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# CITY OF ST. JOSEPH

St. Joseph Park Board  
July 25, 2022, 5:00 PM  
Millstream Park

1. 5:00 PM Call to order
2. Approve Agenda
3. Consent Agenda
  - a. Minutes – Approve June Minutes
  - b. Treasurer’s Report – Approve the Financial Report
4. Liaison Report
  - a. Staff
    - i. Ryan Wensmann, Public Works Director – Klinefelter & Millstream Update
    - ii. Nate Keller, Community Development Director – Bike Path
  - b. Councilmember Kelly Beniek
5. Old business:
  - a. Community Outreach
  - b. Snowfest
6. New Business:
  - a. 2023 Budget
7. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Monday, June 27, 2022, at 5:00 PM at Millstream Park

Members Present: Abby Lyon, Elijah Stenman, Andy Rennecke, Al Newman, Mendell Midy

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

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

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

- a. March Minutes - attached
- b. Treasury report – Requested action: Approve the financial report: discussion was had on the financial report and more time was requested to look it over

Staff: Wensmann- Bids on the Klinefelter Restroom were too high, so they need to go to sealed bid process. Millstream concession stand needs a new roof and it was agreed to look into shingles instead of metal roofing. Still getting bids on this

Juell- Looked into inflatables for Fun in the Park Day. Too expensive. Possibly get one for the Movie night in August.

Keller- sent a report letting us know we have been approved for the initial stage of the grant for East Park \$250,384.

Council: Beniek- reported that council had discussion on connecting sidewalks throughout town.

#### Old Business

Movie in the Park: Lyon reported that Kwik Trip approved the grant for \$2000 and will bring the award letter for council approval. Scouts will discuss selling concessions during the movie.

Community outreach: Wednesday, Sept 14<sup>th</sup>, 6-7:00PM; Matt Lindstrom from CSB/SJU has given an \$350 grant to help with costs for this night. He will also have some college students help out. We are trying to get Delmar, a musician, and a Henna artist for the night. Goal is to get people from the community to mingle and get to know each other. Wensmann will grill. Juell will help with activities. Beniek and Rennecke will help serve.

3 on 3 basketball: going well. More kids each week. Scheels donated 5, \$10 gift cards as prizes. Lions have donated to help with cost of jerseys. Working on getting a grant to help pay for a new, full size court. Hoping to keep this going thru the winter.

#### New Business:

Budget for 2023: Still under review. Would like to use some of the undesignated money to get the new basketball court in Centennial Park done by spring of 2023. Also, get the shelter for the dog park done in 2023.

Al Newman is working with the MN Twins to help get funding to improve the ball fields at Millstream Park for Little League.

Adjourn: Juell made a motion to adjourn at 6:00; seconded by Stenman and passed unanimously.

Next meeting: Monday, July 25, 5:00PM at Millstream Park



**MEETING DATE:** July 25, 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 June 30, 2022. After designated funds are set aside, the Park fund undesignated balance is \$61,703.

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:** Park Board Monthly Report  
Park Board 5-Year Capital Improvement Plan Summary

**REQUESTED COUNCIL ACTION:** Consider accepting the June 2022 financial reports.

# St. Joseph Park Board

## Summary Treasurer's Report - **Fund 205**

### June 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	11,167.62	
Interest Earnings	1,000	(8,561.21)	
Park Dedication Fees	4,500	-	
Park Round Up Fees	150	65.63	
Contributions	100	2.00	
Transfers from Other Funds	-	-	
Total Revenue	35,750	-	2,674.04

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

**Fund Summaries as of June 30, 2022:**

**Park Board Fund Balance - Fund 205 - (Unaudited) 266,343.17**

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
<b>Amount Undesignated</b>	<b>61,703</b>

**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	(1,200.00)
Sewer Fund (sewer line)	10,000	
Park Dedication Fees	91,000	
Debt Relief Fund 390	220,000	
	441,000	(1,200.00)

budget

spent

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

<b>General Funds</b>	Balance
Park Dedication June 30, 2022 (Unaudited, cash balance)	\$ 256,259

<b>Adjustments</b>	
Starting Balance	\$ 266,343
2022 General Levy-remaining	\$ 18,832
Other Revenues-remaining	\$ 14,244

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

Ending Balance for 2022	\$ 299,419
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<b>Projects - Budget</b>	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
<b>Totals</b>	<b>\$ 126,148</b>	<b>\$ 459,300</b>	<b>\$ 205,000</b>	<b>\$ 963,000</b>	<b>\$ 59,500</b>	<b>\$ 1,774,000</b>	<b>\$ 3,460,800</b>

<b>Projects - Actual</b>	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)	\$ -	\$ -
<b>Total</b>	<b>\$ 6,191</b>	<b>\$ 510</b>

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

<b>2022 Revenue Budget:</b>	2022 YTD
Interest	\$ 1,000
Round Up	\$ 150
GF Levy	\$ 30,000
Transfer	\$ -
Donations	\$ 100
Park Dedic.	\$ 4,500
	\$ (8,561)
	\$ 66
	\$ 11,168
	\$ -
	\$ 2
	\$ -

<b>22 Dog Park Donation Budget:</b>	2016-2022
pavers/treats	\$ 1,149
cash	\$ 5,997
	<i>thru 6/30/22</i>



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CITY OF ST. JOSEPH

**MEETING DATE:** July 25, 2022

**AGENDA ITEM:** 2023 Budget Requests

**SUBMITTED BY:** Finance

**BOARD/COMMISSION/COMMITTEE/COUNCIL RECOMMENDATION:** N/A

**PREVIOUS PARK BOARD ACTION:** The Park Board directed project priorities in early 2021.

**BACKGROUND INFORMATION:** Enclosed is the 2023 proposed capital budget (CIP) for the Park Board to review. The city operates a 5-year capital plan to help prioritize needs with the funding available. Staff is requesting discussion and agreement on budget items to present to the Council in August.

Attached are the CIP forms for each park. Priorities were based on the Park and Trails System Plan completed a few years back. Some of the park priorities came from community requests as well. Several funding sources are included in the Park CIP including park dedication fees, levy, debt service, city debt service relief, local option sales tax, donations and grants. Projects include security cameras in some parks.

Staff is looking for Park Board recommendation for the project priorities over the next couple years.

**BUDGET/FISCAL IMPACT:** \$1,294,300 for 2023

**ATTACHMENTS:** Park Board Capital Improvement Plan

**REQUESTED COUNCIL ACTION:** Provide project priority recommendations for the Parks.

**City of St. Joseph Park Board**  
**2023 Capital Improvement Budget Summary**  
 Draft as of July 25, 2022

<b>General Funds</b>	<u>Balance</u>
Park Dedication Cash June 30, 2022 (Unaudited, cash balance)	\$ 256,259

<b>Adjustments</b>	
Starting Balance	\$ 256,259
2022 General Levy-remaining	\$ 18,832
Other Revenues-remaining	\$ 33,075

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

Ending Balance for 2022	\$ 308,166
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<b>Projects - Budget</b>	<b>PY Balance</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>Total 23-27</b>
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	\$ -	\$ -	\$ 5,100	\$ -	\$ 446,100
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	\$ -	\$ -	\$ -	\$ 1,030,000	\$ 1,660,000
PTR-14 (Dog Park)	\$ 2,929	\$ 5,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 15,000
PTR-15 (Skate Park)	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>Total</b>	<b>\$ 126,119</b>	<b>\$ 1,294,300</b>	<b>\$ 333,000</b>	<b>\$ 59,500</b>	<b>\$ 5,100</b>	<b>\$ 1,723,000</b>	<b>\$ 3,414,900</b>

<b>Projects - Actual</b>	<b>Spent 2021</b>	<b>Spent 2022</b>	
PTR-01 (Millstream)	\$ 5,715	\$ 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)	\$ -	\$ 510	<i>design, phase 1, plantings extend water line to dog park</i>
PTR-14 (Dog Park)	\$ 476	\$ -	
PTR-15 (Skate Park)	\$ -	\$ -	
<b>Total</b>	<b>\$ 6,191</b>	<b>\$ 6,225</b>	

<b>Other 23 Expenses Budget:</b>	<b>2022 YTD</b>
	\$ 1,464

<b>2023 Revenue Budget:</b>		<b>2022 YTD</b>
Interest	\$ 1,000	\$ (8,561)
Round Up	\$ 150	\$ 66
GF Levy	\$ 30,000	\$ 11,168
Transfer	\$ -	\$ -
Donations	\$ 100	\$ 2
Park Dedic.	\$ 4,500	\$ -

<b>23 Dog Park Donation Budget:</b>		<b>2016-2022</b>
pavers/treats	\$ -	\$ 1,149
cash	\$ -	\$ 5,997
		<i>thru 6/30/22</i>

**PARK-1**

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023- 2027**

**PROJECT TITLE:** Millstream Park **TOTAL COST:** \$100,000.00

**PROJECT NUMBER:** PTR-01 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

Millstream Park was identified as a community park and was given a medium priority for implementation in the Parks and Trails System Plan. The Park Board identified the need for an informal Master Park Plan. The park includes a new year-round shelter (2017), 2 softball fields, basketball court, beach volleyball court, phase 1 dog park (2017 built), soccer field, play equipment, disc golf course, river walk. Phase 2 and 3 of the dog park will be constructed when donations are received (see PTR-14). A performance stage is scheduled when funds are available. Softball leagues continue through the St. Joseph Rec Assn. If not enough teams sign up for the league, softball may be discontinued. Only the east field is being used due to issues on the west field. Significant storm water improvements are needed along with updates to the shelter and bleachers are needed for the fields.

In addition to park features, Maintenance suggests the following improvements: replace paved parking/storm sewer by softball fields (\$593,000), security camera inside shelter (\$29,000). Irrigation may be added near the shelter when well pressure is met for an estimated cost of \$8,000.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication			8,000.00				8,000.00
Debt Service Reserve		29,000.00					29,000.00
Water/Sewer Funds							0.00
Sales Tax Fund						100,000.00	100,000.00
Unfunded						593,000.00	593,000.00
Levy							0.00

<b>Priority Score</b>	<b>27.05</b>	<b>PROJECT COSTS</b>	
<b>PROJECT STARTING DATE:</b>	2014	<b>Preliminaries</b>	\$0.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b>	2021	<b>Construction</b>	0.00
		<b>Equipment and Other</b>	0.00
<b>NEIGHBORHOOD:</b>		<b>Total</b>	\$0.00

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

**PROJECT TITLE:** Northland Park **TOTAL COST:** \$300,000.00

**PROJECT NUMBER:** PTR-02 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

Northland Park was identified as a neighborhood park and was given a medium priority for implementation in the Parks and Trails System Plan. Northland Park will need a Master Park Plan and a grading study to further develop the park. Northland Park play equipment was replaced in 2008 and 2012. A Little Library and Foot Golf were added in 2015. The future budget includes paving the trail inside the park. The Park Board scheduled the trail at the time Northland Drive improvements are completed potentially in 2024.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication							0.00
Debt Levy			300,000.00				300,000.00
General Levy							0.00
							0.00
<b>Total</b>							<b>300,000.00</b>

<b>Priority Score</b>	<b>26</b>	<b>PROJECT COSTS</b>	
<b>PROJECT STARTING DATE:</b>	2023	<b>Preliminaries</b>	\$0.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b>	2024	<b>Construction</b>	0.00
		<b>Equipment and Other</b>	0.00
<b>NEIGHBORHOOD:</b>	Northland	<b>Total</b>	<b>\$0.00</b>

Presented to the Park Board on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Presented to the City Council on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

**PROJECT TITLE:** Klinefelter Park **TOTAL COST:** \$350,000.00

**PROJECT NUMBER:** PTR-03 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

Klinefelter Park was identified as a community park and was given a medium priority for implementation in the Parks and Trails System Plan. Klinefelter Park will need a Master Park Plan that may be able to be completed by City Staff. The Park Board proposed adding restroom facilities as funds are available. Currently, a portable toilet is added to the park seasonally. The restroom facilities proposed provides for sanitary sewer and water main extensions from Graceview Estates into the park to serve a prefabricated restroom structure. [\$48,100 site improvements; \$125,000 pre-fabricated bathroom facility; \$37,100 soft costs ~ 2012 rates] Local option sales tax funds cannot be used for this project since the park is not considered regional (as previously determined by the Park Board). The Park Board would also like to add a gazebo sitting area and connecting trail if funds are available. This could be added with the restrooms or as a separate project. Added to the 2022 budget with the restrooms. In addition, the following maintenance projects are needed: repave trail (\$100,000), replace play equipment (\$45,000), remove pea rock and install engineered wood chips to be ADA compliant (\$6,000).

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication		11,000.00					11,000.00
General Levy	50,000.00	30,000.00			5,100.00		85,100.00
PW Budget		100,000.00					100,000.00
Debt Service Relief		300,000.00					300,000.00
Water	40,000.00						40,000.00
Sewer	10,000.00						10,000.00
<b>Total</b>							<b>546,100.00</b>

		PROJECT COSTS	
<b>PROJECT STARTING DATE:</b>	2022	<b>Preliminaries</b>	\$4,000.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b>	2022	<b>Construction</b>	273,000.00
		<b>Equipment and Other</b>	0.00
<b>NEIGHBORHOOD:</b>		<b>Total</b>	<b>\$277,000.00</b>

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

**PROJECT TITLE:** Wobegon Trailhead **TOTAL COST:** \$0.00

**PROJECT NUMBER:** PTR-04 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

The Wobegon Trail is budgeted and maintained through Stearns County. The City is included on planning for trail or trailhead extensions/modifications. The Park Board did not allocate any funding to the Wobegon Trail or Trailhead facility in the 5-year CIP. The Parks and Trails System Plan listed Wobegon Trail connections from low to high priority; however, no funds were allocated directly to the Wobegon Trail.

The City Engineer budgeted funds for paving the South Parking Lot at the Wobegon Welcome Center. More detail is available under the City Engineer's CIP. The Cities of Waite Park and St. Joseph approved the addition of a bike share program where a bike can be rented in either city to use along the trail. The city received a State SHIP grant to help fund the project. The CVB is looking at a trailhead wayfair sign under their budget. Due to vandalism experienced at the shelter, cameras installed in the shelter to assist in reducing crime.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication							0.00
Debt Service Relief		21,000					21,000
Grant							0.00
General Levy - PD							0.00
<b>Total</b>							21,000

<b>PROJECT STARTING DATE:</b> Unknown  <b>PROJECT COMPLETION DATE:</b> Unknown  <b>NEIGHBORHOOD:</b>	PROJECT COSTS	
	<b>Preliminaries</b>	\$0.00
	<b>Land Acquisition</b>	0.00
	<b>Construction</b>	0.00
	<b>Equipment and Other</b>	0.00
<b>Total</b>		\$0.00

Presented to the Park Board on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Presented to the City Council on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

**PROJECT TITLE:** Memorial Park **TOTAL COST:** \$2,000.00

**PROJECT NUMBER:** PTR-05 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

Memorial Park was identified as a special use park and was given a low priority for implementation in the Parks and Trails System Plan. Memorial Park will need a Master Park Plan that may be able to be completed by City Staff. Current park features include a baseball field with electronic scoreboard and concessions, hockey rink/skate park, sledding hill, leisure skating rink and warming house. In the future, the St. Joseph Saints would like to add lighting to the ball field.

The parking area was repaved in 2020. The old skate park equipment was placed in the hockey rink in 2019-2021 to monitor use. The Park Board will search for a new site with the potential of adding new equipment. The current equipment is degraded and near the end of its useful life. See CIP form PTR-15 for skate park funding.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication							0.00
Donations							0.00
General Levy							0.00
Debt Levy							0.00
Total							0.00

<b>Priority Score</b>		<b>PROJECT COSTS</b>	
<b>PROJECT STARTING DATE:</b>	2018	<b>Preliminaries</b>	\$0.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b>	2020,2021	<b>Construction</b>	0.00
		<b>Equipment and Other</b>	0.00
<b>NEIGHBORHOOD:</b>		<b>Total</b>	\$0.00

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

<b>PROJECT TITLE:</b> Centennial Park	<b>TOTAL COST:</b>
<b>PROJECT NUMBER:</b> PTR-06	<b>PROJECT CATEGORY:</b> Parks, Trails, and Recreation

**JUSTIFICATION:**  
 Centennial Park was identified as a community park and was given a high priority for implementation in the Parks and Trails System Plan. Centennial Park was given a high priority to add features to the Park for residents that rent the pavilion and to finish developing the Park since it already was started in previous years. Centennial Park will need a Master Park Plan that might be completed by City Staff.  
 The Park Board purchase new playground equipment for pre-K through teens in 2011. In addition, Public Works did the necessary grading on the park to set it up for future park planning. Fencing was added in the park in 2017. Centennial Park also includes a picnic area, shelter, restrooms, sand volleyball, horse shoes and basketball. Maintenance staff recommends adding security cameras proposed for 2022 to deter vandalism. The past Rec Director suggested adding toddler play equipment to the park to serve the younger kids.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication			25,000.00				25,000.00
Debt Service Relief		18,300.00					18,300.00
General Levy							0.00
							0.00
<b>Total</b>							<b>43,300.00</b>

<b>PROJECT STARTING DATE:</b> unknown	<b>PROJECT COSTS</b>		
	<b>Preliminaries</b>	\$10,000.00	
	<b>Land Acquisition</b>		
	<b>PROJECT COMPLETION DATE:</b> unknown	<b>Construction</b>	
	<b>Equipment and Other</b>	67,500.00	
<b>NEIGHBORHOOD:</b>	<b>Total</b>	<b>\$77,500.00</b>	

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

<b>PROJECT TITLE:</b> Monument Park	<b>TOTAL COST:</b> \$55,000.00
<b>PROJECT NUMBER:</b> PTR-07	<b>PROJECT CATEGORY:</b> Parks, Trails, and Recreation

**JUSTIFICATION:**

Monument Park was identified as a special use park and was given a high priority for implementation in the Parks and Trails System Plan. Monument Park will need a Construction Plan to determine where the trail connection should go. The Park Board researched available grants and quotes to make needed repairs for the park through the local, state and national historical societies. The repairs to the monument are estimated to be over \$55,000. The Legacy grant adds \$150,000-\$200,000 to the cost of the repairs as contractors indicated the regulations add much to the costs. The Park Board determined the Legacy grant is not an option that can be used. The Park Board will request the City's help to fund the repairs through other means. Council approved postponing the repairs until cracking or other significant issues arise.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication							0.00
Debt Service Reserve							0.00
Total							0.00

<b>Priority Score</b>	<b>30.5</b>	<b>PROJECT COSTS</b>					
<b>PROJECT STARTING DATE:</b>	2009	<b>Preliminaries</b>				\$1,500.00	
		<b>Land Acquisition</b>				0.00	
<b>PROJECT COMPLETION DATE:</b>	2019	<b>Construction</b>				10,500.00	
		<b>Equipment and Other</b>				10,550.00	
<b>NEIGHBORHOOD:</b>		<b>Total</b>				\$22,550.00	

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

**PROJECT TITLE:** Hollow Park **TOTAL COST:** \$49,500.00

**PROJECT NUMBER:** PTR-08 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

Hollow Park was identified as a neighborhood park and was given a low priority for implementation in the Parks and Trails System Plan. Hollow Park will need a Master Park Plan before implementation. Little Library was donated to park in 2015. Paved trail to park added by City with 2014/2015 street improvement projects. The Park Board added \$1,000 to the budget to complete the park name and address on the boulder sign. Maintenance staff recommends replacing the play equipment (\$45,000) and installing engineered wood chips [replacing pea rock] to be ADA compliant (\$3,500). The Park Board conducted a neighborhood survey to best identify the needs of the park.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication				49,500.00			49,500.00
							0.00
							0.00
							0.00
Total							49,500.00

		PROJECT COSTS	
<b>PROJECT STARTING DATE:</b>	2018	<b>Preliminaries</b>	\$0.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b>	2019	<b>Construction</b>	0.00
		<b>Equipment and Other</b>	49,500.00
<b>NEIGHBORHOOD:</b>		<b>Total</b>	\$49,500.00

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

**PROJECT TITLE:** Cloverdale Park **TOTAL COST:** \$0.00

**PROJECT NUMBER:** PTR-09 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

Cloverdale Park was identified as a mini park and was given a high priority for implementation in the Parks and Trails System Plan. Cloverdale Park had a Master Park Plan created by Scenic Specialties in 2012. Cloverdale improvements include landscaping, gazebo and quiet meditation areas. Little Library donated to park in 2015. The Park Board did not allocate additional funding in the 5-year CIP.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Parkland Dedication							0.00
							0.00
							0.00
							0.00
Total							0.00

<b>PROJECT STARTING DATE:</b> 2009  <b>PROJECT COMPLETION DATE:</b> 2013  <b>NEIGHBORHOOD:</b>	<b>PROJECT COSTS</b>	
	<b>Preliminaries</b>	\$10,000.00
	<b>Land Acquisition</b>	0.00
	<b>Construction</b>	0.00
	<b>Equipment and Other</b>	243,000.00
	<b>Total</b>	\$253,000.00

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

**PROJECT TITLE:** East Park **TOTAL COST:** \$620,000.00

**PROJECT NUMBER:** PTR-10 **PROJECT CATEGORY:** Parks, Trails, and Recreation

**JUSTIFICATION:**

East Park was identified as a regional park and was given a low priority for implementation in the Parks and Trails System Plan. The Park Board accepted a Master Park Plan for East Park in 2018. The City applied for 2020 State Bonding funds (\$300,000) to begin construction of the canoe landing/picnic area/parking lot/bathrooms. The bond was not awarded. Council accepted a quote for a 3-year plan for reforestation and prairie development in fall 2018. In 2021, the city applied for State regional designation. The designation opens up potential funding for Legacy Parks and Trails grants (and other state/federal grants). East Park development is planned into two phases. The first phase includes the plantings, canoe launch and dock, paving of the canoe parking area and shelter. The reserved park dedication funding remaining was received from ARCON to go towards the park development. ARCON donated the 92+ acres along with \$50,000 park dedication fees. The plantings were paid for out of these fees. The park development timeline is an estimate and depends upon grant funding. Local option sales tax can also be used towards this park as it is considered regional by the city standards.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Park Dedication	23,190.00						23,190.00
General Levy		30,000.00				30,000.00	60,000.00
1/2¢ Sales Tax		300,000.00				500,000.00	800,000.00
Grants		300,000.00				500,000.00	800,000.00
<b>Total</b>							<b>1,683,190.00</b>

<b>Priority Score</b>	<b>28.85</b>	<b>PROJECT COSTS</b>	
<b>PROJECT STARTING DATE:</b> 2017		<b>Preliminaries</b>	\$0.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b> 2021, 2023 ongoing		<b>Construction</b>	0.00
		<b>Equipment and Other</b>	0.00
<b>NEIGHBORHOOD:</b> Rivers Bend		<b>Total</b>	\$0.00

Presented to the Park Board on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Presented to the City Council on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

<b>PROJECT TITLE:</b> Dog Park	<b>TOTAL COST:</b> \$17,929.00
<b>PROJECT NUMBER:</b> PTR-14	<b>PROJECT CATEGORY:</b> Parks, Trails, and Recreation

**JUSTIFICATION:**  
 The St. Joseph Dog Park group approached the Park Board to dedicated parkland to build a dog park. The city council agreed to a 3-phased development of a dog park in Millstream Park to the west of the soccer fields. Each phase will be constructed as needed donations are received. Phase 1 constructed in 2017 (fencing, mulch, signage, trees, gravel, pavers, picnic tables and doggie bag dispenser), phase 2 will be constructed in 2023 if donations received (water access, concrete, shelter), phase 3 TBD as donations received (small dog play area).

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Park Dedication		5,000.00		5,000.00			10,000.00
Donations	2,929.00			5,000.00			7,929.00
							0.00
<b>Total</b>							<b>17,929.00</b>

<b>Priority Score</b>	<b>31.7</b>	<b>PROJECT COSTS</b>	
<b>PROJECT STARTING DATE:</b>	2018	<b>Preliminaries</b>	\$0.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b>	2025	<b>Construction</b>	0.00
		<b>Equipment and Other</b>	17,929.00
<b>NEIGHBORHOOD:</b>		<b>Total</b>	<b>\$17,929.00</b>

Presented to the Park Board on \_\_\_\_\_ Approved  Denied  Tabled   
 Presented to the City Council on \_\_\_\_\_ Approved  Denied  Tabled   
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF ST. JOSEPH  
CAPITAL IMPROVEMENT PLAN  
2023 - 2027**

<b>PROJECT TITLE:</b> Skate Park	<b>TOTAL COST:</b> \$125,000.00
<b>PROJECT NUMBER:</b> PTR-15	<b>PROJECT CATEGORY:</b> Parks, Trails, and Recreation

**JUSTIFICATION:**  
 The Park Board has received inquiries to continue and upgrade a skate park. The current skate park equipment is degraded and has not been placed in the hockey rink for a couple summers. Residents and the Council requested the equipment continue to be used until becomes unusable, and/or, a new park is constructed. Council has indicated they would like to offer the recreational activity for pre-teens, teens. The Park Board will look for locations and research the cost to construct a permanent skate park within the city limits. The skate park may include a dirt bike trail. One location that is possible is east of the water tower where kids currently ride their bikes through. The area is city owned and used for storm water drainage.

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Project Funding Source	Prior Years	2023	2024	2025	2026	2027	Total
Levy		25,000.00					
Park Dedication		25,000.00					25,000.00
Donations		100,000.00					100,000.00
							0.00
<b>Total</b>							<b>125,000.00</b>

<b>Priority Score</b>	<b>27</b>	<b>PROJECT COSTS</b>	
<b>PROJECT STARTING DATE:</b>	2023	<b>Preliminaries</b>	\$0.00
		<b>Land Acquisition</b>	0.00
<b>PROJECT COMPLETION DATE:</b>	2023	<b>Construction</b>	0.00
		<b>Equipment and Other</b>	125,000.00
<b>NEIGHBORHOOD:</b>		<b>Total</b>	<b>\$125,000.00</b>

Presented to the Park Board on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Presented to the City Council on \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_  
 Comments \_\_\_\_\_

Approval to Purchase Date \_\_\_\_\_ Authorizing Initials \_\_\_\_\_ Date \_\_\_\_\_