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CITY OF ST. JOSEPH

St. Joseph Park Board
June 27, 2022, 5:00 PM
Millstream Park

1. 6:30 PM Call to order
2. Introduction of New Member – Mendel Midy
3. Approve Agenda
4. Consent Agenda
 - a. Minutes – Approve May Minutes
 - b. Treasurer’s Report – Approve the Financial Report
5. Liaison Report
 - a. Staff
 - i. Ryan Wensmann, Public Works Director – Klinefelter & Millstream Update
 - ii. Update on East Park and DNR Grant
 - iii. Rhonda Juell - inflatables
 - b. Councilmember Kelly Beniek
6. Old business:
 - a. Movie in the Park
 - b. Community Outreach
 - c. Teen Basketball
7. New Business:
 - a. 2023 Budget
 - b. July Meeting 5PM at Millstream Park
8. Adjourn

Pursuant to due call and notice thereof, the St. Joseph Park Board met in regular session on Monday, May 23, 2022, at 6:30 PM at City Hall

Meeting called to order at 6:30, at the City Government Center

Members Present: Abby Lyon, Elijah Stenman, Andy Rennecke, Keith Schleper

City Representatives Present: Rhonda Juell, Ryan Wensman, Kelly Beniek

Approve Agenda: Juell made a motion to approve agenda; seconded by Lyon and passed unanimously

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

- a. March Minutes - attached
- b. Treasury report – Requested action: Approve the financial report

Staff: Wensman- A quote was given for demolition of the fence and bleachers at Millstream. Rennecke made a motion to accept the bid and move forward, seconded by Stenman and passed unanimously. Working on adding trees to all parks for shade. All parks have been sprayed and fertilized. Bid for bathrooms at Klinefelter Park was too high. We will keep looking.

- Keller- Staff were directed by the Council to submit a proposal for East Park to LCCMR. LCCMR stands for Legislative-Citizen Commission on Minnesota Resources.

It's essentially another potential avenue to get funds from the legislature to develop East park.

If awarded funds it will go towards advancing Phase 1 and 2 (trails, canoe/kayak access, entrance/parking, etc.)

It's unknown how many projects will be funded this year through the program.

For the DNR grant – grant awards will be announced in the summer

Juell- Foot bridge was requested to be put in at Millstream, email and pictures were presented. Information was passed on to administration.

Council: Beniek- there has been movement on the Community Center. Hartsook has been meeting with people and will continue with that.

Old Business

Court lines at Centennial Park will be done before the 3 on 3 program starts in June.

New Business:

Movie in the Park- Kwik Trip will sponsor the movie "Encanto" on Aug 27th. Scouts will sell concessions at the park. Lyon will create fliers and posters.

Soccer coach- located one coach to help with soccer, still looking for more

Peace of Mind Paddling- sign up deadline is June 3rd

Fun in the Park days- set at Klinefelter, Northland and Centennial Parks for June, July and Aug

Community Outreach Night- Set for September 14th 6-7:30. Board members will help with that

Teen basketball program- Gift cards have been donated by Scheels to help with that program. Still looking for referees. Will partner with the PD.

All board members were asked to look at the budget for next year and give recommendations at the next meeting

Adjourn: Stenman made a motion to adjourn at 7:30; seconded by Rennecke and passed unanimously.

Next meeting: Monday, June 27, 5:00PM, Millstream Park.

Rhonda Juell
Recreation Director



Park Board Agenda Item _____

MEETING DATE: June 27, 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 May 31, 2022. After designated funds are set aside, the Park fund undesignated balance is \$51,619.

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 May 2022 financial reports.

St. Joseph Park Board

Summary Treasurer's Report - Fund 205

May 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	-	
Interest Earnings	1,000	(7,451.61)	
Park Dedication Fees	4,500	(36.81)	
Park Round Up Fees	150	76.39	
Contributions	100	2.00	
Transfers from Other Funds	-	-	
Total Revenue	35,750	-	(7,410.03)

<u>Year to Date Expenditures by Object:</u>			
Operating Supplies	-	-	
Professional Services	-	-	
Maintenance Reimbursement	-	-	
A1 Rentals	2,100	-	
Park Development	359,300	(510.00)	
Total Expenses	361,400	-	(510.00)

Fund Summaries as of May 31, 2022:

Park Board Fund Balance - Fund 205 - (Unaudited) 256,259.10

Designated for Millstream Shelter Irrigation - 2024	8,000
Designated for Klinefelter Bathrooms - 2022	171,000
Designated for Dog Park-Donations	2,960
Designated for East Park Development	22,680
Amount Undesignated	51,619

2022 Klinefelter Shelter/Bathrooms Revenue Breakdown:

Park Board Levy 2020	20,000	
Park Board Levy 2021	30,000	
Park Board Levy 2022	30,000	
Water Fund (water line)	40,000	(1,200.00)
Sewer Fund (sewer line)	10,000	
Park Dedication Fees	91,000	
Debt Relief Fund 390	220,000	
	441,000	(1,200.00)

budget

spent

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

General Funds	<u>Balance</u>
Park Dedication May 31, 2022 (Unaudited, cash balance)	\$ 256,259

Adjustments	
Starting Balance	\$ 256,259
2022 General Levy-remaining	\$ 30,000
Other Revenues-remaining	\$ 13,160

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

Ending Balance for 2022	\$ 299,419
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Projects - Budget	PY Balance	2022	2023	2024	2025	2026	Total 22-26
PTR-01 (Millstream)	\$ -	\$ -	\$ 29,000	\$ 8,000	\$ -	\$ 693,000	\$ 730,000
PTR-02 (Northland)	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
PTR-03 (Klinefelter)	\$ 100,000	\$ 441,000	\$ -	\$ -	\$ -	\$ 51,000	\$ 492,000
PTR-04 (Wobegon)	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ 21,000
PTR-05 (Memorial)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTR-06 (Centennial)	\$ -	\$ 18,300	\$ -	\$ 25,000	\$ -	\$ -	\$ 43,300
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	\$ 459,300	\$ 205,000	\$ 963,000	\$ 59,500	\$ 1,774,000	\$ 3,460,800

Projects - Actual	Spent 2021	2022
PTR-01 (Millstream)	\$ 5,715	\$ -
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)	\$ -	\$ 510 <i>phase 1</i>
PTR-11 (West Park)	\$ -	\$ -
PTR-14 (Dog Park)	\$ 476	\$ -
PTR-15 (Skate Park)	\$ -	\$ -
PTR-16 (Comm. Center)	\$ -	\$ -
Total	\$ 6,191	\$ 510

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

2022 Revenue Budget:		2022 YTD
Interest	\$ 1,000	\$ (7,452)
Round Up	\$ 150	\$ 76
GF Levy	\$ 30,000	\$ -
Transfer	\$ -	\$ -
Donations	\$ 100	\$ 2
Park Dedic.	\$ 4,500	\$ (37)

22 Dog Park Donation Budget:		2016-2022
pavers/treats	\$ -	\$ 1,149
cash	\$ -	\$ 5,997
		<i>thru 4/30/22</i>