

# CHISAGO COUNTY PARK BOARD OFFICIAL PROCEEDINGS

Thursday, March 17, 2022 - **DRAFT**

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At 3:00 pm, Thursday, March 17, 2022 Director Tart called the meeting of the Chisago County Park Board of Directors at the Chisago County Government Center. The following members present: Gregg Carlson, Jolene Wille, Frank Storm, Dan Kaiser, and Jill Sicheneder. Also present: Joe Tart; Park Director and Diane Sander; Support Specialist.

## Meeting Summary:

- Unanimously the Board approved the amended agenda
- Unanimously the Board approved January 20, 2022 meeting minutes

Meeting was called to order by Chair Carlson.

Chair Carlson specified he would like to add Joint Park Board Meeting under New Business to the agenda. **Motion** by Dan Kaiser to approve the amended agenda. Second by Jolene Wille and carried unanimously.

**Motion** by Jolene Wille to approve the January 20, 2022 minutes. Second by Frank Storm and carried unanimously.

**Citizen's Forum** – No one present.

## Old Business

### County Board – Request for Board Action

Director Tart provided an overview of the County Board Request for Board Action (RBA) items. Items included: MN DNR Sunrise Prairie Regional Trail Grant Agreement – Segment G; WSB engineering and Construction Services Contract (Sunrise Prairie Regional Trail (SPRT) – Segment G); Checkerboard Park Restroom; Parks Brush Chipper; Ki-Chi-Saga Covered Dugouts and Enclosure Fencing; and Steel Utility Trailer. Discussion was held on the new restroom and proposed electrical addition to Checkerboard Park and continued on the enclosure fencing for the covered dugouts at Ki-Chi-Saga Park.

### Checkerboard Land Acquisition-Grant #NS22-003

Director Tart provided a detailed Job Ledger Report showing land acquisition expenses from August 10, 2020 through September 1, 2021. Total expenses \$51,963.54 plus \$981.48 in closing fees. The Grant funding was able to cover the original acquisition purchase price of \$44,800 due to the updated property assessment. Closing costs and fees totaled \$8144.48 from the operating budget. Closing is scheduled for April 15, 2022. Discussion was held on the improvements and proposed addition of boardwalks and trails.

### Cross Country Ski Trails

Director Tart supplied a copy of the winter activities flyer and Chisago County Press, February 24, 2002 editorial from a citizen thanking Chisago County Parks for launching the cross country ski track on the Swedish Immigrant Regional Trail (SIRT). The groomer is new and staff is still working out the “kinks” to get a perfect track. It is anticipated to have groomed trails with ski track twice a week in the upcoming 2022/2023 season.

## **New Business**

### **Shelter Reservation Requests**

Shelter reservations have started to come with the majority of them being scheduled at Fish Lake Park.

### **Athletic Field Requests**

The soccer and lacrosse athletic field use schedule was highlighted at Ki-Chi-Saga. Lacrosse will begin in early April and continue through late July. In 2021, 150 participants were in the Lakes Area Recreation Association (LARA) lacrosse program. Soccer starts mid-July through late August. In 2021, 439 participants were in the LARA soccer program. Both sports will be utilizing fields Monday – Thursday.

### **Adopt-A-Trail Renewal Letters**

A copy of the Sponsorship Agreement Renewal form was provided. There are four sponsorship agreements. The SIRT has three sponsorship agreements and SPRT has one agreement near North Branch.

### **2022 Parks Staffing Update**

Director Tart reviewed staffing needs and payscale for seasonal positions. Park Rangers and Collection Attendants will be scheduled from May 27 – September 5, 2022. Seasonal Park Maintenance Workers will be scheduled from March 28 – October 31, 2022. Director Tart is proposing to add an incentive raise for returning employees. An increase of \$.50 per/hour for each year of service with a maximum amount for each position. The proposal also includes an increase starting rate for new hires. The Collection Attendant position is challenging since it is a Friday/Saturday/Sunday position. Jolene Wille commented the proposed increases to capture return employees and new employees seemed reasonable.

### **GMPRT #C22-05-SPRT-Segment G (Update)**

A 2022 project timeline was presented. The timeline starts with a March project kickoff meeting, which leads into project preliminary planning that extends through late October. The late spring/fall timeline will be utilized for agency review/approval for the final plan submittal. The months of November and December will be used for bid proposal. The anticipated construction timeline will begin in 2023. The trailhead in Harris will be included in the Segment G project.

### **CIP-Projects Timelines**

The anticipated timeline for acquisition and installation of 2022 Capital Improvement Projects (CIPs) were provided. The timeline was broken into yearly quarters with majority of installation falling in the second/third quarters (April – September). Discussion was held on the Fish Lake Park Plan update and anticipated plan completion and submittal.

### **Annual Report**

Director Tart indicated the report is almost done and will be completed by next meeting.

### **Joint Park Board Meeting**

Chair Carlson provided an overview of the joint park board meeting with Center City, City of Lindstrom, and Chisago City on February 28, 2022. Discussion was held on the SIRT and progress of trail connection. City of Lindstrom discussed a new trail location adjusting from the north side of Highway 8 to the south side. City of Lindstrom and Chisago City would need to consider the proposed adjustment. The Highway 8 construction plan could provide some unexpected trail spurs and trailhead locations.

## **Miscellaneous**

### **Parks and Trails Maintenance**

Staff has been keeping up with the following: snow plowing trails and parking lots, grooming cross country trails, vehicle maintenance and fixing repairs, building kiosks for SPRT (Wyoming and North Branch locations), and fabricated a new honor box for Fish Lake Park.

### **Product Order Items - 2022**

Director Tart displayed a list of items that will be purchased in 2022. Items include: first aid kits, uniforms/badges, playground hardware, spring rockers, dog waste station, dock bumpers, volleyball court posts/netting, and a bench for SIRT. Director Tart will be purchase additional signage that includes: disc course crossing, cross country skiing, map location (way finder), playground, trail crossing, and Park/Trail rules.

**Adjourn** – Motion by Dan Kaiser to adjourn the meeting. Second by Jolene Wille and carried unanimously at 4:21 pm.

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