



NORTH BRANCH

—Minnesota—

**PARKS, TRAILS AND OPEN SPACE
COMMISSION
REGULAR AGENDA
MONDAY, FEBRUARY 5, 2024 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

Charles Klopp
Chair

Bob Bernier
Commissioner

Farfum 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
7. MINUTES

ACTION

- 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

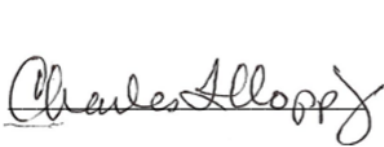
Klopp informed the commission that he attended the City Council meeting on January 23, 2024, and informed the council of the commission's desire to hold a joint meeting with the Council and other commissions. He noted that the Council supported this and the council would be working with the city administrator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

APPROVED:



ATTEST:

