



AGENDA
BIG LAKE PARKS ADVISORY COMMITTEE MEETING
COUNCIL CHAMBERS

AUGUST 24, 2026

6:00 p.m.

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL (Members: S. Creighton, K. Hanson, M. Lieberman, K. Noding, L. Odens, D. Peterson, M. Weber)

4) OPEN FORUM

5) ADOPT PROPOSED AGENDA

6) APPROVE MEETING MINUTES

6A. Approve Regular Parks Advisory Committee Meeting Minutes of July 27, 2026

7) BUSINESS

7A. Concept PUD Plan for The Preserve of Big Lake (PID #65-00113-3000)

7B. Current Balance of Funds Update

7C. Staff Updates

7D. Strategic Plan Standing Item

8) COMMITTEE MEMBERS' REPORTS

9) OTHER

10) ADJOURN

a) Next Parks Advisory Committee Meeting: September 28, 2026

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

Notice of City Council Quorum: A quorum of the City Council members may be present at this Big Lake Parks Advisory Committee meeting beginning at 6:00 p.m. in the City Council Chambers. No action will be taken by the City Council.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 8/24/2026	Item No. 6A
Item Description: July 27, 2026 Parks Advisory Committee Regular Meeting Minutes	Reviewed By: Norm Michels, Streets, Parks, and Fleet Superintendent	
	Reviewed By: N/A	

ACTION REQUESTED

Approve the July 27, 2026 Big Lake Parks Advisory Committee Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The July 27, 2026 Parks Advisory Committee Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

07-27-26 Parks Advisory Committee Regular Meeting Minutes

**PARKS ADVISORY COMMITTEE
MEETING MINUTES**

JULY 27, 2026

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Committee Members present: Scott Creighton, Mark Lieberman, Kim Noding, and Doug Peterson. Committee Members absent: Kameron Hanson, Lisa Odens, and Megan Weber. Also present: Streets, Parks, and Fleet Superintendent Norm Michels and Recreation and Communication Coordinator Corrie Scott.

5. OPEN FORUM

Chair Peterson opened the open forum at 6:01 p.m. No one came forward. Chair Peterson closed the open forum at 6:01 p.m.

4. ADOPT AGENDA

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

6. APPROVAL OF MINUTES

Committee Member Creighton motioned to accept the June 22, 2026 Parks Advisory Committee minutes as presented. Seconded by Committee Member Noding, unanimous ayes, motion carried.

7. BUSINESS

7A. EAGLE SCOUTS ARCHERY RANGE PROJECT

Michels reviewed that staff was approached by Eagle Scout Vincent Kaczor regarding the creation of an archery range in an existing park. He stated that staff was directed by City Council in 2024 to research installation of an archery range in an existing park, and staff began researching options in

2025, but due to playground equipment replacement, the archery range project was tabled until 2026.

Kaczor reviewed that the archery project is proposed to be at River Oaks Park with two 20-yard targets, two 40-yard targets, and two 60-yard targets with six-foot dirt berms for safety. He stated that the berms will need to be at least 55 feet apart. Creighton asked if there would be berms behind each target. Kaczor stated that after researching ranges in the area, not all of them have a berm behind the targets. He stated that there aren't walking trails or any other amenities behind the targets, but if the Council decides that a berm is needed, it can be added.

Kaczor recommended using carabiners on the targets for ease of replacement and digging the posts two feet into the ground so that concrete doesn't need to be poured to secure them. He stated that he is planning to contact Menards and some area archery clubs to request lumber and targets. He reviewed that there would be signage in the area to deter people from walking near the range. Creighton asked where the signage will be posted. Kaczor recommended putting signage on each post near where people will be shooting as well as the entrance or anywhere else that could help with safety.

Michels asked Kaczor to expand on the location recommendation. Kaczor stated that River Oaks Park doesn't have as much through traffic or homes directly near it. He stated that there aren't already trees or structures that need to be moved, and it could bring more people to the park as it isn't as heavily used as others. He stated that the other park that could be large enough is Sanford Select Acres, but it would require moving the RC Track and it is heavily used along with having homes close by.

Michels stated that there is plenty of room for an archery range at River Oaks Park. He stated that he visited a lot of archery ranges and there were plenty that didn't have berms behind the targets. He stated that the space between the proposed range and disc golf course is large enough that safety isn't a concern of his. He stated that due to the magnitude of the proposed project, Public Works staff will need to assist with heavy equipment operating and some funding. He stated that he has been accumulating dirt over the last couple of years so that the cost of building the berms would be mainly labor and gas.

Creighton asked about maintenance of an archery range. Michels stated that the benefit to crushed concrete over class 5 is that crushed concrete doesn't track when it is wet and it is considered accessible for wheelchairs. Michels stated that crushed granite is a good material, but it is significantly more expensive.

Peterson asked about classes or events at the archery range. Michels stated that the schools reached out in previous seasons asking if an archery range would be installed. Scott stated that the schools currently are limited with how long and often they can offer archery classes and leagues

due to their limited space. She stated that they would use the archery range often for classes and other programs.

Michels stated that he has collaborated with the Police Department, and they have no concerns about safety. Noding asked about backstops behind the targets. Michels stated that he doesn't feel it is necessary. He stated that Monticello doesn't have berms behind targets and Becker has 26 sets of ranges that hosts high level competitions, and they do not have backstops. Michels stated that the average archer will shoot 20-yards to 40-yards and the 60-yard target will be for those who are more advanced and/or have higher caliber equipment.

Creighton asked about a timeline for the project. Kaczor stated that he ages out of the program in May and he would like to see the project completed before winter of 2026 when the ground freezes. He stated that he needs approval from the Eagle Scouts Board, then he can seek approval from the City Council in August. His goal is to break ground in the beginning of September if everything receives approval. Michels stated that Kaczor will present at the August 19 City Council meeting and if it is approved his staff will start preparing the site right away at the end of August. He stated that it will likely require two Public Works staff for about 10 days to complete. He hopes that the range will be completed right after the archery range season begins in mid-September.

Peterson asked if there is any reason the Eagle Scout Board wouldn't approve the project. Kaczor's Scout Master stated that typically a project will be denied because it isn't involving enough work on the Scout's end. He stated the goal of these projects is to promote leadership skills and he feels this project has a lot of leadership opportunities.

Peterson asked if a permit is needed to shoot archery and if shooting to the East will be an issue with the sun in people's eyes. Michels stated that no permit is needed and the trees are tall enough where the area will be shaded. Peterson asked about the hours for the park and if they are listed on the 'Rules' sign. Kaczor stated that the hours can easily be added to the signage.

Noding asked about estimated costs to the City. Michels stated that the total would be around \$15,000. Noding asked how the project compares to Michel's original plans for an archery range. Michels stated that he recommended the addition of the two 60-yard ranges, but aside from that everything Kaczor proposed is very much in line with his original thoughts for the project.

Committee Member Creighton motioned to recommend to City Council support of the Archery Range Project. Seconded by Committee Member Noding, unanimous ayes, motion carried.

7B. STAFF UPDATES

Scott reviewed the status of various programs and recreation taking place in the community's parks. She stated Movie in the Park will take place on Friday, September 4th showing Hocus Pocus. She stated that due to air quality and heat advisories, the July 16th Music in the Park was

rescheduled to August 13th. She stated that there has been some serious rain in June and severe heat in July which has affected the vendor attendance and brought it closer to the numbers from 2025, but that there have still been roughly 20-28 vendors every week so far. She stated that the market is open rain or shine and typically only cancels when weather becomes dangerous, which is then posted on the Big Lake Farmers Market Facebook page. She stated that the Winter Farmers Market season planning begins in August and this will be the last year for the market at City Hall in the winter. Peterson asked if staff needs help with parking for Movie in the Park. Scott stated that there should be Reserve Officers available, but if they aren't she will reach out to Parks Members to see if they are available to help.

Michels reviewed the status of current park projects and maintenance in the community. He stated that even with the extended dry weather, the parks are doing okay, and irrigation is holding up. Michels stated that the final grading at Lake Ridge Park is complete, but they haven't seeded yet as they are still working on the irrigation system. He stated that they will be pouring a concrete pad for the picnic table so that it is accessible. Michels stated that a rough final grading has been done at Shores of Lake Mitchell. He stated that once Lake Ridge has been completed, staff will start working on irrigation and seeding at Shores of Lake Mitchell.

Michels stated that the sand berms around the fishing pier and Public Works staff plan to add another section to the pier so that the ramp is more accessible. He stated that the project won't need a permit and it will cost about \$2,500. Michels stated that he is working with Layne to update trail conditions in the Strategic Plan and include more accurate costs for replacement. He stated that mowing has been minimized as the season has had less rain.

Lieberman asked about downed trees on walking trails and what staff does with them. Michels stated that if the trees are not on the trail, staff will usually leave them until the winter to avoid doing any damage to the trail or disrupting traffic. Michels stated that with the recent wind and storms they have seen quite a few trees come down.

7C. STRATEGIC PLAN STANDING ITEM

Michels reviewed the Strategic Plan and asked for the PAC to recommend revisions as needed. Peterson asked if any new projects will be added to the strategic plan. Scott stated that any new projects in the strategic plan would need to be City Council directed, but that staff will be updating the park playground and trail replacement plans hopefully before the next meeting.

Noding asked about the grant not going through for the skate park and what the next steps are. Michels stated that he is working with Elk River and doing some other research before he puts together a specification sheet that will be included in the bidding process. Noding asked about CEDA. Michels stated that CEDA goes through the City Administrator and that he hasn't heard any updates at this time.

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

9. **OTHER** – None.

10. **ADJOURN**

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



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: <i>Kendra Lindahl, AICP and Zeke Peters, AICP, Consulting Planners</i>	Meeting Date: 8/24/2026	Item No. 7A
Item Description: <i>Concept PUD Plan for The Preserve of Big Lake (PID #65-00113-3000)</i>	Reviewed By: <i>Norm Michels, Streets, Parks and Fleet Superintendent</i>	
	Reviewed By: <i>Marie Popp, Community Development Director/EDA Executive Director</i>	

ACTION REQUESTED

A MOTION providing a recommendation to the Planning Commission and City Council on park land dedication and trails for The Preserves at Big Lake in case of a full application

BACKGROUND/DISCUSSION

APPLICATION:

Scott Loomis, on behalf of SML Holdings LLC, has submitted a development application for a Concept Plan. The request is for a residential development on a 28.46-acre parcel located at PID #65-00113-3000. The property is located north of Norland Park 1st addition and south of County Road 81 as it begins to curve south.

The property is currently vacant agricultural land. There are no existing structures on the site. There is one wetland on the north of the property shown as 1.6 acres in size.

The subject application is for a residential development that will provide two different single-family homes. The development is proposed to include 79 lots:

- Forty-six (46) 52-foot-wide single-family home lots (with 40-foot-wide homes);
- Thirty-three (33) 62-foot-wide single-family home lots (with 50-foot-wide homes).

The City Code defines lot width as “The horizontal distance between the side lot lines measured at right angles to the lot depth, at the minimum front building setback line.” Since the lots are measured at the street front, some of the lots are slightly larger than the minimums noted above.

The proposed gross density of the development area is 2.78 units per acre. The development includes 6.08 acres (21%) of open space in outlots, mostly for ponding and preservation of the existing wetland on site.

SITE HISTORY:

On February 22, 2006, the City Council approved a conditional use permit, planned unit development and preliminary plat for “Berndt Ponds Estates 3rd” 40 single family homes and 35 attached homes.

On January 10, 2007, the City Council approved a Final Plat and Final Plan Planned Unit Development approval for Berndt Ponds Estates Third Addition. However, the plat was never recorded and the approvals have expired.

PLANNING COMMISSION AND CITY COUNCIL:

The Planning Commission reviewed and provided comments on this item on August 3, 2026. The Planning Commission was concerned over the small lot sizes, and the overall layout with how it relates to the surrounding neighborhoods. Commissioners commented that it was too much on this site and did not see a PUD benefit.

The applicant was present to speak on the item and said the PUD benefit is providing affordable homes; however, nothing has been provided to the City regarding this. The Planning Commissions did request more information regarding the PUD benefit, and none has been received.

The City Council reviewed the concept on the August 19, 2026 meeting and had similar comments and recommended that the applicant consider larger lots.

Staff is asking the Parks Advisory Committee to provide feedback to the applicant on any parks and trails needed.

COMPREHENSIVE PLAN:

Chapter 14 of the Big Lake Comprehensive Plan focuses on park and trail planning and development. Figure 14-1 (Current and Future Parks) identifies locations of existing and future parks. Figure 14-2 (Multi-Use Path Plan) identifies the locations of existing and future trails and categorizes future trails according to priority level. These figures guide the future development of parks and trails citywide and should be consulted during evaluation of each land development proposal. Both of these figures are attached to this report. Figure 14-1 does not show any parks in this area.

The City has the discretion to take land guided as parks as park dedication when the land is part of a subdivision application. If the City chooses not to take land as part of a subdivision application, the City may take cash-in-lieu of land for park dedication.

The Multi-use Path Plan from the 2018 Comprehensive Plan (Figure 14-2) found in ATTACHMENT E shows a future trail along the entirety of the site on County Road 81. The applicant shows a proposed trail extension from the south up to the intersection with 205th Ave, but no extension of the trail around the rest of the site. The PAC should discuss whether the applicant should continue the trail along the property to the future Lake Ridge Drive as shown on the previous proposal, or only provide it as shown. The trail would be located in County right-of-way and would need County approval for construction.

The applicant's submittal shows a ten-foot-wide trail extension from the intersection of County Road 81 and 206th Avenue going south to connect to the existing trail. The concept shows eight feet, but the plan note indicates ten feet for the width, this conflict will need to be resolved.

PARKLAND DEDICATION ORDINANCE:

Parkland Dedication Ordinance State statutes authorize cities to collect cash and/or land from land developers commensurate with the increased demand that their development is expected to have on a city's park and trail system. Cities are able to collect a "parkland dedication fee" (cash and/or land) from all private land developers including commercial, industrial and residential pursuant to Minnesota Statute 462.358.

Chapter 11 (Subdivision) of the Big Lake City Code park dedication ordinance applies to all subdivisions. Section 1108, Subd. 3 requires dedication of 10% of the area subdivided for “public recreation space”. At the sole discretion of the City, applicants and/or developers may be required to provide a cash dedication or a combination of cash, land, and development of the land for park use.

The City’s subdivision ordinance and fee schedule states residential subdivisions must dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land as set annually in the adopted fee schedule. It is at the City’s discretion whether to require a land donation or allow the fee in lieu to be paid (or a combination thereof). The 28.46-acre project would require 2.85 acres of land to be dedicated to the City for a public park, a cash equivalent of 2.85 acres, or a combination thereof. There is currently no parkland shown on the concept.

The PAC should consider whether it is in the interest of the City to accept any parkland or recommended cash-in-lieu of land. If the City waives the park land dedication and instead requires cash-in-lieu of dedicated parkland, the developer would provide the funds to the City upon receipt of final plat approval and prior to site construction. Those funds would amount to \$197,500.00 (79 homes x \$2,500 per unit) based on the 2026 fee schedule. Park dedication would be based on the adopted fee schedule at the time of final plat approval. In this case, it could be a mix of land and cash to meet park dedication requirements.

FINANCIAL IMPACT

If the City requires cash-in-lieu of dedicated parkland, the developer would provide the funds to the City upon receipt of final plat approval and prior to site construction. Those funds would amount to \$197,500.00 (79 homes x \$2,500 per unit) based on the 2026 fee schedule. Park dedication would be based on the adopted fee schedule at the time of final plat approval.

If the City accepts a land dedication of 2.85 acres, no fees would be required. However, the applicant would need to revise the current plan to cover the Park Dedication requirements.

STAFF RECOMMENDATION

The PAC should discuss and provide a recommendation on:

1. Whether to require dedication of land or cash-in-lieu of land to meet the park dedication requirements.
2. Whether the trail on County Road 81 should extend to the 205th Avenue intersection as show or should be extended to the future Lake Ridge Drive like the prior development proposal.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Concept Plan
Attachment C:	Figure 14-1: Current and Future Parks (Big Lake Comprehensive Plan, Parks and Trails Plan, p. 4)
Attachment D:	Figure 14-2: Multi-Use Path Plan (Big Lake Comprehensive Plan, Parks and Trails Plan, p. 8)



65-00114-4201

0114-4200

0114-4300

0114-4301

0123-1201

65-00123-1201

10-00314-4100

65-00113-3000

65-00475-0020

65-00113-4314

10-00313-3000

65-00113-4305

10-00324-2105

8888

65-00586-0010

65-00541-0020

10-00324-2100

65-00124-1205

10-00324-2100

65-00483-0001

3

3

PROPERTY DESCRIPTION

That part of the Southwest Quarter of Section 13, Township 33, Range 28, Sherburne County, Minnesota, that lies southwesterly of the centerline of Country Road No. 81, Less and except Parcel 9, Sherburne County Highway Right-of-Way Plat No. 31, according to the map or plat thereof on file and of record in the office of the Sherburne County Recorder.

Being part of W 1/2 of the SW 1/4 of Section 13, Township 133 North, Range 28 West.

SITE DATA

GROSS AREA	28.46 ACRES
LOTS	79 LOTS
40' WIDE PADS LOTS	(46 LOTS)
50' WIDE PADS LOTS	(33 LOTS)
LOTS	17.25 ACRES
40' WIDE PADS LOTS	(8.99 ACRES)
50' WIDE PADS LOTS	(8.26 ACRES)
R.O.W.	5.13 ACRES
OUTLOTS	6.08 ACRES
TOTAL	28.46 ACRES

EXISTING ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)
PROPOSED ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)

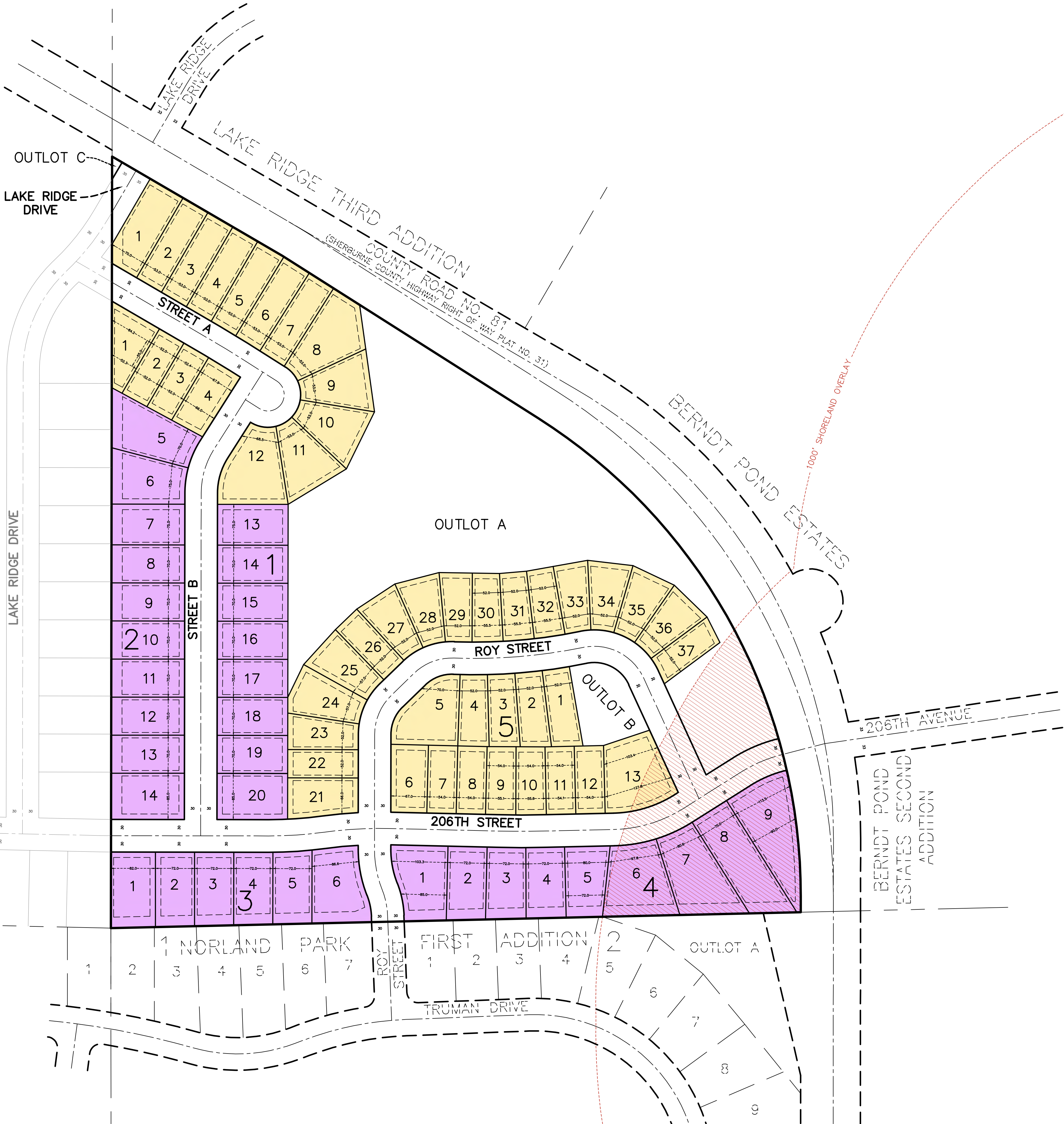
PROPOSED SINGLE FAMILY - 40' WIDE PADS	
(LOTS 1-12 & 21-36, BLOCK 1; LOTS 1-4, BLOCK 2; & LOTS 1-13, BLOCK 5)	
MIN. LOT AREA	6,500 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	52 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	66 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 40' WIDE PADS	
FRONT YARD SETBACK	30'
SIDEYARD SETBACK	6'
SIDEYARD STREET	20'
REAR	30'

PROPOSED SINGLE FAMILY - 50' WIDE PADS	
(LOTS 13-20, BLOCK 1; LOTS 5-14, BLOCK 2; LOTS 1-6, BLOCK 3; & LOTS 1-9, BLOCK 4)	
MIN. LOT AREA	8,125 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	65 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	77.5 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

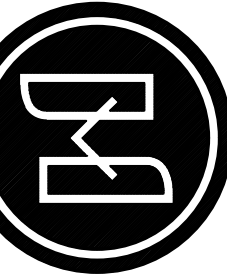
PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 50' WIDE PADS	
FRONT YARD SETBACK	30'
SIDEYARD SETBACK	7.5'
SIDEYARD STREET	20'
REAR	30'

1000 FOOT SHORELAND OVERLAY DISTRICT	
(LOTS 6-9, BLOCK 4 & LOT 13, BLOCK 5)	
MIN. LOT AREA	15,000 S.F.
MAXIMUM IMPERVIOUS SURFACE	25%



2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
marcus@mmhill.com
www.mmhill.com

HILL
INCORPORATED



I hereby certify that this survey, plan or map was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor in the State of Minnesota.
PRELIMINARY
Date: _____ Reg. No. _____

THE PRESERVE OF BIG LAKE
BIG LAKE, MINNESOTA
CONCEPT PLAN
FOR
SML HOLDINGS, LLC

DRAWN BY
PLM

DATE
6/23/2026

REVISIONS

CAD FILE
23963CP.dwg

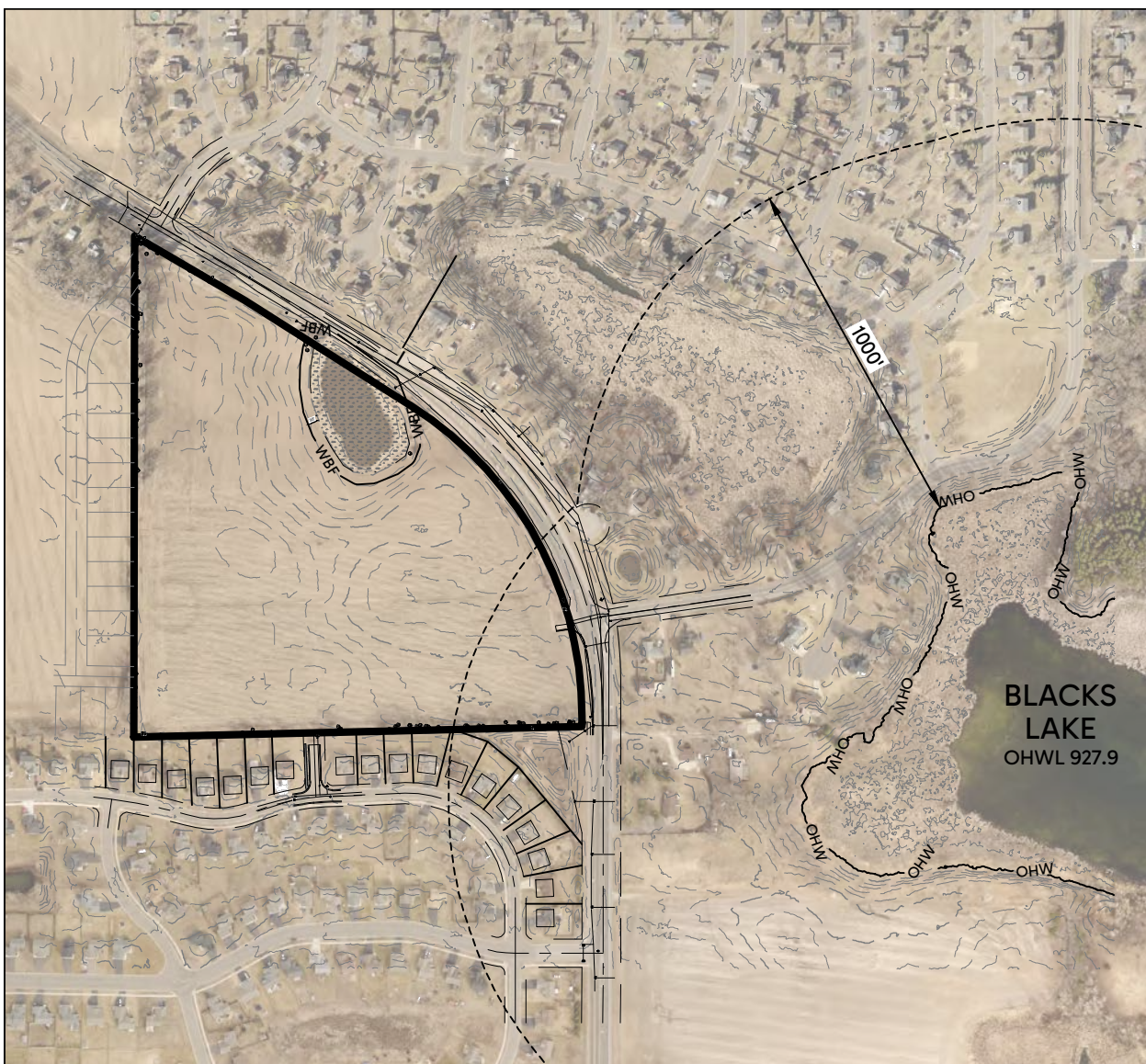
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23963-00

SHEET 1 OF 3



LEGEND

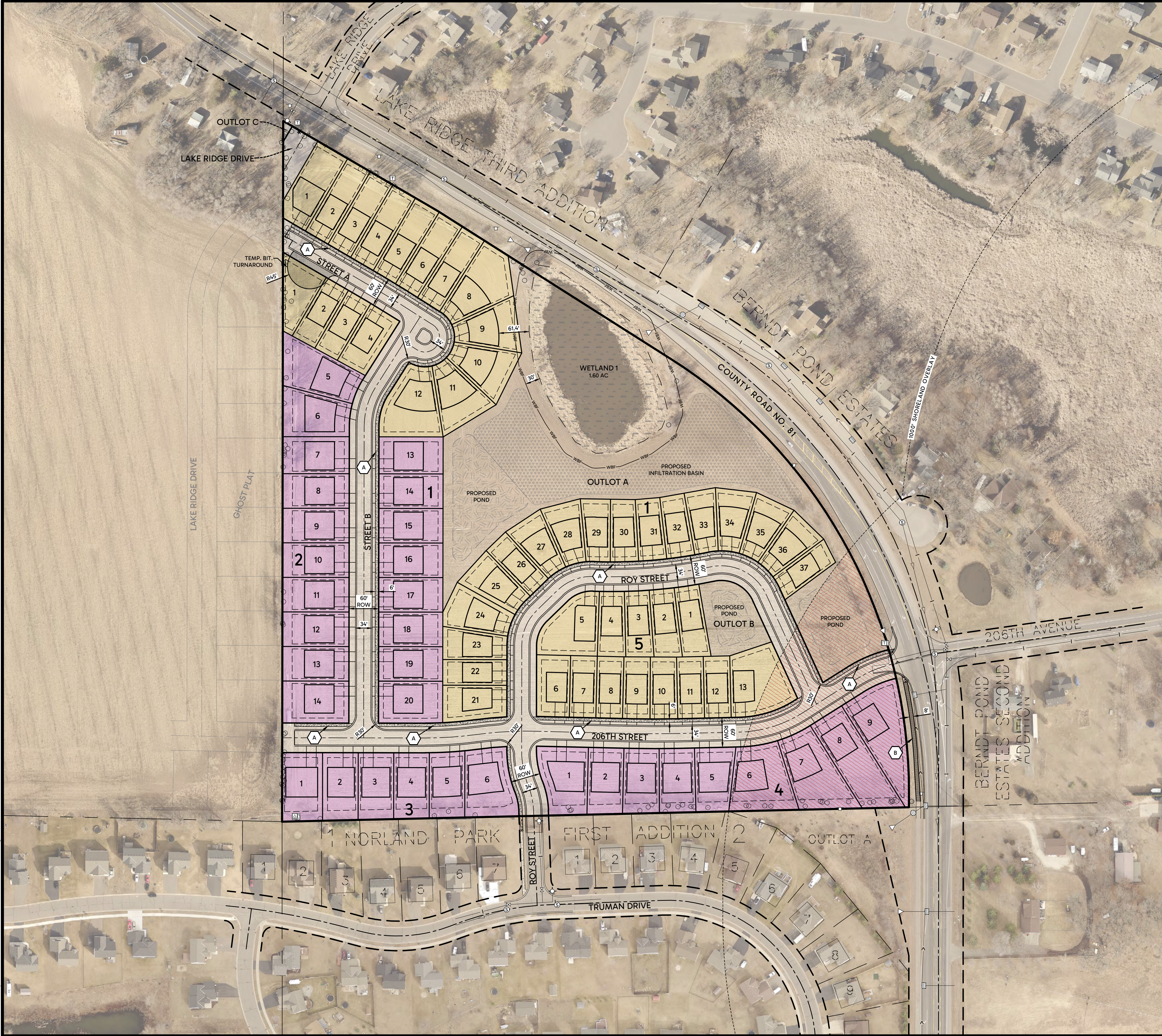
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	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	EXISTING TELEPHONE PEDESTAL
	EXISTING VAULT
	EXISTING CURB & GUTTER
	EXISTING WETLAND EDGE
	EXISTING WETLAND BUFFER
	EXISTING SIGN
	EXISTING ASPHALT
	EXISTING CONCRETE
	EXISTING WETLAND



SHORELAND OVERLAY

[illegible]

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LEGEND

- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING TELEPHONE PEDESTAL
- EXISTING VAULT
- EXISTING CURB & GUTTER
- EXISTING WETLAND EDGE
- EXISTING WETLAND BUFFER
- EXISTING SIGN
- EXISTING ASPHALT
- EXISTING CONCRETE
- EXISTING WETLAND
- PROPOSED CURB & GUTTER
- PROPOSED CONCRETE
- PROPOSED BITUMINOUS SURFACE
- PROPOSED SEDIMENT BASIN
- PROPOSED INFILTRATION BASIN

KEY NOTES

- A 6' WIDE CONCRETE SIDEWALK
- B 10' WIDE BITUMINOUS TRAIL

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1000 FOOT SHORELAND OVERLAY DISTRICT
(LOTS 6-9, BLOCK 4 & LOT 13, BLOCK 5)
MIN. LOT AREA 15,000 S.F.
MAXIMUM IMPERVIOUS SURFACE 25%



Know what's below.
Call before you dig.



SCALE IN FEET
0 100 200

THE PRESERVE OF BIG LAKE
BIG LAKE, MINNESOTA
CONCEPT SITE PLAN

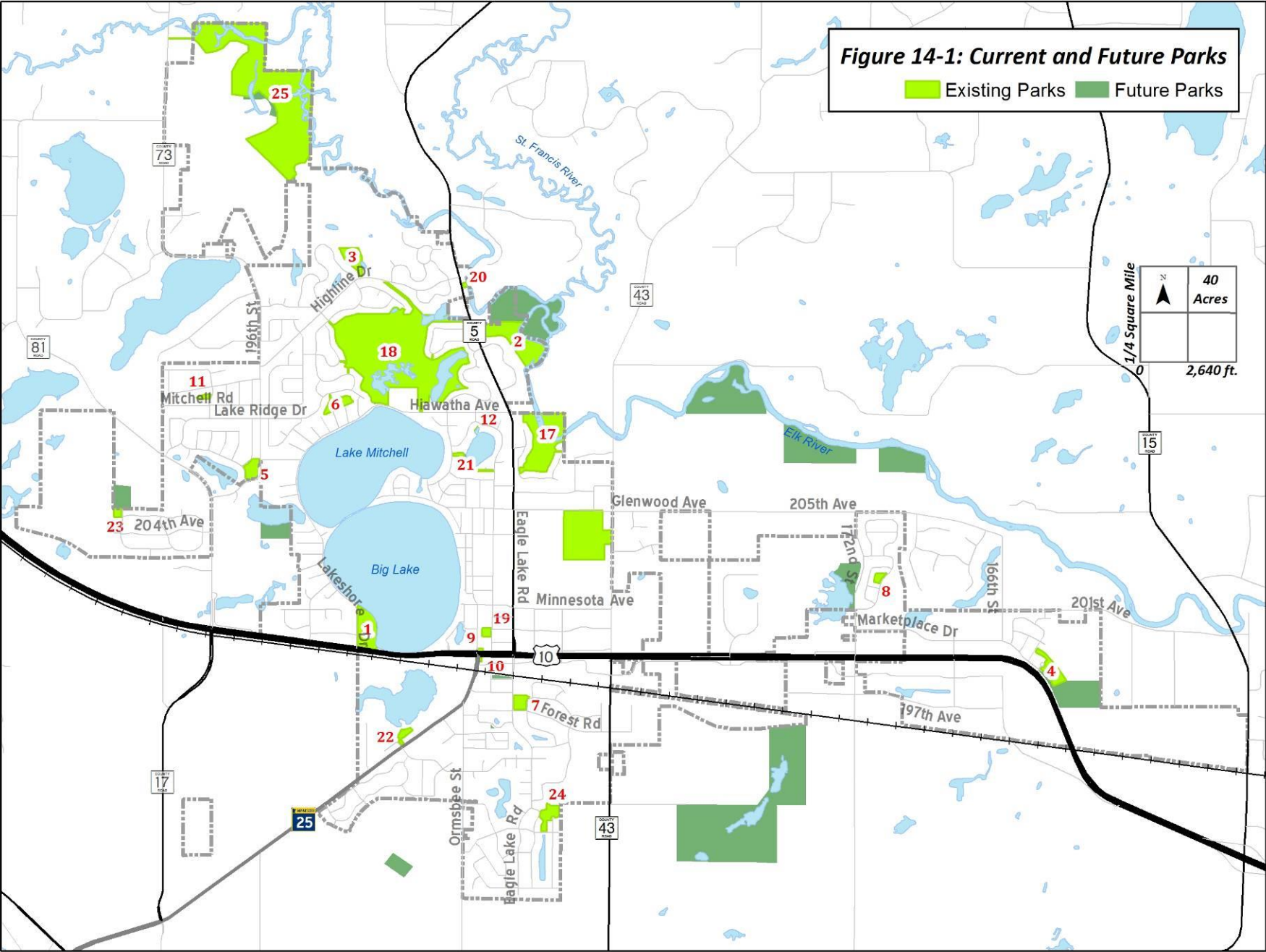
FOR
SML HOLDINGS, LLC
1458 WHITE OAK DR, CHASKA, MN 55318

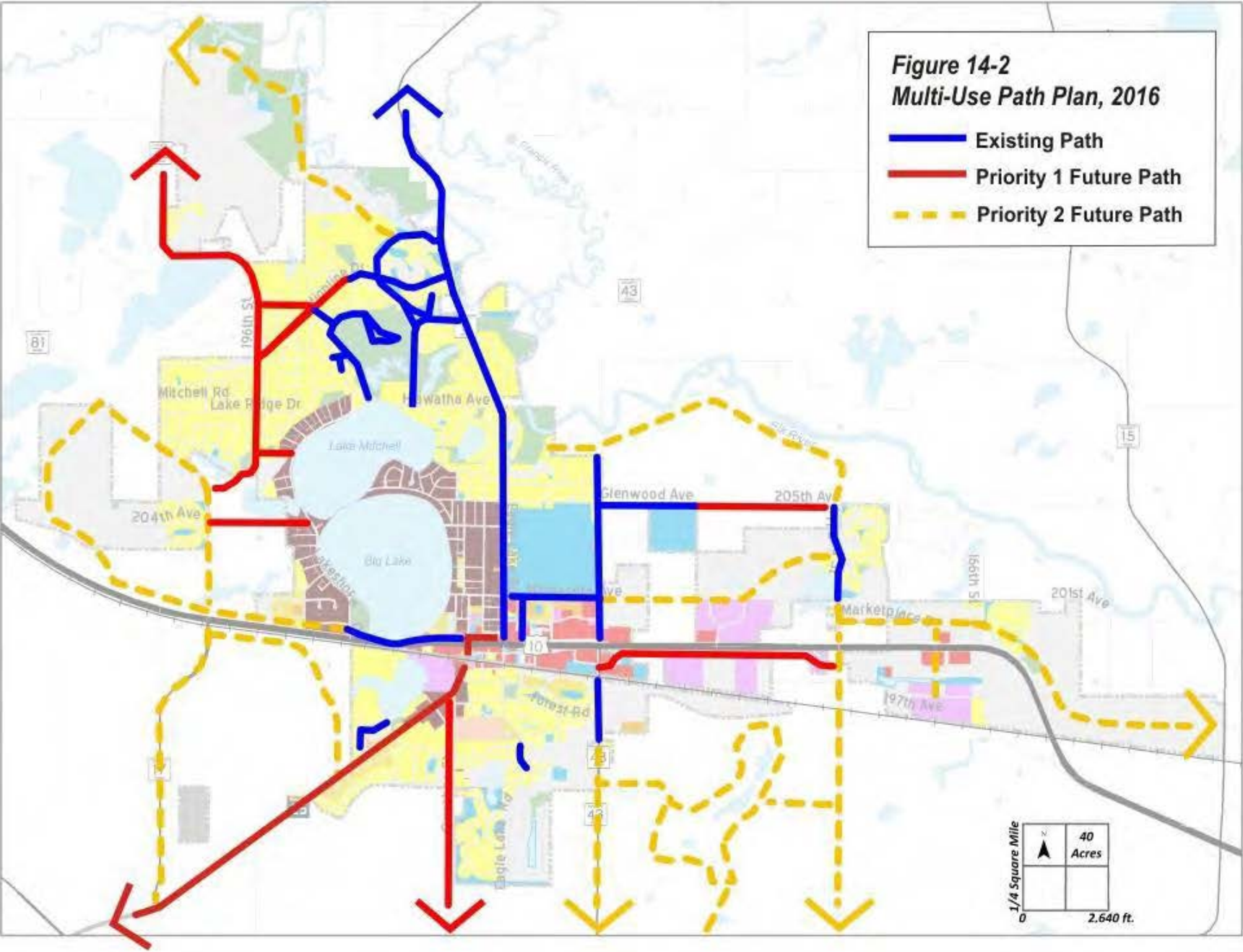
DRAWN BY
JSO
DATE
06/29/2026
REVISIONS

CAD FILE
23963SITE
PROJECT NO.
23963
SHEET 3 OF 3

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.
DATE: _____ REG. NO. _____
PROFESSIONAL ENGINEER

HILL INCORPORATED
2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
rosberg@mmhill.com
www.mmhill.com







AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: Deb Wegeleben, Finance Director	Meeting Date: 08/24/2026	Item No. 7B
Item Description: Current Balance of Funds Update	Reviewed By: Norm Michels, Streets, Parks, and Fleet Superintendent	
	Reviewed By: Hanna Klimmek, City Administrator	

ACTION REQUESTED

N/A

BACKGROUND/DISCUSSION

Parks, Playgrounds, and Trails – Funding Sources Overview

Total Available Funding: \$955,187.63

Park Development Fund 120 (Restricted Fund)

Current Balance: \$179,057.74

- **Use:** Enhancements of parks, recreational facilities, playgrounds, trails, wetlands, and open spaces.
 - Lakeside Park Playground allocation - \$540,000
 - Equipment - \$535,797.24
 - Lake Ridge Park Playground allocation - \$215,000
 - Equipment - \$211,949.92
- **Restrictions:** Cannot be used for maintenance or routine repairs.
- **Revenue Source:** Park dedication fees from development projects.
 - 2026 Park Dedication Fees: \$29,013.66
 - \$11,412 (Big Lake Car Condos II)
 - \$17,601.66 (Auto Zone)
 - 2026 Donations: \$0
 - 2026 Interest Earnings: \$6,416.19

Parks-Trail Maintenance CIP Fund 195 (Unrestricted Fund)

Current Balance: \$717,570.81

- **Use:** Maintenance and development of parks and trails.
 - Shores of Lake Mitchel Playground allocation- \$215,000
 - Equipment - \$211,059.08
- **Revenue Source:** Annual General Fund transfers and Interest Earnings.
- **Fund Allocations:**
 - Trail Maintenance: \$88,000
 - Park Maintenance/Development: \$513,412.44
 - Skate Rink at City Hall: \$40,000
 - Unallocated: \$74,717.45
- **2026 Approved Transfers:**
 - Trail Maintenance: \$9,000
 - Park Maintenance/Development: \$100,000

Equipment & Building Replacement CIP Fund 199 (Playground Equipment Only)

Current Balance: \$60,000

- *Use:* Replacement/maintenance of existing playground equipment (like-for-like replacement only).
- *Revenue Source:* \$5,000 annual transfer from the General Fund.
- *2026 Approved transfer* - \$5,000

Long-Term Funding Considerations

- Fund 120 is restricted to park development and enhancement projects and cannot be used for maintenance, repairs, or replacement of existing facilities.
- Funds 195 and 199 provide the primary funding sources for maintenance, repair, and replacement of park, trail, and playground infrastructure.
- All projects, priorities, and funding allocations remain subject to future City Council approval.

Local Government Aid (LGA) Impact

To support long-term capital planning and reduce reliance on a declining revenue source, the City has eliminated the use of **Local Government Aid (LGA)** as a dedicated funding source for park, trail, and infrastructure capital improvements.

Beginning in 2027, the **Liquor Store will contribute \$50,000 annually** to the applicable capital improvement funds for parks and trails. In addition, the long-term financial plan recommends increasing the **General Fund transfer to capital improvement funds by \$100,000 annually beginning in 2033** to provide additional support for ongoing capital replacement needs.

Unless the Minnesota Legislature modifies the current LGA funding formula, the City is expected to continue experiencing annual reductions in LGA due to the statutory adjustment that reduces aid by approximately **\$10 per capita**. Based on current projections, the City is expected to no longer receive LGA beginning in **2031**.

- **2026 LGA:** \$627,591
- **2027 Certified LGA:** \$499,861
- **Annual Reduction:** \$127,730, or **20.4%**

The continued decline and eventual elimination of LGA reduces a revenue source historically available to support City services and capital needs. The long-term financial plan begins transitioning away from reliance on LGA by establishing more predictable funding sources for parks, trails, playgrounds, and other infrastructure replacement needs. These funding levels will continue to be evaluated annually as part of the City's budget and capital improvement planning process.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Cash flow projections

Costs per park/trails 2023-2025, through month end

CASH FLOW PROJECTIONS

12/31/2024

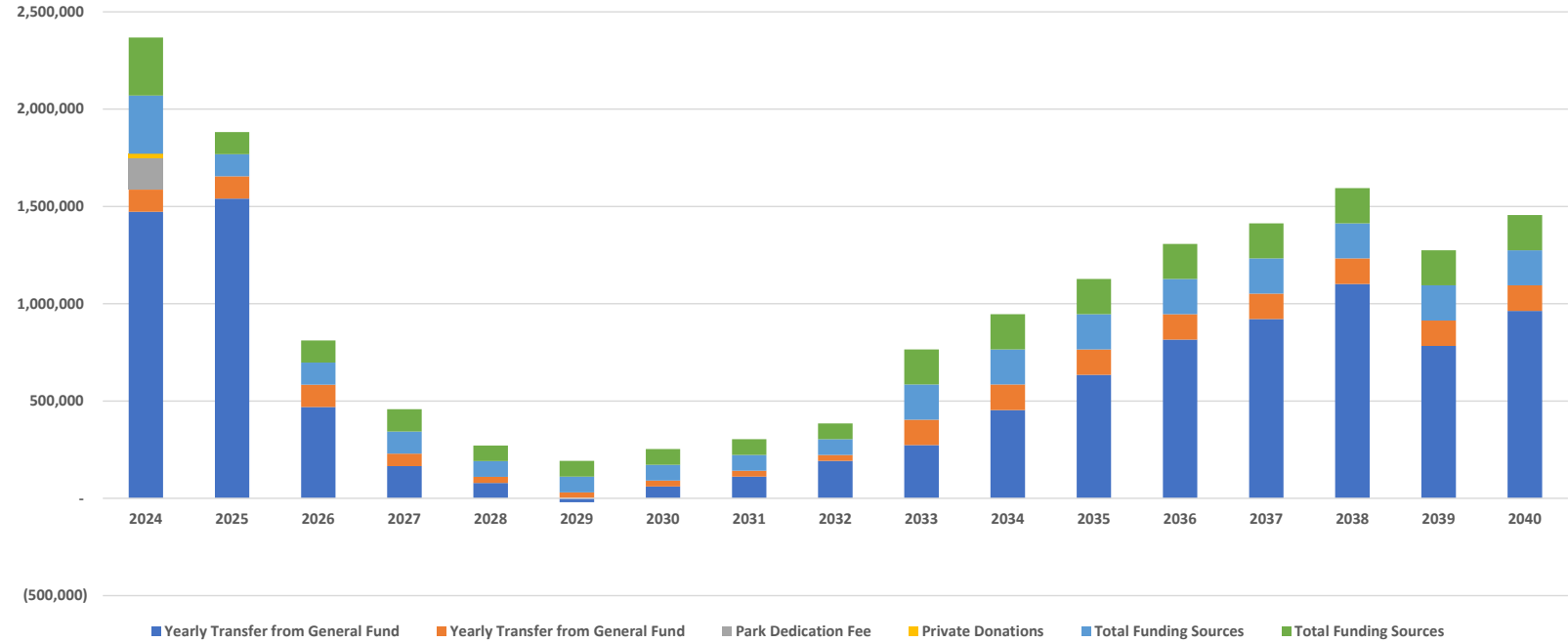
2023-2044

FUND	YEAR	DESC	DEPOSIT	WITHDRAW	BALANCE	FUND
Fund - 120	2023	CASH BAL - 2023	871,592.43		871,592.43	120
Fund - 195	2023	CASH BAL - 2023	458,199.23		1,329,791.66	195
Fimd - 199	2023	CASH BAL - 2023	45,000.00		1,374,791.66	199
Fund - 195	2023	LAKESIDE PARK SIDEWALK		2,500.00	1,372,291.66	195
Fund - 195	2023	2023 YE TRANSFER	100,000.00		1,472,291.66	195
Fund - 195	2024	2024 TRANS	109,000.00		1,581,291.66	195
Fimd - 199	2024	2024 TRANS	5,000.00		1,586,291.66	199
Fund - 120	2024	2024 PARK DEDICATION	159,344.00		1,745,635.66	120
Fund - 120	2024	2024 PICKLE BALL		220,088.09	1,525,547.57	195
Fund - 120	2024	2024 DONATION - PICKLE BALL	25,000.00		1,550,547.57	120
Fund - 195	2024	2024 BROWNS SQ UP		10,297.56	1,540,250.01	195
Fund - 195	2024	2024 Transfer from Liquor Store	210.00		1,540,460.01	195
PROPOSED -120	2025	2025 NEW PARK - NO		-	1,540,460.01	120
fund - 195	2025	2025 TRANS	109,000.00		1,649,460.01	195
PROPOSED - 195	2025	2025 DONATION	-		1,649,460.01	195
Fimd - 199	2025	2025 TRANS	5,000.00		1,654,460.01	199
PROPOSED - 195	2025	2025 ARCHERY RANGE - ?		10,000.00	1,644,460.01	120
PROPOSED -120	2025	2025 LAKERIDGE PARK		215,000.00	1,429,460.01	120
PROPOSED -195	2025	2025 LAKESIDE ALL		540,000.00	889,460.01	120
PROPOSED - 199	2025	2025 SHORES OF LAKE MITCHEL		215,000.00	674,460.01	195
PROPOSED - 195	2025	2025 MITCHELL FARM		215,000.00	459,460.01	195
PROPOSED -120	2026	2026 SPLASH PAD - ?		200,000.00	259,460.01	195
PROPOSED - 195	2026	2026 SKATE PARK		400,000.00	(140,539.99)	195
PROPOSED - 195	2026	2026 TRANS-GF	109,000.00		(31,539.99)	195
PROPOSED - 199	2026	2026 TRANS-GF	5,000.00		(26,539.99)	199
PROPOSED- 195	2026	2026 KAREN LANE TRAIL		8,000.00	(34,539.99)	195
PROPOSED - 195	2027	2027 LIQUOR STORE	50,000.00		15,460.01	195
PROPOSED - 195	2027	2027 TRANS - GF	59,000.00		74,460.01	195
PROPOSED - 199	2027	2027 TRANS - GF	5,000.00		79,460.01	199
PROPOSED - 195	2028	2028 TRANS - GF	25,750.00		105,210.01	195
PROPOSED - 199	2028	2028 TRANS - GF	5,000.00		110,210.01	199
PROPOSED - 195	2028	2028 LIQUOR STORE	50,000.00		160,210.01	195
PROPOSED - 195	2028	2028 BLUFF PARK		180,000.00	(19,789.99)	120
PROPOSED - 195	2029	2029 TRANS - GF	25,750.00		5,960.01	195
PROPOSED - 195	2029	2029 LIQUOR STORE	50,000.00		55,960.01	195
PROPOSED - 199	2029	2029 TRANS - GF	5,000.00		60,960.01	199
PROPOSED - 195	2030	2030 TRANS - GF	25,750.00		86,710.01	195
PROPOSED - 195	2030	2030 LIQUOR STORE	50,000.00		136,710.01	195
PROPOSED - 199	2030	2030 TRANS - GF	5,000.00		141,710.01	199
PROPOSED -195	2030	2030 HIDDEN RIVERS		30,000.00	111,710.01	195
PROPOSED -195	2031	2031 LIQUOR STORE	50,000.00		161,710.01	195
PROPOSED - 199	2031	2031 TRANS - GF PLAYGROUND EQ	5,000.00		166,710.01	199
PROPOSED -195	2031	2031 TRANS - GF - PARKS/TRAILS	25,750.00		192,460.01	195
PROPOSED -195	2032	2032 LIQUOR STORE	50,000.00		242,460.01	195
PROPOSED - 199	2032	TRANS - GF PLAYGROUND EQ	5,000.00		247,460.01	199
PROPOSED -195	2032	TRANS - GF - PARKS/TRAILS	25,750.00		273,210.01	195
PROPOSED -195	2033	2033 LIQUOR STORE	50,000.00		323,210.01	195
PROPOSED - 199	2033	TRANS - GF PLAYGROUND EQ	5,000.00		328,210.01	199
PROPOSED -195	2033	TRANS - GF - PARKS/TRAILS	125,750.00		453,960.01	195

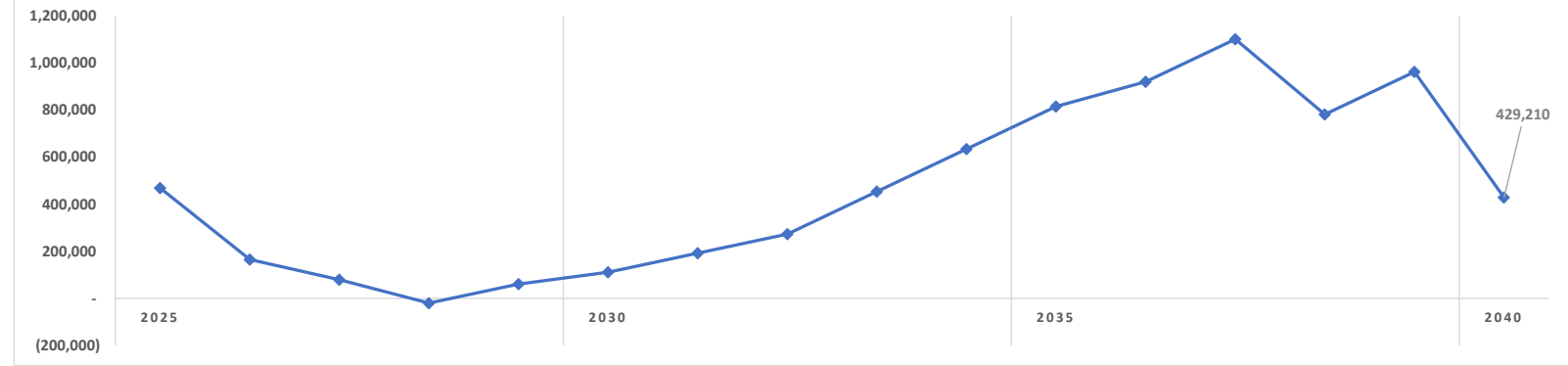
FUND	YEAR	DESC	DEPOSIT	WITHDRAW	BALANCE	FUND
PROPOSED -195	2034	2034 LIQUOR STORE	50,000.00		503,960.01	195
PROPOSED - 199	2034	TRANS - GF PLAYGROUND EQ	5,000.00		508,960.01	199
PROPOSED -195	2034	TRANS - GF - PARKS/TRAILS	125,750.00		634,710.01	195
PROPOSED -195	2035	2035 LIQUOR STORE	50,000.00		684,710.01	195
PROPOSED - 199	2035	TRANS - GF PLAYGROUND EQ	5,000.00		689,710.01	199
PROPOSED -195	2035	TRANS - GF - PARKS/TRAILS	125,750.00		815,460.01	195
PROPOSED -195	2036	2036 LIQUOR STORE	50,000.00		865,460.01	195
PROPOSED - 199	2036	TRANS - GF PLAYGROUND EQ	5,000.00		870,460.01	199
PROPOSED -195	2036	TRANS - GF - PARKS/TRAILS	125,750.00		996,210.01	195
PROPOSED -195	2036	HIGHLINE DRIVE TRAIL		75,000.00	921,210.01	195
PROPOSED -195	2037	2037 LIQUOR STORE	50,000.00		971,210.01	195
PROPOSED - 199	2037	TRANS - GF PLAYGROUND EQ	5,000.00		976,210.01	199
PROPOSED -195	2037	TRANS - GF - PARKS/TRAILS	125,750.00		1,101,960.01	195
PROPOSED -195	2038	2038 LIQUOR STORE	50,000.00		1,151,960.01	195
PROPOSED - 199	2038	TRANS - GF PLAYGROUND EQ	5,000.00		1,156,960.01	199
PROPOSED -195	2038	TRANS - GF - PARKS/TRAILS	125,750.00		1,282,710.01	195
PROPOSED -195	2038	2038 HIGLINE PARK		250,000.00	1,032,710.01	195
PROPOSED -195	2038	2038 HUDSON WOODS		250,000.00	782,710.01	195
PROPOSED -195	2039	2039 LIQUOR STORE	50,000.00		832,710.01	195
PROPOSED - 199	2039	TRANS - GF PLAYGROUND EQ	5,000.00		837,710.01	199
PROPOSED -195	2039	TRANS - GF - PARKS/TRAILS	125,750.00		963,460.01	195
PROPOSED -195	2040	2040 LIQUOR STORE	50,000.00		1,013,460.01	195
PROPOSED - 199	2040	TRANS - GF PLAYGROUND EQ	5,000.00		1,018,460.01	199
PROPOSED -195	2040	TRANS - GF - PARKS/TRAILS	125,750.00		1,144,210.01	195
PROPOSED -195	2040	2040 SANFORD SELECT		300,000.00	844,210.01	195
PROPOSED -195	2040	2040 NORLAND PARK		300,000.00	544,210.01	195
PROPOSED -195	2040	2040 ARCTIC CIRCLE TRAIL		15,000.00	529,210.01	195
PROPOSED -195	2040	2040 MINNESOTA AVE TRAIL		50,000.00	479,210.01	195
PROPOSED -195	2040	2040 ORMSBEE TRAIL		50,000.00	429,210.01	195
PROPOSED -195	2041	2041 LIQUOR STORE	50,000.00		479,210.01	195
PROPOSED - 199	2041	TRANS - GF PLAYGROUND EQ	5,000.00		484,210.01	199
PROPOSED -195	2041	TRANS - GF - PARKS/TRAILS	125,750.00		609,960.01	195
PROPOSED -195	2042	2042 LIQUOR STORE	50,000.00		659,960.01	195
PROPOSED - 199	2042	TRANS - GF PLAYGROUND EQ	5,000.00		664,960.01	199
PROPOSED -195	2042	TRANS - GF - PARKS/TRAILS	125,750.00		790,710.01	195
PROPOSED -195	2042	2042 WRIGHTS CROSSING		325,000.00	465,710.01	195
PROPOSED -195	2043	2043 LIQUOR STORE	50,000.00		515,710.01	195
PROPOSED - 199	2043	TRANS - GF PLAYGROUND EQ	5,000.00		520,710.01	199
PROPOSED -195	2043	TRANS - GF - PARKS/TRAILS	125,750.00		646,460.01	195
PROPOSED -195	2044	2044 LIQUOR STORE	50,000.00		696,460.01	195
PROPOSED - 199	2044	TRANS - GF PLAYGROUND EQ	5,000.00		701,460.01	199
PROPOSED -195	2044	TRANS - GF - PARKS/TRAILS	125,750.00		827,210.01	195
PROPOSED -195	2044	2044 POWELL PARK		325,000.00	502,210.01	195

PARK AND TRAIL CAPITAL IMPROVEMENTS		**WOULD NEED TO INCREASE GF TRANSFER TO COVER FUTURE UPGRADES																
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
FUNDING SOURCES	Beginning Balance	1,472,292	1,540,460	469,460	165,460	79,460	(19,790)	60,960	111,710	192,460	273,210	453,960	634,710	815,460	921,210	1,101,960	782,710	963,460
	Yearly Transfer from General Fund	114,210	114,000	114,000	64,000	30,750	30,750	30,750	30,750	30,750	130,750	130,750	130,750	130,750	130,750	130,750	130,750	130,750
	Park Dedication Fee	159,344	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Private Donations	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Liquor Store Transfer	-	-	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Total Funding Sources	298,554	114,000	114,000	114,000	80,750	80,750	80,750	80,750	80,750	180,750	180,750	180,750	180,750	180,750	180,750	180,750	180,750
PROPOSED PROJECTS	New Park - Not doing yet		—————	unknown when this was take place														
	Browns Square	10,298																
	Pickle Ball	220,088																
	Archery Range - (60K)		—————	10,000	**AMOUNT DECREASED FROM 60K TO 10K													
	Lakeside Park Playground		540,000															
	Lake Ridge Park		215,000															
	Shores of Lake Mitchell		215,000															
	Mitchell Farms		215,000	**Not approved in 2025														
	Skate Park			400,000	**DID NOT RECEIVED GRANT FUNDS													
	Hidden Rivers Trail overlook							30,000										
	Bluff Park					180,000												
	Highline Park															250,000		
	Hudson Woods															250,000		
	Sanford Select																	300,000
	Norland																	300,000
	Splash Pad - (200K)			—————	200,000													
	Karen Lane Trail			8,000														
	Highline Drive Trail													75,000				
	Artic Circle Trail																	15,000
	Minnesota Avenue Trail																	50,000
	Ormsbee Trail																	50,000
Total Projected expenses		230,386	1,185,000	418,000	200,000	180,000	-	30,000	-	-	-	-	-	75,000	-	500,000	-	715,000
Ending Balance		1,540,460	469,460	165,460	79,460	(19,790)	60,960	111,710	192,460	273,210	453,960	634,710	815,460	921,210	1,101,960	782,710	963,460	429,210

PARKS AND TRAIL FUNDING



PARK AND TRAIL CIP PROJECTED FUND BALANCE





Attachment B
Park Replacement Plan

140%

Park	Year Built	Amenities	Rating	*Year Replacement	*Replacement \$ Amount	Next Upgrade - 25 yr life	Estimate Value
Browns Square	2002	Benches – Gazebo	1	2024	40,000	2049	56,000
Lake Ridge	1987	Playground – Ball Field	2	2025	225,000	2050	315,000
Lakeside “old”	1995	Playground – Beach – Shelters	1	2025			
Lakeside “new”	2008	Playground – Beach – Shelters	8	2025			
Combined Lakeside				2025	550,000	2050	770,000
Mitchell Farms	1997	Playground	3	2025	215,000	2050	301,000
Shores of Lake Mitchell	1999	Playground – Soccer	4	2025	215,000	2050	301,000
Bluff	2006	Playground	4	2028	180,000	2053	252,000
Hidden Rivers	2006	Trail – Overlook	6	2030	30,000	2055	42,000
Kellerwood	2017	Benches – Trail	10	2036	5,000	2061	7,000
Veterans Memorial	2017	Sidewalk – Benches	10	2036	10,000	2061	14,000
Highline	2007	Playground – Ball Field	7	2038	250,000	2063	350,000
Hudson Woods	2010	Playground – Frisbee Golf	7	2038	250,000	2063	350,000
McDowell		Trail – Benches	10	2040	5,000	2065	7,000
Norland	2015	Playground	8	2040	300,000	2065	420,000
Sanford Select	2016	Playground – RC Track	8	2040	300,000	2065	420,000
Wrights Crossing	2004	Playground – Shelter	8	2042	325,000	2067	455,000
Powell	2022	Playground	10	2044	325,000	2069	455,000
River Oaks	2019	Frisbee Golf – Walking Path	10		-		
Riverside Landing		Canoe Landing	10		-		
					\$ 3,225,000	NEEDS	\$ 4,515,000

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



Trail Replacement Plan

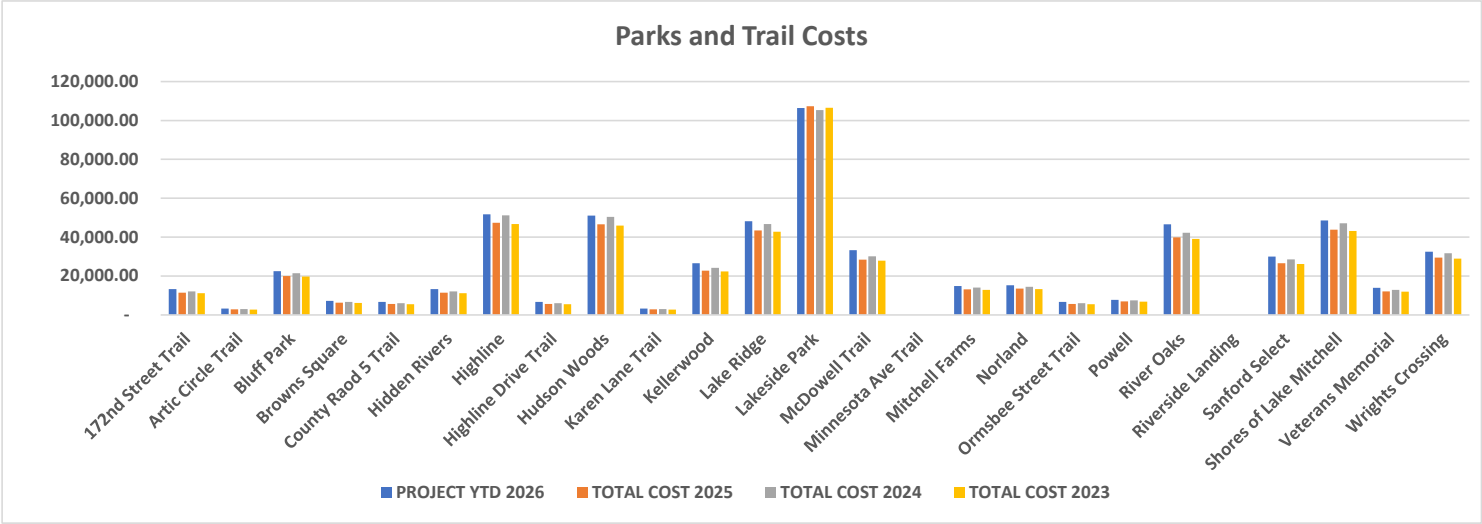
Trail	Year Built	Amenities	Rating	*Lifespan in Years	Replacement Year	Replacement Estimate Cost
Karen Lane	2008	N/A	8	25	2026	8,000
Highline Drive	Unknown	N/A	6	15	2036	75,000
Arctic Circle	Unknown	N/A	8	25	2040	15,000
Minnesota Avenue	Unknown	N/A	8	25	2040	50,000
Ormsbee Street	Unknown	N/A	5	10	2040	50,000
County Road 81	Unknown	N/A	6	15	2046	75,000
McDowall Trail	2019	benches	10	30	2049	150,000
County Road 5	Unknown	N/A	8	25	2050	100,000
172 nd Street	Unknown	N/A	8	25	2050	100,000
166 th Street	2022	N/A	10	30	2052	15,000
205 th Street	2023	N/A	10	30	2053	10,000
County Road 43 *two sections	Unknown	N/A	6	15	2056	50,000
County Road 43 *two sections	2023	N/A	10	30	2056	50,000
replacement cost						\$ 748,000

✓ Park Rating is Between 1-10 (1-Needs Replacement; 10-Excellent Condition)

✓ * Columns are Based on Estimations

	YTD COST	PROJECT YTD	TOTAL COST	TOTAL COST	TOTAL COST
Park/Trails	2026	2026	2025	2024	2023
172nd Street Trail	7,212.16	13,314.76	11,388.13	12,078.86	11,175.45
Artic Circle Trail	1,803.04	3,328.69	2,847.03	3,019.72	2,793.86
Bluff Park	12,226.52	22,572.03	20,009.64	21,431.73	19,690.62
Browns Square	3,916.73	7,230.89	6,339.83	6,770.34	6,233.48
County Raod 5 Trail	3,606.08	6,657.38	5,694.07	6,039.43	5,587.73
Hidden Rivers	7,212.16	13,314.76	11,388.13	12,078.86	11,175.45
Highline	28,025.50	51,739.38	47,445.52	51,268.87	46,807.47
Highline Drive Trail	3,606.08	6,657.38	5,694.07	6,039.43	5,587.73
Hudson Woods	27,642.36	51,032.06	46,649.09	50,367.43	46,011.03
Karen Lane Trail	1,803.04	3,328.69	2,847.03	3,019.72	2,793.86
Kellerwood	14,424.33	26,629.52	22,776.27	24,157.73	22,350.90
Lake Ridge	26,089.12	48,164.53	43,420.29	46,712.90	42,782.23
Lakeside Park	57,636.81	106,406.42	107,351.21	105,304.38	106,500.47
McDowell Trail	18,030.41	33,286.90	28,470.34	30,197.16	27,938.63
Minnesota Ave Trail	-	-	-	-	-
Mitchell Farms	8,071.62	14,901.46	13,174.74	14,101.03	12,962.05
Norland	8,247.66	15,226.45	13,540.67	14,515.21	13,327.98
Ormsbee Street Trail	3,606.08	6,657.38	5,694.07	6,039.43	5,587.73
Powell	4,227.38	7,804.39	6,985.59	7,501.24	6,879.24
River Oaks	25,242.57	46,601.67	39,858.47	42,276.02	39,114.08
Riverside Landing	-	-	-	-	-
Sanford Select	16,288.22	30,070.56	26,650.83	28,543.16	26,225.46
Shores of Lake Mitchell	26,296.22	48,546.87	43,850.80	47,200.17	43,212.74
Veterans Memorial	7,584.94	14,002.97	12,163.05	12,955.95	11,950.36
Wrights Crossing	17,634.36	32,555.75	29,449.12	31,710.41	29,023.75
	330,433.39	610,030.87	553,687.97	583,329.20	545,712.29

6.512





unaudited
Parks Department
Statement of Revenues and Expenditures
July 31, 2026

% of budget year		41.67%		12/31/2023	12/31/2024	12/31/2025	7/31/2026	12/31/2026		
		Prior YTD	Prior YTD	Prior YTD	Current YTD	Current Budget	Budget Remaining	% of Budget		
Expenditures										
101-200-55-05-4002	Wages	222,575.02	206,274.70	222,575.02	134,689.76	277,872.00	143,182.24		48%	
101-200-55-05-4003	Wages - WC Supplement	213.20	-	213.20	-	-	-			
101-200-55-05-4004	Overtime Wages	1,924.02	988.34	1,924.02	1,136.56	1,000.00	(136.56)		14%	
101-200-55-05-4008	Insurance Benefits (er)	4,457.04	4,650.43	4,457.04	3,343.24	5,253.00	1,909.76		64%	
101-200-55-05-4009	HSA Accounts	450.00	500.00	450.00	262.50	450.00	187.50		58%	
101-200-55-05-4010	F.I.C.A./Medicare (er)	16,519.46	15,232.71	16,519.46	10,087.00	21,438.00	11,351.00		47%	
101-200-55-05-4012	P.E.R.A. (er)	14,486.58	12,764.33	14,486.58	8,999.93	19,713.00	10,713.07		46%	
101-200-55-05-4016	WC Insurance	1,567.20	8,872.00	1,567.20	(6,907.00)	8,633.00	15,540.00		-80%	
101-200-55-05-4017	Unemployment Benefits	8.24	-	8.24	-	-	-			
101-200-55-05-4020	Union Insurance	56,635.00	54,240.00	56,635.00	35,140.00	59,040.00	23,900.00		60%	
101-200-55-05-4021	PFMLA	-	-	-	610.29	1,236.00	625.71		49%	
101-200-55-05-4023	ESST-PT	-	-	-	372.75	2,319.00	1,946.25		16%	
101-200-55-20-4140	Audit	3,810.00	3,672.75	3,810.00	4,068.75	4,000.00	(68.75)		102%	
101-200-55-20-4150	Engineering	2,851.00	16,915.50	2,851.00	4,094.00	2,000.00	(2,094.00)		205%	
101-200-55-20-4170	Legal	-	-	-	-	-	-			
101-200-55-20-4180	Other Consultants	-	-	-	4,038.50	-	(4,038.50)			
101-200-55-20-4185	Medical Exams	340.00	-	340.00	55.00	-	(55.00)			
101-200-55-25-4200	Printing - Newsletter etc	920.19	932.85	920.19	-	950.00	950.00		0%	
101-200-55-25-4208	Copies	1,528.12	2,581.49	1,528.12	1,111.36	2,040.00	928.64		54%	
101-200-55-25-4209	Recording Fees/Settlement chgs	-	-	-	-	-	-			
101-200-55-25-4210	Operating Supplies	11,272.67	12,781.87	11,272.67	13,121.20	15,000.00	1,878.80		87%	
101-200-55-25-4211	Lakeside Park Supplies	3,267.72	1,532.45	3,267.72	3,259.96	5,000.00	1,740.04		65%	
101-200-55-25-4212	Other Operations Expenses	1,369.43	269.84	1,369.43	863.40	500.00	(363.40)		173%	
101-200-55-25-4213	Park Irrigation Supplies	5,219.55	10,852.54	5,219.55	10,192.45	10,000.00	(192.45)		102%	
101-200-55-25-4215	Uniforms/Clothing	1,627.88	2,729.06	1,627.88	1,163.78	3,000.00	1,836.22		39%	
101-200-55-25-4218	Boots/Clothing Reimb	1,415.81	1,117.93	1,415.81	579.98	1,400.00	820.02		41%	
101-200-55-25-4220	Advertising	1,582.50	1,081.25	1,582.50	420.00	-	(420.00)			
101-200-55-25-4225	Sanitation/Garbage Removal	11,467.88	18,219.70	11,467.88	5,690.72	15,000.00	9,309.28		38%	
101-200-55-25-4230	Telephone/Internet	7,589.58	7,537.52	7,589.58	3,589.15	9,048.00	5,458.85		40%	
101-200-55-25-4235	Postage	404.65	411.90	404.65	517.58	200.00	(317.58)		259%	
101-200-55-25-4238	Training/Schools	-	750.00	-	-	750.00	750.00		0%	
101-200-55-25-4240	Travel/Mileage	-	112.56	-	-	100.00	100.00		0%	
101-200-55-25-4243	Meals	189.60	197.10	189.60	-	200.00	200.00		0%	
101-200-55-25-4250	Liability Insurance	27,603.83	25,865.89	27,603.83	20,512.03	29,074.00	8,561.97		71%	
101-200-55-25-4255	Rent/Lease	1,995.00	1,900.00	1,995.00	2,230.89	1,900.00	(330.89)		117%	



unaudited

Parks Department
Statement of Revenues and Expenditures
July 31, 2026

% of budget year		41.67%		12/31/2023	12/31/2024	12/31/2025	7/31/2026	12/31/2026		
				Prior YTD	Prior YTD	Prior YTD	Current YTD	Current Budget	Budget Remaining	% of Budget
101-200-55-25-4257	Contractors Hired			8,513.36	5,597.00	8,513.36	10,348.03	6,500.00	(3,848.03)	159%
101-200-55-25-4260	Subscriptions/Dues			310.00	130.00	310.00	53.68	980.00	926.32	5%
101-200-55-25-4300	Awards - Employee LOS			29.53	-	29.53	69.53	25.00	(44.53)	278%
101-200-55-25-4311	Cash Shortage			-	-	-	-	-	-	
101-200-55-25-4320	Sand/Salt			-	-	-	-	-	-	
101-200-55-25-4321	Beach Sand			201.39	-	201.39	-	250.00	250.00	0%
101-200-55-25-4325	Class 5/Concrete/Red Rock			381.05	-	381.05	2,033.40	-	(2,033.40)	
101-200-55-25-4395	Signs/Banners/Flags			2,113.86	2,351.86	2,113.86	2,806.85	1,000.00	(1,806.85)	281%
101-200-55-25-4405	Motor Fuel			5,897.11	13,979.39	5,897.11	2,987.91	20,000.00	17,012.09	15%
101-200-55-25-4410	Tires			-	-	-	74.67	-	(74.67)	
101-200-55-25-4413	Equipment/Accessories			2,697.17	5,350.75	2,697.17	2,536.84	5,000.00	2,463.16	51%
101-200-55-25-4530	Lake Maintenance			23,326.20	19,648.73	23,326.20	2,340.02	20,000.00	17,659.98	12%
101-200-55-25-4535	Playground Maintenance			3,191.08	7,198.42	3,191.08	-	8,000.00	8,000.00	0%
101-200-55-25-4540	Repair/Maintenance Buildings			3,139.11	10,126.47	3,139.11	5,441.35	2,525.00	(2,916.35)	215%
101-200-55-25-4545	Repair/Maintenance Equipment			-	-	-	-	-	-	
101-200-55-25-4570	Electricity			5,217.89	6,780.40	5,217.89	2,773.64	8,008.00	5,234.36	35%
101-200-55-25-4580	Natural Gas			-	2,105.75	-	-	2,500.00	2,500.00	0%
101-200-55-25-4582	Solar			(284.31)	(1,114.67)	(284.31)	(223.27)	(900.00)	(676.73)	25%
101-200-55-25-4590	Water/Sewer Utilities			81,088.19	85,960.69	81,088.19	31,063.19	100,000.00	68,936.81	31%
101-200-55-71-4612	Transfer Out - Fund 199 Misc Equip			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-	100%
101-200-55-71-4612	Transfer Out - Fund 195 Parks Improvement			16,750.00	100,000.00	100,000.00	100,000.00	100,000.00	-	100%
101-200-55-71-4612	Transfer Out - Fund 195 Trails Improvement			9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	-	100%
101-200-55-71-4612	Transfer Out - Fund 199 Playground Equi			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-	100%
Total Expenditures- Parks Dept				574,862.80	690,099.50	658,112.80	444,549.62	790,004.00	345,454.38	56%
				12/31/2023	12/31/2024	12/31/2025	7/31/2026	12/31/2026		
				Prior YTD	Prior YTD	Prior YTD	Current YTD	Current Budget	Budget Remaining	% of Budget
Fleet & Equipment Associated with the Parks Department										
101-200-52-25-4432	Vehicle Maintenance-Parks			736.81	1,744.51	1,921.48	284.81	2,000.00	1,715.19	14%
101-200-52-25-4547	Repair/Maintenance Equip-Parks			5,862.68	10,485.19	12,653.69	4,598.96	10,500.00	5,901.04	44%
Total Expenditures- Parks Equip				6,599.49	12,229.70	14,575.17	4,883.77	12,500.00	7,616.23	
Total Operational Expenditures				581,462.29	702,329.20	672,687.97	449,433.39	802,504.00	353,070.61	



unaudited

Parks Department
Statement of Revenues and Expenditures
July 31, 2026

% of budget year 41.67%

	12/31/2023	12/31/2024	12/31/2025	7/31/2026	12/31/2026	
	Prior YTD	Prior YTD	Prior YTD	Current YTD	Current Budget	Budget Remaining % of Budget
Total Revenues	(104,961.66)	(84,099.24)	(74,636.47)	(67,732.74)	(77,450.00)	(9,717.26)
Total Expenditures	581,462.29	702,329.20	672,687.97	449,433.39	802,504.00	353,070.61
Deficit covered by Property Taxes	476,500.63	618,229.96	598,051.50	381,700.65	725,054.00	343,353.35
% of total General Levy	10%	14%	13%	8%	14%	

	12/31/2023	12/31/2024	12/31/2025	7/31/2026	12/31/2026	
Parks Operating Budgets	Prior YTD	Prior YTD	Prior YTD	Current YTD	Current Budget	Budget Remaining
Revenues						
Intergovernmental	\$ -	\$ (4,000)	\$ -	\$ -	\$ -	\$ -
Charges for Services	(3,479)	(2,625)	(3,068)	(2,780)	(2,900)	(120)
License & Permits	(86,514)	(74,684)	(70,921)	(56,366)	(74,300)	(17,934)
Donations	(13,500)	(1,300)	-	(8,500)	-	8,500
Other - refunds/reimbursements	(1,469)	(1,490)	(647)	(87)	(250)	(164)
	<u>\$ (104,962)</u>	<u>\$ (84,099)</u>	<u>\$ (74,636)</u>	<u>\$ (67,733)</u>	<u>\$ (77,450)</u>	<u>\$ (9,717)</u> 87%
	-	-	-			
Expenditures						
Personnel	\$ 318,836	\$ 303,523	\$ 318,836	\$ 187,735	\$ 396,954	\$ 209,219
Professional Services	7,001	20,588	7,001	12,256	6,000	(6,256)
Operating Costs	219,876	259,218	227,851	130,442	280,550	150,108
Capital Transfers Out	35,750	119,000	119,000	119,000	119,000	-
	<u>\$ 581,462</u>	<u>\$ 702,329</u>	<u>\$ 672,688</u>	<u>\$ 449,433</u>	<u>\$ 802,504</u>	<u>\$ 353,071</u> 56%
	-	-	-	-	-	-
Deficit covered by Property Taxes	476,501	618,230	598,052	381,701	725,054	343,353
% of total General Levy	13%	15%	13%	8%	14%	



Recreation and Communication Coordinator Updates

1. Programming

- a. **Summer Photo Contest:** This contest helps the City add variety to pictures of the community for marketing purposes and the winner receives a prize bag! Deadline to submit pictures to cscott@biglakemn.org is September 4, 2026.
- b. **Movie in the Park:** The September Movie in the Park will take place on September 4th at 8 p.m. featuring Hocus Pocus. The reschedule date in case of inclement weather is September 11th.
- c. **Music in the Park:** The 2026 Music in the Park series ended on August 13 with a rescheduled performance from July. Staff was notified that the company who previously supplied the stage for the event is working on selling their business. We are hoping to work with the new owners for the 2027 season and will research alternative options in the case it is not available. Thank you to the Police Reserves for helping direct traffic and to seasonal staff for helping to manage the event this year!
- d. **Summer Farmers Market:** The Big Lake Farmers Market takes place every Wednesday from 3-7 p.m. from June to August and from 3-6 p.m. in September. More produce is coming into season every week!
- e. **Community Gardens:** There were some complaints about gophers in the gardens, but we have had a gardener trapping them to help with the nuisance. There are cameras up this year, but thankfully there haven't been many issues aside from animals in the area.
- f. **Coffee with the Mayor:** This event series takes place on the second Saturday of every other month from 9-10 a.m. at Ember Coffee.
- g. **Coffee with the Chief:** This event series takes place on the first Wednesday of every other month starting in February from 9-10 a.m. at Ember Coffee.
- h. **Winter Farmers Market:** Planning is underway for the Winter Market season taking place on the Third Saturday of the month from 10 a.m. – 1 p.m. at City Hall. The Community Fair will take place on March 13th from 10 a.m. -1 p.m. at Big Lake High School.



AGENDA ITEM

Big Lake Parks Advisory Committee

Prepared By: Corrie Scott, Recreation and Communication Coordinator Norm Michels, Streets, Parks, and Fleet Superintendent	Meeting Date: 8/24/2026	Item No. 7D
Item Description: Strategic Plan Standing Item	Reviewed By: N/A	
	Reviewed By: N/A	

ACTION REQUESTED

N/A

BACKGROUND/DISCUSSION

As per the Parks Advisory Committee's request, staff is including the Parks Strategic Plan 2026-2028 in each regular meeting packet for reference.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Parks Advisory Committee Strategic Plan



Big Lake Parks Advisory Committee (PAC) Strategic Plan 3-Year Perspective – 2026 through 2028

This **Strategic Plan** provides a practical approach to the goals and activities of the Parks Advisory Committee (PAC). The purpose is to guide PAC Members and staff through Big Lake’s priorities regarding the parks and trails system. This Strategic Plan will improve the capacity to measure outcomes.

The PAC Priority: To provide a safe leisure environment along with quality parks, facilities, trails, and services; to preserve and protect open land and water areas that will benefit and improve the quality of life for Big Lake residents now and in the future.

Strategy: Prioritize maintenance, clean up, and beautification of park system.

	Work Plan Objectives
1.	Perform routine maintenance (including new mulch/fill mulch projects), clean up, and beautification of the following parks: • Bluff • Browns Square • Hidden Rivers • Highline • Hudson Woods • Kellerwood • Lake Ridge • Lakeside • McDowall • Mitchell Farms • Norland • Powell • River Oaks • Riverside Landing • Sanford Select Acres • Shores of Lake Mitchell • Veterans Memorial • Wrights Crossing • Ice Rinks (leased space within redevelopment area)    
2.	Establish a working relationship with volunteer groups who would like to plant and care for flowers throughout the parks and trail system.
3.	Routinely take inventory of tree system and maintain trees within parks. • Take advantage of Sherburne County programming, if needed, to ensure a healthy tree system. • Watch for diseased trees and create plans for them (i.e., try to save them or cut and replace them)

Strategy: Plan for and complete necessary improvements, while taking into consideration the community's wants and needs.

2026	2027	2028
Playground Installation: • Shores of Lake Mitchell Park • Lake Ridge Park • Lakeside Park Skate Park at Lakeside Park: • Work with vendor to provide plans to reconstruct skate park • Get recommendation from PAC Ice Rinks New Location: • Survey community • Choose park location • Work with vendor to provide plans/concept • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed Archery Range: • Choose park location • Work with vendor to provide plans/concept • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed	Mitchell Farms Park: • Survey community • Work with vendor to provide plans to reconstruct park • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed Skate Park at Lakeside Park: • Get approval from the City Council • Schedule project to be completed Park Signage: • Lakeside Park Flags, Powell Park Donation, Hudson Woods Donation • Create a plan to update all general park signage with current City logo Wrights Crossing Park: • Replace border around playground equipment • Recommendation from PAC regarding material	Bluff Park: • Survey community • Work with vendor to provide plans to reconstruct park • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed

The Big Lake PAC was created by Ordinance Number 2002-03, an act of the Big Lake City Council to:

- 1. Serve as a liaison between city government and the community.*
- 2. Serve as a resource for new and existing neighborhoods, groups, and civic organizations seeking information concerning the Big Lake park system.*
- 3. To assist city government in setting open space, land acquisition and development policies.*
- 4. To serve as a body to make recommendations to the City Council relating to specific parks, trails, sidewalks, and open space development.*
- 5. To assist City Council in researching a variety of funding sources for the Capital Improvement Program and related park development.*

Member	Seat	Term Expires
Doug Peterson	Chair	Dec. 31, 2026
Mark Lieberman	PAC Member	Dec. 31, 2027
Scott Creighton	Vice-Chair	Dec. 31, 2027
Megan Weber	PAC Member	Dec. 31, 2028
Kameron Hanson	PAC Member	Dec 31, 2028
Kim Noding	Council Liaison	Dec. 31, 2026
Lisa Odens	Planning Liaison	Dec. 31, 2026



Park Replacement Plan 2026-2028

Park	Year Built	Amenities	Rating	*Year Replacement	*Replacement \$ Amount
Bluff	2006	Playground	3	2028	\$250k
Browns Square	2024	Benches – Gazebo	10	2056	\$65k
Hidden Rivers	2006	Trail – Overlook	6	2030	\$30k
Highline	2007	Playground – Ball Field	7	2038	\$200k
Hudson Woods	2010	Playground – Frisbee Golf – Pickleball	7	2038	\$200k
Kellerwood	2017	Benches – Trail	10		
Lake Ridge	2026	Playground – Ball Field	10	2046	\$240k
Lakeside (Skate Park)	2005	Skate Park – Benches	*Removed	2026	\$300k
Lakeside (Playground)	2026	Playground – Beach – Shelters – Volleyball – Basketball	10	2046	\$550k
McDowall		Trail – Benches	10		
Mitchell Farms	1997	Benches – Previous Playground	*Removed	N/A	\$240k
Norland	2015	Playground	8	2040	\$250k
Powell	2022	Playground	10	2044	\$240k
River Oaks	2019	Frisbee Golf – Walking Path	10		
Riverside Landing		Canoe Landing	10		
Sanford Select	2016	Playground – RC Track	8	2040	\$250k
Shores of Lake Mitchell	2026	Playground – Soccer	10	2046	\$240k
Veterans Memorial	2017	Sidewalk – Benches – Reader Board	10		
Wrights Crossing	2004	Playground – Shelter	8	2042	\$240k

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



Trail Replacement Plan 2026-2028

Trail	Year Built	Amenities	Rating	*Lifespan in Years	*Replacement \$ Amount
McDowall Trail	2019	Overlook, bat house, benches	10	30	\$150,000
Arctic Circle	Unknown	N/A	8	25	\$15,000
Highline Drive	Unknown	N/A	6	15	\$75,000
Karen Lane	2008	N/A	3	25	\$20,000
Minnesota Avenue	Unknown	N/A	8	25	\$50,000
Ormsbee Street	Unknown	N/A	5	10	\$50,000
County Road 5	Unknown	N/A	8	25	\$100,000
County Road 43	Unknown	N/A	6	15	\$50,000
*two sections	2023		10	30	\$50,000
County Road 81	Unknown	N/A	6	15	\$75,000
166 th Street	2022	N/A	10	30	\$15,000
172 nd Street	Unknown	N/A	8	25	\$100,000
205 th Street	2023	N/A	10	30	\$10,000

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