

**AGENDA**  
**PARKS ADVISORY COMMITTEE**  
**COUNCIL CHAMBERS**  
**MONDAY, FEBRUARY 24, 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 January 27, 2020
- 5. BUSINESS**
  - 5A. Bylaws and Status of Terms Review
  - 5B. Freedom Rock Update
  - 5C. 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 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

<b>Prepared By:</b> <i>Corrie Scott, Recreation and Communication Coordinator</i>	<b>Meeting Date:</b> 2/24/2020	<b>Item No.</b> <b>4A</b>
<b>Item Description:</b> <i>January 27, 2020 Parks Advisory Committee Regular Meeting Minutes</i>	<b>Reviewed By:</b> <i>Layne Otteson, Public Works Director</i>	
	<b>Reviewed By:</b> <i>N/A</i>	

#### **ACTION REQUESTED**

Approve the January 27, 2020 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

#### **BACKGROUND/DISCUSSION**

The January 27, 2020 Parks Advisory Committee Regular Meeting Minutes are attached for review.

#### **FINANCIAL IMPACT**

N/A

#### **STAFF RECOMMENDATION**

N/A

#### **ATTACHMENTS**

01-27-20 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE  
MEETING MINUTES**

**MONDAY, JANUARY 27, 2020**

**- DRAFT MINUTES -  
NOT APPROVED**

**1. CALL TO ORDER**

Chair McDowall-Seyko called the meeting to order at 6:33 p.m.

**2. ROLL CALL**

Committee Members present: \*Scott Marotz, \*Denise McDowall-Seyko, \*Doug Peterson, \*Scott Zettervall, and \*Jason Brevig. Committee Members absent: \*Laura Talvitie, and \*Shane Fisher,

Also present: \*Recreation and Communication Coordinator Corrie Scott, \*Streets and Parks Superintendent Nick Abel, \*MN GreenCorps Member Tom Wyatt-Yerka, and \*Public Works Director Layne Otteson.

Member Scott Zettervall entered the meeting at 6:49 p.m.

**3. ADOPT AGENDA**

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

**4. APPROVAL OF MINUTES**

Committee Member Peterson motioned to accept the December 9, 2019 Parks Advisory Committee minutes as presented. Seconded by Committee Member Marotz, unanimous ayes, motion carried.

**5. BUSINESS**

**5A. BYLAWS REVIEW**

Recreation and Communication Coordinator Scott reported that 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 emailed suggested changes for the Bylaws to the Parks Board prior to the meeting.

Chair McDowall-Seyko expressed concern that as terms end, Members might be less likely to reapply if the reappointment process is too complex. Members Peterson and Brevig

commented that terms could give more 'buy in' for oncoming Members to attend and become committed to regular attendance of committee meetings.

Member Marotz reported that the Planning Commission's annual appointment of a Parks Committee Member hasn't been revisited in numerous years. He plans to bring this up at the next Planning Commission meeting to see if any other Planning Members are interested in rotating the position in the future.

Member McDowall-Seyko stated that the review for the Parks Advisory Committee Bylaws and Status of Terms should be revisited at the February meeting when more members are present.

## **5B. PARK DEDICATION BUDGET**

Recreation and Communication Coordinator Scott reported that the current Park Development Fund is \$131,528.80. Financial Director Deb Wegeleben expects for about \$31,361 to be added to this budget in 2020 from the Car Condo, Nystrom & Associates Facility, and Phase VI of Norland Park. Park dedication fees can only be used for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan. Park dedication fees cannot be used for parking lots.

Streets and Parks Superintendent Nick Abel suggested not building a park in the Brom area as it is the lowest point in that area and that it is susceptible to flooding. Public Works Director Layne Otteson recommended if a park was built on Brom, that it should be kept simple and natural with open space for activities. Otteson also recommended looking at other areas for additional parks. Marotz expressed concern that the City doesn't have any other land options for potential parks in 2020.

Member Zettervall reported that the Kuepers project will bring in about \$175,000 in park dedication fees for the first two phases of three total. Zettervall proposed that these funds go towards acquiring the land near Lakeside Park. Denise commented that the first priority of the Parks Committee should be the potential park near Brom and deciding what to do with the City owned land.

Member Marotz stated that the reason for potentially putting a park near Brom is to include more parks on the South side of the City of Big Lake. If that area is not feasible, the committee should look at another location in the South side of the City that area residents could access without having to drive. Member Brevig stated that he lives off of Harrison and the residents in that area during the summer use the sidewalks and front yards all season long because there are no accessible parks on the South side of the City.

Member Marotz recommended not placing playground equipment at Keller Lake Commons because area residents appreciate that it is a more scenic, calm area and it could be hazardous to encourage residents and their children to cross Highway 25. Chair McDowall-Seyko requested that Streets and Parks Superintendent Abel measure the potential area

for playground equipment on Brom. Abel stated that the current season makes assessment difficult with. Abel reported that it is more feasible to revisit the land near Brom in the early Spring. McDowall-Seyko and Martoz recommended that the Public Works representative give the Park Committee multiple options to choose from for building potential parks rather than having an open discussion that could make decision making more difficult. Discussion on a potential park near Brom will continue at future Park Advisory Committee Meetings.

## **5C. ST. THOMAS STUDENT PROJECT DISCUSSION**

Recreation and Communication Coordinator Scott reported that 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.

MN GreenCorps Member Wyatt-Yerka reported that Sherburne County has some of the equipment needed for the Bicycle Demonstration Project that can be used including roofing paper, sidewalk chalk, and AstroTurf. Wyatt-Yerka stated that the biggest difference between the two options is the positioning of the bicycle lane. The first option has the bicycle lane on the existing trail and option two has the bicycle lane in the street. Wyatt-Yerka commented that option two is an opportunity to educate the public about on-street bicycle lanes and can be altered if there is a portion that needs to be expanded or scaled back. Marotz stated that he is interested in seeing if the bicycle demonstration could inform the public on pedestrian safety.

Chair McDowall-Seyko asked if Wyatt-Yerka knew how many bicyclists use Minnesota Avenue. Wyatt-Yerka stated that during his time researching the school system there were more pedestrians on foot rather than bicyclists and that they are crossing Minnesota Avenue in front of Independence Elementary where there currently isn't crosswalk.

Member Marotz mentioned that it would make more sense to put a bicycle lane on Martin rather than Minnesota and that the focus for the Bicycle Demonstration Project should be on a temporary crosswalk, bump outs, and beautification of Minnesota Avenue. Member Brevig stated that Monticello placed bump outs on School Boulevard recently and could be used for comparison.

Member Marotz expressed concern about not being able to implement the potential crosswalk and bump outs until the road is due to be reconstructed which would be multiple years from now. Marotz recommended that City staff wait to implement the Bicycle Demonstration Project until the City knows that the recommended changes can be built. Public Works Director Otteson stated that the Parks Committee should be careful when making changes to roads to ensure that they make a positive impact before implementing them. Otteson also stated that the crosswalk on Minnesota will be installed when the road is repaved. A general consensus of the Parks Advisory Committee and City staff was to table this item until road construction on Minnesota Avenue is planned.

## **5D. STUDENT REPRESENTATIVE DISCUSSION**

Recreation and Communication Coordinator Scott reported that City Administrator Clay Wilfahrt is in support of a student representative for the Parks Committee. In the past, City Council has also discussed this opportunity for City Council Meetings without further action. Scott reported that the Parks Advisory Committee will have to determine how many representatives will attend and how to choose these representatives. Scott commented that the potential student representative would not have voting power.

McDowall-Seyko and Marotz recommended that the student representative program be less structured and more of an open invitation for students to attend Parks meetings and provide feedback on potential parks programs. MN GreenCorps Member Wyatt-Yerka stated that the City of Marshall appointed National Honor Society students to various committees. Staff was directed to give information to school counselors and Eagle Scout leaders that can be passed on to students that are interested in government positions.

## **5E. PARK RX**

Recreation and Communication Coordinator Scott reported that Sherburne County is partnering with CentraCare to create a Park Rx program in 2020 and would like to involve the City of Big Lake's park systems. Park Rx is a park prescription program where health providers 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.

Scott reported that Sherburne County plans to host an informational meeting in March for potential stakeholders and to 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 attending the informational meeting in March. Scott will forward the meeting details to the Parks Advisory Committee as it becomes available.

Committee Member Marotz motioned to recommend support for the Park Rx Program. Seconded by Committee Member Peterson, unanimous ayes, motion carried.

## **5F. STAFF UPDATES**

### **Council Updates:**

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

### **Nystrom Residential Treatment Center:**

1. 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.
2. The total Park Dedication amount for the current valuation of land is \$3,440.

### **Lakeside Park Programming**

1. Movie in the Park has been scheduled for June 5<sup>th</sup> and September 18<sup>th</sup>. Recreation and Communication Coordinator is working on scheduling activities for these dates. Marketing materials will be finalized by March 2020.
2. 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, painting skateboard decks, and environmental sustainability education.

Public Works Director Otteson reported that he will meet with Streets and Parks Superintendent Abel in January to decide who the Public Works representative will be for future Parks Advisory Committee meetings. Otteson asked the Committee if they focus on the comprehensive plan when making decisions for future parks. Member Marotz commented that they haven't due to the comprehensive plan being new and there being a lack of development allowing the Committee to implement the comprehensive plan goals. Marotz recommended that more detailed information on park dedication decisions be included in the Parks Advisory Committee meeting packets so that Members can review details prior to regular meetings.

## **6. OTHER**

Chair McDowall-Seyko reported that she had a conversation with Community Development Director Hanna Klimmek about a potential beautification project for the building owned by the Third Rail. McDowall-Seyko would like to discuss this further at future meetings. McDowall-Seyko also spoke with Klimmek about Browns Park being a potential second location for the Freedom Rock project.

## **7. ADJOURN**

Committee Member Brevig motioned to adjourn the meeting at 8:40 p.m. Seconded by Committee Member Zettervall unanimous ayes, meeting adjourned.



# AGENDA ITEM

## Big Lake Parks Advisory Committee

<b>Prepared By:</b> <i>Corrie Scott, Recreation and Communication Coordinator</i>	<b>Meeting Date:</b> <i>2/24/2020</i>	<b>Item No.</b> <b>5A</b>
<b>Item Description:</b> <i>Parks Advisory Committee Bylaws and Status of Terms Review</i>	<b>Reviewed By:</b> <i>Layne Otteson, Public Works Director</i>	
	<b>Reviewed By:</b> <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 <del>2002</del>
Seat "B" - Vice Chair	December 31, 20 <del>2103</del>
Seat "C"	December 31, 20 <del>2103</del>
Seat "D"	December 31, 20 <del>2204</del>
Seat "E"	December 31, 20 <del>2204</del>
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

<b>Prepared By:</b> <i>Corrie Scott, Recreation and Communication Coordinator</i>	<b>Meeting Date:</b> 2/24/2020	<b>Item No.</b> <b>5B</b>
<b>Item Description:</b> <i>Freedom Park Update</i>	<b>Reviewed By:</b> <i>Layne Otteson, Public Works Director</i>	
	<b>Reviewed By:</b> <i>N/A</i>	

#### **ACTION REQUESTED**

Discuss the potential new location for the Freedom Rock at Lakeside Park.

#### **BACKGROUND/DISCUSSION**

City staff recently discovered that the American Legion had concerns with the positioning of the Freedom Rock at the Veterans Memorial. City staff met with the Freedom Rock representatives and discussed potential new locations for the Freedom Rock. They decided on recommending Lakeside Park to City Council. This recommendation will go to City Council on Wednesday, February 26<sup>th</sup>. City staff would like some insight from the Parks Advisory Committee on whether this location is supported or if another location should be favored.

#### **FINANCIAL IMPACT**

N/A

#### **STAFF RECOMMENDATION**

N/A

#### **ATTACHMENTS**

- Freedom Rock 1
- Freedom Rock 2

# Lakeside Park Location



Near Well House,  
Parking Lot  
& Sidewalk





## Recreation and Communication Coordinator Updates

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### 1. Planning Commission

- a. Planning Commissioner Scott Marotz was appointed at the February Planning Commission Meeting as the Parks Advisory Committee Liaison for 2020. This appointment will be made annually at the December Planning Commission meeting going forward.

### 2. Student Representative

- a. Information for the Parks Advisory Committee meetings was sent to the High School Principal with a request to forward the information to all of the Big Lake School District School Counselors and other teachers who know of students interested in parks.

### 3. Summer Programming

- a. The Big Lake Library will host a Storytime at the Park event on Friday, August 14<sup>th</sup> from 10:30am-11:15am at Lakeside Park. Parking at Lakeside Park will be free during the event.
- b. The Sherburne County 4-H, Big Lake Library and City of Big Lake will be hosting a two-part event series. The first event will take place on Friday, July 24<sup>th</sup> from 10am-11am at Lakeside Park and the second event will be a day camp on August 6<sup>th</sup> from 8am-4:30pm at Highline Park. Parking will be free for both events. The focus for these two events will be for children to learn more about nature and environmental sustainability.
  - i. Corrie has requested a \$500 donation from Big Lake Spud Fest to go toward covering the cost for these events so that children can attend them both for free. The request was approved at the February Spud Fest meeting.
- c. The Big Lake Library is researching the possibility of having a Skateboard painting event at Lakeside Park. Registration would be required and parking for the 10-15 attendees would be waived.

### 4. Park Rx Meeting

- a. Gina Hugo and Janine Foggia met with Melissa from CentraCare and Brad from Wright Co. Parks and decided to push the informational meeting back. At this time, they do not have a date set, however, they do want to partner and make it a multi-county effort. They are currently

working to secure one champion practitioner to attend the meeting and will keep the Parks Advisory Committee updated as the date for a meeting is confirmed.

**5. Rebranding Project**

- a. Como Lakes Marketing was chosen as the consultant to lead a Rebranding Project for the City of Big Lake in 2020 during an interview panel in mid-February. Como Lakes will be introduced to City Council at a workshop on February 26<sup>th</sup> and the BLEDA will make a final decision on March 2<sup>nd</sup> as to the official consultant for the Rebranding Project. This project will be delivered in-full by Como Lakes Marketing by the end of June 2020. The City will be provided with a new logo, tagline, marketing videos, photos for the website, and templates for a variety of items including business cards, PowerPoint presentations, social media posts, the City newsletter, etc...

**6. March Parks Meeting**

- a. Corrie will not be present at the March Parks Meeting. Options for the group are to reschedule the meeting, cancel the meeting, or Corrie can train in one of the Parks Members to record the meeting so that minutes can be prepared when Corrie returns. Keep in mind that if the meeting is recorded, Members must state their name before making a motion or official comment.