

# CHISAGO COUNTY PARK BOARD OFFICIAL PROCEEDINGS

Thursday, February 20, 2020

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At 3:00 pm, Thursday, February 20, 2020, Chairman Kaiser called the meeting of the Chisago County Park Board of Directors with the following members present: Frank Storm, Dan Kaiser, Gregg Carlson, Jill Sicheneder, and Jolene Wille. Also present: Joe Tart; Park Director, Diane Sander; Support Specialist, County Commissioner Mike Robinson, and Carla Norelius, President of Lindstrom Historical Society.

## Meeting Summary:

- Unanimously the Board approved the amended agenda.
- Unanimously the Board approved January 16, 2020 meeting minutes.
- Unanimously the Board approved moving forward with the updated trail funded sponsorship (Adopt-a-Trail) program.
- Unanimously the Board approved continuing the lease with the Lindstrom Historical Society.
- Unanimously the Board approved that LARA will not be exempt from Chisago County Parks User Fees.

Meeting was called to order by Chair Dan Kaiser.

Motion by Gregg Carlson to approve the meeting agenda. Second by Frank Storm and carried unanimously.

Motion by Gregg Carlson to approve the January 16, 2020 minutes. Second by Jill Sicheneder and carried unanimously.

## Chisago County Parks and Trails Foundation Agreement

The County Attorney was reviewing the agreement and will soon be finalized. Staff will send the draft to the Parks and Trails Foundation for their review.

## Trail Funded Sponsorship

Director Tart reported he was considering making changes to the trail funded sponsorship program (Adopt-a-Trail) and seeking input from the Board. The proposed changes will reflect a scaled back version to allow the Parks Department to administer the trail segment sponsorship fees, allows the Parks and Trails Foundation to incorporate Friend Groups, and gives local organizations the ability to donate more freely upon Park Board approval. The original Adopt-a-Trail program was complicated with the different funding levels and the scaled back proposal will make it easier for administration.

**Motion** by Frank Storm to have staff move forward with the simplified trail sponsorship program proposal. Second by Jill Sicheneder and carried unanimously.

## Trail Volunteer Opportunities

Director Tart reported volunteer opportunities for cleanup, similar to the Adopt-a-Highway program will be available for segments on the Swedish Immigrant Regional Trail (SIRT) and Sunrise Prairie Regional Trail (SPRT).

## Karl Oskar House

Director Tart reviewed the Lindstrom Historical Society/Karl Oskar House at Ki-Chi-Saga Lease Agreement. The lease agreement from 1995 has been updated. Rent will be \$1 for the year. Carla Norelius, President of Lindstrom's Historical Society provided history on the Karl Oskar House, reviewed the Historical Society's annual report, and anticipated maintenance and events for the Karl Oskar House in 2020. **Motion** by Frank Storm to continue the lease with the Lindstrom Historical Society. Second by Gregg Carlson and carried unanimously.

## Checkerboard Park Land Acquisition

Director Tart reported the land acquisition was moving forward with the Parks and Trails Council of Minnesota (P&TCM). P&TCM will be sending a letter outlining County responsibilities and P&TCM responsibilities on the land acquisition. Director Tart indicated a longer repayment plan would be beneficial. The additional land would put Checkerboard Park

over the threshold and qualify for a Regional Park, which would allow staff to work on a Master Plan. Discussion followed on the need to get electricity in the park.

### **Chisago County Regional Trails User Count Report**

Director Tart reviewed the Trail Counting Research Report from Andrew Oftedal. The report highlighted SIRT was used by 40% bicyclists and 60% walkers and SPRT was used by 56% bicyclists and 44% walkers, close to 50% by both user groups. In 2019 (April through October) trail users traveled over 380,000 miles on Chisago County Regional Trails. The trail count report indicated trail use peaks in July on weekends and during the late morning. Weekday trail traffic peaks during the early evening hours. Director Tart indicated the report will be a good reference for grant applications.

### **Ki-Chi-Saga Park**

#### *User Fee Update/Letter to User Groups*

Director Tart reported the letter discussing the user fee was distributed to stakeholders. The Board discussed the three email correspondences received along with history of Ki-Chi-Saga Park. Email correspondences were received from: LARA President, LARA Past Board Member, and Chisago Lakes School Superintendent. The Lakes Area Recreation Association (LARA) is the largest nonprofit youth organization in Chisago County and has requested to be exempt from the proposed user fees and tournament fees. LARA has invested over the years into Ki-Chi-Saga Park's athletic fields, field preparation, green space, and parking lot. LARA considers their investments over the past decade and support of youth recreational activities should be taken into consideration. Director Tart reported the County Board approved the policy documents on February 19, 2020. Board members discussed how local organizations have managed volunteer time and donations. Board discussed using this year to document usage and review at the end of the year. **Motion** by Frank Storm that LARA will not be exempt from Chisago County Parks User Fees. Second by Jolene Wille and carried unanimously. Board specified that local organizations/user groups that are interested in in-kind and donation credits that receipts and documentation must be provided to the Parks Director.

#### *LARA Requests*

Director Tart received an email from Wade Clarin listing some proposed improvements to Ki-Chi-Saga Park:

- Add dugout covers and dugout fencing to ball fields 1, 2 and 3
- Add agricultural lime to all of the ball fields infields
- Build a multipurpose storage building for onsite equipment at the park plus concession stand
- Add an additional ball field next to field 4 with just a backstop and short sideline fencing

Director Tart indicated the concession stand is new and questioned how that would work with other vendors for concessions. Consideration for the multipurpose storage building/concession stand would need to have an outline on how concessions will adhere to Department of Health Regulations along with building/fire codes with equipment and gas storage. Currently, the Parks Department administers concession agreements with three other businesses. Concerns will need to be addressed on who is allowed to run concessions and work with staff on contracts and agreements. LARA has not provided a site plan or specific details on the dugout covers, fencing, and storage building to the Parks Board for their review. Director Tart reported scheduling for field use has started and requests have been coming from different LARA Sport Directors. Communication will be key and needed from both LARA and Parks Department to ensure for a great season. Director Tart hopes and trusts that communication is going on with the LARA Sport Directors to prevent field overlap and scheduling conflicts. Board discussed the lack of usage on the softball fields and the request for an additional field. It appears LARA would like use of the field exclusively, but consideration is needed for area church leagues.

#### *Online Form Update*

Chisago County Information Technology Services will be updating the reservation website to include online field use reservations.

#### *Display Board*

Pictures of a three sided display board and sign holder was provided. Display boards would be made of composite materials, plexiglass, and locks. Staff is considering installing the display board to allow park users to review reserved fields and events on a calendar at Ki-Chi-Saga Park. Smaller sign holders would be installed on shelters to allow park

users to review weekend reservations and opportunities for weekend rentals. Director Tart reviewed the reservation process and packet that are sent out two weeks in advance. If a situation arises with questions on a reservation the Parks Director would be contacted. Board members noted it might be good to forward the reservation list to the Sheriff's Department for their information.

### **Staff Report**

*Utility Task Vehicle (UTV)* – Sheriff's Department is willing to sell a used UTV for \$5,500. It is a two person UTV and four-wheel drive. It would be beneficial on non-paved trails and tree cleanup. The UTV would allow the four wheeler to be used at Ki-Chi-Saga Park.

*Fish Lake* – Director Tart will purchase two paddle boards to rent out. Purchase ropes, buoys, and equipment for spring arrival. The Operations and Standards for Collections and Rangers will be updated. Staff will be working on getting Fish Lake Park listed as a regional destination. Board members inquired if the low spots in the parking lot were filled in or not.

*SIRT* – Director Tart reviewed the Legislative-Citizen Commission on Minnesota Resources (LCCMR) project trail project update and update from the preliminary preconstruction meeting. LCCMR project update was approved and posted on the website. Site visit is scheduled for February 27, 2020.

*SPRT* – Director Tart was on the trail and noted damage south of Wyoming from snowmobile studs. Sheriff's Department has been issuing trespassing violations on private land.

*Large Event* – Director Tart has been contacted to rent Dennis Frandsen Park for a two day outdoor event showcasing Minnesota Artists. More information will be coming on the proposed event but initial conversations have described live music performances, vendors, and open mic for kids. Large Events will need to provide narrative of the event, site plan, and detailed use of the park.

*Additional Food Trucks* – Everyday Joe's Coffee & Entrees will be applying for concession agreement at Fish Lake Park and Ki-Chi-Saga Park.

*Township Park Funds* – Amador and Franconia Townships are interested in using their funds. More information will be coming but anticipated use of funds include purchase of playground equipment and ballpark.

*Hiring Seasonal Staff* – Staff is preparing job descriptions for hire Maintenance, Park Rangers, and Collection Attendants.

*Ordering List* – Staff is trying to develop a list of materials/products to order and have ready prior to spring work season.

**Adjourn** – Motion by Jolene Wille to adjourn the meeting. Second by Frank Storm and carried unanimously.