



**MINUTES OF THE PROCEEDINGS  
OF THE PARK, TRAILS AND OPEN SPACE COMMISSION OF THE CITY OF  
NORTH BRANCH IN THE COUNTY OF CHISAGO  
AND IN THE STATE OF MINNESOTA**

**REGULAR SESSION**

**February 2, 2015**

CALL TO ORDER:

The North Branch Park, Trails and Open Space Commission met in regular session and was called to order at 7:00 p.m. by Charles Heinzl.

OATH OF OFFICE:

Sondrol administered the Oath of Office to Commissioner Heinzl.

ROLL CALL:

Commissioners present were Michael Novlan, Mic Dahlberg, Charles Heinzl, and John Pantelis. Commissioners absent Bob Bernier. Also present was Council Liaison Furman and GIS Planning Specialist Nathan Sondrol.

ELECTION OF CHAIR AND VICE CHAIR:

Motion by Novlan, seconded by Dahlberg to nominate Charles Heinzl for Chair. All voted AYE. Motion carried

Motion by Novlan, seconded by Heinzl to nominate John Pantelis for Vice Chair. All voted AYE. Motion carried

APPROVAL OF MINUTES:

Motion by Pantelis, seconded by Novlan to approve the December 1, 2014 Regular Session Minutes. All voted AYE. Motion carried.

PUBLIC COMMENT: NONE

ADDITIONS TO AGENDA: NONE

STAFF REPORTS:

**6.1 Park Dedication Fund**

Sondrol reported the current fund balances.

**6.2 Project Updates**

Sondrol provided the latest project updates for the Commission.

Sondrol noted that there has been an average of 15 kids more per day at the main rink this year.

The Commission discussed the ice rinks and thanked public works for all of their work on the rinks.

Dahlberg noted that he had been contacted by a resident who expressed the city look into having more options available for outdoor hockey.

Sondrol noted that there has been an average of 15 kids more per day at the main rink this year.

Dahlberg felt that the City should look into applying for acquisition of the Carlson property with the next solicitation of DNR grant funding as the project may stand out more than a trail.

Dahlberg inquired if the funding would be able to be provided this year for the resurfacing of the tennis courts at Northwood park.

NEW BUSINESS:

**8.1 Special Event Permit – Midsummer Days**

Sondrol provided an overview of the North Branch American Legions special event permit request for the use of Central Park for Midsummer Days on June 17-21, 2015.

Motion by Novlan, seconded by Pantelis, to approve the North Branch American Legions special event permit request for the use of Central Park for Midsummer Days on June 17-21, 2015. All voted AYE. Motion carried.

**8.2 Special Event Permit – Red Bull Military Appreciation Day**

Sondrol provided an overview of the CSOAF's special event permit request for the use of Central Park for Red Bull Military Appreciation Day on June 17-21, 2015.

Motion by Pantelis, seconded by Novlan, to approve the CSOAF special event permit request for the use of Central Park for Red Bull Military Appreciation Day on June 7, 2015. All voted AYE. Motion carried.

**8.3 Memorial Benches – Central Park**

Sondrol provided an overview the North Branch Beautifications request to replace the existing benches in Central Park along Main Street with the new memorial bench.

Dahlberg felt that all the benches along Main Street should be replaced at the same time.

Pantelis inquired how the funding mechanism works.

Sondrol noted that there would be no upfront costs by the City and the association would be responsible for the solicitation and purchasing of the benches.

The commission agreed to allow the existing benches in Central park to be candidates for site for the new memorial benches.

**8.4 Park Projects**

Sondrol provided an overview of the existing CIP and a short list of smaller projects for the commission to review and start to prioritize. He felt that input should be received from the local youth associations and other groups that use the city's facilities and to further discuss this at the next meeting.

OLD BUSINESS:

NONE

Motion by Dahlberg, seconded by Pantelis, to adjourn. All voted AYE. Motion carried.

ADJOURNED at 7:44 p.m. by Charles Heinzl.

APPROVED \_\_\_\_\_ ATTEST \_\_\_\_\_

Respectfully submitted,  
Nathan Sondrol, GIS Specialist  
NMS

# Memo

To: Park, Trails, & Open Space Commission  
From: Nathan Sondrol, GIS Planning Specialist  
Date: April 6, 2015  
Re: Park Dedication Fund

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The following are the balances of the respective funds as of 4/1/15:

**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. The Park Dedication Fund receives \$1500 and Recreation Center receives \$300.*

Recreation Center/Park Dedication Fund...\$46,362.74

**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.....\$160,413.19  
Park Improvement Fund.....\$87,922.90

## North Branch Parks, Trails & Open Space Commission Project Updates

Current Projects	Progress and Next Steps	Approval Date	Estimated Completion Date
Wildridge Park Skating Rink	The City Council approved moving ahead with a skating rink with a warming house at Wildridge Park at their November meeting. The warming house was open on holidays and weekends from 12/20/14 thru 2/16/15 and averaged 13 kids per day.	10/6/14	March 2015
Donations, Fundraising and Acknowledgement Policy	The Beautification Committee has identified the "Heritage" Series bench for their bench program. They are working on developing the cost for the benches. The committee also has been working towards getting hanging flower baskets back on Main Street. There have been orders for 23 of the 30 baskets to date.	3/7/13	Ongoing
North Branch Rotary Sledding Hill	The commission discussed the North Branch Rotary's concept of a sledding hill at the Oct 6, 2014 meeting. There was a consensus of strong support and suggested looking into Harder Park as a potential site. The Rotary is working on obtaining site development costs and will come back to the commission when a formal plan is completed.		
<b>Long-term Planning and Goals</b>	<b>Progress and Next Steps</b>		
Trail Development and Maintenance	Trail corridors through the City have been identified in the Park Master Plan. The next step is to determine a plan that establishes criteria for when the trail gets installed through each section, who pays the cost or what the funding mechanism is and to establish a timeline for installation. Routing and crack sealing will be conducted on the trail system, starting with the oldest and highest priority trail system.		Annual
Northwood Park	Tennis Court Resurfacing		2015
Central Park	Basketball Court Resurfacing		2016
Tower/Harder	Infield Expansion		2016
Tower Fields	Ball field fencing (Replacement)		2016
Central Park	Playground Equipment (Replacement)		2017
Harder Park	Ball field fencing		2017
Tower Fields	Parking Lot Paving		2017
Northwood Park	Irrigation System		2018
Tower Fields	Irrigation System		2018
Wildridge Park	The feasibility report was accepted on May 9, 2005 by the City Council. We will wait for the bonding of the	5/9/2005	2018

	projects to begin work or until other funding is received. (Soccer Fields, Parking Lot, Ice Skating Rink and Warming House)		
Carlson Property	Acquisition and Development		2019
Williams Park	The feasibility report was accepted on May 9, 2005 by the City Council. We will wait for the bonding of the projects to begin work or until other funding is received. (3 Ballfields, Playground, Parking Lot, Ice Skating and Hockey Rink)	5/9/2005	2019
Riverwalk Park	Grand Ave Pedestrian Bridge. The Transportation Plan will address the type of bridge is needed at that location.		2023



# City of North Branch Staff Report

Prepared By: Nate Sondrol

Date: April 6, 2015

Subject: NB American Legion – Veterans Memorial Park Proposal

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## Background Information:

The North Branch American Legion Post 85 is conducting a study to determine the feasibility of establishing a Veterans Memorial Park within the city limits of North Branch. The Legion has informed the City that they have received positive feedback from the Clayton Anderson family about the possibility of obtaining a land donation for the park. The park would be named "Clayton Anderson Veterans Memorial Park". The vision of the park would be to display a military piece of equipment, a flag presentation and a plaque or series of plaques to honor members of the community that have served our country.

The final site has not been identified yet, however, ideally the site would be located in a highly visible location and the size of the site would not exceed one acre.

The Legion is requesting the City of North Branch to partner with them in this venture. Below are the proposed responsibilities of each entity.

The City's responsibility would be:

- Taking possession/ownership of the donated property
- Provide grass mowing and snow removal maintenance of the site

The Legion's responsibility would be:

- Conducting the fundraising for the site
- Acquisition of the site
- Establishing the display itself, access to the site, parking spaces
- Maintenance of the facilities (excluding grass mowing and snow removal)

The Legion has noted that it would be critical to establish a partnership with the City in order to move forward with establishing a Veterans Memorial Park.

Public Works noted that they would be conceptually in support of assisting with the mowing and snow removal for the proposed site. However they would want to review a formal site plan and develop a maintenance agreement prior to fully committing to the partnership.

## Other Pertinent Information:

- **Advantages:** This would provide a tribute to honor veterans at little cost to the City.
- **Disadvantages:** None

## Financial/Budget Impacts (If Any):

- **Funding Sources** - North Branch American Legion
- **Long-Term & Short-Term Costs** – Minor Maintenance costs. To be determined based on selected site.



**Deadline:** The Legion would like to obtain an answer if the City is interested in forming a partnership ASAP to continue their efforts in moving forward.

**Requested Action & Staff Recommendation:**

The requested is action is for the Commission to make a recommendation on the North Branch American Legion Post 85's request to partner with the City of North Branch on the development and maintenance of a Veterans Memorial Park.

Staff would recommend developing a legal agreement outlining roles and responsibilities if this is something City would like to move forward with.

**Voting Requirements:** State Law or City Code requires a simple majority, of those present.

**Attachments:**

1. NB American Legion Request Letter



## **NORTH BRANCH POST 85**

### **Midsummer Capital of the Midwest**

P.O. Box 87 6439 Elm St. North Branch, Minnesota 55056

(651)674-6100

Email [info@nbamericanlegion.com](mailto:info@nbamericanlegion.com)



23 February, 2015

### **Feasibility Study**

North Branch Parks, Trails, & Open Space Commission

Commissioners,

North Branch American Legion Post 85 is conducting a study of the feasibility of establishing a Veteran's Memorial Park within the city limits of North Branch.

At this time we have received positive feedback from the Clayton Anderson family regarding donation of land for the above purpose. The memorial would be named the "Clayton Anderson Veteran's Memorial Park".

We are requesting the City of North Branch to be a partner in this venture with its portion being, taking possession of the donated piece of property, and to maintain the site with grass mowing and snow plowing services. At this time we have not settled on a final site, but we wouldn't expect the size of the area to maintain to be in excess of one acre.

The costs of establishing the display itself, access, and parking spaces, along with maintenance of the site, with the aforementioned exceptions, would be the responsibility of the North Branch American Legion. Our vision for the display is to incorporate a military piece of equipment, a flag presentation, and a plaque or series of plaques.

A successful fundraising campaign would be required to make this dream a possibility. It is our goal to honor members of our community that have served our country, and in some cases have paid the ultimate price.

Having the City of North Branch as a willing partner in this endeavor is critical. Please pass along your recommendation to the city council for further review and guidance in this matter.

Respectfully,

Randy Koivisto – Commander Post 85



# City of North Branch Staff Report

**Prepared By:** Nate Sondrol

**Date:** April 6, 2015

**Subject:** Special Event Permit – Fall Harvest Festival

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## **Background Information:**

The North Branch Chamber of Commerce is requesting the use of Central Park on September 26, 2015 for the Fall Harvest Festival. Festival Activities include an Art & Craft Commercial Fair with approximately 175 vendors and 3,000 visitors. Setup for the event would begin on September 25, 2015.

Staff has received copies of all the required documentation, including: 501c/6 Designation letter, Certificate of Liability Insurance; State Health Certificate; Site Map; Reservation Forms – General & Food, and a Letter of Authorization and damage deposit. The food vendors send a copy of their current license with their reservation forms.

## **Other Pertinent Information:**

- **Advantages** : This would provide community engagement while promoting the City.
- **Disadvantages**: None

## **Financial/Budget Impacts (If Any):**

- **Funding Sources** - North Branch Chamber of Commerce
- **Long-Term & Short-Term Costs** - None

**Deadline:** ASAP to ensure the park is reserved for the event.

## **Requested Action & Staff Recommendation:**

The requested is action is for the Commission to make a recommendation on the North Branch Chamber of Commerce Special Event permit for the use of Central Park on September 25-26, 2015. Staff recommends approval of the request.

**Voting Requirements:** State Law or City Code requires a simple majority, of those present.

## **Attachments:**

1. North Branch Chamber of Commerce request letter

March 23, 2015

City of North Branch  
Bridgitte Konrad  
PO Box 910  
North Branch, MN 55056

Dear Bridgitte,

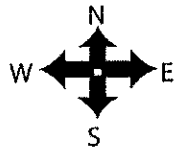
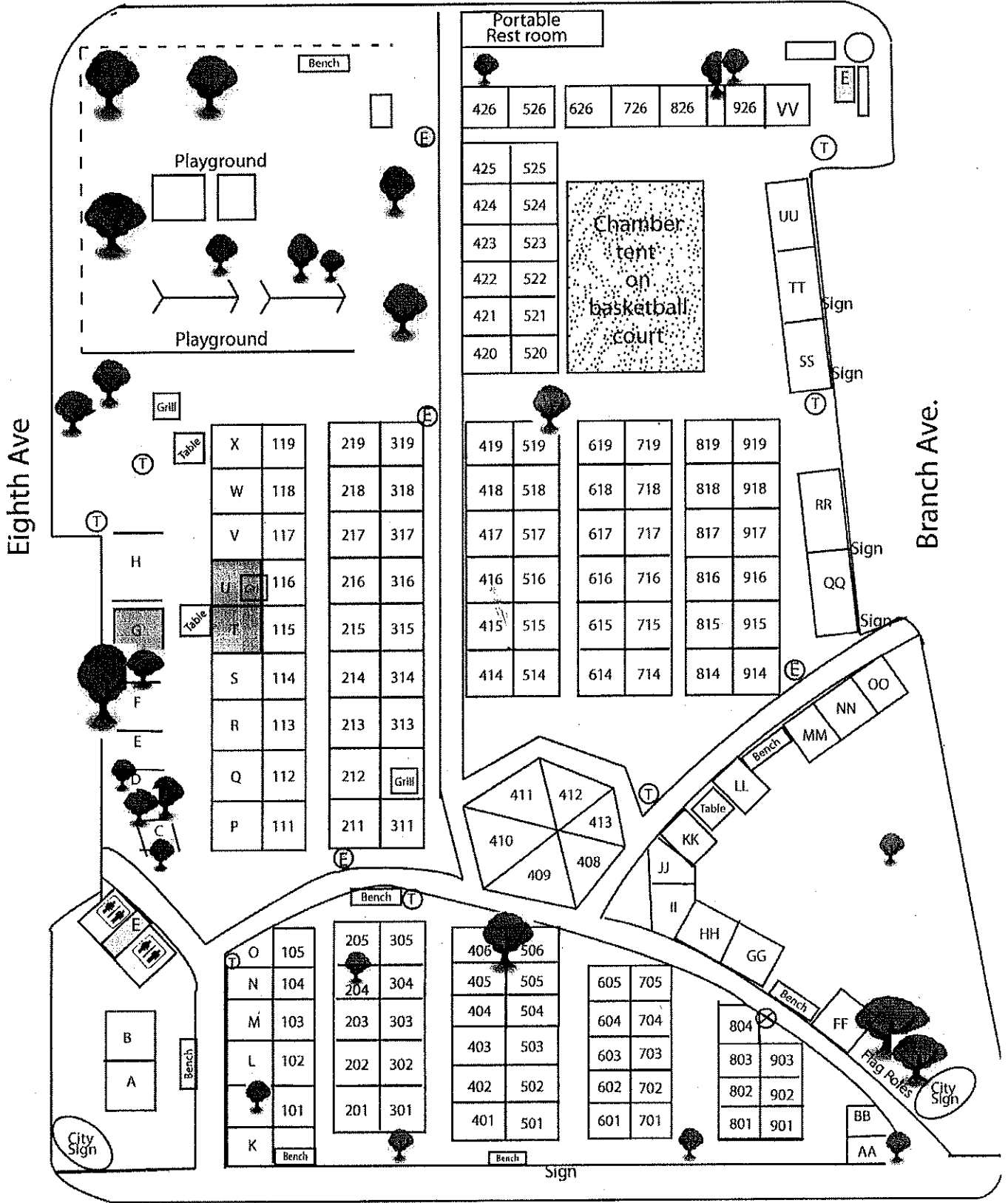
The North Branch Area Chamber of Commerce is requesting use of Central Park for Fall Harvest Festival on September 26, 2015.

In regards to the facility use permit for City of North Branch, Evette Wissler is authorized to make this request on behalf of the North Branch Area Chamber of Commerce.

Thank you,

Carol Rice  
Promotions Committee

Elm Street



Highway 95/ Main Street