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# CITY OF ST. JOSEPH

St. Joseph Park Board  
October 24, 2022, 6:30 PM  
City Hall

1. 6:30 PM Call to order
2. Approve Agenda
3. Consent Agenda
  - a. Minutes – Approve September Minutes
  - b. Treasurer’s Report – Approve the Financial Report
4. Liaison Report
  - a. Staff
    - i. Rhonda Juell, Centennial Park Bernick’s Grant
  - b. Councilmember
    - i. Kelly Beniek
5. Old business:
  - a. Snowfest update-volunteers
  - b. Scoreboard from Millstream for St Wendel
  - c. Movie in the Park
6. New Business:
  - a. Ordinance 203
  - b. Millstream Ballfield
  - c. Next meeting is November 28
7. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Monday, Sept 26, 2022, at 6:35 PM at City Hall

Members Present: Elijah Stenman, Keith Schleper, Andy Rennecke, Al Newman

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

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

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

a. August Minutes

Staff: Wensmann- Klinefelter Park restroom, has building and plumbing permit; waiting on contractor for start date

Keller- We did get both the DNR Grant and the LCCMR Grant for East Park- to be used for canoe access, parking and trails. Stenman made a motion to approve sidewalk improvements #1 Baker Street from 12<sup>th</sup>-18<sup>th</sup> Ave SE, #2 Northland Dr-Fir St to Highway 75, #3 Co Rd 121-Jade Rd to East Park; seconded by Schleper and passed unanimously.

Juell- October activities include floor hockey, canvas painting, yoga, walking pass; checking in to having QR code signs made for Klinefelter Park so people can identify the wildlife in that park. Working with Adam Heljm(SRWD Education Coordinator). Rennecke made a motion to move forward with this, seconded by Newman and passed unanimously.

Council: Beniek- reported from council that Melissa Bauer was hired as the new Administrative Assistant; they are now interviewing for the new City Administrator position.

Old Business

Snowfest: Medallion hunt will start on Monday, January 23; activities will start on Saturday, Jan 28 from 11-1:00 at Memorial Park and 1-4:00 at Millstream, and 3-6 Downtown St Joseph

Community Outreach: Event went really well, twice as many people as last year; discussion was had about moving this event to a different park each year, it was agreed upon to keep it at Centennial Park; food was discussed and decided that we have burgers, chips, and sambusa as the main items. Extend the invite area. Plan for about 200 next year.

Movie in the Park: discussion was had about the date. We talked about moving it during the week or having it in May. It was agreed upon to have it in May, the weekend before Memorial Day, May 20, 2023

New Business:

Old Millstream Scoreboard: Stenman made a motion to give the old scoreboard at Millstream to the St Wendell Athletic Association; seconded by Newman and passed unanimously.

Twins Grants: Newman reported that he had talked to the MN Twins head office about grant opportunities and they got him in contact with Kristin Rortveldt; Juell, Wensman and Newman had a meeting with her about Grants. She informed us that there are several grants thru the Twins organization. The application process starts in January and money is given out in April. Grants are for fields for Kids, MLB, Equipment, and Coaches. Stenman made a motion to go forward with applying for all the MN Twins Grants, seconded by Rennecke and passed unanimously. Stenman made a motion to give Al Newman the title of Director of Baseball and Softball in St Joseph so he can take care of the ball fields and the programs we have going on out there, seconded by Rennecke and passed unanimously. We would like to be able to gate the area, once we have the fields in good condition, and rent the field out for tournaments.

Adjourn: Stenman made a motion to adjourn at 7:35; seconded by Rennecke and passed unanimously.

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

CHAPTER II – OPERATIONS, ADMINISTRATION & ORGANIZATION

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CHAPTER II – OPERATIONS, ADMINISTRATION & ORGANIZATION

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ORDINANCE 203 PARK BOARD

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Section 203.01: MEMBERS AND TERMS. There shall be established a Park Board consisting of ~~seven-five~~ members appointed by the Mayor with the approval of the City Council.

Subd. 1: ~~Six-Five~~ members of the Board shall be residents of the City of St. Joseph who shall be appointed for a term of three calendar years. The terms of these members shall be staggered so that no more than two members shall have terms expiring in any given year. To achieve staggered terms, some of the initial appointments may be for a term of less than three years. Members shall serve until their successor is appointed and qualified. Members shall receive compensation as may be established by ~~resolution of~~ the City Council. Members may be removed by the Mayor with approval of the City Council.

Subd. 2: The remaining member of the Park Board shall be appointed annually by the City Council and shall be one of its own members. The City Council member of the Board shall not have voting powers and shall serve a term of only one year.

Section 203.02: OFFICERS. The Board shall elect from its members a Chair, Deputy Chair ~~and Secretary~~ for a term of one year. The Chair shall preside over all meetings, represent the Park Board before the City Council, and undertake such other responsibilities as may be delegated or authorized by ~~the By-Laws of~~ the Park Board. The Deputy Chair shall assume the duties of the Chair in the Chair's absence. ~~The Secretary shall prepare agendas for meetings and maintain records of business transacted by the Park Board.~~

Section 203.03: MEETINGS. The Park Board shall hold at least one regular meeting during every three month period. ~~It shall adopt rules and by-laws for the transaction of business.~~

Section 203.04: REPORTS.

~~Subd. 1: On or before the second Council meeting of January of each year, the Park Board shall file a statement of receipts and expenditures incurred during the previous calendar year. The Park Board shall maintain records to document each receipt and expenditure to support the annual statement.~~

Subd. 2: On or before August 1<sup>st</sup> of each calendar year, the Park Board shall deliver to the City Administrator/Clerk a proposed operating budget for the upcoming calendar year. The budget shall be considered and approved by the City Council prior to its implementation. Any changes or amendments in the operating budget of the Park Board shall be resubmitted to the City Council for approval.

CHAPTER II – OPERATIONS, ADMINISTRATION & ORGANIZATION

Section 203.05: DUTIES AND RESPONSIBILITIES. The Park Board shall have the following duties and responsibilities; ~~subject to the restrictions contained in Section 23.6:~~

~~Subd. 1: The Park Board may acquire land for park purposes.~~

~~Subd. 2: The Park Board shall assert control and authority over property set aside for park purposes.~~

~~Subd. 3: The Park Board shall interview and recommend the employment of necessary personnel, and recommend compensation for personnel.~~

Subd. 4: The Park Board shall direct the construction of facilities and improvements to park property.

Subd. 5: The Park Board shall purchase necessary materials, supplies, equipment, and services for the development and maintenance of parks as well as the implementation of recreational and educational programs.

~~Subd. 6: The Park Board shall maintain and care for park property.~~

Subd. 7: The Park Board shall provide plan for free musical and other entertainment for the general public.

Subd. 8: The Park Board shall plan and develop educational programs and activities for residents of the City.

Subd. 9: The Park Board shall promote public interest and understanding of the City's parks, programs, and activities.

Subd. 10: The Park Board shall coordinate recreational park activities with other community organizations or groups.

~~Subd. 11: The Park Board shall solicit contributions from other organizations and businesses to be used for the funding of park programs.~~

Subd. 12: The Park Board shall undertake such other responsibilities or duties as may be specifically delegated by the City Council.

SECTION 203.06: ATTENDANCE.A member missing three meetings within a one-year time frame may be removed by the Mayor with approval of the City Council.

SECTION 203.07: QUORUM. A quorum is necessary for the transaction of business at any meeting. A quorum consists of at least three voting members.

~~Section 203.06: LIMITATIONS.~~ ~~The Park Board may not undertake any of the following actions or activities without prior approval of the City Council:~~

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CHAPTER II – OPERATIONS, ADMINISTRATION & ORGANIZATION

~~Subd. 1: Enter a contract for the purchase of property, equipment, goods, materials, or services for more than \$3,000.~~

~~Subd. 2: Hire an individual as an employee of the City of St. Joseph. This provision does not limit the authority of the Park Board to employ independent contractors to provide specific services if the total consideration for the contract is less than \$3,000. —~~

~~Subd. 3: Expend monies not specifically authorized or designated in the budget approved by the City Council, or approved amendments thereto.~~

~~Subd. 4: Order park related work to be performed by employees of the City Maintenance Department which is outside the scope of the usual and customary park related duties and responsibilities of the employees.~~

~~The City Council further ordains that Ordinance 203, setting the date of elections, shall be merged with Ordinance 202, and for purposes of the Code, it shall be renumbered as Section 202.03 of the Code.~~

Updated 4/29/94

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**MEETING DATE:** 24October2022

**AGENDA ITEM:** Millstream Park

**SUBMITTED BY:** Recreation

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

Approve moving forward with a fundraiser for Millstream Park

**PREVIOUS PARK BOARD ACTION:**

Park Board has discussed what needs to be done with Millstream Fields

**BACKGROUND INFORMATION:**

Al Newman would like to run a fundraiser with some former Twins players to help with the cost of getting the Millstream Park fields up to code to have a travel team and host tournaments. The fundraiser would include two raffles and a lunch at Sal's Bar and Grill.

**BUDGET/FISCAL IMPACT:** None

**ATTACHMENTS:** Hydroseeding bid

**REQUESTED BOARD ACTION:** Authorize staff to go forward with the fundraiser plans





Estimate No: 22  
 Date: 10/17/2022  
 For: St. Joe Softball Fields  
 Newmie8791@gmail.com  
 30860 Co Rd 3 St. Joe 56374  
 (952) 567-4066

## Estimate

635 4th Ave NW  
 Melrose, MN, 56352  
 +1 (320) 219-3402  
 midcentralhydroseed@gmail.com

| Description                                     | Quantity | Rate       | Amount       |
|---|----------|------------|--------------|
| Red Ball Diamond Aggregate<br>Per ton delivered | 432      | \$40.50    | \$17,496.00* |
| Screened Top Soil<br>Per yard delivered         | 216      | \$29.00    | \$6,264.00*  |
| Class 2 granite<br>Per ton delivered            | 49       | \$18.00    | \$882.00*    |
| Skid steer hours                                | 60       | \$85.00    | \$5,100.00*  |
| Labor   | 150      | \$90.00    | \$13,500.00* |
| Miscellaneous loader attachment usage           | 1        | \$1,100.00 | \$1,100.00*  |
| Mobilization Fee                                | 1        | \$500.00   | \$500.00*    |
| Disposal Fee                                    | 2        | \$60.00    | \$120.00*    |
| Irrigation system repairs                       | 1        | \$1,500.00 | \$1,500.00*  |
| Hydroseed<br>Athletic field                     | 117,364  | \$0.17     | \$19,951.88  |

\*Indicates non-taxable item

**Payment Instructions**

A 50% deposit of **\$33,206.94** is required by **04/28/2023**.

|                 |                    |
|-----------------|--------------------|
| Subtotal        | \$66,413.88        |
| Includes TAX 0% | \$0.00             |
| <b>Total</b>    | <b>\$66,413.88</b> |

|              |                    |
|--------------|--------------------|
| <b>Total</b> | <b>\$66,413.88</b> |
|--------------|--------------------|

 Pay Now



|                        |             |
|------------------------|-------------|
| Deposit due 04/28/2023 | \$33,206.94 |
|------------------------|-------------|