



NORTH BRANCH

—Minnesota—

**PARKS, TRAILS AND OPEN SPACE
COMMISSION
REGULAR AGENDA
MONDAY, APRIL 1, 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. PUBLIC COMMENT
5. AGENDA APPROVAL
 - a. Approve Agenda ACTION
6. MINUTES
 - a. Approval of March 4, 2024 PTOS Commission Meeting Minutes ACTION
7. REPORTS
 - a. Park Fund Balances INFO
 - b. Project Updates INFO
8. NEW BUSINESS
 - a. Sunrise Bluff 3rd Addition - Concept Plan ACTION
 - b. Northwood Park Improvements - DNR Grant ACTION
 - c. Special Event and Park Reservation Permit Process ACTION
 - d. Parks, Trails and Open Space Capital Improvement Plan 2025-2034 ACTION
 - e. Clayton Anderson Family Memorial Nature Park - Limestone ACTION
 - f. Westside Commons 2nd Addition ACTION
9. OLD BUSINESS
 - a. Ballfield Improvements ACTION

- b. Council-Commission Joint Worksession
- c. PTOS Strategic Plan

ACTION
INFO

10. NEXT MEETING - 05/06/2024 7PM

11. ADJOURNMENT



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Approval of March 4, 2024 PTOS Commission Meeting Minutes

Voting Requirements:

Voting Options Simple Majority



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

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

REGULAR MEETING

Monday, March 4, 2024

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

RESULT: Motion to approve the February 5, 2024 minutes.

MOVER: Klopp

SECONDER: Ladroma

AYES: ALL

ABSENT:

Notes:

6. REPORTS

a. Park Fund Balances

INFO

Sondrol provided an overview of the park fund balances.

b. Project Updates

INFO

Sondrol noted that irrigation work at Meadows North Park started.

Sondrol informed the commission of the CSAH 30 SRTS Open House on March 6, 2024.

Sondrol informed the commission that the Fire Department would be conducting a spring burn of Branch Acres Park in the next month.

Sondrol noted that the Arbor Day event would take place on April 26, 2024 at Clayton Anderson Park.

7. NEW BUSINESS

a. Special Event Permit - Easter Eggstravaganza

ACTION

Sondrol provided an overview of the special event permit request for the use of Central Park on March 30, 2024, for the Easter Eggstravaganza.

Ladroma inquired about restroom availability. Sondrol noted that the city's restroom is not available until May 1, 2024, and that the applicant had been made aware of this.

Motion by Wilson to approve the special event permit application for the use of Central Park on March 30, 2024, for the Easter Eggstravaganza. Seconded by Ladroma. All voted AYE. Motion carried.

b. Special Event Permit - Groove in the Park

ACTION

Sondrol provided an overview of the special event permit request for the use of Central Park for Groove Fitness events to take place in the park throughout the summer.

Ladroma inquired about what time the events would be taking place to address issues such as noise. Sondrol noted that the initial thought would be Friday evenings and would work towards the scheduling based on feedback. Wilson inquired about the target audience. Sondrol noted that it would be geared towards women.

Motion by Ladroma to approve the special event permit application for the use of Central Park starting in summer 2024 starting in April with dates and times to be approved by City Staff, for the Groove Fitness events. Seconded by Wilson. All voted AYE. Motion carried.

8. OLD BUSINESS

a. Northwood Park Pickleball Court & Site Improvements Approve Bid

ACTION

Sondrol provided an overview of the bids received for the pickleball courts at Northwood Park, noting the low bid being provided by Winberg Companies LLC. He noted staff would recommend including bid alternate 1 to include heavy gauge fencing to assist in noise reduction.

Sondrol noted that the city public works department would be installing concrete walkways to complete the improvements identified in alternates 3 and 4. He added that the city would need to obtain a contractor to complete the ADA ramps, however.

Ladroma inquired if the city had worked with Winberg Companies in the past. Sondrol noted that the city had not, but did receive positive recommendations from the city engineer and other communities where they have done similar work.

Sondrol noted that the contract identifies the project's substantial completion date of August 2, 2024, and full completion of September 6, 2024.

Ladroma asked for a confirmation on the \$280,000 budgeted amount for the project. Sondrol noted that quotes received are below the budgeted amounts.

Motion by Klopp to award the low bid to Winberg Companies LLC and to include alternate 1. Seconded by Ladroma. All voted AYE. Motion carried.

b. Harder Park Forest Garden

ACTION

Sondrol provided an overview of the proposed signage for the dense forest garden at Harder Park proposed by the Chisago County Master Gardeners as part of their SHIP grant application.

Wilson inquired as to signs that are resistant to fading from the sun. Sondrol noted that signage typically has a warranty for fading and could get clarification on it. He noted the existing signage for the disc golf course at Harder Park is approximately 15 years old.

Motion by Wilson to recommend approval of the signage for the dense forest garden at Harder Park. Seconded by Ladroma. All voted AYE. Motion carried.

c. Ballfield Improvements

ACTION

Sondrol provided an overview of the need to add aglime to the dugout locations where the new fencing had been installed last fall. He noted that the need to replace the player benches would be determined by the ability to salvage the existing benches.

d. Park Monument Signs

ACTION

Sondrol provided the commission with an overview of post material types for the park monument signage.

Motion by Klopp to approve the purchase of the cedartone treated posts. Seconded by Ladroma. All voted AYE. Motion carried.

e. PTOS Strategic Plan

INFO

Klopp informed the commission that Meadows North Park has been receiving a significant amount of usage. Sondrol noted that the remaining items to be completed were seeding and landscaping at the park and was in the process of obtaining quotes for those items.

Wilson inquired if crabapples that retain their apples and maintain their red color could be obtained and to include lindens and a variety of maples to provide color. Sondrol noted that he would request those tree types. Ladroma inquired if the purchase of the trees would tie into the Tree City Designation. Sondrol noted that it would.

Motion by Klopp to recommend approval of the low quotes for seeding and landscaping at Meadows North Park. Seconded by Wilson. All voted AYE. Motion carried.

Ladroma inquired if any of the trees in Central Park could possibly be moved to the park. Sondrol noted that the linden tree was proposed to be relocated within Central Park.

Klopp informed the commission that City Council approved conducting a Facility Assessment and that the Commission should wait until the facility assessment is completed to determine the location and size of a splash pad based on the results of the study.

Sondrol noted that the joint commission/council meeting was tentatively planned to take place on March 20 or March 27 and the City Administrator or Mayor would be reaching out to the commisisions.

Ladroma inquired when the facility assessment would be completed. Sondrol noted he would obtain the info and provide this to the commisison.

Klopp reminded the Commisison of the County Road 30 roadway and trail project is scheduled for March 6, 2024.

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

10. ADJOURNMENT

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

NORTH BRANCH
City of North Branch
Staff Report

Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/26/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Park Fund Balances

The following are the balances of the respective funds as of 3/28/2024:

Park Dedication Fund Balances:

Funds received through Park Dedication that can only be used for the acquisition and development of parks.

The Park Dedication Fee is \$1800 per lot.

Park Dedication Fund Balance	\$368,197.98
<i>Committed Funds</i>	
Meadows North Park	\$32,254.78
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	\$127,564.10
Harder/Tower Ballfield Fencing	\$970.00
Monument Signage	\$9,410.00
Tower Fields Drainage	\$7,818.31
<i>Total Committed Funds</i>	\$226,918.47
Adjusted Balance	\$141,279.51

-

Capital Improvement Fund Balances:

Funds in the Capital Improvement Funds are generated through levies from tax payer 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)	\$170,359.06
Park Improvement Fund (403)	\$51,916.13
<i>Committed Funds</i>	
Lions Park Benches	\$600.00
ECRAC Summer Concerts 2023	\$650.00
ECRAC Summer Concerts 2024	\$10,035.00
MERC Foundation HP Field 1 Dugouts	\$6,000.00
<i>Total Committed Funds</i>	\$17,285.00
Park Improvement Fund Adjusted Balance	\$34,631.13

-

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/26/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: 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. The bids were awarded for the pickleball courts to Winberg Companies LLC. Playground resurfacing material is an agenda item. Portions of the park will not be accessible during the summer to allow for safe construction.	3/23	Summer 2024	Total \$280,000 City Match \$140,000
Park Signage	The City Council approved the purchase of new monument signage at 7 parks. The Meadows North Park sign has been installed and the other 6 will be installed this spring.	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.		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 summer 2024	2023	Summer 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 seeding, landscaping 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. The open house received great support and turnout.		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, 2024 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: 03/26/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Sunrise Bluff 3rd Addition - Concept Plan

Background Information:

Larry Beach Construction (Developer) has submitted a Concept Plan application for a development named Sunrise Bluff 3rd Addition. The property is located along the North Branch of the Sunrise River on the south side of 392nd Street between Everett Avenue and Fawn Avenue. The proposed plat would create 32 lots and 4 outlots. The existing landcover consists of open field, oak forest, wet meadow and an alder swamp. The soils are predominately loamy fine sand with some fine sand below the bluffline. The property is located within the city's open wildlife corridor.

There is an existing trail located along Flink Avenue starting at 392nd Street that heads north to 399th Street and the city is in the process of constructing the trail to the south. The concept shows the construction of a trail along 392nd Street starting at Everett Avenue and continuing east to Flink Avenue and connecting to the existing trail.

Discussion/Analysis:

State Statute allows cities the ability to require that a reasonable portion of the buildable land of any proposed subdivision to be dedicated to the public to address infrastructure needs created by the development; including, parks, recreational facilities, playgrounds, trails, sidewalks, wetlands and open space.

In lieu of land dedication for parks, recreational facilities, playgrounds, trails, wetlands or open space, cities may require a developer to pay cash or "park dedication fees." Park dedication fees excuse the developer from a

local land dedication for park and recreation purposes, but still allow the city to purchase and acquire new, off-site facilities to serve the recreation needs created by the subdivision.

Sec. 54-465. Conditions for contributions.

It shall be deemed to be in the public interest to require land dedication, cash contribution, or any combination thereof when the city council after review and recommendation makes one or more of the following findings of fact:

- (1) All or part of the proposed subdivision has been designated as park, playground, public open space, storm sewer holding areas or ponds on an adopted city plan;
- (2) Such contribution is necessary in order to protect adjacent land uses from potential conflicting land uses which could exist on the land subdivided;
- (3) The increased number of residents to reside or be employed within the subdivision will increase the recreational demands upon the city;
- (4) The land proposed to be subdivided contains or borders upon existing unique topographical features including but not limited to ponds, lakes, streams, timber stands, water holding areas, hills, steep slopes, drainage areas, or bluffs which should be preserved to prevent foreseeable safety, pollution, or erosion hazards or to provide unique recreational and aesthetic qualities and enjoyment to the city; Such contribution is necessary to comply with or fulfill the goals, policies, and programs of the city.

Based on the North Branch City Code and the current fee schedule, below are some options available for park dedication for the proposed development.

Cash Option	32 Lots @ \$1,800 per lot = \$57,600
Land Option	118 acres @ 10% = 11.8 acres
Cash/Land Option	Various Combinations of the above

The developer has met with city staff and discussed the dedication of the proposed outlot D of Sunrise Bluff 3rd addition and Outlot A of Sunrise Bluff 2nd Addition and to construct a 10' bituminous trail along 392nd Street from Everett Avenue to Flink Avenue for park dedication requirements for the Sunrise Bluff 3rd addition development and to include a trail easement along Outlots C and A of Sunrise Bluff 3.

Deadline: April 1, 2024

Requested Action & Recommendation:

The requested action is for the Commission to make a recommendation on deeming if there is a public interest to require a land dedication, cash contribution or any combination of thereof for parks, trails and open space of the proposed plat.

City staff would recommend approval of the dedication of the proposed outlot D of Sunrise Bluff 3rd addition and Outlot A of Sunrise Bluff 2nd Addition to the

city and include the area south of the Floodplain boundary on the proposed outlot B and to construct a 10' bituminous trail along 392nd Street from Everett Avenue to Flink Avenue for park dedication requirements for the Sunrise Bluff 3rd addition development.

Voting Requirements:

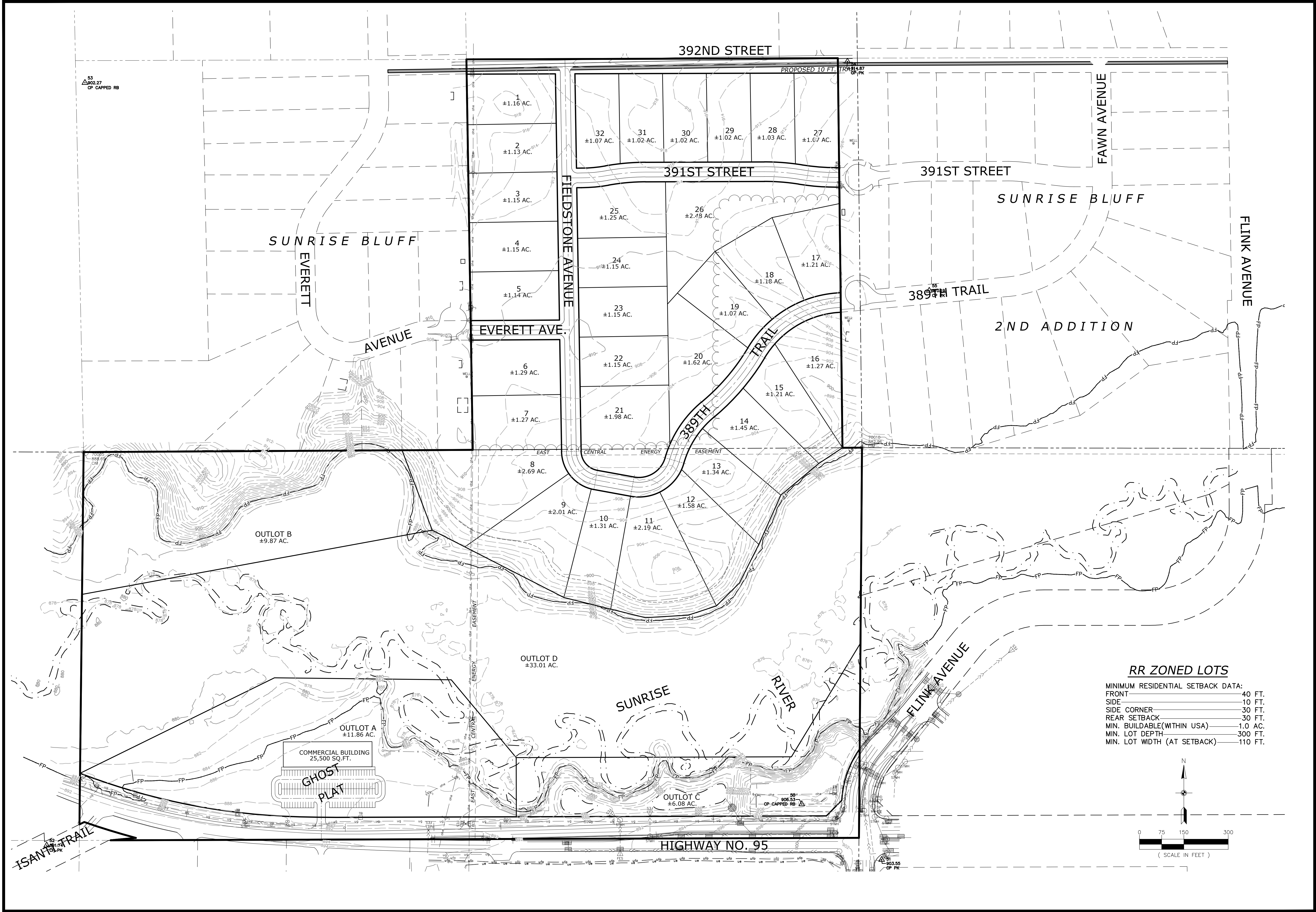
State Law or City Code requires a simple majority, of those present.

Attachments:

- 1) Sunrise Bluff 3 Concept Plan
- 2) Comprehensive Park, Trails and Open Space Plan Map

Voting Requirements:

Voting Options Simple Majority



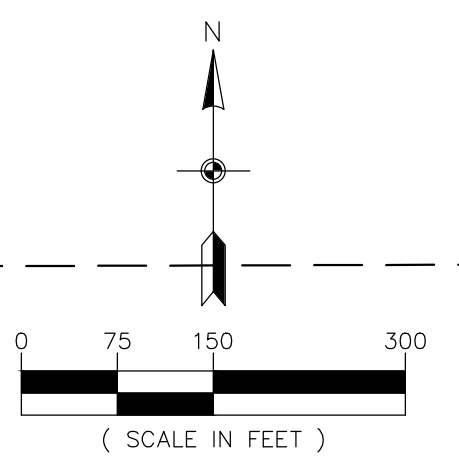
CONCEPT PLAN
SUNRISE BLUFF 3RD ADDITION
North Branch, Minnesota

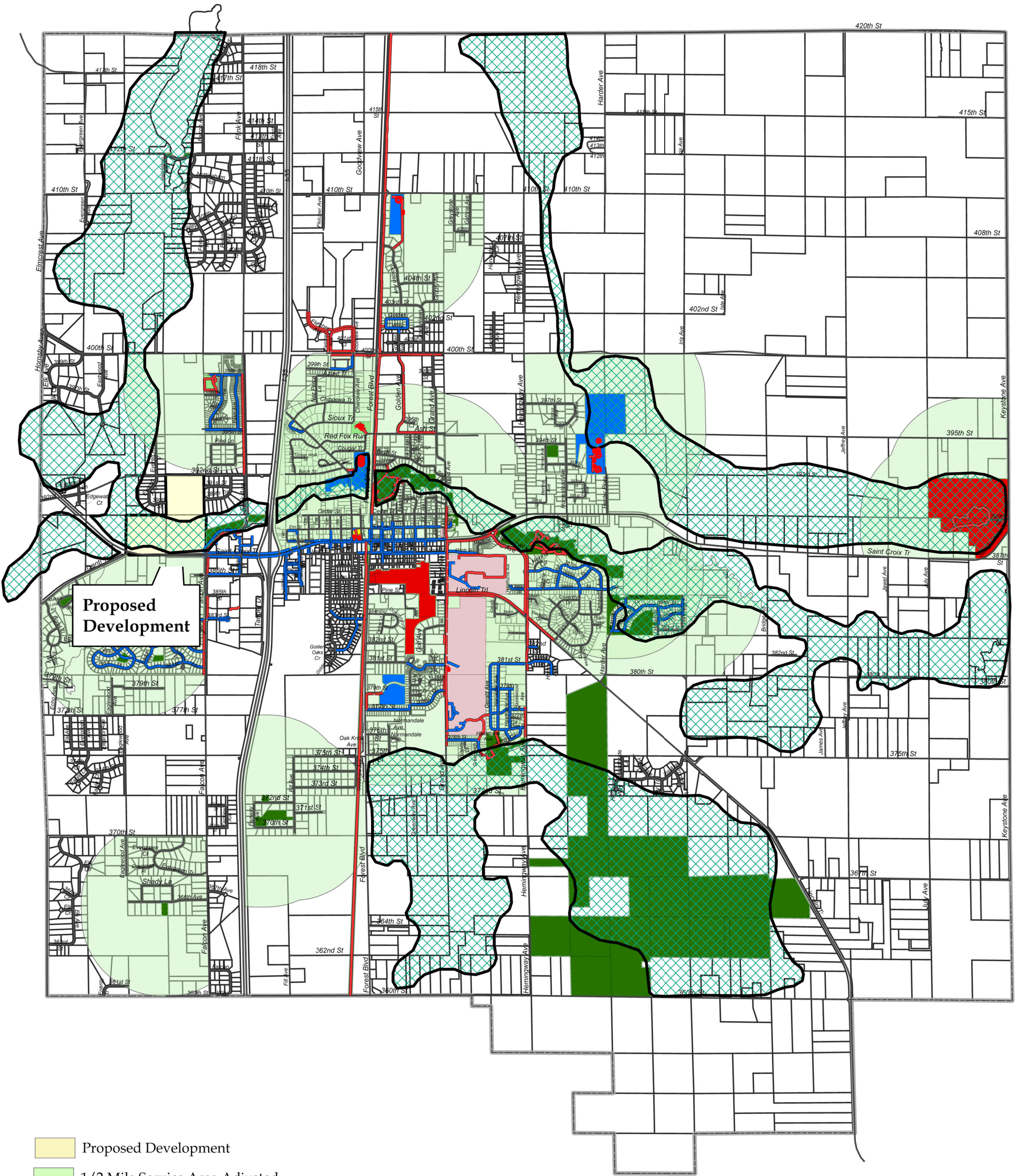
**LARRY BEACH
CONSTRUCTION, INC.**
4731 - 400th Street North
North Branch, MN 55056

REVISIONS	
1.	03/26/2024 Revised layout.
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	C#
ISSUE DATE:	12/07/2023
FILE NO:	XXX

REVIEW COPY

RR ZONED LOTS	
MINIMUM RESIDENTIAL SETBACK DATA:	
FRONT	40 FT.
SIDE	10 FT.
SIDE CORNER	30 FT.
REAR SETBACK	30 FT.
MIN. BUILDABLE(WITHIN USA)	1.0 AC.
MIN. LOT DEPTH	300 FT.
MIN. LOT WIDTH (AT SETBACK)	110 FT.





- Proposed Development
- 1/2 Mile Service Area Adjusted
- Community Playfield
- Natural Resource Area
- Neighborhood Park
- Regional

- Public Waters
- Streams/Ditches
- Conceptual Open Space/Wildlife Corridor
- Existing Sidewalks
- Existing Trails



PTOS Comp Plan Sunrise Bluff 3



Disclaimer:
The data on this map is provided "as is"
and does not represent a survey. NO liability is
assumed to accuracy of the data
delineated herein.



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/26/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Northwood Park Improvements - DNR Grant

Background

The City of North Branch submitted an application to the MnDNR Outdoor Recreation Grant program for 4 pickleball courts, accessible paths, site amenities, playground resurfacing and associated landscaping in Northwood Park in March 2023 for a total project cost of \$280,000. The City was notified that it received a \$140,000 grant to complete the project with the remaining \$140,000. The grant funds are reimbursed after the improvements have been completed. The cost estimate for the EWF (engineered wood fiber) playground resurfacing material was \$15,000. **City staff received the following quotes for certified EWF playground safety surfacing:**

Company	Cu Yd	Price/CY	Total
Precision Landscape and Tree (PLT)	635	19.5	\$12,382.50
SafetyFirst Playground Maintenance	635	25.65	\$16,287.75

Requested Action:

To recommend approval of the low quote for the EWF playground safety surfacing at Northwood Park to PLT in the amount of \$12,382.50 Northwood Park Pickelball and Site Improvements project with the funds coming from the park dedication fund (\$6,191.25) and the DNR Grant (\$6,191.25)

Voting Requirements:

Voting Options **Simple Majority**

SafetyFirst Playground Maintenance

31095 Baugh St NW

Princeton, MN 55371

+1 3204969118

office.manager@safetyfirstplayground.com

www.safetyfirstplayground.com



Estimate

ADDRESS

Shawn Williams

City of North Branch

6408 Elm Street

North Branch, MN 55056-0910

SHIP TO

Shawn Williams

City of North Branch

6408 Elm Street

North Branch, MN 55056-0910

ESTIMATE # 6447

DATE 03/13/2024

ACTIVITY	QTY	RATE	AMOUNT
Nature'sPlus ASTM Compliant Playground Safety Surfacing	635	25.65	16,287.75
Woven Geotextile 3 mil heavy duty fabric - per roll 12' x 300' (3600 sq/ft)	1	254.35	254.35

Tax ID 84-3718494	SUBTOTAL	16,542.10
Surcharges are applied at the time work is completed to the total price of the contract	TAX	0.00
	TOTAL	\$16,542.10

PLEASE REFER TO THE MIDWEST DIESEL FUEL, EIA PRICE
WWW.EIA.GOV/PETROLEUM/GASDIESEL

Unless otherwise noted, this estimate assumes a single mobilization by SFPM to complete the work described herein. Additional charges of a minimum of \$2,500 per mobilization will be added if site and/or equipment is not ready for installation upon arrival.

All projects are contingent on weather and aggregate material availability (e.g. concrete). Agreed upon timelines may shift due to inclement weather. SFPM will do our best to accommodate all projects in a timely manner.

This estimate is based on the entire scope of work described herein. Any changes made to the project scope will require a new estimate.

This estimate is good for 30 days from the date shown at the top of the estimate.

SFMP is not responsible for damage to any private utilities that are not communicated via drawings.

Accepted By

Accepted Date



Nathan Sondrol <nathans@ci.north-branch.mn.us>

Engineered Wood Fiber (EWF) Quot

Mike Marsollek <m.marsollekplt@gmail.com>
To: Nathan Sondrol <nathans@ci.north-branch.mn.us>

Thu, Mar 28, 2024 at 12:34 PM

Good afternoon Nate,

Precision Landscape and Tree can provide the IPEMA certified playground material delivered for \$19.50 a cubic yard. Please let me know if you have any questions or concerns.

Mike Marsollek

[Quoted text hidden]

[Quoted text hidden]

Confidentiality Note: The information contained in this e-mail and document(s) attached are for the exclusive use of the addressee and may contain confidential, privileged and non-disclosable information. If the recipient of this e-mail is not the addressee, such recipient is strictly prohibited from reading, photocopying, distributing or otherwise using this e-mail or its contents in any way.



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Special Event and Park Reservation Permit Process

Background

Councilmember Neider has requested the commission to discuss the special event/park reservation permit process based on feedback received from the community.

The 2024 fee schedule requires a \$100 damage deposit for all parks and a \$1,000 damage deposit for the use of any building (*Harder Park Concession Stand*) or park that has irrigation (*Central, Roger Johnson, Meadows North*).

Requested Action

To discuss and provide direction on the special event/park reservation permit process.

Voting Requirements:

Voting Options Simple Majority

Service	2024 Fee
Engineering and GIS Departments	
Aerial Photos - Digital	\$10.00 per acre
Digital Topography	\$10.00 per acre
Engineering Service Fee	Actual Cost
GIS Service Fee	\$50.00 per hour
Map-City or Zoning (2' x 3') - Black & White	\$5.00
Map-City or Zoning (2' x 3') - Color	\$10.00
Map-City or Zoning (3' x 4') - Black & White	\$10.00
Map-City or Zoning (3' x 4') - Color	\$20.00
Map Custom	Actual cost
Lot Survey Review Fee	\$20.00 per lot
Driveway Permit Fee	\$25.00 per driveway

Service	2024 Fee
Parks Department	

Special Events, Park Reservations and Deposits

Harder Park Ball Field Lights:	
Season	Actual City Cost
One-Time	\$10.00 per hour
Harder Park and Northwood Park Concession Building Damage Deposit	\$1,000.00

Park Reservation Fees:

# of People	Permit Fees		Refundable Damage-Deposit	
	Resident	Non-Resident	Resident	Non-Resident
0-100	\$0.00	\$50.00	\$100.00	\$250.00
101-1,000	\$100.00	\$100.00	\$100.00	\$1,000.00
1,001 +	\$750.00	\$750.00	\$2,500.00	\$2,500.00
			\$1,000 Min Central Park, RJMP, or Meadows North Park	

City of North Branch

Special Event Permit Application



<u>CONTACT INFORMATION</u>		
Group/Organization:		
Contact Person:		
Address:		
Phone:	Cell:	Email:

<u>EVENT INFORMATION</u>		
Type of Event	New	or
Renewal/Change in Application		
Event Name/Title		
Description of Event		
Proposed Location:	Estimated Attendance:	
Event Date and Time	Date	Time
Set up		
Actual Event		
Clean up		

<u>EVENT FEATURES</u>	(If no draw a line through text box -----.)
Will any signs/banners be put up?	
<i>If yes, number and size:</i>	
Will there be any inflatables?	
<i>If yes, provide insurance certificate from rental vendor.</i>	
Will there be any entertainment?	
<i>If yes, what type:</i>	
Will sound amplification be used?	
<i>If yes, hours and type:</i>	
Will a stage or tent(s) be set up?	
<i>If yes, Dimensions:</i>	
Will merchandise items be sold?	
<i>If yes, how many vendors:</i>	
Will food be prepared or served on site?	
<i>If yes, contact Minnesota Department of Health and provide</i>	
Will alcohol be served or sold? *Alcohol is not allowed in City Parks	
<i>If yes, contact Minnesota Department of Health and provide</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 *Y or N**City Sidewalks or Trails* *Y or N**Public Parking Lots or Spaces* *Y or N*

Will event need barricades?

If yes, number needed.

Describe the power needs and location of power source.

Will portable restrooms be needed?

If yes, how many:

Will extra trash receptacles be needed?

If yes, how many:

Describe trash removal and cleanup during and after event.

Will event need traffic control?

If yes, contact North Branch Police Department, 651-674-8848

Describe crowd control procedure to ensure the safety of participants and spectators:

Will “No Parking Signs” be needed?

If yes, how many:

Will event need security?

If yes, list security company and contact info.

Will event need EMS?

If yes, contact Lakes Area EMS, 651-277-4911

Describe plans to provide first aid, if needed.

Describe the emergency action plan if severe weather should arrive.

List any other pertinent information. *(Animals, etc.)*

ATTACHMENTS

(Please attach additional sheets as needed.)

Site Plan

(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

(Include: the 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, are to be determined by City.

Permits

(Department of Health, Transient Merchant, Peddlers License, etc.)

Signatures (All signatures from properties affected, i.e. Street Closure all properties that have vehicle access.

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 unless caused by the gross negligence or willful misconduct of the City of North Branch. 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_____
Date**TO BE COMPLETED BY CITY HALL**

<u>DEPARTMENT</u>	<u>APPROVAL SIGNATURE</u>	<u>DATE</u>
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



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Parks, Trails and Open Space Capital Improvement Plan 2025-2034

Background Information:

The City Council is in the process of updating its 10-year Capital Improvement Plan (CIP) for 2025-2034. The purpose of the CIP is to help identify future capital projects and equipment purchases. It also provides a planning schedule and identifies options for financing the plan. The City Council and staff are looking for the PTOS Commission to review the parks, trails and recreation portion of the CIP.

The City Council will be reviewing this in May 2024.

Attached is the 2024-2033 CIP.

There are several projects that need adjustments to the required funding amounts or that will have been completed. City staff will be working on these adjustments.

Deadline:
April 1, 2024

Staff Recommendation:

Staff is recommending the Commission provide feedback on any additional projects to be added or prioritized on the 2025-2034 CIP.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch, Minnesota
Capital Improvement Plan
 2024 thru 2033

PROJECTS BY DEPARTMENT

Department	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Administration													
Police Station	Admin-001	4								3,000,000			3,000,000
Community Center	Admin-002	4								10,000,000			10,000,000
Administration Total										13,000,000			13,000,000
Building Department													
Pickup Truck	BLDD-001	1			35,000								35,000
Building Department Total					35,000								35,000
City Engineer													
Pavement Management Program	ENG-001	1	1,339,000	1,379,170	1,420,545	1,463,161	1,507,056	1,552,268	1,598,836	1,646,801			11,906,837
City Sidewalk Replacement Program	ENG-002	2	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095			188,676
Parking Lot (Between Legion & Main St. Center)	ENG-007	2	25,000										25,000
Ash St. (CSAH 30 to Golden Ave)	ENG-009	1		487,500									487,500
Falcon Avenue Reconstruction	ENG-010	1		3,200,000									3,200,000
Maple Street Reconstruction (Oakview to CSAH30)	ENG-013	2		2,400,000									2,400,000
Maple Street (CSAH 30 to Grand)	ENG-014	2		1,565,000									1,565,000
9th & 10th Avenue Reconstruction (Maple to TH95)	ENG-015	2			780,000								780,000
12th Avenue (TH95 to Maple)	ENG-016	2			400,000								400,000
Parking Lot - N of TH95	ENG-017	2	29,000										29,000
400th Street Bridge	ENG-019	1		5,000,000									5,000,000
360th Street West of Falcon	ENG-020	4		200,000									200,000
Main Street Streetlights-Downtown Beautification	ENG-027	2	33,949	34,967	36,016	37,097	38,210	39,356	40,537	41,753			301,885
Northwest Old Town (Phase 1)	ENG-029	1		2,000,000									2,000,000
Northwest Old Town (Phase 2)	ENG-030	1		2,351,185									2,351,185
CR14/TH95 Intersection Improvements	ENG-032	1				2,500,000							2,500,000

Department	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
392nd Street (TH95-Everett Ave)	ENG-034	2			1,000,000								1,000,000
Bridge Rd. & 380th St. Paving	ENG-110	3	500,000										500,000
Hemmingway Ave. Paving - 360TH TO 372ND	ENG-111	3		200,000									200,000
City Engineer Total			1,948,167	18,839,677	3,659,071	4,023,443	1,569,147	1,616,221	1,664,708	1,714,649			35,035,083

Fire

Wild Fire Grass Truck	FIRE-006	1	45,000										45,000
ATV/UTV	FIRE-008	2	35,000										35,000
Ladder Truck - Replacement	FIRE-016	1				1,750,000							1,750,000
Tanker Truck Replacement	FIRE-019	1								220,000			220,000
Roof Replacement	FIRE-021	1						250,000					250,000
Fire Hall Block Sealing	FIRE-022	1			35,000								35,000
Tanker Replacement	FIRE-024	1	220,000										220,000
SCBA Bottle Replacement	FIRE-025	1								40,000			40,000
Rescue Air Bag System	FIRE-026	3		25,000									25,000
SCBA Replacement	FIRE-027	3							200,000				200,000
Hydraulic Extrication Equipment	FIRE-028	3									45,000		45,000
Fire Total			300,000	25,000	35,000	1,750,000		250,000	200,000	260,000	45,000		2,865,000

Liquor

Liquor Department Point of Sale Equipment (Cloud)	Liq-010	4		30,000									30,000
East Store Cash Wrap Replacement	Liq-011	4			30,000								30,000
East Store Video Surveillance Equip & Cam Replace	Liq-012	n/a	30,000										30,000
Liquor Total			30,000	30,000	30,000								90,000

Municipal Buildings

Computer System	BLDG-001	2	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000			480,000
Municipal Buildings Total			60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000			480,000

Parks and Recreation

Trails-Maint/Repair	PARK-001	2	44,000	44,000	46,000	46,000	47,000	47,000	48,000	48,000	50,000		420,000
Front Cut Lawn Mower	PARK-005	1	30,000										30,000
Northwoods Park - Underground Sprinklers	PARK-009	4					70,000						70,000
Tower Fields: Parking Lot Paving	PARK-010	3						154,500					154,500

Department	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Williams Park	PARK-011	3	1,850,000										1,850,000
Wildridge Park	PARK-012	3	515,000										515,000
Tower Fields: Underground Sprinkler	PARK-013	4					70,000						70,000
Grand Ave Pedestrian Bridge	PARK-020	4										530,000	530,000
Outdoor Archery Range	PARK-022	3		42,000									42,000
Parking Lot Microsurfacing - Harder Park	PARK-024	2	65,000										65,000
Parking Lot Microsurfacing - RJMP	PARK-025	2		20,000									20,000
Basketball Court Surface-Widridge	PARK-026	2				20,000							20,000
Splash Pad	PARK-028	3	300,000										300,000
Trail Maintenance-Sunrise Praire Regional Trail	PARK-029	1			6,000						6,000		12,000
Schoolside Village Park Parking Lot	PARK-033	3			310,000								310,000
Central Park Basketball Court	PARK-034	1		25,000									25,000
Northwood Park Basketball Court	PARK-035	1		25,000									25,000
Falcon Ave. Trail (385th 386th)	PARK-036	2		55,000									55,000
Lucht's Crossing Park Development	PARK-037	2				200,000							200,000
Townsedge Park Development	PARK-038	3					200,000						200,000
St. Croix Trail (Hwy 95) Hemingway - Harder	PARK-042	2										1,000,000	1,000,000
County Rd 30 Trail Crosswalk	PARK-043	2		600,000									600,000
Flink Trail Phase II - 392nd St/NB Marketplace	PARK-044	3	545,000										545,000
NORTHWOOD PICKLEBALL COURT& Site Improv	PARK-046	3	280,000										280,000
Harder Park Trail Connection	PARK-047	4			100,000								100,000
Meadows North Park Expansion	PARK-048	4						50,000					50,000
RJMP Park Expansion	PARK-049	2								80,000			80,000
Malmquist Property	PARK-050	2	600,000										600,000
LUCHTS CROSSING TRAIL CONNECTION	PARK-051	2				600,000							600,000
Dog Park	PARK-052	3							30,000				30,000
Future Capital Projects	PARK-053	3	10,000	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	550,000
Northwood Park Playground Equipment	PARK-054	2			100,000								100,000
Harder Park Playground Equipment	PARK-055	2					100,000						100,000
North Branch Oaks Playground Equipment	PARK-056	2					100,000						100,000
Roger Johnson Memorial Park Playground Equipment	PARK-057	2							100,000				100,000
Wildridge Playground Equipment	PARK-058	2									100,000		100,000
Roger Johnson Park Lighting	PARK-059	3					100,000						100,000
Parks and Recreation Total			4,239,000	831,000	592,000	906,000	737,000	311,500	248,000	208,000	246,000	1,630,000	9,948,500

Department	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Planning													
GIS Unit & Software	PLN-002	1		24,450									24,450
City Facility Assessment and Space Needs Eval	PLN-003	1	50,000										50,000
Planning Total			50,000	24,450									74,450
Police													
Squad Car Replacement Program	POL-001	1	121,000	124,000	126,000	128,000	130,000	132,000	134,000	136,000	138,000	140,000	1,309,000
2 Civil Defense Sirens	POL-004	2		45,000									45,000
Police Total			121,000	169,000	126,000	128,000	130,000	132,000	134,000	136,000	138,000	140,000	1,354,000
Public Works													
Utility Vehicle	PW-001	2		50,000									50,000
One Ton Rear Wheel 4x4 Plow Truck	PW-002	1		65,000									65,000
Ditch Maintainer	PW-003	2			25,000								25,000
Asphalt Roller/Compactor	PW-005	2		50,000									50,000
Grader	PW-008	1								175,000			175,000
Leaf Pickup Machine	PW-009	1			275,000								275,000
Front End Loader	PW-011	1			200,000								200,000
Public Work Building	PW-013	1					4,000,000						4,000,000
Plow Truck	PW-015	2	300,000										300,000
Felling Trailer	PW-017	1		20,000									20,000
One Ton Plow Truck	PW-019	2						180,000					180,000
Plow Truck Replacement- Truck #607	PW-020	2			300,000								300,000
Plow Truck Replacement #1107	PW-021	2		300,000									300,000
Public Works Total			300,000	485,000	800,000		4,000,000	180,000			175,000		5,940,000
Storm Sewer													
Pond Maintenance	SW-001	4	53,045	54,636	56,275	57,964	59,703	61,494	63,339	65,239			471,695
Storm Sewer Total			53,045	54,636	56,275	57,964	59,703	61,494	63,339	65,239			471,695
Technology													
City's Fiber Internet Connectivity	TECH-001	1		98,600			97,300						195,900
Network Switches/Firewalls	TECH-002	1	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000			200,000
City's Audio/Visual Equipment	TECH-003	1				30,000	30,000	30,000	30,000	30,000	30,000	30,000	210,000
City's Electronic Board	TECH-004	4	100,000										100,000

Department	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Technology Total			125,000	123,600	25,000	55,000	152,300	55,000	55,000	55,000	30,000	30,000	705,900
Wastewater													
Wastewater Plant Sprinkler System	WW-002	4	10,609										10,609
Wastewater Plant Extension	WW-005	1								6,000,000			6,000,000
Lift Station Service Truck Replacement	WW-010	2		163,909									163,909
Future Capital Projects	WW-012	4			168,826	173,891	179,108	184,481	190,015	195,715			1,092,036
Wastewater Total			10,609	163,909	168,826	173,891	179,108	184,481	190,015	6,195,715			7,266,554
GRAND TOTAL			7,236,821	20,806,272	5,587,172	7,154,298	6,887,258	2,850,696	2,615,062	21,694,603	634,000	1,800,000	77,266,182



Prepared By:

Nathan Sondrol, GIS Specialist/Parks Director

Presenter: Nathan Sondrol, GIS Specialist/Parks Director

Date: 03/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Clayton Anderson Family Memorial Nature Park - Limestone

Background

A large limestone rock was discovered with the grading of the Schoolside Village 4th Addition development. The developer has indicated that they would be willing to work with the city to acquire this and place it in Clayton Anderson Family Memorial Nature Park.

Attached are photos of the stone.

Requested Action

To provide discussion and direction on the potential acquisition of the limestone.

Voting Requirements:

Voting Options Simple Majority







Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/29/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Westside Commons 2nd Addition

GS2, LLC has submitted a preliminary/final plat application for a commercial development named Westside Commons 2nd Addition. The site is located at the southeast corner of Trunk Highway 95 and Flink Ave. The site consists of a 28 parcel being subdivided into one (1) lot and one (1) outlot. The proposed lot is a 1 acre parcel and the remaining outlots total 27 acres. The site is relative flat and consists of predominately upland soils.

The City collected park dedication for the Westside Commons plat that included the construction of the trail along Falcon Avenue from 386th Street to Trunk Highway 95.

Sec 54-92 PARK DEDICATION

A) Generally. Any developer of land within the city that will result in a net increase in the number in the number of residential dwelling units or development employees shall convey or dedicate to the public a reasonable portion of the land for public use for parks, playgrounds, recreational facilities, wetlands, trails, or open space. This requirement shall apply to any land in the city that is subdivided by any process including, but not limited to, subdivision, registered land survey, meets and bounds, or whenever any land within the city is to be built upon where no previous park fee was paid. The policy of the city is to require dedication for park land and facilities in accordance with the policies detail in this section. This shall not apply to tax parcel combinations, lot line adjustments, conversions of apartments to condominiums, or improvements that do not result in a net increase in the number of residential dwelling units or development employees.

The city shall determine the location and configuration of any land dedicated, taking into consideration the suitability and adaptability of the land for its intended purpose, future needs of the proposed development, and the criteria below.

Criteria to be considered:

1. The land to be dedicated must be in conformance with the comprehensive plan.
2. The land to be dedicated should serve an appropriate public purpose, which might include one (1) or more of the following:
 - a. Connecting existing components of the parks and open space network (including creation of a trail connection).
 - b. Expanding an existing public park, trail, or open space by the addition of adjacent land.
 - c. Preserving significant landforms, native plant communities, sensitive habitat, and/or cultural resources.
 - d. Preserving areas containing vegetation identified as endangered or threatened or that provide habitat for animals identified as endangered, threatened, or of special concern under 15 United States Code Section 1531 et seq. or Minnesota Statutes Section 84.0895, and rules adopted under these respective laws.
 - e. Providing space for recreational and leisure uses appropriate to meet the needs of the new residents and/or employees.
3. The land to be dedicated should help serve an area that is under-served by parks due to distance to existing parks, population density, inadequate facilities, or inadequate size of existing nearby parks.
4. The land to be dedicated shall be adequate for its intended purpose.
5. Land dedicated solely for roadway, stormwater retention, or utility purposes, or otherwise unsuitable for the purposes listed above, shall not be accepted as satisfying the land dedication requirements of this article.
6. Dedicated land shall be accessible to the public served unless the city determines that the dedicated land is an environmentally or ecologically sensitive area for which public access would be detrimental.

B) Formula for dedication of land. At any time that net new residential dwelling units and/or net new or increased development employees will result from development, the developer shall dedicate:

1. Residential. In all new residential subdivisions, a maximum of 10% of the gross area subdivided shall be dedicated for public space.
2. Non-Residential. In all new non-residential subdivisions, a maximum of 5% of the gross area subdivided shall be dedicated for public space.

C) Dedication option; fee payment. The city may choose to accept a cash fee as set by ordinance from the applicant for all new lots created in the subdivision, based on the average fair market value of the unplatted land for which park fees have not already been paid.

D. In establishing the portion to be dedicated or preserved or the cash fee, the regulations shall give due consideration to the open space, recreational, or common areas and facilities open to the public that the applicant proposes to reserve for the subdivision.

E. The municipality must reasonably determine that it will need to acquire that portion of land for the purposes stated in this subdivision as a result of approval of the subdivision.

F. Cash payments received must be placed by the municipality in a special fund to be used only for the purposes for which the money was obtained.

G. Cash payments received must be used only for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan. Cash payments must not be used for ongoing operation or maintenance of parks, recreational facilities, playgrounds, trails, wetlands, or open space.

H. The municipality must not deny the approval of a subdivision based solely on an inadequate supply of parks, open spaces, trails, or recreational facilities within the municipality.

I. Previously subdivided property from which a park dedication has been received, being resubdivided with the same number of lots, is exempt from park dedication requirements. If, as a result of resubdividing the property, the number of lots is increased, then the park dedication or per-lot cash fee must apply only to the net increase of lots.

J. Timing of payment. Cash contributions shall be paid prior to the city's signature of and release of the final plat, unless otherwise specified in the development agreement. For subdivisions that do not require a development agreement, the cash contribution shall be paid before the city releases the signed approval of the subdivision for recording. In the event there is a significant change in the size and/or type of a development project that is subject to this parkland dedication ordinance, there may be a commensurate increase in the parkland dedication fee. Said increased fee will be payable at the time the building permit review fee for the revised project is collected. If the number of lots or the number of dwelling units is increased, or if land outside of the previously recorded plat is added, then the park land dedication and/or park cash contributions shall be based on the additional units/lots and on the additional land being added to the plat.

K. Cash and land combination. The city, upon consideration of a particular type of development, may require that a lesser parcel of land should be dedicated due to

particular features of the development. In such cases, a cash contribution shall be required in addition to or in lieu of the land dedication to ensure that compensation is received for the full amount of the impact on the city's park and trail system.

L. Improvement of land.

1. The city shall identify land needed for park uses and the land shall be suitable for park development. In the event dedicated park lands are unsuitable for immediate use because of topographic or other limitations, the developer shall grade and seed park lands for such suitable use.

2. In lieu of the full land or full combination of land and cash contribution, the developer may agree to make certain improvements to the donated land as required and approved by the city, including but not limited to, paving or the installation of park equipment such as playground equipment, basketball courts, tennis courts, and the like, in an amount equal to the land or cash required but not contributed. The improvements shall be included in the development agreement.

Discussion/Analysis:

The proposed development is located adjacent to the Wildridge Park service area. See the attached map.

Deadline: April 1, 2024

Requested Action & Recommendation:

The requested action is for the Commission to provide any input on the proposed preliminary/final plat.

Voting Requirements:

State Law or City Code requires a simple majority, of those present.

Attachments:

- 1) Westside Commons 2nd Addition Prelim/Final Plat
- 2) Existing Parks, Trails and Open Space Map

Voting Requirements:

Voting Options **Simple Majority**

PRELIMINARY PLAT OF "WESTSIDE COMMONS 2ND ADDITION"

FOR: GS2, LLC PID # 11.00399.03

AREA SUMMARY

LOT 1, BLOCK 1: 42,986 SF/0.99 AC.
OUTLOT A: 1,215,373 SF/27.90 AC.
TOTAL OUTLOT AREA: 1,215,373 SF/27.90 AC.
TOTAL AREA: 1,258,358 SF/28.89 AC.

SITE DATA

ZONING: COMMERCIAL BUSINESS (B)
GROSS AREA: 1,258,358 SF/28.89 AC.
PROPOSED NEW EASEMENTS: 0 SF/0.00 AC.
NET AREA: 1,258,358 SF/28.89 AC.

DEVELOPMENT REGULATIONS

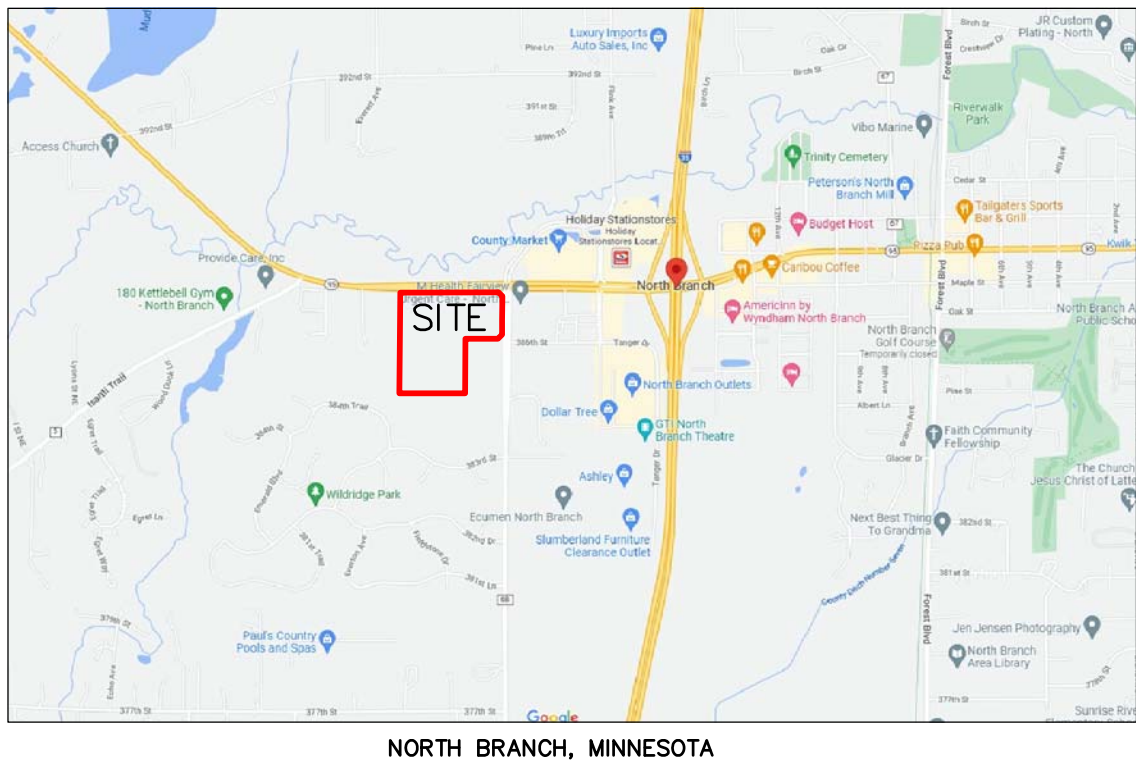
LOT WIDTH (min): 50 FT.
LOT DEPTH (min): 100 FT.
LOT AREA (min): 5,000 SF
FRONT SETBACK: 15 FT.
SIDE SETBACK: 10 FT.
CORNER SETBACK: 15 FT.
REAR SETBACK: 15 FT.
MAXIMUM IMPERVIOUS: 90%

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:

NO SCALE

BEING 10 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

LOCATION MAP (NOT TO SCALE)

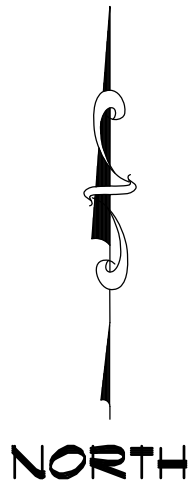
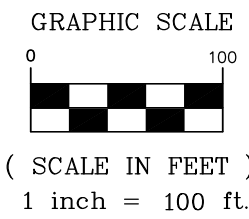


BENCHMARK

MNDOT Horn Point "Otterness 2",
Elevation = 902.872 (NAVD88)

LEGAL DESCRIPTION

OUTLOT B, WESTSIDE COMMONS, Chisago County, Minnesota



LEGEND

DENOTES COUNTY MONUMENT
DENOTES IRON MONUMENT FOUND
DENOTES IRON MONUMENT SET
DENOTES UTILITY POLE
DENOTES TRAFFIC LIGHT POLE
DENOTES ELECTRIC METER/BOX
DENOTES CABLE BOX
DENOTES BITUMINOUS
DENOTES CATCH BASIN
DENOTES OVERHEAD WIRE
DENOTES UNDERGROUND ELECTRIC
DENOTES UNDERGROUND TELEPHONE
DENOTES WATERMAIN
DENOTES SANITARY SEWER
DENOTES SETBACKS
DENOTES STORM SEWER
DENOTES EXISTING FENCE
DENOTES SANITARY SEWER MANHOLE
DENOTES STORM SEWER MANHOLE
DENOTES GATE VALVE
DENOTES FIRE HYDRANT
DENOTES TEMPORARY EASEMENT (TURN AROUND)

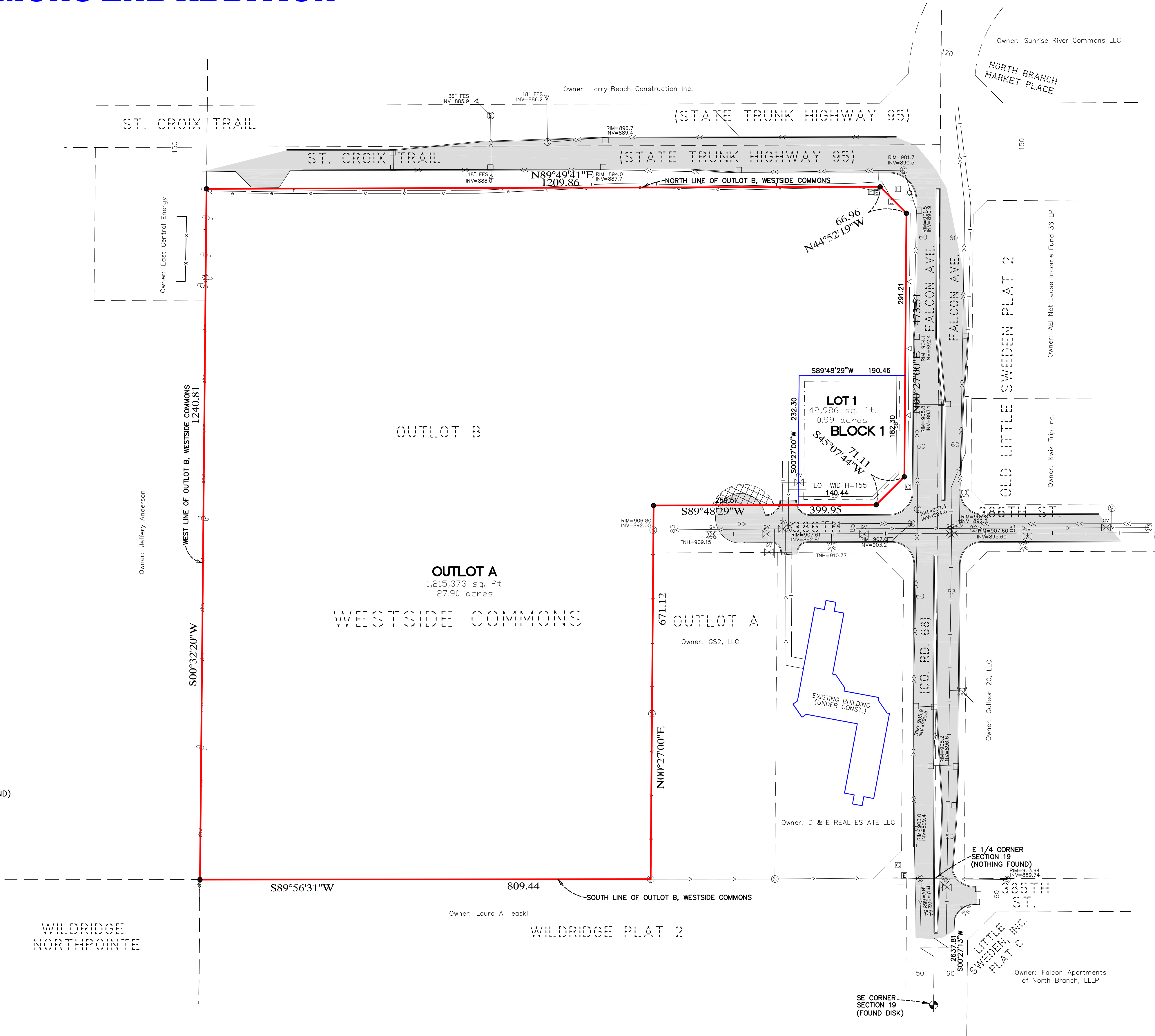
GENERAL NOTES

- Elevations shown are based on NAVD88, see benchmark.
- Boundary area of the surveyed premises: ±1,258,358 sq. ft. (±28.89 acres).
- The City of North Branch has indicated that the surveyed premises shown is Comprehensive Plan Designation: Business.
Zoning standards for the property are the following:
Lot Width (min) = 50'
Lot Depth (min) = 100'
Lot Area (min) = 5,000 sf
Setbacks - Front/Side/Corner/Rear = 15'/10'/15'/15'
Maximum impervious = 90%
- The surveyed premises has access to 386th Street, a public street.
- Utilities shown hereon are observed and proposed (designed by others). Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- Property is located in Zone X, per FEMA FIRM panel 27025C0145D, dated 04/17/2012.
- Bearing shown are based on Chisago County coordinate system. (NAD83, 96adj)
- Legal descripton take from title commitment prepared by xxxx, dated xxxx.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

PRELIMINARY (FOR COMMENT AND REVIEW ONLY)

JOSHUA P. SCHNEIDER Date: Reg. No. 44655



ACRE LAND SURVEYING
9140 Baltimore Street NE
Suite 100, Blaine, MN
763-238-6278 js.acrelandsurvey@gmail.com

JOB #23187

WESTSIDE COMMONS 2ND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That GS2, LLC, a Minnesota limited liability company, owner and proprietors of the following described property situated in the County of Chisago, State of Minnesota, to wit:

Outlot B, WESTSIDE COMMONS, Chisago County, Minnesota

Has caused the same to be surveyed and platted as WESTSIDE COMMONS 2ND ADDITION and do hereby dedicate to the public for public use forever the public way, drainage and utility easements and controlled access to Chisago County as shown on this plat.

In witness whereof GS2, LLC, a Minnesota limited liability company has caused these presents to be signed by its proper officer this ____ day of _____, 20 ____.

Signed: GS2, LLC

Steven J. Mork, Vice President

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20 ____ by Steven J. Mork of GS2, LLC, a Minnesota limited liability company.

(DO NOT USE STAMP)

Notary Public, _____, County, Minnesota
My Commission Expires _____

I Joshua P. Schneider do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20 ____.

Joshua P. Schneider, Licensed Land Surveyor
Minnesota License Number 44655

This instrument was acknowledged before me this ____ day of _____, 20 ____ by Joshua P. Schneider.

(DO NOT USE STAMP)

Notary Public, _____, County, Minnesota
My Commission Expires _____

Approved by the City Council of the City of North Branch, Minnesota, this ____ day of _____, 20 ____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

By _____ Mayor By _____ Clerk

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505.021, Minnesota Statutes this ____ day of _____, 20 ____.

County Surveyor

This plat was recommended for approval this ____ day of _____, 20 ____.

County Engineer

No delinquent taxes and transfer entered this ____ day of _____, 20 ____.

County Auditor

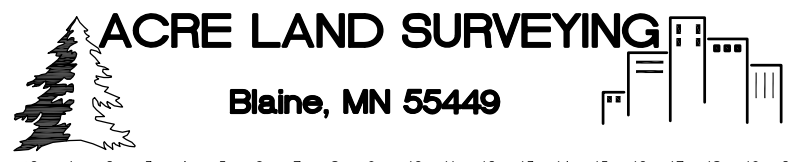
I hereby certify that the taxes for the year 20 ____ on the property described herein are paid this ____ day of _____, 20 ____.

County Treasurer

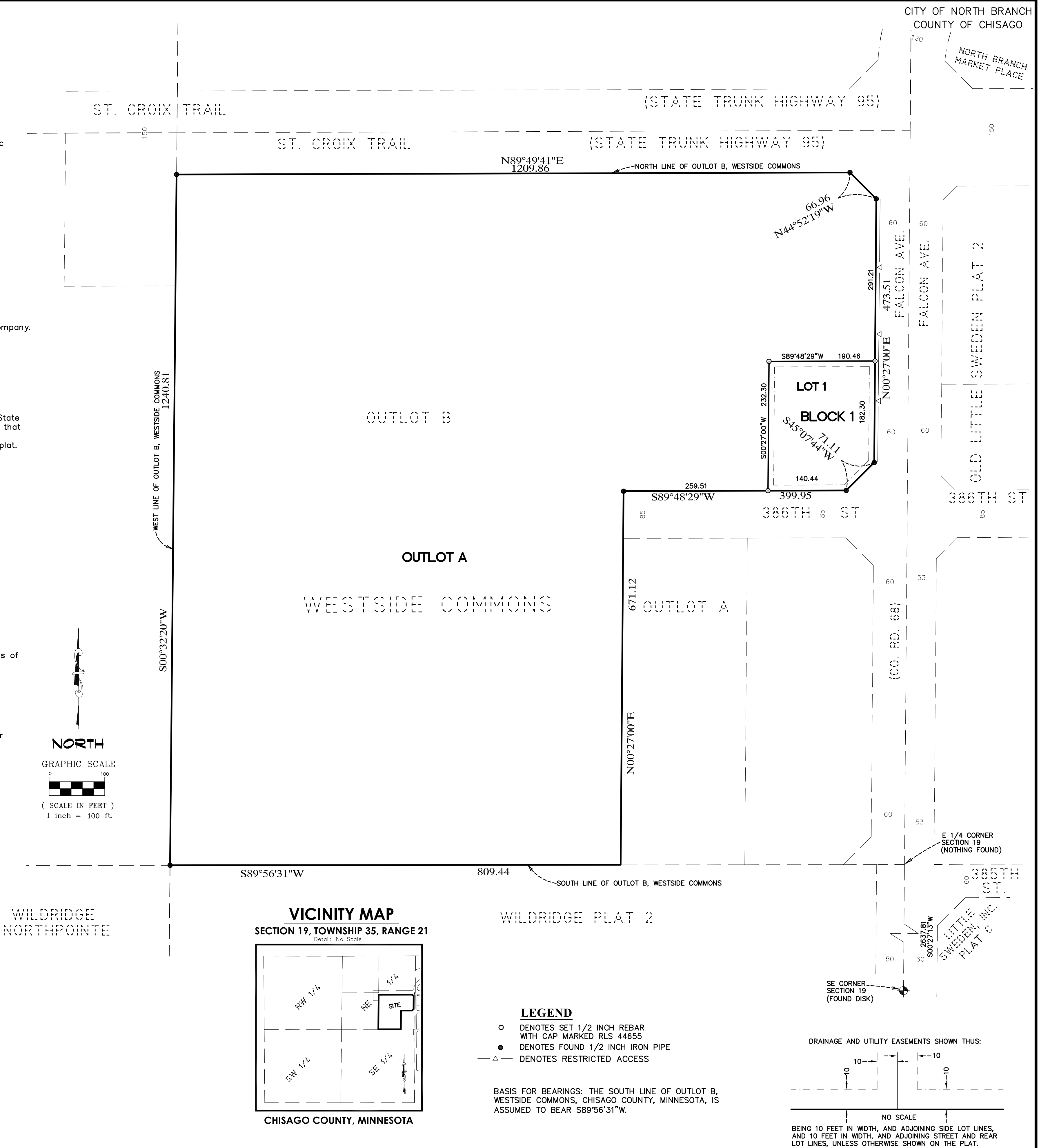
Document No. _____

I hereby certify that this instrument was filed for record in the Office of the County Recorder for record on this ____ day of _____, 20 ____, at o'clock ____ M. and was duly recorded in Chisago County Records.

County Recorder



12 13 14 15 16 17 18 19 20





Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/26/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Ballfield Improvements

Background

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 and 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. City staff received the following quotes for lime for the new dugout areas and Tower Field South.

Company	Ton	Price/Ton	Total
Bjorkland	325	23.25	\$7,556.25
Kraemer	325	25.18	\$8,183.50

Requested Action:

To recommend approval of the low quote of 23.25/ton from Bjorkland Companies for tan ballfield aglime for a total of \$7,556.25 with funds coming from the park dedication fund and Minnesota Twins Grant.

Voting Requirements:

Voting Options Simple Majority



27072 Polk St. NE, Isanti, MN 55040

Ph. 763-444-9301 Fax. 763-444-7258

MATERIAL QUOTE

To: City of North Branch

Attn: Nate

Project: Red/Yellow Ballfield Lime

Date: 3/27/2024

Item	Units	Est. Quantity	Unit Price
Red Ballfield Lime (Material & Delivery)	tons	400	\$ 46.75
Yellow Ballfield Lime (Material & Delivery)	tons	400	\$ 23.25

This proposal is based on the following conditions.

- Prices included are based on tractor trailer combinations (approx. 25-ton loads)
- Terms & Conditions: Net due every 30 days from purchase or delivery date, A finance charge of 1.5% per month will be applied to accounts over 30 days.
- Price does not include sales tax.

THANK YOU FOR THE OPPORTUNITY TO QUOTE YOUR AGGREGATE AND TRUCKING NEEDS!

Thanks,

Bjorklund Companies



Nathan Sondrol <nathans@ci.north-branch.mn.us>

Tan Ballfield Lime Quote Request

Pat Burke <pburke@kraemermm.com>

Wed, Mar 27, 2024 at 3:30 PM

To: Nathan Sondrol <nathans@ci.north-branch.mn.us>, Dispatch <dispatch@kraemermm.com>

11.70 ton Material 13.48 truck charge plus tax Our Ballfield Lime is Tan

Thaqnk you

Pat Burke

Kraemer Mining and Materials, Inc.

1020 Cliff Road West

Burnsville, MN 55337

Office 952-890-1361

PBurke@kraemermm.com

www.Kraemermm.com



[Quoted text hidden]

Confidentiality Note: The information contained in this e-mail and document(s) attached are for the exclusive use of the addressee and may contain confidential, privileged and non-disclosable information. If the recipient of this e-mail is not the addressee, such recipient is strictly prohibited from reading, photocopying, distributing or otherwise using this e-mail or its contents in any way.



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/28/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Council-Commission Joint Worksession

Background

A joint Council-Commission work session was held on March 27, 2024, at the North Branch Area High School media center. The work session included a city government overview presentation by the City Attorney and discussion among the attendees. The evening concluded with the request for each of the commissions, council and staff to appoint/recommend a member of their respective committees to serve on a strategic plan committee.

Requestd Action

To recommend a member from the PTOS Commission to serve on the strategic plan committee.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 03/26/2024

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 commission identified the development of Williams Park and a splash pad as the top priorities.

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.

Bew 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

City Staff have also been contacted by members of the Wildridge Homeowners Association who have expressed interest in conducting a survey of the neighborhood for Wildridge Park improvements.

The Commission has also conducted a park tour in the past and city staff is looking to see if there is interest in conducting a tour this spring.

Requested Action

To provide direction on the Wildridge HOA park survey and conducting a park tour

Voting Requirements:

Voting Options Simple Majority