

CHISAGO COUNTY PARK BOARD

OFFICIAL PROCEEDINGS

Thursday, March 20, 2025

At 3:00 pm, Thursday, March 20th, 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, Jackson McDowell; Parks and Grounds Maintenance Supervisor, and Kurt Schneider; Environmental Services Director.

Meeting Summary:

- Unanimously the Board approved the agenda.
- Unanimously the Board approved the January 16th, 2025 minutes.
- The Park Board approved Amador's Township Funding Request.

Chair Pantelis 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.

Motion by Jolene Wille to approve the agenda. Second by Allen Siedow and carried unanimously.

Motion by Jolene Wille to approve the amended January 16th, 2025 minutes. Second by Gregg Carlson and carried unanimously.

Citizen's Forum: Center City Mayor, Jill Behnke, was present. Mayor Behnke asked for updates regarding the status of the Swedish Immigrant Regional Trail and the Sunrise Prairie Regional Trail.

Old Business

A. Ki-Chi-Saga Concession Building Update

Director Tart updated the Park Board that there has been work on the bathroom at the concession building. Our team have installed mirrors, dispensers, and trash cans in the bathrooms. There is a plan on 5/2/25 to epoxy the bathroom floors. MN Department of Health approved appliances that will be delivered 3/25/25.

B. SHIP Projects 2025- Update

Director Tart informed the Board that the Sunrise Prairie Regional Trail sign grant was approved by SHIP. Director Tart also informed the Board that he met with a plumbing specialist and found out a hydration station will not be feasible at Ki-Chi-Saga County Park. Director Tart will keep looking for a better spot for the Hydration Station.

C. Parks Wi-Fi- Update

Wi-Fi was officially installed at Ki-Chi-Saga County Park. It was confirmed that the Wi-Fi will likely reach to all Picnic Shelters. With Wi-Fi being installed, Director Tart informed

the Board that cameras will also be installed at a future date. One internal in the concession building and one external facing the main parking lot. The Park Board recommended that this asset be added to the Chisago County Parks and Trails brochure.

New Business

A. Township Funding Request- Amador Township

The Park Board reviewed Amador's Township Funding Request. **Motion** by Jolene Wille to approved Amador's Township Funding Request. Second by Gregg Carlson and carried unanimously.

B. 2025- Capital Improvement Plan

Director Tart went through the 2025 CIP items that were approved by the County Board. Gregg Carlson asked why only 3 items were approved in the County Board meeting on 3/19/25 and not the whole list. Director Tart stated that anything over \$25,000 will need further County Board approval. Anything under \$25,000 is approved internally by the County Administrator and Environmental Services Director. This is highlighted in the Chisago County Purchasing Policy.

C. Concession Agreement

Director Tart attended the Lakes Area Recreation Association (LARA) board meeting on 3/19/25. Director Tart presented the Concession Agreement draft at Ki-Chi-Saga County Park to gage any interest if LARA would like to manage for their events. LARA told Director Tart that they would let him know if they have interest at LARA's April board meeting. When not being used by LARA, the concession building can still be likely be used by Chisago County or other organizations for separate special events. In the case that LARA is not interested, Director Tart stated that he has alternative plans for the concession building.

D. 2025- Seasonal Staffing Update

The Chisago County Parks Department is looking for 3 Park Rangers, 3 Collection Attendants, and 5-6 Seasonal Maintenance employees. Director Tart stated that for the Maintenance and Ranger positions, you need to be over the age of 18. We have advertised these positions in the local newspaper.

E. Fish Lake Park- Season Passes

Director Tart presented the new design for the Fish Lake County Park's season passes. The new design now displays Chisago County's new branding font and colors.

F. Adopt-A-Trail Maps- Updated

The Adopt-A-Trail maps have been updated on what segments are available and what are currently reserved. The Park Board had questions regarding the Adopt-A-Trail program, so this topic will be brought to the April Park Board Meeting to discuss in more detail.

G. Chisago County Parks and Trails Brochure- Updated

Director Tart presented the updated Parks and Trails brochure. The brochure was only updated to follow Chisago County branding guidelines, all content stayed the same.

The Park Board recommended that a mileage chart for the trail portion of the brochure be added.

H. Parks Maintenance Projects

Director Tart presented multiple projects that our maintenance team has completed in the last couple of months. Our maintenance team have installed lock keypads and bolted down picnic tables at our concession building, groomed fat tire biking and cross-country skiing trails, cleared old equipment behind our maintenance building, and updated the bathroom space at our Parks maintenance building.

Adjourn –Motion by Jessica Bergan to adjourn the meeting. Second by Allen Siedow and carried unanimously at 4:15pm.