



www.cityofstjoseph.com

CITY OF ST. JOSEPH

St. Joseph Park Board
November 28, 2022, 6:30 PM
City Hall

1. 6:30 PM Call to order
2. Approve Agenda
3. Consent Agenda
 - a. Minutes – Approve October Minutes
 - b. Treasurer’s Report – Approve the Financial Report
4. Liaison Report
 - a. Staff
 - i. Rhonda Juell
 - b. Councilmember
 - i. Kelly Beniek
5. Old business:
 - a. Snowfest update
 - b. Klinefelter restroom update
6. New Business:
 - a. Request to move money to Millstream for field
 - b. Ordinance 203
 - c. Next meeting is Wednesday, December 28
7. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Monday, October 24, 2022, at 6:30 PM at City Hall

Members Present: Elijah Stenman, Andy Rennecke, Al Newman

City Representatives Present: Rhonda Juell, Kelly Beniek

Others Present: Mayor Rick Schultz

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

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

- a. September Minutes
- b. Treasury report

Staff: Juell- Kennedy School will have the kids give suggestions to rename East Park; We were approved for the first part of the Bernick's Grant for a new full-size basketball court at Centennial Park and we now need to fill out the full application, due Nov 8; ground has been dug for the Klinefelter Park restroom

Council: Beniek- Jeff O'Neill is the Interim City Administrator and started today; Deb Kulzer is the new Finance Tech and started today; No Council meeting until, Nov. 15.

Old Business

Snowfest: Magnifi Financial will be sending plenty of volunteers to help, let Kelly know if anyone else would like to volunteer, she also has two departments that have college students that will help; game crawl games are all set for the businesses that are hosting them.

Scoreboard: St Wendel wants to come look at the scoreboards at Millstream. They know they don't work, but think they would still like them. They will call when they are ready

Movie in the Park: board decided to have the Movie in The Park on May 22, 2023.

New Business:

Ordinance 203: The ordinance is suggested to be updated and was discussed briefly. The board was asked to look at the changes that were suggested and have feedback for the November meeting.

Millstream Ballfield: Al Newman received the Kirby Puckett award for Twins Alumni Community Service. Al would like to run a couple of fundraisers to help fix up Millstream Ballfield. One of the fundraisers would be a raffle with prizes like autographed baseballs, jerseys, game tickets and bats. The other one would be a banquet type fundraiser with former players as keynote speakers and have drawings to win prizes like tickets, jerseys, and baseballs. He is getting bids to redo the outfield, fencing and dugouts.

Stenman made a motion to allow us to go forward with the fundraiser plan, the motion was seconded by Rennecke and passed unanimously.

Other: Mayor Schultz discussed the need for more space in the downtown area for more business development. The EDA is looking at all city owned and private properties and Memorial Park (Schneider Field, the skating rink and the sledding hill) is one of those locations. He asked the board to take a look at the City Wide Park Plan to see if any of the existing amenities could be relocated to other parks. There is no rush on any decisions, just asked us to take a look.

Adjourn: Newman made a motion to adjourn at 7:45; seconded by Rennecke and passed unanimously.

Next meeting: Monday, November 28, 6:30PM at City Hall; December meeting will be moved to Wednesday, Dec. 28 due to the 26th being a holiday.



MEETING DATE: November 28, 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 October 31, 2022. After designated funds are set aside, the Park fund undesignated balance is \$64,429.

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 October 2022 financial reports.

St. Joseph Park Board
Summary Treasurer's Report - Fund 205
October 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	(12,046.80)	
Park Dedication Fees	4,500	-	
Park Round Up Fees	150	121.20	
Contributions	100	23.50	
Transfers from Other Funds	-	99,700.00	
Total Revenue	<u>35,750</u>	<u>99,700.00</u>	104,121.08

<u>Year to Date Expenditures by Object:</u>			
Operating Supplies	-	-	
Professional Services	-	-	
Maintenance Reimbursement	-	-	
Park Development	359,300	(86,160.00)	
Total Expenses	<u>359,300</u>	<u>(86,160.00)</u>	<u>(86,160.00)</u>

Fund Summaries as of October 31, 2022:

Park Board Fund Balance - Fund 205 - (Unaudited) 282,140.21

Designated for Klinefelter Bathrooms - 2022	185,050
Designated for Millstream Bleacher/Fence Removal	7,000
Designated for Dog Park-Donations	2,981
Designated for East Park Development	<u>22,680</u>
Amount Undesignated	<u>64,429</u>



STJOSEPH, MN
Park Board Balance Sheet
 Current Period: October 2022

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
FUND 205 Park Dedication						
G 205-10100 Cash	\$237,631.27	\$23.77	\$830.07	\$142,511.70	\$98,002.76	\$282,140.21
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	\$830.07	\$23.77	\$124,587.43	\$142,548.51	-\$282,140.21
FUND 205 Park Dedication	\$0.00	\$853.84	\$853.84	\$267,099.13	\$267,099.13	\$0.00
	\$0.00	\$853.84	\$853.84	\$267,099.13	\$267,099.13	\$0.00



STJOSEPH, MN
Park Board Revenue
 Current Period: October 2022

Account Descr	2022 YTD Budget	October 2022 Amt	2022 YTD Amt
FUND 205 Park Dedication			
R 205-45203-31010 Current Ad Valorem Taxes	\$30,000.00	\$0.00	\$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	\$0.00	\$0.00
R 205-45203-34785 Park Round-Up Proceeds	\$150.00	\$23.77	\$121.20
R 205-45203-36210 Interest Earnings	\$1,000.00	-\$830.07	-\$12,046.80
R 205-45203-36232 Donation, Recreation	\$0.00	\$0.00	\$0.00
R 205-45203-36236 Contributions - Parks	\$100.00	\$0.00	\$23.50
R 205-49302-39201 Transfers from Other Funds	\$0.00	\$0.00	\$99,700.00
FUND 205 Park Dedication	\$35,750.00	-\$806.30	\$104,121.08
	\$35,750.00	-\$806.30	\$104,121.08



STJOSEPH, MN
Park Board Expenditures
Current Period: October 2022

Account Descr	2022 YTD Budget	October 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	\$85,650.00
E 205-45203-531 Park Development	\$359,300.00	\$0.00	\$510.00
FUND 205 Park Dedication	\$359,300.00	\$0.00	\$86,160.00
	\$359,300.00	\$0.00	\$86,160.00

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

General Funds	<u>Balance</u>
Park Dedication October 31, 2022 (Unaudited, cash balance)	\$ 282,140

Adjustments	
Starting Balance	\$ 282,140
2022 General Levy-remaining	\$ 13,677
Other Revenues-remaining	\$ 33,975

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

Ending Balance for 2022	\$ 329,792
--------------------------------	-------------------

Projects - Budget	PY Balance	2022	2023	2024	2025	2026	Total 22-26
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

Projects - Actual	Spent 2021	2022	
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)	\$ -	\$ 510	<i>phase I</i>
PTR-11 (West Park)	\$ -	\$ -	
PTR-14 (Dog Park)	\$ 476	\$ -	
PTR-15 (Skate Park)	\$ -	\$ -	
PTR-16 (Comm. Center)	\$ -	\$ -	
Total	\$ 6,191	\$ 86,160	

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

2022 Revenue Budget:	2022 YTD
Interest	\$ 1,000
Round Up	\$ 150
GF Levy	\$ 30,000
Transfer	\$ -
Donations	\$ 100
Park Dedic.	\$ 4,500

22 Dog Park Donation Budget:	2016-2022
pavers/treats	\$ 1,149
cash	\$ 6,019
	<i>thru 10/31/22</i>



MEETING DATE: November 28, 2022

AGENDA ITEM: Millstream Fields

SUBMITTED BY: Recreation

BOARD/COMMISSION/COMMITTEE/COUNCIL RECOMMENDATION:
Approve moving \$34,000 from unaudited balance to Millstream Park for field improvement

PREVIOUS PARK BOARD ACTION:
Park Board has discussed the need to improve the fields

BACKGROUND INFORMATION:
We have received a quote for hydroseeding the fields and would like to move forward with that and put down a deposit.

BUDGET/FISCAL IMPACT: \$34,000

ATTACHMENTS: Quote for hydroseeding from Mid-Central Hydroseed

REQUESTED BOARD ACTION: Authorize the finance department to move the funds to Millstream Park

Review & pay

ESTIMATE

Mid-Central Hydroseeding

.

Estimate #22

\$33,206.94

Deposit

Due Apr 28, 2023

Payment amount

•

Deposit amount **\$33,206.94 (Due Apr 28, 2023)**

•

Estimate total **\$66,413.88**
+ online payment fee

Submit

Payment methods

Debit or credit card

+\$1,027.02 card payment fee. Total \$34,233.96

Name on card

Zip code

Pay \$34,233.96

Bank-level payment security

Protected by 256-bit encryption

By paying you agree to Invoice2go [Payment terms](#) and [Privacy policy](#).

English (United States)

Submit

[Powered by](#)

\$24 billion in payments processed each year

Mid-Central Hydroseeding

Estimate #22

Bill to:

St.Joe Softball Fields

30860 Co Rd 3 St.Joe 56374

Newmie8791@gmail.com

(952) 567-4066

Date: Oct 17, 2022

Download Estimate PDF

Description / Qty / Rate

Amount

Red Ball Diamond Aggregate

Per ton delivered

432 x \$40.50

\$17,496.00*

Screened Top Soil

Per yard delivered

216 x \$29.00

\$6,264.00*

Class 2 granite Per ton delivered 49 x \$18.00	\$882.00*
Skid steer hours 60 x \$85.00	\$5,100.00*
Labor 150 x \$90.00	\$13,500.00*
Miscellaneous loader attachment usage 1 x \$1,100.00	\$1,100.00*
Mobilization Fee 1 x \$500.00	\$500.00*
Disposal Fee 2 x \$60.00	\$120.00*
Irrigation system repairs 1 x \$1,500.00	\$1,500.00*
Hydroseed Athletic field 117,364 x \$0.17	\$19,951.88
	Subtotal
	\$66,413.88
	Includes TAX 0%
	\$0.00
	Total
	\$66,413.88
	Total
	\$66,413.88

Payment instructions

Send payment to 635 4th Ave NW Melrose MN 56352, or please pay online.