



AGENDA
BIG LAKE PARKS ADVISORY COMMITTEE MEETING
COUNCIL CHAMBERS

JULY 25, 2022

6:00 p.m.

1) CALL TO ORDER

2) ROLL CALL (Members: S. Creighton, K. DeCamillis, C. Ellingson, 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 May 23, 2022

5) BUSINESS

5A. Lakeside Park Flag Pole Discussion

5B. 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>7/25/2022</i>	Item No. 4A
Item Description: <i>May 23, 2022 Parks Advisory Committee Regular Meeting Minutes</i>	Reviewed By: <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	
	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	

ACTION REQUESTED

Approve the May 23, 2022 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The May 23, 2022 Parks Advisory Committee Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

05-23-22 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE
MEETING MINUTES**

MAY 23, 2022

1. CALL TO ORDER

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

2. ROLL CALL

Committee Members present: Scott Creighton, Kristi DeCamillis, Cory Ellingson, Ketti Green, Ken Halverson, Jack Merwin, and Doug Peterson.

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

3. ADOPT AGENDA

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

4. APPROVAL OF MINUTES

Committee Member Merwin motioned to accept the April 25, 2022 Parks Advisory Committee minutes as presented. Seconded by Committee Member Creighton, unanimous ayes, motion carried.

5. BUSINESS

5A. PRAIRIE ROSE PARKLAND DEDICATION PROPOSAL

Spanier reviewed the Prairie Rose development application and asked the Parks Advisory Committee to provide a recommendation the Planning Commission and City Council as to the location of any property (parks and trails) that should be dedicated to the public with the Prairie Rose Subdivision.

Halverson asked if the 4.5 acres includes the wetland. Spanier stated that including the wetland it is a total of 5.6 acres. Peterson asked if there are any potential issues with building a pavilion in the future. Halverson read a section of City Code regarding parkland dedication. He stated that he believes due to the current City Code, the land being proposed is not acceptable. He stated that he is concerned that there might be junk or contaminants in the area that weren't found by the environmental tests that have been

completed. Peterson asked how accessible Hudson Woods Park is from the proposed parkland. Spanier stated that it is accessible from sidewalks, but that Bluff Park has gaps in accessibility via sidewalks. Halverson stated that he believes private industry should continue to own the land. He stated that he is worried about potential future liability.

Creighton asked staff their opinions on the proposed parkland. Steve Bona with Capstone Homes stated that the environmental study that was conducted on the proposed parkland was thorough and reviewed by the City and it is safe to build on, but not in the current state. He reviewed that the 'junk' that is in the site is mainly concrete and does not need to be removed from the site in order to build houses or park structure on top of. Bona stated that the land is currently bank owned and that they will not purchase the land until they receive approvals from the City.

Halverson asked if there are contaminants such as diesel fuel on the site that have not been detected at this point. He stated that he is worried that the state will change their standards in the future and the land could become unbuildable. Brian Krystofiak of Carlson McCain stated that during the environmental tests that were conducted, there was not only drilling but also excavating that was completed. He stated that they worked with the MPCA to ensure that there weren't contaminants that could threaten the ability to build homes onsite. He stated that they will also be grading the proposed parkland and continuing to field test while doing so. He stated that there will be at least four feet of buffer that should allow for building of park structures.

Halverson stated that a friend who is an environmental engineer recommended that everyone who lives within a quarter mile of the proposed parkland should have their wells tested. Green asked how many housing units were lost due to the change in the concept plan. Spanier stated that they added a small number of units. Green asked about the buildability of homes on the proposed land. Krystofiak stated that the reason they cannot build homes on the land is because the concrete slabs within the land

Green asked if there are other parks in the community that do not have parking available. Michels stated that there would be street parking available for the proposed parkland. Halverson asked if there can be an agreement between the City and developer absolving the City of liability if there is contamination found in the future. Spanier stated that if the MPCA has determined that there is some risk to purchasing the land, then the City's attorney will likely advise the City not to take on that risk. She stated that the MPCA could potentially issue a letter absolving the City of any liability, which would solve the problem of any potential risk in the future.

Krystofiak stated that Capstone hasn't yet acquired the property meaning they never contributed to the current state of the property. He stated that the studies that were recently completed and reviewed by the MPCA will also be on file with the state for future reference. Green asked who is responsible for the state of the site and if they are considered responsible for it. Bona stated that the MPCA has stated that there is no problem with the site, so there isn't anyone currently to be found liable. Creighton asked

about the geological issues with the site. Bona stated that the geological issues simply bring an extra cost to the project that makes it not feasible for them. He stated that aside from the costs to correct the geological issues, there aren't any current environmental risks that have been determined.

Committee Member Peterson motioned to recommend that the Planning Commission and City Council accept Prairie Rose's proposed parkland dedication subject to MPCA formal review of the phase II environmental report and the subsequent legal opinion of the City Attorney. Seconded by Committee Member Creighton, the motion passed on a vote of 6:1 with Commissioners Creighton, DeCamillis, Ellingson, Green, Merwin, and Peterson voting aye and Commissioner Halverson voting nay.

5B. STAFF UPDATES

Scott reviewed the status of various programs and recreation taking place in the community's parks. Ellingson stated that when he googled Big Lake Recycle Day the search results brought him to the wrong location. Scott stated that this isn't something the City has control over and that in the future it is best to find information on the City's website or Facebook.

Michels stated that Powell Park equipment will be installed during the week of June 15, 2022. He stated that the park should be fully completed by the end of June. Michels stated that the fishing pier will be open to the public by Memorial Day weekend. He reviewed that staff is cleaning Lakeside Park weekly and requested that if anyone notices a park is in need of cleaning or repairs to notify him. Michels stated that the Big Lake is participating in the Sherburne County story stroll series starting sometime in June.

Halverson asked if staff has started working on Bluff Park. Michels stated that staff hasn't had the capacity to bring Bluff Park to a meeting at this time. Green asked if the City works with the County's Sentence to Serve program. Michels stated that he collaborates with the County's Sentence to Serve program to maintain the parks and that it is a great help to their staff.

Halverson asked about tarring River Oaks Park. Otteson stated that there aren't any recorded easements, but they are continuing to research in order to find out where a road could be placed.

6. COMMITTEE MEMBERS' REPORTS – None.

7. OTHER – None.

8. ADJOURN

Committee Member Green motioned to adjourn the meeting at 7:06 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>7/25/2022</i>	Item No. 5A
Item Description: <i>Lakeside Park Flag Pole Discussion</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

N/A

BACKGROUND/DISCUSSION

The American Legion reached out to staff and proposed funding three flags for installation at Lakeside Park. Staff brought the idea to City Council and they are in support to research the project. Staff is looking for recommendation from Parks Advisory Committee regarding support of the project and location of the flags within Lakeside Park.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



5B

Recreation and Communication Coordinator Updates

1. Programming

- a. Summer Farmers Market:** The 2022 Summer Farmers Market season is in full swing. We have a lineup of over 25 vendors so far with between 17-20 vendors attending each week. We are in need of more baked good vendors. We are still in need of another volunteer to cover some 3-7:20 p.m. shifts at the information booth and helping with teardown.
 - b. Music in the Park:** The 10-year celebration of Music in the Park is over halfway through the season. Lupulin Brewing is onsite each week selling a variety of beer/seltzers thanks to the help of the Big Lake Chamber of Commerce and Industry receiving the proper insurance and licensing for the event series.
 - c. Movie in the Park:** The first Movie in the Park event took place on Friday, May 20th. Staff is in need of two volunteers to help with parking for the September 16th event.
 - d. Fairy House Week:** Six people registered for this year's event. First and second place winners were chosen and awarded \$10 in Power of Produce tokens and other City swag. The Big Lake Ambassadors plan to judge the event again in 2023.
 - e. Spud Fest:** Staff helped with the 50th celebration of Spud Fest at the end of June. The newly introduced events including the car show and tator toss bean bag tournament were very successful. We are in need of someone to take over the Spud Fest Marketplace craft show event as the previous person who coordinated the event is no longer available.
- 2. Rebranding:** Staff is working with CivicPlus to create a new web design that better incorporates the new logo. We have a layout and color palette chosen and will be shown the first draft of the new site the first week in August.