

CHISAGO COUNTY PARK BOARD

OFFICIAL PROCEEDINGS

Thursday, September 17, 2020

At 3:00 pm, Thursday, September 17, 2020, Chairman Kaiser called the meeting of the Chisago County Park Board of Directors with the following members present: Dan Kaiser, Frank Storm, Jill Sicheneder, Jolene Wille and Gregg Carlson. Also present: Joe Tart; Park Director, Diane Sander; Support Specialist, County Commissioner Mike Robinson, Environmental Services Director Kurt Schneider and Monica Kinny.

Meeting Summary:

- Unanimously the Board approved the agenda.
- Unanimously the Board approved August 20, 2020 meeting minutes.

Meeting was called to order by Chair Dan Kaiser.

Motion by Gregg Carlson to approve the meeting agenda. Second by Jolene Wille and carried unanimously.

Motion by Gregg Carlson to approve the August 20, 2020 minutes. Second by Frank Storm and carried unanimously.

Recreation Programming

Director Tart reported recreation programming is not limited to just shelter reservations. It also includes administering, organizing and coordinating with community groups and citizens within a diversity of events and programs. Director Tart has been working on website updates that will include: updated map for playing fields at Ki-Chi-Saga (each field and distance identified), electronic forms: Reservation Agreement, Large Event Special Use Request, Special Use Request, Adopt-A-Trail Sponsorship Application and Segment Maps. Athletic Field Reservation, Operations and Standards Policy, and Tournament Application will also be placed on the website. Completed tournament forms will be reviewed and payment information will be requested upon approval. Director Tart is hoping to include electronic signatures but remains a work in progress. Updating the website will help streamline requests from users, administration, and easier for citizens. Previous requests included printing the form, signing it and submitting a picture or scanning of the form.

Parks Shelter Rentals: Director Tart reviewed payment tracking, shelter packets, shelter posting, payment options, late payment collection and volume of emails/phone calls with each reservation.

Campsites: Campsites have a self-registration box for cash or check, or payment of credit card online. Discussion followed on the campsites and the possibility of the Rotary Club helping out. A designated overnight vehicle parking permit is provided as a reminder for the Sheriff's Department.

Concession Agreements: Concession vendors need to fill out an application and provide a \$35 monthly payment with necessary food licenses and insurance. So far, there has been three different vendors for ice cream and snacks. Director Tart is hoping to include an online payment option.

Hunting: No fee if required, but hunters need to fill out an application and provide a copy of their Hunters Safety Certificate. Individuals with approval receive a hunting packet that includes: approval letter, map, regulations and parking pass. In 2019, six applications were approved for the shotgun hunting season. County Sheriff's Department would like the area posted for public notice.

Special Events: Special event is \$35 per event (Cross Country Events: September 3 and September 22). Limited to three teams. Payment options for special events are check, cash, or credit card.

Large Special Events & Tournaments: Large Special Event and tournaments are \$300 per event/tournament with same payment options of check, cash, or credit card. The fee helps cover additional staff time for additional setup, take down, and cleanup of the area.

Athletic Field Reservations: Chisago County Resident/per season is \$10 and Non-Chisago County Resident/per season is \$15. Ki-Chi-Saga Field Operations and Standards are sent to Associations for use of the fields. Additional forms, maintenance agreements, certification of insurance are required. This is a new program and identifying ways to help streamline requests. Field reservation income has been used for park maintenance improvements and field fertilizer application. Ki-Chi-Saga Fields have COVID-19 Preparedness Plan for each sport. LARA traveling baseball and flag football will have over 100 participants during the fall season.

Adopt-A-Trail: The sponsorship program is \$250 per season with two year commitment. Sponsor's fill out an application, once approved a sign will be installed and available for yearly renewal. Currently, a total of 10 segments are available for sponsorship along SIRT and SPRT.

Parking Collections: Fish Lake Park has parking collections that involves: weekly deposits, tracking and data entry. Daily passes are \$3 and season passes are \$20. For the past couple of years over 3,000 daily passes have been sold and 200-300 season passes have been sold per year.

Parks Capital Improvement Projects

Equipment purchases include: 2021 Chevrolet Silverado, 2011 Polaris UTV, 2 – Zero-Turn Mowers. Crack filling and fog sealing has been completed at Frandsen and Fish Lake parks. Entrance to Ki-Ci-Saga Park will be completed soon. Additional gravel and grading will soon be completed at Fish Lake and Ki-Chi-Saga Parks. County Board has approved the Parks Capital Improvement projects and purchases.

2021 Capital Request

Director Tart reviewed the list of equipment, replacement playground equipment, Americans with Disabilities Act (ADA) compliance project, concrete, dugouts and bleachers, security lighting, and fog sealing project. Addition of power to shelters are an amenity and will enhance user experience. Discussion followed on the ADA project and use of gravel or pavement. Director Tart has been coordinating with County Highway Department include SPRT in their road sealing maintenance schedule. Discussion followed on installing new wells at either Dennis Frandsen or Fish Lake Parks. Included in the 2021 Capital request was 15% match for the SPRT grant application.

SIRT - Interstate State Park Segment Update

Grant reimbursements have been updated and submitted. Construction updates include: re-grading around Taylors Falls City Hall, installing timber railing near bridge approaches, completing construction punch list and installing riprap around abutments and rock ditch checks all within the next couple of weeks. Trail signs, bike repair station, portable restrooms have been ordered. DNR has proposed alternate trail routes and will be reviewing slope, field work to expanded study area of Segment C. The feasibility report will likely be completed in the fall of 2020. Ribbon cutting event has been set for October 10, 2020 at Taylors Falls City Hall. The event will recognize trail support and highlight local partnerships. Chisago County Trails Foundation might plan for a larger celebration in June 2021.

SWCD Chisago County Pollinator Grant

Director Tart reported the need to find additional areas to fulfill the park department's obligation for the pollinator grant. Larger tracks of land are easier to install due to equipment size. Discussion followed on various parks and possible locations. SIRT and SPRT were discussed; however it would be difficult to maneuver equipment on some slopes.

Staff Report

Parks and Trails Maintenance Operations: Director Tart reported a lot of graffiti on the bridges along SPRT and SIRT. Chipping branches, brush removal and mowing along trails is ongoing. Planning to start installing trail kiosks in late fall.

Fish Lake Park: Beach is closed for the season. Staff will begin winterizing the building and taking out the dock/ropes/swimming raft.

Kost Dam Park: Sanded and re-stained shelter. Inspection for the dam is scheduled for 2021.

Checkerboard Park: Planning to install playground in October/November. Reviewing on getting electricity to certain buildings.

Ki-Chi-Saga: A new garage door is needed and will likely get installed this fall.

Season Staffing: Fish Lake Park rangers and collection attendants have finished for the season. Seasonal maintenance staff working limited days.

Other Requests

Director Tart received the following requests:

Boy Scouts: The Boy Scouts requested to work on a park conservation project at Ki-Chi-Saga.

Chisago County Master Gardeners: Chisago County Master Gardeners requested to place a memorial sign in the pollinator gardens in North Branch.

City of Wyoming: City of Wyoming will be reviewing a subdivision proposal near future trail connections and discuss dedicated trail easement. Recommendations would come to the Park Board for review and comments. It is exciting to see the Comprehensive Park Plan being utilized by local governments.

Board members discussed meeting at Checkerboard Park for the October meeting.

Adjourn – Motion by Jolene Wille to adjourn the meeting. Second by Gregg Carlson and carried unanimously.