

**AGENDA  
BIG LAKE CITY COUNCIL  
WORKSHOP**

**WEDNESDAY, JANUARY 27, 2021  
5:00 p.m.**

**1) CALL TO ORDER**

**2) ROLL CALL**

**3) ADOPT PROPOSED AGENDA**

**4) BUSINESS**

- 4A. 2021 Street and Utility Improvement Project No. ST2021-1 Update
- 4B. Proposed Brom Park Discussion
- 4C. Music in the Park Event Discussion
- 4D. New Ideas Discussion

**5) OTHER**

**6) ADJOURN**

**CITY COUNCIL MEETING COVID-19 NOTICE**

**Attendance at Meetings:** All attendees are expected to follow CDC recommendations and State of MN Executive Orders relating to the COVID-19 Pandemic. Some members of the City Council may participate in this Meeting via telephone or other electronic means on an as needed basis.

**Disclaimer:** This agenda has been prepared to provide information regarding an upcoming workshop of the Big Lake City Council. This document does not claim to be complete and is subject to change.



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Layne Otteson P.E., City Engineer</i> ENG21-003	<b>Meeting Date:</b> 1/27/2021	<b>Item No.</b> <b>4A</b>
<b>Item Description:</b> <i>2021 Street and Utility Project No. ST2021-1 Update</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
	<b>Reviewed By:</b>	

### **COUNCIL DIRECTION REQUESTED**

No direction requested as this is informational only.

### **BACKGROUND/DISCUSSION**

At the January 13, 2021 Council Meeting, Council directed staff to begin preparing the Preliminary Engineering Report. The scope of this project focuses on street rehabilitation and drainage improvements for twenty-two (22) street segments have been found to be in need of resurfacing or reconstruction. The next step is holding information meetings (open houses) at the end of January and beginning of February.

All property owners will receive an invitation to attend in person or participate remotely. They will also receive a questionnaire. The information meetings will include a PowerPoint presentation and an opportunity for questions. I will also be available to meet on-site with property owners upon their request. Input from property owners will be included in developing the Preliminary Engineering Report. The Preliminary Engineering Report is expected to be presented to Council in February.

### **FINANCIAL IMPACT**

N/A

### **ALTERNATIVES**

N/A



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Layne Otteson P.E., City Engineer ENG21-004</i>	<b>Meeting Date:</b> 1/27/2021	<b>Item No.</b> <b>4B</b>
<b>Item Description:</b> <i>Potential Brom Park Update</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
	<b>Reviewed By:</b> <i>N/A</i>	

### **COUNCIL DIRECTION REQUESTED**

No direction requested as this is informational only.

### **BACKGROUND/DISCUSSION**

Staff has been investigating an opportunity to create a neighborhood park on City owned property at the intersection of Brom Lane and Tarrytown Road. The land is generally low and a preliminary assessment indicates that much of the park would be classified as wetland. Although this can be seen as challenging, Staff is looking for cost effective opportunities which may improve the elevation or utilize the natural setting. Attached are 3 maps generally showing location, property lines and land features (aerial) for informational purposes.

An open house with the neighborhood could take place after a formal wetland review and viable options are explored. Staff will be discussing Brom Park at the Parks Advisory meeting (January 25<sup>th</sup>) and will provide additional feedback to Council (January 27<sup>th</sup>).

### **FINANCIAL IMPACT**

N/A

### **ALTERNATIVES**

N/A

### **ATTACHMENTS**

- City Park Map – South of US 10
- Aerial of Brom Ln & Tarrytown Rd
- Aerial of Brom Ln & Tarrytown Rd (closeup)



# City Park Map





**Aerial Map of Properties**





**Brom Lane & Tarrytown Road  
Site Map**



# WORKSHOP ITEM

## Big Lake City Council

<b>Prepared By</b> <i>Corrie Scott, Recreation and Communication Coordinator</i>	<b>Meeting Date:</b> 1/27/2021	<b>Item No.</b> <b>4C</b>
<b>Item Description:</b> <i>Music in the Park Discussion</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
	<b>Reviewed By</b> <i>Hanna Klimmek, Community Development Director</i>	

### **COUNCIL DIRECTION REQUESTED**

Discuss the opportunity for City staff to coordinate Music in the Park.

### **BACKGROUND/DISCUSSION**

The Legacy Foundation of Big Lake created the community's beloved Music in the Park series in 2013 and each year it has continued to bring this free, family-friendly event to the Big Lake area. After eight years of coordinating and hosting this successful series, the Legacy Foundation of Big Lake has decided to disband, bringing forward the opportunity for the City to coordinate Music in the Park in 2021 and future years.

With the addition of the Recreation and Communication Coordinator position in 2019, the City now has a staff person with the proficiency to coordinate and host this kind of event series. Due to a busy summer season, staff is recommending some changes to the way that Music in the Park has previously operated to allow for it to transition from an organization-run event to a City-run event coordinated and hosted by one staff person. Below are some suggestions that staff is making in order to make the coordination of this series feasible with current resources:

- Work with previous Legacy Foundation Members during the transition of the event series to learn where to request sponsorships, hire sound technicians, and find affordable and popular musical acts.
- Reduce the number of events throughout the year from every Thursday, to once or twice a month from June-August. If the first year is successful, the City can always consider adding more dates to the series in future years. This option will also lower the costs for hiring music and sound technicians for the first year, which will make sponsorship goals more attainable.
- Replace the grill that was previously operated by Legacy Foundation with local food trucks. This will decrease staff time during and leading up to the event and will allow local businesses to increase their exposure and sales within the community. Staff would continue to collaborate with past vendors such as Lupulin Brewing and Kettle-Licious.
- Allow for flexibility in the case that there are COVID restrictions that alter the operations of the event. The Cable Commission has recorded the Music in the Park events in previous years and they suggested offering a drive-in style Music in the Park event that would limit the number of attendees and allow for social distancing in the case that the event is not able to operate as normal.

Staff would like to extend a huge 'Thank You' to the Legacy Foundation for creating this remarkable event series that has brought joy to area residents of all ages over the past eight years. Staff is recommending that Council discusses the possibility of staff coordinating and hosting an altered Music in the Park series in 2021 and provides feedback on how they would like this event to evolve in future years if it is transitioned to a City-run event.

***FINANCIAL IMPACT***

N/A

***ALTERNATIVES***

Decline the opportunity to coordinate and host the Music in the Park series in 2021.

***ATTACHMENTS***

N/A





# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date</b> 1/27/2021	<b>Item No.</b> <b>4D</b>
<b>Item Description</b> New Ideas Discussion	<b>Reviewed By:</b> N/A	
	<b>Reviewed By:</b> N/A	

## **COUNCIL DIRECTION REQUESTED**

None

## **BACKGROUND/DISCUSSION**

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

## **FINANCIAL IMPACT**

None

## **ALTERNATIVES**

None

## **ATTACHMENTS**

None