



CITY OF ST. JOSEPH

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St. Joseph Park Board Agenda
June 28, 2021, 6:30 pm
St. Joseph Wobegon Trail Welcome Center

1. Call to Order
2. Approve Agenda
3. Review and Approval of May Meeting Minutes
4. Treasurer's Report
5. Liaison Reports
 - a. Staff
 - b. Council
6. Old Business
 - a. Baseball Camp
 - b. Tree planting
7. New Business
 - a. Gaga Ball, Northland Park
 - b. Klinefelter Survey Questions
 - c. East Park Application Update
 - d. Millstream Ballfields
8. Adjournment



MEETING DATE: June 28, 2021

AGENDA ITEM: Finance Report

SUBMITTED BY: Finance

BOARD/COMMISSION/COMMITTEE/COUNCIL RECOMMENDATION: Council approved 2021 budget on December 7, 2020.

PREVIOUS PARK BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed you will find the reconciled financial reports through May 31, 2021. After designated funds are set aside, the Park fund undesignated balance is \$11,715.

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.

BUDGET/FISCAL IMPACT: Information only

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

REQUESTED COUNCIL ACTION: Consider accepting the May 2021 financial reports.

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

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

<u>Year to Date Revenue:</u>	<u>Budget</u>	<u>YTD Actual</u>	
Ad Valorem Property Taxes	30,000	-	
Interest Earnings	3,000	(418.36)	
Park Dedication Fees	4,500	-	
Park Round Up Fees	150	33.84	
Contributions	1,000	19.96	
Transfers from Other Funds	-	-	
Total Revenue	38,650	-	(364.56)

<u>Year to Date Expenditures by Object:</u>			
Operating Supplies	-	-	
Professional Services	-	(5,715.00)	
Maintenance Reimbursement	-	-	
A1 Rentals	3,000	(732.00)	
Park Development	62,860	(476.28)	
Total Expenses	65,860	-	(6,923.28)

Fund Summaries as of May 31, 2021:

Park Board Fund Balance - Fund 205 - (Unaudited) 199,240.84

Designated for Centennial Park Irrigation/Picnic Tables Inside Replacement - 2021	12,000
Designated for Millstream Shelter Irrigation - 2021	8,000
Designated for Klinefelter Bathrooms - 2022	141,000
Designated for Dog Park-Donations	3,336
Designated for East Park Development	23,190
Amount undesignated	11,714.88

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
	441,000

2021 Monument Park Repairs

Debt Relief Fund 390	50,000
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City of St. Joseph

Park Board Monthly Check Register

Check #	Search Name	Comments	Amount	FUND	DEPART	OBJ
057764	WRUCK SEWER & PORTABL	portable toilets April	\$244.00	205	45203	410
057765	360 RENTS	extend waterline to dog par	\$215.00	205	45203	531
057776	GRANITE WATER WORKS, I	extend water line to dog par	\$261.28	205	45203	531
			<u>\$720.28</u>			

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

General Funds	Balance
Park Dedication Cash May 31, 2021 (Unaudited, cash balance)	\$ 199,241

Adjustments	
Starting Balance	\$ 199,241
2021 General Levy-remaining	\$ 30,000
Other Revenues-remaining	\$ 9,014

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	\$ 246,835
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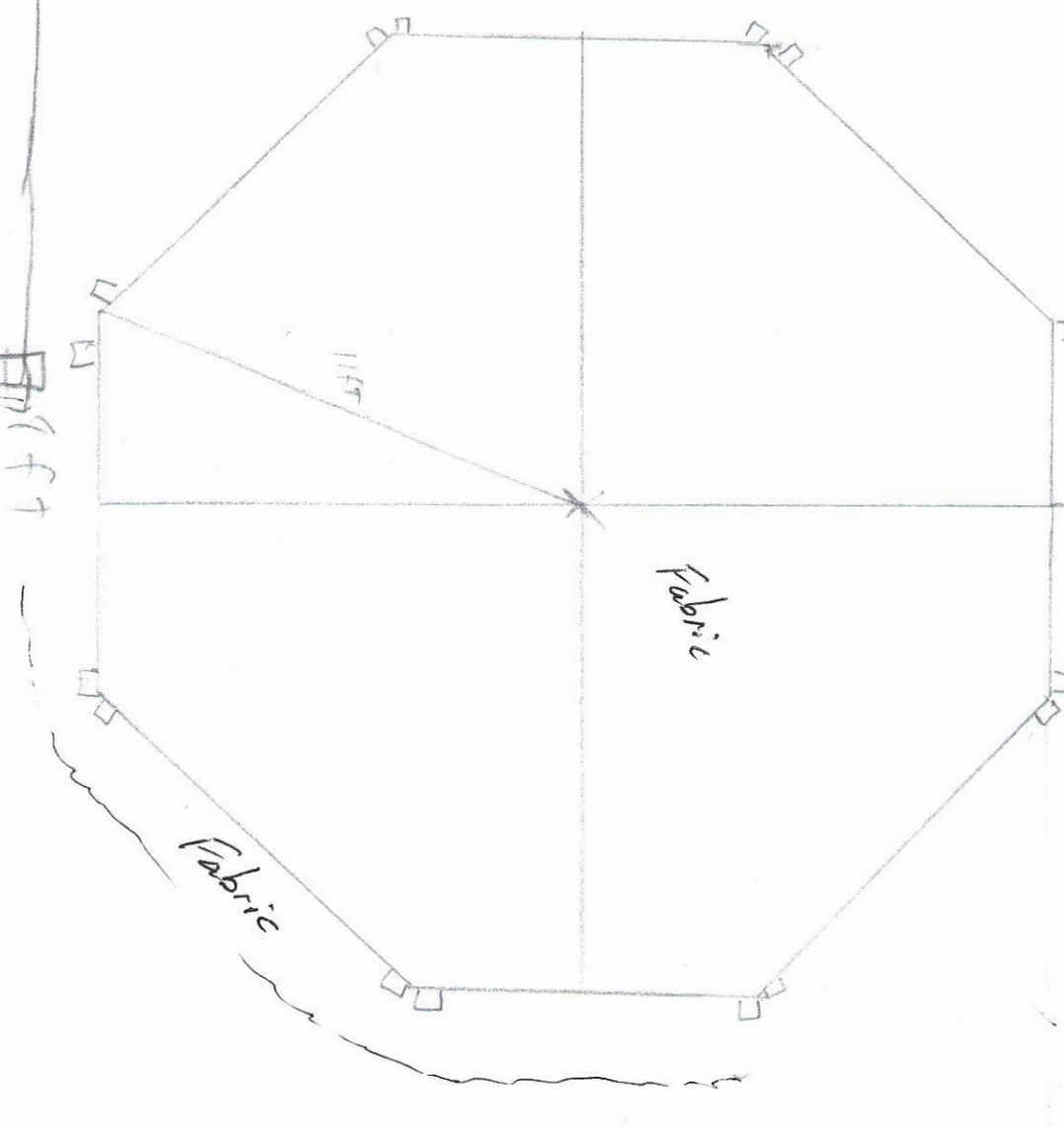
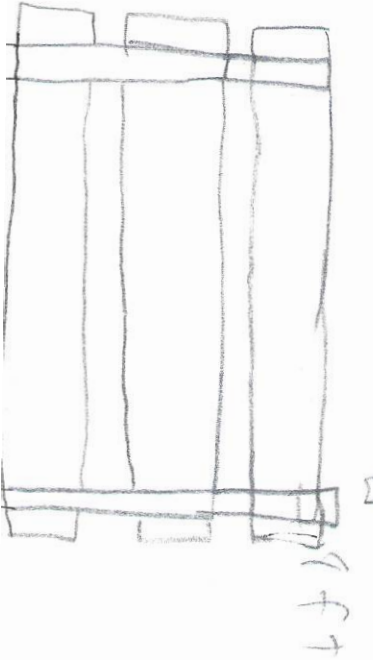
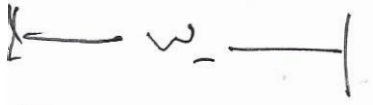
Projects - Budget	2020	2021	2022	2023	2024	2025	Total 21-25
PTR-01 (Millstream)	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 28,000
PTR-02 (Northland)	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ 180,000
PTR-03 (Klinefelter)	\$ -	\$ -	\$ 421,000	\$ -	\$ -	\$ -	\$ 421,000
PTR-04 (Wobegon)	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 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)	\$ -	\$ 5,715	shelter floor coating
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	\$ -	design phase 1, plantings
PTR-11 (West Park)	\$ -	\$ -	
PTR-14 (Dog Park)	\$ -	\$ 476.28	extend water line to dog park
PTR-15 (Skate Park)	\$ -	\$ -	
PTR-16 (Comm. Center)	\$ -	\$ -	
Total	\$ 2,128	\$ 6,191	

Other 21 Expenses Budget:	2021 YTD
A-1 Toilets	\$ 3,000
	\$ 732

2021 Revenue Budget:	2021 YTD
Interest	\$ 3,000
Round Up	\$ 150
GF Levy	\$ 30,000
Transfer	\$ -
Donations	\$ 1,000
Park Dedic.	\$ 4,500
	\$ 20

21 Dog Park Donation Budget:	2016-2021
pavers/treats	\$ 1,149
cash	\$ -
	\$ 5,896
	thru 5/31/21



1 in - 11 1/2

150



MEETING DATE: June 28th, 2021

AGENDA ITEM: Klinefelter survey questions

SUBMITTED BY: Nate Keller, Community Development Director

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

Board authorized staff to revise survey draft questions for Klinefelter at April 26th meeting.

PREVIOUS COUNCIL ACTION: N/A

BACKGROUND INFORMATION:

Attached are revised survey questions pertaining to Klinefelter park. Intent is to open Survey on July 5th and keep the survey open until a week or so after the Park Board meeting. Staff also intends to do direct mailing on July 16th and invite residents to meet with the Park Board at Klinefelter park on July 26th.

Outreach strategy includes: direct mailing to adjacent residents (shown as attachment A), email blast to city email subscribers, and Facebook posts. Staff would like feedback from Board on the extent of the outreach strategy.

BUDGET/FISCAL IMPACT:

None

ATTACHMENTS:

1. Direct mailing aerial
2. Drafted survey questions

REQUESTED ACTION:

Discuss and recommend action on drafted questions and survey outreach strategy.

Exhibit A



Klinefelter

1. What age group do you belong to?

- 0-17
- 18-35
- 36-54
- 55+

2. If you have children living in your household what are their ages?

- 0-5
- 6-11
- 12-17
- I have no children in my household

3. How often do you visit Klinefelter Park?

- Once a week or more
- Once a month
- A Few times a year
- Never

4. What is the primary reason you visit Klinefelter Park?

- Playground
- Walking path
- Greenspace
- Picnic
- Other (please specify)

5. How would you rate the park and existing amenities. With 5 being very enjoyable and 1 being not enjoyable at all?

- 1
- 2
- 3
- 4
- 5

6. What aspects of a park shelter are most important to you (select all that apply)?

- Restrooms (with running water)
- Rental space
- Kitchen facility
- Electrical outlets
- Heating/air conditioning
- 50+ person capacity
- Other (please specify)

7. What could be done to improve your experience at Klinefelter park?

- New playground
- More places to sit
- New park shelter
- Nothing I enjoy the current amenities
- Repaved walking trails
- Workout equipment
- More shade (trees, covered picnic tables)
- Other (please specify)

8. Do you have any other concerns or comments about Klinefelter park?

- No
- Yes (please specify below)