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CITY OF ST. JOSEPH

St. Joseph Park Board Agenda
March 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 February Meeting Minutes
4. Treasurers Report
5. Liaison Reports
 - a. Staff- John
 - b. Council- Rick
6. Old Business
 - a. Snowfest
 1. Post event thoughts
 2. Suggestions for next year
 - b. Dredging at Millstream
 - c. Path forward on Klinefelter Shelter
 1. Soliciting input from neighborhood
 2. Specifying our wants- needs
 - d. Other old business
7. New Business
 - a. Youth Disc Golf Clinic and League
 - b. Tree planting date and groups participating
 - c. Other new business
8. Adjournment

FEBRUARY 2021 ST. JOSEPH PARK BOARD MINUTES

1. **Meeting called to order** at 6:35 p.m. at the Government Center. In attendance are city staff liaison John Anderson, St. Joseph mayor Rick Schultz and Park Board members Abby Lyon, Andy Rennecke, Linda Butenhoff, and Elijah Stenman. Keith Schleper and Tim Rocky is not in attendance.
2. **Approval of the agenda**-Andy Rennecke approves the agenda, Eli Stenman seconds.
3. **Approval of the November minutes**--Rennecke approves meeting minutes from November, Stenman seconds.
4. **Treasurers Report**- Stenman motions approval of the Treasurers report Rennecke seconds
5. **Liaison Reports**
 - a. Anderson states that he is working on Summer recreation and developing survey questions using Survey Monkey or Google forms.
 - b. As Council liaison Mayor Schultz reports that the dredging of the pond at Millstream will occur in April or May. He also reports that Kevin Kluesner is the newly appointed council person replacing Ann Buckvold. The mayor states that the Community Center board was resumed meeting and discussing building specifications. He further reports that he has had discussions with groups regarding the operation of the building.
6. **Old Business**
 - a. Snowfest- John reports that \$250.00 in donations have been received in the form of gift cards and certificate to use as the prize for the medallion hunt. Abby reports a donation from Precise Heating and Plumbing to use to purchase supplies for s'mores and hot chocolate. Eli is providing an insulated jug for the hot chocolate and his Scout group would be packaging the s'mores. Anderson relayed that the Maintenance department would deliver the firewood and was looking for an appropriate fire ring.
 - b. Hollow Park- The board reviewed and approved the questions that Nate Keller had developed for the Hollow Park survey.
7. **New Business**
 - a. Klinefelter Park- The group decided that while there was a need for a year round bathroom facility in the park and that it would be a valuable addition to have a park shelter in the park that possibly the shelter did not have to be a heated, year round facility. The board looked at pictures of Lions Park in St. Cloud with the idea that the kitchen and bathrooms in that facility could be heated while the picnic area would not. Schultz says that the facility is in the Capital Improvement plan for 2022.
 - b. Mountain Biking- The board discusses briefly the idea of fencing in the city property behind Ace Hardware bordered by the Wobegon Trail for use as a mountain bike trail/park.
8. The meeting is adjourned at 7:34 p.m.



MEETING DATE: March 22, 2021

AGENDA ITEM: Finance Report

SUBMITTED BY: Finance

BOARD/COMMISSION/COMMITTEE/COUNCIL RECOMMENDATION: Council approved 2021 budget on February 7, 2021.

PREVIOUS PARK BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed you will find the reconciled financial reports through February 28, 2021. The balances do not reflect audit entries. The financial audit is scheduled for March. Final 2020 balances will be adjusted by the end of March. After designated funds are set aside, the Park fund undesignated balance is \$4,395.23.

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, 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 on Nov. 5, 2018. For 2021, the third year of the contract, \$5,275 is estimated for management of the prairie, wetland and hardwoods zones. PrairieScapes estimated \$5,000 of this for buckthorn herbicide over-spraying.

Below is a recap of the budget estimates for the Klinefelter restrooms.

Klinefelter restrooms budgeted for completion 2022:

Water Line Fund 601	\$40,000
Sewer Line Fund 602	\$10,000
Park Dedication Fund 205	\$91,000
General Levy Fund 205	\$100,000
Debt Levy New Fund	<u>\$200,000</u>
Total Estimated	\$441,000

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 February 2021 financial reports.

St. Joseph Park Board
Summary Treasurer's Report - Fund 205
February 2021

Fund 205, Park Board Balance as of December 31, 2020 (Unaudited) 206,528.68

<u>Year to Date Revenue:</u>	<u>Budget</u>	<u>YTD Actual</u>	
Ad Valorem Property Taxes	30,000	204.47	
Interest Earnings	3,000	124.94	
Park Dedication Fees	4,500	-	
Park Round Up Fees	150	31.14	
Contributions	1,000	3.00	
Transfers from Other Funds	-	-	
Total Revenue	<u>38,650</u>	<u>-</u>	363.55

<u>Year to Date Expenditures by Object:</u>			
Operating Supplies	-	-	
Professional Services	-	-	
Maintenance Reimbursement	-	-	
A1 Rentals	3,000	(488.00)	
Park Development	62,860	-	
Total Expenses	<u>65,860</u>	<u>-</u>	<u>(488.00)</u>

Fund Summaries as of February 28, 2021:

Park Board Fund Balance - Fund 205 - (Unaudited) 206,404.23

Designated for Centennial Park Irrigation/Picnic Tables Inside Replacement - 2021	12,000
Designated for Millstream Shelter Floors/Irrigation - 2021	18,000
Designated for Klinefelter Bathrooms - 2022	141,000
Designated for Dog Park-Park Dedication Fees-Water Feature - 2021	4,500
Designated for Dog Park-Donations	3,319
Designated for East Park Development	23,190
Amount undesignated	<u>4,395.23</u>

2022 Klinefelter Shelter/Bathrooms Revenue Breakdown:

Park Board Levy 2020	20,000
Park Board Levy 2021	30,000
Park Board Levy 2022	50,000
Water Fund (water line)	40,000
Sewer Fund (sewer line)	10,000
Park Dedication Fees	91,000
Debt Relief Fund 390	200,000
	<u>441,000</u>

2021 Monument Park Repairs

Debt Relief Fund 390	50,000
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City of St. Joseph Park Board
2021 Capital Improvement Budget Summary
 Council adopted December 7, 2020

General Funds	Balance
Park Dedication Cash February 28, 2021 (Unaudited, cash balance)	\$ 206,082

Adjustments	
Starting Balance	\$ 206,082
2021 General Levy-remaining	\$ 30,000
Other Revenues-remaining	\$ 8,852

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 2021	\$ 270,090
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Projects - Budget	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 (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)	\$ -	\$ 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

Projects - Actual	Spent 2020	2021
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-11 (West Park)	\$ -	\$ -
PTR-14 (Dog Park)	\$ -	\$ -
PTR-15 (Skate Park)	\$ -	\$ -
PTR-16 (Comm. Center)	\$ -	\$ -
Total	\$ 2,128	\$ -

design, phase 1, plantings

Other 21 Expenses Budget:	2021 YTD
A-1 Toilets	\$ 3,000
	\$ 244

2021 Revenue Budget:	2021 YTD
Interest	\$ 3,000
Round Up	\$ 150
GF Levy	\$ 30,000
Transfer	\$ -
Donations	\$ 1,000
Park Dedic.	\$ 4,500
	\$ (204)
	\$ (1)
	\$ 3

21 Dog Park Donation Budget:	2016-2021
pavers/treats	\$ 1,149
cash	\$ 5,879
	<i>thru 2/28/21</i>



City of St. Joseph
Park Board Balance Sheet
 Current Period: February 2021

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
FUND 205 Park Dedication						
G 205-10100 Cash	\$206,206.84	\$134.74	\$247.07	\$366.62	\$491.07	\$206,082.39
G 205-10450 Interest Receivable	\$329.07	\$0.00	\$0.00	\$0.00	\$0.00	\$329.07
G 205-10500 Accounts Receivable	\$32.30	\$0.00	\$0.00	\$0.00	\$0.00	\$32.30
G 205-13113 Due From other Gov t Units	\$204.47	\$0.00	\$0.00	\$0.00	\$0.00	\$204.47
G 205-20200 Accounts Payable	-\$244.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$244.00
G 205-25310 Unassigned Fund Balance	-\$206,528.68	\$247.07	\$134.74	\$491.07	\$366.62	-\$206,404.23
FUND 205 Park Dedication	\$0.00	\$381.81	\$381.81	\$857.69	\$857.69	\$0.00
	\$0.00	\$381.81	\$381.81	\$857.69	\$857.69	\$0.00



City of St. Joseph
Park Board Expenditures
Current Period: February 2021

Account Descr	2021 YTD Budget	February 2021 Amt	2021 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	\$3,000.00	\$244.00	\$488.00
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	\$62,860.00	\$0.00	\$0.00
FUND 205 Park Dedication	\$65,860.00	\$244.00	\$488.00
	\$65,860.00	\$244.00	\$488.00



City of St. Joseph

Park Board Monthly Check Register

03/03/21 10:14 AM

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Check #	Search Name	Comments	Amount	FUND	DEPART	OBJ
057446	WRUCK SEWER & PORTABL	2021 - January 2021 Portab	\$244.00	205	45203	410
			\$244.00			



City of St. Joseph
Park Board Revenue
Current Period: February 2021

Account Descr	2021 YTD Budget	February 2021 Amt	2021 YTD Amt
FUND 205 Park Dedication			
R 205-45203-31010 Current Ad Valorem Taxes	\$30,000.00	\$0.00	\$204.47
R 205-45203-34114 Park Dedication Fees	\$4,500.00	\$0.00	\$0.00
R 205-45203-34785 Park Round-Up Proceeds	\$150.00	\$23.41	\$31.14
R 205-45203-36210 Interest Earnings	\$3,000.00	\$105.26	\$124.94
R 205-45203-36236 Contributions - Parks	\$1,000.00	\$3.00	\$3.00
R 205-49302-39201 Transfers from Other Funds	\$0.00	\$0.00	\$0.00
FUND 205 Park Dedication	\$38,650.00	\$131.67	\$363.55
	\$38,650.00	\$131.67	\$363.55