



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

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, March 4, 2024

1. CALL TO ORDER

The North Branch Parks, Trails and Open Space Commission met in REGULAR and Klopp called the meeting to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Charles Klopp, Commissioner Farfum Ladroma, Commissioner Lynn Wilson

Absent: Commissioner Bob Bernier

Remote:

Others Present: GIS Specialist/Parks Director Sondrol.

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

5. MINUTES

a. February 2024 Minutes

ACTION

RESULT: Passed

MOVER: Charles Klopp

SECONDER: Farfum Ladroma

AYES: Charles Klopp, Farfum Ladroma, Lynn Wilson

ABSENT: Bob Bernier

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 agility 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 cedar-tone 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 commissions.

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

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

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

The next meeting is scheduled for April 1, 2024, at 7pm.

10. ADJOURNMENT

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

APPROVED: _____

Charles Klopp

ATTEST: _____

Nathaniel

