



CITY OF ST. JOSEPH

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St. Joseph Park Board Agenda
January 25, 2021, 6:30 pm
St. Joseph Government Center
Multi-Purpose Room

Join Zoom Meeting

<https://zoom.us/j/96826092571?pwd=dGkzOG1VemxUc2ZGUfdpQ1BVcmpjdz09>

Meeting ID: 968 2609 2571

Passcode: 286382

One tap mobile

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Dial by your location

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1. Call to Order
2. Approve Agenda
3. Review and Approval of the November Meeting Minutes
4. Treasurers Report
5. Liaison Reports
 - a. Community Development- Nate Keller
 - b. Staff- John
 1. East Park
 2. Community Center Old and New
 - c. Council- Anne
6. Old Business
 - a. Focus projects for the upcoming year
 1. Dog Park water
 2. Tree Planting
 3. Hollow Park public input
 4. Discussion of possible sites for skatepark
 5. Preparing to move ahead on bathrooms at Klinefelter
 6. Other
7. New Business
 - a. Snowfest preparations
 1. Activities
 - a. Moonlight Snowshoeing Saturday
 - b. Sunday at the Skating Rink

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CITY OF ST. JOSEPH

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- c. Medallion Hunt
 2. Outreach to the community
 3. Delegation of tasks/planning
 - b. Other New Business
8. Adjournment

ST. JOSEPH PARK BOARD MINUTES

November 23, 2020

6:30 p.m. via Zoom conference call

1. Meeting called to order at 6:31 p.m.
2. Board members in attendance include Eli Stenman, Abby Lyon, Andy Rennecke, Tim Rocky, John Anderson, Keith Schleper and new member Linda Butenhoff.
3. Linda is introduced and gives an introduction about her interest in St. Joseph and its park system.
4. September meeting minutes approved.
5. Abby Lyon moves to approve treasury report, Tim Rocky seconds.

6. Liaison Reports

- A. City council liaison Annie Buckvold isn't able to attend due to City Council meeting.
- B. John Anderson gives his liaison report. John states that any plans for East Park won't be part of the state bonding bill. The money that the city is receiving will be put toward the Jacob Wetterling Recreation Center. John was not aware of further planning that had been done on a quarterly newsletter that the city could mail out. Rengel Printing could produce a community booklet moving forward at no cost to the city.

7 Old Business

Meetings are set for 2021 for the fourth Monday of every month. The next meeting will occur on January 25, 2021, most likely over Zoom. John states that the Klinefelter Park playground equipment is not considered in disrepair by the city. So, the issue of new equipment at that park is tabled for now. John states that the Hollow Park playground equipment has been cited as an insurance hazard for the city but isn't considered a serious issue at this point. The group decides to meet at Hollow Park when the weather turns nicer in the spring. The board agrees that surveying the neighborhood about the park's use is a good first step. John states that he has spoken with the outgoing Public Works Director and that getting a water line out to the dog park at Millstream Park should be easy to do. The board approves of that item moving forward. Planting trees at the dog park is also discussed. John restates the city's desire to investigate putting a bathroom in at Klinefelter Park in 2022. The group decides to meet at Klinefelter Park in the summer to talk about that project. Outgoing Public works director indicated to John that the pond at Millstream Park is scheduled to be dredged this winter.

10. New Business —

WinterFest dates are set for the weekend of Feb. 26-28 to coincide with the full moon. Ideas include snowshoeing, having a movie in the park or having a bonfire at Millstream. Snowshoeing, a bonfire and a medallion hunt are confirmed as approved events. Other ideas are still up in the air. Planting trees at a location in town, possibly at Millstream, is discussed. Getting a non-profit organization, or a sponsor, will be key in getting this done. Andy Rennecke offers up Stearns Bank as a possibility for a sponsor. Eli Stenman mentions the Boy Scouts as an option for helping to plant the trees.

Other discussion-

There was a discussion regarding accessible playgrounds and Linda volunteered information regarding the City of St. Cloud's accessible playground at Wilson Park. Members agreed that accessibility should be a consideration in future playground development.

11. Meeting was adjourned at 7:21 p.m.



MEETING DATE: January 25, 2021

AGENDA ITEM: Finance Report

SUBMITTED BY: Finance

BOARD/COMMISSION/COMMITTEE/COUNCIL RECOMMENDATION: Council approved 2020 budget on December 16, 2019.

PREVIOUS PARK BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed you will find the reconciled financial reports through December 31, 2020. The balances do not reflect audit entries. The financial audit is scheduled for March. Final 2020 balances will be known then. After designated funds are set aside, the Park fund undesignated balance is \$178,648.

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 East Park and future phases of the dog park. Any contributions received for the dog park will be added to the designation for the dog park balance. For the East Park, I added the planting 3-year contract with PrairieScapes plus survey costs to stake the project area to the East Park designation. The PrairieScapes contract was approved by city council in fall 2018.

BUDGET/FISCAL IMPACT: Information only

ATTACHMENTS:
Request for Park Board Action – Financial Reports
Summary Treasurer’s Report
Park Board Check Register
Park Board Monthly Report
Park Board 5-Year Capital Improvement Plan

REQUESTED COUNCIL ACTION: Consider accepting the December 2020 financial reports.

St. Joseph Park Board
Summary Treasurer's Report - Fund 205
December 2020

Fund 205, Park Board Balance as of December 31, 2019 (Audited) 102,888.05

Year to Date Revenue:

Ad Valorem Property Taxes	19,382.99	
Interest Earnings	3,549.44	
Park Dedication Fees	46,800.00	
Park Round Up Fees	142.53	
Contributions	30,298.27	
Transfers from Other Funds	6,600.00	
Total Revenue	106,773.23	106,773.23

Year to Date Expenditures by Object:

Staff Salaries/Training	-	
Operating Supplies	-	
Professional Services	-	
Maintenance Reimbursement	-	
A1 Rentals	(2,380.00)	
Park Development	(2,127.50)	
Total Expenses	(4,507.50)	(4,507.50)

Fund Summaries as of December 31, 2020:

Park Board Fund Balance - Fund 205 - (Unaudited)		<u><u>205,153.78</u></u>
Designated for Dog Park		3,316
Designated for East Park Development		23,190
Amount undesignated		178,647.78



City of St. Joseph

Park Board Monthly Check Register

Check #	Search Name	Comments	Amount	FUND	DEPART	OBJ
057025	WRUCK SEWER & PORTABL	Portable Toilet	\$244.00	205	45203	410
			\$244.00			



City of St. Joseph
Park Board Revenue
 Current Period: December 2020

Account Descr	2020 YTD Budget	December 2020 Amt	2020 YTD Amt
FUND 205 Park Dedication			
R 205-45203-31010 Current Ad Valorem Taxes	\$20,000.00	\$8,166.69	\$19,382.99
R 205-45203-34114 Park Dedication Fees	\$4,500.00	\$0.00	\$46,800.00
R 205-45203-34785 Park Round-Up Proceeds	\$150.00	\$25.38	\$142.53
R 205-45203-36210 Interest Earnings	\$2,000.00	\$165.02	\$3,549.44
R 205-45203-36236 Contributions - Parks	\$500.00	\$6.00	\$30,298.27
R 205-49302-39201 Transfers from Other Funds	\$0.00	\$0.00	\$6,600.00
FUND 205 Park Dedication	\$27,150.00	\$8,363.09	\$106,773.23
	\$27,150.00	\$8,363.09	\$106,773.23



City of St. Joseph
Park Board Expenditures
Current Period: December 2020

Account Descr	2020 YTD Budget	December 2020 Amt	2020 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	\$0.00
E 205-45203-302 Maintenance Reimbursement	\$0.00	\$0.00	\$0.00
E 205-45203-410 Rentals	\$2,150.00	\$0.00	\$2,380.00
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	\$32,250.00	\$0.00	\$2,127.50
FUND 205 Park Dedication	\$34,400.00	\$0.00	\$4,507.50
	\$34,400.00	\$0.00	\$4,507.50

City of St. Joseph Park Board
2020 Capital Improvement Budget Summary
 Council adopted December 16, 2019

General Funds	Balance
Park Dedication Cash December 31, 2020 (Unaudited, cash balance)	\$ 205,154

Adjustments	
Starting Balance	\$ 196,909
2020 General Levy-remaining	\$ 617
Other Revenues-remaining	\$ -

Potential Projects:	Potential	Proposed
Millstream Cottages-phase 2	\$ 23,400	
Foxmore Hollow Apts		\$ 16,575
Industrial Park [2019+]		\$ 8,580
Sunset Ridge-phase 2 - 4 lots	\$ 2,000	

Ending Balance for 2020	\$ 222,681
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Projects - Budget	2019	2020	2021	2022	2023	2024	Total 20-24
PTR-01 (Millstream)	\$ -	\$ -	\$ 108,000	\$ 68,000	\$ 593,000	\$ -	\$ 769,000
PTR-02 (Northland)	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ 180,000
PTR-03 (Klinefelter)	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
PTR-04 (Wobegon)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-05 (Memorial)	\$ 600	\$ 99,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 249,000
PTR-06 (Centennial)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-07 (Monument)	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
PTR-08 (Hollow)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-09 (Cloverdale)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-10 (East Park)	\$ 296,610	\$ 20,000	\$ 600,000	\$ 580,000.00	\$ -	\$ 520,000	\$ 1,720,000
PTR-12 (Trails)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
PTR-13 (Trees)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000
PTR-14 (Dog Park)	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
PTR-15 (Skate Park)	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
PTR-16 (Comm. Center)	\$ -	\$ -	\$ 15,000,000	\$ -	\$ -	\$ -	\$ 15,000,000
Total	\$ 309,460	\$ 131,250	\$ 1,005,250	\$ 1,140,250	\$ 615,250	\$ 532,250	\$ 3,424,250

Projects - Actual	Spent 2019	2020
PTR-01 (Millstream)	\$ 24,005	\$ -
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)	\$ 20,385	\$ 2,128
PTR-11 (West Park)	\$ -	\$ -
PTR-12 (Trails)	\$ -	\$ -
PTR-13 (Trees)	\$ -	\$ -
PTR-14 (Dog Park)	\$ -	\$ -
Total	\$ 44,390	\$ 2,128

parking light poles, sound attenuation

design, phase 1, plantings

Other 20 Expenses Budget:	2020 YTD
A-1 Toilets	\$ 2,150

2020 Revenue Budget:	2020 YTD
Interest	\$ 2,000
Round Up	\$ 150
GF Levy	\$ 20,000
Transfer	\$ -
Donations	\$ 500
Park Dedic.	\$ 4,500

20 Dog Park Donation Budget:	2016-2020
pavers/treats	\$ 1,149
cash	\$ -

thru 12/31/20

41,279.00 Millstream/Memorial parking lot improvements - Fund 390

St. Joseph Lion's approved donation of \$5,800 for sound attenuation, driveway expansion and parking lot lights less than budgeted in fund 652,101.

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

<u>General Funds</u>	<u>Balance</u>
Park Dedication Cash December 31, 2020 (Unaudited)	\$ 205,154

<u>Adjustments</u>	
Starting Balance	\$ 205,154
2021 General Levy-remaining	\$ 30,000
Other Revenues-remaining	\$ 8,650

<u>Potential Projects:</u>	<u>Potential</u>	<u>Proposed</u>
Millstream Cottages-phase 2	\$ 23,400	
Foxmore Hollow Apts		\$ 16,575
Industrial Park [2019+]		\$ 8,580
Sunset Ridge-phase 2 - 4 lots	\$ 2,000	

Ending Balance for 2021	\$ 268,959
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<u>Projects - Budget</u>	2020	2021	2022	2023	2024	2025*	Total 20-24
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)	\$ 99,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-06 (Centennial)	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
PTR-07 (Monument)	\$ 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
PTR-16 (Comm. Center)	\$ -	\$ #####	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 14,000,000
Total	\$ 119,250	#####	\$ 421,250	\$ 305,750	\$ 35,250	\$ 3,530,750	\$ 15,961,250

<u>Projects - Actual</u>	<u>Spent 2020</u>	<u>2021</u>
PTR-01 (Millstream)	\$ -	\$ -
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	\$ -
PTR-14 (Dog Park)	\$ -	\$ -
PTR-15 (Skate Park)	\$ -	\$ -
PTR-16 (Comm. Center)	\$ -	\$ -
Total	\$ 2,128	\$ -

design, phase 1, plantings

<u>Other 21 Expenses Budget:</u>		<u>2021 YTD</u>
A-1 Toilets	\$ 3,000	\$ 915

<u>2021 Revenue Budget:</u>		<u>2021 YTD</u>
Interest	\$ 3,000	
Round Up	\$ 150	
GF Levy	\$ 30,000	
Transfer	\$ -	
Donations	\$ 1,000	
Park Dedic.	\$ 4,500	

<u>21 Dog Park Donation Budget:</u>		<u>2016-2021</u>
pavers/treats		\$ 1,149
cash	\$ -	\$ 5,876
		<i>thru 12/31/20</i>

PARK-1

PARK-1