

**PARKS ADVISORY COMMITTEE
MEETING MINUTES**

FEBRUARY 27, 2023

1. CALL TO ORDER

Chair Peterson called the meeting to order at 6:01 p.m.

2. ROLL CALL

Committee Members present: Scott Creighton, Cory Ellingson, Ketti Green, Ken Halverson, Doug Peterson, and Megan Weber. Committee Members absent: Kameron Hanson.

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

3. ADOPT AGENDA

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

4. APPROVAL OF MINUTES

Committee Member Ellingson motioned to accept the November 29, 2022 Parks Advisory Committee minutes as presented. Seconded by Committee Member Creighton, unanimous ayes, motion carried.

5. BUSINESS

5A. PARK AND TRAIL PLANNING, AND PARKLAND DEDICATION

Spanier provided the Parks Advisory Committee with information pertaining to park and trail planning, and parkland dedication. Spanier covered the Parks and Trail System Plans established in the City of Big Lake Comprehensive Plan, state enabling legislation, and the Big Lake Subdivision Ordinance pertaining to land dedication.

Creighton asked if trails are something that Park Dedication funds can be used for. Spanier confirmed that both newly created parks and trails can qualify to be funded through Park Dedication funds. Weber asked about the difference between a regional and neighborhood park. Spanier stated that regional parks tend to be 10 acres or more and neighborhood parks are smaller, generally being about 2 acres.

Weber asked about the difference between a trail and sidewalk. Spanier stated that the current plan doesn't delineate between trails and sidewalks, but staff is currently working on updating the GIS to include this. Spanier indicated that trails are 8-10 feet in width and sidewalks are 6 feet in width. Weber asked who is required to maintain sidewalks and trails. Michels stated that the City maintains all trails and any sidewalks that are adjacent to the street. He stated that sidewalks adjacent to private property and not beginning at the back of curb are the property owners' responsibility to maintain.

Creighton asked if the budget is being adjusted every year as the park and trail system is expanded. Halverson stated that the Finance Department is focusing on ensuring there is funding for maintaining existing infrastructure in the Parks and Trails system going forward.

5B. 2023 CHAIR AND VICE-CHAIR POSITIONS

Committee Member Ellingson motioned to recommend Doug Peterson as Chair and Scott Creighton as Vice-Chair for the Parks Advisory Committee for 2023. Seconded by Committee Member Green, unanimous ayes, motion carried.

5C. STAFF UPDATES

Scott reviewed the status of various programs and recreation taking place in the community's parks. She reviewed the process for how to add an item to a future Parks Advisory Committee Agenda.

Michels stated that he will bring the Strategic Plan Discussion forward in the near future. He stated that Highline Drive trail is slated to be completed by the end of summer 2023. Michels stated that the Fishing Tournament was cancelled, but having the parking lot plowed at Lakeside Park helps for events such as the United We Shiver and Women of Today Egg Hunt. Halverson asked about the snow and sand pile at Lakeside Park. Michels stated that Public Works plowed an area on the beach for the United We Shiver event and after the event took place, it was leveled back out.

Green asked about the lighting for the flag poles at Lakeside Park. Michels stated that he is working with a licensed electrician through the American Legion and due to scheduling conflicts they haven't met yet, but are planning to do so when the electrician has availability. He stated once the lighting has been installed there will be a flag raising event. Green thanked the Public Works staff for their work plowing snow.

6. COMMITTEE MEMBERS' REPORTS

Green stated that Community Education is expanding their programming for pickleball. Scott stated that they are also looking to expand programming for archery and that there is a chance for the City to collaborate on these things in the future.

Halverson stated that the Council had a Workshop regarding grants and he would like for

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Public Works staff to research potential grants a year or two in advance. Peterson stated that it would be a great idea to have a discussion at a future meeting regarding grants. Michels stated that every spring the parks maintenance plan will be reevaluated and after the plan has been updated it would be a good time to have a conversation regarding grants.

Green asked if Parks Committee Members can take pictures of park structures and landscaping and report it to staff regarding potential replacement or amenity additions. Michels confirmed that he is open to those suggestions.

7. **OTHER** – None.

8. **ADJOURN**

Committee Member Green motioned to adjourn the meeting at 7:17 p.m. Seconded by Committee Member Ellingson, unanimous ayes, meeting adjourned.