

AGENDA
PARKS ADVISORY COMMITTEE
COUNCIL CHAMBERS
AUGUST 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, S. Zettervall)
- 3. ADOPT PROPOSED AGENDA**
- 4. APPROVE MEETING MINUTES**
 - 4A. Approve Regular Parks Advisory Committee Meeting Minutes of June 22, 2020
- 5. BUSINESS**
 - 5A. Parks Advisory Committee Interviews
 - 5B. Brom Park Discussion
 - 5C. Fairy Houses Discussion
 - 5D. Staff Updates
- 6. OTHER**
- 7. ADJOURN**

Attendance at Meeting: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons.

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Big Lake Parks Advisory Committee. This document does not claim to be complete and is subject to change.

Notice of City Council Quorum: A quorum of the City Council members may be present at this Big Lake Parks Advisory Committee meeting beginning at 6:30 p.m. in the City Council Chambers. No action will be taken by the City Council.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 8/24/2020	Item No. 4A
Item Description: <i>June 22, 2020 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 June 22, 2020 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The June 22, 2020 Parks Advisory Committee Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

06-22-20 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE
MEETING MINUTES**

TUESDAY, JUNE 22, 2020

1. CALL TO ORDER

Chair McDowall-Seyko called the meeting to order at 6:36 p.m.

2. ROLL CALL

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

Also present: Recreation and Communication Coordinator Corrie Scott.

3. ADOPT AGENDA

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

4. APPROVAL OF MINUTES

Committee Member Marotz motioned to accept the April 27, 2020 Parks Advisory Committee minutes as presented. Seconded by Committee Member Talvitie, unanimous ayes, motion carried.

5. BUSINESS

5A. PLAYGROUND SAFETY DISCUSSION

Committee Member Doug Peterson has brought forward an article about playground safety for the Parks Committee and City staff to review to ensure that efficiencies are being achieved.

Peterson stated that his priority with bringing this forward is to mitigate risk and that having regular maintenance documented can help if there were ever a lawsuit against the City. Peterson commented that having documentation for regular parks maintenance can also help the City receive discounts through insurance. Peterson stated that he did some research on the League of Minnesota Cities site and found information that confirmed his thoughts and he asked the Committee if this is something the Parks Advisory Committee should bring forward to Council.

McDowall asked if Public Works is already doing regular maintenance. Marotz stated that Public Works is doing regular maintenance, but they aren't taking a proactive approach with documentation. Marotz stated that Public Works might be spread too thin to put into place more regular and structured maintenance, but that third party playground equipment companies do offer inspections for Cities and this might be an option for the City that won't overwhelm Public Works staff.

McDowall asked what other surrounding cities have for maintenance polices and inspections. Marotz stated that it would be a good idea to invite a third party inspector to an upcoming Parks Meeting.

5B VACATED PARKS COMMITTEE SEAT

On May 27, 2020 Recreation and Communication Coordinator Corrie Scott received notice that Jason Brevig has vacated his seat on the Big Lake Parks Advisory Committee. Mr. Brevig was appointed to his seat in January, 2020. His term is set to expire on 12/31/2022. Staff is asking for approval to provide public notice of the vacated seat and to collect letters of interest along with resumes from interested candidates.

Committee Member Peterson motioned to direct staff to provide public notice of the vacated seat and to collect letters of interest along with resumes from interested candidates. Seconded by Committee Member Talvitie, unanimous ayes, motion carried.

5C. STAFF UPDATES

Scott reviewed the following:

1. Summer Programming

- a. **Farmers Market:** The summer market takes place every Wednesday from 3-7pm from June-August and 3-6pm in September at Lakeside Park. Parking has become an issue with an increase of park patrons in 2020. Staff is looking into options for additional parking.
- b. **Backyard & Beyond:** Staff has restructured this program to be two separate day camp events at Highline Park that require registration through the Library. Maximum participants will be 10 individuals.
- c. **Movie in the Park:** The September event will continue as scheduled. There is a potential to host a drive-in style event with the Cable Commission's equipment.
- d. **Music in the Park:** The Legacy Foundation has brought the 2020 Music in the Park season back starting with a big event on Thursday, June 2, 2020 including fireworks and the season ending on August 13, 2020.

2. **Lakeside Park Metered Parking:** Metered parking at Lakeside Park began at the end of May. Daily and Seasonal parking costs will remain the same. Information on the new parking meter have been posted on the City website and Facebook page. Staff is requesting that Parks Committee provide their feedback on the new system to ensure that it is working efficiently for residents.
3. **Fairy Houses:** Residents have been creating 'fairy houses' and placing them in local parks, mainly McDowall Trail. In April the City made a Facebook post encouraging that these 'fairy houses' be made with natural items to avoid hurting wildlife and the environment. Recently pictures of vandalized 'fairy houses' were posted in the Big Lake Forum. This poses a risk for Public Works staff who use equipment to mow the grass and maintain the trails and parks. Staff would like the Parks Committee to discuss ways to encourage eco-friendlier 'fairy houses' and potentially a week or two 'event' in the summer where residents can show off their creations and then remove them for maintenance and to avoid more vandalism on the trails.
4. **Park Maintenance Survey:** Staff is asking the Parks Committee to keep an eye on the existing parks in Big Lake and make a list of updates that should be considered for 2021. Examples include updated sidewalks, deteriorating park equipment, etc... Later in the Summer or Fall the Parks Committee will have a discussion on what parks should be considered priority for repairs and upgrades.
5. **Brom Park:** Residents in the neighborhood near Brom have made complaints at a recent Council Meeting about their basements flooding. Staff is wondering what the Parks Committee Members' thoughts are on potentially lowering the water table in that neighborhood. This area is where the City owns land for a potential park, but due to annual flooding issues, nothing has been constructed.

McDowall stated that having a temporary short-term parking area for the farmers market would be helpful for those that aren't using the park, but want to get in for shopping. Marotz stated that it would be a good idea to have a week or two designated in the early spring for residents to display fairy houses and do sidewalk chalk art and the Parks Committee could judge the fairy houses and announce a winner.

McDowall stated that there has been an increase in motorized skateboards on the paths going at high speeds and because they are quiet, it is difficult to hear them coming when walking the paths. She also stated that there has been more debris on the McDowall Trail this year than in years past.

Marotz stated that he is in favor of lowering the water table near Brom so that a park can be placed in that neighborhood, because at this time there isn't a park within walking distance for the homes there. McDowall stated that it would be a good idea to meet at the land near Brom. Marotz stated that another park that should be looked at soon is Powell Park. Peterson stated that the committee could meet at Brom in July and Powell in August.

6. **OTHER** – None.

7. **ADJOURN**

Committee Member Talvitie motioned to adjourn the meeting at 7:32 p.m. Seconded by Committee Member Peterson, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 8/24/2020	Item No. 5A
Item Description: <i>Parks Advisory Committee Interviews</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Conduct interviews of candidates and make recommendation to the City Council for appointment to the one (1) Parks Advisory Committee seat to run through December 31, 2022.

BACKGROUND/DISCUSSION

At the June 22, 2020 Parks Advisory Committee meeting, the Committee authorized staff to: 1) post/publish a notice to fill the one (1) vacancy, which is to serve the remainder of a current term that expires on December 31, 2022; 2) accept letters of interest; and 3) schedule candidate interviews to be held during the August 24, 2020 Parks Advisory Committee meeting.

The deadline for submitting letters of interest was Monday, August 17, 2020. A total of two submittals were received by the deadline from Scott Creighton and Jack Merwin, which are attached for your review. (A hard copy of the letters of interest will also be provided at the meeting.)

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Make a recommendation to the City Council for appointment to the one (1) vacancy on the Parks Advisory Committee through December 31, 2022.

ATTACHMENTS

Parks Advisory Committee Status of Terms
Letters of Interest from Candidates

Parks Advisory Committee (PAC) Status of Terms

(Appointment Term: 3 years)

<u>Denise McDowall-Seyko</u> Seat "A"	Original Appointment: Current Term Expires: Current Title:	05/2002 12/31/2020 Chair
<u>Laura Talvitie</u> Seat "B"	Original Appointment: Current Term Expires: Current Title:	06/2017 12/31/2021 PAC Member
<u>Shane Fisher</u> Seat "C"	Original Appointment: Current Term Expires: Current Title:	04/2018 12/31/2021 PAC Member
<u>Doug Peterson</u> Seat "D"	Original Appointment: Current Term Expires: Current Title:	02/2016 12/31/2022 Vice-Chair
<u>VACANT</u> Seat "E"	Original Appointment: Current Term Expires: Current Title:	01/2020 12/31/2022 PAC Member
<u>Scott Zettervall</u> Seat "F" (City Council Member)	Original Appointment: Current Term Expires: Current Title:	07/2019 (Appointed Annually) PAC Member
<u>Scott Marotz</u> Seat "G" (Planning Commissioner)	Original Appointment: Current Term Expires: Current Title:	08/2004 (Appointed Annually) PAC Member

Letter of Intent

My name is Scott Creighton, this is a Letter of Intent for the Position of Member of the Big Lake Park Board. I am submitting a Bio along with this letter for application and consideration for this position.

I want to also thank everyone for considering me for this position on the Big Lake Park Board.

Thank you,

Scott Creighton

Biography

My Name is Scott Creighton, 58 Years old, resident of Big Lake for 21 years.

I am married to Shannon Creighton, and have a son Jared (20), daughter Mackenzie (18) and a Goldendoodle dog named Toby (6). My wife works for General Mills as a Product Sales Planner and my son and daughter are both in college working on their respective Degrees in Psychology/Counseling and Occupational Therapy.

I am a Veteran, with an Honorable Discharge from the U.S. Air Force (Sept 83-89).

I will be shortly retiring from the Minneapolis Police Department after 28 years as a Street Level Narcotics Investigator and 911 responder.

My experience is made up of training and life experiences in various actions and interactions with people of Minneapolis and Big Lake. I have worked in cultivating working relations with colleagues, executives, neighbors and community members to build trust and communication between us for a positive outcome for everyone involved in the projects or actions taken.

My hobbies are taking walks, boating and working on home projects with friends and family.

My family will continue to live in Big Lake and be active members of this community and city.

August 17, 2020

Dear Ms. Scott,

I am writing this letter of intent to express my interest, enthusiasm, and qualifications for the volunteer position within the parks department in Big Lake. With my years as a Big Lake citizen, a frequent visitor of the area parks and recreation areas, and as a parent, I feel I could be a valuable asset to the department to not only maintain our current parks, but to also keep them growing to meet the needs of our community.

I have been a tax-paying/property-owning citizen of the city of Big Lake, MN since 2002. After graduating from Big Lake Senior High School in 2001, and accepting a managerial position at a local business (remained employed there until 2015), I knew in my heart that I wanted to be a part of the community that I grew up in for many years to come. Although there were only a few parks in my younger years, there have since been many more built, and I have always wanted to be part of the team that gets to plan, develop, and execute these wonderful recreational areas for our residents.

I have been a frequent visitor over the years, but now that I am a parent to two young children, they also utilize (and love!) these parks, too. The difference between my younger years and today is that I am able to look at things from the perspective of a grown adult, and I see opportunities to make the parks even more enjoyable for our citizens, no matter what age they are, whether it's biking/walking trails, playgrounds, or the lakeside park.

In addition to being a Big Lake citizen, I have also grown my career in the community as well. Since 2016, I have been on the management team at Lupulin Brewing, one of the fastest growing companies in the area. My contributions to the team to grow the business took it from infancy to over \$3 Million in sales in two years, with no signs of slowing down. I have learned many skills in planning, coordination/communication, and growing long-lasting business relationships, all of which would translate well to the volunteer position.

Thank you for your time and consideration for this volunteer opportunity. I would be honored to help our community and give back an equal amount of what it has offered my family over the last 18+ years.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Merwin', with a stylized, cursive style.

Jack Merwin
19101 Gunter Way
Big Lake, MN 55309
763.406.0445 - jemerwin@gmail.com



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: 8/24/2020	Item No. 5B
Item Description: <i>Brom Park Discussion</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Discuss the potential for installing a park on the City owned parcel on Brom.

BACKGROUND/DISCUSSION

Residents in the neighborhood near Brom have made complaints at a recent Council Meeting about their basements flooding. Staff is wondering what the Parks Committee Members' thoughts are on potentially lowering the water table in that neighborhood. This area is where the City owns land for a potential park, but due to annual flooding issues, nothing has been constructed.

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: 8/24/2020	Item No. 5C
Item Description: <i>Fairy Houses Discussion</i>	Reviewed By: <i>Layne Otteson, Public Works Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Discuss the potential for hosting a Fairy Houses event annually on McDowall Trail.

BACKGROUND/DISCUSSION

Residents have been creating 'fairy houses' and placing them in local parks, mainly McDowall Trail. In April the City made a Facebook post encouraging that these 'fairy houses' be made with natural items to avoid hurting wildlife and the environment. In the early summer months pictures of vandalized 'fairy houses' were posted in the Big Lake Forum. This poses a risk for Public Works staff that uses equipment to mow the grass and maintain the trails and parks. Staff would like the Parks Committee to discuss ways to encourage eco-friendlier 'fairy houses' and potentially a week or two 'event' in the summer where residents can show off their creations and then remove them for maintenance and to avoid more vandalism on the trails.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



Recreation and Communication Coordinator Updates

1. **Summer Programming**

- a. **Farmers Market:** The summer market takes place every Wednesday from 3-7pm from June-August and 3-6pm in September at Lakeside Park. There are 22 vendors on average each week and staff has noticed a spike in attendees this year. Staff is looking into the feasibility of hosting an indoor winter market with current COVID-19 restrictions.
 - b. **Backyard & Beyond:** Sherburne County 4-H and the City of Big Lake hosted two day camps this summer. They went well, even with COVID-19 guidelines. Staff will work with Sherburne County 4-H to put together plans for more day camps in 2021.
 - c. **Movie in the Park:** Staff is working on making this a drive in style event without any activities beforehand. Information will come out by early September on how the event will take place.
2. **Park Maintenance Survey:** Staff is asking the Parks Committee to keep an eye on the existing parks in Big Lake and make a list of updates that should be considered for 2021. Examples include updated sidewalks, deteriorating park equipment, etc... Later in the summer or fall the Parks Committee will have a discussion on what parks should be considered priority for repairs and upgrades.
3. **Freedom Rock:** The Freedom Rock committee received approval from Council to move the Freedom Rock to a location farther from Highway 10 because it was considered too loud of an area. They are moving the Freedom Rock to the area under the trees off of Lakeshore Drive at Lakeside Park. They are having a rock setting event on September 19, 2020.
4. **Skate Park:** Streets and Parks Superintendent Nick Abel closed the skate park temporarily after finding a massive amount of inappropriate graffiti, garbage, and other vandalism. This has become an increasingly bigger problem compared to previous years.