball Courts at Northwood

ADA Parking and improvements

Hockey Rink Boards at Casey Lake

New Park Signs

New Open Aired Shelter at Northwood Park

Tennis Courts at McKnight

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
September 26, 2018

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

D. Halloween Event

ACTIONS TO BE CONSIDERED

Halloween Event Planning

FACTS

The annual Trick or Treat Trail is schedule on Saturday, October 20th from 2-4pm at Casey Lake Park.

Schifsky donated \$500 for the event.

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
September 26, 2018

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
E. STAR WATCH

ACTIONS TO BE CONSIDERED

Star Watch Planning

FACTS

Listed below are event details:

Star Watch Party with WCCO Mike Lynch! Thursday, October 4, 7:00-8:30PM

Casey Lake Park, \$2 suggested donation

Call 651-747-2411 to reserve a spot. Space is limited.

Registration is currently underway. As of September 17, 23 are registered for the event.

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
September 26, 2018

VIII. REPORTS FROM STAFF

A. BUDGET: AUGUST UPDATE

FACTS

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

Park Fund Expenditures (August): \$3,858.69

- Supplies for the Hause Park Remodel. \$1,556.34
- Curly Slide Sign \$700
- Southwood Nature Preserve \$860.00
- Concert In Park \$300
- Paint Touch Up Supplies \$23.69
- Motor Fuel \$63.16 (Coded wrong, being moved to the Recreation Account)

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

Park Fund Revenue (August): \$4,000.30

- Park / Canoe Rental Fees: \$1,660 (August)
- Donations (utility billing): \$30
- Donations: \$2,137 (\$137 Concert Donations, \$1,000 Bench Donation, \$500 NSP Business Association for Movie and \$500 Target for Movie).
- Investment Income / Market Value Adjustment: \$773.30
- Park Advertise (unpaid banners) \$-600.00

Fund Balance as of 8/31/2018: \$286,973.43

The unclaimed Park Fund balance is (Fund Balance – Approved Expenditures):
\$207,923.77

Budget expenditures that have been approved for 2018:

\$5,140 Southwood Nature Preserve (\$860 has been spent)
Casey Lake Shelter Payment (\$65,000 has been taken out for 2018)
\$100 Silver Lake Curly Slide Sign (\$700 has been spent)
\$821.95 Movie on Main (\$1,178.05 has been spent on Movie License and Screen Deposit)
\$500.00 Star Watch
\$213.45 Event Shirts (\$435.55 has been spent on vests and shirts)
\$468.06 Spring Egg Hunt (\$131.94 had been spent on the event)

\$738.21 Summer Concert Series (\$1,261.79 for Donation Box and bands)
\$400 Trick or Treat Trail
\$14,000 Polar Park Updates
\$300 Sign Boards and Hooks at Casey Lake Park
\$30 Refreshments for the Park Clean-Up
\$1,625 Snowman Sign
\$30,000 Colby Hills Park
\$8,042.99 Hause Building Updates (\$21,957.01 has been spent on supplies)
\$62,379.66

Budget Expenditures for 2019, pending Council Approval

\$2,000 Concert in Park
\$500 Star Watch
\$600 Egg Hunt
\$400 Trick or Treat
\$2,000 Movie On Main
\$50 Park Clean Up
\$6000 Southwood Nature Preserve
\$200 Fire and Ice
\$3,000 Recreation Programming
\$1,920 ADA Mats
\$16,670

ATTACHMENTS

Financial Reports

YEAR TO DATE BALANCE SHEET

AS OF: AUGUST 31ST, 2018

063-PARK FUND

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
063-1010	CASH	247,183.76	4,217.28CR	40,749.12	287,932.88
063-1033	S/A RECEIVABLE	0.00	0.00	0.00	0.00
063-1040	ACCOUNTS RECEIVABLE	50.00	0.00	0.00	50.00
063-1042	ACCOUNTS RECEIVABLE MODULE	1,950.00	600.00CR	300.00CR	1,650.00
063-1054	DUE FROM OTHER FUND	0.00	0.00	0.00	0.00
063-1060	INTEREST REC INVEST	877.77	0.00	877.77CR	0.00
063-1061	MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00
063-1888	REVENUE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL ASSETS	250,061.53	4,817.28CR	39,571.35	289,632.88
<u>LIABILITIES</u>					
063-2010	AP PENDING (DUE TO POOL)	140.81CR	4,958.89	2,518.64CR	2,659.45CR
063-2011	ACCOUNTS PAYABLE OTHER	263.70CR	0.00	263.70	0.00
063-2026	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
063-2027	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
063-2029	USE TAX PAID	0.00	0.00	0.00	0.00
063-2030	SALES TAX	0.00	0.00	0.00	0.00
063-2060	DEFERRED REVENUE	3,825.00CR	0.00	3,825.00	0.00
063-2888	EXPENSE CLEARING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LIABILITIES	4,229.51CR	4,958.89	1,570.06	2,659.45CR
<u>FUND EQUITY</u>					
063-2900	FUND BLANCE	245,832.02CR	0.00	0.40CR	245,832.42CR
	TOTAL REVENUES	0.00	4,000.30CR	137,224.35CR	137,224.35CR
	TOTAL EXPENDITURES	<u>0.00</u>	<u>3,858.69</u>	<u>96,083.34</u>	<u>96,083.34</u>
	TOTAL FUND EQUITY	245,832.02CR	141.61CR	41,141.41CR	286,973.43CR
	BALANCE	0.00	0.00	0.00	0.00

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

063-PARK FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL	0	0.00	100,000.00	100,000.00 (100,000.00)	0.00
CHARGES	0	1,660.00	23,830.00	13,027.90 (23,830.00)	0.00
OTHER CHARGES	0	2,340.30	13,394.35	11,312.87 (13,394.35)	0.00
TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	4,000.30	137,224.35	124,340.77 (137,224.35)	0.00
<u>EXPENDITURE SUMMARY</u>						
GENERAL PARK	0	0.00	4,298.50	3,278.00 (4,298.50)	0.00
SOUTHWOOD PARK	0	1,215.50	1,500.50	165.92 (1,500.50)	0.00
CASEY LAKE PARK	0	323.69	2,199.27	1,188.90 (2,199.27)	0.00
SILVER LAKE PARK	0	763.16	763.16	0.00 (763.16)	0.00
NORTHWOOD PARK	0	0.00	0.00	0.00	0.00	0.00
HAUSE PARK	0	1,556.34	22,321.91	27,361.44 (22,321.91)	0.00
DOROTHY PARK	0	0.00	0.00	5,125.00	0.00	0.00
NON DEPARTMENTAL	0	0.00	65,000.00	0.00 (65,000.00)	0.00
TOTAL EXPENDITURES	0	3,858.69	96,083.34	37,119.26 (96,083.34)	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	141.61	41,141.01	87,221.51 (41,141.01)	0.00

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

063-PARK FUND

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>INTERGOVERNMENTAL</u>						
063-3522 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
063-3523 LGA	0	0.00	100,000.00	100,000.00 (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	0	0.00	100,000.00	100,000.00 (100,000.00)	0.00
<u>CHARGES</u>						
063-3629 CANOE RENTALS	0	0.00	375.00	300.00 (375.00)	0.00
063-3630 PARK RENTAL FEES	<u>0</u>	<u>1,660.00</u>	<u>23,455.00</u>	<u>12,727.90</u> (<u>23,455.00)</u>	<u>0.00</u>
TOTAL CHARGES	0	1,660.00	23,830.00	13,027.90 (23,830.00)	0.00
<u>OTHER CHARGES</u>						
063-3800 MARKET VALUE ADJUSTMENT	0	372.73 (1,370.42) (612.96)	1,370.42	0.00
063-3801 INVESTMENT INCOME	0	400.57	1,737.77	2,060.33 (1,737.77)	0.00
063-3803 DONATIONS	0	2,167.00	8,027.00	1,765.50 (8,027.00)	0.00
063-3803-034 DONATIONS-SOUTHWOOD	0	0.00	0.00	0.00	0.00	0.00
063-3803-037 DONATIONS-MUSIC IN THE P	0	0.00	0.00	1,500.00	0.00	0.00
063-3804 SALE OF GOODS & PROPERTY	0	0.00	0.00	0.00	0.00	0.00
063-3805 PARK ADVERTISING	0 (600.00)	5,000.00	6,600.00 (5,000.00)	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	0	2,340.30	13,394.35	11,312.87 (13,394.35)	0.00
<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	0	4,000.30	137,224.35	124,340.77 (137,224.35)	0.00

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

063-PARK FUND
 GENERAL PARK % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-40-4120-000 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-40-4120-031 OPERATING SUPPLIES	<u>0</u>	<u>0.00</u>	<u>443.50</u>	<u>0.00</u>	<u>(443.50)</u>	<u>0.00</u>
TOTAL SUPPLIES	0	0.00	443.50	0.00	(443.50)	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-40-4300-000 GENERAL CONTRACT/CONSU	0	0.00	0.00	0.00	0.00	0.00
063-4-40-4300-410 GENERAL CONTRACT/CONSU	0	0.00	950.00	1,365.00	(950.00)	0.00
063-4-40-4570-000 EQUIPMENT RENTAL	<u>0</u>	<u>0.00</u>	<u>1,185.00</u>	<u>1,913.00</u>	<u>(1,185.00)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	0.00	2,135.00	3,278.00	(2,135.00)	0.00
<u>CAPITAL</u>						
063-4-40-4750-000 IMPROVEMENTS OTHER THA	0	0.00	1,020.00	0.00	(1,020.00)	0.00
063-4-40-4750-030 IMPROVEMENTS OTHER THA	<u>0</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	<u>(700.00)</u>	<u>0.00</u>
TOTAL CAPITAL	0	0.00	1,720.00	0.00	(1,720.00)	0.00
TOTAL GENERAL PARK	0	0.00	4,298.50	3,278.00	(4,298.50)	0.00

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

063-PARK FUND
 SOUTHWOOD PARK % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-41-4120-303 OPERATING SUPPLIES	0	0.00	0.00	165.92	0.00	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>860.00</u>	<u>1,145.00</u>	<u>0.00</u>	<u>(1,145.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	0	860.00	1,145.00	165.92	(1,145.00)	0.00
<u>CONTRACTUAL SERVICES</u>						
063-4-41-4300-303 GENERAL CONTRACT/CONSU	<u>0</u>	<u>355.50</u>	<u>355.50</u>	<u>0.00</u>	<u>(355.50)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	355.50	355.50	0.00	(355.50)	0.00
<hr/>						
TOTAL SOUTHWOOD PARK	0	1,215.50	1,500.50	165.92	(1,500.50)	0.00

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

063-PARK FUND
 CASEY LAKE PARK % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SUPPLIES						
063-4-42-4120-000 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4120-403 OPERATING SUPPLIES	0	23.69	23.69	286.38 (23.69)	0.00
063-4-42-4120-410 OPERATING SUPPLIES	0	0.00	11.79	0.00 (11.79)	0.00
063-4-42-4120-411 OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4120-412 OPERATING SUPPLIES	0	0.00	924.56	666.03 (924.56)	0.00
063-4-42-4220-205 SIGNS & SIGN MAINTENAN	0	0.00	0.00	0.00	0.00	0.00
063-4-42-4230-403 SMALL TOOLS & MINOR EQ	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>199.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SUPPLIES	0	23.69	960.04	1,151.41 (960.04)	0.00
CONTRACTUAL SERVICES						
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	39.23	0.00 (39.23)	0.00
063-4-42-4600-403 CONTRACTED REPAIR/MAIN	0	0.00	900.00	0.00 (900.00)	0.00
063-4-42-4630-412 MISCELLANEOUS	<u>0</u>	<u>300.00</u>	<u>300.00</u>	<u>37.49 (</u>	<u>300.00)</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	0	300.00	1,239.23	37.49 (1,239.23)	0.00
CAPITAL						
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	0	323.69	2,199.27	1,188.90 (2,199.27)	0.00

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

063-PARK FUND
 SILVER LAKE PARK % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-43-4210-000 MOTOR FUELS	0	63.16	63.16	0.00 (63.16)	0.00
063-4-43-4220-000 SIGNS & SIGN MAINTENAN	<u>0</u>	<u>700.00</u>	<u>700.00</u>	<u>0.00 (</u>	<u>700.00)</u>	<u>0.00</u>
TOTAL SUPPLIES	0	763.16	763.16	0.00 (763.16)	0.00
TOTAL SILVER LAKE PARK	0	763.16	763.16	0.00 (763.16)	0.00

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

063-PARK FUND
 NORTHWOOD PARK % OF YEAR COMPLETED: 66.67

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

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

063-PARK FUND

HAUSE PARK % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SUPPLIES</u>						
063-4-46-4120-000 OPERATING SUPPLIES	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>CAPITAL</u>						
063-4-46-4740-000 BUILDINGS & STRUCTURES	0	1,556.34	19,575.73	0.00 (19,575.73)	0.00
063-4-46-4750-000 IMPROVEMENTS OTHER THAN	0	0.00	2,746.18	27,361.44 (2,746.18)	0.00
TOTAL CAPITAL	0	1,556.34	22,321.91	27,361.44 (22,321.91)	0.00
 TOTAL HAUSE PARK	 0	 1,556.34	 22,321.91	 27,361.44 (22,321.91)	 0.00

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

063-PARK FUND
 DOROTHY PARK % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL</u>						
063-4-47-4750-000 IMPROVEMENTS OTHER THA	0	0.00	0.00	5,125.00	0.00	0.00
TOTAL CAPITAL	0	0.00	0.00	5,125.00	0.00	0.00
TOTAL DOROTHY PARK	0	0.00	0.00	5,125.00	0.00	0.00

AS OF: AUGUST 31ST, 2018

063-PARK FUND
NON DEPARTMENTAL % OF YEAR COMPLETED: 66.67

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

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

063-PARK FUND
 NON DEPARTMENTAL % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	0	3,858.69	96,083.34	37,119.26 (96,083.34)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	141.61	41,141.01	87,221.51 (41,141.01)	0.00

Agenda Information Memorandum
North St. Paul Parks and Recreation Commission
September 26, 2018

VIII. REPORTS FROM STAFF

B. Volunteer Appreciation Event

FACTS

Volunteer Appreciation Ice Cream Social

In appreciation for all the time and effort volunteers provide, the City of North St. Paul would like invite you to join us for an ice cream social at Casey Lake Park Shelter (2089 17th Avenue East) on Wednesday, November 7 at 6:00 PM. RSVP Today! Feel free to invite fellow volunteers! For additional information contact Keith.Stachowski@northstpaul.org or (651) 747-2447. Please RSVP by October 31.



NORTH
ST. PAUL

Celebrating Community Volunteers

Join us for the City of North St. Paul
Volunteer Appreciation Event

Wednesday, November 7, 2018

6:00 p.m.

Casey Lake Park Facility - 2089 17th Avenue

Kindly RSVP by October 31, 2018 at northstpaul.org/volunteer
or contact keith.stachowski@northstpaul.org or (651) 747-2447