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CITY OF ST. JOSEPH

St. Joseph Park Board Agenda
February 22, 2021, 6:30 pm
St. Joseph Government Center
Multi-Purpose Room

1. Call to Order
2. Approve Agenda
3. Review and Approval of the January Meeting Minutes
4. Treasurers Report
5. Liaison Reports
 - a. Staff- John
 - b. Council
6. Old Business
 - a. Snowfest
 1. Plan and Prep
 2. Assignments and Delegation
 3. Other
 - b. Hollow Park Questions
7. New Business
 - a. Klinefelter Park Shelter
 1. Look at Millstream info for comparison
 2. Needs and wants
 3. Steps to move forward
 4. See attached pictures of Lions Shelter in St. Cloud.
 - b. Summer Activity Survey Questions
8. Adjournment

JANUARY 2021 ST. JOSEPH PARK BOARD MINUTES

1. Meeting called to order at 6:33 p.m. at the Government Center. In attendance are city staff liaison John Anderson, Community Development Director Nate Keller, St. Joseph mayor Rick Schultz and Park Board members Abby Lyon, Keith Schleper, Andy Rennecke, Tim Rocky and Linda Butenhoff (virtually attending). Elijah Stenman is not in attendance.
2. Approval of the agenda-Tim Rocky approves the agenda, Rennecke seconds.
3. Approval of the November minutes--Rocky approves meeting minutes from November, Rennecke seconds.
4. Treasurers Report- The final treasurer report audit is coming in March. Anderson doesn't expect it to change much from the numbers given on the agenda. There is still \$178,000-plus undesignated for use. There is \$2300 for upgrades to the Millstream Dog Park. Anderson proposes inviting the city finance manager to a meeting once or twice a year. A parking lot in East Park is talked about. Rennecke motions to move on to another subject after brief discussion.

5. Liaison Reports

- a. Nate Keller, the new community development director, is introduced. Keller states he is going through a process of getting East designated as a regional park. It could be eligible for legacy park money if it receives this designation. John and Nate took a recent tour around the city parks together. John states Nate has a lot of enthusiasm for park issues and parks in the community.
- b. Anderson states that a Community Center planning group is being formed and that the Park Board may have input on certain issues. Schultz also reiterates that Little Saints Academy purchased the old Kennedy Elementary building.
- c. Schultz also states that Anne Buckvold has resigned from the St. Joseph City Council and won't continue as a park board liaison. Buckvold had only attended one previous meeting. Schultz will fill in until the city council announces a replacement. The Millstream Park softball field is brought up. Schultz talks about the poor condition of the fencing. Schultz states his desire for the St. Joseph Recreation Association to be folded into the Park Board. He would like it to be a leg within the Park Board. Schultz also reiterates that the city owns the fields and buildings and that the Recreation Association rents out their use. Schultz states he wants to make use of the softball field as a city asset.

6. Old Business

- a. A water line will be added to the dog park at Millstream.
- b. The board also confirms that tree planting will occur in the spring with the possible help of local volunteers or groups.
- c. Keller states that a survey will be mailed out to residents around Hollow Park. He's hoping the direct mailing will get people's attention and get a solid survey response. The Park Board eyes May 24 as a possible day to get public input about the park.

d. A new skate park discussion is held. Schultz states that the Community Center could be the site but talks about that most likely won't begin until 2022.

e. Rennecke and Schultz talk about the need for bathrooms and an upgraded shelter at Klinefelter Park. The board agrees to talk more about it in the near future.

7. New Business -The Snowfest 2021 celebration will need prizes from local businesses to give away. Keller and Anderson state they will seek out help from Mary Bruno. Rennecke has a \$25 gift card to use from Stearns Bank. Lyon will also contact local businesses, like Coborn's, about donations for Smores.

8. The meeting is adjourned at 7:24 p.m.

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

<u>General Funds</u>	<u>Balance</u>
Park Dedication Cash January 31, 2021 (Unaudited, cash balance)	\$ 205,142

<u>Adjustments</u>	
Starting Balance	\$ 205,142
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	\$ 268,947
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<u>Projects - Budget</u>	2020	2021	2022	2023	2024	2025	Total 21-25
PTR-01 (Millstream)	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 28,000
PTR-02 (Northland)	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ 180,000
PTR-03 (Klinefeller)	\$ -	\$ -	\$ 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)	\$ -	\$ 11,000,000	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 14,000,000
Total	\$ 119,250	\$ 11,668,250	\$ 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 (Klinefeller)	\$ -	\$ -
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-11 (West Park)	\$ -	\$ -
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	

<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 1/31/21</i>



City of St. Joseph
Expenditure Guideline Rec Dir
 Current Period: January 2021

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Page 1

Account Descr	MTH Bud 2 CurYr	January 2021 Amt	2021 YTD Amt	Balance
FUND 101 General				
DEPART 45204 Recreation Department				
E 101-45204-101 Salaries	\$0.00	\$623.04	\$623.04	\$12,766.96
E 101-45204-122 FICA Contributions	\$0.00	\$38.62	\$38.62	\$791.38
E 101-45204-125 Medicare Contributi	\$0.00	\$9.03	\$9.03	\$185.97
E 101-45204-151 Workers Comp. Ins	\$0.00	\$0.00	\$0.00	\$910.00
E 101-45204-171 Clothing Allowance	\$0.00	\$127.00	\$127.00	\$73.00
E 101-45204-200 Office Supplies	\$0.00	\$0.00	\$0.00	\$200.00
E 101-45204-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$1,500.00
E 101-45204-213 Concessions	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45204-215 Software Support	\$0.00	\$0.00	\$0.00	\$300.00
E 101-45204-308 Community Progra	\$0.00	\$0.00	\$0.00	\$3,000.00
E 101-45204-321 Telephone	\$0.00	\$44.83	\$44.83	\$555.17
E 101-45204-322 Postage	\$0.00	\$0.00	\$0.00	\$100.00
E 101-45204-328 Marketing	\$0.00	\$0.00	\$0.00	\$1,900.00
E 101-45204-331 Travel & Conferenc	\$0.00	\$0.00	\$0.00	\$200.00
E 101-45204-340 Advertising	\$0.00	\$0.00	\$0.00	\$150.00
E 101-45204-350 Printing	\$0.00	\$0.00	\$0.00	\$150.00
E 101-45204-433 Dues & Membership	\$0.00	\$0.00	\$0.00	\$100.00
DEPART 45204 Recreation Depart	\$0.00	\$842.52	\$842.52	\$22,882.48
FUND 101 General	\$0.00	\$842.52	\$842.52	\$22,882.48
	\$0.00	\$842.52	\$842.52	\$22,882.48



City of St. Joseph
Revenue Guideline Rec Dir
 Current Period: January 2021

Account Descr	January 2021 Amt	2021 YTD Amt	Balance	MTH Bud 2 CurYr
FUND 101 General				
DEPART 45204 Recreation Department				
R 101-45204-34408 Admission Fee	\$0.00	\$0.00	\$500.00	\$0.00
R 101-45204-34410 Bike Share Program	\$0.00	\$0.00	\$285.00	\$0.00
R 101-45204-36232 Donation, Recreation	\$0.00	\$0.00	\$0.00	\$0.00
R 101-45204-36300 Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00
DEPART 45204 Recreation Department	\$0.00	\$0.00	\$785.00	\$0.00
FUND 101 General	\$0.00	\$0.00	\$785.00	\$0.00
	\$0.00	\$0.00	\$785.00	\$0.00



