



AGENDA
BIG LAKE PARKS ADVISORY COMMITTEE MEETING
COUNCIL CHAMBERS

JULY 27, 2026

6:00 p.m.

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL (Members: S. Creighton, K. Hanson, M. Lieberman, K. Noding, L. Odens, D. Peterson, M. Weber, J. Webster)

4) OPEN FORUM

5) ADOPT PROPOSED AGENDA

6) APPROVE MEETING MINUTES

6A. Approve Regular Parks Advisory Committee Meeting Minutes of June 22, 2026

7) BUSINESS

7A. Eagle Scouts Archery Range Project

7B. Staff Updates

7C. Strategic Plan Standing Item

8) COMMITTEE MEMBERS' REPORTS

9) OTHER

10) ADJOURN

a) Next Parks Advisory Committee Meeting: August 24, 2026

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 6:00 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: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 7/27/2026	Item No. 6A
Item Description: June 22, 2026 Parks Advisory Committee Regular Meeting Minutes	Reviewed By: Norm Michels, Streets, Parks, and Fleet Superintendent	
	Reviewed By: N/A	

ACTION REQUESTED

Approve the June 22, 2026 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The June 22, 2026 Parks Advisory Committee Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

06-22-26 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE
MEETING MINUTES**

JUNE 22, 2026

1. CALL TO ORDER

Chair Peterson called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Committee Members present: Scott Creighton, Kameron Hanson, Kim Noding, Lisa Odens, Doug Peterson, and Megan Weber. Also present: Streets, Parks, and Fleet Superintendent Norm Michels, Finance Director Deb Wegeleben, and Recreation and Communication Coordinator Corrie Scott.

5. OPEN FORUM

Chair Peterson opened the open forum at 6:01 p.m. No one came forward. Chair Peterson closed the open forum at 6:01 p.m.

4. ADOPT AGENDA

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

6. APPROVAL OF MINUTES

Committee Member Hanson motioned to accept the April 27, 2026 Parks Advisory Committee minutes as presented. Seconded by Committee Member Creighton, unanimous ayes, motion carried.

7. BUSINESS

7A. BOY SCOUT GARBAGE CAN IMPROVEMENT

Eagle Scout Lucas Volna presented his idea to create and install garbage can enclosures at River Oaks Park. He stated that they will have lids to keep trash in the garbage cans and keep animals out. He also stated that there will be posts to keep them secure rather than having them chained to trees. Michels asked about the materials being used. Volna stated that they would be made of

cedar toned wood planks and deck boards. Hanson asked if the wood will be stained. Volna stated that they would not be stained. Peterson asked about the length of the post. Volna stated they would be a 4"x4" that are 2' into the ground.

Creighton asked if this is going over existing garbage cans or in addition to existing cans. Michels clarified that these would enclose the existing garbage cans. He stated that there would still be a bag to ensure easy removal of the garbage by staff. Odens asked what weight the lids may be and if they would be easy to lift. Volna stated they would be around 2 pounds and should be easy to access. Michels asked about how Volna plans to carry out the project and if he will be able to fund the project or receive help building the enclosures. Volna stated that he would ask his friends and family to help build them and he plans to ask his dad's employer and the fire department to donate.

Creighton asked if Volna is asking for any funding through the City. Wegeleben stated that the City would not be able to fund this project. Peterson asked about a timeline if the project is approved. Volna stated that it would take a couple of weeks to build the five enclosures. Weber asked how long the enclosures will last. Volna stated about five years. Noding recommended that Volna request for a donation from the Lions, American Legion or another local organization. Hanson offered to donate. Peterson asked about the wear of the hinges and if he can ensure to reinforce the lids.

Noding asked about the placement of the cans. Michels stated that he would help to direct placement of the cans, but that Volna has good suggestions including having one closer to the parking lot. Odens asked about the height of the enclosures in comparison to the existing cans. Michels stated that they will make sure the enclosures are only an inch or two taller than the bins. Volna stated that he will measure the cans and use that as a reference.

Committee Member Hanson motioned to recommend to City Council approval of the Boy Scout Garbage Can Improvement Project. Seconded by Committee Member Creighton, unanimous ayes, motion carried.

7B. CURRENT BALANCE OF FUNDS UPDATE

Wegeleben reviewed the current city budget pertaining to parks. She stated that Local Government Aid may be cut in the future, and it will affect the Capital Improvement Funds. She stated that it is a good idea to consider lower cost amenities that are inexpensive to replace.

Noding stated that someone recommended pullup bars and dip bars for Lakeside Park as a low-cost amenity. Odens stated that her daughter specifically asked about monkey bars when looking at the plans for Lakeside Park. Noding stated that she doesn't see monkey bars in park plans often anymore. Odens stated it may be because equipment is becoming more intricate and themed, but that monkey bars could be a simple and more inexpensive option.

Odens stated that she visited a park that was made completely out of wood and asked about the feasibility. Michels stated that wood needs to be certified due to the liability involved and that the only place to get certified wood is from Canada, which would make it more expensive. He stated that composite is an alternative option that may be less expensive than wood. He stated that installing your own park would then cause the liability to fall on the City rather than the manufacturer and although the up-front cost would be lower, it could be more expensive for the City in the long term.

Odens recommended installing simpler and safer options built by the City and then mix it up with purchased equipment that is installed by the manufacturer to keep the liability lower. She recommended a few different amenities as simple as steps. Noding asked about going through different vendors. Wegeleben clarified that the more expensive projects are state bid so staff must go with vendors within Minnesota.

Weber asked whether there has been additional income from parking sales at Lakeside Park with attendance rising after the new playground was installed. Wegeleben stated that staff does track the income at Lakeside Park throughout the year. Michels stated that although additional revenue may come in, there will also be increased cost of maintenance with additional attendance. Wegeleben stated that it takes 14% of the general levy to make up for the deficit associated with parks. She stated that about \$74,000 is raised every year in parking passes and fees, but that the cost associated with Lakeside Park is significantly higher than this. Hanson asked who enforces parking. Wegeleben stated that the Police Department can look up who has paid for parking, and they give a \$50 ticket to those who have not paid.

7C. STAFF UPDATES

Scott reviewed the status of various programs and recreation taking place in the community's parks. She reminded the Parks Members to encourage residents to submit photos to the Summer Photo Contest. She stated that the May Movie in the Park was rescheduled due to rain and the reschedule date fell on High School graduation and the All-Night Grad Party. She stated that it was the busiest Movie in the Parks that she has seen and that they will avoid scheduling events on the same day as Graduation in the future to allow for more support from the Police Department and Reserve Officers. She reviewed that Lakeside Park's new playground also opened and was very well received online and in person.

Scott stated that Music in the Park had a couple of rainy days, but that the bands were well received and she thanked seasonal staff and Reserve Officers for helping ensure the safety of event-goers each week. She stated that the Big Lake Farmers Market is open rain or shine, as long as weather doesn't get dangerous. Peterson asked about vendor attendance. Scott stated that on the rainy days the market sees more cancellations, but that overall projected vendor attendance has increased this year in comparison to previous seasons.

Michels reviewed the status of current park projects and maintenance in the community. Michels stated that the Lakeside Park playground had a ribbon cutting and is open to the public. He stated that the Lake Ridge playground has been installed and that staff is working on redoing irrigation before final grading. He stated that Shores of Lake Mitchell had some vandalism, but that it has almost completely been repaired. He stated that once the parks are ready, there will be a ribbon cutting for each one.

Michels stated that he is reaching out to vendors for estimates on equipment for Mitchell Farms Park. Once he receives more information he will bring back some options to the Parks Committee for discussion. He stated that the only irrigation systems that are currently on are at Browns Park and Veterans Memorial Park due to the rain. He stated that the cost of irrigation has reduced this year. Michels also stated that all of the parks are prepped for the new Verizon system, but that it is only actively in use at Lakeside Park to reduce the monthly cost until it is necessary.

Michels stated that the new parking kiosk at Lakeside Park was purchased and training will take place before it is installed. He stated that Public Works staff has been preparing for Spud Fest taking place at the end of June.

7D. STRATEGIC PLAN STANDING ITEM

Michels reviewed the Strategic Plan and asked for the PAC to recommend revisions as needed. Michels stated that the playground inspections have been completed and that the Strategic Plan will be updated for the July meeting.

Creighton asked about looking into relocation of the hockey rinks. Michels stated that a discussion on the ice rinks will be going to City Council in July. Hanson asked about locating the rinks at the new City Hall. Michels stated that there won't be enough outdoor space for rinks at the new location.

8. COMMITTEE MEMBERS' REPORTS – None.

9. OTHER

Michels stated that this year there are four mowers rather than three and they are working on trimming as well as general mowing. In the past Sentence to Serve has helped with trimming, but they are not always available.

Peterson asked if a formal motion is needed for the person who interviewed for the Parks Advisory Committee vacancy. Scott confirmed that no formal motion is needed. She stated that the recommendation by the interview panel will go to City Council in July.

Noding asked about irrigation at Browns and Veterans Park. Michels stated that they are left on because they get drier being more full sun and being in such a busy part of town. He stated that they are also smaller parks that use up less water than other parks in the City. Michels stated that he has received positive feedback regarding the flowers at Browns Park. Scott recognized the work that Noding put into the flowers at Browns Park, Lakeside Park, and across the street from Veterans Park on Highway 25.

Noding asked if the dip bars and pull up bars would be low enough in cost to be purchased without needing City Council formal approval. Wegeleben stated that the purchase needs to be below \$5,000, but that the Parks Advisory Committee doesn't have the authority to make decisions about purchasing. Michels stated that replacement of current park equipment such as replacing a broken swing can be done, but any decisions about installation of new equipment in an existing park would need Council approval regardless of the cost. Michels also stated that the way the playground equipment is designed only allows for so much equipment per square foot for safety reasons. He stated that at this point any of the existing parks would not allow for additional equipment without expanding the footprint of the park equipment altogether.

Noding asked about placing pull up bars and dip bars near the existing exercise equipment located on the North side of Lakeside Park. Michels stated that the current equipment no longer has parts that can be replaced. Odens recommended replacing that equipment if it is in poor shape. Wegeleben stated that the Parks Advisory Committee could make a formal recommendation to Council if they would like to see the equipment replaced with something new.

10. ADJOURN

Committee Member Weber motioned to adjourn the meeting at 6:52 p.m. Seconded by Committee Member Noding, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	Meeting Date: 7/27/2026	Item No. 7A
Item Description: <i>Eagle Scouts Archery Range Project</i>	Reviewed By: N/A	
	Reviewed By: N/A	

ACTION REQUESTED

Discuss and make a formal recommendation to City Council regarding the Archery Range Project.

BACKGROUND/DISCUSSION

Staff was approached by an Eagle Scout regarding the creation of an archery range in an existing park. After some research, the proposal includes an outdoor archery range at River Oaks Park with two 20 yard targets, two 40 yard targets, and two 60 yard targets with dirt berms for safety. This evening's meeting will include a presentation and renderings of the project proposal.

Due to the magnitude of the project, Public Works staff will need to assist with heavy equipment operating and some funding. Staff was directed by City Council in 2024 to research installation of an archery range in an existing park, and staff began researching options in 2025. Due to playground equipment replacement, the archery range project was tabled until 2026.

If the Parks Committee recommends support, then this will be presented at an upcoming City Council meeting. It also will need to be approved by the Eagle Scouts Board. Once it has been fully approved, the goal is for the project to be completed in the fall of 2026.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Discuss and make a formal recommendation to City Council regarding the Archery Range Project.

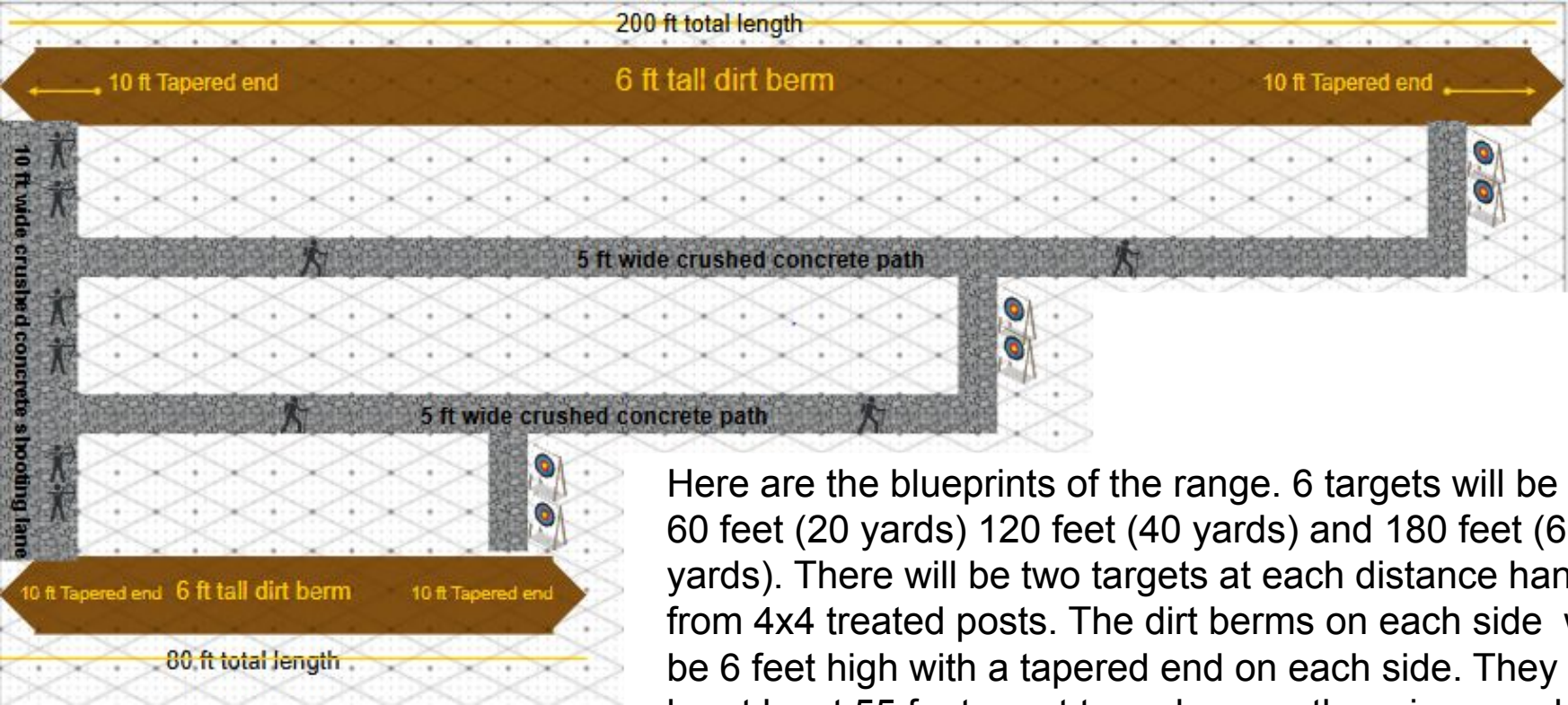
ATTACHMENTS

N/A

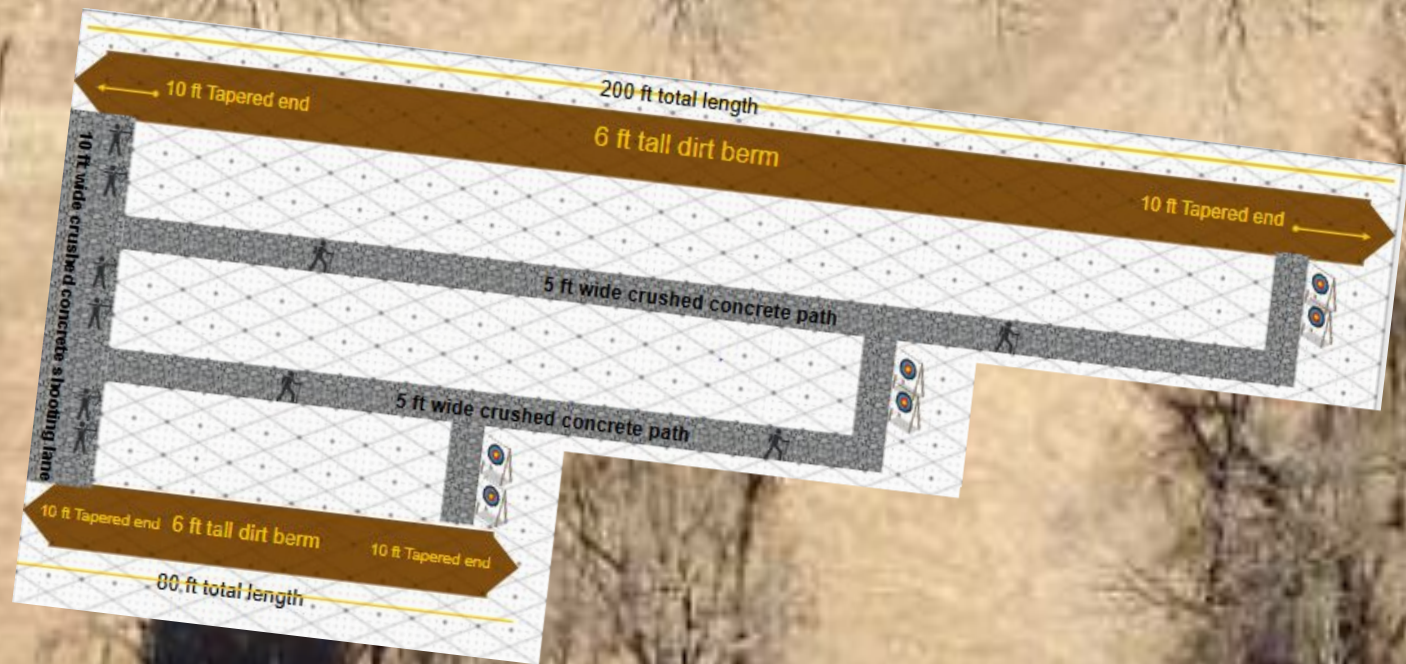


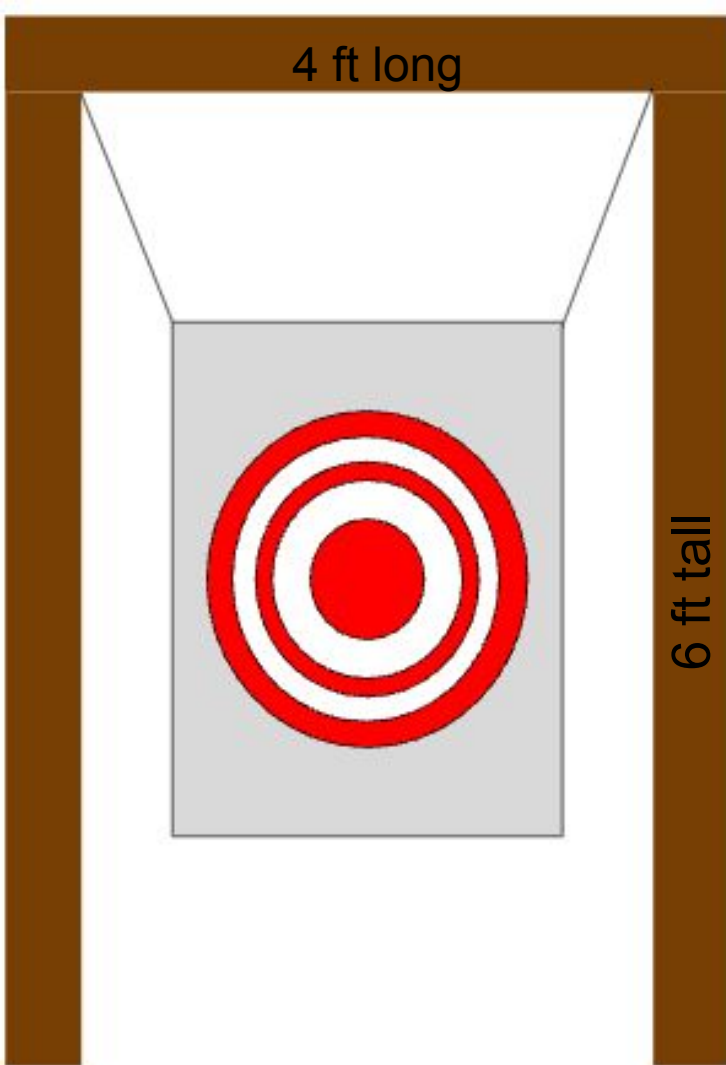
River Oaks Archery Range Layout Proposal

Vincent Kaczor's Eagle Project



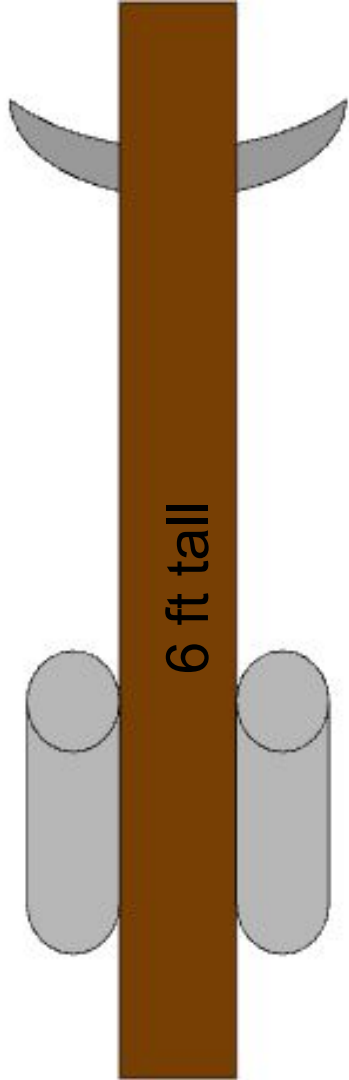
Here are the blueprints of the range. 6 targets will be at 60 feet (20 yards) 120 feet (40 yards) and 180 feet (60 yards). There will be two targets at each distance hanging from 4x4 treated posts. The dirt berms on each side will be 6 feet high with a tapered end on each side. They will be at least 55 feet apart to make sure there is enough space for each target and walking path. Each target will be 5 feet apart, 5 feet away from the berms, and 5 feet away from the crushed concrete walking paths.





This is what each target will look like down range. The 4x4 treated posts on the side will be standing 6 feet tall, and seated 2 feet in the ground. They will be 3 feet 5 inches apart for the 4 foot long treated 4x4 beam to fit across the top. The target will be hung from each corner with chains.

I will be providing each target and wood along with the hardware to build them. The targets will be crossbow compatible so they can hold up to people using crossbows on them.



At each spot for shooting, there will be a spot for the shooter to hang their bow and a quiver place their arrows. The 4x4 treated post will be 6 feet tall and seated 2 feet in the ground. The place to put arrows will be a 1½ inch diameter 1 foot long PVC pipe with a cap on the bottom. The hook will be a standard 6 inch, vinyl coated, screw in garage hook about 6 inches from the top of the post.

Once again, I will be providing the materials for the construction of these.

Archery Range Rules

- **NO** broadheads, field points only
- **NEVER** shoot with people down range
- **ONLY** shoot the target in front of you
- **ALWAYS** place your bow on the hanger or on the ground before walking down range
- **CONFIRM** that all shooters are complete before retrieving your arrows
- **NO** drugs or alcohol on the range
- **NEVER** walk behind someone as they are shooting
- If an emergency arises, call **911**



Signage will be posted in all access to the range. The one on the left will be the rules of the range. The one on the right will be posted around the perimeter for people wandering around to be aware that there is archery in session.



What do I need from the city?

What I ask from the city is the permission to use the space, the labor and cost for the dirt berms and crushed concrete, and any other landscaping of the space.



7B

Recreation and Communication Coordinator Updates

1. Programming

- a. **Summer Photo Contest:** This contest helps the City add variety to pictures of the community for marketing purposes and the winner receives a prize bag! Deadline to submit pictures to cscott@biglakemn.org is September 4, 2026.
- b. **Movie in the Park:** The September Movie in the Park will take place on September 4th at 8 p.m. featuring Hocus Pocus. The reschedule date in case of inclement weather is September 11th.
- c. **Music in the Park:** Music in the Park takes place on select Thursdays at Lakeside Park with music from 7-8:30 p.m. Note that the July 15 event with Humboldt Station was rescheduled to August 13 due to air quality and heat index advisories.
- d. **Summer Farmers Market:** The Big Lake Farmers Market takes place every Wednesday from 3-7 p.m. from June to August and from 3-6 p.m. in September. More produce is coming into season every week!
- e. **Coffee with the Mayor:** This event series takes place on the second Saturday of every other month from 9-10 a.m. at Ember Coffee.
- f. **Coffee with the Chief:** This event series takes place on the first Wednesday of every other month starting in February from 9-10 a.m. at Ember Coffee.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: Corrie Scott, Recreation and Communication Coordinator Norm Michels, Streets, Parks, and Fleet Superintendent	Meeting Date: 7/27/2026	Item No. 7C
Item Description: Strategic Plan Standing Item	Reviewed By: N/A	
	Reviewed By: N/A	

ACTION REQUESTED

N/A

BACKGROUND/DISCUSSION

As per the Parks Advisory Committee's request, staff is including the Parks Strategic Plan 2026-2028 in each regular meeting packet for reference.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Parks Advisory Committee Strategic Plan



Big Lake Parks Advisory Committee (PAC) Strategic Plan 3-Year Perspective – 2026 through 2028

This **Strategic Plan** provides a practical approach to the goals and activities of the Parks Advisory Committee (PAC). The purpose is to guide PAC Members and staff through Big Lake’s priorities regarding the parks and trails system. This Strategic Plan will improve the capacity to measure outcomes.

The PAC Priority: To provide a safe leisure environment along with quality parks, facilities, trails, and services; to preserve and protect open land and water areas that will benefit and improve the quality of life for Big Lake residents now and in the future.

Strategy: Prioritize maintenance, clean up, and beautification of park system.

	Work Plan Objectives
1.	Perform routine maintenance (including new mulch/fill mulch projects), clean up, and beautification of the following parks: • Bluff • Browns Square • Hidden Rivers • Highline • Hudson Woods • Kellerwood • Lake Ridge • Lakeside • McDowall • Mitchell Farms • Norland • Powell • River Oaks • Riverside Landing • Sanford Select Acres • Shores of Lake Mitchell • Veterans Memorial • Wrights Crossing • Ice Rinks (leased space within redevelopment area) 
2.	Establish a working relationship with volunteer groups who would like to plant and care for flowers throughout the parks and trail system.
3.	Routinely take inventory of tree system and maintain trees within parks. • Take advantage of Sherburne County programming, if needed, to ensure a healthy tree system. • Watch for diseased trees and create plans for them (i.e., try to save them or cut and replace them)

Strategy: Plan for and complete necessary improvements, while taking into consideration the community's wants and needs.

2026	2027	2028
Playground Installation: - Shores of Lake Mitchell Park - Lake Ridge Park - Lakeside Park Skate Park at Lakeside Park: - Work with vendor to provide plans to reconstruct skate park - Get recommendation from PAC - Get approval from the City Council - Schedule project to be completed Park Signage: - Lakeside Park Flags, Powell Park Donation, Hudson Woods Donation - Create a plan to update all general park signage with current City logo	Mitchell Farms Park: - Survey community - Work with vendor to provide plans to reconstruct park - Get recommendation from PAC - Get approval from the City Council - Schedule project to be completed	Bluff Park: - Survey community - Work with vendor to provide plans to reconstruct park - Get recommendation from PAC - Get approval from the City Council - Schedule project to be completed

Strategy: Add connections and amenities to ensure the parks and trails system is growing and serving the community's wants and needs.

2026	2027	2028
Ice Rinks New Location: - Survey community - Choose park location - Work with vendor to provide plans/concept - Get recommendation from PAC - Get approval from the City Council - Schedule project to be completed	Archery Range: - Survey community - Choose park location - Work with vendor to provide plans/concept - Get recommendation from PAC - Get approval from the City Council - Schedule project to be completed	Brom Park: - Survey community - Work with vendor to provide plans/concept - Get recommendation from PAC - Get approval from the City Council

The Big Lake PAC was created by Ordinance Number 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 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.*
5. *To assist City Council in researching a variety of funding sources for the Capital Improvement Program and related park development.*

Member	Seat	Term Expires
Doug Peterson	Chair	Dec. 31, 2026
Jeff Webster	PAC Member	Dec. 31, 2027
Scott Creighton	Vice-Chair	Dec. 31, 2027
Megan Weber	PAC Member	Dec. 31, 2028
Kameron Hanson	PAC Member	Dec 31, 2028
Kim Noding	Council Liaison	Dec. 31, 2026
Lisa Odens	Planning Liaison	Dec. 31, 2026



Park Replacement Plan 2026-2028

Park	Year Built	Amenities	Rating	*Year Replacement	*Replacement \$ Amount
Bluff	2006	Playground	3	2028	\$230k
Browns Square	2024	Benches – Gazebo	10	2056	\$65k
Hidden Rivers	2006	Trail – Overlook	6	2030	\$30k
Highline	2007	Playground – Ball Field	7	2038	\$200k
Hudson Woods	2010	Playground – Frisbee Golf – Pickleball	7	2038	\$200k
Kellerwood	2017	Benches – Trail	10		
Lake Ridge	2026	Playground – Ball Field	10	2046	\$240k
Lakeside (Skate Park)	2005	Skate Park – Benches	*Removed	2026	\$300k
Lakeside (Playground)	2026	Playground – Beach – Shelters – Volleyball – Basketball	10	2046	\$550k
McDowall		Trail – Benches	10		
Mitchell Farms	1997	Benches – Previous Playground	*Removed	N/A	\$240k
Norland	2015	Playground	8	2040	\$240k
Powell	2022	Playground	10	2044	\$240k
River Oaks	2019	Frisbee Golf – Walking Path	10		
Riverside Landing		Canoe Landing	10		
Sanford Select	2016	Playground – RC Track	8	2040	\$240k
Shores of Lake Mitchell	2026	Playground – Soccer	10	2046	\$240k
Veterans Memorial	2017	Sidewalk – Benches – Reader Board	10		
Wrights Crossing	2004	Playground – Shelter	8	2042	\$240k

- ✓ **Park Rating is Between 1-10 (1-Needs Replacement; 10-Excellent Condition)**
- ✓ *** Columns Are Based on Estimations**



Trail Replacement Plan 2026-2028

Trail	Year Built	Amenities	Rating	*Lifespan in Years	*Replacement \$ Amount
McDowall Trail	2019	Overlook, bat house, benches	10	30	\$150,000
Arctic Circle	Unknown	N/A	8	25	\$15,000
Highline Drive	Unknown	N/A	6	15	\$75,000
Karen Lane	2008	N/A	8	25	\$15,000
Minnesota Avenue	Unknown	N/A	8	25	\$50,000
Ormsbee Street	Unknown	N/A	5	10	\$50,000
County Road 5	Unknown	N/A	8	25	\$100,000
County Road 43	Unknown	N/A	6	15	\$50,000
*two sections	2023		10	30	\$50,000
County Road 81	Unknown	N/A	6	15	\$75,000
166 th Street	2022	N/A	10	30	\$15,000
172 nd Street	Unknown	N/A	8	25	\$100,000
205 th Street	2023	N/A	10	30	\$10,000

- ✓ **Park Rating is Between 1-10 (1-Needs Replacement; 10-Excellent Condition)**
- ✓ *** Columns are Based on Estimations**