

Agenda Codes: BA-Board Action Required, D-Discussion Item, I-Informational

1. Call to Order and Pledge of Allegiance

2. Roll Call and Determination of a Quorum

3. Approval of Agenda (BA)

4. Approval of Minutes (BA)

- a. January 16, 2025

5. Citizen's Forum (I)

6. Old Business (I)

- a. Ki-Chi Saga Concession Building-Update
- b. SHIP Projects-2025-Update
 - i. Sunrise Prairie Regional Trail Signage
- c. Parks Wi-Fi-Update

7. New Business (I,D,BA)

- a. Township Funding Request-Amador Township (BA)
- b. 2025-Capital Improvement Plan
- c. Concession Agreement
- d. 2025-Seasonal Staffing Update
- e. Fish Lake Park-Season Passes
- f. Adopt-a-Trail Maps-Updated
- g. Chisago County Parks and Trails Brochure-Updated
- h. Parks Maintenance Projects

8. Adjourn Meeting (BA)

- The next regular meeting is scheduled for Thursday, April 17, 2025, at 3:00 pm.

CHISAGO COUNTY PARK BOARD OFFICIAL PROCEEDINGS

Thursday, January 16, 2025

At 3:00 pm, Thursday, January 16th, 2025, the Chisago County Park Board of Directors met in regular session at the Chisago County Government Center. The following members present: John Pantelis, Jolene Wille, Gregg Carlson, Jessica Bergan, and Allen Siedow. Also present: Joe Tart; Park Director, Nicole Hawley; Office Support Specialist, Dan Dahlberg; 5th District County Commissioner, and Kurt Schneider; Environmental Services Director.

Meeting Summary:

- Unanimously the Board approved the agenda.
- There were edits to the Legacy Funding Application-24-015F-SIRT agenda item on the December 19th minutes.
- Director Tart went through the 2024 Annual Report.

Chair Wille called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of the Board members was taken. A quorum was established.

Election of Officers

Chair Wille called for nominations for 2025 Chair. Gregg Carlson nominated John Pantelis for Chair. Upon multiple calls, there were no other nominations. Second by Jessica Bergan and carried unanimously.

Jolene Wille called for nominations for the 2025 Vice Chair position. Gregg Carlson nominated Allen Siedow for Vice Chair. Upon multiple calls, there were no other nominations. Second by Jessica Bergan and carried unanimously.

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

There were edits under New Business-Legacy Funding Application-24-015F-SIRT. It was noted to add that the two possible phase options were Segment D&E. **Motion** by Gregg Carlson to approve the amended December 19th, 2024, minutes. Second by Allen Siedow and carried unanimously.

Citizen's Forum: No one was present.

Old Business

A. Ki-Chi-Saga Concession Building- Update

Director Tart updated the Park Board that plumbing, and partition doors were installed to the concession building.

Director Tart relayed that we met with the City Administrator from the City of Circle Pines to get information on how to operate a successful concession building and to see if this was feasible for the Parks Department to manage.

B. SHIP Projects- 2025

Director Tart is working on getting quotes for the Hydration Station and inquiring if it would be a feasible option. If possible, we could move forward on submitting a SHIP grant application. Director Tart updated that he has acquired all the information he needs to submit a SHIP grant application for the trail maps for Sunrise Prairie Regional Trail.

New Business

A. 2024 Parks and Trails Annual Report

Director Tart went through the 2024 Annual Report with the Park Board. The Park Board discussed ways they could get the 2024 Annual Report to the public.

Adjourn –*Motion* by Jolene Wille to adjourn the meeting. Second by Allen Siedow and carried unanimously at 4:00pm.



Park Board Meeting

3/20/25



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d. 2025-Seasonal Staffing Update

e. Fish Lake Park-Season Passes

f. Adopt-a-Trail Maps-Updated

g. Chisago County Parks and Trails Brochure-Updated

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Ki-Chi-Saga Concession Building- Update





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SHIP Projects 2025- Update





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Parks Wi-Fi- Update





New Business



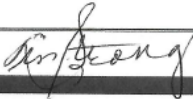
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Township Funding Request- Amador Township

Chisago County Park Fund Township Funding Request			
Date:	March 10, 2025		
Township Name:	Amador Township	Township Contact Name:	Lin Strong, Supervisor
Phone:	651-269-3580	Email:	Lin.Strong269@gmail.com
Address:	37475 Park Trail, Almelund, MN 55012		
Project Information			
Funds Requested:	\$9,600.00	Project Name:	Playground Equipment
Township Fund Amount:	\$9,600.95	Date Township Fund Verified by Auditor Department:	
Funds being used at Existing Park/Recreational Area: <i>Please Circle</i>	☒ Y	N	Yes, Museum Park & Carl Almqvist Ball Park (south on CSAH 12); Triangle Park in Almelund
If Yes - Name of Park/Recreational Area:			
Proposed Land Acquisition: <i>Please Circle</i>	Y	☒ N	No land acquisition
Land Acquisition:	Appraisal for each Parcel Completed. <i>Please provide copies of appraisal for each parcel.</i>		Y N
Other:			
Proposal:	<i>Explain what you plan on doing on the project.</i>		
	1) Add metal park benches and picnic table to Triangle Park along with a new basketball half court		
	2) Add teeter totters, to both Museum Park and Lion's Park plus the following: whizzy dizzy, handicap swing seats, replacement swing seats, interactive games		
Proposed Project Expenses			
Company & Description of Work - <i>Please provide copies of all Bids</i>		Amount	Total
	Willy Goat Playground Equipment Company.....		\$13,336.50
	(State tax has been deleted)		
	Installation Est.....		\$ 5,000.00
	Estimated Total Project Cost.....		\$18,336.50
Township Clerk Signature:	Clerk Terri Lind	Township Chair, Lin Strong	
Township Supervisory Signatur			
Office Use Only			
Date Received by Parks Department:		By:	
Date Application Determined to be Complete:		By:	
Date Received by Chisago County Board of Commissioners:		By:	
Action & Date Taken by Chisago County Board: <i>Please Circle</i>	Approved	Denied	Date:
Payment Amount:		Date Sent to Township:	
<i>Mail completed proposal with supporting documentation to the following:</i> Joseph Tart, Park Director, 313 N. Main Street Suite 240, Center City, MN 55012			



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Capital Improvement Plan- 2025

2025 CIP Funds-Parks Divison

Account	Project Description	Budgeted	Spent	Available	Completed/Remaining
ENVS-0120	2002 3/4 Ton Truck Replacement	\$ 55,000.00		\$ 1,810.00	
	Saxon Fleet Services(2025 Ram 2500 Tradesman 4x4 Crew Cab (8" Box)		\$ 46,490.00		
	Safety Light Bar		\$ 500.00		
	Northern Tool Box-Side		\$ 1,200.00		
	DMV (Tabs, Licence, Fees, Sales tax)		\$ 5,000.00		
			\$ 53,190.00		
ENVS-0435	Brush Mower	\$ 10,000.00		\$ 1,375.00	
	Quick Attach-Brush Buster Rotary Mower 72"		\$ 8,625.00		
ENVS-0436	Snowblower	\$ 10,500.00		\$ 2,685.00	
	Quick Attach-Summit 3000X79" (23-28 GPM)		\$ 7,815.00		
ENVS-0437	Grapple	\$ 5,000.00		\$ 175.00	
	Quick Attach-Heavy-Duty Skeleton Grapple		\$ 4,825.00		
ENVS-0438	DR Mower	\$ 4,500.00		\$ 1,000.01	
	Crawford Equipment-Pro XL30 (20 HP)		\$ 3,499.99		
ENVS-0439	Kayak Dock Ramps	\$ 18,000.00		\$ 635.20	
	Fish Lake Dock and Lift-(Kost Dam Park)		\$ 8,682.40		
	Fish Lake Dock and Lift-(Fish Lake Park)		\$ 8,682.40		
			\$ 17,364.80		
ENVS-0440	Snowplow	\$ 10,500.00		\$ 1,515.12	
	Russels Auto-8'6" Western MVP Pluse Snow Plow		\$ 8,984.88		
ENVS-0441	SIRT-Wetland Delineation and Enviromental Review Contracted Services	\$ 30,000.00			
ENVS-0442	SIRT-Wetland Mitigation Land Credit Purchase	\$ 30,000.00			
ENVS-0443	Parks Maintenace Facility-Existing Pole Building Structures-Steel Renovation	\$ 54,000.00		\$ (3,180.00)	
	Custom Pole Building #1-Main Building		\$ 29,080.00		
	Custom Pole Building #2-Cold Storage		\$ 28,100.00		
			\$ 57,180.00		
ENVS-0444	Insulate and Install Heating System-New Parks Building Structure	\$ 45,000.00		\$ 155.27	
	Custom Pole Buildings		\$ 38,600.00		
	S.S Electric (Estimated)		\$ 2,000.00		
	Aerotek		\$ 4,244.73		
			\$ 44,844.73		
		\$ 272,500.00	\$ 206,329.40	\$ 6,170.60	\$ 66,170.60



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Concession Agreement





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Chisago County Government Center | 313 N. Main Street | Center City, MN 55012

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Seasonal Staffing Update-2025

- 3 SEASONAL PARK RANGERS
- 3 SEASONAL COLLECTION ATTENDANTS
- 5-6 SEASONAL PARKS MAINTENANCE WORKERS





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Fish Lake Park- Season Passes

Fern PMS 364

Pumpkin PMS 158

Plum PMS 242

FRONT
(adhesive on this side)



BACK

Chisago PARKS
COUNTY USA & TRAILS

Expires Jan. 1 of
Upcoming Year

103800

2025: Serial # starts 103800

2026: Serial # starts 104200

2027: Serial # starts 104600



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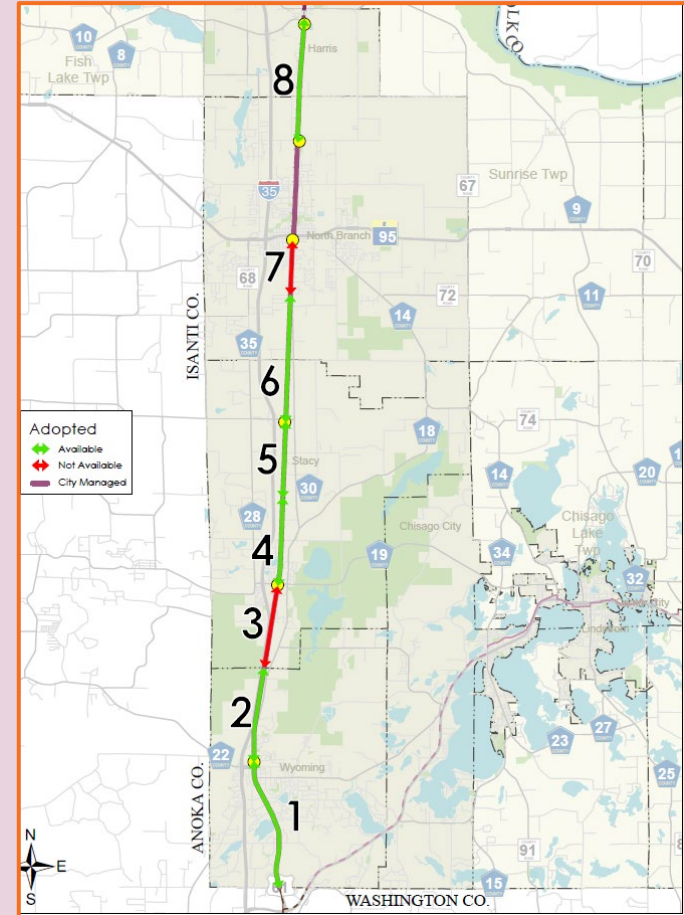
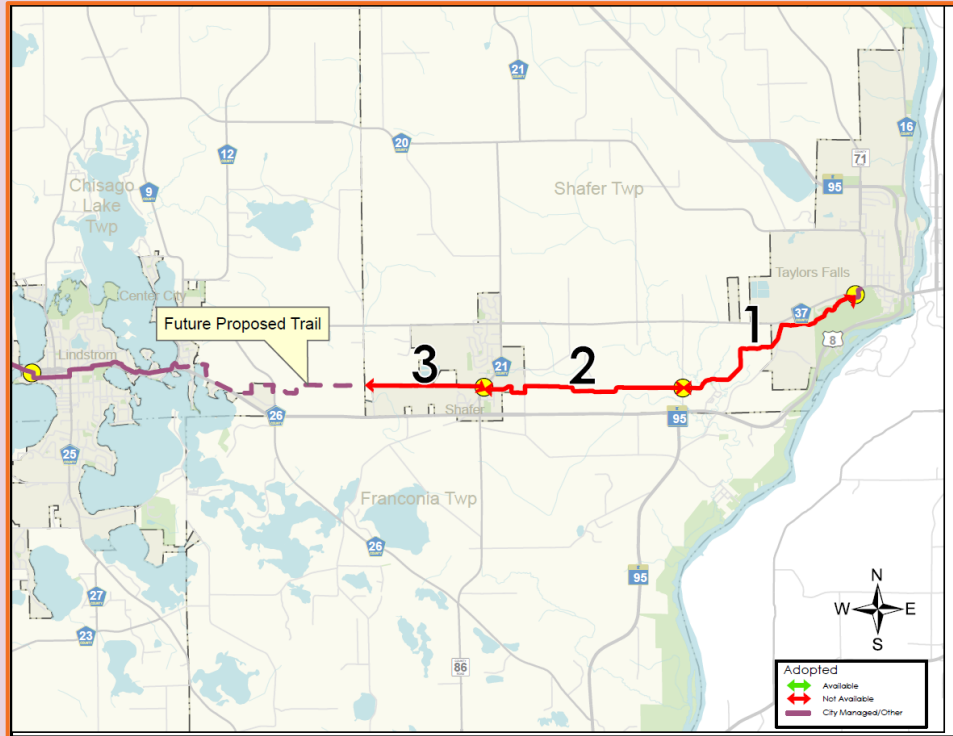
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Adopt-A-Trail Maps- Updated





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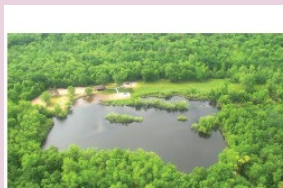
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Chisago County Parks and Trails Brochure- Updated



CHECKERBOARD PARK

This out-of-the-way park is an excellent site for nature viewing. You can avoid the crowds and enjoy the mile-long hiking trail that winds around the swimming ponds.

LOCATION

38990 Keystone Avenue,
North Branch
120 acres just off of
Highway 95 on Keystone
Avenue (County Road 67),
four miles east of North Branch.

ACTIVITIES

- Swimming
- Hiking
- Picnic shelter seats 75, electric available
- Playground area
- Volleyball (bring your own ball)
- Off-leash dog area
- Restroom (primitive)
50 feet from shelter
- Large group grill
located near shelter
- Hard-surface,
accessible path
between parking
area, shelter, and
restroom



PICNIC SHELTER FEES

- Weekdays, excluding holidays—\$35
- County residents and businesses:
Weekends and holidays—\$60
- Non-county residents and businesses:
Weekends and holidays—\$75





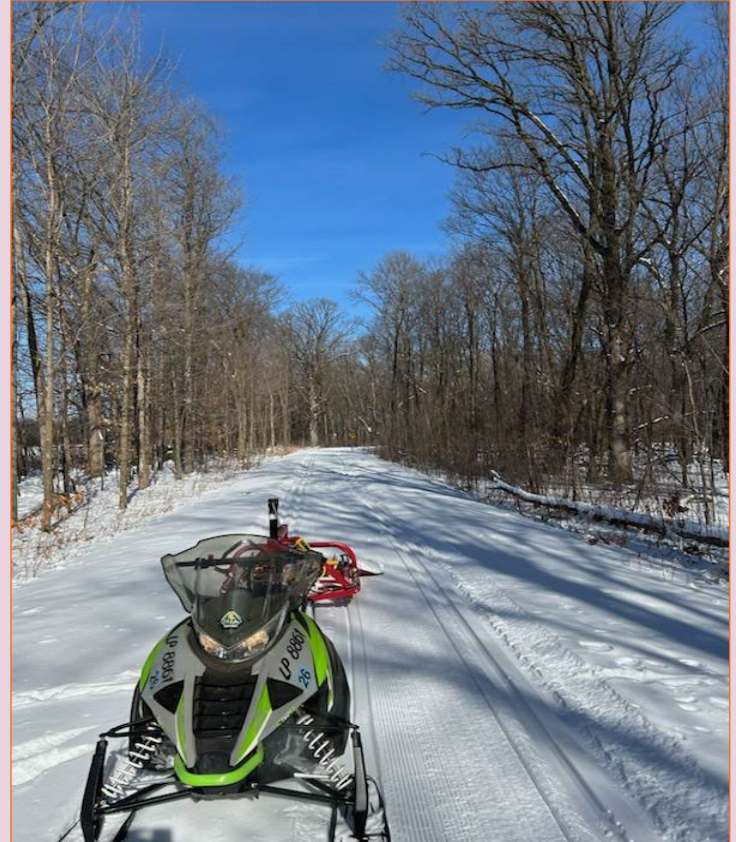
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Parks Maintenance Projects



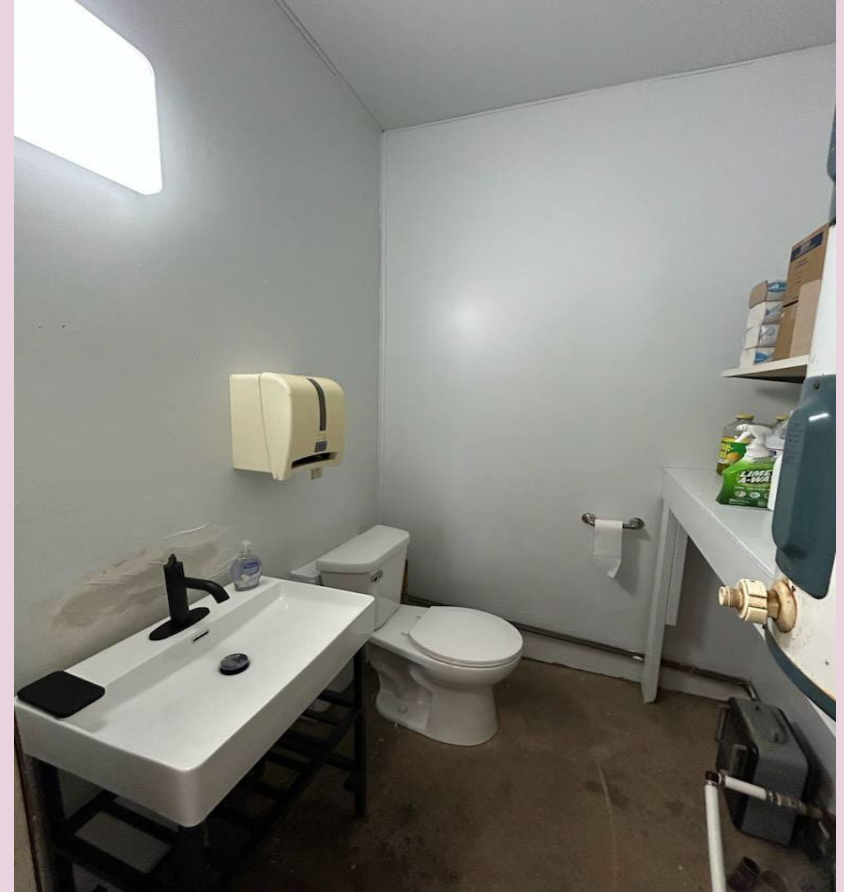


Parks Maintenance Projects





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Thank You!

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