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CITY OF ST. JOSEPH

Park Board Agenda
January 24, 2022, 6:30pm
Government Center

1. 6:30 PM Call to order
2. Approve Agenda
3. Consent Agenda
 - a. Minutes – Approve December 27, 2021
 - b. Treasurer’s Report – requested action: approve the financial report
4. Liaison Report
 - a. Staff
 - i. Nate Keller, Community Development Director
 - ii. Ryan Wensmann, Public Works Director
 - b. Council
5. Old business:
 - a. SnowFest
6. New Business:
 - a. Review board responsibilities
 - b. Elect Chair and Vice Chair
 - c. Park Events: Feb-Tails on Trails (dodgeball), March (game nights), April-flashlight dash, May-bike event, June-outdoor movie, story strolls
 - i. How to get information out to people?
7. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Monday, December 27, 2021, at 6:30 PM at City Hall

Meeting called to order at 6:30, at the City Government Center

Members Present: Elijah Stenman, Tim Rocky, Andy Rennecke, Keith Schleper

City Representatives Present: Rhonda Juell

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

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

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

Staff: Juell: signs for Story Walks provided by Waite Park Library, no need to purchase anything; Tails on Trails is coming along, Rennecke volunteered to work at the dogsled area

Old Business

Snowfest: from 11-2, Juell reported that face paints and crafts have been purchased and are ready to go, CSB students should be running that area; donations from Floral Arts and Sisters and Co.; snowshoes and cross-country skis will be brought by Juell to Klinefelter park; John has the medallion and is working on clues to start Jan 24; Sals will do a burger special; Middy will do pool and darts; will check back with Neighbors and Bad habit

Stenman reported he is still waiting to hear about supplies for smores and cocoa and the Meat Market

Rennecke will have flier by the end of the week as well as donations from banks

Donations should be collected and brought to City Hall on or before Jan 7

New Business:

Millstream: Juell talked to the Rec Association and their contract is up with the city, so they are not planning on any use at Millstream. Also talked to Mike Bader and he does not plan on finding softball teams for the summer. Al Newman offered to help find funding to make baseball field and help with youth baseball at Millstream. Board approved that.

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

Rhonda Juell
Recreation Director



MEETING DATE: January 24, 2022

AGENDA ITEM: Finance Report

SUBMITTED BY: Finance

BOARD/COMMISSION/COMMITTEE/COUNCIL RECOMMENDATION: Council approved 2021 budget on December 7, 2020.

PREVIOUS PARK BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed you will find the reconciled financial reports through December 31, 2021. After designated funds are set aside, the Park fund undesignated balance is \$44,152.

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 \$23,190 remains after the prairie grass and saplings were planted.

Council adopted the 2022 budget and capital plans on Dec. 6th. The following projects were included.

2022 Klinefelter Restrooms \$441,000 (includes water/sewer line extension)

2022 Klinefelter Trail Maintenance – under Public Works budget

2022 Centennial Security Cameras \$18,300 (covered by city funds)

2023 Millstream Security Cameras \$29,000 (covered by city funds)

2023 Wobegon Security Cameras \$21,000 (covered by city funds)

2023 Dog Park Phase II \$5,000

2023 Skate Park \$150,000

2024 Millstream Irrigation \$8,000

2024 Northland Dr sidewalk/park trail \$300,000 (covered by project bond funds)

2024 Centennial Toddler play equipment \$25,000

2024 East Park Phase I \$630,000 (depends upon grant funding)

2025 Hollow Park play equipment \$49,500

2025 Dog Park Phase III \$10,000

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 December 2021 financial reports.

St. Joseph Park Board
Summary Treasurer's Report - Fund 205
December 31, 2021

Fund 205, Park Board Balance as of December 31, 2020 (Audited) 206,528.68

<u>Year to Date Revenue:</u>	<u>Budget</u>	<u>YTD Actual</u>	
Ad Valorem Property Taxes	30,000	20,748.12	
Interest Earnings	3,000	(129.26)	
Park Dedication Fees	4,500	9,566.75	
Park Round Up Fees	150	155.22	
Contributions	1,000	119.13	
Transfers from Other Funds	-	-	
Total Revenue	38,650	-	30,459.96

<u>Year to Date Expenditures by Object:</u>			
Operating Supplies	-	-	
Professional Services	-	(5,715.00)	
Maintenance Reimbursement	-	-	
A1 Rentals	3,000	(1,952.00)	
Park Development	62,860	(476.28)	
Total Expenses	65,860	-	(8,143.28)

Fund Summaries as of December 31, 2021:

Park Board Fund Balance - Fund 205 - (Unaudited) 228,845.36

Designated for Millstream Shelter Irrigation - 2024	8,000
Designated for Klinefelter Bathrooms - 2022	141,000
Designated for Dog Park-Donations	2,958
Designated for East Park Development	23,190
Amount Undesignated	53,698

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
	441,000



City of St. Joseph
Park Board Balance Sheet
 Current Period: December 2021

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
FUND 205 Park Dedication						
G 205-10100 Cash	\$206,206.84	\$9,623.61	\$77.84	\$32,138.57	\$9,500.05	\$228,845.36
G 205-10450 Interest Receivable	\$329.07	\$0.00	\$0.00	\$0.00	\$329.07	\$0.00
G 205-10500 Accounts Receivable	\$32.30	\$0.00	\$0.00	\$0.00	\$32.30	\$0.00
G 205-13113 Due From other Gov t Units	\$204.47	\$0.00	\$0.00	\$0.00	\$204.47	\$0.00
G 205-20200 Accounts Payable	-\$244.00	\$0.00	\$0.00	\$244.00	\$0.00	\$0.00
G 205-25310 Unassigned Fund Balance	-\$206,528.68	\$77.84	\$9,623.61	\$10,065.89	\$32,382.57	-\$228,845.36
FUND 205 Park Dedication	\$0.00	\$9,701.45	\$9,701.45	\$42,448.46	\$42,448.46	\$0.00
	\$0.00	\$9,701.45	\$9,701.45	\$42,448.46	\$42,448.46	\$0.00



City of St. Joseph
Park Board Revenue
Current Period: December 2021

Account Descr	2021 YTD Budget	December 2021 Amt	2021 YTD Amt
FUND 205 Park Dedication			
R 205-45203-31010 Current Ad Valorem Taxes	\$30,000.00	\$9,597.05	\$20,748.12
R 205-45203-34114 Park Dedication Fees	\$4,500.00	\$0.00	\$9,566.75
R 205-45203-34785 Park Round-Up Proceeds	\$150.00	\$26.56	\$155.22
R 205-45203-36210 Interest Earnings	\$3,000.00	-\$77.84	-\$129.26
R 205-45203-36236 Contributions - Parks	\$1,000.00	\$0.00	\$119.13
R 205-49302-39201 Transfers from Other Funds	\$0.00	\$0.00	\$0.00
FUND 205 Park Dedication	<u>\$38,650.00</u>	<u>\$9,545.77</u>	<u>\$30,459.96</u>
	\$38,650.00	\$9,545.77	\$30,459.96



City of St. Joseph
Park Board Expenditures
Current Period: December 2021

Account Descr	2021 YTD Budget	December 2021 Amt	2021 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	\$5,715.00
E 205-45203-302 Maintenance Reimbursement	\$0.00	\$0.00	\$0.00
E 205-45203-410 Rentals	\$3,000.00	\$0.00	\$1,952.00
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	\$62,860.00	\$0.00	\$476.28
FUND 205 Park Dedication	\$65,860.00	\$0.00	\$8,143.28
	\$65,860.00	\$0.00	\$8,143.28

City of St. Joseph Park Board
2021 Capital Improvement Budget Summary
Council adopted December 7, 2020

General Funds	<u>Balance</u>
Park Dedication Cash December 31, 2021 (Unaudited, cash balance)	\$ 228,845

Adjustments	
Starting Balance	\$ 228,845
2021 General Levy-remaining	\$ 9,252
Other Revenues-remaining	\$ (1,062)

Potential Projects:	Potential	Proposed
Millstream Cottages-phase 2	\$ 23,400	
Rivers Bend Plat 4		\$ 25,592
Foxmore Hollow Apts	\$ 16,575	
Sunset Ridge-phase 2 - 4 lots	\$ 2,000	

Ending Balance for 2021	\$ 262,627
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Projects - Budget	2020	2021	2022	2023	2024	2025	Total 21-25
PTR-01 (Millstream)	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 28,000
PTR-02 (Northland)	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ 180,000
PTR-03 (Klinefelter)	\$ -	\$ -	\$ 421,000	\$ -	\$ -	\$ -	\$ 421,000
PTR-04 (Wobegon)	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 1,000
PTR-05 (Memorial)	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-06 (Centennial)	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
PTR-07 (Monument)	\$ 50,250	\$ 50,250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 51,250
PTR-08 (Hollow)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-09 (Cloverdale)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-10 (East Park)	\$ 20,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 520,000	\$ 1,120,000
PTR-14 (Dog Park)	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
PTR-15 (Skate Park)	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Total	\$ 119,250	\$ 668,250	\$ 421,250	\$ 305,750	\$ 35,250	\$ 530,750	\$ 1,961,250

Projects - Actual	Spent 2020	2021	
PTR-01 (Millstream)	\$ -	\$ 5,715	<i>shelter floor coating</i>
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)	\$ 2,128	\$ -	<i>design phase 1, plantings</i>
PTR-11 (West Park)	\$ -	\$ -	
PTR-14 (Dog Park)	\$ -	\$ 476.28	<i>extend water line to dog park</i>
PTR-15 (Skate Park)	\$ -	\$ -	
PTR-16 (Comm. Center)	\$ -	\$ -	
Total	\$ 2,128	\$ 6,191	

Other 21 Expenses Budget:	2021 YTD
A-1 Toilets	\$ 3,000
	\$ 1,952

2021 Revenue Budget:	2021 YTD
Interest	\$ 3,000
Round Up	\$ 150
GF Levy	\$ 30,000
Transfer	\$ -
Donations	\$ 1,000
Park Dedic.	\$ 4,500
	\$ (129)
	\$ 155
	\$ 20,748
	\$ -
	\$ 119
	\$ 9,567

21 Dog Park Donation Budget:	2016-2021
pavers/treats	\$ 1,149
cash	\$ 5,995
	<i>thru 12/31/21</i>