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CITY OF ST. JOSEPH

St. Joseph Park Board
January 23, 2023, 6:30 PM
City Hall

1. 6:30 PM Call to order
2. Approve Agenda
3. Election of Chair and Vice Chair
4. Consent Agenda
 - a. Minutes – Approve December Minutes
 - b. Treasurer’s Report – Approve the Financial Report
5. Liaison Report
 - a. Staff
 - i. Rhonda Juell
 - ii. Nate Keller – East Park Trail Options
 - b. Councilmember
 - i. Kelly Beniek
6. Old business:
 - a. Snowfest update
 - b. Bernick’s Grant
7. New Business:
 - a. Millstream Park
 - b. Centennial Park
 - c. Klinefelter Park
 - d. Northland Park
8. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Wednesday, Dec 28, 2022, at 6:30 PM at City Hall

Members Present: Elijah Stenman, Keith Schleper, Andy Rennecke

City Representatives Present: Rhonda Juell

Approve Agenda: Schleper made a motion to approve agenda; seconded by Rennecke and passed unanimously

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

- a. August Minutes - attached
- b. Treasury report

Staff:

Juell- Senior Bus trip had 47 people attend, Elf Scavenger Hunt had several participate; Upcoming – Learn to Skate(Jan 7), Volleyball starts Jan 10, Snowshoeing starts Jan 14, Snowfest Jan 28-29.

\$5000 donation to Recreation Program from The Lions Club, sent a thank you card

Council:

Old Business

Snowfest: Changed to Sat, Jan 28 and Sun, Jan 29th; donations from Ace Hardware \$50, Floral Arts \$25, Cloud 9 Energy Bowls \$20, Magnify Financial \$40 (all for the Medallion Hunt); table tents to be handed out to businesses; Game Crawl supplies handed out to businesses

New Business:

Hollow Park- needs new equipment, shade trees, will check on plastic bags used to make benches, possible Hollow Park sign at the main road, check on cost of drinking fountain, more waste containers

Cloverdale Park- needs no changes at this time

Dog Park received a nice \$1000 donation. Will check on cost and company to put up an overhead shelter, possible trees outside the fenced area

Monument Park- no changes at this time; need to check on lighting on the flag

Adjourn: Stenman made a motion to adjourn at 7:15; seconded by Rennecke and passed unanimously.

Next meeting: Monday, October 24, 6:30PM at City Hall



MEETING DATE: January 23, 2023

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 December 31, 2022. After designated funds are set aside, the Park fund undesignated balance is \$79,405.

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 \$22,272 remains after the prairie grass and saplings were planted.

BUDGET/FISCAL IMPACT: Information only

ATTACHMENTS: Park Board Monthly Report
Park Board 5-Year Capital Improvement Plan Summary
December Check Register

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



STJOSEPH, MN

Park Board Monthly Check Register

Check #	Search Name	Comments	Amount	FUND	DEPART	OBJ
059867	SEH, INC	East Park Phase 1	\$238.50	205	45203	531
059979	SEH, INC	East Park Phase	\$143.50	205	45203	531
			<u>\$382.00</u>			

St. Joseph Park Board
Summary Treasurer's Report - Fund 205
December 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	29,663.88	
Interest Earnings	1,000	(10,414.94)	
Park Dedication Fees	4,500	-	
Park Round Up Fees	150	151.08	
Contributions	100	1,032.66	
Transfers from Other Funds	-	99,700.00	
Total Revenue	35,750		120,132.68

<u>Year to Date Expenditures by Object:</u>			
Operating Supplies	-	-	
Professional Services	-	(26.08)	
Maintenance Reimbursement	-	-	
Park Development	359,300	(86,542.00)	
Total Expenses	359,300	(86,542.00)	(86,568.08)

Fund Summaries as of December 31, 2022:

Park Board Fund Balance - Fund 205 - (Unaudited) 297,743.73

Designated for Klinefelter Bathrooms - 2022	185,076
Designated for Millstream Bleacher/Fence Removal	7,000
Designated for Dog Park	3,991
Designated for East Park Development	22,272
Amount Undesignated	79,405

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

<u>General Funds</u>	<u>Balance</u>
Park Dedication December 31, 2022 (Unaudited, cash balance)	\$ 297,744

<u>Adjustments</u>	
Starting Balance	\$ 297,744
2022 General Levy-remaining	\$ 336
Other Revenues-remaining	\$ 44,645

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

Ending Balance for 2022	\$ 342,725
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<u>Projects - Budget</u>	<u>PY Balance</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>Total 22-26</u>
PTR-01 (Millstream)	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 693,000	\$ 701,000
PTR-02 (Northland)	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
PTR-03 (Klinefelter)	\$ 100,000	\$ 441,000	\$ -	\$ -	\$ -	\$ 51,000	\$ 492,000
PTR-04 (Wobegon)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-05 (Memorial)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-06 (Centennial)	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
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	\$ 441,000	\$ 155,000	\$ 963,000	\$ 59,500	\$ 1,774,000	\$ 3,392,500

<u>Projects - Actual</u>	<u>Spent 2021</u>	<u>2022</u>	
PTR-01 (Millstream)	\$ 5,715	\$ -	
PTR-02 (Northland)	\$ -	\$ -	
PTR-03 (Klinefelter)	\$ -	\$ 85,650	<i>restroom down pmt</i>
PTR-04 (Wobegon)	\$ -	\$ -	
PTR-05 (Memorial)	\$ -	\$ -	
PTR-06 (Centennial)	\$ -	\$ -	
PTR-07 (Monument)	\$ -	\$ -	
PTR-08 (Hollow)	\$ -	\$ -	
PTR-09 (Cloverdale)	\$ -	\$ -	
PTR-10 (East Park)	\$ -	\$ 918	<i>phase I</i>
PTR-11 (West Park)	\$ -	\$ -	
PTR-14 (Dog Park)	\$ 476	\$ -	
PTR-15 (Skate Park)	\$ -	\$ -	
PTR-16 (Comm. Center)	\$ -	\$ -	
Total	\$ 6,191	\$ 86,568	

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

<u>2022 Revenue Budget:</u>		<u>2022 YTD</u>
Interest	\$ 1,000	\$ (10,415)
Round Up	\$ 150	\$ 151
GF Levy	\$ 30,000	\$ 29,664
Transfer	\$ -	\$ 99,700
Donations	\$ 100	\$ 1,033
Park Dedic.	\$ 4,500	\$ -

<u>22 Dog Park Donation Budget:</u>		<u>2016-2022</u>
pavers/treats	\$ -	\$ 1,149
cash	\$ -	\$ 7,028
		<i>thru 12/31/22</i>