



AGENDA OF OUR
LAKE LINKS TASK FORCE

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
June 5th, 2025, at 7 pm

AGENDA

1. Review/approve minutes from May 8, 2025 meeting.
2. Review meeting norms
3. Follow up on:
 1. council/community questions and suggestions
 2. parks committee suggestions/requests*
4. Review answers from Nicole Clapp @ Met. Council regarding grant money rules and regulations
5. Update and finalize pricing spreadsheet
6. Update on application process - Mary Cahill
7. Finalize presentation to city council June 10, 2025 meeting

ADJOURN

* Denotes items that have supporting documentation provided

Minutes of Birchwood Village Lake Links Trail Task Force Draft

Birchwood Village, Minnesota

May 8, 2025

Task Force Attendees present: Mike Werner, Jane Werner, Bryan McGinnis, Mary Cahill, Karen Freeberg, Bridget Sperl (council liaison)

Call to Order/Welcome: Mary Cahill

Public Forum: No members of public were present

Approve Agenda: Approved minutes from April 10, 2205 with minor amendment by Bryan McGinnis

Agenda: As officially posted

- A. Reviewed proposal of final draft of Lake Links “preview” presentation for upcoming City Council Meeting May, 13th. Mary reported that they will be using city road maps of Birchwood to assist with council understanding routes, safety concerns and proposed sign locations. Mary explained they will go into general cost overview with detailed costs available in packets provided to council. Members discussed and agreed with information of presentation that will be presented by Mary Cahill and Jessy Granec
- B. Grant Application Process: Mary reported that she spoke with grant administrator (Erin Acton) from the Management and Budget Dept. (MMB) to obtain answers to some questions about Grant. Erin and or Supervisor Nicole Klapp will be assisting Birchwood Village in the process. Details of Grant include:
 - 1. Need for passage of Resolution by council to cover costs of expenses up front with reimbursement to follow by Grant money
 - 2. Council must agree to maintain trail going forward
 - 3. City personal will be filing for grant and not committee
 - 4. Grant application does not need great detail but can categorize/group expenses
 - 5. Fill out when it will be completed with construction dates and plan
 - 6. Deadline for Grant; all funds have to be used by years end 2026. This means that the all work has to be done, paid initially by city, with requests for reimbursement for all items completed by 2026.
- C. Reviewed Updates on Pricing: Mary reviewed current prices on proposed items for Bike Trail. Individual prices were updated with new information. This will be an itemized draft that will be included in presentation packet to be given to Council members for May 13th meeting. Discussed fact that this may not be exact numbers but best estimates to date. There were questions whether labor (ie. Jim) could be included in grant money reimbursement. Mary will

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get update on this from Met Council concerning labor costs inclusion. Total amount of expenses for bike path were calculated approximately at \$27, 000.

- D. Field and Brush Mower: Mary reported that she had received quote via Ellen on price of mower. Mower price has now been included on pricing worksheet. Discussed concerns of where mower would be stored , who would operate this, possible liability by city for operator, and that mower could only be used on Lake links path. Would like to obtain warranty for mower if available.
- E. Parks Committee Input: Discussed approximate location of benches (4) that may be placed in Tighe-Schmitz and Wildwood Parks'. Will seek input from Parks committee on exact locations prior to placement. Discussed need to have benches secured in concrete to avoid benches being vandalized
- F. Share the Roads Signs: Discussed need for Share the Roads signs. It was determined we would use similar design that was used in Mahtomedi so paths looks consistent. Discussed exact size of signs needed. Currently Mahtomedi uses 30" rectangular signs. Discussed where signs should be place. Discussed placing signs below 20 MPH speed signs if they fit appropriately. Karen agreed to report back to group on how this sign looks on speed limit sign near her property. It was estimated that we would need 5 signs for up to \$300. Mary reported that Mn dot does oversee road signs on their roads only. Counties would have interest on signs on their roads. Currently there are no county roads in Birchwood Village on bike path.
- G. Sharrows: Discussed where these would be placed. Continue to be aware of possible impact on sharrows if roads will be replaced or upgraded sooner/later. Bridget suggested we get resident input near addresses where these would be placed. Sharrows will be placed every 500 ft on bike path
- H. Target of completion: Group discussed goal of presenting at May council meeting with specific request of council to draft resolution with possible final approval in June 10th council meeting. Discussed need to answer all questions and concerns of Council in May meeting to get final approval in June.
- I. Next meeting date: **CHANGE DATE OF NEXT MEETING TO THURSDAY, JUNE 5, 2025.** This was changed to first Thursday of month so as to meeting prior to June 10th council meeting
Addendum: To follow up on item F, Karen found same sign size configuration of speed and 30" diamond signs in front of property at 360 Wildwood. Karen felt this size combination would work for "Share the Road" signs. Will discuss further at nex t meeting.

Respectfully submitted by Karen Freeberg

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