



AGENDA OF THE REGULAR MEETING OF
THE PARKS AND NATURAL RESOURCES COMMITTEE
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
OCTOBER 15, 2024
6:30 P.M.

CALL TO ORDER

APPROVE AGENDA

OPEN PUBLIC FORUM

APPROVE MINUTES FROM PREVIOUS MEETING

- A. September 17, 2024 Meeting Minutes* (p. 3-5)
- B. October 1, 2024 Special Meeting Minutes* (p. 6-7)

COMMITTEE BUSINESS - REGULAR AGENDA

- C. New Discussion Items
- D. Discussion Items Carried Over from Previous Meeting(s)
 - a. State of Tennis Courts at Bloomquist Park
 - b. Discussion on Adding Netting to the North End of Hockey Rink
 - c. Tighe-Schmitz Future Planning
 - d. Path improvements through Polly's Park and Tree Planting
 - e. Rice Creek Watershed District Grant Opportunities
 - f. General Maintenance
- E. Confirm Next Month's Meeting and Identify Agenda Topics

ADJOURN

* denotes an attachment in the agenda packet

ATTACHMENTS

PARKS AND NATURAL RESOURCES COMMITTEE
MEETING September 17, 2024
MINUTES

The September 17, 2024, meeting of the Parks and Natural Resources Committee was called to order in city hall at 6:32 p.m.

Attendees: Committee Members Jennifer Arsenault, Mary Sue Simmons, Amy Hullett, and Alan Mitchell. Council members Justin McCarthy and Kathy Weier. Committee Chair Zac Michalk was absent and Arsenault presided at the meeting.

Agenda. The draft agenda was approved unanimously.

Public Forum. No person was present to comment.

Minutes. The draft August 2024 Minutes were approved unanimously.

Status of Tennis Courts at Bloomquist Park. The Committee had been advised by email from resident Mary Cahill that one of the tennis courts at Bloomquist Park was in need of repair, that the anchor securing the strap holding down the net had pulled up from the ground. The Committee reviewed a photograph that was attached to the email showing the net. Council Member Weier left the meeting to inspect the situation, and upon her return, confirmed that a big chunk of the concrete anchor holding the strap had pulled out of the ground and was indeed in need of repair. The consensus of the Committee was to ask City Administrator Rebecca Kellen to have the City's maintenance staff determine what needs to be done to repair the net.

Netting at the North End of Hockey Rink. Simmons reported that she had a conversation with the neighbors across the street from the hockey rink about the situation and the neighbors confirmed that they were willing to cover the cost of the netting. It remains to be determined how much the netting would cost and how it would be installed.

Tighe-Schmitz Future Planning. The Committee reviewed an email from Lori Tella of the Washington Conservation District regarding upcoming tasks that needed to be addressed as part of the \$75,000 grant from the Board of Water and Soil Resources (BOWSR) that had been recently approved. Simmons said she would attempt to set up a meeting with Lori Tella for October 1 to go through the upcoming steps that need to be completed. (Note: It was confirmed the next day that the meeting will occur on October 1.) Simmons informed the Committee that BOWSR had also awarded the City a \$10,000 HELP Grant (Habitat Enhancement

Landscape Project) to fund additional work affecting Tighe-Schmitz Park and runoff to the lake.

As part of this agenda item, the Committee also discussed the need to clean out some of the storm drains near the Park and whether that might be accomplished at the Fall Cleanup Day scheduled for October 12. The Committee also discussed the status of the Special Revenue Fund, which is intended to be used for certain expenses related to the city parks. The present balance is about \$21,000, according to the information in the September City Council agenda packet. The Committee discussed that since much of this money comes from the dock and lift fees paid by Birchwood Dock Association members, it would be a good idea going forward to contact the Association and solicit their suggestions and ideas regarding use of the money.

T-shirt Ideas. Nothing new to report and this idea will not be pursued at this time.

Path Improvements through Polly's Park and Tree Planting. Weier reported that the City would apply for a Releaf Grant from the Department of Natural Resources to help cover the cost of planting more trees in the city once the application process is opened. Weier said that 101 trees have been identified in Polly's Park that need to be removed, many because of disease, before new trees are planted. The Committee discussed a September 13 email from resident Maureen Seibert inquiring about whether a boardwalk might be under consideration for Polly's Park and expressing concerns about such a proposal. Arsenault volunteered to respond to the email on behalf of the Committee and inform Seibert that the Committee is presently focusing on removing dead and diseased trees but will be considering improvements to the pathways, including the possibility of a boardwalk in some sections, once the trees are removed, and there will be opportunities for the public to participate in the process.

Rice Creek Watershed District Grant Opportunities. The Committee discussed that there might be additional opportunities for grant funding from the Watershed District for more projects once the projects for Tighe-Schmitz Park covered by the BOWSR grant get underway next year. One example of a possible grant would be for planting wild flowers in areas around the park. The Committee also discussed whether it might be possible to establish an exercise path along an existing walking path in Birchwood with specific signs setting out various exercises; the Committee looked at some webpage material illustrating the kind of signs and exercises that have been used elsewhere.

General Maintenance. The Parks Committee was advised by the City Administrator in an email to the Chair dated September 9, 2024, of the completion of various maintenance tasks that the Committee had identified at the August meeting, including removing the brush pile at Tighe-Schmitz Park, clearing certain stop signs, and unlocking the picnic table at Kay Beach.

The Committee discussed that a list of tasks should be available at the Fall Cleanup Day on October 12, including specific tasks that might be undertaken at the beaches. McCarthy advised the Committee that there is a report in the September City Council agenda packet about a survey the City had done about identifying dead and diseased trees in the city. The report indicates that there are several trees in Birchwood suffering from Oak Wilt.

Confirm Next Month's Meeting. The next meeting will be held on Tuesday, October 15, 2024, at 6:30 p.m. in city hall. No specific agenda topics were discussed beyond what was identified during the course of the meeting.

Adjourn. 7:44 p.m.

Respectfully submitted,

Alan Mitchell
Secretary

PARKS AND NATURAL RESOURCES COMMITTEE
MEETING October 1, 2024
MINUTES

The October 1, 2024, meeting of the Parks and Natural Resources Committee was called to order in city hall at 6:03 p.m.

Attendees: Committee Members Zac Michalk, Jennifer Arsenault, Mary Sue Simmons, Amy Hullett, and Alan Mitchell. Council members Justin McCarthy and Kathy Weier.

Others. Lori Tella of the Washington (County) Conservation District.

Purpose. The purpose of the meeting was to discuss the upcoming steps required to implement the \$75,000 grant the City recently received from the Board of Water and Soil Resources (BOWSR) to help fund certain Tighe-Schmitz Stormwater Projects.

Discussion. The Committee focused on the tasks identified by Tella in an email to the Committee dated 9/16/24. For convenience, these tasks and a tentative timeline are summarized below:

- Meeting with the Parks Committee (this is the meeting).
- Finalize the Work Plan and Agreement (October)
- Finalize Encumbrance (November)
- Finalize Birchwood approvals (November).
- Develop Design Work (Fall/Winter 2024).
- Conduct Design Review (Spring 2025)
- Apply for Rice Creek Watershed District grant.
- Solicit Bids (June 2025).
- Preconstruction Meeting (Summer 2025).
- Construction (Fall 2025/Winter 2026).
- Grant Close Out and Reimbursement (2026).

The specific stormwater projects to be implemented using grant funds are referred to as BMP 5, BMP 6, and BMP 22 in a report prepared by the Washington

Conservation District for the Rice Creek Watershed District in May 2017. The relevant parts of this report are on file with the City.

Project BMP 5 is a filtration basin above an existing catch basin in Tighe-Schmitz Park near the hockey rink and Lake Avenue. BMP 6 also involves the installation of a catch basin, this one south and east of the hockey rink. BMP 22 calls for the installation of a swale and a riprap sump along the public right-of-way on the western edge of the Park.

Action. Tella stated that the Washington Conservation District will undertake the responsibility to prepare a Work Plan. Tella and the Committee stated they were anxious to get going on the projects and all expressed a desire to see the design work completed over the upcoming winter, by spring 2025.

Councilmembers McCarthy and Weier stated that at the next City Council meeting in November they would ask the Council to authorize funding to begin the engineering design work. The Committee also discussed that the City should apply to the Rice Creek Watershed District for an additional grant to fund more water quality enhancements and this might actually cover the City's required 10% (\$7500) of the BOWSR grant. Simmons and Hullett agreed to work with RCWD regarding an application for a separate water quality grant.

The Committee further agreed that it should proceed to look into what specific project might be undertaken to utilize the \$10,000 HELP grant that the city was also recently awarded by BOWSR. HELP stands for Habitat Enhancement Landscape Project so the City needs to identify a project in a meadow or forested area that would help improve water quality in and around White Bear Lake.

Adjourn. 6:53 p.m.

Respectfully submitted,

Alan Mitchell
Secretary