

**Parks and Recreation Commission  
Regular Meeting**

FOREST LAKE, MINNESOTA  
CITY CENTER

[City of Forest Lake - Link to Meeting Livestream](#)

**January, 21 2025  
6:00 PM**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approve the Agenda
- 5) Open Forum – Citizen Petitions, Requests and Concerns: Please sign in at the front table. *The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.*
- 6) Approve Meeting Minutes from December 17, 2026 Parks and Recreation Commission Meeting
- 7) Veterans Memorial Grant Agreement – Kyle Young
- 8) Veterans Memorial Sculpture Agreement – Kyle Young
- 9) Castlewood 2026 Fees – Kyle Young
- 10) Dog Park – Kyle Young
- 11) Bayview Park – Kyle Young
- 12) Volleyball Courts at Beltz – Dave Adams
- 13) Hometown Holiday Drones – Kyle Young
- 14) Hunting City Property and Parks – Kyle Young

15) FLAAA Concessions Operations Agreement – Kyle Young

16) Staff Updates

17) Parks and Recreation Commissioner Updates

18) Adjourn



# Parks and Recreation Commission

## Regular Meeting

~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Wednesday, December 17, 2025

5:30 PM

City Center - Council Chambers

### 1. Call to Order

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Don Theisen	Chair	Present	
Karen Morehead	Vice-Chair	Present	
Aaron Eckert	Commissioner	Present	
Tim Garry	Commissioner	Absent	
Sue Herdina	Commissioner	Present	
Melissa Lundmark	Commissioner	Present	
Sandra Madsen	Commissioner	Absent	

### 3. Pledge of Allegiance

### 4. Approve the Agenda

**Motion:** Commissioner Morehead made a Motion to Approve the Agenda with a modification to move 11. Potential Dog Park Location to be addressed after 6. Approve Meeting Minutes from November 19, 2025.

Motion seconded by Commissioner Eckert. Motion carried 5-0.

### 5. Open Forum – Citizen Petitions, Requests, and Concerns

*The Open Forum is available for residents to express personal opinions on any item of business. Please limit your comments to three (3) minutes.*

None.

### 6. Approve Meeting Minutes from November 19, 2025

**Motion:** Commissioner Herdina made a Motion to Approve the meeting minutes from the November 19, 2025, Parks and Recreation Commission Meeting.

Motion seconded by Commissioner Lundmark. Motion carried 5-0.

### 11. Potential Dog Park Location – Dave Adams

Public Works Director Adams reviewed the potential to include a dog park near the new Public Works facility. He asked for general feedback that they could bring back to the Public Works Steering Committee and the City Council.

Commissioner Lundmark asked about the size of the land. Public Works Director Adams answered that the parkland dedication would be approximately 2.6 acres.

Commissioner Morehead asked where the dog park would take place. Public Works Director Adams answered that it would be next to the Environmental Center and the proposed Public Works Facility.

Commissioner Lundmark asked if the size was standard. Parks and Recreation Coordinator Young answered that the American Kennel Club recommended parks that would be at least one acre. He said that the city parks they were researching were a couple of acres.

Commissioner Herdina said she was in favor of wherever they would put a dog park. She said she did not need it to be fancy. She asked if there were other sites they were considering.

Mr. Goedeke, 7632 Hilo Lane, North Forest Lake, said they had visited many dog parks. He stated that two other nearby parks were extensively used, covering between ten and thirteen acres. He said he was opposed to a three-acre dog park in Forest Lake, since it was a rural community with space. He stated he gathered 340 signatures and raised funds to get a dog park in Forest Lake in 2013. He suggested another location near the airport that would tie the walkway into Fenway Park, which would make the dog park more accessible for dog park users. He suggested another piece of land that was adjacent to the maintenance building and would be approximately ten acres that would be a better fit for a dog park.

Mr. Goedeke provided a background on the White Bear Dog Park. He said that dog people would be happy with the land, not the amenities. He discussed another dog park that was in a rural area that had an electronic gate and required a small fee for owners to be able to access.

Parks and Recreation Coordinator Young said that some of the parks referenced were county parks. He said the resident would like to see additional research done.

Mr. Goedeke encouraged them to think about what a great dog park would look like, which would include a pathway to get to amenities and approximately ten acres.

Commissioner Morehead suggested raising funds to help support the dog park construction.

Parks and Recreation Coordinator Young said they were discussing the potential size of the dog park.

Public Works Director Adams said that they would have to go back to the Public Works Steering Committee if they did not like a dog park at this location.

Mr. Goedeke said if the City wanted to be bold, they should separate this from the Public Works building for the Capital Improvement Plan.

Commissioner Lundmark asked if they wanted to have a dog park to have it done or if they wanted to have a larger dog park.

Commissioner Morehead said she would vote no to build a dog park here.

Commissioner Eckert asked about the hard date to put the dog park in this location from a planning perspective, or if they could look into the idea more. Public Works Director Adams suggested they could discuss the option again in January.

Mr. Goedeke said he was willing to help with the funding options for a dog park.

Mr. Goedeke said Mayor Blake expressed an interest in being close to Fenway. He said that the land at the end of the runway would sit empty forever, so they should take a serious look at the option.

Commissioner Lundmark said the space seemed too small.

Commissioner Herdina stated that there would be little benefit to such a small dog park.

Mr. Goedeke suggested that he would like to get feedback from Washington County.

Chair Theisen said if they do not want the dog park there, they can cross off the option.

Mr. Goedeke asked about how he could work with the City to fund a dog park before 2028. Chair Theisen answered that he should work with Parks and Recreation Coordinator Young.

Public Works Director Adams suggested putting the item on the agenda with the Parks and Recreation Commission, so they can provide direction to look at a dog park.

Commissioner Morehead asked if he could start a citizen action committee.

Commissioner Lundmark suggested putting the item on the agenda in January to get the item moving forward.

Mr. Goedeke asked that the City staff consider what land they would have available for a dog park.

## **7. Concession Operations Agreement – Kyle Young**

Parks and Recreation Coordinator Young provided an overview of the Concession Agreement with Forest Lake Area Athletic Association.

Commissioner Morehead asked if the Forest Lake Area Athletic Association kept their money during the events. Parks and Recreation Coordinator Young said that they (FLAAA) take all the funds but FLAAA is responsible for the utility bills.

Myron Plautz, 6584 184th Street North, asked if they changed the agreement because the City was prepping the field. He said that the concession stand runs great during tournaments. They break even.

Commissioner Morehead said that she did not want the City to take any proceeds from the concession stand. Public Works Director Adams answered that the City does not take the funds; they just require that they cover the utility bill.

**Motion:** Commissioner Morehead made a Motion to Recommend the Council approve the City of Forest Lake Concessions Operations Agreement upon receiving the revenue expense. Motion seconded by Commissioner Herdina. Motion carried 5-0.

## **8. Annual Parks and Recreation Report – Kyle Young**

Parks and Recreation Coordinator Young provided an overview of the Annual Parks and Recreation Commission report that reviewed the tasks completed and started over the past ten months.

**Motion:** Commissioner Morehead made a Motion to Submit the Parks Staff Annual Commission Report to the Council at the first Council meeting.

Motion seconded by Commissioner Herdina. Motion carried 5-0.

## 9. Boat Races – Kyle Young

Parks and Recreation Coordinator Young reviewed the proposed event for the UMPBA Boat Races for June 13, 2026, which would require \$6,500 of funding from the City. He noted that no funds have been allocated in the budget for the event. He stated that the City helped set up other events in the past, but did not have to pay for the funds.

Chair Theisen asked if UMPBA was a non-profit. He expressed concerns about paying for an event for a for-profit organization. He thought the organization should pay the City for the event.

Parks and Recreation Coordinator Young said it was different than boat races in the past, and it would draw people into the City for an economic boost.

Commissioner Eckert asked about the indirect costs for the City.

Public Works Director Adams answered that until they get a special events permit, they do not know the indirect costs. They were trying not offer up additional public works services other than pulling in the buoys.

Chair Theisen expressed concerns about the date of the event and shutting down the landing to the lake.

Parks and Recreation Coordinator Young said there could be an economic boost, but it was also taking away park space.

Commissioner Morehead said she was fine with the date of the event, but she was not comfortable with the City paying for the cost of the event.

Public Works Director Adams said that the Parks and Recreation Commission could discuss the event rate next year and whether they would want to subsidize events in the future.

## 10. St. Peters Parking Lot discussion – Dave Adams

Public Works Director Adams discussed the contract with St. Peters Church to use their parking lot for Beltz Park. He said that City Councilmember Miller questioned the agreement. He asked if the Parks and Recreation Commission ever seen the agreement, but they had not since it was approved before their creation. He requested their feedback on the parking lot agreement.

Commissioner Morehead said that residents wanted a bathroom at Beltz Park. Residents wanted a bathroom at Beltz Park. She stated that the parking spots along the side and across the street on the 11th were good options. She did not like the idea of using the quality parkland for a parking lot.

Commissioner Herdina said that adding a parking lot would not eliminate people from parking at the church.

Public Works Director Adams said that the parking lot would cost approximately \$100,000. They constructed the ponds to be able to construct a parking lot in the future. He said that there were no connections between St. Peters parking lot and the park.

Commissioner Morehead asked about the additional costs for the parking lot, such as plowing it.

Public Works Director Adams said that they need a parking lot, as they do not like allowing other businesses to not have a parking lot. They need to be responsible for accommodating residents' parking.

Commissioner Eckert said he would prefer to see a longer-term agreement so that they do not need to continue discussing the agreement or so the agreement does not increase every year.

Parks and Recreation Coordinator Young said that residents would need to park on the street to walk to the ice rink because of the path construction. He stated that there could be complaints because of the walk to the warming house.

Commissioner Eckert asked if they could put the parking lot in the green space in the corner. Parks and Recreation Coordinator Young said that there was a hill at the green space.

Public Works Director Adams said they would like feedback on the agreement. Chair Theisen answered that they had to have the agreement since there was no parking lot constructed.

## **11. Potential Dog Park Location – Dave Adams**

This item was moved up after 6. Approve Meeting Minutes from November 19, 2025.

## **12. Staff Updates**

Parks and Recreation Coordinator Young said he spent time on a grant for the Minnesota Historical Society for the Veterans' Memorial. They were awarded a grant for \$210,000, which will help with the center sculpture. The 2026 Budget had been approved. They are doing the dirt work at Fenway, so they purchased planning software and prepared for the work. The City Council approved to give them \$10,000 to Let's Go Fishing to get it operating. He stated that they were working on the Parks Master Plan. They were opening outdoor ice-skating rinks on Friday.

Commissioner Eckert asked if the City ever reached out to Mallards, as they must do community service. Parks and Recreation Coordinator Young said he would revisit the conversation.

Parks and Recreation Coordinator Young thanked the volunteers for their help with Hometown Holiday. He said that they would need to fill two spots on the Parks and Recreation Commission after January.

Commissioner Morehead asked if vacant spots had to reapply. Parks and Recreation Coordinator Young confirmed they must reapply, and they can reach out to him for help.

Public Works Director Adams thanked Parks and Recreation Coordinator Young for all his hard work. He noted that the grant he filled out was a lot of work for the Veterans' Memorial.

Chair Theisen asked if the grant would be recognized at the City Council meeting. Public Works Director Adams answered that it would be recognized.

## **13. Parks and Recreation Commissioner Updates**

Commissioner Morehead said residents expressed concerns about where to park for the Beltz Park Skating Rink. Parks and Recreation Coordinator Young said they could not park near the rink with the new path.

Commissioner Herdina asked what they would do with the old Public Works building. Public Works Director Adams answered that it was still a discussion.

Commissioner Lundmark said she hoped they would do a Spring Fling in the future.

Parks and Recreation Coordinator Young said that all meetings would start by 6 p.m. in January.

Chair Theisen thanked everyone for all their hard work.

## **14. Adjourn**

**Motion:** Chair Theisen made a Motion to Adjourn the December 17, 2025, Forest Lake Parks and Recreation Commission Meeting at 6:59 p.m.

Motion seconded by Commissioner Morehead. Motion carried 5-0.

# STAFF REPORT



**MEETING DATE:** January 21, 2026

**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator

**AGENDA ITEM:** Veterans Memorial Grant Contract

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## **INTRODUCTION:**

City staff dedicated considerable time to preparing grant application materials for the Minnesota Historical Society (MNHS), resulting in the award of a \$210,000 grant to support the project. Grant funds will be applied toward the Center Sculpture, which represents the final major component of the memorial project to date.

As a condition of this award, the City is required to enter into the Minnesota Historical Society Commemorative Statues, Memorials, and Historic Preservation Grant Agreement (MNHS Grant Agreement).

## **ANALYSIS:**

Execution of the MNHS Grant Agreement is required in order for the City to receive the \$210,000 grant funds. The agreement outlines specific procurement and documentation requirements, including that any services expected to exceed \$20,000 must follow a formal notice and competitive bidding process. Documentation of this process, along with copies of all bids received, must be retained in the City's financial records for the project.

In coordination with the Veterans Memorial Committee, City staff has ensured that all applicable grant requirements have been met and that project procedures are consistent with MNHS guidelines.

## **RECOMMENDATION:**

Parks and Recreation Commission make a **“motion to recommend City Council approval of the proposed Minnesota Historical Society Grant Agreement”**

## **ATTACHMENT:**

Minnesota Historical Society Commemorative Statues, Memorials, and Historic Preservation Grant Agreement

MINNESOTA HISTORICAL SOCIETY  
 COMMEMORATIVE STATUES, MEMORIALS, AND HISTORIC PRESERVATION GRANT AGREEMENT

<u>Account No.</u>	<u>Object Code</u>	<u>MNHS Grant No.</u>	<u>Fiscal Year</u>	<u>Grant Amount</u>	<u>Match Amount</u>
03976	5260	2508-30833	<b>2026</b>	<b>\$100,000.00</b>	\$0.00
			<b>2027</b>	<b>\$110,000.00</b>	\$0.00

This agreement is made by and between the Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102, hereinafter called the SOCIETY, acting through its Director, and **City of Forest Lake**, 1408 Lake Street S Forest Lake, Minnesota herein called the GRANTEE.

WHEREAS, the Minnesota Legislature, under Minnesota Session Laws 2025, Chapter 36, Article 4, Section 4, Subdivision 4 approved funding to the SOCIETY for statues and memorials commemorating the historical significance and cultural contributions of Minnesotans and for buildings or structures that are considered historically significant to their local communities to improve access to the buildings or structures, to preserve the buildings or structures, or to enhance the use of the buildings or structures, including improving access to museums, music halls, opera houses, libraries, and sites celebrating diverse cultures and heritages such as that which is contemplated by GRANTEE, and

WHEREAS, the GRANTEE and its project *Veterans Memorial Project* meets the eligibility criteria for funding under the grants program; and

WHEREAS, the SOCIETY'S Governing Board approved a grant recommended for funding by the Grants Review Committee on December 11, 2025.

NOW THEREFORE, in consideration of the award of the grant, the GRANTEE agrees to administer said grant in accordance with the following policies and procedures:

I. PROJECT DESCRIPTION

- A. The project period for this activity is:
  - a. January 01, 2026 to May 01, 2027 for fiscal year 2026.
  - b. July 01, 2026 to May 01, 2028 for fiscal year 2027.
- B. The project will be carried out in accordance with the provisions of the Request for Proposal and if necessary the Minnesota Historical and Cultural Heritage Grants Manual. The project will also be carried out in accordance with the GRANTEE'S Commemorative Statues, Memorials, and Historic Preservation (Minnesota Historical and Cultural Heritage) Application. Page 1 of the application is included as Attachment A, and the entire application is hereby incorporated by reference.
- C. The official project budget as approved by the SOCIETY supersedes the GRANTEE'S grant application budget and is included as Attachment B and hereby incorporated by reference.
- D. Only the items set forth in the Approved Project Budget (Attachment B) may be charged against the grant project.
- E. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.
- F. Changes in the Approved Project Budget may not exceed twenty (20) percent of any line item. Changes occurring after the project begins that exceed twenty (20) percent of any line item will not be allowed

except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.

- G. Changes in the Project Completion Date will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.
- H. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

## II. ASSURANCES

- A. The GRANTEE understands that this agreement is funded by a grant financed by the State of Minnesota.
- B. The GRANTEE agrees that this project will be administered and conducted in accordance with the following:
  - a. Minn. Stat. 129D.17 for Arts and Cultural Heritage Fund;
  - b. Minn. Stat. 16B.98 for Grants Management.
  - c. Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.
- C. The GRANTEE shall hold the SOCIETY and the State of Minnesota harmless from any loss, damage, or expense including reasonable attorneys' fees and other costs of defense, arising as the result of any claim, action, complaint, proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project.
- D. The GRANTEE agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.
- E. The GRANTEE agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.
- F. This Agreement may be canceled or terminated by the SOCIETY, and all money due, or to become due hereunder may be forfeited for a second or any subsequent violation of the terms of this section.
- G. The GRANTEE assures that no part of the project budget will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a member of the Minnesota Legislature, to favor or oppose, by vote or otherwise, any legislation or appropriation by the Legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation. This shall not prevent communicating to members of the Minnesota Legislature on the request of any member or to the Legislature, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

- H. Both parties agree that if intellectual property is created in project, the parties will discuss the allocation of ownership and use rights.
- I. Copyright to copyrightable materials, including computer software, resulting from this project shall vest in the GRANTEE with a non-transferable royalty-free license to the SOCIETY for its non-commercial use. The GRANTEE shall grant the SOCIETY an option to license any such material(s) it wishes to develop for commercial purposes on terms and conditions, including a royalty, as the parties hereto agree in a subsequent writing.
- J. Except for (a) the above limitation, (b) the GRANTEE's right to control publication of its own research results, (c) patented and patent-pending property and (d) the GRANTEE's confidential information, the SOCIETY will have the free, irrevocable, non-exclusive unlimited right to use any research results collected in project by both the GRANTEE and the SOCIETY for any purpose worldwide.
- K. The GRANTEE agrees to include the Arts and Cultural Heritage logo on all public reports, final products, communications, website, and promotional materials associated with the approved project. The logo can be found at <https://www.legacy.mn.gov/legacy-logo>. If unable, the reason(s) must be included in the final report and acceptable to the SOCIETY.
- L. The GRANTEE agrees to include the following acknowledgement statement on all publicity releases, informational brochures, public reports, and signage for restoration/preservation work at the worksite relating to an approved grant project: "This project [or program, exhibit, publication, website, brochure, etc.] was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts and Cultural Heritage Fund."

### III. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- A. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process. Evidence of the process along with copies of the bids received must be included in the GRANTEE's financial records for the project.
- B. Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders. The GRANTEE must maintain financial records that verify the cost was competitively based on at least three written quotes submitted in response to written specifications.
- C. Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. The GRANTEE must maintain financial records that verify the cost was competitively based on at least three verbal quotes.
- D. For contracting services, the GRANTEE will follow the requirements of Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.

### IV. PAYMENT SCHEDULE

- A. The total obligation of the SOCIETY for all compensation and reimbursements to the GRANTEE under this grant agreement will not exceed **\$210,000.00**.

- B. Grantee must obtain and supply matching funds as indicated in the approved budget (Attachment B) or for any project overages necessary to complete the approved project.
- C. GRANTEE will receive payments from the SOCIETY in accordance with the following for up to eighty percent (80%) of the grant award.

Project Milestone for fiscal year 2026: Executed Grant Agreement	Percentage 35%
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1. Grantee must submit a draft of the artwork/design to the Grants Office including a detailed materials proposal from the artist and foundry with specifications on the bronze alloy, associated casting materials and processes, patination chemical(s) and processes, and any final finish coatings to be applied. (Upload to Milestone/Condition 1 report in the SOCIETY’S grants portal, <a href="https://mnhs.fluxx.io">https://mnhs.fluxx.io</a> . Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)	10%
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2. The GRANTEE must submit a comprehensive project completion report by June 1, 2027 that includes financial documentation of project expenditures and final products produced for project activities completed between January 1, 2026, and May 1, 2027. Acceptable types of financial documentation included: 1. Copies of paid invoices/receipts, 2. Copies of project personnel timesheets (if applicable), 3. Copies of in-kind and/or donated services timesheets (if applicable), 4. Copies of donated materials forms. The final products include a copy of the final artwork/design and related project documents completed during this time period. If applicable, grant funds for this fiscal year will be released upon the review and acceptance of the financial documentation and the project completion report by the SOCIETY. (Upload to Milestone/Condition 2 report in the SOCIETY’S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)

Project Milestone for fiscal year 2027: 3. Grantee must conduct a site visit to review the project progress with the Grants Office when at least 50% of the work has been completed. To schedule a site visit, upload proposed dates and times at least 30 days prior to the proposed visit. (Upload to Milestone/Condition 3 report in the SOCIETY’S grants portal, <a href="https://mnhs.fluxx.io">https://mnhs.fluxx.io</a> .)	35%
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- D. Reimbursement. A total of twenty percent (20%) of the grant funds will be released as the final payment after work is complete and financial documentation and the project completion report, have been reviewed and accepted by the SOCIETY.

V. FINANCIAL DOCUMENTATION AND FINAL REPORTING

- A. The GRANTEE shall submit a comprehensive final report by June 1, 2028. This report must include detailed documentation of project expenditures and the outcomes of project activities conducted between July 1, 2026, and May 1, 2028 (fiscal year 2027).

- B. The final report must be completed electronically in the Minnesota Historical Society's Grants Portal (<https://mnhs.fluxx.io>).
  - a. The financial documentation for project costs to be uploaded with the final report shall include acceptable types of documentation such as: (1) copies of paid invoices/receipts, (2) copies of project personnel timesheets (if applicable), (3) copies of in-kind and/or donated services timesheets (if applicable), and (4) copies of donated materials forms.
  - b. The Final Products to be uploaded with the final report are: **Electronic copy of the final artwork/design and photographs of the installed memorial sculpture.**
- C. Unexpended Funds. The Grantee must promptly return any unexpended funds that have not been accounted in the financial documentation to the SOCIETY at grant closeout.

## VI. AUDIT

- A. The GRANTEE must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The GRANTEE must maintain records and accounts for this project on file for a minimum of six (6) years after approval of the Final Report.
- B. The GRANTEE agrees to maintain records to document any matching funds claimed as part of the project. The GRANTEE further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- C. The GRANTEE agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the SOCIETY, its designated representatives, or any applicable agency of the State of Minnesota.

## VII. AMENDMENTS AND CANCELLATION

### A. Amendments

Any significant variations from proposed work, costs, and/or time frames described in this agreement which are experienced or anticipated during the course of the project and any significant problems, delays, or adverse conditions which materially affect planned performance should be submitted in writing through the SOCIETY's grant portal (<https://mnhs.fluxx.io/>) or mailed to Grants Office, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102.

The SOCIETY will respond in writing, either approving or not approving the changes, and may amend the agreement if deemed necessary. Variations which are not known until the conclusion of the project may be submitted with the Financial Documentation; however, the GRANTEE understands that costs may be disallowed if changes are not approved. Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement or their successors in office.

### B. Cancellation

The SOCIETY may withhold, cancel, or revoke in whole or in part the grant amount if it determines that the GRANTEE has materially breached any term or condition of this agreement. GRANTEES will be given a 30-day notice. In lieu of cancellation, GRANTEES may be given proposed remedies to ensure successful completion of the project.

In addition, both parties may mutually agree to cancel the agreement if they determine that the project will not produce beneficial results commensurate with further expenditure of funds or because of circumstances beyond the control of either party. In the event of cancellation, the SOCIETY may withhold proceeds of the Grant; demand that the GRANTEE return any already disbursed proceeds to the Finance Commissioner; and seek any additional legal or equitable remedy(ies).

Finally, the GRANTEE hereby acknowledges that the proceeds of the Grant are being financed in part with funds provided by the State of Minnesota and administered through the SOCIETY, and that, per Minnesota Session Laws 2023, Chapter 40, Article 4, Section 2, Subdivision 4 the funding will be canceled to the extent a court determines that the appropriation, or portion thereof, unconstitutionally substitutes for a traditional source of funding.

I have read the above agreement and agree to abide by all of its provisions. Upon execution, this Agreement controls all activities during the project period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date(s) indicated below intending to be bound thereby.

MINNESOTA HISTORICAL SOCIETY  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102

CITY OF FOREST LAKE  
1408 LAKE STREET S  
FOREST LAKE, MINNESOTA

\_\_\_\_\_  
Carolyn Veesper-Egbide (date)  
Grants Manager

\_\_\_\_\_  
signature (authorized official)

\_\_\_\_\_  
Mary Green-Toussaint (date)  
Contract Manager

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title) (date)



*COMMEMORATIVE STATUES, MEMORIALS, AND HISTORIC PRESERVATION PROGRAM*

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City of Forest Lake  
G-MHCG-2508-30833 | \$210,000.00 | CSMHP  
Veterans Memorial Project

**APPLICANT INFORMATION**

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Program Organization:	City of Forest Lake
Project Director:	Kyle Young
Authorized Officer:	Mark Statz
Applicant County:	Washington
Applicant Organization Type:	Local/Regional Government
Governance/Board Members:	
Forest Lake City Council Members:	
	Blake Roberts (Mayor), Leif Erickson, Hanna Valento, Jeff Larson, Kevin Miller

**PROJECT INFORMATION**

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Project Title: Veterans Memorial Project

**Brief Project Summary:**

Project is a centerpiece made of a bronze sculpture that features an American Eagle, a Military man, woman and child as the centerpiece of the Veterans Memorial located at Lakeside Memorial Park.

MINNESOTA HISTORICAL SOCIETY  
 COMMEMORATIVE STATUES, MEMORIALS, AND HISTORIC PRESERVATION GRANTS  
 APPROVED PROJECT BUDGET

Grantee:	CITY OF FOREST LAKE
MNHS Grant #:	2508-30833
Project:	VETERANS MEMORIAL PROJECT

	Budget Item	Fiscal Year 2026* Grant Amount	Fiscal Year 2027** Grant Amount	Match
1.	Center Sculpture - Materials & More	\$81,162.00		
2.	Center Sculpture - Artist/Engineering	\$18,838.00	\$97,000.00	
3.	Installation		\$3,000.00	
4.	Contingency		\$10,000.00	
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
	<b>TOTAL</b>	\$100,000.00	\$110,000.00	\$0.00

The project period for spending activity is:

- September 01, 2025 to May 01, 2027 for fiscal year 2026\*.
- July 01, 2025 to May 01, 2028 for fiscal year 2027\*\*.

# STAFF REPORT



**MEETING DATE:** January 21, 2026

**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator

**AGENDA ITEM:** Veterans Memorial Grant Contract

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## **INTRODUCTION:**

The Veterans Memorial Committee (VMC) is well underway toward completing the Veterans Memorial Project at Lakeside Memorial Park. City staff dedicated significant time to completing grant application materials for the Minnesota Historical Society (MNHS), resulting in the VMC being awarded a \$210,000 grant. These funds will be used toward the cost of the Center Sculpture, which represents the final major component of the overall memorial project to date. As part of this project, the VMC explored options for artists qualified to produce the Center Sculpture, as this is a highly specialized and unique request. The VMC identified and evaluated two qualified contractors capable of producing the desired centerpiece.

## **ANALYSIS:**

The project is initially funded through the Parks Fund, with the VMC reimbursing all eligible costs to the Parks account once grant funds are received. The City works directly with MNHS on behalf of the VMC to ensure all grant requirements are met, allowing the City to expend funds and receive proper reimbursement.

The VMC interviewed both artist teams and reviewed their submitted proposals and cost estimates. While the total project costs between the two candidates were comparable, the VMC determined that one artist team was a stronger overall fit for the vision, scope, and goals of the project.

To formally initiate a project of this scale, both the City and the selected artist require a contract to ensure clear expectations and protection for all parties. The proposed agreement was prepared by the City Attorney and has been reviewed and accepted by the selected artist.

## **RECOMMENDATION:**

Parks and Recreation Commission make a **“motion to recommend City Council approval of the proposed agreement”**

## **ATTACHMENT:**

**Veterans Memorial Sculpture Agreement**

## VETERANS MEMORIAL SCULPTURE AGREEMENT

**THIS VETERANS MEMORIAL SCULPTURE AGREEMENT** (“Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2026 (“Effective Date”) by and between the City of Forest Lake, a Minnesota municipal corporation (“City”), and Nick Legeros Inc., a Minnesota S-Corporation company (“Artist”) (collectively “Parties”).

**WHEREAS**, City is the owner of a public park known as Lakeside Memorial Park which is situated on property in Washington County, Minnesota legally described as follows:

All those parts of Lots 6 through 15, Block 26, Forest Lake lying easterly of the easterly line of 1<sup>st</sup> Street Northeast in the City of Forest Lake, Washington County, Minnesota.

and

All those parts of Lots 1 through 4, Block 26, Forest Lake lying easterly of the easterly line of 1<sup>st</sup> Street Southeast and northerly of the northerly line of the plat of West Port in the City of Forest Lake, Washington County, Minnesota

(“Lakeside”); and

**WHEREAS**, the City has requested the construction of a centerpiece bronze sculpture (“Sculpture”), for the Veterans Memorial site within Lakeside; and

**WHEREAS**, the Parties desire to enter into an agreement for the Sculpture design, creation delivery and installation.

**NOW THEREFORE**, in consideration of the promises and the mutual covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1. TERM:** This Agreement shall commence as of the Effective Date and remain in effect until the Sculpture is installed.
- 2. SCOPE OF WORK:** The Artist shall provide all labor, materials, fabrication, casting, finishing, delivery, and installation necessary to complete the Sculpture in accordance with the terms of this Agreement.
  - a. Cost of Services: The total cost of the Sculpture shall not exceed Two Hundred and Ten Thousand Dollars (\$210,000), which price shall include all labor, delivery, and installation costs. Payment shall be made in installments as follows:
    - i. Sixty-Seven Thousand Dollars (\$67,000) shall be due upon execution of this Agreement to begin armatures and original clay work.
    - ii. Sixty-Seven Thousand Dollars (\$67,000) shall be due upon the City’s approval of the completed clay sculpture.
    - iii. Seventy-Six Thousand Dollars (\$76,000) or remaining balance, shall be due upon delivery and installation of the completed Sculpture.

- b. Project Timeline: The Artist shall complete the Sculpture by May 1, 2027, barring unforeseen circumstances beyond the Artist's control.
    - i. The City may store the completed Sculpture at a City-designated location if necessary; however, the Artist shall be responsible for any costs associated with additional relocation or handling of the Sculpture.
  - c. Design Review and Changes: The City may provide feedback throughout the creation process to enhance the quality and appearance of the Sculpture. Any change that requires alteration to the full-size armature or introduction of new elements beyond the approved design shall require a written change order approved by both Parties. Such changes may result in additional costs and/or schedule adjustments.
  - d. Ownership: Upon final payment, the completed Sculpture shall become the property of the City. The Artist retains all applicable copyrights consistent with standard public art practices unless otherwise agreed in writing.
- 3. TERMINATION OF AGREEMENT**: Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the Parties, by mutual written agreement, may terminate this Agreement at any time; (2) the Artist may terminate this Agreement in the event of a breach of the Agreement by the City, upon providing 30 days' written notice to the City and if the City's breach remains uncured; (3) the City may terminate this Agreement at any time at its option, with or without cause. In the event of termination, a report to the City of work done to date shall be made available to the City, and Artist will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. All provisions of this Agreement allocating responsibility or liability between the City and Artist shall survive the completion of the services hereunder and/or termination of this Agreement.
- 4. INDEPENDENT CONTRACTOR**: All services provided pursuant to this Agreement shall be provided by the Artist as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of the Artist, or any other person engaged by the Artist in the performance of work or services pursuant to this Agreement, shall not be considered employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of the Artist, its officers, employees, subcontractors, or agents, or other persons engaged by the Artist in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the City. The Artist, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.
- 5. INDEMNIFICATION**: To the fullest extent permitted by law, the Artist, and any and all officers, employees, subcontractors, and agents of the Artist, or any other person engaged by the Artist in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the City and its officials, employees, contractors and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Artist, its officers, employees, subcontractors, and agents, or any other person engaged

by the Artist in the performance of work or services pursuant to this Agreement, any willful misconduct occurring during the term hereof with respect to services provided by the contracting party, or the Artist's failure to perform the services required in this Agreement. In no event shall the City be liable to the Artist for consequential, incidental, indirect, special, or punitive damages. Nothing in this Agreement shall constitute a waiver of limitation of any immunity of limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise.

## 6. INSURANCE:

### a. Workers' Compensation Insurance

The Contractor is required to maintain Workers' Compensation Insurance for all its employees in accordance with the statutory requirements of the State of Minnesota.

### b. Commercial General Liability Insurance

The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$2,000,000 – per occurrence
- \$4,000,000 – annual aggregate
- \$4,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

### c. Business Automobile Liability Insurance

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$2,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage

- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

d. Professional Liability/Errors & Omissions Insurance

The Contractor is required to maintain Professional Liability Insurance. Insurance minimum limits are as follows:

- \$2,000,000 – per occurrence
- \$4,000,000 annual aggregate

e. Additional Insurance Conditions

- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- Prior to commencement of work under the Agreement, the Contractor shall furnish the City with Certificates of Insurance providing acceptable proof of required insurance coverage.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.

7. **AGREEMENT COMPLIANCE:** Prior to the processing of any and all payments to the Artist pursuant to this Agreement, the City and the Artist shall comply with regulations related to the completion and filing of W-9 forms and other IRS and Minnesota Department of Revenue tax forms.
8. **CONFLICT OF INTEREST:** The Artist shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety.
9. **THIRD PARTY RIGHTS:** The Parties do not intend to confer on any third party any rights under this Agreement.
10. **NOTICES:** Any notices given under this Agreement by either party to the other shall be by email or in writing and may be effected by email verification, by personal delivery with signed receipt, or by registered or certified mail with postage prepaid and return receipt requested. Notice delivered through email, personally, or by mail will be deemed communicated as of the date of actual receipt. Mailed notices shall be addressed to and sent to the address below:

**City of Forest Lake**

ATTN: Mark Statz

**Blue Ribbon Studios**

[NAME]

1408 Lake St. S  
Forest Lake, MN, 55025

[ADDRESS]  
[CITY/STATE/ZIP]

## 11. MISCELLANEOUS PROVISIONS:

- a. Entire Agreement. This Agreement is intended by the Parties as a final expression of their agreement, which cancels, supersedes, and revokes all prior negotiations, representation and agreements between the Parties, whether oral or written, relating to the subject matter of this Agreement.
- b. Modifications. This Agreement can only be modified in writing signed by the City and the Artist.
- c. Data Practices Act Compliance. To the extent Minn. Stat. §13.05 Subd. 5 applies, all of the data created, collected, received, stored, used, maintained, or disseminated by the Artist in performing their services under the Agreement is subject to the requirements of Minnesota Statutes Chapter 13 and the Artist must comply with those requirements as if it were a government entity. Upon termination of this Agreement, Artist agrees to return data to the City as requested by the City. The obligations of this section of the Agreement shall survive the termination of this Agreement and shall continue so long as the data exists.
- d. Audit. Pursuant to Minn. Stat. §16C.05, Subd. 5, the Artist agrees that the books, records, documents, and accounting procedures and practices of the Artist or other party, that are relevant to the Agreement or transaction, are subject to examination by the City and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. The Artist agrees to maintain these records for a period of six years from the date of termination of this Agreement.
- e. Choice of Law and Venue. All issues concerning this Agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Minnesota or any other jurisdiction) that would cause the application of the law of any jurisdiction other than the State of Minnesota. All legal proceedings shall be venued in the County of Washington or federal district court in Minneapolis/St. Paul. The prevailing party in any dispute arising from or relating to this Agreement, whether by judgment, summary judgment, dismissal, settlement, or otherwise, shall be entitled to an award of reasonable attorney's fees and costs from the non-prevailing party.
- f. Assignment. This Agreement may not be assigned by either party without the written consent of the other party. Artist shall be responsible for the selection of and liable for the proper performance by any subcontractors that Artist retains to assist in providing

any labor or materials for the Sculpture. Artist shall ensure all subcontractors are properly licensed and adequately bonded and insured to provide services hereunder.

- g. No Discrimination. Artist agrees to the provisions of Minn. Stat. §181.59 and agrees any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.
- h. Severability. Whenever possible, each provision of this Agreement will be interpreted in such a manner to be effective and valid under applicable law. If any provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect under any applicable law or rule, in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other provision or the effectiveness or validity of any provision in any other jurisdiction, and the remaining provisions of this Agreement will continue in full force without being impaired or invalidated in any way.
- i. Waiver. Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
- j. Compliance with Laws. The Artist shall exercise due care to comply with applicable federal, state, and local laws, rules, ordinances, codes, and regulations in effect as of the date the Artist agrees to provide the applicable services detailed in this Agreement.
- k. Headings. The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.
- l. Prompt Payment. The Artist is required to pay any subcontractor within ten (10) days of the Artist's receipt of payment from the City for undisputed services provided by the subcontractor. The Artist is required to pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor.

**IN WITNESS WHEREOF**, the Parties hereto have executed or caused to be executed by their duly authorized officials this Agreement as of the date first written above.

**CITY OF FOREST LAKE**

**Nick Legeros Inc.**

By: \_\_\_\_\_  
Blake Roberts  
Mayor

By: \_\_\_\_\_  
Nick Legeros  
Its:

By: \_\_\_\_\_  
Mark Statz  
City Administrator

# STAFF REPORT



**MEETING DATE:** January 21, 2026  
**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator  
**AGENDA ITEM:** Castlewood 2026 Fees

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## **INTRODUCTION:**

Foursome Golf Management Group LLC (Foursome), the contracted manager of the City-owned Castlewood Golf Course, is preparing for the 2026 outdoor golf season. As part of this preparation, Foursome has submitted proposed fee adjustments for City review. The proposed fees support operational costs directly related to golf programming at Castlewood, including staff time, equipment and grounds maintenance, and general golf-related equipment expenses.

## **ANALYSIS:**

Foursome is proposing a modest \$1.00 increase to daily green fees, which correspondingly impacts season pass rates. Season pass pricing is based on an estimated 30–35 rounds of golf per season. Since assuming management of the course, Foursome has experienced a significant increase in golfer traffic. While this increase is positive, it has resulted in additional wear and tear on the course—particularly on tee boxes, which experience the highest concentration of use. To maintain course quality and playability, these areas can require increased maintenance and attention, resulting in higher associated costs.

## **RECOMMENDATION:**

Parks and Recreation Commission make a **“motion to recommend approval of the 2026 Castlewood Fees proposed by Foursome”**

## **ATTACHMENT:**

2026 Proposed Rates – City of FL

**Daily Green Fee Rates****Cart Fee = \$12**

	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
	<b>Walk</b>	<b>Ride</b>	<b>Walk</b>	<b>Ride</b>
Adult 9 Holes (online booking is \$2 off GF only)	\$ 22.00	\$ 34.00	\$ 23.00	\$ 35.00
Adult 18 Holes	\$ 29.00	\$ 47.00	\$ 30.00	\$ 48.00
Senior 9 Holes	\$ 17.00	\$ 29.00	\$ 18.00	\$ 30.00
Senior 18 Holes	\$ 24.00	\$ 42.00	\$ 25.00	\$ 43.00
Junior 9 Hole	\$ 11.00	\$ 23.00	\$ 11.00	\$ 23.00
Junior 18 Hole	\$ 18.00	\$ 36.00	\$ 18.00	\$ 36.00
Evening Rate - all play after 5:00 p.m.	\$ 15.00	\$ 27.00	\$ 16.00	\$ 28.00

**Season Pass Rates****2025****2026***Season Pass Rates do include taxes 2026*

w/tax

Adult	\$ 670.00	\$ 726.11	\$ 695.00	\$ 753.21
Adult Couple (additional \$250)	\$ 870.00	\$ 942.86	\$ 945.00	\$ 1,024.14
Senior	\$ 570.00	\$ 617.74	\$ 595.00	\$ 644.83
Senior Couple (additional \$250)	\$ 770.00	\$ 834.49	\$ 845.00	\$ 915.77
Junior	\$ 340.00	\$ 368.48	\$ 365.00	\$ 395.57
League Punch Pass	\$ 315.00	\$ 341.38	NA	
Cart Pass/trail fees	\$ 370.00	\$ 400.99	\$400	\$ 433.50

Sim 2026 Summer Hourly Rates/F&B rates

Per Hour (No senior rate)	\$ 25.00
Summer Bday/Party Pack	\$ 125.00
Full Clubhouse Rental	\$ 175.00
	2026
Domestic Beer	\$ 8.00
Craft Beer	\$ 7.00
Canned Cocktails	\$ 8.00
Soda/Gatorade	\$ 3.00
Redbull	\$ 5.00
Water	\$ 2.00
Candy/Chips	\$ 2.00
Dot's Pretzels	\$ 3.50
Heggies Pizza 1 top.	\$ 14.00
Heggies Pizza 6 Pack (meatlovers)	\$ 18.00

League Happy Hour makes all beer \$5 and all canned cocktails \$6, only happy hour for league players

# STAFF REPORT



**MEETING DATE:** January 21, 2026  
**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator  
**AGENDA ITEM:** Dog Park

---

## **INTRODUCTION:**

A Dog Park project is currently included in the 2027 Capital Improvement Plan (CIP). This Dog Park was envisioned as part of a larger project and is currently in the CIP for \$100,000.

## **ANALYSIS:**

At the December meeting, a resident expressed concern that a Dog Park should be larger than three acres. The Commission agreed that a larger park would be more appropriate, highlighting the need for additional planning and analysis to advance the project. To keep the Dog Park within the 2027 Capital Improvement Plan (CIP), staff would need to dedicate significant time in 2026 to identify and evaluate potential sites, determine appropriate amenities, and develop preliminary cost estimates. These planning efforts were not originally anticipated for 2026 and would require staff to reassess and potentially reprioritize existing work plan commitments.

## **RECOMMENDATION:**

Parks and Recreation Commission discuss and provide staff direction.

# STAFF REPORT



**MEETING DATE:** January 21, 2026

**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator

**AGENDA ITEM:** Bayview Park Reconstruction Project

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## **INTRODUCTION:**

At the November Parks and Recreation Commission meeting, staff presented a proposed core layout for Bayview Park along with estimated costs. Staff also requested guidance from the Commission on whether to reconstruct the existing basketball court or remove it in favor of additional greenspace. The Commission recommended gathering input from nearby residents and directed staff to distribute a survey and report back with the findings in January.

## **ANALYSIS:**

Attached to this memo are the survey results, with responses from 42 residents. Of those surveyed, 52.4% are in favor of replacing the current basketball court. Several comments noted that the court is frequently used by younger children and suggested considering a shorter hoop (regulation height is 10 feet, while many youth leagues use 7- or 8-foot hoops for players up to age 10).

## **RECOMMENDATION:**

Based on the survey results, staff recommends reconstructing the basketball court at Bayview Park rather than removing it. A majority of respondents (52.4%) expressed support for keeping the court, and several comments highlighted its frequent use by younger children. To better accommodate this age group, staff further recommends installing an adjustable or shorter hoop (7–8 feet) adjacent to the regulation 10-foot hoop. This approach maintains the court for older players while enhancing accessibility for youth, aligning with community feedback and promoting inclusive recreation opportunities.

## **Discussion Items:**

To continue to stay within Project Timeline, staff believes that it needs final directions on two things to be able to prepare and present a final conceptual design and cost estimate at the February Commission meeting.

**Commission direction on basketball court – or - greenspace.**  
**Commission direction on any additional amenities.**

## Proposed Project Timeline

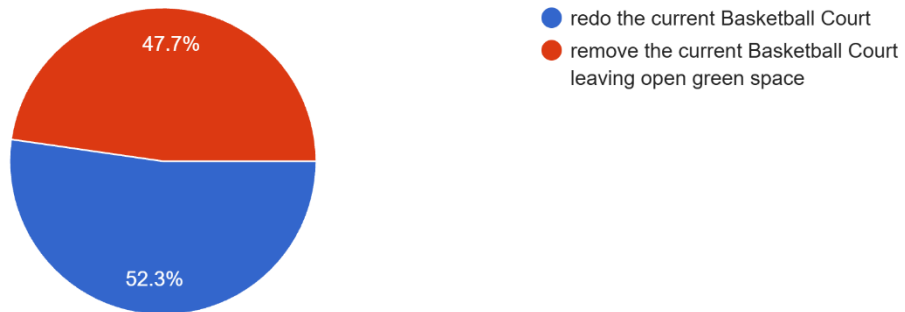
Phase	Timeline	Details
<del>Initial Planning, Scoping &amp; Community Engagement</del>	<del>October 2025 – January 2026</del>	<del>Staff review, site assessments, public meetings, surveys, and stakeholder input</del>
Design Development	February 2026	Conceptual and final design, cost estimating, Commission review
Bidding & Contracting	March - April 2026	Final construction documents, bid process, contractor selection
Construction	May–October 2026	Procurement, site preparation, construction, and installation of amenities
Final Inspection & Opening	End October 2026	Punch list, final walkthrough, and grand reopening

## ATTACHMENT:

Bayview Survey Results

### Would you like to see the City:

44 responses



### if you would like to suggest something other than an option above, please let us know!

13 responses

NO Pickleball ! The rich old people have enough courts and we need a place for our young kids to shoot baskets

Put in adjustable height baskets for smaller kids

Would love a small dog park for the dogs in this neighborhood to play. There are no dog parks in Forest Lake, that I'm aware of. You have to go 20 minutes+ in any direction to find one.

Splash pool

Hello. I live right next door to the park at 1445 Bay Drive SE. I would like to note that I have been in contact with Kyle Young, and we have conversed back and forth regarding my concerns. If you would like more information from me, im happy to have a personal conversation. The most important for me (and I believe it has been addressed per Kyle), is that the play ground will stay located in the middle on the park and not to be relocated next to my fence or property line for safety issues. I really appreciate being heard for this as i would not feel comfortable having such a tall structure right next to my home. In living in my home since Mid June 25- I have noticed that not very many people use the court. On numerous occasions I have noticed and smelled people smoking pot - sitting back in the bushes near the basket ball hoop. The area is not well lit and unfortunately provides a hidden area to sit in. I use the trail a lot to go on walks and think those are so valuable to our neighborhood as I see so many people meeting on these trails with their dogs or kids. If you are going to do a green space or keep the bb court where it is located, please put into notes about lighting and enforcement or patrol of this area. No one has come on my property, but when people are under the influence we do not know their capabilities. On the front portion of my property where the parking lot is located, many people use the lot to ride share, stop and rest, and to also use the public bathroom. There are some basic greens located on the front of our shared property which help direct people to use sidewalk and not cut across my yard which I appreciate. So I hope that something like this natural fence will stay. If you do have ideas of putting up more organic fencing or garden style fencing, I would love to be involved in the process. Thank you for the opportunity to be heard and valued. I could only choose 1 option on this survey, but it does not matter to me if you promote a bb court or green space, which ever the community would like. Tara Steenblock

Adding a smaller additional playground specifically for kids under 5 would be amazing!

There are a lot of little kids who use that court. Maybe provide a shorter basket on one side. Beltz is too far for them to walk to alone. The greenspace at Bayview is rarely used. It doesn't need more.

Redo basketball court . One that has a regular size hoop and another shorter one for little kids.

Just leave it as is and save the money.

Can we update the current play equipment?

Many kids use the basketball court now, would be a shame to take it away!

Small Off leash dog park

A fenced dog park please? Either at that park or some where in town

# STAFF REPORT



**MEETING DATE:** January 21, 2026  
**TO:** Parks and Recreation Commission  
**STAFF ORIGINATOR:** Dave Adams, Public Works Director  
**AGENDA ITEM:** Volleyball Courts at Beltz Park

---

## **INTRODUCTION:**

Beltz Park previously had a volleyball court; however, it was removed during the park rehabilitation project last year because it was located in the area that was needed to construct an ADA-compliant ramp. With the rehabilitation now complete, staff have received interest in restoring a volleyball court to the park to provide residents with a popular recreational option and enhance the overall park experience.

## **ANALYSIS:**

Staff have identified a suitable area within the park for the new courts that will not interfere with accessibility features or other amenities. An added benefit of this design is that the volleyball court can double as the seasonal ice rink during winter months, maximizing the use of park space and providing year-round recreational opportunities. Additionally, the existing rink lighting can be utilized to extend volleyball play into the evening hours, further increasing the functionality and value of the space.

The proposed courts would consist of sand surfacing, possible boundary markers, and standard volleyball posts and net. Site preparation may include minor grading and drainage improvements to ensure long-term usability.

Preliminary cost estimates for installing these new courts is \$14,163 and this project is suitable to be funded within the existing Parks Dedication Fund. Long term maintenance requirements are minimal, primarily involving periodic sand leveling and net replacement.

## **RECOMMENDATION:**

Staff recommends that the Commission **“Makes a motion to recommend that the City Council approves installation of the new Volleyball Courts at Beltz Park using Park Dedication Funding.”**

## **ATTACHMENTS:**

- Proposed site map showing volleyball court location
- Preliminary cost estimate table



## Preliminary Cost Estimate - Beltz Park Volleyball Court

The following table provides a preliminary cost estimate for installing a volleyball court at Beltz Park. These figures are approximate and subject to change based on final design and material selection.

Item	Estimated Cost	Notes
Site Preparation & Grading	\$0 – PW Task	Minor grading and drainage improvements
Sand Surfacing	\$6,675	Quality sand for play area
Posts, Net Systems, Boundary Kits	\$6,200	Standard volleyball equipment
Labor	\$0 – PW Task	Installation and setup
Contingency	\$1,288	Unexpected costs
Total	\$14,163	Estimated project total

# STAFF REPORT



**MEETING DATE:** January 21, 2026

**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator

**AGENDA ITEM:** Hometown Holiday Drones

---

## **INTRODUCTION:**

Staff will soon begin planning for the Hometown Holiday event, which traditionally includes entertainment. This year, staff would like to explore new ideas to enhance the experience, such as incorporating a light show. We believe this would be a progressive addition to an already successful event and could help attract even more attendees.

While there are many entertainment options available, staff has observed that neighboring cities are expanding their holiday celebrations, which tends to generate greater excitement and attendance. These enhancements often include features such as live music, fireworks, and multi-day events. Exploring similar opportunities could help keep Hometown Holiday competitive and appealing to the community.

## **ANALYSIS:**

While staff believes Hometown Holiday is already a great event for Forest Lake, there is an opportunity to attract more residents and even visitors from outside the community. Expanding the event could also create new opportunities to collaborate with local businesses and organizations.

As part of this effort, staff have conducted preliminary research into drone shows, which appear to be a progressive alternative to fireworks—particularly given the challenges of launching fireworks over the lake during winter. While drone shows come with a significant cost, staff believes they could provide a unique and memorable experience that would generate positive outcomes for the event and the community.

## **RECOMMENDATION:**

Staff are looking for direction from the commission to provide input on researching the addition of a drone show or fireworks connecting with local groups and/or businesses to explore partnering on this item.

# STAFF REPORT



**MEETING DATE:** January 21, 2026

**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator

**AGENDA ITEM:** City Hunting Regulation

---

## **INTRODUCTION:**

Multiple City staff members are contacted each year by both residents and non-residents regarding the regulation of hunting within City limits and on City-owned property. While there is an existing ordinance that allows the discharge of firearms in specific zoning districts, the regulation of hunting on City-owned property remains unclear. This lack of clarity has resulted in the default response typically being that hunting is not allowed on City property.

It is common for rural communities—and even some urban areas—to allow hunting within parkland or on public property with defined limitations and regulations. Upon initial review, there may be an opportunity for the City to expand recreational offerings by allowing regulated hunting activities on designated public lands.

## **ANALYSIS:**

This topic extends beyond Parks and Recreation and would require coordination and input from other departments, including Public Works and Police. However, the City does have an opportunity to consider introducing an additional recreational activity for residents interested in hunting.

Implementing hunting on City-owned property would require a defined level of oversight, organization, and coordination. This could include internal staff coordination, public communication, season management, and potentially an application or permitting process for “Park Hunts” or “City Property Hunts.” These requirements would result in additional staff workload and administrative responsibilities.

## **RECOMMENDATION:**

Given that residents have expressed interest in this option, staff recommend discussing the priority level of this item. The Commission may wish to determine whether this should be explored in the current year or identified as a future goal, with a policy and/or ordinance review targeted for 2027 or 2028.

# STAFF REPORT



**MEETING DATE:** January 21, 2025  
**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator  
**AGENDA ITEM:** FLAAA Concession Operations Agreement

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## **INTRODUCTION:**

Due to a miscommunication regarding the closing of the concession stand, staff is bringing back the Concessions Operations Agreement for further review and clarification.

## **ANALYSIS:**

Under Section 5, staff have added language clarifying the concession closing process.

## **RECOMMENDATION:**

Review the attached FLAAA Concession Revenue and Expenditure Report

Parks and Recreation Commission make a **“motion to recommend approval of City of Forest Lake Concessions Operations Agreement.”**

## **ATTACHMENTS:**

FLAAA Concession Revenue and Expenditure Report  
City of Forest Lake Concessions Operations Agreement

**CITY OF FOREST LAKE  
CONCESSIONS OPERATIONS AGREEMENT**

**THIS CONCESSIONS OPERATIONS AGREEMENT** (“Agreement”) is entered into this \_\_\_ day of \_\_\_\_\_, 2026 (“Effective Date”) by and between the City of Forest Lake, a Minnesota municipal corporation located at 1408 Lake Street South, Forest Lake, Minnesota 55025 (“City”) and The Forest Lake Athletic Association d/b/a Forest Lake Area Athletic Association, a Minnesota non-profit corporation, doing business at 943 9<sup>th</sup> Avenue SW, Forest Lake, Minnesota, (“Association”) (collectively called “parties”).

**WHEREAS**, the City is the owner of Beltz Park, Fenway Park, Kulenkamp Park, and Schilling Park, (“City Parks”), which includes athletic fields and facilities (“Athletic Facilities”); and

**WHEREAS**, the Association is a non-profit corporation dedicated to supporting and participating in the positive development of youth and adult recreational activities; its members are local recreational programs servicing the Forest Lake Area School District; and

**WHEREAS**, the Association is a significant user of the City Parks and desires to enter into an agreement to sell concessions for Association events and private events located at the Athletic Facilities and City does not object; and

**WHEREAS**, the purpose of this Agreement is to define the rights and obligations of the parties with respect to the sales of the concessions during the term of this Agreement.

**NOW THEREFORE**, for good and valuable consideration, the parties hereby agree as follows:

1. **TERM:** This agreement shall be as of the Effective Date and terminate December 31, 2026, unless otherwise terminated by either party pursuant to paragraph 21.
2. **USE:** Association reserves the option to provide concessions to its “own events” (tournaments, games, practices, special events) and City shall contact Association and provide them with the option to provide concessions to private rentals of City Athletic Facilities by all other renters.
3. **PAYMENT:** Association will be responsible for monthly Xcel Energy electric charges and quarterly utility payments (April - October) in exchange for operation of the concession stand. City will invoice FLAAA for the usage by December 1, 2026.
4. **ASSOCIATION RESPONSIBILITIES:**
  - a. Maintain concessions room and concession equipment.
  - b. Replace and repair existing equipment.
  - c. Provide City of Forest Lake with Concession Revenue and Expenditures upon request at the completion of concession season.

**5. CITY RESPONSIBILITIES:**

- a.** Employ good faith efforts to keep the concession room in satisfactory, operable, safe condition and in compliance with City maintenance standards.
- b.** Close the concessions area and restrooms starting the second week of November. This includes full winterization of all systems, shutting off heat, and completing any additional measures necessary to secure the facility for the winter season.

**6. COMPLIANCE WITH LAWS:** Association shall comply with all applicable park rules and regulations, City Ordinances, and State Statutes, at their sole expense. Failure to comply shall be a breach of contract and termination of contract.

**7. REPAIRS, MAINTENANCE, AND CLEANUP:** Association shall inform City promptly of any needed repairs or maintenance to the concession room resulting from Association use. Association shall submit a written notice to the City's Public Works Department's Parks and Recreation division to notify City of any needed repairs or maintenance. Association agrees to repair, replace or compensate the City for any damage or excessive cleanup costs at the Athletic Facilities related to use of the Athletic Facilities by Association members. Damage does not include ordinary wear and tear.

**8. HOLD HARMLESS:** Association agrees that it shall be solely responsible for any and all liability arising in any way, manner or form out of the utilization of the Athletic Facilities Concession for its activities and events.

**9. INSURANCE:** Association shall provide the City with proof of general liability insurance, with the City listed as an additional insured, of at least \$1,500,000 per occurrence, \$2,000,000 aggregate on account of bodily or personal injuries, including death, or on account of property damage arising from operating the concessions and selling consumable items.

**10. TERMINATION OF AGREEMENT:** Either party may terminate this Agreement upon thirty (30) days' written notice, except that City may terminate this Agreement immediately upon a breach of any of the terms of this Agreement by Association.

**11. MODIFICATION OF AGREEMENT:** Any modification to this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party.

**12. SEVERABILITY CLAUSE:** In case any provision in this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability.

**13. GOVERNING LAW:** It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

*Remainder of page intentionally left blank*

**IN WITNESS WHEREOF**, the City and the Association have caused this Agreement to be duly executed as dated above.

**CITY OF FOREST LAKE**

By: \_\_\_\_\_

Blake Roberts, Mayor

ATTEST: \_\_\_\_\_

Jolleen Chaika, Assistant City Administrator

**FOREST LAKE ATHLETIC ASSOCIATION**

By: \_\_\_\_\_

Its: \_\_\_\_\_