



NORTH BRANCH

—Minnesota—

**PARKS, TRAILS AND OPEN SPACE
COMMISSION
REGULAR AGENDA
MONDAY, MARCH 4, 2024 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

Charles Klopp
Chair

Bob Bernier
Commissioner

Farfurn Ladroma
Commissioner

Lynn Wilson
Commissioner

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. AGENDA APPROVAL
 - a. Approve Agenda ACTION
5. MINUTES
 - a. February 2024 Minutes ACTION
6. REPORTS
 - a. Park Fund Balances INFO
 - b. Project Updates INFO
7. NEW BUSINESS
 - a. Special Event Permit - Easter Eggstravaganza ACTION
 - b. Special Event Permit - Groove in the Park ACTION
8. OLD BUSINESS
 - a. Northwood Park Pickleball Court & Site Improvements Approve Bid ACTION
 - b. Harder Park Forest Garden ACTION
 - c. Ballfield Improvements ACTION
 - d. Park Monument Signs ACTION
 - e. Meadows North Park Improvements ACTION
 - f. PTOS Strategic Plan INFO

9. NEXT MEETING - 04/01/2024: 7:00 PM

10. ADJOURNMENT



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 02/29/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: February 2024 Minutes

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH

—Minnesota—

**PARKS, TRAILS AND OPEN SPACE
COMMISSION
REGULAR AGENDA
MONDAY, FEBRUARY 5, 2024
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

Charles Klopp
Chair

Bob Bernier
Commissioner

Farum Ladroma
Commissioner

Lynn Wilson
Commissioner

MINUTES OF THE PROCEEDINGS OF THE OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR MEETING

Monday, February 5, 2024

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. OATH OF OFFICE

- a. Oath of Office - Lynn Wilson

VERBAL
UPDATE

Sondrol administered the Oath of Office to Commissioner Wilson.

4. ROLL CALL
5. PUBLIC COMMENT
6. AGENDA APPROVAL

- a. Approve Agenda

ACTION

7. MINUTES

a. Approval of January 8, 2024 PTOS Commission Minutes ACTION
Motion by Ladroma to approve the January 8, 2024 PTOS Commission minutes. Seconded by Wilson. All voted AYE.

8. REPORTS

a. Park Fund Balances INFO
Sondrol provided an overview of the fund balances.

b. Project Updates INFO
Sondrol provided an overview of the project updates.

9. NEW BUSINESS

a. Election of Officers - Parks, Trails and Open Space Commission ACTION
Motion by Wilson to nominate Charlie Klopp as Chair. Seconded by Bernier. All voted AYE. Motion carried.

Motion by Bernier to nominate Lynn Wilson as Vice Chair. Seconded by Ladroma. All voted AYE. Motion carried.

b. Harder Park Forest Garden ACTION
Sondrol provided an overview of Dawn White's request for approval and support of a SHIP grant application to install signage and benches at the Harder Park Forest Garden. Sondrol noted that the city public works would be able to provide the labor support for the concrete pads for the benches.

Wilson inquired what would be included on the signage. Sondrol noted it would be geared to educational information relating to the benefits of nature and info on how to establish a forest garden. The commission had consensus to support and to review a proof of the sign and obtain more detailed costs for the pathway.

Motion by Wilson to recommend approval and support of the Chisago County Master Gardeners SHIP grant application for benches and signage at the Harder Park Forest Garden.

c. Arbor Day ACTION
Sondrol provided an overview of Arbor Day and a proclamation for Arbor Day. He noted that the Chisago County Master Gardeners and Chisago Soil and Water have expressed interest in partnering with the city in hosting an arbor day event with activities including tree planting demonstrations, buckthorn removal and possible native plant identification. He noted that the date for the event had not been fully set yet.

Wilson felt that this would be a great event and liked the idea of having the event on the date.

Motion by Wilson to recommend approval of Arbor Day proclamation and up \$1,000 for tree planting from the park dedication fund as part of the Arbor Day event. Seconded by Ladroma. All voted AYE. Motion carried.

d. Safe Routes to School Planning Assistance Grant Application Authorization ACTION
Sondrol provided an overview of the SRTS Planning Assistance grant funding opportunity through MnDOT noting the existing plan was approved in 2011 and there has been significant growth that has occurred since that time. He noted that there are no matching funds required for the grant and that the school and county SHIP are partnering on the application.

Ladroma inquired if the surveys would be conducted by the public or just the schools. Sondrol noted that if awarded, the surveys would be focused on the students and parents.

Motion by Ladroma to recommend approval of authorizing city staff to submit an application to update the existing SRTS Plan through the MNDOT Planning Assistance grant program. Seconded by Bernier. All voted AYE. Motion carried.

e. Summer Concerts in the Park

ACTION

Sondrol provided an update to the commission on the summer concerts series. He noted that events have grown in attendance over the past few years and there has been additional interest in vendors wanting to participate in the events. He noted that the city had not charged vendors in the past and had operated on a first come, first served basis and was looking for direction from the commission if they would want to make any modifications to this process.

The commission discussed the summer concerts and vendors and came to a consensus to not have a fee associated with vendors for the city-sponsored summer concert series.

10. OLD BUSINESS

a. PTOS Strategic Plan

ACTION

Klopp informed the commission that he attended the City Council meeting on January 23, 2024, and informed the council of the commission's desire to hold a joint meeting with the Council and other commissions. He noted that the Council supported this and the council would be working with the city administrator to setup a date and time.

11. NEXT MEETING - 03/04/2024 7PM

12. ADJOURNMENT

Motion by Bernier to adjourn. Seconded by Ladroma. All voted AYE. Meeting adjourned.



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 02/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Park Fund Balances

The following are the balances of the respective funds as of 2/29/2024:

Park Dedication Fund Balances:

*Funds received through Park Dedication can only be used for the acquisition and development of parks.
The Park Dedication Fee is \$1800 per lot.*

Park Dedication Fund Balance	\$417,360.79
<i>Committed Funds</i>	
Meadows North Park	\$69,974.78
Riverwalk Dome Structure Electric	\$3,000.00
Disc Golf Course	\$5,683.53
CSAH 30 SRTS Trail	\$40,217.75
Northwood Pickleball Court/Site Imp	\$128,522.10
Harder/Tower Ballfield Fencing	\$970.00
Monument Signage	\$9,410.00
Tower Fields Drainage	\$7,818.31
<i>Total Committed Funds</i>	<i>\$265,596.47</i>
Adjusted Balance	\$151,764.32

Capital Improvement Fund Balances:

Funds in the Capital Improvement Funds are generated through levies from taxpayer dollars.

The City Council started to levy funds for the Library and Community Center in 2003 with the anticipation of constructing a library with community meeting rooms.

In 2003 the City Council also started levying funds for Park Improvements with the anticipation of not having to increase taxes for costs associated with a bond referendum for the completion of Williams and Wildridge Park or land acquisition. Both of these funds can be used at the discretion of the City Council.

Community Center Fund (475)	\$165,603.85
Park Improvement Fund (403)	\$50,501.04
<i>Committed Funds</i>	
Lions Park Benches	\$600.00
ECRAC Summer Concerts 2023	\$650.00
ECRAC Summer Concerts 2024	\$11,705.00
MERC Foundation HP Field 1 Dugouts	\$6,000.00
<i>Total Committed Funds</i>	<i>\$18,955.00</i>
Park Improvement Fund Adjusted Balance	\$31,546.04

Voting Requirements:

Voting Options Simple Majority



Prepared By:

Presenter:

Date: 02/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Project Updates

February 5, 2024 Project Updates

Voting Requirements:

Voting Options Simple Majority

Parks, Trails & Open Space Commission Project Updates

Current Projects	Progress and Next Steps	Approval Date	Estimated Completion Date	Estimated Cost
Northwood Park Pickleball Court and Site Improvements	The City received a grant of \$140,000 from the Outdoor Recreation grant program from the DNR. Bids for the pickleball courts have been received. This is an agenda item.	3/23	Summer 2024	Total \$280,000 City Match \$140,000
Park Signage	The City Council approved the purchase of new monument signage. The signage will be installed in Summer 2024. Sign posts will need to be purchased for the installation. This is an agenda item.	3/23	Spring 2024	
Harder Park Disc Golf Course	The NBDGA is in the process of designing signage for the course. The PTOS commission approved moving forward with the concept kiosk and to bring the final design back for approval. The City Council approved the NBDGA funding request of \$5,000 for alternate short tees and an alternate basket location for full build out of the course. The tee pads and kiosk sign will be installed in the spring. A tournament is scheduled for 4/6/24.	6/23	Spring 2024	
Ballfield Improvements	The fencing improvements at Harder and Tower Park have been completed. Future improvements to be addressed are aglime, dugout roofs; drainage, base/bench replacement and fence toprail covers;	Dec 2022	Fall 2023/Spring 24	\$125,000
MERC Grant	The City received grant funding for new dugout roofs for Field 1 at Harder Park. This is an agenda item.		Summer 2024	
Veterans Memorial	The City Council approved the site plan and MOU with the North Branch Veterans Memorial Group at the July 25, 2023 meeting and are working on their marketing and fundraising efforts. The coming soon sign has been installed in the park.		2025/2026	
Tower Fields Drainage Improvements	The City was notified that it received a \$7,000 grant from the MN Twins – Field for Kids Grant for drainage improvements to Tower Fields. The City Council approved up to \$13,000 to complete the drainage improvements in fall 2023. The City has been notified that it will be provided an additional \$8,000 of funding thanks to player donations for the full grant request amount of \$15,000!		Spring 2024	
Tower Fields	Rehab of the water tower will be completed in	2023	Summer	

	summer 2024		2024	
Flink Ave Trail Sunrise Bluff 2 Phase II (Co Mkt – 392)	City Staff were notified that the LOI application met the grant requirements and was recommended to submit a full application. The Commission recommended submitting an application for the project at the 12/4/23 meeting. City staff submitted the grant app and will hear back in April/May 24.		2024/2025	\$69,405.53
Meadows North Park	The PTOS Commission approved expenditures with the project scope total of \$340,000. The park signage, seeding and irrigation and minor site items are the only remaining items to be installed in the park. A park grand opening will be planned for in summer 2024.	5/3/21	Spring 2024	\$
Safe Route to Schools CSAH 30 Trail	The City Council recommended approval of submitting the grant application to construct a trail along the east side of CSAH 30 from 379 th St to Maple St and on Maple St from CSAH 30 to Oak St at the 12.7.21 meeting. The estimated engineering City Cost is \$55,004.90. The City has been notified that the project was selected for funding in the amount of \$366,700. The City is working with Chisago County to complete the improvements with the CSAH 30 reconstruct project in 2025. An open house is scheduled for March 6 (4pm – 6pm).		June 30, 2025	
SRTS Plan	The SRTS Plan is over 12 years old and is need of an update. A MNDOT Planning Assistance Grant was submitted and awards will be announced late March/early April 2024.		April 2024	
Arts Grant	The City received grant funding through the ECRAC for the Summer Concerts Series with a start date of 1/15/24. NBAHS PLAZA 6/18/24 – Minnesota State Band 6/25/24 – 3 rd Elephant CENTRAL PARK 7/9/24 – Emerson Ave Band 7/16/24 – Whitesidewalls 7/23/24 – Dweebs 7/30/24 - Sweethearts Dinner Band 8/6/24 – Night 2 Unite 8/13/24 - On Tap 8/20/24 - Next Door Down			
Pollinator Friendly City/Monarch	The North Branch Monarch Group received a \$25,000 grant to convert the turf at the North		2021	

Community	Branch Area Library to a pollinator plantings and to include a monarch statute and educational classes. The seeding took place in the fall of 2021 Scheduled maintenance of the site took place in early June and late August 2023. The legislature approved language allowing property owners to maintain native prairies on all properties. The city will need to amend its existing ordinances to align with this.			
Tree City	The Commission recommended approval of a proclamation for Arbor and to provide up to \$1,000 from the park dedication fund for the event. The event has been scheduled for April 26, 2023 5pm		4/26/24	
Harder Parkway	The Commission requested looking into a speed reduction on Harder Parkway. The City Council supported reviewing this and the speed trailer will be placed there in the spring. The speed trailer is currently down for repairs and will be placed there as the repair can be completed.		6/30/23	
Skateboard Park	The Commission and Council approved the replacement of the surfacing at the skateboard park. Public Works has installed the new ramp surfaces and the park is getting a lot of use. 3 rd Lair has held provided a concept of a tiered quarter pipe. The PTOS Commission discussed providing up to \$4,000 in funding match for a tiered quarter pipe.	5/3/21	2022	
Williams Park Community Garden	The community gardens have been tilled up for the season and are accepting applications for garden plots for 2024.			
Malmquist Property	The PTOS Commission recommended to strongly support Mr. Malmquist's proposal for his property to be entrusted to the city at the appropriate time and to care and that the city would care best for it and properly use it at the 1/9/23 meeting. City Staff is working with Mr. Malmquist on next steps.			
North Branch Beautification Association	The NBBA is continuing to work on the Vet Memorial, Flower Baskets, Banners and Memorial Benches.			
Splash Pad	The Commission and City Council have identified a splash pad as top priority improvement and has discussed Williams Park as the location for the splash pad to be tied to a community center location. The Commission discussed hosting a community input meeting on the desired amenities			

	and type of facility the community would desire in in winter 2024. The City is conducting a facility assessment and will help guide the location for a future community center. The Commission would like to hold a joint meeting with other commissions and council through this process.			
Strategic Parks, Trails and Open Space Plan	The City Council approved the Comprehensive Plan at the Oct 23, 2018 meeting. The next steps will be to develop a strategic plan and implementation. Including a bicycle/pedestrian plan and development of a bike friendly community initiatives and to accommodate site amenities within the design i.e. benches at various locations. This is an agenda item		2021	
EV Charging Station	The EV station discussion will be brought to the council for future discussion.			
Subdivision Review				
Westside Commons	The PTOS Commission recommended the acceptance of cash and to work with the developer on the construction of the extension of the trail from 386 th St to TH95. The developer has agreed to construct the trail from 386 th St to TH95 and will receive a credit for park dedication fees.	3/6/23		
KwikTrip 930	The PTOS Commission recommended the acceptance of cash for park dedication for the KwikTrip 930 development on 10/2/23			
Meadows North	The PTOS Commission recommended the acceptance of a combination of land and cash for park dedication for the Meadows North development. A park credit utilization area was approved and has been paid for up to 591 total units to be constructed. 192 units have been platted to date. A final plat for an 44 units has been submitted for approval.			
LGI – Koehnen and Rehbein Parcel	The PTOS Commission reviewed the concept plan and recommended approval of expanding the park credit utilization area to include the full Koehnen and Rehbein parcels. The Commission discussed the possibility of a small pocket park on the east 40 acre parcel.	9/11/23		
Chain Lake Shores	The PTOS Commission reviewed the concept plan and provided feedback of a combination of cash and land for park dedication with a more detailed review with a preliminary/final plat submittal.	9/11/23		
Carchedi	The PTOS Commission recommend the acceptance			

Commons Plat II	of cash on 1/8/24.			
Happy Acres Morning View 2	The PTOS Commission recommend the acceptance of cash on 1/8/24.			
Fox Run	The PTOS Commission recommend the acceptance of cash on 12/5/22.	12/5/22		
Welsh Farms	The PTOS Commission recommend the acceptance of cash on 4/5/21. The City Council approved the preliminary plat on April 27, 2021. The developer has requested an extension for the plat.	4/5/21		
Preserve on Spring Hill 2	The PTOS Commission recommended the acceptance of cash on 4/5/21. The developer has requested an extension for the plat.	4/5/21		
Townledge Master Plan	The PTOS Commission to recommend an acceptance a combo of land and cash for park dedication funds with the land not to exceed 4 acres.	5/2/22		
Casselberry Outlot	The PTOS Commission requested the City Council to reserve the parcel of land located at the northeast corner of Lincoln Trail and Hemingway Ave as park/open space. The City Council discussed this at their November 10, 2022 meeting and noted that the parcel is being reserved as right-of-way for a future intersection improvement (2027) and that any additional space would be preserved as park/open space.		2027	
Long-term Planning and Goals	Progress and Next Steps			
CIP 2024-2035	The Commission discussed focusing on Williams Park and to add the Malmquist Property, Luchts Trail Connection and park expansions to the CIP. The City Council will be reviewing in May/June 2023. – Additional resident support has been provided for the Luchts Crossing trail connection.			

Northwood Park	Pickleball Court, Playground Resurfacing, Walkways	DNR Grant/	2024	\$240,000
Splash Pad	Location to be determined		2024	\$300,000
Park Signage	Install uniform signage in all parks		2024	\$20,000
Central Park	Basketball Court resurfacing		2025	\$25,000

Northwood Park	Parking Lot Resurfacing		2025	\$20,000
Northwood Park	Basketball Court resurfacing		2025	\$25,000
Co Rd 30 Trail	379 th St to Maple St (East side)	<i>Final Design</i>	2025	\$500,000
Co Rd 30 Crosswalk	Pedestrian crossing near the library to Sunrise Prairie Regional Trail	<i>Final Design</i>	2025	\$600,000
Flink Ave Trail Phase II	Trail connection from existing trail to 392 nd St to NB Marketplace.	<i>Grant ?</i>	2025	\$600,000
Harder Park	Parking Lot microsurfacing		2025	\$65,000
Falcon Ave Trail	385 th – 386 th St		2025	\$55,000
RJMP	Parking Lot Microsurfacing		2025	\$20,000
Outdoor Archery Range	Location to be determined		2025	\$42,000
Malmquist Property	Acquisition and Development		2025	\$600,000
Sunrise Prairie Regional Trail	Maintenance		2026	\$6,000
Wildridge Park	Park Development – parking lot, soccer fields		2026	\$1,850,000
Williams Park	Park Development		2026	\$545,000
Clayton Anderson	Parking lot surfacing		2026	\$200,000
Harder Park Trail Connection			2026	\$100,000
Northwood Park Playground Equipment	Replace existing playground equipment		2026	\$100,000
Luchts Crossing	Park Development		2027	\$100,000
Wildridge Park	Basketball Court Resurfacing		2027	\$20,000
Luchts Crossing Trail Connection	Trail Connection from Luchts Crossing to Casselberry		2027	\$100,000

Northwood Park	Irrigation System		2028	\$70,000
Tower Fields	Irrigation System		2028	\$70,000
Townsedge Park	Park Development		2028	\$200,000
Harder Park Playground Equipment	Replace existing playground equipment		2028	\$100,000
North Branch Oaks Playground Equipment	Replace existing playground equipment		2028	\$100,000
Tower Fields	Parking Lot Paving		2029	\$70,000
Meadows North Park	Expansion to west		2029	\$50,000
Dog Park	Dog Park Development - Location TBD		2030	\$30,000
Roger Johnson Playground Equipment	Replace existing playground equipment		2030	\$
Roger Johnson Park	Expansion to east		2031	\$80,000
Sunrise Prairie Regional Trail	Maintenance		2032	\$6,000
Wildridge Park Playgrund Equipment	Replace existing playground equipment		2032	\$100,000
Grand Ave Trail	Pedestrian bridge across Sunrise River		2033	\$515,000



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 02/29/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Special Event Permit - Easter Eggstravaganza

Tina Weinkauff on behalf of The Real Property Sisters of Minnesota- Edina Realty have requested the use of Central Park on March 30, 2024 for an Easter Eggstravaganza. The event would include free Easter Bunny Photos along with free games and prizes for kids. They are anticipating 50 - 100 attendants.

Requested Action:

To recommend approval of a special event permit for the use of Central Park for the Easter Eggstravaganza event on March 30, 2024 from 11am - 3pm.

Voting Requirements:

Voting Options Simple Majority



CITY OF NORTH BRANCH

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Group/Organization :	The Real Property Sisters of Minnesota- Edina Realty		
Contact Person:	Tina Weinkauff		
Address:	5481 St Croix Trail, Suite 250, North Branch, MN 55056		
Phone:	651.955.7720	Email:	tinaweinkauff@edinarealty.com

EVENT INFORMATION

Type of Event:	<u>New</u> or Renewal/Change in Application		
Event Name/Title:	Easter Eggstravaganza		
Description of Event:	Free Easter Bunny Photos, free games & prizes for kids		
Proposed Location:	Central Park.	Estimated Attendance:	anticipating 50-100 kids
Event Date and Time	Date	Time	
Set Up	March 30th 11am, 12pm start time and clean up at		
Actual Event	3pm		
Clean Up			

EVENT FEATURES

Will any signs/banners be put up? <i>If yes, number and size?</i>	Yes, 1 or 2 , approx 2x2
Will there be any inflatables? <i>If yes, provide insurance certificate from rental vendor. Note: No staking is allowed! Must use weights or other.</i>	
Will there be any entertainment? <i>If yes, what type?</i>	Easter Bunny
Will sound amplification be used? <i>If yes, hours and type:</i>	
Will a stage or tent(s) be set up? <i>If yes, Include size and dimensions, Note: No staking is allowed! Must use weights or other.</i>	
Will merchandise be sold? <i>If yes, a transient merchant license is required from the city. Please include how many vendors:</i>	
Will food be prepared or served on site? <i>If yes, contact Minnesota Department of Health</i>	
Will alcohol be served? <i>If yes, contact the Minnesota Department of Health.</i>	
Will there be a fireworks display? <i>If yes, obtain permit from City Hall.</i>	

SERVICES (After reviewing the event application, Services **may be required** for the event)

Will event Use, Close or Block any of the following: City Streets or Right-of-Way City Sidewalks or Trails <u>Public Parking Lots or Spaces</u>
Will event need barricades? <i>If yes, number needed.</i>
Will event need water or electric? <i>If yes, please describe.</i>
Will portable restrooms be needed? <i>If yes, how many.</i>
Will extra trash receptacles be needed? <i>If yes how many?</i> <i>Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.</i>
Describe trash removal and cleanup during and after the event. 
Will event need traffic control? <i>If yes, contact North Branch Police Department, 651-674-8848</i>
Describe crowd control procedure to ensure the safety of participants and spectators: 
Will "No Parking Signs" be needed? <i>If yes, how many?</i>
Will event need security? <i>If yes, list security company and contact info:</i>
Will event need EMS? <i>If yes, contact Lakes Region EMS, 651-277-4911</i>
Describe plans to provide first aid if needed: we don't have plans. Is there a law or requirement of any kind we need to follow?
Describe the Emergency Action Plan if severe weather should arrive: Waiting to hear back from Dr Pete at Revive Chiropractic for a back up plan in case weather is bad and we need to move this inside. Otherwise, Tailgaters banquet room is our next call
List any other pertinent information: (Animals, etc.)

ATTACHMENTS (please attach additional sheets as needed)

Site Plan <i>(This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)</i>
Certificate of Insurance <i>(Include: Policy Number, Amount and Provisions that the City of North Branch is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)</i>
Permits <i>(Department of Health, Transient Merchant, Peddlers License, etc.)</i>
Signatures <i>(All signatures from properties affected, i.e. Street Closure all properties that have vehicle access)</i>
Proof of Non-Profit Status

HOLD HARMLESS AGREEMENT

The sponsor(s) of this event hereby agrees to save and hold harmless the City of North Branch, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of North Branch and is a release of Liability.



 Signature of Applicant or Authorized Agent

02/28/24

Date

For Office Use Only

DEPARTMENT	APPROVAL SIGNATURE	DATE
City Administrator		
Public Works		
Police		
Parks		
Fire		

<u>Application Fee</u>	<u>Damage Deposit</u> \$100 \$1,000 – Central	<u>Date Received</u>	<u>Check #</u>	<u>Receipt #</u>
<u>Attendance</u>	<u>0-100</u>	<u>101-1000</u>	<u>1000+</u>	
<u>Resident</u>	\$0	\$100	\$750	
<u>Non-Resident</u>	\$50	\$100	\$750	

COMMENTS

[illegible]



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/04/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Special Event Permit - Groove in the Park

Misti Munson is requesting the use of Central Park for Groove in the Park events. The events would include dance fitness classes within the gazebo. She is anticipating up to 20 participants per event.

Below is a link to sample video of a groove class.
<https://www.youtube.com/watch?v=jFyOULsf8RY>

Requested Action:
To recommend approval of a special event permit for the use of Central Park for the Groove events to be held in Central Park on dates to be approved by the city.

Voting Requirements:

Voting Options Simple Majority

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Group/Organization :	Misti Grooves The World Groove Movement		
Contact Person:	Misti Munson		
Address:	4424 377th Street, North Branch, MN 55506		
Phone:	612-247-9719	Email:	mistigrooves@gmail.com

EVENT INFORMATION

Type of Event:	NEW New or Renewal/Change in Application		
Event Name/Title:	Not sure yet, but maybe Funky Friday Groove in the Park		
Description of Event:	Dance fitness class where everyone is united and unique in our movement. https://www.youtube.com/watch?v=jFyOULsf8RY		
Proposed Location:	Central Park Gazebo	Estimated Attendance:	20 people
Event Date and Time	Date		Time
Set Up	April 5, 2024	DATES ARE STILL BEING ESTABLISHED, BUT THIS IS AN IDEA OF HOW IT COULD WORK.	2pm
Actual Event	April 5, 2024		3pm
Clean Up	April 5, 2024		4pm

EVENT FEATURES

Will any signs/banners be put up? <i>If yes, number and size?</i>	Yes, 2, but will be self sustaining and won't damage anything.
Will there be any inflatables? <i>If yes, provide insurance certificate from rental vendor. Note: No staking is allowed! Must use weights or other.</i>	No
Will there be any entertainment? <i>If yes, what type?</i>	It's a dance fitness class so I'll be providing the music via sound system.
Will sound amplification be used? <i>If yes, hours and type:</i>	Yes, a Bose S1 speaker with a microphone.
Will a stage or tent(s) be set up? <i>If yes, Include size and dimensions, Note: No staking is allowed! Must use weights or other.</i>	No
Will merchandise be sold? <i>If yes, a transient merchant license is required from the city. Please include how many vendors:</i>	No
Will food be preparer or served on site? <i>If yes, contact Minnesota Department of Health</i>	No
Will alcohol be served? <i>If yes, contact the Minnesota Department of Health.</i>	No, I'll provide bottled water, but otherwise, no other beverages.
Will there be a fireworks display? <i>If yes, obtain permit from City Hall.</i>	No

SERVICES (After reviewing the event application, Services **may be required** for the event)

Will event Use, Close or Block any of the following: City Streets or Right-of-Way City Sidewalks or Trails Public Parking Lots or Spaces	No
Will event need barricades? <i>If yes, number needed.</i>	No
Will event need water or electric? <i>If yes, please describe.</i>	It would be awesome if I could use some power for my speaker, but it can be battery operated, if necessary.
Will portable restrooms be needed? <i>If yes, how many.</i>	No
Will extra trash receptacles be needed? <i>If yes how many?</i> <i>Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.</i>	No
Describe trash removal and cleanup during and after the event. If any trash at all, it will only be a handful of empty water bottles and papertowels from sweating.	
Will event need traffic control? <i>If yes, contact North Branch Police Department, 651-674-8848</i>	No
Describe crowd control procedure to ensure the safety of participants and spectators: There shouldn't be any spectators except maybe random folks who stop by to watch. We shouldn't really need crowd control as it will only be 20 adults dancing in the park.	
Will "No Parking Signs" be needed? <i>If yes, how many?</i>	No
Will event need security? <i>If yes, list security company and contact info:</i>	No
Will event need EMS? <i>If yes, contact Lakes Region EMS, 651-277-4911</i>	No
Describe plans to provide first aid if needed: I can have a first aid kit on site, but 911 will be the second immediate line of defense for critical emergencies (rolled ankle, heart attack, etc).	
Describe the Emergency Action Plan if severe weather should arrive: I will watch weather closely to cancel prior to class if severe weather is approaching. However, if we should get caught in a bad storm, we can disperse to local businesses to take cover.	
List any other pertinent information: (Animals, etc.) Groove is incredibly hard to explain but it's an amazing experience I think the community, esp the women of NB, would love. Here's another great video: https://www.youtube.com/watch?v=b1kH0_ackfA	

I would really love to be able to teach these classes weekly, biweekly, or monthly!
The charge for each class would be \$8-10/participant.

ATTACHMENTS (please attach additional sheets as needed)

Site Plan	Attached (This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)
Certificate of Insurance	See note in attachment (Include: Policy Number, Amount and Provisions that the City of North Branch is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)
Permits	See note in attachment (Department of Health, Transient Merchant, Peddlers License, etc.)
Signatures	NA (All signatures from properties affected, i.e. Street Closure all properties that have vehicle access)
Proof of Non-Profit Status	NA

HOLD HARMLESS AGREEMENT

The sponsor(s) of this event hereby agrees to save and hold harmless the City of North Branch, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of North Branch and is a release of Liability.

Misti Munson

Signature of Applicant or Authorized Agent

3-3-24

Date

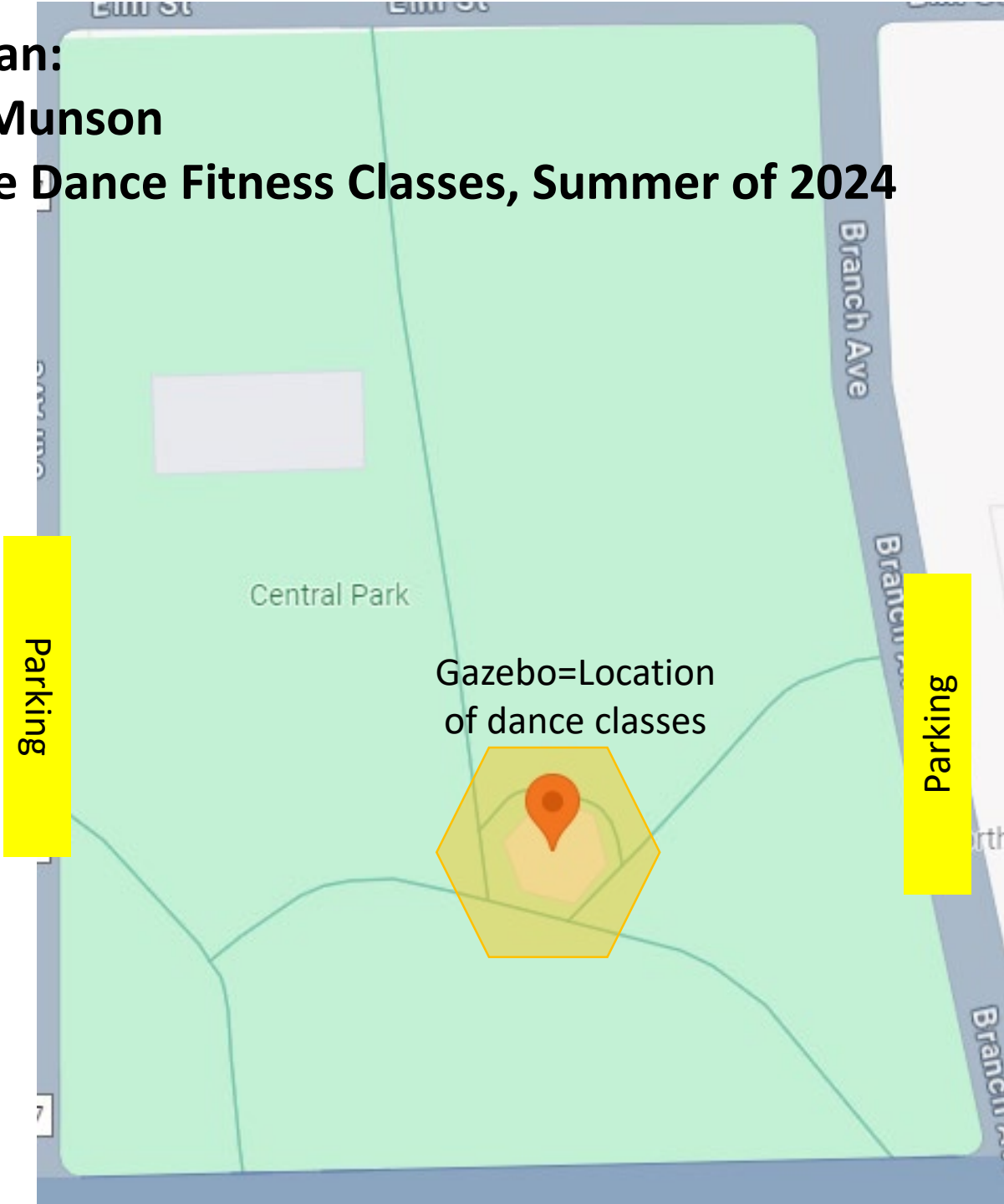
For Office Use Only

DEPARTMENT	APPROVAL SIGNATURE	DATE
City Administrator		
Public Works		
Police		
Parks		
Fire		

<u>Application Fee</u>	<u>Damage Deposit</u> \$100 \$1,000 – Central	<u>Date Received</u>	<u>Check #</u>	<u>Receipt #</u>
<u>Attendance</u>	<u>0-100</u>	<u>101-1000</u>	<u>1000+</u>	
<u>Resident</u>	\$0	\$100	\$750	
<u>Non-Resident</u>	\$50	\$100	\$750	

[illegible]

Site Plan:
Misti Munson
Groove Dance Fitness Classes, Summer of 2024



A photograph of a park area. In the center is a large, dark-roofed gazebo with a small cupola on top. Underneath the gazebo, there are several red picnic tables. A person is standing near one of the tables. To the left of the gazebo is a large tree with green and some autumn-colored leaves. In the background, there are industrial buildings, including one with a large white dome. The foreground is a grassy field with some fallen leaves. A black metal fence is visible in the bottom left corner.

Picnic tables would need to be moved out of the way, but I can do that, and put them back in place after class.

- **Insurance is being worked on as we speak so I can provide that as soon as it's finalized.**
- **I shouldn't need any further permits or licensing, but the next page shows my certification from The World Groove Movement to prove legitimacy of this fitness program.**

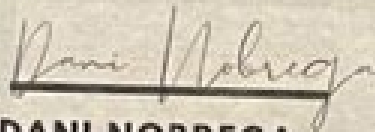
CERTIFICATE OF COMPLETION



presented to

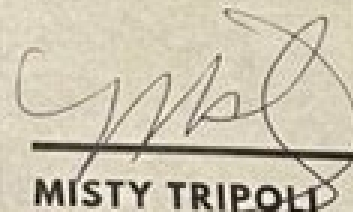
Misti Munson

for successfully completing the
Groove Facilitator Certification Training
on January 24, 2024.



DANI NOBREGA

Director of Education
The World Groove Movement



MISTY TRIPOLI

Founder / Creator
The World Groove Movement





Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 01/25/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Northwood Park Pickleball Court & Site Improvements Approve Bid

Background

The City of North Branch submitted an application to the MnDNR Outdoor Recreation Grant program for 4 pickleball courts, accessible paths, site amenities and associated landscaping in Northwood Park in March 2023. The City was notified that it received a \$140,000 grant with a 50% match requirement. The City approved WSB to provide engineering services for the final design for the pickleball courts and additional site on 11/14/23. The City Council approved the plans and specs and authorizing city staff to proceed to obtain bids at the January 23, 2024 meeting.

Bids were received on Thursday, February 22, 2024, and were opened and read aloud. A total of eleven bids were received and were checked for mathematical accuracy. The attached bid summary indicates the low base bid as submitted by Winberg Companies, LLC of Shafer, Minnesota in the amount of \$149,453.00. The Engineer's bid estimate was \$187,099.50.

The following are the add alternates for consideration provided by Winberg Companies, LLC.
Alt #1: \$18,040.04 (Partial heavy duty fencing and concrete mid-court alley – corrected figure)
Alt #2: \$38,422.50 (Bituminous trails)
Alt #3: \$32,429.25 (Concrete walks and pads)

Requested Action:

Recommend approval to the City Council to consider these bids and award a contract in the amount of \$149,453.00 to Winberg Companies LLC based on the results of the bids received, along with Alt #1: \$18,040.04 (Partial heavy-duty fencing and concrete mid-court alley – corrected figure) and setting aside an approximate 10% of the contract amount as a construction

contingency Northwood Park Pickelball and Site Improvements project with the funds coming from the park dedication fund.

Voting Requirements:

Voting Options Simple Majority

February 22, 2024

Honorable Mayor and City Council
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: Northwood Park Pickleball & Site Improvements
City of North Branch Project No. OR24-008
WSB Project No. 024103-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Thursday, February 22, 2024, and were opened and read aloud. A total of eleven bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low base bid as submitted by Winberg Companies, LLC of Shafer, Minnesota in the amount of \$149,453.00. The Engineer's bid estimate was \$187,099.50. The following are the add alternates for consideration provided by Winberg Companies, LLC.

Alt #1: \$18,040.04 (Partial heavy duty fencing and concrete mid-court alley – corrected figure)
Alt #2: \$38,422.50 (Bituminous trails)
Alt #3: \$32,429.25 (Concrete walks and pads)

We recommend that the City Council consider these bids and award a contract in the amount of \$149,453.00 to Winberg Companies LLC based on the results of the bids received, along with any selected alternates. We also recommend setting aside an approximate 10% of the contract amount as a construction contingency.

Sincerely,

WSB



Candace Amberg, PLA
Project Manager

Attachments

kkp

BID TABULATION SUMMARY

PROJECT:
Northwood Park Pickleball & Site Improvements

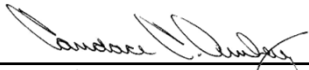
OWNER:
City of North Branch
City Project No. OR24-008

WSB PROJECT NO.: 024103-000

Bids Opened: Thursday, February 22, 2024, at 11:00 am

Contractor	Addendum No. 1	Bid Security (5%)	Base Bid Total	Alternate #1	Alternate #2	Alternate #3	Grand Total (Base Bid and Alternates 1-3)
Winberg Companies LLC	X	X	\$149,453.44	\$18,040.04	\$38,422.50	\$32,429.25	\$238,345.23
Blackstone Contractors LLC	X	X	\$170,050.50	\$20,040.71	\$21,178.75	\$39,702.25	\$250,972.21
Odesa II	X	X	\$181,258.00	\$22,462.00	\$45,125.00	\$25,010.00	\$273,855.00
New Look Contracting, Inc.	X	X	\$196,852.00	\$19,423.00	\$48,800.00	\$40,384.00	\$305,459.00
Sunram Construction, Inc.	X	X	\$177,231.00	\$18,506.00	\$75,275.00	\$40,084.00	\$311,096.00
Dunaway Construction	X	X	\$185,953.17	\$19,227.00	\$68,553.79	\$46,893.49	\$320,627.45
Gustafson Excavating, Inc.	X	X	\$178,491.00	\$33,077.00	\$56,010.00	\$56,580.00	\$324,158.00
Peterson Companies	X	X	\$190,431.30	\$19,850.00	\$79,853.00	\$46,614.00	\$336,748.30
Park Construction Company	X	X	\$206,541.80	\$15,625.90	\$91,420.00	\$41,144.65	\$354,732.35
Urban Companies	X	X	\$236,138.00	\$20,275.00	\$93,500.00	\$70,195.00	\$420,108.00
Kevitt Excavating	X	X	\$244,345.02	\$21,927.40	\$119,023.49	\$38,287.01	\$423,582.92
Engineer's Opinion of Cost			\$187,099.50	\$17,712.00	\$62,300.00	\$43,166.25	\$310,277.75

I hereby certify that this is a true and correct tabulation of the bids as received on February 22, 2024.


 Candace Amberg, Project Manager

Denotes corrected figure
 Indicates top three lowest bids

NORTHWOOD PARK PICKLEBALL & SITE IMPROVEMENTS

North Branch, Minnesota

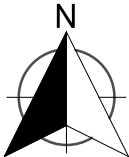
Client Project No. OR24-008
WSB LLC Project No. 024103-000
Issue Date..... January 24, 2024



Sheet List Table	
SHEET NUMBER	SHEET TITLE
L1.0	COVER
L2.0	DEMO PLAN
L3.0	LAYOUT PLAN
L3.1	LAYOUT ENLARGEMENT
L4.0	GRADING PLAN
L5.0	RESTORATION PLAN
L6.0	DETAILS
L6.1	DETAILS

1 PROJECT LOCATION MAP
L1.0

SCALE: NOT TO SCALE



THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF PRIVATE UTILITIES HAS BEEN DESIGNATED UTILITY QUALITY LEVEL D. THESE QUALITY LEVELS WERE DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE DATA". THE CONTRACTOR IS TO DETERMINE THE TYPE AND LOCATION OF PRIVATE UTILITIES AS MAY BE DEEMED NECESSARY TO AVOID DAMAGE THERETO.

SCALE: AS SHOWN
PLAN BY: HCW
DESIGN BY: CCA
CHECK BY: CCA

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Candace C. Ambeg, PLA

DATE: 01-24-2024 LIC. NO. 40646

COVER

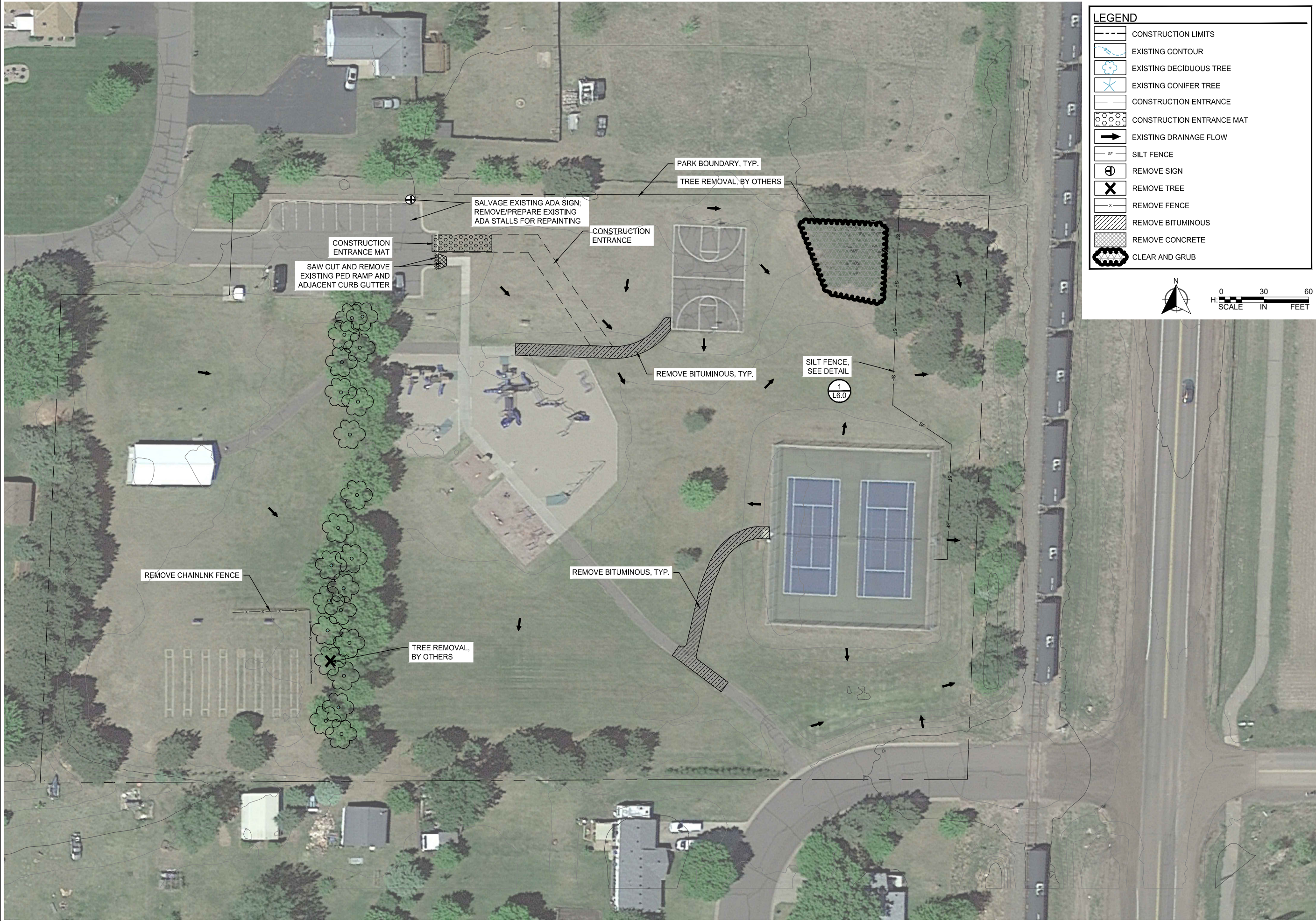
NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

SHEET

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REVISIONS

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Candace C. Amberg, PLA

DATE: 01-24-2024 LIC. NO: 40646

DEMO PLAN

NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

SHEET

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SCALE: AS SHOWN
PLAN BY: HCW
DESIGN BY: CCA
CHECK BY: CCA

REVISIONS	
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Candace C. Amberg, PLA
DATE: 01-24-2024 LIC. NO: 40646

LAYOUT PLAN

NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

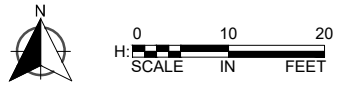
CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

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LEGEND	
	CONSTRUCTION LIMITS
	EXISTING DECIDUOUS TREE
	EXISTING CONIFER TREE
	LAYOUT CONTROL POINT
	CENTERLINE
	BITUMINOUS TRAIL PAVEMENT
	BITUMINOUS COURT PAVEMENT
	CONCRETE PAVEMENT



SCALE: AS SHOWN
PLAN BY: HCW
DESIGN BY: CCA
CHECK BY: CCA

REVISIONS	
NO.	DESCRIPTION

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Candace C. Amberg, PLA
DATE: 01-24-2024 LIC. NO. 40646

LAYOUT
ENLARGEMENT

NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

SHEET

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LEGEND	
	CONSTRUCTION LIMITS
	EXISTING CONTOUR
	EXISTING DECIDUOUS TREE
	EXISTING CONIFER TREE
	PROPOSED CONTOUR
	PROPOSED SPOT ELEVATION
	EXISTING SPOT ELEVATION (FIELD VERIFY)
	LOW POINT
	CROSS SLOPE DIRECTION



REVISIONS	
NO.	DESCRIPTION

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Candace C. Amberg, PLA
DATE: 01-24-2024 LIC. NO. 40646

GRADING PLAN

NORTHWOOD PARK PICKLEBALL & SITE IMPROVEMENTS CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

SHEET

L4.0
Page 39 of 57

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SCALE: AS SHOWN
PLAN BY: HCW
DESIGN BY: CCA
CHECK BY: CCA

REVISIONS	
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Candace C. Amberg, PLA
DATE: 01-24-2024 LIC. NO. 40646

RESTORATION
PLAN

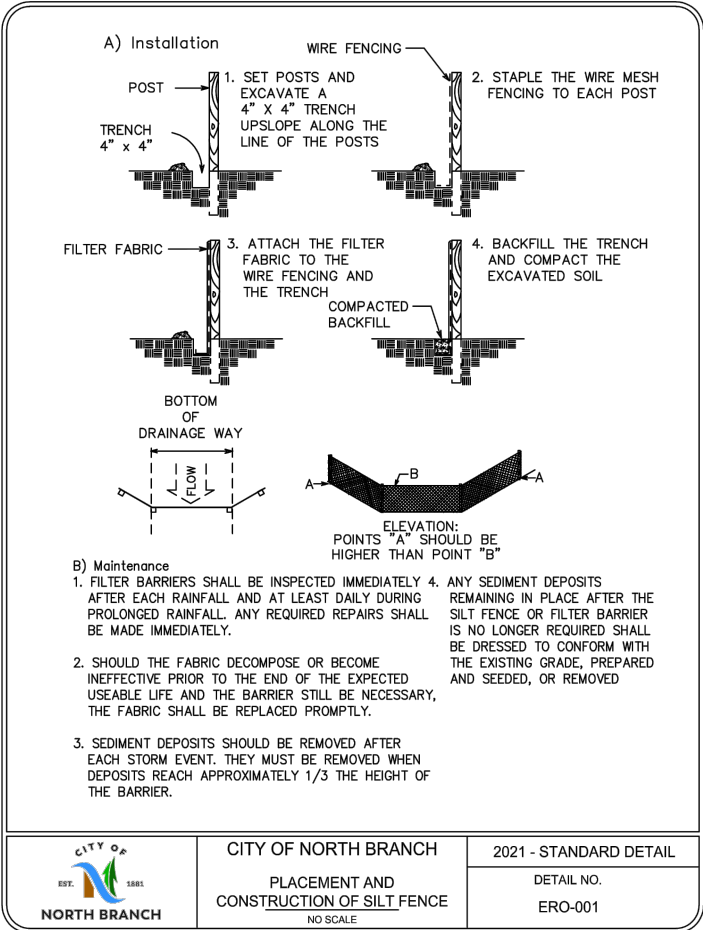
NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

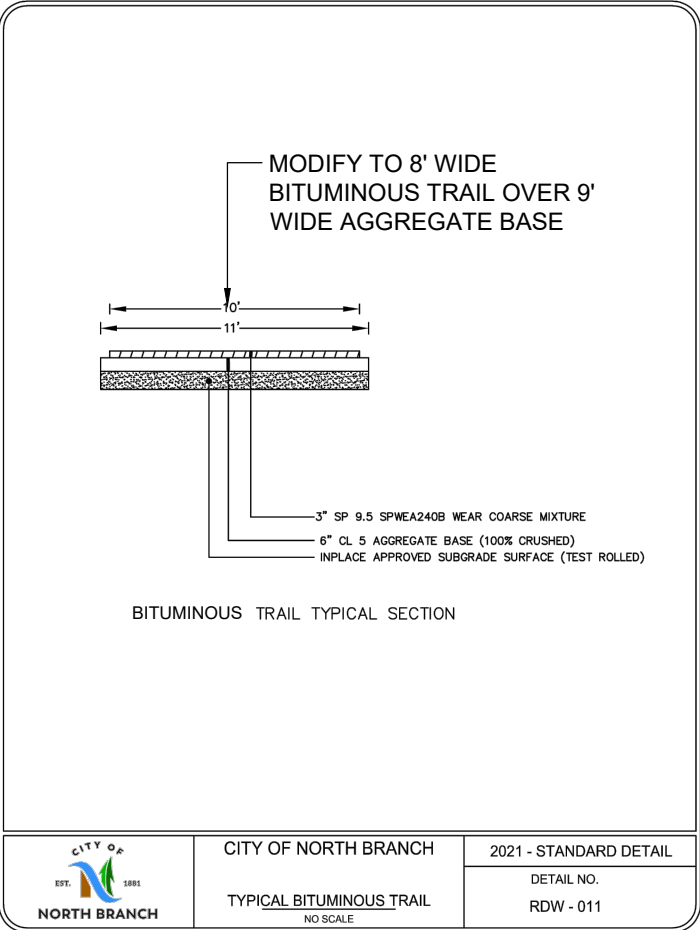
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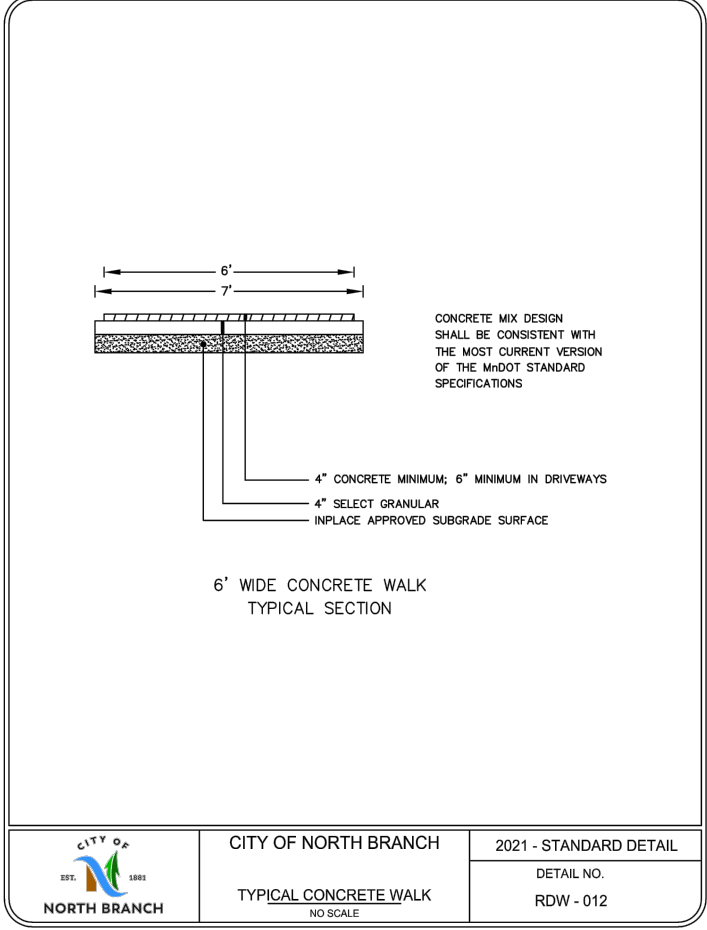
1
L6.0

SILT FENCE DETAIL



2
L6.0

BITUMINOUS TRAIL DETAIL



3
L6.0

CONCRETE WALK DETAIL

REVISIONS

NO.	DATE	DESCRIPTION

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Candace C. Amberg, PLA

DATE: 01-24-2024 LIC. NO: 40646

DETAILS

NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

SHEET

SCALE: AS SHOWN
DESIGN BY: CCA
PLAN BY: CCA
CHECK BY: CCA
HCW

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Candace C. Amberg, PLA
DATE: 01-24-2024 LIC. NO. 40646

DETAILS

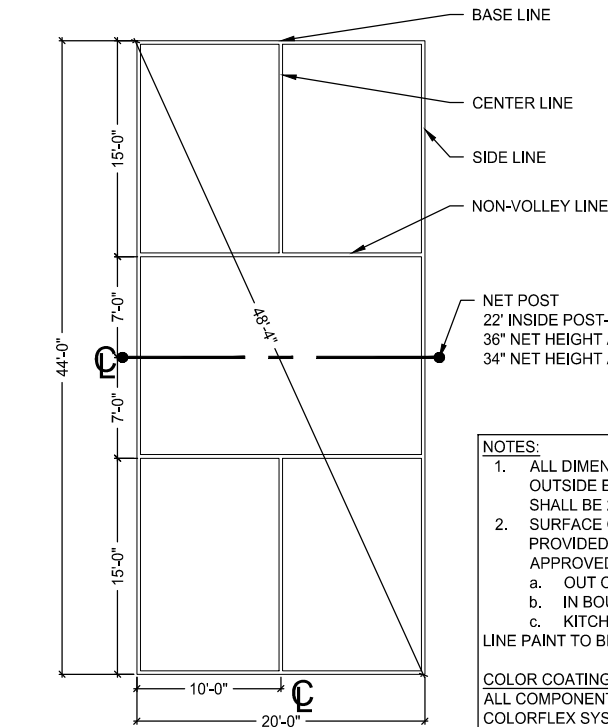
NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

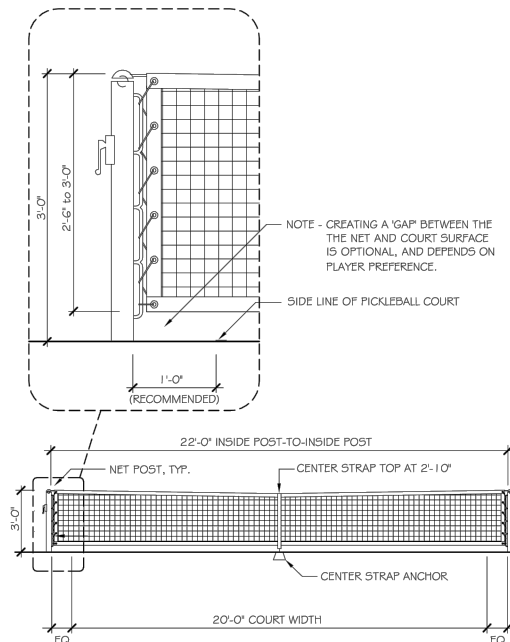
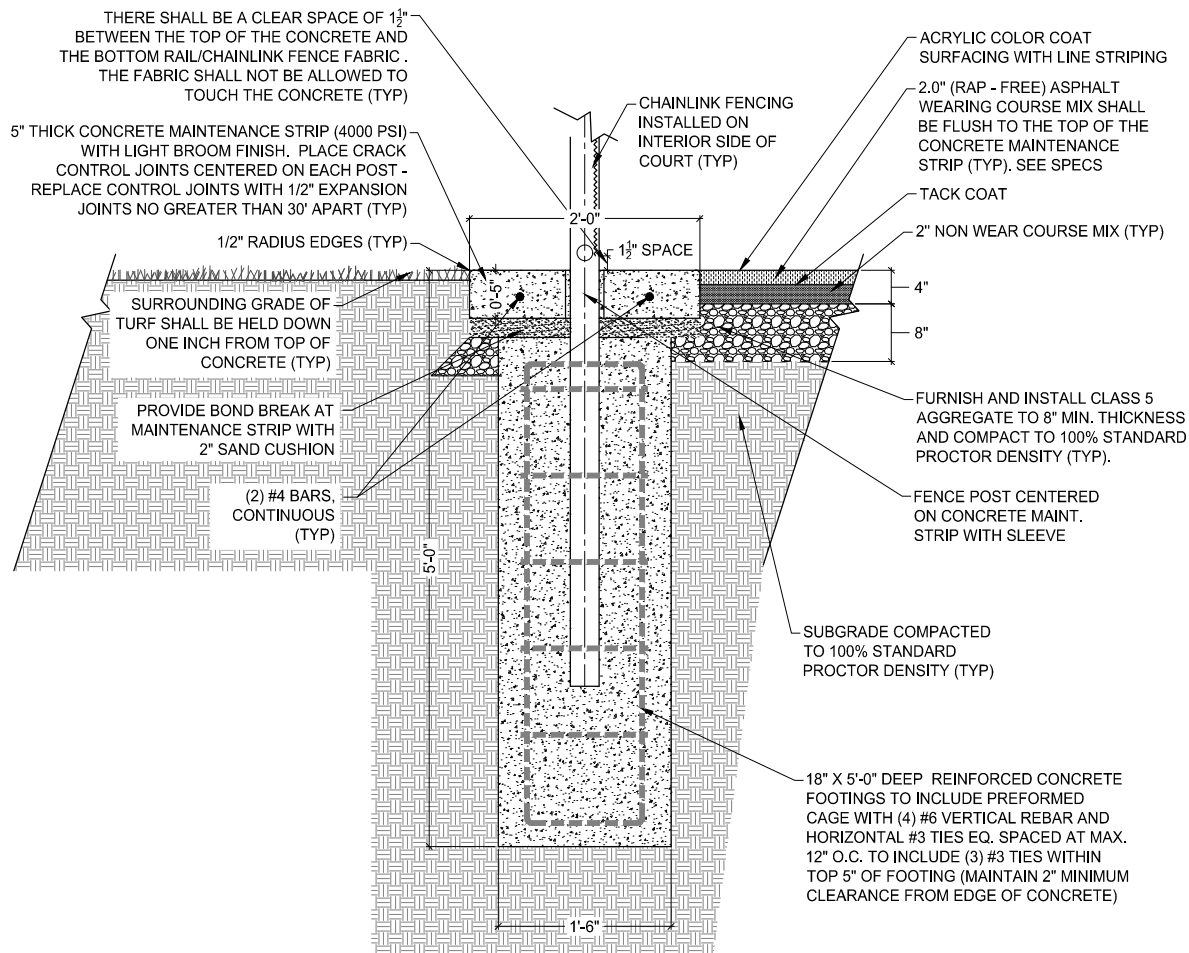
SHEET

L6.2
Page 43 of 57



LINE TOLERANCE GUIDE:
NET LINE TO OUTSIDE OF NVZ LINE: 7'-0" +/- 1/8"
NET LINE TO OUTSIDE OF BASE LINE: 22'-0" +/- 1/4"
OUTSIDE SIDELINE TO OUTSIDE SIDELINE: 20'-0" +/- 1/4"
OUTSIDE SIDELINE TO CENTERLINE: 10'-0" +/- 1/8"
DIAGONAL DIMENSION: 48'-4" +/- 3/4"

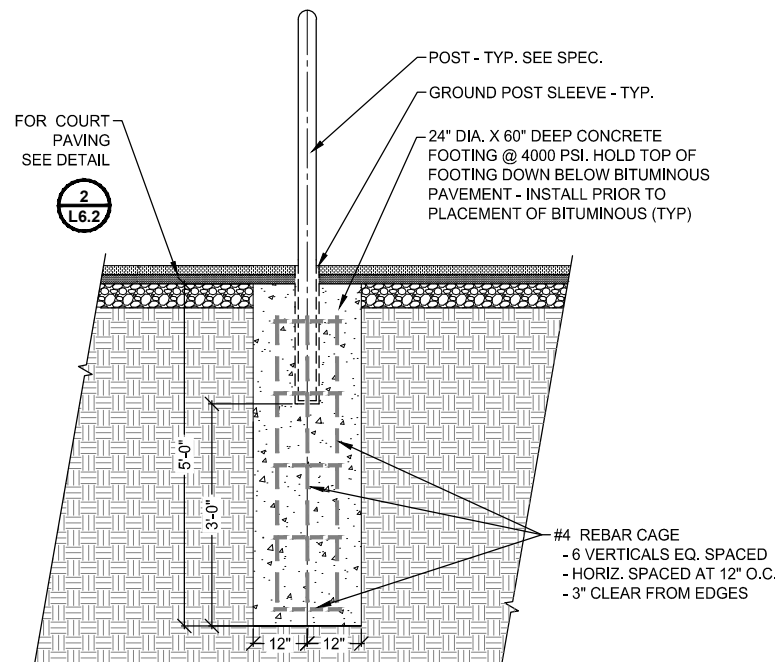
- NOTES:
- ALL DIMENSIONS ARE TO THE OUTSIDE EDGE OF LINES. ALL LINES SHALL BE 2" WIDE.
 - SURFACE COLORS SHALL BE PROVIDED BY LAYKOLD OR APPROVED EQUAL AND AS FOLLOWS:
 - OUT OF BOUNDS - COLOR 1
 - IN BOUNDS - COLOR 2
 - KITCHEN - COLOR 3LINE PAINT TO BE 2" WIDE WHITE TEXTURED
- COLOR COATING
ALL COMPONENTS OF LAYKOLD COLORFLEX SYSTEMS AS SUPPLIED BY ADVANCED POLYMER TECHNOLOGY, INSTALL PER MANUFACTURES SPECIFICATIONS



1 PICKLEBALL COURT STRIPING DETAIL
L6.2

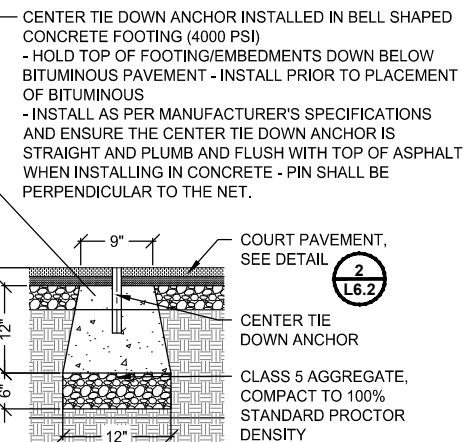
2 2' WIDE CONCRETE MAINTENANCE STRIP, REINFORCED FOOTING, & COURT PAVEMENT DETAIL
L6.2

3 PICKLEBALL NET ELEVATION DETAIL
L6.2

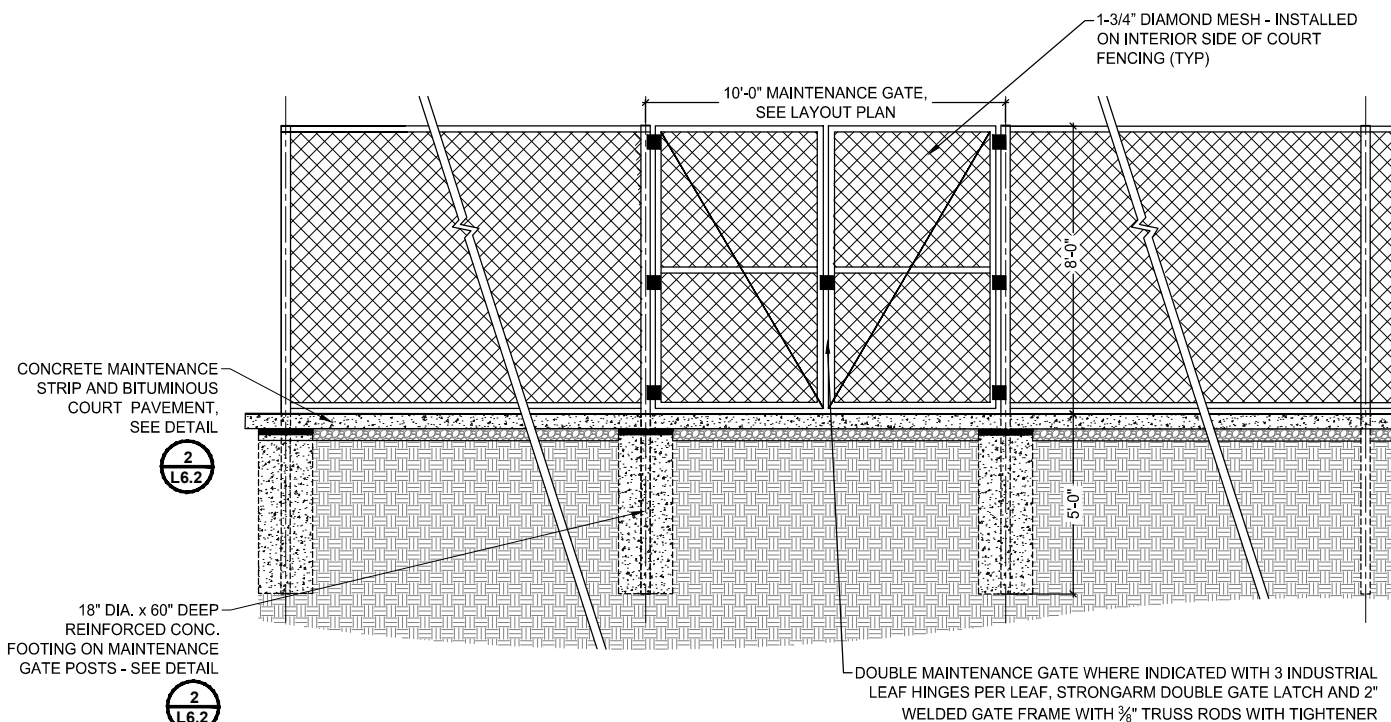


4 NET POST DETAIL
L6.2

PICKLEBALL NET SYSTEM NOTE:
CONTRACTOR SHALL FURNISH AND INSTALL COURT POST AND NET SYSTEM PER MANUFACTURER'S SPECIFICATIONS AND AS SHOWN ON THE DRAWINGS. SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION.



5 NET TIE DOWN ANCHOR DETAIL
L6.2



6 8' HIGH X 10' WIDE CHAINLINK MAINTENANCE GATE DETAIL
L6.2

REVISIONS

NO.	DATE	DESCRIPTION

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Candace C. Amberg, PLA
Candace C. Amberg, PLA

DATE: 01-24-2024 LIC. NO. 40646

DETAILS

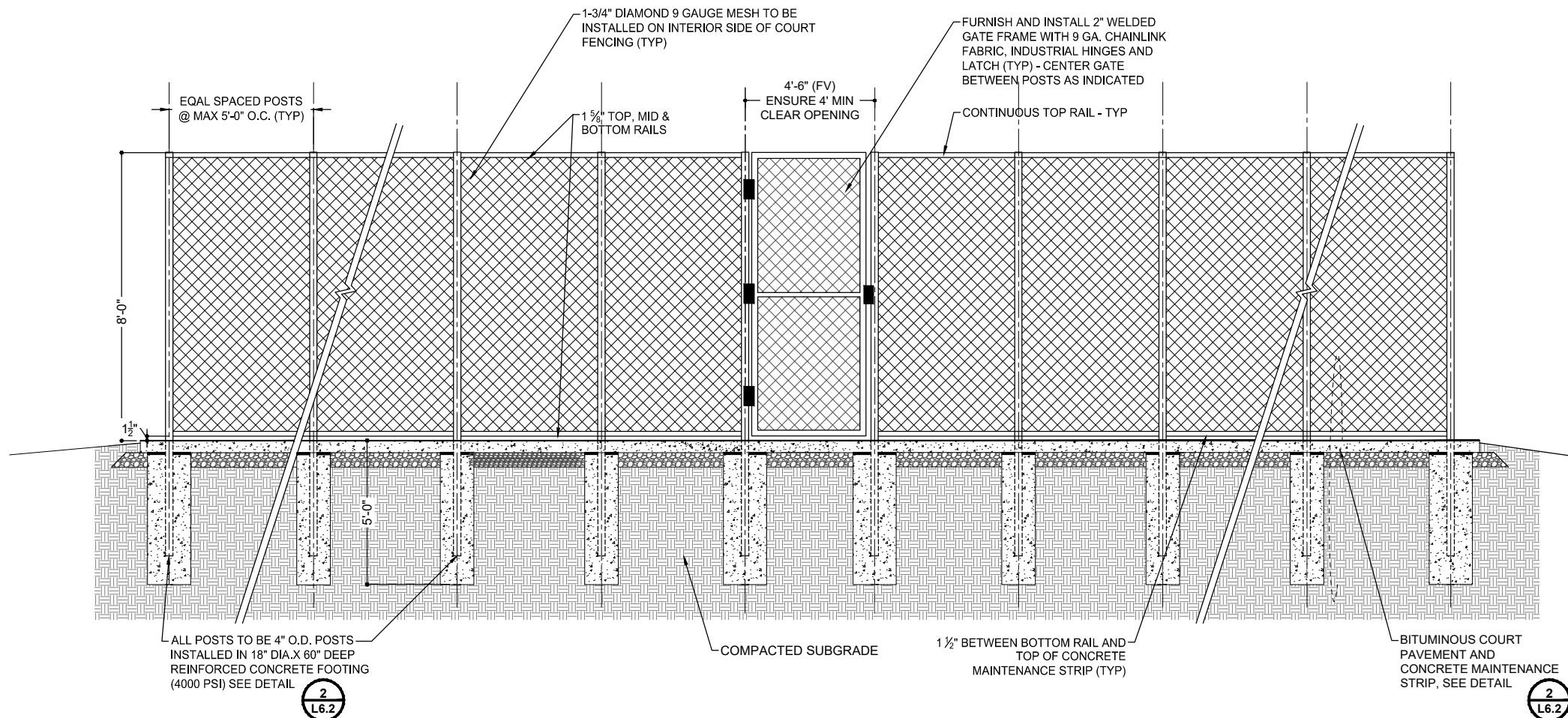
NORTHWOOD PARK PICKLEBALL
& SITE IMPROVEMENTS
CITY OF NORTHBRANCH, MN

CLIENT PROJECT NO.
OR24-008

WSB PROJECT NO.
024103-000

SHEET

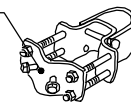
L6.3
Page 44 of 57



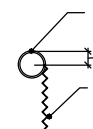
TACK WELD LATCH TO POST TO PREVENT ROTATION

INDUSTRIAL GATE LATCHES

DRILL HOLE IN POST TO ALLOW BOLTS TO BE TIGHTENED TO PREVENT HINGE ROTATION - (3) HINGES REQUIRED PER GATE



INDUSTRIAL GATE HINGES

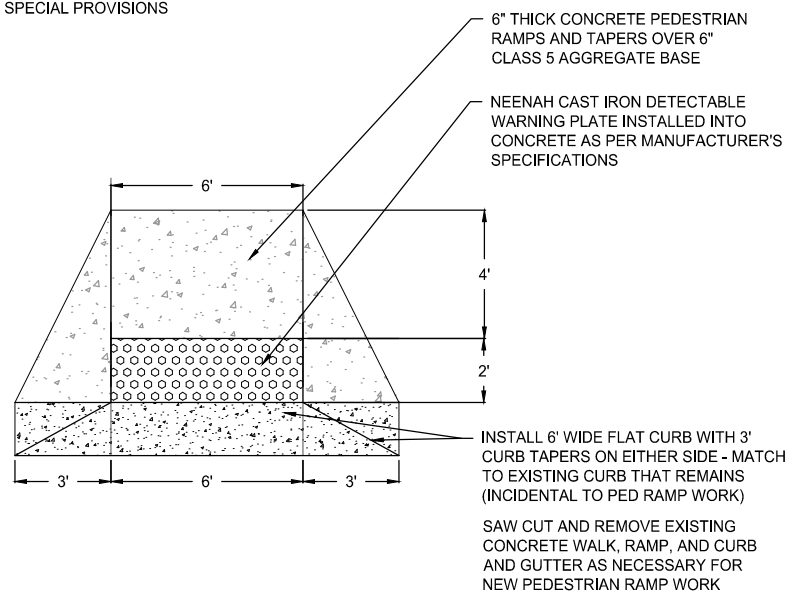


TOP RAIL
1/4" TO 1/2" BELOW TOP OF RAIL
FABRIC TO BE PLACED ON INTERIOR SIDE OF COURT (TYP)

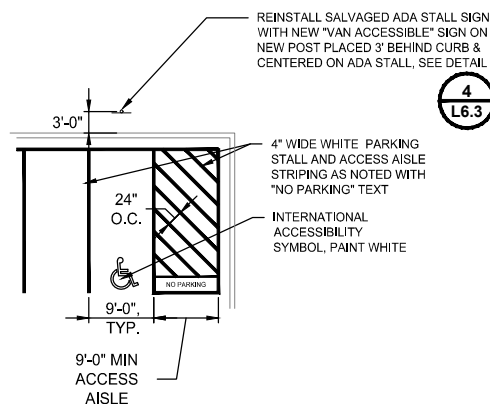
FABRIC PLACEMENT DETAIL

1 L6.3 8' HIGH CHAINLINK FENCE AND GATE ALTERNATE DETAIL (HEAVY DUTY)

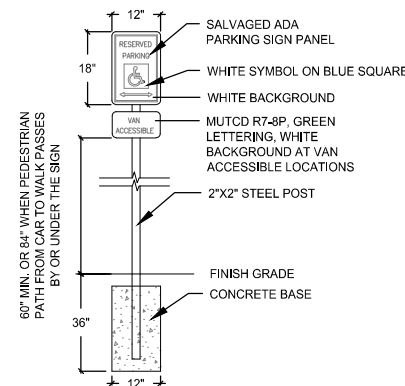
CONTRACTOR RESPONSIBLE FOR PEDESTRIAN RAMP COMPLIANCE WITH ALL PROWAG REQUIREMENTS AND SHALL REFER TO MnDOT STANDARD PLAN 5-297.250 AND SPECIAL PROVISIONS



2 L6.3 CONCRETE PEDESTRIAN RAMP



3 L6.3 ADA PARKING STALL & ACCESS AISLE



4 L6.3 ADA PARKING SIGN



Prepared By:

Nathan Sondrol, GIS Specialist/Parks Director

Presenter: Nathan Sondrol, GIS Specialist/Parks Director

Date: 02/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Harder Park Forest Garden

Background Information:

In the spring of 2022, the city approved the Chisago County Master Gardeners, led by Dawn White, to install a 90' x 48' dense forest garden in Harder Park to help with reforestation efforts in the park. The park had a significant loss of oak trees in that area due to oak wilt and the dense forest seemed like a natural fit to restore the park. The dense forest when fully established, will provide separation from the disc golf course and ballfields while providing shade for the users. The forest garden will also provide habitat for pollinators, birds and small mammals and would provide educational opportunities for the community.

Dawn White, on behalf of the Chisago County Master Gardeners (CCMG), is looking to expand on these previous efforts and is looking to install signage and benches near the forest garden to provide educational information on the garden and to provide an opportunity for community members to connect with nature. The CCMG is looking to apply for grant funding through the Chisago County Statewide Health Improvement Program (SHIP) to purchase the benches and signage to accomplish this. The CCMG would be looking to partnering with the city on the purchase and installation of the concrete pads and access to the garden location.

The Commission discussed the request at their February 5, 2024 meeting and recommended providing support for the application and to review draft signage at the March meeting. Attached are draft images of the signage.

Requested Action:

To recommend approval and support of the Chisago County Master Gardeners SHIP grant application for educational signage and benches at the Harder Park forest garden and to provide an amount not to exceed \$3,000 from the park dedication fund towards the project.

Voting Requirements:

Voting Options Simple Majority

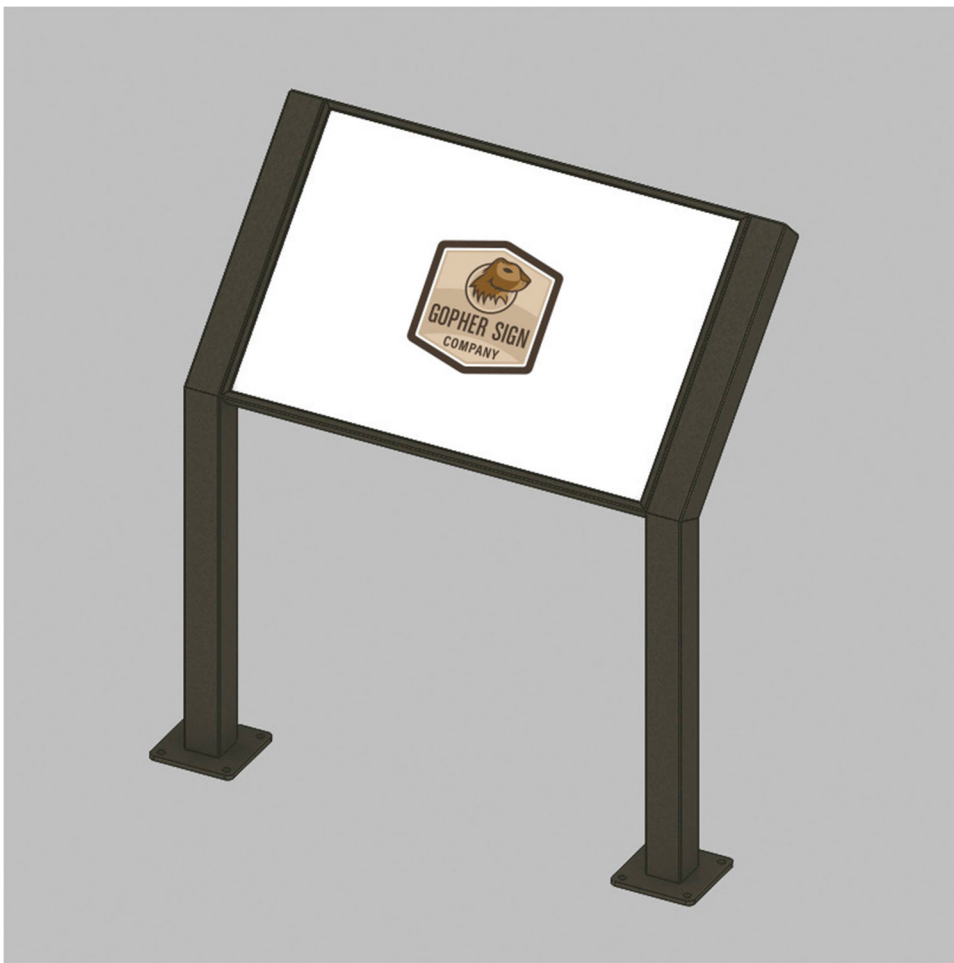
Harder Park – Forest Garden Project Proposal – 2024

Item	Unit Exp	Total	Rationale
6' Backless Benches (2) BarcoBoard™ Steel-Frame Double-Board Backless Benches - - TreeTop Products	\$558.85 ea (x2) \$250 shipping	\$1367.70	- Place one at each end of the garden (east side) - Backless so visitors can face garden or ball fields - Green bench color – keeping with theme - Propose setting on ADA accessible concrete pad with space next to bench for wheelchair
Framed Cantilever Signs- 24x36 (2) ImageLOC® Framed Cantilever – Gopher Sign	\$792.00 ea (x2) \$184 shipping	\$976.00	- Place one at each end of garden - Pad mounted, facing garden, placed on same pad as bench - Width makes it wheelchair accessible - Sign on SE side – Nature's Healing Capacity & Pollinator Gardening - Sign on NE side – Ecosystem Services of Forests & What is a Forest Garden?
Installation of Cement Pads & ADA Accessible Sidewalk	\$\$ cement \$\$ labor		- Concrete and labor to produce 2 (_ x _) ft pads – one on each end of the garden - Concrete and labor to produce an ADA accessible sidewalk from the pavilion to the first and second pads (connecting them)
Installation of Benches & Signs	\$\$ labor		Labor required to install signs and benches on cement pads
Groundcover Application	Estimates in process...		- Year 3 – ready for groundcover application - Recommending native, shade-tolerant species such as Pennsylvania sedge for outer ring; sun-loving rye or similar grass for center of garden - Hand-seeding over mulch will be sufficient - Prevents infiltration of local weed grasses and maintains health/aesthetics of garden

Bench



Sign



Nature's Healing Power

Humans are a part of nature and constantly interact with it in many ways. This interaction is deeply beneficial. Apart from meeting some of our most basic needs, nature relaxes and refreshes us. And regardless of age or culture, humans find nature pleasing.

Experimental findings show how meaningful nature's healing powers can be. Exposure to nature not only makes us feel better emotionally, but also contributes to our physical wellbeing. Some of the reported healing powers of nature include:

- Reductions of anger, fear, stress
- Increases in pleasant feelings
- Reductions in blood pressure, heart rate, muscle tension, stress hormones, pain, and possibly even mortality rates

- Positive impacts on our general wellbeing by improving mood, mindfulness, and vitality
- Building connections between us to each other and the larger world

Pollinator Gardens

A pollinator garden is predominantly planted with flowering plants, trees, or shrubs that provide homes, pollen and nectar to a variety of pollinators.

Fun Facts:

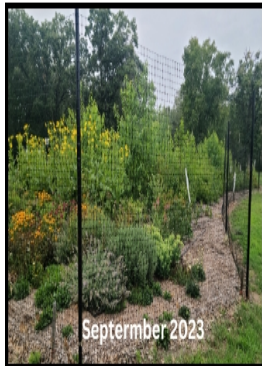
- Provides bees, butterflies, and other pollinators with forage and habitat
- Provides pesticide-free food for pollinators
- Restores habitat to urbanized areas
- Helps with carbon sequestration
- Provides aesthetic value

Scan the QRS code for more information on health & wellbeing, pollinator gardens, and the City of North Branch.

QRS
Code
Page 49 of 57

Dense Forest Garden

In the 1970's, Japanese botanist Akira Mirawaki developed a method of restoring native forests, placing them in open spaces. The objective is to convert that open space into a dense, mature, self-sufficient, native forest in a relatively short period of time (10-15 years vs 100-200 years - 10x faster!)



Forest Ecosystem Services

The garden before you was planted in early spring of 2022. The soil was amended with compost. Approximately 1200 native tree and shrub seedlings were randomly planted using a ratio of 3-4 18"-24" seedlings per square yard. The garden was covered with mulch and a drip irrigation system provided supplemental water for the first three growth seasons. A temporary fence was installed to minimize damage from deer and rabbits. The fence is to remain in place until the trees are sufficiently mature to withstand grazing (3-5 years). After this time period, the dense forest garden will be established enough to be self-sufficient, requiring minimal to no additional care.

Did you know you could start a small forest garden in your own backyard? Or in that open space next to your place of business? Scan the QRS code for more information about this garden and how to begin your own!

QRS
Code

Ecosystem services are the many and varied positive, life-sustaining benefits that wildlife and ecosystems provide to people. These services are important to the environment, as well as to human health and well-being.

Examples of ecosystem services provided by forests include:

- Improvement of air and water quality
- Trapping and slowing of rainwater runoff
- Carbon sequestration
- Nutrient cycling
- Food and habitat for other species
- Improvement of soil quality
- Heat island reduction and shade
- Wood/lumber and other economic resources
- Recreation!



Through the process of photosynthesis, plants take in atmospheric carbon dioxide and release oxygen. The carbon taken in gets stored in the plants, especially the woody parts. This long-term storage of carbon is known as carbon sequestration.





Prepared By:

Presenter:

Date: 02/29/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Ballfield Improvements

The PTOS Commission and City Council approved the installation of ballfield fencing and drainage improvements to the city's ballfields to increase the flexibility in the use of the fields to accommodate multiple ages and to provide additional player safety. The City also received a grant from the Minnesota Twins Community Fund to assist with the completion of the improvements. As part of the improvements, there is a need to add additional lime to the fields and dugout areas as well player bench installation. The City also received grant funding to construct dugouts at Harder Park Field 1. City staff is in the process of obtaining quotes for these improvements and will provide them for discussion as soon as they are received.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 02/29/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Park Monument Signs

Background

The PTOS Commission has been working on the development a strategic plan for the City's Parks, Trails and Open Space System. As part of the review, the Commission has identified the need for having uniform signage throughout the city.

The City's 10 Year Capital Improvement Plan (CIP) identified park signage as an improvement slated for 2023. The City's Comprehensive Plan also identifies a goal of: Providing a welcoming and safe parks and recreation system. Policy 5.1. 1 of the plan states:

Ensure visible and legible signage at park entrances, use recognizable branding to indicate that parks are open to all people, provide entrances son public streets, and utilize vegetation that does not obscure views into and through the parks.

There is a variety of existing types of signage or even a lack of existing signage throughout the city's parks, trails and open space system. Attached are photos of existing signage throughout the city's parks, trails and open space system.

The Commission and Council approved the purchase of 7 new monument park signs in 2023 with the understanding that posts would need to be purchased for the installation of the signs plus brackets and hardware.

City staff have obtained the following cost estimates for the posts.

Size	Material	Unit Price	Posts (4/sign)	Total Cost
6x6x12	Treated Cedartone	63.49	28	\$1,777.72

6x6x12	Treated	51.26	28	\$1,612.80
6x6x12	Red Cedar	231.04	28	\$6,469.12
6x6x12	Rough Sawn Red Cedar	205.58	28	\$5,756.24

Attached is a photo of the monument signage and posts.

Requested Action

To recommend approval of the purchase of the posts for the monument park signs.

Voting Requirements:

Voting Options Simple Majority

Rough Sawn Red Cedar

\$205.58



Red Cedar

\$231.04



Treated Cedartone

\$63.49



Treated

\$57.60





Prepared By:

Presenter:

Date: 02/29/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Meadows North Park Improvements

Background Information:

The City has been working on the development of Meadows North Park with the plan to complete all the planned improvements in 2024. The remaining items to be completed include the installation of the seeding, signage and landscaping. The irrigation is scheduled to be installed in the 1st week of March 2024 with the seeding and landscaping to follow. City staff is in the process of obtaining seeding and landscaping quotes to complete the improvements at the park and will provide them as soon as they are received for review and consideration.

Voting Requirements:

Voting Options

Simple Majority



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 02/29/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: PTOS Strategic Plan

Background Information:

The PTOS Commission has been working on reviewing the city's existing parks, trails and open space inventory and conducting a needs analysis. The Commission has reviewed each of the sites and has compiled and ranked priorities for each of the park sites based on community input and provided input on the City's 10 Year CIP. The identified the development of Williams Park as a top priority at the July meeting.

The City Council approved the 10 year CIP at the July 25, 2023 meeting and working on budgets for 2024. The City Council is looking to prioritize improvements for the budget and have discussed the city conducting a facility needs assessment that could impact the development of the Williams Park site.

Splash Pad Sample <https://www.youtube.com/watch?v=RYBTiTHy9-I>

The Commission has discussed hosting a public input meeting to get feedback from the community about the type of features and amenities that they would like to see as part of a splash pad.

The commission also requested obtaining additional information from the City of Isanti and their splash pad and restroom efforts. The City of Isanti received grant funding for their project and, due to increasing costs, determined not to move forward with the project. Below are some approximate costs of their proposed project.

Splash Pad/Base/Install \$400,000
Site Work \$213,575

Restroom Building	\$188,500
Engineering	\$56,000
Architecture Design	\$4,000
Electrical	\$35,000

At the January 8, 2024, meeting, the commission came to a consensus to recommend requesting a joint work session to be held with all the other city commissions and city council to discuss the importance and role of parks, trails and open space in a community as they are intertwined with each of the commissions. The City Council discussed this at the January 23, 2024, meeting and agreed that it would be good to have a joint meeting with all the commissions and will be working with staff to set this up. The Mayor and City Administrator have discussed a mid-March 2024 meeting date.

Voting Requirements:

Voting Options	Simple Majority
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