



AGENDA
BIG LAKE PARKS ADVISORY COMMITTEE MEETING
COUNCIL CHAMBERS

FEBRUARY 28, 2022

6:30 p.m.

1) CALL TO ORDER

2) ROLL CALL (Members: K. DeCamillis, K. Green, K. Halverson, J. Merwin, D. Peterson)

3) ADOPT PROPOSED AGENDA

4) APPROVE MEETING MINUTES

4A. Approve Regular Parks Advisory Committee Meeting Minutes of November 22, 2021

5) BUSINESS

5A. Powell Park Update

5B. Bylaws Review

5C. Code Revision Task Force Liaison

5D. 2022 Meeting Dates

5E. Staff Updates

6) COMMITTEE MEMBERS' REPORTS

7) OTHER

8) ADJOURN

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Big Lake Parks Advisory Committee. This document does not claim to be complete and is subject to change.

Notice of City Council Quorum: A quorum of the City Council members may be present at this Big Lake Parks Advisory Committee meeting beginning at 6:30 p.m. in the City Council Chambers. No action will be taken by the City Council.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: <i>2/28/2022</i>	Item No. 4A
Item Description: <i>November 22, 2021 Parks Advisory Committee Regular Meeting Minutes</i>	Reviewed By: <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	
	Reviewed By: <i>Hanna Klimmek, Community Development Director</i>	

ACTION REQUESTED

Approve the November 22, 2021 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The November 22, 2021 Parks Advisory Committee Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

11-22-21 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE
MEETING MINUTES**

MONDAY, NOVEMBER 22, 2021

1. CALL TO ORDER

Chair Peterson called the meeting to order at 6:30 p.m.

2. ROLL CALL

Committee Members present: Scott Creighton, Kristi DeCamillis, Ken Halverson, Jack Merwin, Doug Peterson, and Laura Talvitie. Committee Members absent: Scott Marotz.

Also present: Recreation and Communication Coordinator Corrie Scott, City Planner Lucinda Spanier, and Streets, Parks, and Fleet Superintendent Norm Michels.

3. ADOPT AGENDA

Committee Member Talvitie motioned to approve the agenda as presented. Seconded by Committee Member Merwin, unanimous ayes, motion carried.

4. APPROVAL OF MINUTES

Committee Member Creighton motioned to accept the October 25, 2021 Parks Advisory Committee minutes as presented. Seconded by Committee Member Merwin, unanimous ayes, motion carried.

5. BUSINESS

5A. PUD CONCEPT PLAN FOR CAPSTONE HOMES (PID 65-543-0030 AND 65-543-0070)

Spanier reviewed that Capstone Homes, Inc. has submitted a development application for a PUD Concept Plan. She stated that the request is for a residential development on 29 acres located north of Marketplace Drive and west of 166th Street Northwest. Spanier asked the Parks Advisory Committee to provide informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations as they relate to parks and trails, and to advise the City Council as they review the concept plan.

Halverson asked if every development is supposed to have sidewalks as they are built. Spanier confirmed that developments are to install sidewalks on one side of the street.

Halverson stated that he feels there are a lot of shortcuts in this proposed development including cutting out sidewalks and making the greenspace private rather than public. He stated that he feels the proposed cul-de-sac is too long. Halverson stated that he believes the concept of community parks is that they should be available to the public rather than be privately owned and only for those living in the development. Halverson stated that he doesn't believe there are any other parks in the community that are considered privately owned. Spanier stated that the developer who presented in November is proposing to build a private dog run, but that they are cognizant that the general public might utilize this space and they do not intend to actively prohibit the general public from using these facilities. Halverson stated that he would prefer that there be no privately owned parks in Big Lake. He also reiterated that he would like to see sidewalks within the development. Spanier reminded Halverson that the purpose for tonight's agenda item is to comment on parks and trails.

Creighton asked if the development is being designed for a specific demographic. Spanier stated that the HOA model appeals to all ages. Creighton stated that because it is open to all ages, there will likely be elderly and children living in the development and that it will be important to have sidewalks so they can safely walk the neighborhood. He stated that the greenspace area seems small. Spanier stated that the Comprehensive Plan does not outline any future parks within the land that is proposed to be developed and because of this, it is up to the developer to decide if they include greenspace and how large that greenspace is within their development. She stated that their proposed cash in lieu is in line with the Comprehensive Plan and those funds can be used on nearby existing and proposed parks.

Peterson asked if there is a credit being applied to the proposed green space or if it is all going toward cash in lieu. Spanier stated that there could be a credit given to the developer regarding their proposed greenspace. Peterson stated that he would like to see the cash in lieu be approved. He also stated that he feels sidewalks are important.

Talvitie asked about the street width in the development. Spanier stated that the proposed street width is 29' with parking on one side of the roadway. Talvitie stated that she lived in a development that was similar and she only stayed in the home for 9 months because the driveways were too short and there was of lack of street parking. She stated that she doesn't believe it is safe for those living in the neighborhood to walk on the street within the development to access the proposed greenspace area. Talvitie stated that she would like to see sidewalks on all streets and more parking options.

Halverson stated that it would be cheaper for the developer to include sidewalks now rather than potentially add them later if there are complaints.

Peterson asked if there is any off street parking proposed in their concept plan. Spanier stated that there are some off-street parking spaces in two areas of the development.

Talvitie stated that she doesn't feel there is enough parking for when family visits. Merwin asked about the number of bedrooms in each home. The Applicant stated that it ranges from 2-5 bedrooms. The Applicant stated that they are trying to accommodate the

required density of 4-8 units per acre, which is why the concept might seem condensed. He stated that the greenspace being proposed works well in other developments that they have built, but that it does take away from potential density as well. He stated that there are a few private drives that are too narrow for street parking which is why there are a few drives that have off-street parking. The Applicant stated that the HOA will take care of all maintenance of the greenspace, sidewalks, and private streets year round. He stated that there is a variety of homes within the development that offer different layouts.

Halverson stated that if this HOA is to fail, the homeowners own their property and will still pay their own taxes. The Applicant stated that the person who purchases their home owns the house, land, and driveway. He stated that there is not a large expense to join this HOA because it only covers general maintenance of the development.

DeCamillis asked if this development is like any other existing Capstone Homes developments in other communities. The Applicant stated that this is a brand new product but it is most similar to a new development in Andover. He stated that there isn't greenspace in that development, though. Another larger development that has similar greenspace is in Cottage Grove. The Applicant stated that these developments have the same five foot setbacks and the same concept style. He stated there are also developments in St. Michael and Ramsey. DeCamillis asked if there has been any issue with the existing developments that do not have sidewalks. The Applicant stated that they haven't received complaints from homeowners about lack of sidewalks or street parking in any of their existing developments.

Halverson stated that if the City accepts cash in lieu, he would like to see the money earmarked to only be used for Hudson Woods Park expansion.

5B. STAFF UPDATES

Scott reviewed the status of various programs and recreation taking place in the community's parks. She stated that the kickoff to the Winter Farmers Market was a success with 16 vendors in attendance and about 150 market patrons. She also encouraged Members to share the Holiday Lighting Contest sign-up on social media. Merwin stated that he has interest in joining the CMRP. Scott reviewed that if anyone is interested in joining the CMRP Placemaking Committee to reach out to her via email.

Halverson asked about the status of Powell Park equipment. Michels stated that the equipment for Powell Park has been ordered and he is hopeful that it will arrive next year.

6. COMMITTEE MEMBERS' REPORTS

Halverson stated that \$100,000 was tentatively placed in the Parks budget. He stated that he will update the PAC on the status of these funds as the budget for 2022 is approved later this year. He stated that a portion of the Powell Park equipment will be paid for from the Park Dedication Fund and another portion of the funding will come from Lake Liquors.

7. **OTHER** – None.

8. **ADJOURN**

Committee Member Talvitie motioned to adjourn the meeting at 7:21 p.m. Seconded by Committee Member Merwin, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	Meeting Date: <i>2/28/2022</i>	Item No. 5A
Item Description: <i>Powell Park Update</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

N/A

BACKGROUND/DISCUSSION

Powell Park playground equipment was ordered in September 2021 by Midwest Playscapes. Midwest Playscapes notified City staff that the equipment will be delivered to them by the end of March 2022. Once they receive the equipment, staff will work on scheduling installation hopefully in June 2022. This will allow Public Works two weeks to remove existing playground equipment. Public Works will finish irrigation and landscaping after equipment is installed.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	Meeting Date: <i>2/28/2022</i>	Item No. 5B
Item Description: <i>Bylaws Review</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Review the current Parks Advisory Committee Bylaws and recommend suggested changes to City Council.

BACKGROUND/DISCUSSION

In 2020, City staff discovered that the Parks Advisory Committee Bylaws were not up to date with how the Committee was operating. After making updates to the Bylaws, the Parks Advisory Committee recommended that staff bring the Bylaws to the Parks Advisory Committee for review annually in the beginning of each year. Staff is asking the Committee to review current Bylaws and recommend any suggested changes to City Council. Staff is recommending changing the Parks Advisory Committee meeting start time to 6:00 p.m. to be in line with all other City Commissions and Committees.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff is recommending changing the Parks Advisory Committee meeting start time to 6:00 p.m. to be in line with all other City Commissions and Committees.

ATTACHMENTS

Parks Advisory Committee Bylaws

**BYLAWS
OF
BIG LAKE PARKS ADVISORY COMMITTEE**

Adopted February 13, 2002

PREAMBLE

The Big Lake Parks Advisory Committee (PAC) was created in Ordinance #2002-03, an act of the Big Lake City Council to: (1) serve as a liaison between city government and the community, (2) serve as a resource for a new and existing neighborhoods, groups, and civic organizations seeking information concerning the Big Lake park system, (3) to assist city government in setting open space, land acquisition and development policies, (4) to serve as a body to make recommendations to the City Council relating to specific parks, trails/sidewalks, and open space development, and, (5) to assist City Council in researching a variety of funding sources for the Capital Improvement Program and related park development.

ARTICLE 1. NAME

Section A. Name – The legal name of the organization is the “Big Lake Parks Advisory Committee”.

Section B. Office – The Office of the Big Lake Parks Advisory Committee is at 160 Lake Street North, Big Lake, Minnesota 55309.

ARTICLE 2. OFFICERS

Section A. Officers – The Officers of the Big Lake Parks Advisory Committee shall be a Chair, Vice-Chair and a Secretary. The City Administrator or his/her designee shall serve as Secretary of the Committee.

Section B. Chair – The Chair of the Committee shall be appointed for a one year term in January, by majority vote of the City Council after considering the recommendation of the Committee. The duties of the Chair may include:

1. Review and approval of meeting agendas.
2. Presiding at meetings.
3. Participating with the City Council in the selection of Committee members.
4. Semiannual reporting to the City Council.
5. Representation of the Committee as appropriate.

Section C. Vice Chair – The Vice-Chair shall be selected annually by the Committee and shall perform the duties of the Chair in his/her absence. The Vice-Chair shall assume such other duties as assigned by the Chair.

Section D. Secretary – The City Administrator or his/her designee shall act as the Secretary and shall be responsible for recording and compiling a written summary of all official activities of the Committee.

Section E. Appointment – The Committee shall consist of seven (7) members, appointed by the Big Lake City Council for a term of three (3) years from January 1 to December 31. The Committee shall be representative of the citizens who live in Big Lake. Committee members may serve based upon attendance and participation, continued residence in Big Lake and in accordance with the term limit policy established by the City Council.

Section F. Membership - The Committee shall consist of seven (7) members, one of whom shall be a member of the City Council and another from the Planning Commission. The following shall constitute the present members of the Committee, whose terms shall expire as indicated:

<u>Name</u>	<u>Term Ending</u>
Seat "A" - Chair	December 31, 2020
Seat "B" - Vice Chair	December 31, 2021
Seat "C"	December 31, 2021
Seat "D"	December 31, 2022
Seat "E"	December 31, 2022
Seat "F" - City Council Member	Appointed annually
Seat "G" - Planning Commission Member	Appointed annually

Section G. Vacancies – If the office of Chair becomes vacant the City Council shall appoint a replacement after considering the recommendations of the Committee. If the Office of Vice-Chair becomes vacant, the Committee shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. Should a member resign, or other wise vacate a seat on the Committee, Big Lake City Council shall appoint a replacement to complete the term.

The selection of the Chair or Committee member will be filled by appointment of the City Council.

Section H. Conflict of Interest – Members with a financial or vested interest with an applicant, application, proposal, policy, or other committee issue shall disclose the relationship before participating in discussion about the issue. If the conflict is deemed to be significant, the member shall refrain from

discussion and voting on such issue. If the conflict involves the presiding officer, he/she shall disqualify him/herself from discussion and pass the gavel to the Vice-Chair or a member who has no conflict. He/she may resume the chair once the issue has been dispatched.

Section I. Code of Conduct – Committee members will adhere to the following:

1. Committee member's opinion pertaining to a function, organization or specific application or issue shall not be given to the public or media unless there is a clear qualification that the opinion is that of the member and not the official opinion of the committee or the City. If a Committee member gives or represents the opinions of the Committee, he/she shall do so only after receiving the official direction from the Committee.
2. The conduct of Committee members shall reflect positively upon the Committee, individual member and city.
3. Committee members shall avoid any actual or apparent impropriety.

Section J. Removal of Members of Committee - The City Council shall have the power to remove any member of the Committee for misconduct, neglect of or inattention to his/her Committee duties, failure to attend meetings, and/or as determined by the City Council.

ARTICLE 3. MEETINGS

Section A. Regular Meetings – In conformance with the Minnesota Open Meeting Law all meetings of the committee are open to the public. Regular meetings shall be held on the fourth Monday of each month at 6:30 p.m. at Big Lake City Hall, 160 Lake Street North, Big Lake, Minnesota. In the event that such a date shall fall on a legal holiday, the meeting shall be held on the next succeeding day. Regular meetings may be rescheduled, canceled or changed depending upon unique circumstances and subject to the approval and consent of both the Chair and/or Vice-Chair.

Section B. Notification – All regular meetings of the Committee shall be noticed by:

1. Posting at city hall for at least two (2) days prior to the meeting.
2. A copy of the notice, agenda and accompanying materials shall be received by the Committee, City Council, staff and others designated by the City Council, no later than the Friday prior to the Monday meeting and in no case later than two (2) days prior to a special meeting.

Section C. Special Meetings – Special Meetings of the Committee may be called by the Chair, or two (2) members of the Committee for the purpose of

transacting any business designated in the call. Staff may recommend calling a special meeting, but must receive approval from either the chair or two members of the Committee. The call for a special meeting may be delivered prior to the time of the proposed meeting to each Committee member of the Committee at least two (2) days prior to the special meeting. At such meetings, no business shall be considered other than as designated in the call. The notification provisions of Section B of the article shall be followed.

Section D. Quorum for Regular and Special Meetings – A majority of Committee members shall constitute a quorum for the purpose of conducting its business, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Committee upon a vote of a majority of the Committee present.

Section E. Voting – All members of the Committee have equal voting authority.

ARTICLE 4. SCOPE OF POWERS AND DUTIES

Section A. Powers and Duties – The Committee shall act in an advisory capacity to the Big Lake City Council and shall advise the City Council on Park matters identified in the preamble or as assigned to the committee by the City Council. Annually, or as otherwise required by the City Council, the Committee Chair shall give an accounting of the Committee's activities with respect to its goals and objectives before the City Council. Additionally, specific powers, duties and responsibilities may be assigned to the Committee upon approval of the City Council.

Section B. Subcommittees – The Committee may divide its membership into Subcommittees as it deems necessary to implement its goals and objectives.

ARTICLE 5. AMENDMENTS

Section A. Amendments – These bylaws shall be reviewed by the Committee annually. The Committee may recommend revised bylaws to the City Council for final approval.

Revised on March 11, 2020 by Big Lake City Council.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	Meeting Date: <i>2/28/2022</i>	Item No. 5C
Item Description: <i>Code Revision Task Force Liaison</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Select a Parks Advisory Committee Member to serve on the Code Revision Task Force.

BACKGROUND/DISCUSSION

Big Lake Community Development created a Code Revision Task Force in May of 2020 to proactively discuss and recommend reasonable and necessary changes to the City Code. The overall goal of the Code Revision Task Force is to recommend well thought out change that strives to create efficiencies in process, establish user friendly language, and cater to a developer-friendly approach.

The Code Revision Task Force includes 1 City Council Member, 2 Planning Commission Members, 1 BLEDA Member, 1 Parks Advisory Committee Member, and Staff.

Commitment on the Task Force will require a Member to attend monthly meetings. Recommendations will be presented to the Code Revision Task Force for discussion. From there, staff will be looking to obtain a solid recommendation from the Task Force to bring to the Planning Commission. The Code Revision Task Force meets on the third Tuesday of the month at 6 p.m. in the Council Chambers and the upcoming meeting schedule is as follows:

April 19, 2022
 May 17, 2022
 July 19, 2022
 September 20, 2022

November 15, 2022
 January 17, 2023
 March 21, 2023

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Select a Parks Advisory Committee Member to serve on the Code Revision Task Force.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	Meeting Date: <i>2/28/2022</i>	Item No. 5D
Item Description: <i>2022 Meeting Dates</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

N/A

BACKGROUND/DISCUSSION

Below is a list of the 2022 Parks Advisory Committee meeting dates. December’s regularly scheduled meeting date falls on an observed holiday, so staff moved that meeting date to Monday, December 19, 2022.

- | | |
|-------------------|--------------------|
| January 24, 2022 | July 25, 2022 |
| February 28, 2022 | August 22, 2022 |
| March 28, 2022 | September 26, 2022 |
| April 25, 2022 | October 24, 2022 |
| May 23, 2022 | November 28, 2022 |
| June 27, 2022 | December 19, 2022 |

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



Recreation and Communication Coordinator Updates

1. Programming

- a. **Winter Farmers Market:** The Winter Market takes place the third Saturday of the month from November-April from 10 a.m. – 1 p.m. at City Hall with an additional date on April 23 in conjunction with the Community Fair at the High School. The December, November, and February markets had record breaking numbers of both attendee and vendors. The January market was cancelled due to staff testing positive for COVID-19.
 - b. **Holiday Lighting Contest:** There were nine households that registered for the Holiday Lighting Contest. Seventy people voted online for the top two winners of the contest. Staff plans to do a similar online registration and voting system in 2022.
 - c. **Coffee with the Mayor:** This event series takes place on the second Saturday of every other month from 9-10 a.m. in the Coborn's Deli.
 - d. **Summer Farmers Market:** Planning for the 2022 summer season of the market is underway. Staff is working on recruiting vendors, sponsors, and volunteers.
 - e. **Music in the Park:** Staff finalized the schedule for the 10-year celebration of Music in the Park including 10 dates of live music and food trucks. Staff is working on finalizing sponsors before pushing marketing.
 - f. **Movie in the Park:** Staff has secured vendors and movie licensing for the May 20 and September 16 Movie in the Park drive-in dates. Marketing will be released in early March.
 - g. **Community Gardens:** Staff is accepting applications for Community Garden plots. In March, applicants will receive additional requested plots if they are still available.
 - h. **Outstanding Citizen:** Nominations are now being accepted for the 2022 Outstanding Citizen of the Year Award. Nomination forms can be found on the City's website and at City Hall.
2. **Rebranding:** Staff received approval to update the signage at City Hall with the new logo using designs by Kouril Woodworks, a local vendor. The signage is scheduled to be installed in late March. Staff will also be working with CivicPlus starting in April to create a new web design that better incorporates the new logo.