

AGENDA
PARKS ADVISORY COMMITTEE
COUNCIL CHAMBERS
MONDAY, JANUARY 27, 2020
6:30 p.m.

1. CALL TO ORDER

2. ROLL CALL (Members: S. Marotz, D. McDowall-Seyko, D. Peterson, L. Talvitie, S. Fisher, J. Brevig, S. Zettervall)

3. ADOPT PROPOSED AGENDA

4. APPROVE MEETING MINUTES

4A. Approve Regular Parks Advisory Committee Meeting Minutes of December 9, 2019

5. BUSINESS

5A. Bylaws Review

5B. Park Dedication Budget

5C. St. Thomas Student Project Discussion

5D. Student Representative Discussion

5E. Park Rx

5F. Staff Updates

6. OTHER

7. 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 Planning Commission 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: 1/27/2020	Item No. 4A
Item Description: <i>December 9, 2019 Parks Advisory Committee Regular Meeting Minutes</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Approve the December 9, 2019 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The December 9, 2019 Parks Advisory Committee Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

12-09-19 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE
MEETING MINUTES
MONDAY, DECEMBER 9, 2019**

1) CALL TO ORDER

Chair Denise McDowall-Seyko opened the meeting at 7:00 p.m. Committee Members Present: Denise McDowall-Seyko, Doug Peterson, Laura Talvitie, City Council Liaison Scott Zettervall and Planning Commission Liaison Scott Marotz. Those Absent: Shane Fisher. Also Present: Recreation Coordinator Corrie Scott.

2) GUESTS

a. LEGO LEAGUE

Team Genesis, a group of students from Becker Schools who are competing in the Lego Robotics Competition, presented their solution for the lack of connectivity between facilities and sidewalks at Lakeside Park. Further discussion on these potential improvements will take place at the January meeting.

b. ST. THOMAS STUDENTS

A group of engineering students from St. Thomas presented two temporary improvement options that they designed for Minnesota Avenue with the objective of improving bicycle and pedestrian safety. The Parks Committee discussed ways to implement portions of these designs in 2020. Further discussion will continue at the January meeting.

3) APPROVAL OF MINUTES

Planning Commission Liaison Marotz made a motion to approve the November 18, 2019 Meeting Minutes. Seconded by Committee Member Talvitie, unanimous ayes, motion carried.

4) OLD BUSINESS

a. PARKS ADVISORY COMMITTEE BOARD APPLICATION

Parks Advisory Committee applicant, Jason Brevig, attended the December 9, 2019 meeting. Introductions were made by the Parks Committee Board Members and the applicant. The applicant shared his interest and desire to serve on the Parks Board. Questions and discussion followed. A recommendation was made by Committee Member Peterson to appoint Jason Brevig to fill a vacant position on the Parks Advisory Committee. Seconded by City Council Liaison Zettervall, unanimous ayes, motion carried.

There are currently two additional vacant seats for the Parks Advisory Committee. Recreation Coordinator Scott will continue to market these open seats to residents.

5) NEW BUSINESS

a. 2020 CHAIR RECOMMENDATION TO COUNCIL

Committee Member Peterson made a motion to recommend Denise McDowall-Seyko as Chair for a one-year term for 2020 and to recommend Doug Peterson as Vice-Chair for a one-year term for 2020. Seconded by City Council Liaison Zettervall, unanimous ayes, motion carried.

b. 2020 MEETING TIME AND LOCATION

Committee Member Peterson made a motion to change the Parks Advisory Committee Meeting location to the City Council Chambers located in City Hall and to change the meeting time to the fourth Monday of each month at 6:30 pm. Seconded by Chair McDowall-Seyko, unanimous ayes, motion carried.

c. OTHER

Members of the Parks Committee expressed interest in a student representative sitting in on Parks Committee Meetings. Recreation Coordinator Scott will explore this possibility and bring more information to the January Parks Committee meeting.

City Council Liaison Zettervall asked about the current Parks budget. He proposed using funds from the Parks Budget to purchase the parcel of land that is near Lakeside Park. Recreation Coordinator Scott will get a current Parks budget balance from Finance and bring it to the January Parks Committee meeting.

6) RECREATION COORDINATOR UPDATE

Recreation Coordinator Scott, with the help of MN GreenCorps Member Wyatt-Yerka, applied for a CentraCare Health grant and America Walks grant for wayfinding signage on the McDowall Trail System. CentraCare awarded the City of Big Lake a total of \$6,425 for this project. The America Walks Grant funding will be announced in mid-December.

7) ADJOURN

Committee Member Peterson motioned to adjourn at 8:45 p.m. Seconded by City Council Liaison Zettervall, unanimous ayes, motion carried.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 1/27/2020	Item No. 5A
Item Description: <i>Parks Advisory Committee Bylaws Review</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

City staff recently discovered that the Parks Advisory Committee Bylaws are not up to date with how the Committee is currently operating. Some items that need to be addressed include term status, performance criteria, regular meetings, conduct of business at meetings, and powers and duties. Recreation and Communication Coordinator Corrie Scott has made some suggested changes which are attached.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Parks Advisory Committee Bylaws – Suggested changes
Parks Advisory Committee Status of Terms

**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.

Comment [CS1]: We haven't been keeping track of terms since 2007. These need to be decided and followed. According to City of Big Lake Ordinance 2002-03, we are only to have 7 members on the Parks Committee.

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, 20 2002
Seat "B" - Vice Chair	December 31, 20 2103
Seat "C"	December 31, 20 2103
Seat "D"	December 31, 20 2204
Seat "E"	December 31, 20 2204
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. Performance Criteria – Annually the Committee shall perform a written self-evaluation on the following:~~

- ~~1. Implementation of the preamble.~~
- ~~2. Achievement of goals and objectives.~~
- ~~3. Compliance with bylaws.~~
- ~~4. Formulation of proposals and recommendations and overall accomplishments.~~
- ~~5. Visitation of subject sites as applicable.~~
- ~~6. Members personal attendance record.~~

~~The Committee shall forward this evaluation to a review committee comprised of the staff member assigned to the Committee, City Administrator, Mayor, and one member of the City Council. The review Committee shall present this report and any additional comments to the City Council by the first week of December for action and recommendation at the annual meeting in accordance with Council Bylaws.~~

Comment [CS2]: This portion is not necessary to be included in Bylaws. We also haven't been practicing this portion of the Bylaws.

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
2. 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 ~~JK~~. 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 ~~second~~-~~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. Conduct of Business at Meetings – The agenda for a regularly scheduled meeting shall include the following in order of business:~~

- ~~1. Call to Order~~
- ~~2. Approval of minutes of previous meeting(s)~~
- ~~3. Old Business~~
- ~~4. Other Business~~
- ~~5. Staff Update~~
- ~~6. New Business~~
- ~~7. Adjournment~~

Comment [CS3]: Remove this section. It is unnecessary to keep in the Bylaws. Corrie hopes to make Meeting Agendas consistent with Council, Planning, and BLEDA's format:
1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approve Minutes
5. Business
6. Other
7. Adjourn

Section ~~E~~**F**. 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. ~~Semiannually~~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.

Comment [CS4]: This is done once a year at the annual Joint Committee Meeting.

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.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 1/27/2020	Item No. 5B
Item Description: <i>Park Dedication Budget Update</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Review the January 2020 Park Dedication Budget.

BACKGROUND/DISCUSSION

At the December 2019 Parks Advisory Committee Meeting, the Parks Advisory Committee requested to view the most recent balance for the Park Dedication Budget. Financial Director Deb Wegeleben reports that the current budget is \$135,000. Attached is a more detailed report on previous and ongoing parks projects and their costs.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Park Development Fund Financial Plan

Cash
135K
1/7/18

Parks Development Fund Financial Plan

The Parks development fund accounts for capital improvement projects for the City's parks and trail system. There is nearly 215 acres of parkland, 20 miles of trail and sidewalk and 3.5 acres of greenway in Big Lake. The Big Lake park system includes parks with playgrounds, ball fields and picnic areas. Visitors can also enjoy beach access at Lakeside Park along with a boat landing and fishing pier.

As the City grew, developers either paid park dedication fees or donated land for the park system. The cash or land donation was (and is) based on the size of a particular development. The City developed its park system by adding general amenities, bituminous and concrete surfaces, fencing, hockey rinks, playground equipment, shelters, buildings, etc. The routine maintenance of the existing parks is funded in the General Fund.

Source of Funds

The main source of revenue for this fund is park dedication fees. Park dedication fees in prior years had attributed to one or two large developments annually. As the City reaches full development of residential parcels there are fewer parcels to develop that will be charged park dedications fees in the future, for that reason in 2018 the City established the Park & Trail Dedication fees for Commercial or Industrial development. However, for future planning, the revenue estimated is only for those developments that are in the current planning stages.

Use of Funds

The City prepares a detailed five-year capital improvement plan that outlines all planned renovations and improvement at City parks by park by project. Due to the lack of park dedication funds the majority of these projects will have to be postponed indefinitely, until other funding sources may be available beyond what is shown in the five-year plan.

PARK PROJECTS FUNDED		ESTIMATED COST
Sandord Select Park - completed in 2019		\$ 140,000
New Southside Park		130,000
PARK PROJECTS POSTPONED		ESTIMATED COST
Powell Park Improvements		\$ 80,000
Lake Ridge Park	playground equipment	150,000
Shores of Lake Mitchell Park	playground equipment	150,000
Mitchell Farms Park	playground equipment	100,000
Wright Crossing Park	playground equipment	150,000
Highline Park	playground equipment	150,000
Hudson Woods	playground equipment	150,000
Bluff Park	playground equipment	150,000
Skate Park	Skate Board Equipment	200,000
		<u>\$ 1,280,000</u>



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 1/27/2020	Item No. 5C
Item Description: <i>St. Thomas Student Project Discussion</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Discuss the potential Bicycle Demonstration Project for Minnesota Avenue.

BACKGROUND/DISCUSSION

At the December Parks Advisory Committee Meeting students from St. Thomas presented their proposal for a Bicycle Demonstration Project to be implemented on Minnesota Avenue. They included multiple options and pricing information for each of these options. The Parks Advisory Committee needs to decide if this is a project that City staff should pursue in 2020 and which options that were proposed should be focused on. Attached is the St. Thomas students' final report including information from their presentation at the December meeting.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Big Lake Bicycle Demonstration Report

University of St. Thomas

TEMPORARY TRAFFIC CONTROL INSTALLMENT PROPOSAL

CITY OF BIG LAKE

ENGR 466: Transportation Engineering

Sustainable Communities Partnership

Dr. Rita Lederle

December 18, 2019

Contents

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Background

The city of Big Lake has partnered with St. Thomas' ENGR 466: Transportation Engineering and the Sustainable Communities Partnership to create a proposal for a bicycle safety temporary demonstration in the city of Big Lake, Minnesota. In efforts to respond to growing traffic concerns on Minnesota Avenue in the city of Big Lake. Parents currently consider the road unsafe for their children and other pedestrians to bike or walk to the nearby schools.

The city of Big Lake has a population of just over 11,000 (per the US Census Bureau) and is considered a bedroom community, as many of its resident's commute to the Twin Cities or other nearby communities for the typical workday. Minnesota Avenue hosts three schools, including Big Lake High School, Big Lake Middle School, and Independence Elementary School, which hold 950, 750, and 730 students, respectively.

Purpose

The purpose of this collaboration between the University of St. Thomas and the City of Big Lake is to design a temporary traffic installment for a local road, Minnesota Avenue. Furthermore, the city wishes to collect community feedback for potential permanent transportation changes at this location.

Minnesota Avenue Existing Condition

The stretch of Minnesota Avenue the team considered for design is approximately a half-mile in length, spanning from County Road 5 to County Road 43. There is one travel lane in each direction (east/west) with a continuous left turn lane, in addition to a few right turn lanes for access to the school buildings. Three separate entrances exist to the schools, and two marked crosswalks span Minnesota Avenue at Fern St. And Phyllis St. These features are called out in Figure 1, which shows and aerial image of the Minnesota Avenue project location.



Figure 1: Aerial image of Minnesota Avenue with labeled site features

Current Community Concerns

Based on discussion with community members, the City of Big Lake created a list of general concerns for the current state of Minnesota Avenue. For instance, because the road has no traffic control devices, speeding is common. This makes the road unsafe for children to walk to school with no refuge between lanes. In addition, access to apartments and the commercial buildings on the east end are limited by the existing crosswalk locations. The library and police station have no nearby crossing other than at the intersection of County Road 43. Finally, the road lacks aesthetic features. Adding more vibrant elements, such as vegetation or community art could make the wide, plain span of Minnesota Avenue more engaging for the community members.

Social and Cultural Impact

While Designing the bike lanes for the route possible social and cultural impacts were kept in mind. Educating both bikers and drivers will be important for safety purposes. For example, for bikers, it is important to wear proper safety equipment such as helmet and for drivers, it is important to learn bicycle safety tips. To promote awareness, Campaign for coexisting can be done via social media, posters and community events. From the case studies, it has been found that the cities with a high percentage of bike riders have a better sense of community.

The design process also considered the fact that biking allows a great diversity of ages on the road, by enabling both younger and older people to remain mobile and socially active because in most places there is no legal age limit on biking. Having safe bike lanes provides independent mobility of the younger age groups.

The increase in bikers on the street will allow achieving cost saving through energy conservation and pollution reduction. The increase of biking will not only help in decreasing carbon dioxide being released in the air but will also allow people to achieve better health and appreciation of natural resources.

Best Strategies

While considering options on how to improve the safety of Minnesota Avenue on the project site, the current state of the road needed to be fully understood. On the project team's initial site visit, it was immediately apparent that the road seemed very wide for the amount of traffic it sees as well as the posted speed limit of 30 mph on the road. After asking Big Lake's representative of this project, Michael Healy, whether or not the road's extensive amount of center and side turn lanes were used to their full capacity, he said that he felt as though they were not necessary for the road to function properly on a daily basis. From this information, two methods of making Minnesota Avenue safer came to the forefront of the project team's brainstorming. Both methods are endorsed by the FHWA (Federal Highway Administration), and statistics of their effectiveness are available.

The first strategy that made sense to improve Minnesota Avenue was a "road diet." A road diet is where extra lanes of a road that are not being used as much are converted into more useful lanes/features. According to the FHWA, roads that experience a road diet see 19-47 percent fewer crashes. In the case of Minnesota Avenue, the large shoulders and seldom used turn lanes seemed like logical places to turn the existing pavement into something more useful that could make the road function safer. There are many options on how to implement a road diet, and how this project plans to implement this strategy will be further explained in the two options that will be expanded upon later in this report.

The second strategy that the project team felt could benefit Minnesota Avenue is a pedestrian crossing island. This is the implementation of a center median that allows pedestrians a space of refuge between crossing the two directions of traffic. Often, the median is also accompanied by potted plants or trees, or some sort of barrier. The FHWA reports that implementing a pedestrian crossing island reduces the amount of pedestrian crashes by 56 percent. As has already been mentioned, Minnesota Avenue has extra pavement space that could be used for new infrastructure with a higher priority on pedestrian safety, so this option would also be viable.

Both strategies listed above also help to reduce the speed of cars on roads. Although the posted speed limit on Minnesota Avenue is 30 mph, it has been brought to the project team’s attention that many people speed on this road. Because the road is so wide, it gives drivers the feeling that they can travel faster as they have a larger “buffer” zone for error. By either implementing a road diet or a center median, the width of the road will decrease and in turn slow down traffic.

Option 1- Pedestrian Emphasis

Overview

The first option considered focused on pedestrian safety and primarily sought to address parental concerns regarding children walking and biking to school. The bike path will not be moved in this solution, rather it will be shared between bikes and pedestrians. Striping and painting the crosswalk to separate biking and walking could be considered, as pictured in Figure 2 below. This path would be shared until the sidewalk on the South side of Minnesota Avenue were completed for the entire length of the road in project limits.



Figure 2: Striping designating biking lanes and walking lane

In addition to the striping on the current bike path, a crosswalk should be added to connect the schools with the library. The location of the crosswalk would be between the library and Independence Elementary School. This change would encourage community activities by giving greater ease of access to the Big Lake Library. Further, this additional crosswalk would make it easier to cross Minnesota Avenue more safely and promote the goal for children to walk and bike to school. Figure 3 below pictures the location of the new crosswalk. At this crosswalk, it is recommended that a rectangular rapid flashing beacon (RRFB) is installed to draw drivers’ attention to the traffic change.



Figure 3: Location of additional crosswalk, connecting the Big Lake Library with Independence Elementary School

Finally, it was recommended that a median pedestrian refuge be installed in the center of Minnesota Avenue. This would serve two main purposes; first it would take up space on the wide roadway and act to narrow the road, ultimately resulting in a natural reduction in speed from drivers, and second it would provide safe areas of refuge for pedestrians who are trying to cross the street. The first benefit addresses the community concern that speeding is very common on Minnesota Avenue. The second concern addresses the parental concern that the road is unsafe for their children to be traversing on their way to school.

For the temporary installment, it is recommended that painting and colorful striping be utilized to designate the changes on the bike path. Further, the crosswalk as well as pedestrian bump outs could be modeled and temporarily simulated using traffic cones and colorful striping. Finally, to simulate the median, a good option for temporary installment is the use of potted plants and trees, as shown in Figure 4 below.



Figure 4: Potted plants used as barrier, an example of how a temporary median could be simulated

Case Study

A case study of a temporary installment similar to Option 1 that the project team is proposing is a project that was conducted by the Lexington-Fayette Urban County Government in the summer of 2018 in Lexington, Kentucky. The project aimed to improve the safety of pedestrians crossing Bryan Avenue, which could sometimes be confusing for the pedestrians as well as drivers due to its unusual alignment. The temporary installation included the conversion of a center turn lane into a center median, the addition of pedestrian refuge areas within the added median, and the addition of pedestrian bump outs at crosswalks. This installation lasted the duration of the summer, and although numerical statistics were not released as to the effectiveness of the project, the design did get permanently installed the following year. As these ideas are similar to those that are being proposed for Minnesota Avenue, it is important to see the viability of a design like this.

Costs for Temporary Installment

As seen in table 1, temporary installment for option one includes a variety of costs. These may include stencils, tape, paint, and cones. It has been mentioned that the City of Big Lake may be able to partner with a local nursery to donate some plants to act as barriers. If this is the case, those costs may be eradicated. It is also notable that for both options, a lot of the costs may not be necessary, as the local transportation department may already have stencils, tape, etc. The total estimated cost for option 1 is just over \$3,200.

Table 1: Estimated prices for implementation of temporary installation of option 1

Item	Quantity	Price per unit	Total Cost
Pedestrian Stencil	1	\$51.17	\$51.57
Paint	TBD	\$7.62	TBD
Potted Plants	TBD	Possible donation	TBD
Delineation Tape- Current Bike Lane	2588 feet	\$1.10/ft	\$2846
Delineation Tape- Cross walk	100 feet (50 each way)	\$1.10/ft	\$110
Pedestrian Refuge Cones	10	\$18	\$180
Perimeter Tape	32 feet	\$1.10/ft	\$35.20

Option 2- Cycle Emphasis

The second option for Minnesota Avenue mobility improvements is more geared toward creating a new space for cyclists. This solution includes moving the bike lane to the road in the current shoulder space, which allocates the current path exclusively for pedestrians. This new bike lane would include new striping separating the bike lanes (each direction) from the traffic lanes. Figure 5 shows a cross section of what Minnesota Avenue would look like with these two added bike lanes. The dimensions displayed in the image match the constraints of the existing road with an additional 1' of separation between bikes lanes and travels lanes. This figure represents a “road diet”, in which lanes are narrowed in hopes of decreasing vehicle speeds.

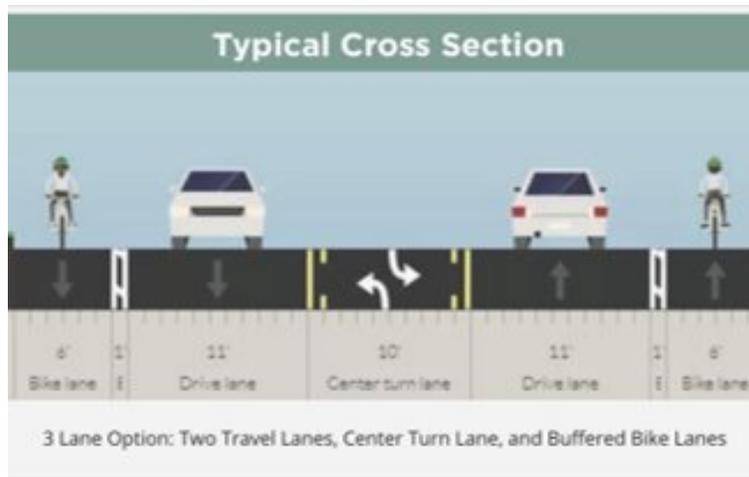


Figure 5: Cross section of “road diet” with added bike lanes

Another consideration with this option is adding any additional lane separation devices, such as reflective posts or concrete barriers. Figure 6 shows what reflective posts could look like between the bike lanes and travel lanes, as well as bike stenciling on the lane to communicate its intended use.



Figure 6: Bike lane on shoulder with reflective posts as barriers.

For the temporary installment, the bike lane would still be moved to the road within the current shoulder space as described. Temporary striping would be added to delineate this path, and potted plants or cones could be used as a short-term barrier. In order to encourage pedestrian-only use on the current bike path, it is recommended to include a painted pedestrian stencil intermittently on the path.

Case Study

While looking for a case study for Option 2, the project team researched a temporary installation project that the city of Orlando, Florida participated in collaboration with the Safe Streets Academy on. The project aimed to improve the safety of pedestrians, both walking and biking, by adding dedicated bike lanes on Curry Ford Road as well as an additional crosswalk in a location that was seeing a high percentage of jaywalkers. At the beginning of the project, a community event was held to promote safe biking behavior. Although this project did not see permanent installation after its temporary trial, it was not because of the effects the changes on the road had. Speeding was reduced by 53 percent with an average speed 5 mph lower than before, there was a 50 percent increase in bike activity, a 38 percent increase in pedestrian activity, and an 89 percent decrease in jaywalking. Despite the positive impact this project had on Dell Curry Road, the city did not have the funding at the time to permanently implement it; they still are considering installing something similar in the future if they receive enough funding.

Costs for Temporary Installment

As seen in table 2, temporary installment for option one includes a variety of costs. These may include stencils, tape, paint, and cones. The total estimated cost for option 2 is just under \$6,400.

Table 2: Estimated prices for implementation of temporary installation of option 2

Item	Quantity	Price per unit	Total Cost
Pedestrian Stencil	1	\$51.17	\$51.57
Bike Stencil	1	\$67.46	\$67.46
Potted Plants	TBD	Possible donation	TBD
Delineation Tape- Bike Lane	2588 feet each way	\$1.10/ft	\$5,692
Cones to simulate barrier	130	\$4.50	\$585

Additional Implementation

In addition to how the user physically interreacts with Minnesota Ave, the user experience is also to be taken into consideration. Their experience includes visual interaction, connectedness with community, and their overall sense of wellbeing and safety. The goal of these additional implementations would be to enhance the overall surrounding area of Minnesota Ave.

Community Feedback

For any implementations to be successful, in order to know if this is a solution the community would want to implement into their community, their feedback is important. After discussion with Michael Healy and members of the community present at the Big Lake City Council meeting, potential methods for community feedback would include online polls on City website or popular social media platforms or hosting a “community day” where they unveil the temporary installations and receive feedback from members of the community that interact with the Minnesota Ave area.

City Branding

When implementing aesthetic changes to the community, this offers the opportunity to incorporate City branding. City branding typically serves three purposes, increasing in tourism, economic development, and citizen pride. City of Big Lake is looking to complete a City re-branding project in the next couple years, this is a good opportunity to incorporate new City brand.

An area that have potential to incorporate City branding is the City of Big Lake Public Library, located along Minnesota Ave. There currently is a small sign below the Police Department's sign on Minnesota Ave, but it is not very visible. Installing a larger sign with City branding would be more aesthetic to the public and may help increase library use from the public. Another opportunity to include City branding is with the school systems. Putting sign or banners at corners and intersections, such as Hwy 43 and Minnesota Ave, a high-volume intersection that is any entrance to the public schools of Big lake. Further North, at the intersection of Hornet Way and Minnesota Ave, there is a grey utility shed. Incorporation of City or school branded mural would add to the viewing experience on Minnesota Ave and offer an increased sense in citizen pride. Usage the utility shed would depend on who the owner of the utility shed is, whether it is the city or a utility company.



Figure 4: Utility Shed located on Hornet Way and Minnesota Ave

Additional Aesthetic Opportunities

Other aesthetic opportunities along Minnesota Ave include increasing natural greenery of arbor and shrubbery. In the short term, this would potentially look like potted plants along Minnesota Ave. In the long term, it could offer as a community project with the local school systems to incorporate greenery. Increased lighting along Minnesota Ave is another opportunity. There is currently some lighting but with the winter months, potentially having students traveling to or from school while the sun is down, increased lighting improves awareness and overall sense of safety.

Citations

“Proven Safety Countermeasures - Safety: Federal Highway Administration.” *Safety*, safety.fhwa.dot.gov/provencountermeasures/.

Zaccaro, Heather. “Lexington, KY Demonstration Project: Bryan Avenue Intersections.” *Smart Growth America*, 10 July 2018, smartgrowthamerica.org/lexington-ky-demonstration-project-bryan-avenue-intersections/.

Zaccaro, Heather. “Orlando, FL Demonstration Project: Curry Ford Road.” *Smart Growth America*, 10 July 2018, smartgrowthamerica.org/orlando-fl-demonstration-project-curry-ford-road/.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 1/27/2020	Item No. 5D
Item Description: <i>Student Representative Discussion</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Discuss the possibility of having a student representative attend regular Parks Advisory Committee Meetings and make a recommendation to City Council on how the program would be structured.

BACKGROUND/DISCUSSION

At the December 2019 Parks Advisory Committee Meeting, the Parks Advisory Committee requested that staff research the possibility of having a student representative attend regular Parks Advisory Committee Meetings. City Administrator Clay Wilfahrt is in support of this project. In the past, City Council has also discussed this opportunity for City Council Meetings without further action.

The Parks Advisory Committee will have to determine how many representatives will attend and how to choose these representatives. The potential student representative would not have voting power.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 1/27/2020	Item No. 5E
Item Description: <i>Park Rx Discussion</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Recommend support for Sherburne County's future Park Rx project to City Council.

BACKGROUND/DISCUSSION

Sherburne County is partnering with CentraCare to create a Park Rx program in 2020. Park Rx is a park prescription program that includes collaboration between park and public land agencies, healthcare providers, and community partners. These groups work together so that health providers can prescribe outdoor activities at local parks to their patients. Park Rx can be structured to be as simple or complex as the stakeholders see fit. Examples include printed passports that are handed out at healthcare facilities that encourage area residents to frequent parks. Others include programming at local parks such as bike rides and yoga classes that are prescribed to patients whose health can be improved through exercise outdoors.

Sherburne County plans to have an informational meeting in March to seek out potential stakeholders and choose the direction of this program. Sherburne County would like to know if the City of Big Lake and the Big Lake Parks Advisory Committee has interest in working with them on this potential program. First steps include coming up with a list of potential parks that would fit this program, and to attend the informational meeting. Recreation and Communication Coordinator Corrie Scott will forward the meeting details to the Parks Advisory Committee as soon as it becomes available.

More detailed information on the Park Rx program can be found at Parkrx.org.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



Recreation and Communication Coordinator Updates

1. Council Updates:

- a. Council approved the appointment of Jason Brevig to the Parks Advisory Committee.
- b. Council approved the appointment of Denise McDowall-Seyko to President of the Parks Advisory Committee for 2020.

2. Nystrom Residential Treatment Center:

- a. Nystrom & Associates LTD submitted a concept plan for a Residential Treatment Center. There was a public hearing at the Planning Commission Meeting in January and discussion took place on whether the facility should be considered Residential or Commercial. City Council would like this project to reflect a Commercial project. Commercial and Industrial developments must dedicate 4% of the land being subdivided or pay a fee equal to 4% of the value of the land. The tax assessor currently lists the entire 11.82-acre parcel as having a value of \$86,000 but that number is artificially low because the land currently part of the "Green Acres" program which is designed to keep taxable value lower for properties that are actively being farmed.
- b. The total Park Dedication amount for the current valuation of land is \$3,440.

3. Lakeside Park Programming

- a. Movie in the Park has been scheduled for June 5th and September 18th. Recreation and Communication Coordinator is working on scheduling activities for these dates. Marketing materials will be finalized by March 2020.
- b. Recreation and Communication Coordinator is collaborating with the Big Lake Library, 4H, and Create and Connect to schedule a variety of programming at Lakeside Park for the summer season of 2020. Examples of potential programming include story time, yoga sessions, and environmental sustainability education.