

CITY OF NORTH BRANCH

Parks, Trails & Open Space Commission



MEETING: REGULAR SESSION

PLACE: NORTH BRANCH CITY HALL - 6408 ELM ST

DATE: MONDAY JUNE 1, 2015

TIME: 7:00 P.M.

The June 1, 2015 Parks, Trails
and Open Space Commission
Meeting has been cancelled.

**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

May 4, 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.

ROLL CALL:

Commissioners present were Michael Novlan, Mic Dahlberg, Charles Heinzl, John Pantelis and Bob Bernier. Commissioners absent None. Also present were Council Liaison Theresa Furman and GIS Planning Specialist Nathan Sondrol.

APPROVAL OF MINUTES:

Motion by Novlan, seconded by Pantelis to approve the May 4, 2015 Regular Session Minutes. All voted AYE. Motion carried.

PUBLIC COMMENT:

NONE

ADDITIONS TO AGENDA:

Novlan added that he had been approached by a resident about the need to provide additional maintenance at the Disc Golf Course. He noted there is a need for trash cans on the course.

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.

The commission discussed the proposed Veterans Memorial Park. Dahlberg felt that the southeast corner of Highway 95 and CSAH 14 was a viable location citing good visibility and accessibility to the site, but expressed concern with the impact a round-about, which he is not in support of at that location, would have on access to that site.

Sondrol also noted that the North Branch Lions Club is looking to start work in June 2015 to extend the shelter 8' to west to allow for the expansion of the concession stand. He noted that the City may

want to partner with the Lions to complete the project. He estimated the cost to be around \$1,500. He noted that the Lions would provide the labor to install the materials.

Bernier inquired as to who owns the building.

Sondrol stated that City owns the building and that the concession stand would be available for use by the general public. He noted that the Lions run the concessions for ball tournaments.

Pantelis suggested adding this as item 7.2

NEW BUSINESS:

7.1 Capital Improvement Plan

Sondrol provided an overview of the 10 year Capital Improvement Plan. He noted that he had met with the Public Works and Finance Directors all the improvements were pushed back 1-2 years from last year's CIP with the exception of trying to complete the Northwoods Park tennis court resurfacing for 2015.

Pantelis noted that he has approved motions in past years to move items back, but at some point these will be to be addressed.

Dahlberg suggested looking into lease purchases for equipment to help spread debt out over a number of years.

Furman noted that Councilmember Canada provided leasing option ideas to the Fire Department and may be a good resource to contact about park equipment as well.

Novlan felt the Central Park Playground equipment replacement should be one of the higher priorities and does not want to see it continue to be pushed back.

Motion by Pantelis, seconded by Bernier, to approve the 2016-2025 10 Year CIP as presented. All voted AYE. Motion carried.

Furman inquired as to what the commission sees as priorities. The commission agreed that existing facilities should be replaced or repaired prior to expansion or development of new facilities.

7.2 Harder Park Shelter/Concession Stand

Pantelis noted the Lions were looking to expand the Shelter and Concession Stand area and that there was a funding gap to complete the full project.

Furman requested that the motion include where the funds would be coming from.

Motion by Pantelis, seconded by Novlan, to approve providing funding towards the North Branch Lions for the Harder Park Shelter/Concession Stand Improvement Project for structural steel replacement outside of their original construction effort and that the materials list provided to the City prior to the funds becoming available and for the funds to come from the park dedication fund and then the general fund if needed, not to exceed \$1,500. All voted AYE. Motion carried.

OLD BUSINESS:

NONE

Motion by Novlan, seconded by Bernier, to adjourn. All voted AYE. Motion carried.

ADJOURNED at 7:41 p.m. by Charles Heinzl.

APPROVED _____ ATTEST _____

Respectfully submitted,

Nathan Sondrol
GIS Planning Specialist

North Branch Parks, Trails & Open Space Commission Project Updates

Current Projects	Progress and Next Steps	Approval Date	Estimated Completion Date
Park Miscellaneous	The North Branch Area School District will be doing a "Community Service Day" to help clean up the City including Harder Park on May 29.		
Central Park	There are several activities taking place in Central Park this month: June 7 – Red Bull Military Appreciation Day June 14 – MS 150 June 17-21 Midsummer Days		
Harder Park Shelter/Concession Stand	The City Council approved the improvements to the Shelter/Concession Stand. The Lions will be completing the improvements on June 27/28.	5/4/15	7/1/15
Greater Minnesota Regional Parks & Trails Grants	A project needs to obtain regional designation from the GMRPTC to qualify for the grant program. A Master Plan needs to be completed to apply for funding. The Sunrise Prairie Trail has received regional designation and Chisago County is in the process of developing a master plan for the project.		
Beautification Association Donations and Fundraising	<u>Flower Baskets</u> 33 baskets were installed along Main Street <u>Memorial Benches</u> The first set of benches have been ordered. There will be 7 benches installed in Central Park.	3/7/13	Summer 2015
Wildridge Park Skating Rink	The warming house was open on holidays and weekends from 12/20/14 thru 2/16/15 and averaged 13 kids per day. The next step will be to determine how to proceed with the rink.	10/6/14	
Northwood Park	The tennis courts will be getting resurfaced this summer.		July 2015
North Branch Rotary Sledding Hill	The Rotary has identified Riverwalk Park as the preferred site for the sledding hill.	10/6/14	
Veterans Memorial Park	The City Council approved partnering with the North Branch American Legion in the establishment and maintenance of a Veterans Memorial Park. The next step is for the Legion to select a site and to draft an agreement with them outlining roles and responsibilities.	4/28/15	2016

Long-term Planning and Goals	Progress and Next Steps		
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		2018
Tower/Harder	Infield Expansion		2018
Tower Fields	Ball field fencing (Replacement)		2018
Central Park	Playground Equipment (Replacement)		2018
Harder Park	Ball field fencing		2019
Northwood Park	Irrigation System		2019
Tower Fields	Irrigation System		2020
Wildridge 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. (Soccer Fields, Parking Lot, Ice Skating Rink and Warming House)	5/9/2005	2020
Carlson Property	Acquisition and Development		2020
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	2020
Tower Fields	Parking Lot Paving		2021
Riverwalk Park	Grand Ave Pedestrian Bridge. The Transportation Plan will address the type of bridge is needed at that location.		2024