

CITY OF NORTH BRANCH

Parks, Trails & Open Space Commission



MEETING: REGULAR SESSION
PLACE: NORTH BRANCH CITY HALL - 6408 ELM ST
DATE: MONDAY NOVEMBER 3, 2014
TIME: 7:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
Novlan, Dahlberg, Heinzl, Pantelis, Bernier and City Staff
3. APPROVAL OF MINUTES
 - 3.1 October 6, 2014 Regular Meeting
4. PUBLIC COMMENT
5. ADDITIONS TO AGENDA
6. STAFF REPORTS
 - 6.1 Park Dedication Fund
 - 6.2 Project Updates
7. OLD BUSINESS
 - 7.1 Wildridge Park Skating Rink
8. NEW BUSINESS
 - 8.1 Sledding Hill Discussion – North Branch Rotary
 - 8.2 Special Event – North Branch Chamber Winter Fest
- 8:00 PM 10. ADJOURN

**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

October 6, 2014

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 was Council Liaison Jensen and GIS Planning Specialist Nathan Sondrol.

APPROVAL OF MINUTES:

Motion by Pantelis, seconded by Dahlberg to approve the August 4, 2014 Regular Session Minutes with the spelling correction on the word approving in item 7.2 All voted AYE. Motion carried.

PUBLIC COMMENT: NONE

ADDITIONS TO AGENDA:

Sondrol noted that he provided a handout on the upcoming Safe Route to School grant solicitation.

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.

Dahlberg noted that he had been contacted by a resident about whether the City had identified Chain Lake Park as one of the sites the City may be interested in selling or getting rid of.

Sondrol noted that Chain Lake park was on the list of properties to further review and that the City may want to keep a portion of the parcel for right-of-way purposes.

NEW BUSINESS:

7.1 Wildridge Park Improvements

Sondrol provided an overview of the request from the Wildridge Homeowners Association to install lighting at the outdoor skating rink at Wildridge Park. He noted that based on the limited use of the rink the past few years, it was previously discussed that public works staff would not be maintaining a rink at the park until a warming house and lighting were installed.

Sondrol also noted that the association was inquiring about the possibility of installing irrigation to help establish the turf and making it a more usable area.

Steve Vanden Huevel, Wildridge Homeowners Association Board Member, stated that the residents love having the skating rink, but are only able to use it during the day. He noted with the majority of students and parents not getting home until it is dark they are unable to use the rink. He noted that the association would be willing to contribute to the cost of the lighting the park.

He also noted that the request for irrigation would be a secondary concern that could be addressed at a later time.

Sondrol noted that he is waiting to hear back from lighting vendors on the cost of the lights. He noted that he spoken with North Branch Water and Light and that they may be able to assist with the installation of the wire and poles. He estimated the cost to install the lighting to be around \$4,000.

He also recommended that a warming house be placed in the park and that he was in the process of obtaining cost estimates for a portable construction office trailer to be used as one.

Bernier noted that the association has a history of contributing to help out with the park system citing examples of the playground installation and placing portable restrooms in the park for the rink.

Pantelis liked the idea of a skating rink in Wildridge Park as it would remove some of the pressure of the existing rink. He felt that without a warming house and lighting it is hard to support the additional rink.

He suggested the city could cover the cost of the installation of the lights and that the association could possibly cover the cost of the warming house.

Novlan noted there may liability issues with the warming house.

Vanden Huevel noted that the association had only discussed lighting at their meeting, but would be open to discussions on a warming house.

Novlan felt that wooden poles and cheaper lights could be installed this year and they could both be upgraded in the future.

Vanden Huevel felt the association may be able to cover the cost of the warming house if the city installed the lights.

Dahlberg inquired as to what type of usage the rink gets, as the time he was there, he was the only person.

Vanden Huevel stated the city has an asset in the skating rink and the residents have not been able to get maximum use of it. He noted they would like to be able to use the rink more by installing lighting rather than seeing the rink go away.

Pantelis noted the rink had been open for 3 years. He stated that he had seen 5-6 people a day the first year at the rink, a large increase in the second year, and the third year the numbers were down due to the large snowfall totals which reduced public works time and ability to maintain the rink. He felt the lights would bring more attendance to the Wildridge rink and would reduce crowding at the existing rink.

Dahlberg expressed concern with the need to find a donator to provide lights for the parking lot at Harder Park for a large number of users.

Pantelis noted that he had suggested placing the donated lighting in Wildridge Park, but the donator of the lights had requested that the lights be place in Harder Park

Dahlberg wished that this had been brought forward at an earlier meeting so it wasn't a rushed decision. He noted that he in support of the project, but there are other constituents that the commission needs to keep in mind as well.

Bernier noted that the association felt if there were contributions needed from the association, they would be willing to help.

Novlan inquired if the electric service and the lighting were part of the long range plan at the park.

Sondrol noted that the long range plan for the park included electric service for the shelter and lighting for the future parking lot and therefore would serve other future needs.

He also noted the lighting at Harder Park was installed there because of the donator's request and the fact that the majority of park vandalism takes place in that park.

Pantelis inquired if the association had a dollar amount that they were willing to contribute.

Bernier noted that association has approximately \$8,000 in the bank and it would be considerably less than that. He noted that he would abstain from voting because he is a member of the association.

Jensen suggested authorizing a dollar amount to the Council and the balance could be placed on the association. The council could then make a recommendation placing it in the association's hands at that point.

Motion by Dahlberg, seconded by Pantelis, to authorize up to \$2,000 for the Wildridge Park skating rink improvements. AYE (4) NAY (0) ABSTAIN (1) Bernier. Motion carried.

7.2 RJMP – 410th Street Speed Study

Sondrol presented Commissioner Novlan's request to limit the speed on 410th Street adjacent to RJMP. He noted that there would be an 8' wide paved shoulder adjacent to the park and a 4' wide paved shoulder from the park east to the Walker Hill development.

Novlan felt that it would be a good idea to look at a way to reduce the speed of vehicles with the addition of on-street parking and unloading of vehicles on 410th Street.

Sondrol noted that 410th Street is a state aid street and that a speed study would need to be conducted to change the speed limit.

The commission discussed options such as signage to help reduce the speeds.

Motion by Dahlberg, seconded by Novlan, to request a speed study of 410th Street adjacent to Roger Johnson Memorial Park. AYE (4) NAY (1) Bernier. Motion carried.

Motion by Pantelis, seconded by Novlan, to look into what type and the cost of signage that could be installed on 410th Street to help reduce the speeds. AYE (4) NAY (1) Bernier. Motion carried.

7.3 2015 Fee Schedule

Sondrol informed the commission that the Council had preliminarily discussions of placing a 55% reduction on the 2015 park dedication fee and that they were looking for input from the commission. He noted the reduced rate would be \$810.

Motion by Dahlberg, to recommend to the City Council to return the fee back to the original \$1,800. Motion died for a lack of a second.

Jensen felt the idea Council had with the 55% reduction was to continue working toward eliminating the reduced fees. He noted they were looking to keep the reduction of development fees at the same rate.

Dahlberg noted that the \$1,800 fee is in line with what the surrounding communities charge based on past info received.

He inquired if the impact of the reduction in the park dedication fee can be quantified. He felt the entire community is being affected by the reduced fees as this reduces the revenue stream for park improvements.

Heinzel noted that these funds can only be used for park improvements.

Pantelis noted that he would like the fee to continue to work back towards the original fee.

Novlan felt that if the rates are too high or too low the City should modify the fee and adjust accordingly each year.

Motion by Bernier, seconded by Novlan, to recommend a 55% reduction of the park dedication fee. AYE (4) NAY (1) Dahlberg. Motion carried.

OLD BUSINESS:

NONE

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

ADJOURNED at 8:09 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: November 3, 2014
Re: Park Dedication Fund

The following are the balances of the respective funds as of 10/27/14:

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...\$36,629.54

Capital Improvement Fund Balances:

Funds in the Capital Improvement Funds are generated through levies from tax payer dollars.

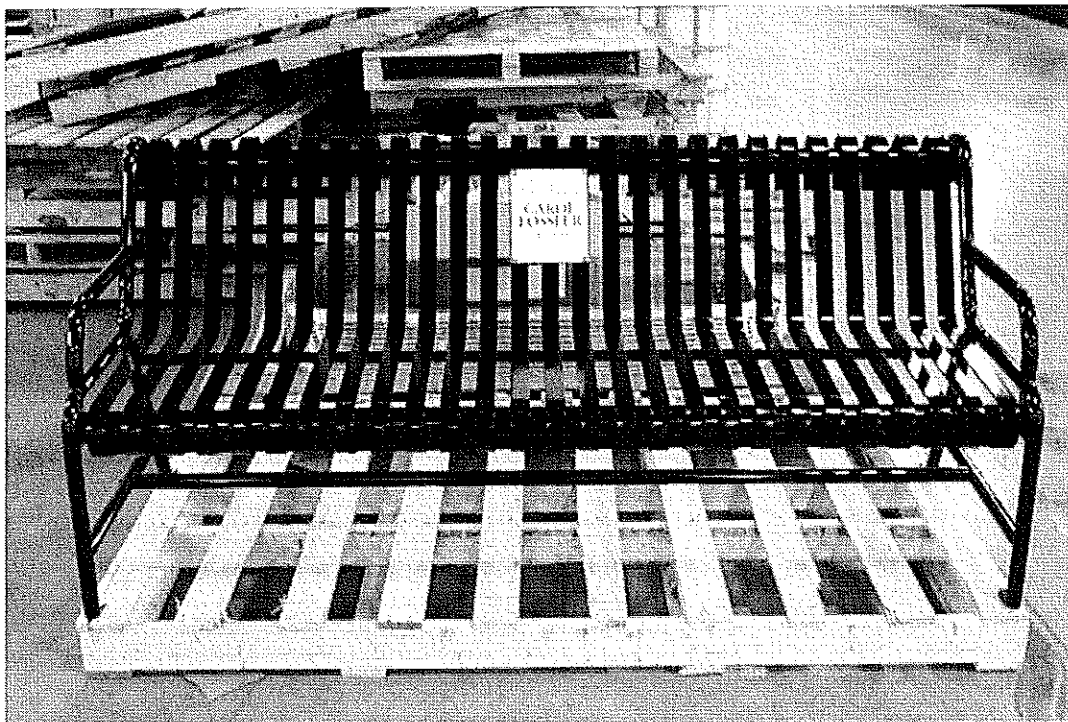
The City Council started to levy funds for the Library and Community Center in 2003 with the anticipation of constructing a library with community meeting rooms.

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.....\$160,260.51
Park Improvement Fund.....\$95,721.10

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 PTOS Commission recommended approval of up to \$2,000 for the installation of lighting for the skating rink in Wildridge Park. The City Council discussed this at the 10/27/14 meeting and approved up \$2,500 for the installation of the lights and for the PTOS Commission to work with the Association on a solution for the warming house. This is an agenda item.	10/6/14	November 2014
Donations, Fundraising and Acknowledgement Policy	The Commission recommended developing a policy for donations at the Feb 4, 2013 meeting. The City Council directed the commission to move ahead with a donation standards policy at the March 7, 2013 work session. The Commission recommended working in conjunction with the Beautification Association to develop the policy. The Committee has identified the "Heritage" Series bench for their bench program. See below.	3/7/13	November 2014



Comprehensive Parks, Trails &	The PTOS Commission reviewed existing city owned park, trails and open space lands over the past few	5/27/14	Nov/Dec 2014
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Open Space Plan Review – Legal opinion on selling city lands	meetings and identified a few sites that could possibly be sold with potential revenues being placed to help improve the existing park system. The City Council approved obtaining a formal opinion from the City Attorney on the ability to sell existing city owned park lands at the 5/27/14 meeting. Staff will provide this to the commission once it is received.		
DNR Park and Trail Legacy Grant – Sunrise Prairie Trail Phase II	The City Council approved the resolution to apply for the grant and to accept it if awarded at the Sept 22, 2014 meeting. Allina Clinic, Andersen Corporation and Chisago County both provided funding support for the application.	6/2/14	Grant Award Notices Winter 2015
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		2016
Tower/Harder	Infield Expansion		2016
Tower Fields	Ball field fencing		2016
Central Park	Playground Equipment		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 projects to begin work or until other funding is received. (Soccer Fields, Parking Lot, Ice Skating Rink and Warming House)	5/9/2005	2018
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, GIS Planning Specialist

Date: November 3, 2014

Subject: Wildridge Park Skating Rink

Background Information:

The Wildridge Homeowners Association contacted City Staff to discuss the possibility of installing lighting in Wildridge Park for the outdoor skating rink. The association noted that the majority of the rink users do not get home until it is dark and without lighting it greatly reduces the usability of the rink. The association has indicated that they would be willing to contribute to the cost of the installation of the lights.

At their October 6, 2014 meeting, the PTOS Commission recommended approving \$2,000 from the Park Dedication fund towards the cost of installing lighting at the Wildridge Park skating rink.

City staff received cost estimates for installing the lights to be \$2,500. This is based on the following: Electric Service - \$500; Electric Socket Meter Installation - \$500; Wire and Materials - \$1,000 Lights - \$500 (500 watt Quartz Halogen). This includes labor and pole donations by North Branch Water Light.

At their October 27, 2014 meeting, the City Council approved up to \$2,500 for the installation of the lights for the Wildridge Park skating rink and recommended the PTOS Commission and the Homeowners association work towards finding a solution for a warming house.

Based on the City's past experience with outdoor skating rinks lighting is critical, but both lighting and a warming house are essential to the most successful use of a skating rink. A possible temporary solution for placing a warming house in the park would be to rent a construction office trailer for the season (Late December – Late February).

Staff obtained a quote from Hilltop Trailer Sales of approximately \$1,000 to rent an 8' x 24' construction office trailer for a warming house for the season.

Staffing costs for the warming house at the 95/Grand rink was roughly \$4,000 last winter. A couple of options to reduce the cost for the Wildridge Rink location could include: limiting the number of hours/days of the warming house; and/or utilizing volunteers for staffing the warming house.

Staff has contacted the North Branch Lions Club they indicated that they would be willing to contribute \$500 for the operation of the skating rink and warming house.

Staff is also looking into the Statewide Health Improvement Program (SHIP) and others as possible sources of funding.

Staff has contacted the immediate adjacent properties and they were all in full support of the skating rink with lighting and a warming house.

The long range plan for Wildridge Park shows a parking lot being constructed in the location of the skating rink at the park. This is listed in the CIP as project to be completed in 2019.

Other Pertinent Information:

- **Advantages** – This may help reduce overcrowding at the existing rink while providing additional outdoor winter recreational activities.
- Disadvantages** – This would utilize funds that could be used on other improvements.

Financial/Budget Impacts (If Any):

- **Funding Sources** - Wildridge Homeowners Association
North Branch Lions Club - \$500
Other?
- **Long-Term & Short-Term Costs** – Short Term – Up front costs
Long Term – Monthly service charge and potential maintenance of lighting equipment

Deadline: ASAP, if the lighting were to be installed for the 2014-2015 season.

Requested Action: The City Council is requesting the PTOS Commission and Wildridge Homeowners Association to identify a solution for a warming house.

Staff Recommendation: Staff recommends renting a portable construction office trailer for a warming house and providing staffing on weekends with the funding coming from the Wildridge Homeowners Association and/or possible grants or other sources.

Attachments:

1. Construction Office Trailer Quote



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

FW: Office Trailer

1 message

Peggy Lero <peggy@hilltoptrailers.com>

Tue, Oct 7, 2014 at 8:52 AM

To: "nathans@ci.north-branch.mn.us" <nathans@ci.north-branch.mn.us>

Nathan,

Per our conversation, I have put together the following quote:

Rental Items

8' x 20' Mobile Office Trailer	\$190.00/month
8' x 24' Mobile Office Trailer	\$205.00/month
OSHA approved steps	\$35.00/month

Sale Items

Delivery & Pick-up to North Branch	\$165.00/each way
Block and Level Charge	\$125.00

Note: The above pricing does not include applicable state and/or local taxes.

Please give me a call if you have any further questions.

Sincerely,

Peggy Lero

Hilltop Trailer Sales, Inc.

peggy@hilltoptrailers.com

763-571-9103 Main

763-253-7037 Direct

763-450-4150 Mobile

763-450-4149 Fax

City of North Branch Staff Report



Prepared By: Nate Sondrol, GIS Planning Specialist

Date: November 3, 2014

Subject: Sledding Hill Discussion – NB Rotary

Background Information:

Dave Nordberg, President of the North Branch Rotary Club contacted City Staff to discuss the possibility of the Rotary to complete a large community project within the City of North Branch. Mr. Nordberg indicated the club would like to build a sledding hill in one of the City's parks as there is little existing opportunity for sledding in North Branch.

The primary existing public areas that are used for sledding are small hills on the north sides of Riverwalk and Harder Park. The Rotary is looking to build a bigger hill to provide more enjoyment for the city's residents.

The Rotary is looking to see if this is something the Commission would be interested in allowing.

Other Pertinent Information:

- **Advantages** – This would provide additional outdoor recreational winter activities.
- **Disadvantages** – None.

Financial/Budget Impacts (If Any):

- **Funding Sources** - North Branch Rotary
- **Long-Term & Short-Term Costs** – None at this time

Deadline: None.

Requested Action: The North Branch Rotary is requesting the PTOS Commission to discuss if they would be in support of the construction of a sledding hill in one of the city' parks.

Staff Recommendation: Staff recommends that PTOS Commission work the Rotary to determine the viability of a building a sledding hill in one of the City's parks.

Attachments:

1. Existing Parks, Trails and Open Space Map

City of North Branch

Existing, Parks, Trails, & Public Lands

Map Features

- Parks/Open Space
- Trails/Sidewalks
- School Facilities
- Wildlife Management Area
- Snowmobile Trails
- Hydrology
- Public Waters

CITY FACILITIES		SCHOOL FACILITIES		WILDLIFE FACILITIES		PARKS FACILITIES		TRAILS FACILITIES		PUBLIC WATERS	
Area	Area	Area	Area	Area	Area	Area	Area	Area	Area	Area	Area
...

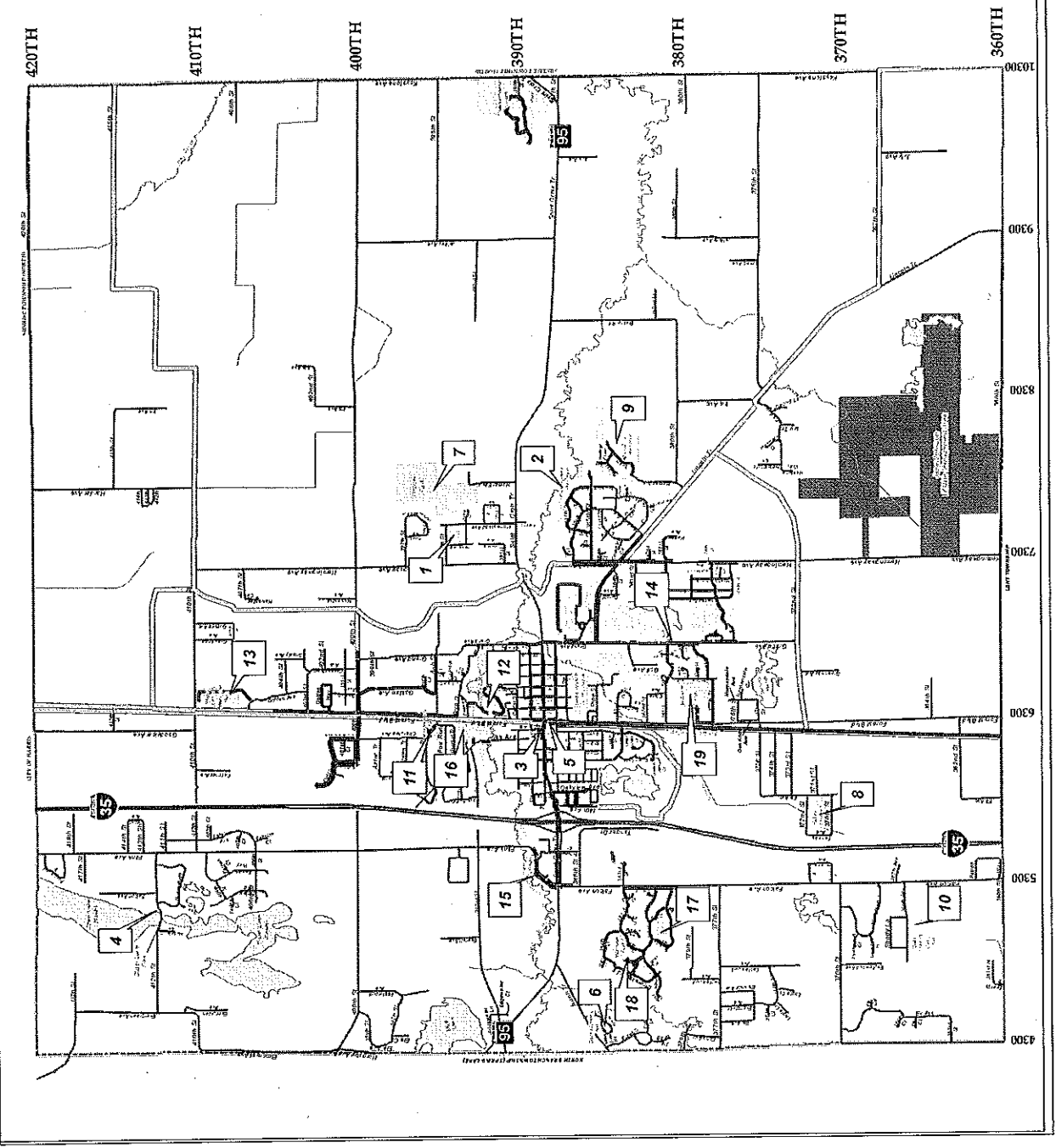
0 1,500 3,000 6,000 9,000 12,000 Feet

SCALE 1:40,000

FIGURE 1

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

DATE: 08-AUG-2013



City of North Branch Staff Report



Prepared By: Nate Sondrol, GIS Planning Specialist

Date: November 3, 2014

Subject: Special Event – Winter Fest

Background Information:

The North Branch Area Chamber of Commerce is requesting the use of Central Park and the Skating Rink for Winter Fest on February 13-14, 2014. Activities to be conducted include games, ice sculptures, a chili show down at Central Park appearances by Frosty at the Skating Rink on Sunday from 1-4 pm. There is also a Vintage Snowmobile Expo at JJ's Bowl & Lounge with a ride to Harris being held in conjunction with the event.

This is an annual recurring event with little or no changes and all of the required documentation has been provided.

Other Pertinent Information:

- **Advantages** – Great Community Event
- Disadvantages** – None

Financial/Budget Impacts (If Any):

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

Deadline: November 3, 2014

Requested Action:

The North Branch Chamber of Commerce is requesting the Commission to approve the special event request for Winter Fest in Central Park and the Municipal Skating Rink on February 13- 14, 2014.

Staff Recommendation:

Staff recommends the Commission to approve the North Branch Chamber of Commerce's Special Event request for Winter Fest in Central Park and the Municipal Skating Rink on February 13- 14, 2014.

Attachments:

- 1) Request Letter



North Branch Area Chamber of Commerce

Planting the Seeds of Success

October 8, 2014

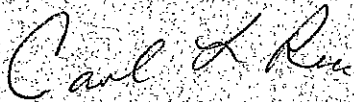
City of North Branch
PO Box 910
North Branch, MN 55056

Dear Bridgitte Konrad:

The North Branch Area Chamber of Commerce is requesting use of Central Park and Municipal Skating Rink for Winter Fest activities that will be held on February 13 – 14, 2015. We will be serving bakery made cookies with hot chocolate at both locations.

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

Thank you,



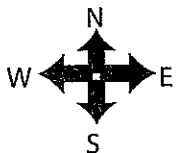
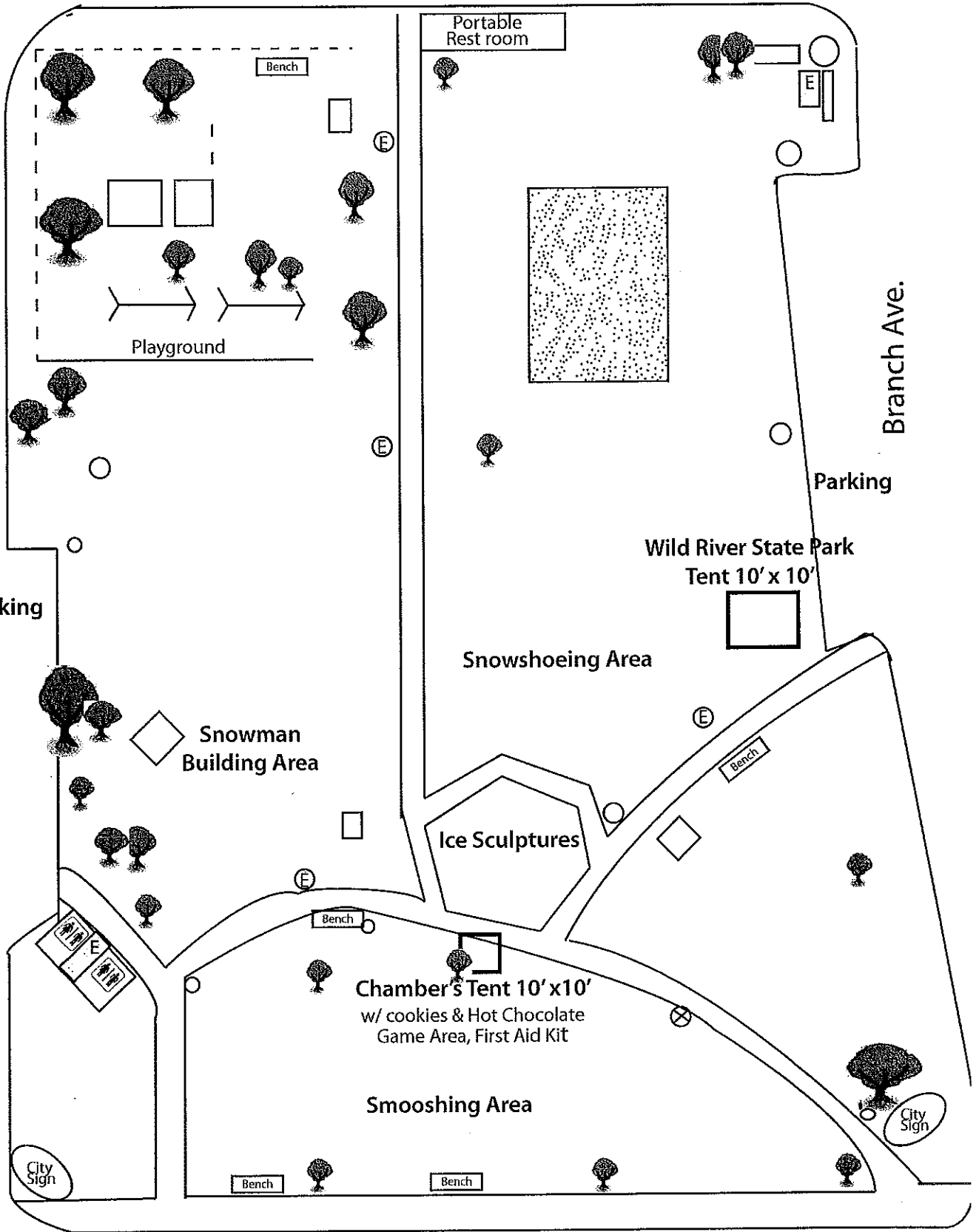
Carol Rice
Promotions Committee

Elm Street

Parking

Eighth Ave

Branch Ave.



Highway 95/ Main Street