



www.cityofstjoseph.com

CITY OF ST. JOSEPH

Park Board Agenda
May 23, 2022, 6:30pm
Government Center

1. 6:30 PM Call to order
2. Introduction of New Member – Mendel Midy
3. Approve Agenda
4. Consent Agenda
 - a. Minutes – Approve March Minutes
 - b. Treasurer’s Report – Approve the Financial Report
5. Liaison Report
 - a. Staff
 - i. Ryan Wensmann, Public Works Director – Klinefelter & Millstream Update
 - ii. Nate Keller, Community Development Director – Update on East Park and DNR Grant
 - b. Councilmember Kelly Beniek
6. Old business:
 - a. Park Events
7. New Business:
 - a. Park Events
 - i. Movie in the Park
 - ii. T-ball and Soccer, need coaches
 - iii. Peace of Mind Paddling
 - iv. Fun in the Park days
 - v. Community Outreach Night
 - vi. Teen Basketball Program
 - vii. Other
 - b. New Date/Times for June and July meetings
8. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Monday, March 28, 2022, at 6:30 PM at the St. Joseph Government Center.

Members Present: Abby Lyon, Elijah Stenman, Andy Rennecke, Keith Schleper

City Representatives Present: Rhonda Juell, Ryan Wensmann, Kelly Beniek

Approve Agenda: Beniek made a motion to approve agenda; seconded by Stenman and passed unanimously

Approve Consent Agenda: Juell made a motion to approve agenda; seconded by Lyon and passed unanimously

- a. January Minutes - attached
- b. Treasury report – Requested action: Approve the financial report

Staff: Wensmann- reported that all parks will be getting new wood chips; trees will be planted in the parks to help with shade; presented the blueprint for the restrooms at Klinefelter Park, the brick on the walls will match with the brick pillars already there, it will be attached to the back side of the shelter and have a drinking fountain attached, lots of lights near the entrance, doors will be on a lock timer, Juell made a motion to approve the plan, seconded by Stenman and unanimously approved.

Keller- presented a city map showing where sidewalks will be added to help cover gaps, board is good with the planned areas.

Juell- getting an estimate on painting lines on the basketball court in Centennial Park

Council: Beniek- 2 new police officers were hired

Old Business

Snowfest- attendance was good and people were happy with the events

Tails on Trails- well attended, vendors would like to come back next year

Beniek suggested that we combine the two events next year and partner with the CVB. A map was presented with all the parks that could be used; suggestion to move the snow shoeing and skiing closer to the skating and sledding; have food trucks and local business booths; Beniek will be in charge of this event, helped by Juell and Rennecke

New Business:

April- Scavenger Hunt Klinefelter Park and Chalk Walk-clean up

May- Women of Today Bike Event 14th (Beniek), Newmie Baseball Camp 14th, 21st

June- St Joe Joes Baseball Camp 6-8th, Story strolls, baseball, softball, soccer start

Page 2 of 2

July- Story Strolls, Peaceful Mind Paddling (contact Rod and Gun Club) Kraemer Lake

August/September- movie night at Millstream (Eli, Abby)

September- Community Picnic (Ryan, Mendell)

October- 5K with CSB (Abby, Andy)

November/December- Elf Hunt

January- Snowfest (skating, sledding, dogsled rides, skiing, snowshoeing, etc) (Kelly, Andy, Abby)

February- Dodgeball

March- Family Feud Thursday nights

Discussion on time of meetings, be there by 6:25 ready to start at 6:30, call if can't be there

Please reply ASAP to all calls, texts and emails

Follow the St Joseph Facebook page and share events happening

Members will select at least 2 Park and Rec events that they will help with

Getting an estimate on painting lines on the basketball court at Centennial

Next meeting is on Monday, April 25, at 6:30.

Adjourn: Juell made a motion to adjourn at 7:30; seconded by Beniek and passed unanimously

Rhonda Juell
Recreation Director



MEETING DATE: May 23, 2022

AGENDA ITEM: Finance Report

SUBMITTED BY: Finance

BOARD/COMMISSION/COMMITTEE/COUNCIL RECOMMENDATION: Council approved 2022 budget on December 6, 2021.

PREVIOUS PARK BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed you will find the reconciled financial reports through April 30, 2022. After designated funds are set aside, the Park fund undesignated balance is \$51,720.

I included a summary report that breaks out the revenues and expenditures recorded in the Park Board fund, along with the current balances. The bottom of the summary breaks out the funds designated for projects the Park Board agreed to and council adopted with the budget. Any contributions received for the dog park will be added to the designation for the dog park balance. For the East Park, the designation came from the ARCON developer as park dedication to develop the East Park. The balance of \$22,680 remains after the prairie grass and saplings were planted.

BUDGET/FISCAL IMPACT: Information only

ATTACHMENTS: Request for Park Board Action – Financial Reports
Park Board Check Register
Park Board Monthly Report
Park Board 5-Year Capital Improvement Plan Summary

REQUESTED COUNCIL ACTION: Consider accepting the April 2022 financial reports.



City of St. Joseph

Park Board Monthly Check Register

Check #	Search Name	Comments	Amount	FUND	DEPART	OBJ
058880	SEH, INC	East Park Phase 1	\$447.00	205	45203	531
058997	SEH, INC	East Park Phase I	\$63.00	205	45203	531
			<hr/>			
			\$510.00			

PM
3 1

—

St. Joseph Park Board
Summary Treasurer's Report - Fund 205
April 30, 2022

Fund 205, Park Board Balance as of December 31, 2021 (Audited) 264,179.13

<u>Year to Date Revenue:</u>	<u>Budget</u>	<u>YTD Actual</u>	
Ad Valorem Property Taxes	30,000	-	
Interest Earnings	1,000	(7,341.09)	
Park Dedication Fees	4,500	(36.81)	
Park Round Up Fees	150	66.22	
Contributions	100	2.00	
Transfers from Other Funds	-	-	
Total Revenue	<u>35,750</u>	<u>-</u>	(7,309.68)

<u>Year to Date Expenditures by Object:</u>			
Operating Supplies	-	-	
Professional Services	-	-	
Maintenance Reimbursement	-	-	
A1 Rentals	2,100	-	
Park Development	359,300	(510.00)	
Total Expenses	<u>361,400</u>	<u>-</u>	<u>(510.00)</u>

Fund Summaries as of April 30, 2022:

Park Board Fund Balance - Fund 205 - (Unaudited) 256,359.45

Designated for Millstream Shelter Irrigation - 2024	8,000
Designated for Klinefelter Bathrooms - 2022	171,000
Designated for Dog Park-Donations	2,960
Designated for East Park Development	22,680
Amount Undesignated	<u><u>51,720</u></u>

2022 Klinefelter Shelter/Bathrooms Revenue Breakdown:

Park Board Levy 2020	20,000
Park Board Levy 2021	30,000
Park Board Levy 2022	30,000
Water Fund (water line)	40,000
Sewer Fund (sewer line)	10,000
Park Dedication Fees	91,000
Debt Relief Fund 390	220,000
	<u>441,000</u>



City of St. Joseph
Park Board Balance Sheet
 Current Period: April 2022

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
FUND 205 Park Dedication						
G 205-10100 Cash	\$237,631.27	\$21.86	\$2,062.97	\$25,965.28	\$7,237.10	\$256,359.45
G 205-10450 Interest Receivable	\$613.99	\$0.00	\$0.00	\$0.00	\$613.99	\$0.00
G 205-10500 Accounts Receivable	\$25,628.81	\$0.00	\$0.00	\$0.00	\$25,628.81	\$0.00
G 205-13113 Due From other Gov t Units	\$305.06	\$0.00	\$0.00	\$0.00	\$305.06	\$0.00
G 205-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 205-25310 Unassigned Fund Balance	-\$264,179.13	\$2,062.97	\$21.86	\$33,784.96	\$25,965.28	-\$256,359.45
FUND 205 Park Dedication	\$0.00	\$2,084.83	\$2,084.83	\$59,750.24	\$59,750.24	\$0.00
	\$0.00	\$2,084.83	\$2,084.83	\$59,750.24	\$59,750.24	\$0.00



City of St. Joseph
Park Board Revenue
 Current Period: April 2022

Account Descr	2022 YTD Budget	April 2022 Amt	2022 YTD Amt
FUND 205 Park Dedication			
R 205-45203-31010 Current Ad Valorem Taxes	\$30,000.00	\$0.00	\$0.00
R 205-45203-34114 Park Dedication Fees	\$4,500.00	\$0.00	-\$36.81
R 205-45203-34785 Park Round-Up Proceeds	\$150.00	\$20.86	\$66.22
R 205-45203-36210 Interest Earnings	\$1,000.00	-\$1,999.97	-\$7,341.09
R 205-45203-36236 Contributions - Parks	\$100.00	\$1.00	\$2.00
R 205-49302-39201 Transfers from Other Funds	\$0.00	\$0.00	\$0.00
FUND 205 Park Dedication	\$35,750.00	-\$1,978.11	-\$7,309.68
	\$35,750.00	-\$1,978.11	-\$7,309.68



City of St. Joseph
Park Board Expenditures
 Current Period: April 2022

Account Descr	2022 YTD Budget	April 2022 Amt	2022 YTD Amt
FUND 205 Park Dedication			
E 205-45203-210 Operating Supplies	\$0.00	\$0.00	\$0.00
E 205-45203-300 Professional Services	\$0.00	\$0.00	\$0.00
E 205-45203-302 Maintenance Reimbursement	\$0.00	\$0.00	\$0.00
E 205-45203-410 Rentals	\$2,100.00	\$0.00	\$0.00
E 205-45203-437 Real Estate Taxes	\$0.00	\$0.00	\$0.00
E 205-45203-520 Buildings & Structures	\$0.00	\$0.00	\$0.00
E 205-45203-531 Park Development	\$359,300.00	\$63.00	\$510.00
FUND 205 Park Dedication	\$361,400.00	\$63.00	\$510.00
	\$361,400.00	\$63.00	\$510.00

City of St. Joseph Park Board
2022 Capital Improvement Budget Summary
 Council adopted December 6, 2021

General Funds	<u>Balance</u>
Park Dedication April 30, 2022 (Unaudited, cash balance)	\$ 256,359

Adjustments	
Starting Balance	\$ 256,359
2022 General Levy-remaining	\$ 30,000
Other Revenues-remaining	\$ 13,060

Potential Projects:	Potential	Proposed
Millstream Cottages-phase 2	\$ 23,400	
Sunset Ridge-phase 2 - 4 lots	\$ 2,000	

Ending Balance for 2022	\$ 299,419
-------------------------	------------

Projects - Budget	PY Balance	2022	2023	2024	2025	2026	Total 22-26
PTR-01 (Millstream)	\$ -	\$ -	\$ 29,000	\$ 8,000	\$ -	\$ 693,000	\$ 730,000
PTR-02 (Northland)	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
PTR-03 (Klinefelter)	\$ 100,000	\$ 441,000	\$ -	\$ -	\$ -	\$ 51,000	\$ 492,000
PTR-04 (Wobegon)	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ 21,000
PTR-05 (Memorial)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-06 (Centennial)	\$ -	\$ 18,300	\$ -	\$ 25,000	\$ -	\$ -	\$ 43,300
PTR-07 (Monument)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-08 (Hollow)	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -	\$ 49,500
PTR-09 (Cloverdale)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-10 (East Park)	\$ 23,190	\$ -	\$ -	\$ 630,000.00	\$ -	\$ 1,030,000	\$ 1,660,000
PTR-14 (Dog Park)	\$ 2,958	\$ -	\$ 5,000	\$ -	\$ 10,000	\$ -	\$ 15,000
PTR-15 (Skate Park)	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Totals	\$ 126,148	\$ 459,300	\$ 205,000	\$ 963,000	\$ 59,500	\$ 1,774,000	\$ 3,460,800

Projects - Actual	Spent 2021	2022
PTR-01 (Millstream)	\$ 5,715	\$ -
PTR-02 (Northland)	\$ -	\$ -
PTR-03 (Klinefelter)	\$ -	\$ -
PTR-04 (Wobegon)	\$ -	\$ -
PTR-05 (Memorial)	\$ -	\$ -
PTR-06 (Centennial)	\$ -	\$ -
PTR-07 (Monument)	\$ -	\$ -
PTR-08 (Hollow)	\$ -	\$ -
PTR-09 (Cloverdale)	\$ -	\$ -
PTR-10 (East Park)	\$ -	\$ 510 <i>phase 1</i>
PTR-11 (West Park)	\$ -	\$ -
PTR-14 (Dog Park)	\$ 476	\$ -
PTR-15 (Skate Park)	\$ -	\$ -
PTR-16 (Comm. Center)	\$ -	\$ -
Total	\$ 6,191	\$ 510

Other 22 Expenses Budget:	2022 YTD
A-1 Toilets	\$ 2,100

2022 Revenue Budget:	2022 YTD
Interest	\$ 1,000
Round Up	\$ 150
GF Levy	\$ 30,000
Transfer	\$ -
Donations	\$ 100
Park Dedic.	\$ 4,500

22 Dog Park Donation Budget:	2016-2022
pavers/treats	\$ 1,149
cash	\$ 5,997
	<i>thru 4/30/22</i>



MEETING DATE: 19MAY2022

AGENDA ITEM: Millstream demolition

SUBMITTED BY: Public Works

STAFF RECOMMENDATION: Approve proposal for demolition.

PREVIOUS COUNCIL ACTION: None

BACKGROUND INFORMATION: Per the Park Boards request I have attained a bid for the demolition of the Millstream bleachers and fence surrounding the upper field. It was decided by the park board that the bleachers fence is a safety hazard and need to be removed.

BUDGET/FISCAL IMPACT: \$7200.00 (future park improvement fund 490-45202-580).

ATTACHMENTS: Demolition proposal

REQUESTED COUNCIL ACTION: Approve demolition proposal for Watab inc.

Watab Inc.
14234 Fruit Farm Road
St. Joseph, MN 56374 US
+1 3203631300
www.watab.net

Estimate



ADDRESS
City of St. Joseph 75 Callaway St E St. Joseph, MN 56374

SHIP TO
City of St. Joseph Att: Ryan Wensmann 75 Callaway St E St. Joseph, MN 56374

ESTIMATE #	DATE	EXPIRATION DATE
08112021-2	05/16/2022	06/15/2022

PROJECT NAME
Millstream Park

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Service	Demolish and remove 2 existing bleacher structures, batting cage, and chain-link fencing around upper (western) ball field and small parking area. Contractor to properly dispose of, recycle, or retain removed materials.	1	7,200.00	7,200.00

TOTAL

\$7,200.00

Accepted By

Accepted Date