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# CITY OF ST. JOSEPH

St. Joseph Park Board  
August 22, 2022, 6:30 PM  
City Hall

1. 6:30 PM Call to order
2. Approve Agenda
3. Consent Agenda
  - a. Minutes – Approve July 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, Naming East Park
    - iii. Rhonda Juell, Centennial Park BB court
  - b. Councilmember
    - i. Kelly Beniek
5. Old business:
  - a. Community Outreach
  - b. Snowfest
6. New Business:
  - a. October Park Event
7. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Monday, July 25, 2022, at 5:00 PM at Millstream Park

Members Present: Elijah Stenman, Al Newman, Mendell Midy

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 consent agenda; seconded by Stenman and passed unanimously

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

Staff: Wensmann- Bid from Schlangen on the Klinefelter Restroom was recommended by Stenman and seconded by Beniek and approved by the Park Board. Millstream bleachers and fencing will be removed this fall. A sun shade will be purchased for the dog park and put up in the spring '23.

Keller- sent a request for discussion on a single-track mountain bike trail on property by the water tower. The board agreed that this is low on the priority list so want to hold off on getting estimates that would not be accurate later.

Council: Beniek- reported that council is working to clarify where the dollars donated thru fundraising for the new Community Center will go. They are also discussing the name and other design issues.

#### Old Business

Community outreach: Wednesday, Sept 14<sup>th</sup>, 6-7:30PM; 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. Stenman, Beniek and Rennecke will help serve. Midy will help with BB activities

Snowfest: Jan 28, 1-4:00 at Memorial Park(sledding, skating, skating demonstrations, hot cocoa, smores, Women of Today and Scouts will help) and Millstream Park(dog sled rides, food truck, dog training demonstration, doggie yoga, dog nail clipping, Sheriff's K9)

#### New Business:

Budget for 2023: High priority placed on Klinefelter restrooms and repaving the trail; BB court at Centennial Park; Skate Park.

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

Next meeting: Monday, August 22, 6:30PM at City Hall

Rhonda Juell  
Park and Recreation Director



**MEETING DATE:** August 22, 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 July 31, 2022. After designated funds are set aside, the Park fund undesignated balance is \$68,276.

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 July 2022 financial reports.

# St. Joseph Park Board

## Summary Treasurer's Report - Fund 205

### July 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	16,323.18	
Interest Earnings	1,000	(8,151.26)	
Park Dedication Fees	4,500	-	
Park Round Up Fees	150	72.38	
Contributions	100	2.00	
Transfers from Other Funds	-	-	
Total Revenue	35,750	-	8,246.30

<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 July 31, 2022:**

**Park Board Fund Balance - Fund 205 - (Unaudited) 271,915.43**

Designated for Klinefelter Bathrooms - 2022	171,000
Designated for Millstream Bleacher/Fence Removal	7,000
Designated for Dog Park-Donations	2,960
Designated for East Park Development	22,680
<b>Amount Undesignated</b>	<b>68,276</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	49,700	
	270,700	(1,200.00)
budget		spent



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

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
<b>FUND 205 Park Dedication</b>						
G 205-10100 Cash	\$237,631.27	\$5,572.26	\$0.00	\$42,741.38	\$8,457.22	\$271,915.43
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	\$36.81	\$5,609.07	\$35,041.89	\$42,778.19	-\$271,915.43
<b>FUND 205 Park Dedication</b>	\$0.00	\$5,609.07	\$5,609.07	\$77,783.27	\$77,783.27	\$0.00
	\$0.00	\$5,609.07	\$5,609.07	\$77,783.27	\$77,783.27	\$0.00



# 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			



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

Account Descr	2022 YTD Budget	July 2022 Amt	2022 YTD Amt
FUND 205 Park Dedication			
R 205-45203-31010 Current Ad Valorem Taxes	\$30,000.00	\$5,155.56	\$16,323.18
R 205-45203-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00
R 205-45203-33430 Other Grants/Aids	\$0.00	\$0.00	\$0.00
R 205-45203-34114 Park Dedication Fees	\$4,500.00	\$36.81	\$0.00
R 205-45203-34785 Park Round-Up Proceeds	\$150.00	-\$30.06	\$72.38
R 205-45203-36210 Interest Earnings	\$1,000.00	\$409.95	-\$8,151.26
R 205-45203-36236 Contributions - Parks	\$100.00	\$0.00	\$2.00
R 205-49302-39201 Transfers from Other Funds	\$0.00	\$0.00	\$0.00
FUND 205 Park Dedication	\$35,750.00	\$5,572.26	\$8,246.30
	\$35,750.00	\$5,572.26	\$8,246.30



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

Account Descr	2022 YTD Budget	July 2022 Amt	2022 YTD Amt
FUND 205 Park Dedication			
E 205-45203-300 Professional Services	\$0.00	\$0.00	\$0.00
E 205-45203-410 Rentals	\$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	\$0.00	\$510.00
FUND 205 Park Dedication	\$359,300.00	\$0.00	\$510.00
	\$359,300.00	\$0.00	\$510.00



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

<b>General Funds</b>	<u>Balance</u>
Park Dedication July 30, 2022 (Unaudited, cash balance)	\$ 271,915

<b>Adjustments</b>	
Starting Balance	\$ 266,343
2022 General Levy-remaining	\$ 13,677
Other Revenues-remaining	\$ 13,827

<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	\$ 293,847
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<b>Projects - Budget</b>	<b>PY Balance</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total 22-26</b>
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
<b>Totals</b>	<b>\$ 126,148</b>	<b>\$ 441,000</b>	<b>\$ 155,000</b>	<b>\$ 963,000</b>	<b>\$ 59,500</b>	<b>\$ 1,774,000</b>	<b>\$ 3,392,500</b>

<b>Projects - Actual</b>	<b>Spent 2021</b>	<b>2022</b>
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>		<b>2022 YTD</b>
A-1 Toilets	\$ 2,100	\$ -

<b>2022 Revenue Budget:</b>		<b>2022 YTD</b>
Interest	\$ 1,000	\$ (8,151)
Round Up	\$ 150	\$ 72
GF Levy	\$ 30,000	\$ 16,323
Transfer	\$ -	\$ -
Donations	\$ 100	\$ 2
Park Dedic.	\$ 4,500	\$ -

<b>22 Dog Park Donation Budget:</b>		<b>2016-2022</b>
pavers/treats	\$ -	\$ 1,149
cash	\$ -	\$ 5,997
		<i>thru 7/31/22</i>



**MEETING DATE:** 22AUGUST2022

**AGENDA ITEM:** Centennial Basketball Court

**SUBMITTED BY:** Recreation/Public Works

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

Approve moving forward with the grant process.

**PREVIOUS PARK BOARD ACTION:** Park Board has discussed this at a previous meeting and felt it was a good idea

**BACKGROUND INFORMATION:** I have obtained two quotes for the construction of a new basketball court at Centennial Park. A grant opportunity through The Bernick Family Foundation could provide the funding for the courts. The short application has a deadline of August 31, 2022. If accepted, we will be invited to complete the full application in Oct-Nov. and awards will be announced in January 2023. The new court would be beneficial for our teen 3 on 3 basketball program that was a huge success this summer. The new court would also be used for future youth basketball programs.

**BUDGET/FISCAL IMPACT:** None

**ATTACHMENTS:** Bernick Family Foundation Grant Info.  
Simmons Construction Quote  
DJS Concrete LLC Quote

**REQUESTED BOARD ACTION:** Authorize staff to complete the short application for The Bernick Family Foundation grant.

## FOUNDATIONS

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[Brainerd Lakes Area Community Foundation](#)

[Community Foundation Carver County](#)

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# Bernick's Beverages and Vending Fund Grants

**Online Application Open:** July 1st, 2022

**Deadline:** August 31 at 11:59pm - Decision: See "Application Process" Section

## BRIEF DESCRIPTION

The Bernick family started the Bernick Family Foundation to honor the legacy of its company founders by continuing the tradition of supporting organizations consistent with the family's core values, while providing leadership in responding to emerging community needs.



A total of \$150,000 will be granted throughout the seven Bernick service areas to approximately 8-10 organizations.

This grant is a 2 phase process:

- Short application must be submitted; the committee will review all applications and then invite approximately 15-18 organizations to complete the full application.
- Full application by invitation only.

### Timeline:

- Accepting Short Applications: July 1- August 31
- Short application acceptance/denial to full application: After October 21
- Full application deadline (only those invited back): November 11
- Award Announcements: Approximately January 15

## WHAT WE FUND

### Strategies:

- Capital projects
- New or expanded programs

**Eligible Organizations:** 501(c) (3) nonprofit organizations, schools and government entities.

**Eligible Geographic Area:** The organization must be based in or serve one of the regions in which Bernick's operates, including the areas in and around:

- Alexandria,
- Bemidji,
- Brainerd,
- Duluth,
- Waite Park,
- Willmar,
- And Dresser, Wisconsin.

To find out if your area is included, please see [Bernick's Service Area Listing](#).

**Funding Amount Range:** \$5,000 - \$40,000

**Focus Areas:** The Bernick Family Foundation supports two key focus areas:

- Youth and Education: Support of activities that help prepare students for future success in education and the workplace.
- Fitness and Well-Being: Support of activities that address active lifestyles and well-being.

### Favorable Considerations:

- Programs that are innovative or develop youth leadership skills, community involvement, teamwork, and entrepreneurship.
- Programs/projects that promote fitness, engage in recreation and/or responsible lifestyle.

## WHAT WE DO NOT FUND

- Annual fund drives and one-time benefit events,

- Endowments,
- Health research or nutrition,
- Operating expenses for government agencies,
- Religious organizations for religious purposes, or
- Projects that have already been completed or regranting to organizations not specifically named in the Bernick's application.

## APPLICATION PROCESS:

1. Create an account in the CommunityGiving Grant Management System. All applicants will need to create a new account as we have changed software providers. (Use the "Click here to begin application process" button below)
2. Submit short application online using your CommunityGiving Grant Management System account between July 1 and August 31 at midnight.
3. Applicants will be notified of their status after October 21, then accepted organizations will be asked to submit a full application online by November 11 using the CommunityGiving Grant Management System.
4. Grants are awarded after January 15.
5. The Grant Advisory Committee will recommend applications for funding to the Board of Directors.
6. The Board of Directors will make final funding decisions.

-All notification about this grant will be through emails.

-Payout of Grants: upon recipient of electronically signed Grant Agreement.

-Grantee Required Documents: Grant Agreement, Progress Report, Final Report. Required follow up documents will be submitted through the CommunityGiving Grant Management System.

For question about this grant or the online Grant Management System, please call (877) 253-4380.

**CLICK HERE TO BEGIN THE APPLICATION PROCESS**

### FOUNDATIONS

- › [Alexandria Area Community Foundation](#)
- › [Brainerd Lakes Area Community Foundation](#)
- › [Community Foundation for Carver County](#)
- › [Central Minnesota Community Foundation](#)
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COMMUNITYGIVING  
 101 7TH AVENUE S. #100  
 ST. CLOUD, MN 56301  
 CALL: (877) 253-4380  
[INFO@COMMUNITYGIVING.ORG](mailto:INFO@COMMUNITYGIVING.ORG)

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[PRIVACY POLICY](#)  
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Confirmed in Compliance with  
[National Standards](#) for U.S. Community Foundations

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# SIMMONS CONSTRUCTION

## ESTIMATE

320-290-8769

2011 4TH AVE N  
SAUK RAPIDS, MN  
56379

CITY OF ST. JOSEPH  
RHONDA JUELL  
75 CALLAWAY ST E  
ST. JOSEPH, MN 56374  
320-557-8140

AUGUST 10, 2022  
RE:BASKETBALL COURT

Description	Quantity	Unit Price	Cost
50'X90'X4" CONCRETE WITH WIRE MESH USING MATERIAL ON SITE SAW CUTS 10' OC BROOM FINISHED AND SEALED			\$ 22,500
10'X20' RADIUS CONCRETE PAD AROUND BASKETBALL POST ON EACH END			\$ 2,500
SET BASKETBALL POLES \$300 EACH			\$ 600
DIRT WORK: REMOVE SOD AROUND VOLLEYBALL COURT AND 8" BLACK DIRT. REPLACE WITH FILL FOR A BASE UNDER CONCRETE. SLOPE EXISTING GRADE TO BASKETBALL COURT.			\$ 5,500
DOES NOT INCLUDE SOD OR SEEDING- NEW GRASS			
WILL NEED ACCESS POINT FOR EQUIPMENT			
TOTAL			\$ 31,100

BALANCE DUE UPON COMPLETION.

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IF YOU ACCEPT THIS ESTIMATE PLEASE SIGN AND DATE.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

THANKS,

TROY SIMMONS

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# Estimate

Date
8/13/2022

Name / Address

Item	Description	Qty	U/M	Rate	Total
05 Concrete	50' x 90' 4 inch thick, Rebar 3 ft OC, Broomed finish,saw cut into 10 x 9 Squares	4,500	sqft	6.50	29,250.00
05 Concrete	2 20' x 10' 4 inch thick pads, centered on each end for hoop	400	sqft	6.50	2,600.00
Fill	Fill hauled in to prep job, Only if need!!!	12	ton	25.00	300.00
Materials	Rebar, Forms, Wire mesh, Etc.	185		12.00	2,220.00
Mobilization Ch...	Transportation of equipment	1		225.00	225.00

<b>Total</b>	<b>\$34,595.00</b>
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Proposal Includes: All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This estimate is for completion of the job as described above and is based on our evaluation. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

\*\*Estimate is good for 30 days and may be withdrawn if not accepted within the 30 days.  
 \*\*If a conveyor or pump truck is needed because job site is not accessible an extra charge will be added.  
 \*\* If inclement weather arises a heat charge will be added.  
 \*\*All prices are subject to change with increases of fuel and concrete prices (fuel surcharges will be added).  
 \*\*Additional load charge for jobs less than 4 yards  
 \*\* Call for scheduling if estimate is accepted.

Signature \_\_\_\_\_