



**AGENDA**  
**BIG LAKE PARKS ADVISORY COMMITTEE MEETING**  
**COUNCIL CHAMBERS**

**OCTOBER 23, 2023**

**6:00 p.m.**

**1) CALL TO ORDER**

**2) PLEDGE OF ALLEGIANCE**

**3) ROLL CALL** (Members: S. Creighton, C. Ellingson, K. Green, K. Halverson, K. Hanson, D. Peterson, M. Weber)

**4) ADOPT PROPOSED AGENDA**

**5) APPROVE MEETING MINUTES**

- 5A. Approval of the Regular Parks Advisory Committee Meeting Minutes of June 26, 2023 and October 3, 2023

**6) BUSINESS**

- 6A. Current Balance of Funds Update

- 6B. Draft Strategic Plan Discussion

- 6C. 2023 Committee Workshop

- 6D. Commissioner Peterson Term Expiration - Authorization to Advertise Position

- 6E. Staff Updates

**7) COMMITTEE MEMBERS' REPORTS**

**8) OTHER**

**9) 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 6:00 p.m. in the City Council Chambers. No action will be taken by the City Council.



## AGENDA ITEM

### Big Lake Parks Advisory Committee

<b>Prepared By:</b> <i>Norman Michels, Streets/Parks/Fleet Superintendent</i>	<b>Meeting Date:</b> 10/23/2023	<b>Item No.</b> <b>5A</b>
<b>Item Description:</b> <i>June 26, 2023 &amp; October 3, 2023 Parks Advisory Committee Regular Meeting Minutes</i>	<b>Reviewed By:</b> <i>Norm Michels, Streets, Parks, and Fleet Superintendent</i>	
	<b>Reviewed By:</b> <i>Hanna Klimmek, City Administrator</i>	

#### **ACTION REQUESTED**

Approve the June 26, 2023 and October 3, 2023 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

#### **BACKGROUND/DISCUSSION**

The June 26, 2023 and October 3, 2023 Parks Advisory Committee Regular Meeting Minutes are attached for review.

#### **FINANCIAL IMPACT**

N/A

#### **STAFF RECOMMENDATION**

N/A

#### **ATTACHMENTS**

- 06-26-23 Parks Advisory Committee Regular Meeting Minutes
- 10-03-23 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE  
MEETING MINUTES**

**JUNE 26, 2023**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Committee Members present: Cory Ellingson, Ketti Green, Ken Halverson, Kameron Hanson, Doug Peterson, and Megan Weber. Committee Members absent: Scott Creighton. Also present: Streets, Parks, and Fleet Superintendent Norm Michels.

**3. ADOPT AGENDA**

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

**4. APPROVAL OF MINUTES**

Committee Member Ellingson motioned to accept the April 24, 2023 Parks Advisory Committee minutes as presented. Seconded by Committee Member Green, unanimous ayes, motion carried.

**5. BUSINESS**

**5A. PICKLEBALL COURT LOCATION DISCUSSION**

Michels presented the installation of four new pickleball courts in Bluff Park and shared that due to the open nature of the park, no trees would need to be removed, and because of the level grade, minimal excavation would be needed. Michels discussed proposed sidewalk connections along the front of the courts, to the shelter, and connecting to the existing sidewalk. He reviewed that the court size would be 60 feet by 120 feet to fit four courts. There was discussion on floor design and fencing. Michels stated that the fencing would be nine to ten feet high around the court.

**5B. STAFF UPDATES**

Michels reported that Public Works have been working on weekly park maintenance, putting the buoys in Big Lake, and getting the irrigation up and running in the parks.

6. **COMMITTEE MEMBERS' REPORTS** – None.

7. **OTHER** – None.

8. **ADJOURN**

Committee Member Green motioned to adjourn the meeting at 6:48 p.m. Seconded by Committee Member Ellingson, unanimous ayes, meeting adjourned.

**PARKS ADVISORY COMMITTEE  
MEETING MINUTES**

**OCTOBER 3, 2023**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Committee Members present: Scott Creighton, Ketti Green, Kameron Hanson, Doug Peterson, and Megan Weber. Committee Members absent: Cory Ellingson, and Ken Halverson. Also present: Streets, Parks, and Fleet Superintendent Norm Michels and Recreation and Communication Coordinator Corrie Scott.

**3. ADOPT AGENDA**

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

**4. APPROVAL OF MINUTES**

Michels reviewed that approval of the Regular Parks Advisory Committee Meeting Minutes of June 26, 2023 will be brought to the October 23, 2023 meeting.

**5. BUSINESS**

**5A. BUDGET DISCUSSION**

Wegeleben reviewed the current City budget pertaining to parks. Creighton asked if trails are also a part of park dedication funds. Wegeleben confirmed that park dedication funding can be used for parks or trails. Creighton asked when the park maintenance fund began. Wegeleben stated that it was created in 2020. Michels stated that replacement of existing parks equipment cannot be done through the park dedication fund, which is why the park maintenance fund was created. Peterson asked if these funds expire. Wegeleben stated that park dedication funding will not expire. She stated that the CIP funds are at the will of City Council, so there is a chance that if there was a budgeting issue, those funds could be used for other projects.

Creighton asked Michels what his projection is to set aside for each park project. Michels stated that those projections are being worked on and that staff plans to take the park rating scale and include projected dates as well. He stated that parks can degrade quicker

than projected depending on weather and usage, but that he would like to make a projection on a date and then adjust accordingly each year. Michels stated that some parks that aren't ADA compliant could qualify for the park dedication fund to be fully upgraded. Creighton asked about trees and benches and what fund could be used for that. Wegeleben stated that adding trees and benches would be done using the CIP fund. Michels stated that for example a portion of Lakeside Park needs to be replaced, but because it is already ADA compliant and only a portion of the park is in need of replacement, it would be a better candidate for the CIP fund.

Weber asked for an example outside of ADA compliance that park dedication funds could be used. Michels stated adding pickleball courts for example would be an enhancement in an existing park that could be funded through the park dedication fund. Wegeleben stated that it is important to bring goals to City Council so that it shows the CIP fund is needed. Klimmek recommended that the rating sheet could have a projected dollar amount along with the projected year for reconstruction. Weber asked if staff is looking for specific recommendations for what to use each park funds for. Wegeleben stated that having a Strategic Plan will be helpful for her going forward.

Creighton asked if PAC members can request updated balance information for these funds. Wegeleben confirmed that this information can be requested at any time. Wegeleben stated that goals could be set above and beyond current funding and that those projects could be proposed to City Council to see if they are in support. Michels stated that at any time PAC members are welcome to email or call staff with proposed projects.

## **5B. DRAFT STRATEGIC PLAN DISCUSSION**

Michels presented a draft PAC Strategic Plan and requested direction from the PAC regarding changes, additions or omissions. Michels stated that based on feedback, the Plan will be finalized and prepared for final approval during the October 23, 2023 PAC meeting.

Creighton asked about the hockey rink proposal and if it can be added to the Strategic Plan. Michels stated that staff will add the hockey rink to the Strategic Plan. Weber asked about emerald ash borer and if there will be issues with future costs due to its migration to Big Lake. Michels stated that it will be extremely difficult to manage and control. He stated that he has worked with the City Planner to avoid new trees coming in from developers that could potentially be affected by the disease. Michels stated that there are minimal ash trees in the parks system. He stated that maples and oaks are mainly the type of trees found in the park system and that there are about 20 trees marked to be trimmed this winter. He stated that there have been conversations on the County level regarding what can be allowed in the compost site.

Weber stated that she has seen people get creative with what to do with the trees such as building sheds or creating natural playscapes. Michels stated that December and January

is the best time to find emerald ash borer and that they start from the top of the tree and then go down. Weber stated that her biggest concern is the cost of removal of potential trees that are in the park system and how that would affect the finances for the park system. Michels stated that there aren't many ash trees in the park system, but there are a couple of boulevards in the community with ash trees. Green asked about having a hired arborist on staff. Michels stated that there is one staff member that did about 80 hours' worth of training and is working on being certified, but that the test is extremely difficult to pass.

Green asked about River Oaks Park and if it will be added to a Strategic Plan in the future. Michels stated that the challenge with River Oaks Park is that there isn't infrastructure there. Green asked what steps need to be taken to move forward with developing that park. Michels stated that he plans to propose adding an archery range to River Oaks Park. Hanson stated that the park also floods often. Creighton asked about what Public Works plows and what is owned by the County. Michels stated that the whole park is plowed voluntarily. Michels asked the PAC to consider suggestions and bring them to the next meeting. Green asked if the City would consider adding a sidewalk to the water for ADA accessibility and if it was considered, what fund would be used. Wegeleben stated that it would likely come from the CIP fund. Creighton asked if the fishing pier has accessibility. Green confirmed that there is to the pier, but not down to the water.

Peterson asked about the responsibilities of the PAC that are listed in the Strategic Plan. Michels reviewed the PAC responsibilities as set forth by Ordinance 2002-03. Peterson stated that he would like to see the PAC be involved in helping with funding.

## **5C. BROM PARK DISCUSSION**

Michels reviewed that staff has been investigating an opportunity to create a neighborhood park on the City owned property at the intersection of Brom Lane and Tarrytown Rd. He stated that the land is generally low and a preliminary assessment indicates that much of the park would be classified as a wetland. He stated that staff is looking to improve the elevation or utilize the natural setting and asked the Parks Advisory Committee to discuss and give feedback.

Creighton stated that in past discussions the PAC was interested in a more natural space. Hanson asked if trails could be installed in the park. Weber asked if there could be anything constructed outside of the 50x50' space. Michels stated that he would have to ask the DNR if that would be permissible. Michels also stated that due to the wetlands, it would potentially cause high moisture and damage to trails or equipment. Green asked if the space is tree covered. Michels stated that there is some open space, but there are quite a few trees in the space. Green asked what would make the park ADA compliant. Michels stated that everything would have to be wheelchair accessible. Green recommended building up like a treehouse. Michels stated that something built up could be a potential liability. Creighton asked if there has been a survey sent out to see what the age range in

the area is. Scott confirmed that there was a survey sent out years ago, but the information might be outdated.

Hanson recommended making the space a dog park. Green stated that with the area being near a wetland it could be an issue with dogs wandering into the wetland. Weber stated that she likes the idea of the dog park. She asked if the 50x50' space would all be fenced in. Michels stated that there would need to be setbacks and sidewalk, so the full space would likely not be fenced in. Weber stated that having a park without a large play structure that is geared more toward smaller children would be nice. Michels stated that he has seen park equipment for smaller children, but that not much equipment would fit into the space at Brom Park. He also stated that there is only street parking so that needs to be kept in mind. Creighton asked about sidewalks in the area. Michels stated that there is a sidewalk on Tarrytown, but not on Brom.

#### **5D. NOVEMBER MEETING DATE CHANGE DISCUSSION**

Michels reviewed that the City Council rescheduled their Wednesday, November 22, 2023 meeting to Monday, November 27, 2023, which conflicts with the regularly scheduled PAC meeting. He asked the PAC to consider rescheduling or cancelling the November meeting.

Klimmek stated that it would be valuable to meet in November as there will be a Joint Committee Workshop in December and that could be a good time to work on the presentation. Scott stated that as per Michels' direction, the November meeting has been publicly rescheduled for November 28, 2023. She stated that an option would be to wait until October and if the November 28 date doesn't work for the majority of the Committee, then it could be rescheduled again at that time.

#### **5E. STAFF UPDATES**

Scott reviewed the status of various programs and recreation taking place in the community's parks. Green asked if Movie in the Park could feature movies that aren't geared specifically for children. Scott stated that when she inherited the program the City was specifically choosing PG rated movies geared toward families, but staff could always consider other ratings or choose movies that are more geared toward adults or couples if that is requested. She stated that there is a survey sent out to the public and that there is an option to make suggestions of movies that aren't already on the list in the survey as well.

Green asked if there could be an agreement made with the new owners of the lot across from Lakeside Park regarding parking during music in the Park. Scott stated that because their business will likely be open during the series, they will potentially prefer to have that parking set aside for their customers, but that the conversation could be had closer to the start of the series. Creighton asked if there is a sidewalk on Sherburne Avenue. Wegeleben confirmed that there is no sidewalk on Sherburne Avenue. Wegeleben



recommended that people park at City Hall and walk to Lakeside Park. Scott stated that although this is an option, parking at City Hall is also limited as there are other businesses open during the series and not everyone is willing or able to walk that far as many attendees are elderly, have handicaps, or have multiple children.

Michels reviewed that staff is working on mulching, pulling swimming buoys, park aerating, fertilizing, and irrigation blowouts. Peterson asked how late the dock will be left out. Michels stated that he tries not to pull the dock until the water temperature lowers as the lake is heavily used by boaters in the fall.

Michels stated that new cameras were installed at Lakeside Park this summer. He stated that there will still be training on how to operate them. He stated that there will also be sidewalks installed at Lakeside Park leading to the park shelters to make it ADA compliant. Creighton stated that there was recent vandalism to boats and cars at Lakeside Park.

Scott asked about soap at the bathrooms at Lakeside Park. Michels stated that the soap dispensers have been ordered and if they aren't installed this year, they will be installed next spring when the bathrooms are opened back up to the public. He stated that the doors on the bathrooms will also be replaced next year.

## **6. COMMITTEE MEMBERS' REPORTS**

Green stated that there was a discussion regarding parkways at the Planning Commission meeting. She stated that there will be more discussions on this going forward. Green stated that they are reviewing their Strategic Plan. Green asked if there could be discussions between the City's various Committees mid-year as well as the wrap up meeting in December. Wegeleben recommended that the proposed meeting take place in May.

7. **OTHER** – None.

## **8. ADJOURN**

Committee Member Green motioned to adjourn the meeting at 7:13 p.m. Seconded by Committee Member Creighton, unanimous ayes, meeting adjourned.



## AGENDA ITEM

### Big Lake Parks Advisory Committee

<b>Prepared By:</b> Deb Wegeleben, Finance Director	<b>Meeting Date:</b> 10/23/2023	<b>Item No.</b> <span style="font-size: 1.5em; font-weight: bold;">6A</span>
<b>Item Description:</b> Current Balance of Funds Update	<b>Reviewed By:</b> Norm Michels, Streets/Parks/Fleet Superintendent	
	<b>Reviewed By:</b> Hanna Klimmek, City Administrator	

**ACTION REQUESTED**

N/A

**BACKGROUND/DISCUSSION**

Funding sources available for parks, playgrounds and/or trails (see below breakdown) - **\$1,362,999.52**

- **Park Development Fund 120** – this is a restricted fund – Current Balance is **\$863,936.78**
  - State Statute allows park dedication fund to be used for the improvement of parks, recreational facilities, playgrounds, trails, wetlands or open spaces. Upgrading/Enhancing existing parks and/or playground equipment would meet these criteria. Funds cannot be used for routine maintenance or repairs of parks, trails and/or equipment.
  - Revenue source is from park dedication fees in lieu of land from developments
    - Development fees received in 2023 – Aeon \$185,000
    - Development fees received in 2023 – Car Condo 3 \$4,204
- **Parks-Trail Maintenance CIP Fund 195** – this is an unrestricted fund – Current Balance is **\$454,062.74**
  - Revenue source is from budgeted transfers from the general fund each year.
    - Allocation of fund balance is as listed below:
      - Trail Maintenance - \$61,000
      - Park Maintenance/Development - \$338,500
      - Skate Rink - \$40,000
      - Unallocated - \$14,562.74
    - 2024 Proposed budget transfers allocation is listed below:
      - Trail Maintenance - \$9,000
      - Park Maintenance/Development - \$100,000
- **Equipment & Building Replacement CIP Fund 199** for playground equipment – Current Balance is **\$45,000**
  - Revenue source is from a budgeted transfer from the general fund each year for \$5,000. These funds can be used to replace and/or maintenance of a piece of existing playground equipment for a like type of equipment that would not qualify for the use of funds in Fund 120.
    - 2024 Proposed budget transfer for playground equipment is \$5,000

Please contact me if you need any additional information!

***FINANCIAL IMPACT***

N/A

***STAFF RECOMMENDATION***

N/A

***ATTACHMENTS***

N/A



## AGENDA ITEM

### Big Lake Parks Advisory Committee

<b>Prepared By:</b> <i>Norman Michels, Streets/Parks/Fleet Superintendent</i>	<b>Meeting Date:</b> 10/23/2023	<b>Item No.</b> <b>6B</b>
<b>Item Description:</b> <i>DRAFT Strategic Plan Discussion</i>	<b>Reviewed By:</b> <i>Hanna Klimmek, City Administrator</i>	
	<b>Reviewed By:</b> <i>Deb Wegeleben, Finance Director</i>	

#### **ACTION REQUESTED**

Staff is requesting direction from the Parks Advisory Committee (PAC) regarding changes, additions, omissions, etc. to the DRAFT PAC Strategic Plan. Based on feedback, the Plan will be prepared for final approval.

#### **BACKGROUND/DISCUSSION**

The desire for a Parks Advisory Committee (PAC) Strategic Plan has been discussed during PAC meetings. Staff created a DRAFT PAC Strategic Plan for a 3-year perspective; years 2024-2026. The Strategic Plan provides a realistic and practical approach to the goals and activities of the PAC. The purpose is to guide PAC Commissioners and its staff to focus on Big Lake parks priorities. The Strategic Plan will improve accountability for the PAC Commissioners along with its staff, and will improve the capacity to measure outcomes.

Staff is looking for feedback from the PAC on the DRAFT Strategic Plan. Revisions will be made to the Strategic Plan based on feedback provided. If the plan is agreed upon by the Committee “as-is,” the Committee is asked to formally approve.

#### **FINANCIAL IMPACT**

N/A

#### **STAFF RECOMMENDATION**

Staff recommends that the Parks Advisory Committee (PAC) review, discuss, and provide feedback on the DRAFT PAC Strategic Plan.

#### **ATTACHMENTS**

DRAFT Parks Advisory Committee Strategic Plan



**Big Lake Parks Advisory Committee (PAC) Strategic Plan  
3-Year Perspective – 2024 through 2026**

This **Strategic Plan** provides a realistic and practical approach to the goals and activities of the Parks Advisory Committee (PAC). The purpose is to guide PAC Commissioners and its staff to focus on Big Lake parks priorities. This Strategic Plan will improve accountability for the PAC Commissioners along with its staff, and 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.**

	<b>Work Plan Objectives</b>
1.	<p>Perform routine maintenance (including new mulch/fill mulch projects), clean up, and beautification of the following parks:</p> <ul style="list-style-type: none"> <li>• Bluff</li> <li>• Browns Square</li> <li>• Hidden River</li> <li>• Highline</li> <li>• Hudson Woods</li> <li>• Kellerwood</li> <li>• Lake Ridge</li> <li>• Lakeside</li> <li>• McDowall</li> <li>• Mitchell Farms (Teal)</li> <li>• Norland</li> <li>• Powell</li> <li>• River Oaks</li> <li>• Riverside Landing</li> <li>• Sandford Select</li> <li>• Shores of Lake Mitchell</li> <li>• Veterans Memorial</li> <li>• Wrights Crossing</li> <li>• Ice Rinks (leased space w/in redevelopment area)</li> </ul> 
2.	<p>Establish a working relationship with volunteer groups who would like to plant and care for flowers throughout the park/trail system.</p>
3.	<p>Routinely take inventory of tree system and maintain trees within parks.</p> <ul style="list-style-type: none"> <li>• Take advantage of Sherburne County programming, if needed, to ensure a healthy tree system.</li> <li>• Watch for diseased trees and create plans for them (i.e., try to save them or cut and replace them)</li> </ul>

**Strategy: Plan for and complete necessary improvements.**

2024	2025	2026
<p><b>Browns Square:</b></p> <ul style="list-style-type: none"> <li>• Repair concrete</li> <li>• Replace flower garden structure</li> </ul> <p><b>Lakeside “new”:</b></p> <ul style="list-style-type: none"> <li>• Replace damaged equipment</li> </ul>	<p><b>Lakeside “old”:</b></p> <ul style="list-style-type: none"> <li>• Work with vendor to provide plans to reconstruct old section</li> <li>• Get recommendation from PAC</li> <li>• Get approval from the City Council</li> <li>• Schedule project to be completed</li> </ul>	<p><b>Mitchell Farms (Teal):</b></p> <ul style="list-style-type: none"> <li>• Work with vendor to provide plans to reconstruct park (natural park option?)</li> <li>• Get recommendation from PAC</li> <li>• Get approval from the City Council</li> <li>• Schedule project to be completed</li> </ul>

**Strategy: Provide new amenities to achieve improved utilization.**

2024	2025	2026
<p><b>Pickle Ball:</b></p> <ul style="list-style-type: none"> <li>• Choose park location</li> <li>• Work with vendor to provide plans/concept</li> <li>• Get recommendation from PAC</li> <li>• Get approval from the City Council</li> <li>• Schedule project to be completed</li> </ul>	<p><b>Archery Range:</b></p> <ul style="list-style-type: none"> <li>• Choose park location</li> <li>• Work with vendor to provide plans/concept</li> <li>• Get recommendation from PAC</li> <li>• Get approval from the City Council</li> <li>• Schedule project to be completed</li> </ul>	<p><b>Splash Pad:</b></p> <ul style="list-style-type: none"> <li>• Choose park location</li> <li>• Work with vendor to provide plans/concept</li> <li>• Get recommendation from PAC</li> <li>• Get approval from the City Council</li> <li>• Schedule project to be completed</li> </ul>

**Strategy: Add new parks and trail connections to ensure the parks and trails system is growing as the community continues to grow.**

2024	2025	2026
<p><b>Brom:</b></p> <ul style="list-style-type: none"> <li>• Work with vendor to provide plans/concept</li> <li>• Get recommendation from PAC</li> <li>• Get approval from the City Council</li> </ul>	<p><b>Brom:</b></p> <ul style="list-style-type: none"> <li>• If the park has City Council approval, schedule installation of the park.</li> </ul>	

**Strategy: Maintain Greenway System to allow access to Big Lake/Lake Mitchell.**

2024	2025	2026
<ul style="list-style-type: none"> <li>• Send letter to property owners contiguous to Greenway System informing them of Policy</li> <li>• Install signage on Greenway System to display Policy and public property information</li> </ul>		

*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, 2023
Cory Ellingson	PAC Member	Dec. 31, 2024
Scott Creighton	PAC Member	Dec. 31, 2024
Megan Weber	PAC Member	Dec. 31, 2025
Kameron Hanson	PAC Member	Dec 31, 2025
Ken Halverson	Council Liaison	Dec. 31, 2023
Ketti Green	Planning Liaison	Dec. 31, 2023



## Attachment A

### 2024 Timeline Goals – Working Document

#### January - Parks Staff Checklist

- ✓ Start working with vendor on concepts/location ideas for the Archery Range.
- ✓ Order new equipment to replace the damaged equipment on the newer portion of Lakeside.
- ✓ Prepare for January 22 PAC Meeting – Publish packet on January 18.

#### January 22 PAC Meeting

- Pickle Ball - Bring concepts/location ideas to the PAC for discussion and obtain recommendation for the City Council to approve.
- Brom - Continue discussion and ask for direction on what type of amenities Brom should offer.
- Discuss and choose Committee Officers for calendar year 2024.

#### February - Parks Staff Checklist

- ✓ Prepare Pickle Ball concept/location PAC recommendation for City Council Workshop.
- ✓ Work with vendor on concepts for Brom.
- ✓ Send uniform letter to property owners contiguous to Greenway System informing them of Greenway System Policy.
- ✓ Prepare for February 26 PAC Meeting – Publish packet on February 22.

#### February 26 PAC Meeting

- Archery Range – Bring concepts/location ideas to the PAC for discussion and obtain recommendation for the City Council to approve.
- Greenway Signage – Bring sign concepts forward asking for direction on Greenway Signs.

#### March – Parks Staff Checklist

- ✓ Prepare Pickle Ball concept/location for City Council formal approval. After approval, schedule 2024 installation with vendor.
- ✓ Prepare Archery Range concept/location PAC recommendation for City Council Workshop.
- ✓ Create a scope-of-work for Browns Square maintenance project.
- ✓ Prepare for March 25 PAC Meeting – Publish packet on March 21.

#### March 25 PAC Meeting

- Brom – Bring concepts to the PAC for discussion and obtain recommendation for the City Council to approve.
- Browns Square – Inform the PAC of scope-of-work for the Browns Square maintenance project. Ask for discussion and a recommendation for the City Council to consider.



#### April – Parks Staff Checklist

- ✓ Prepare Archery Range concept/location for City Council formal approval. After approval, work towards getting grants and prepare for a 2025 installation after possible grant awards; possible option to contract with CEDA.
- ✓ Prepare Brom concept PAC recommendation for City Council Workshop.
- ✓ Prepare Browns Square PAC recommendation for City Council Workshop.
- ✓ Install signage on the Greenway System to display Policy and public property information.
- ✓ Prepare for April 22 PAC Meeting – Publish packet on April 18.

#### April 22 PAC Meeting

- Lakeside “old” – Prepare for a discussion asking for direction on what type of amenity the older portion of Lakeside should offer.

#### May – Parks Staff Checklist

- ✓ Prepare Brom concept for City Council formal approval. After approval, work towards getting grants and prepare for a 2025 installation after possible grant awards; possible option to contract with CEDA.
- ✓ Complete scope-of-work for the Browns Square maintenance project.
- ✓ Work on grant opportunities for Archery Range.
- ✓ Prepare for May 27 PAC Meeting – Publish packet on May 23.

#### May 27 PAC Meeting

- PAC Park Tour – 50% of the Park System.

#### June – Parks staff Checklist

- ✓ Work on grant opportunities for Archery Range and Brom.
- ✓ Start working with vendor on concepts for Lakeside “old.”
- ✓ Prepare for June 24 PAC Meeting – Publish packet on June 20.

#### June 24 PAC Meeting

- PAC Park Tour –50% of the Park System.

#### July – Parks Staff Checklist

- ✓ Work on grant opportunities for Archery Range and Brom.
- ✓ Prepare for July 22 PAC Meeting – Publish packet on July 18.

#### July 22 PAC Meeting

- TBD

#### August – Parks Staff Checklist

- ✓ Prepare for the August 26 PAC Meeting – Publish packet on August 22.

### August 26 PAC Meeting

- Lakeside “old” – Bring concept ideas to the PAC for discussion and obtain recommendation for the City Council to approve.

### September – Parks Staff Checklist

- ✓ Prepare Lakeside “old” PAC recommendation for City Council Workshop.
- ✓ Begin research on the reconstruction of Mitchell Farms (Teal) and Splash Pad’s.
- ✓ Prepare for September 23 PAC Meeting – Publish packet on September 19.

### September 23 PAC Meeting

- TBD

### October – Parks Staff Checklist

- ✓ Prepare Lakeside “old” concept for City Council formal approval. After approval, schedule 2025 installation with vendor.
- ✓ Prepare for October 28 PAC Meeting – Publish packet on October 24.

### October 28 PAC Meeting

- Set the 2024 Annual Join Committee Workshop.
- Term expiration of Commissioner Ellingson and Commissioner Creighton; obtain authorization from the PAC to advertise the position.

### November – Parks Staff Checklist

- ✓ Work with vendor on concepts for the reconstruction of Mitchell Farms (Teal).
- ✓ Work with vendor on concepts for a Splash Pad.
- ✓ Prepare for November 25 PAC Meeting – Publish packet on November 21.

### November 25 PAC Meeting

- Set the 2025 PAC meeting schedule.

### December – Parks Staff Checklist

- ✓ Create a timeline goal for calendar year 2025.
- ✓ Prepare for December 23 PAC Meeting – Publish packet on December 19.

### December 23 PAC Meeting

- Bring 2025 timeline goal to the PAC for discussion and approval.

*\* This timeline is set up to create reasonable goals. It does not consider the potential for capacity issues in staffing or the unknown timeliness of vendors.*



**Attachment B**

**Park Replacement Plan**

<b>Park</b>	<b>Year Built</b>	<b>Amenities</b>	<b>Rating</b>	<b>*Year Replacement</b>	<b>*Replacement \$ Amount</b>
Bluff	2006	Playground	4	2028	\$180k
Browns Square	2002	Benches – Gazebo	1	2024	\$40k
Hidden Rivers	2006	Trail – Overlook	6	2030	\$30k
Highline	2007	Playground – Ball Field	7	2038	\$200k
Hudson Woods	2010	Playground – Frisbee Golf	7	2038	\$200k
Kellerwood	2017	Benches – Trail	10		
Lake Ridge	1987	Playground – Ball Field	2	2025	\$160k
Lakeside “old”	1995	Playground – Beach – Shelters	1	2025	\$100k
Lakeside “new”	2008	Playground – Beach – Shelters	8	2030	\$200k
McDowell		Trail – Benches	10		
Mitchell Farms	1997	Playground	3	2026	\$160k
Norland	2015	Playground	8	2040	\$200k
Powell	2022	Playground	10	2044	\$200k
River Oaks	2019	Frisbee Golf – Walking Path	10		
Riverside Landing		Canoe Landing	10		
Sanford Select	2016	Playground – RC Track	8	2040	\$200k
Shores of Lake Mitchell	1999	Playground – Soccer	4	2028	\$180k
Veterans Memorial	2017	Sidewalk – Benches	10		
Wrights Crossing	2004	Playground – Shelter	8	2042	\$200k

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



# AGENDA ITEM

## Big Lake Parks Advisory Committee

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>		<b>Meeting Date:</b> <i>10/23/2023</i>	<b>Item No.</b> <b>6C</b>
<b>Item Description:</b> <i>2023 Committee Workshop</i>	<b>Reviewed By:</b> <i>Hanna Klimmek, City Administrator</i>		
	<b>Reviewed By:</b> <i>Norm Michels, Streets/Parks/Fleet Superintendent; Corrie Scott, Recreation and Communication Coordinator</i>		

### **ACTION REQUESTED**

Motion to set the 2023 Annual Joint Committee Workshop date of Tuesday, December 5, 2023 at 5:00 p.m. at Style Catering located at 617 Rose Drive, Big Lake, MN.

### **BACKGROUND/DISCUSSION**

The City has three (3) committees/commissions: Planning Commission, EDA, and Parks Advisory Committee. The Council has scheduled the following workshop to meet with all committee members:

**DATE:** Tuesday, December 5, 2023  
**TIME:** 5:00 p.m.  
**LOCATION:** Style Catering  
617 Rose Drive, Big Lake, MN

Committee Chairs are asked to provide an update on projects they have worked on this past year as well as identifying goals for 2024.

Also, as we have offered in the past, a working meal will be provided during this Workshop.

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

Set the Committee Workshop as presented.

### **ATTACHMENTS**

N/A



# AGENDA ITEM

## Big Lake Parks Advisory Committee

<b>Prepared By:</b> Norm Michels, Streets/Parks/Fleet Superintendent	<b>Meeting Date:</b> 10/23/2023	<b>Item No.</b> <b>6D</b>
<b>Item Description:</b> Commissioner Peterson Term Expiration - Authorization to Advertise Position	<b>Reviewed By:</b> Corrie Scott, Recreation & Communication Coordinator	
	<b>Reviewed By:</b> Hanna Klimmek, City Administrator	

### **ACTION REQUESTED**

Motion to authorize staff to advertise for the upcoming open position on the Big Lake Parks Advisory Committee and to collect letters of interest and resumes from residents who live within the City of Big Lake.

### **BACKGROUND/DISCUSSION**

The Term of Big Lake Parks Advisory Committee (PAC) Commissioner, Doug Peterson, is set to expire on December 31, 2023. It is advised that staff begin to advertise the position so it can be filled in a timely manner once the current term expires.

The City Council has asked that the PAC vacancies be filled via interview(s) by a panel made up of two Council Members (Kim Noding and Paul Seefeld), two members of the PAC, Norm Michels, and Hanna Klimmek. Kim Noding and Paul Seefeld were chosen by the City Council as they each serve on a Commission. Two members of the PAC have yet to be chosen.

The panel will interview interested candidates and is expected to make a recommendation of appointment for the City Council to consider.

Once the panel has been put together, staff will schedule a date for the interview(s) prior to advertising the open position.

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

Select two Parks Advisory Committee Commissioners to serve on the interview panel and then formally motion to authorize staff to advertise the upcoming open position.

### **ATTACHMENTS**

N/A



## Recreation and Communication Coordinator Updates

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### 1. Programming

- a. **Winter Farmers Market:** The Winter Farmers Market will take place on the third Saturday of the month from November – April at City Hall from 10 a.m. – 1 p.m. with the March market taking place at the Big Lake High School from 10 a.m. – 2 p.m. in conjunction with the Chamber Community Fair. The vendor list is full for the season and we have started a waitlist for new vendors and some returning vendors as the space at City Hall this year is limited.
  - a. **Holiday Lighting Contest:** This contest will take place in mid-December. Staff began advertising for registration after the Thanksgiving Holiday. The public will be encouraged to vote on their favorite decorations in December.
  - b. **Fall Photo Contest:** Spread the word on this year's Fall 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](mailto:cscott@biglakemn.org) is November 30, 2023.
  - c. **Spud Fest:** The Recreation and Communication Coordinator was directed by management to resign from the Spud Fest Board to prioritize grant writing for the Parks System.
2. **Branding:** Staff is working with the cable commission to create and update promotional videos for the farmers market, movie in the park, and to market the City at events.