

**Parks and Recreation Commission
Regular Meeting**

FOREST LAKE, MINNESOTA
CITY CENTER

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

**March 18, 2026
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:
- 6) Approve Meeting Minutes from February 18, 2026, Parks and Recreation Commission Meeting
- 7) Forest View Estates Park Dedication – Abbi Wittman
- 8) Lakeside Memorial Park Boat Launch Discussion and Recommendation – Abbi Wittman
- 9) 10-Year Parks Capital Improvement Plan – Dave Adams
- 10) Dog Park Potential Sites – Kyle Young
- 11) Farmers Market Update – Kyle Young
- 12) Department Purpose Discussion – Kyle Young
- 13) Arts in the Park Sign Up Discussion – Kyle Young
- 14) Staff Updates
- 15) Parks and Recreation Commissioner Updates
- 16) Adjourn



Parks and Recreation Commission

Regular Meeting

~ Minutes ~

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Wednesday, February 18, 2026

6:00 PM

City Center - Council Chambers

1. Call to Order

2. Oath of Office: Nikki Syring

Chair Theisen administered the oath of office for Nikki Syring.

3. Roll Call

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

4. Pledge of Allegiance

5. Approve the Agenda

Motion: Commissioner Garry made a Motion to Approve the Agenda as presented.
Motion seconded by Commissioner Eckert. Motion carried 7-0.

6. 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.*

Karen Dickey expressed a need for a dog park in Forest Lake.

7. Approve Meeting Minutes from January 21, 2026, Parks and Recreation Commission Meeting

Commissioner Morehead stated she would like to correct the record and note that she was no longer stuck in a three-acre park. She wanted to find an appropriately sized park for Forest Lake.

Motion: Commissioner Morehead made a Motion to Approve the Meeting Minutes from January 21, 2026, with the amendment to strike the comment about a three-acre park being a good start.
Motion seconded by Commissioner Herdina. Motion carried 6-0-1 (Syring abstained).

8. Staff Report – Hidden Creek South – Community Development Team

Assistant Community Development Director Gilmore reviewed the preliminary plat and revised the planned unit development for Hidden Creek South. He summarized the historical context and prior direction.

Commissioner Morehead clarified that no park would be constructed at this point. Assistant Community Development Director Gilmore said that it would be a parkland dedication.

Commissioner Lundmark asked about the trails. Public Works Director Adams stated that they wanted flat land so the Public Works Department could design the park and trail system in a logical manner.

Motion: Commissioner Herdina made a Motion to Recommend the City Council approve the parkland dedication proposal, allowing for a combination of land and cash in lieu of land dedication. Motion seconded by Commissioner Garry. Motion carried 7-0.

9. Staff Report – Parks Master Plan Update – Bolten & Menk

Bolten & Menk staff shared updated information for the current Parks Master Plan, including the survey progress, overview of the remaining schedule, park dedication purpose, study and draft implications, and the upcoming open house.

Chair Theisen asked if bodies of water were included in the acreage. Bolten & Menk staff confirmed this information.

Commissioner Syring asked if the developments in the works were included in the plans. Bolten & Menk staff answered that they were trying to include as much information as possible, pending the development conversations with City staff and City Council.

Commissioner Morehead asked about a park area planned by Schillings. Bolten & Menk staff responded that one recommendation is to look at an evaluation of areas that are natural spaces and how they can be utilized.

Bolten & Menk staff reviewed the anticipated events and schedule.

Chair Theisen asked if they had high-level cost estimates of what it would take to develop. Bolten & Menk staff confirmed this information.

Chair Theisen asked about how many staff the City should have for park sizes. Bolten & Menk staff answered that they would review this information, and they were deficient in this area in 2022.

10. Staff Report – Outdoor Athletic Facilities Study – Kyle Young

Parks and Recreation Coordinator Young discussed the regular conversations focused on facility planning, maintenance planning, and long-term capital planning with the City and the Forest Lake Area School District to most efficiently serve the community.

Commissioner Morehead explained the need to continue to work with the Forest Lake Area Athletic Association.

Commissioner Syring asked how closely the cities worked together and if it was possible to collaborate on plans for the outdoor athletic facilities study. Public Works Director Adams answered that they hoped the study would analyze the options for athletic facilities.

Motion: Commissioner Morehead made a Motion to Recommend the City Council approve the Ballard King study in the amount of \$20,015.

Motion seconded by Commissioner Eckert. Motion carried 7-0.

11. Staff Report – 2026 Bayview Park Reconstruction Project – Dave Adams

Public Works Director Adams reviewed the 2026 Bayview Park Reconstruction Project. He provided an overview of the total budgeted project amount between \$378,00 to \$428,000.

Chair Theisen asked about the budget. Public Works Director Adams summarized the work that the City would complete to be efficient and drive down the cost.

Motion: Commissioner Morehead made a Motion to Recommend the City staff solicit quotes for the 2026 Bayview Reconstruction Project.

Motion seconded by Commissioner Lundmark. Motion carried 7-0.

12. Staff Report – Farmers Market Update – Kyle Young

Parks and Recreation Coordinator Young reviewed the guiding documents for future markets and the documents for those interested in being a vendor at the market.

Commissioner Morehead asked about the Rotary Lions helping to set up for the event. Parks and Recreation Coordinator Young said he was working with the County to secure an on-site person with potential SNAP or EBT access. He stated he did not have a committed answer from the rotary.

Parks and Recreation Coordinator Young stated it was on the vendors to clean up, and they would have a plan to make sure it was completed. He discussed the proposed change of dates.

13. Discussion – Outdoor Ice Rink Reports – Kyle Young

Parks and Recreation Coordinator Young discussed the skating rink usage at Beltz Park and Tower Park over the last two years.

A representative from Forest Lake Hockey Association discussed the growth and the need for rink usage. He thanked Parks and Recreation Coordinator Young for the partnership.

Commissioner Syring discussed the benefits for children to have access to the rinks.

Parks and Recreation Coordinator Young discussed the parking at Beltz Park.

Commissioner Herdina asked about an old ice rink. Parks and Recreation Coordinator Young answered that it was now the shop for the maintenance trucks for the school district.

Commissioner Eckert discussed parking concerns when there was snow.

14. Discussion – Spring Fling – Kyle Young

Parks and Recreation Coordinator Young requested feedback about the Spring Fling event.

Commissioner Lundmark discussed the possibility of collaborating with the Chamber for the Spring Fling event.

Commissioner Lundmark expressed support for City-recognized events.

Commissioner Syring stated that the Spring Fling could be hosted at the Fire Hall. The City could partner with community stakeholders to host the event, while providing a location for the partners to utilize.

Chair Theisen said that there were new ideas generated at each meeting, and he asked about the goal for the Parks and Recreation Department. He also suggested providing a calendar of the events that take place.

15. Staff Updates

Parks and Recreation Coordinator Young discussed the previous discussions of the dog park. He said they were considering average-sized dog parks between two and three acres. He reviewed the desired characteristics for dog parks.

Karen Dickey stated that the nice dog parks had a bathroom and a faucet to fill up water bottles or dog bowls throughout the park. She discussed providing volunteers at the park who could address problems at dog parks. She said that dog parks without shade are difficult to use in the summertime.

Parks and Recreation Coordinator Young reviewed the partnership with the County for community gardens and noted that they received a \$5,000 grant from the County for the gardens. He reminded everyone about the open house on February 23rd.

16. Parks and Recreation Commissioner Updates

None.

17. Adjourn

Motion: Commissioner Syring made a Motion to Adjourn the regularly scheduled Parks and Recreation Commission meeting at 7:33 p.m.

Motion seconded by Commissioner Lundmark. Motion carried 7-0.

STAFF REPORT



MEETING DATE: March 18, 2026

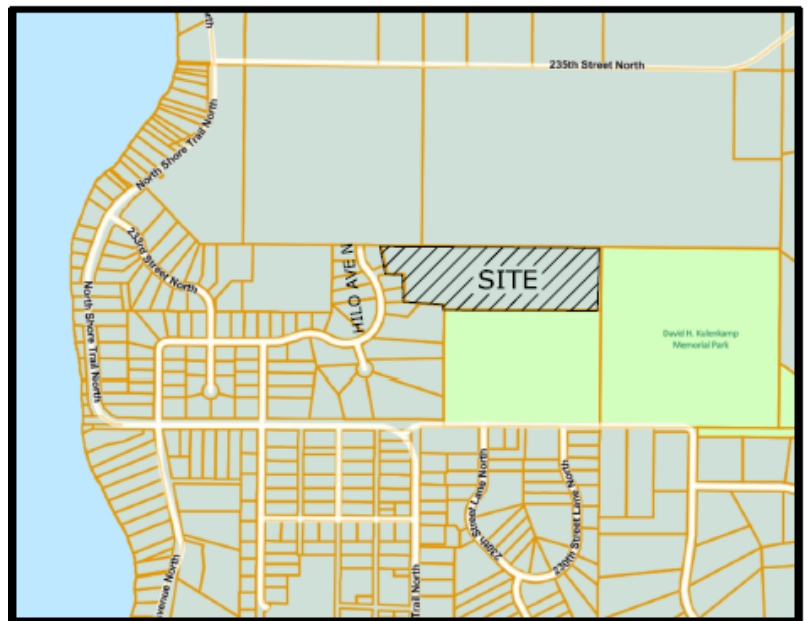
STAFF ORIGINATOR: Steven Gilmore AICP, Assistant Community Development Director
Nathan Fuerst, AICP, Consulting Planner, Bolton & Menk
Madison Richard, AICP, Consulting Planner, Bolton & Menk

AGENDA ITEM: Forest View Estates Preliminary Plat

INTRODUCTION:

J. Johnson Development has submitted an application for a Preliminary Plat and Variance for the Forest View Estates project. This 15.85-acre development includes 20 single-family detached homes. Approximately 12.46 acres of the site are developable, creating a resulting net density of 1.61 units per acre.

The Parks and Recreation Commission is asked to review the proposed development and evaluate how the proposal addresses the City’s parkland dedication requirements.



PARKLAND DEDICATION ANALYSIS

To satisfy park dedication requirements, the City has three options:

- 1) 10% of the net land area (1.25 acres), or
- 2) Cash Contribution in Lieu of Land (fair market value of the required dedication area). or
- 3) A combination of both.

Pursuant to Minn. Stat. §462.358 and related case law, the City must make an individualized analysis when determining the appropriate amount of park dedication to ensure the dedication is reasonably related to the recreational needs generated by the proposed development.

Park System Conditions

Forest View Estates is directly adjacent to and located within the service radius of David H. Kulenkamp Memorial Park (hereafter “Kulenkamp Park”), as identified in the City’s 2014 Parks and Trails Master Plan. This meets the intent of the 2014 Parks and Trails Master Plan and the

2040 Comprehensive Plan, ensuring the neighborhood is located within one-half mile of a park facility. This proximity ensures that residents of the development will have convenient access to neighborhood park facilities consistent with the service standards identified in the City's Parks and Trails Master Plan.

Kulenkamp Park serves as a neighborhood park facility within the City's park system and provides park amenities and trail access for surrounding neighborhoods. Future residents of the Forest View Estates development will primarily rely on Kulenkamp Park and the surrounding trail network to meet neighborhood recreational needs.

Park Service Coverage

The Forest View Estates site falls within the park service radius identified in the City's Parks and Trails Master Plan and the 2040 Comprehensive Plan. Because the development is located within the walkable service area of an existing park facility and trail connections, the project is expected to rely primarily on the existing park system to meet neighborhood recreational needs rather than requiring the dedication of a new park site.

This project will create additional demand on the City's park system. An ongoing parks system study, along with the upcoming 2050 Comprehensive Plan update, will help the City better understand park system needs and inform how future park improvements and cash-in-lieu park dedication contributions are prioritized.

Specific Site Analysis

In this case, City Staff has completed an individualized analysis and determined that a combination of a cash-in-lieu contribution and the dedication of a public trail is appropriate based on City Code §§152.090–152.093, the City's Parks and Trails Master Plan, and the 2040 Comprehensive Plan.

The Developer is proposing to dedicate approximately 0.24 acres as public open space to accommodate a 10-foot-wide bituminous trail on the northwest portion of the Forest View Estates development. This trail would serve as a connection point between the existing park and the future residents of the development.

The proposed trail connection will expand Kulenkamp Park's service area by making additional lands and future neighborhoods northwest of the park accessible within a 10-minute walk. The Forest View Estates development also includes internal pedestrian circulation through sidewalk and trail connections, which may allow future adjacent developments to connect to the trail system and expand access to Kulenkamp Park.

As proposed, the trail dedication would mean the net developable land area is 12.22 acres (with a resulting net density of 1.64 units per acre). Using the net developable area, the City's remaining park dedication requirement is 1.22 acres (10% of land area). Assuming an average household size of 2.5 residents per household, the 20-unit development would be expected to

add 50 new residents in close proximity to Kulenkamp Park and existing trails. These residents will rely on the existing park and trail system to meet neighborhood recreational needs.

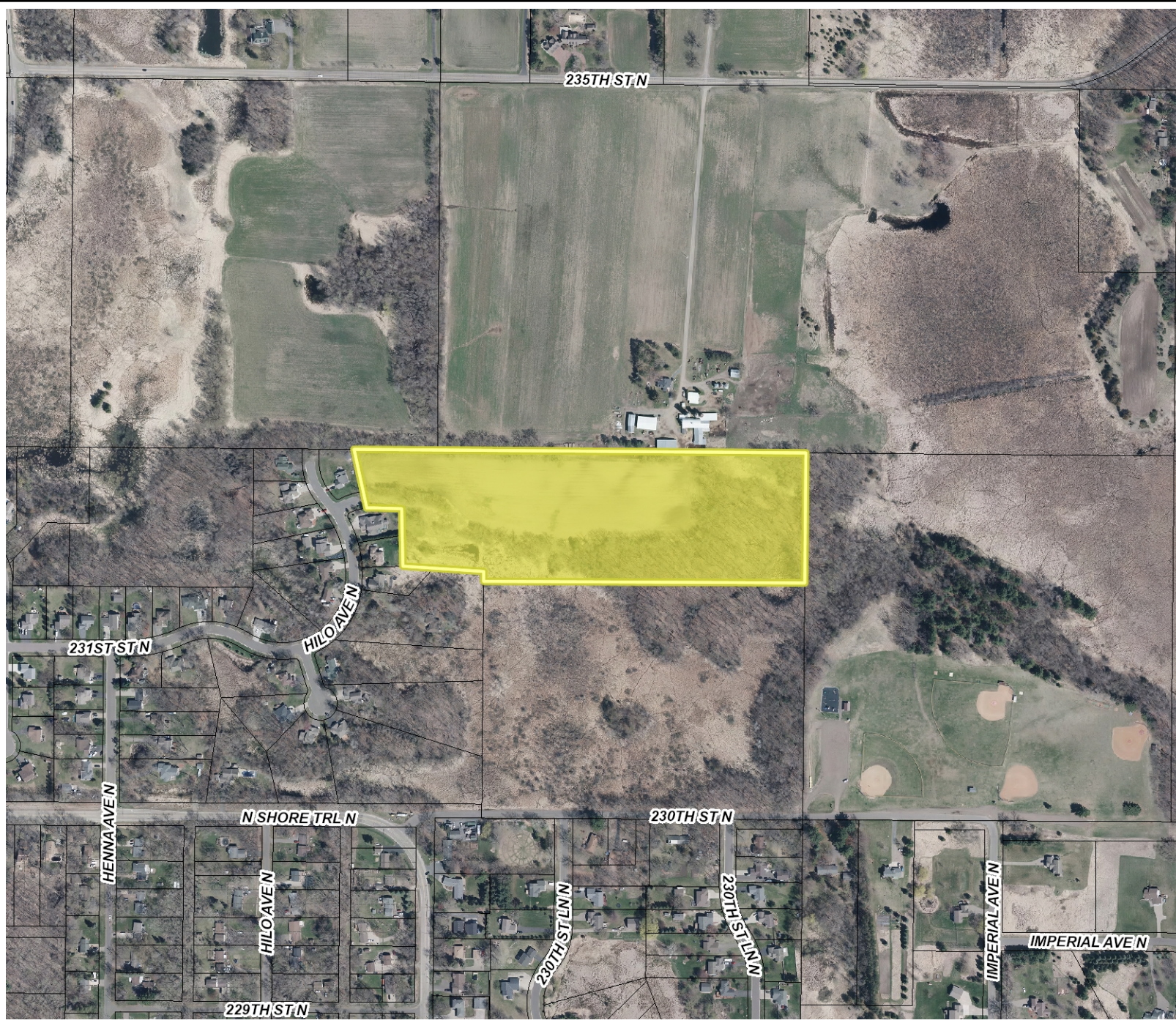
While staff recognize the importance of continuing to evaluate park and recreation needs throughout Forest Lake, the City's guiding plans and existing park system do not identify a need for new parkland in this location. Given the anticipated demand this development will place on the City's park and trail system, staff recommends that the remaining park dedication requirement be satisfied through a cash contribution in lieu of land dedication. A cash contribution will allow the City to invest in park and trail improvements that serve residents of the development and help maintain adequate recreational capacity as the community grows. This approach is consistent with the City's Comprehensive Plan policies supporting the expansion and maintenance of the park and trail system to serve new residential development. The amount of the dedication will be determined by the City at the time of final plat approval, in accordance with Forest Lake City Code §§152.090–152.093 and the City's adopted fee schedule.

RECOMMENDATION:

The Parks and Recreation Commission is asked to review this request and, following discussion, provide a recommendation to the City Council. Community Development and Parks staff recommend that the Commission **move to recommend that the City Council accept a cash dedication fee in lieu of land dedication for the Forest View Estates plat.**

ATTACHMENTS:

- Site Location Map
- 2040 Comprehensive Plan
- 2022 Draft Park Plan – ½ Mile Service Area
- 2022 Draft Park Plan – 10 Minutes Walkshed
- Forest View Estates



Legend

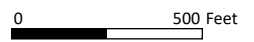
- City Limits
- Parcels 01/19/2026
- Lot Lines
- Aerials2025**
- Red: Band_1
- Green: Band_2
- Blue: Band_3

Forest View Estates Site Location

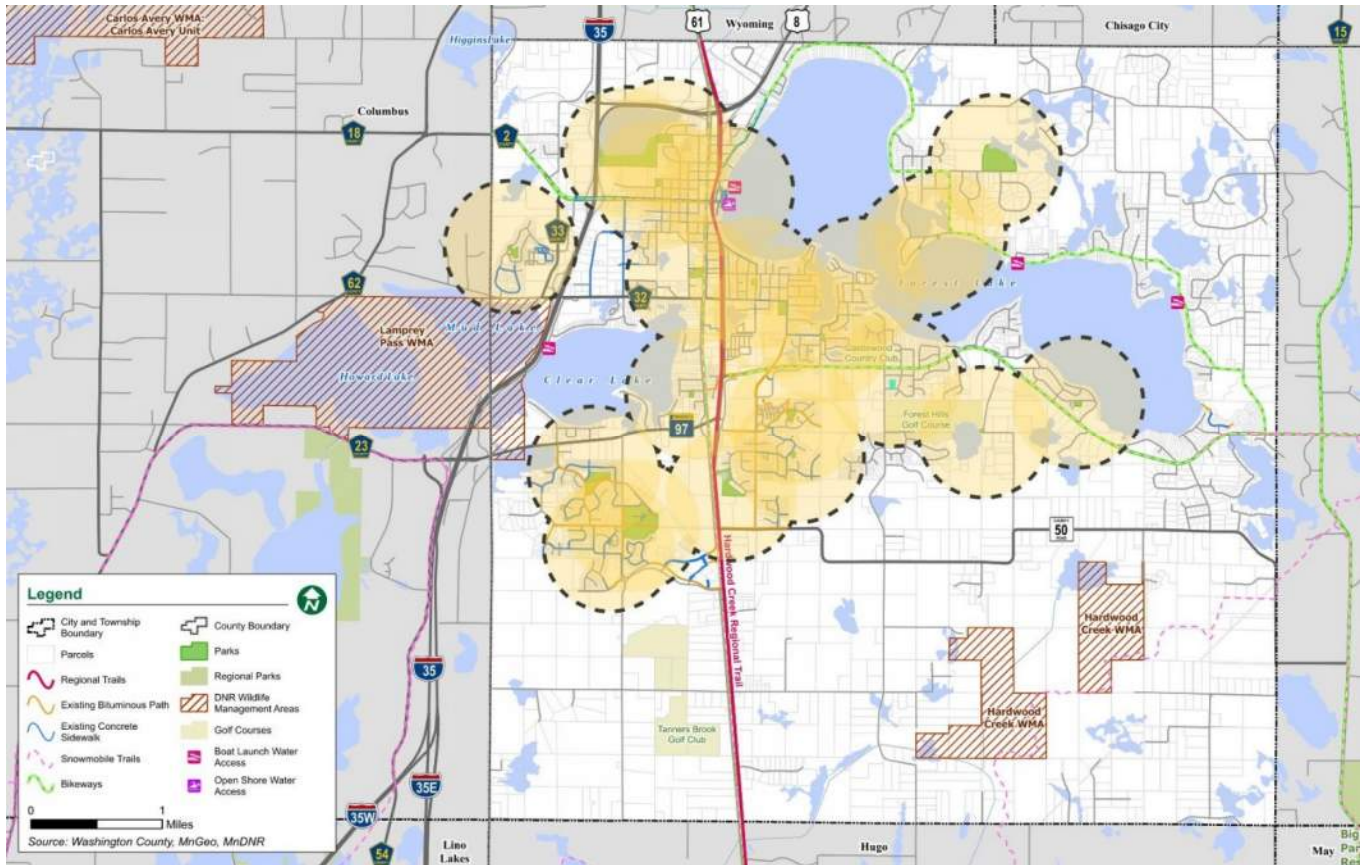


Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Forest Lake is not responsible for any inaccuracies herein contained.

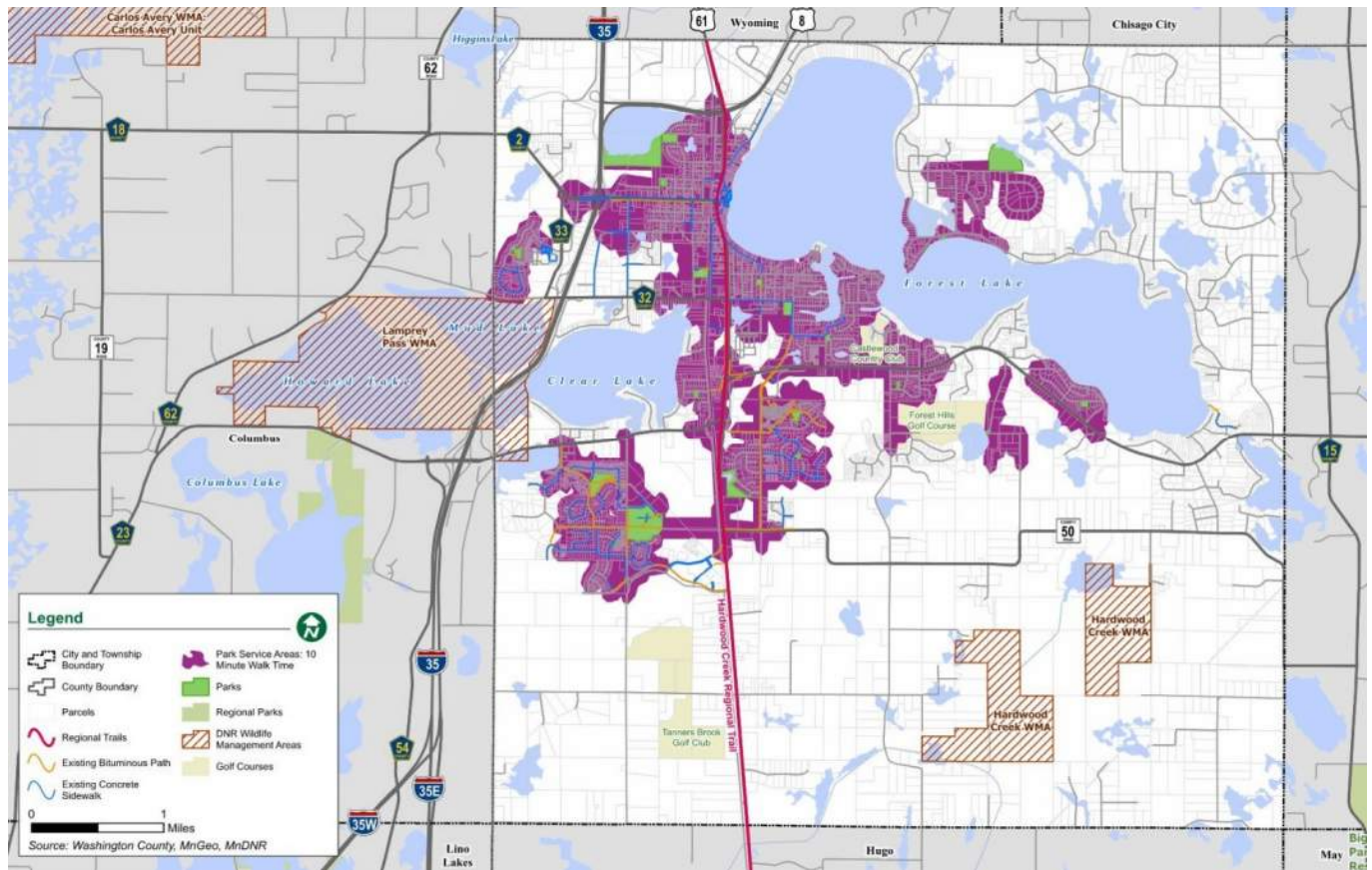


SERVICE AREA ASSESSMENT - ½ MILE SERVICE AREA



Park service areas have traditionally been measured by a circular radius emanating from the park and extending outward into the community.

SERVICE AREA ASSESSMENT - 10-MINUTE WALKSHED



Instead of showing service area as a standard radius, the current practice is to map a 10-minute walkshed representing an average walking pace for a distance just under ½ mile. This will more accurately account for how users will access these facilities.

Service area gaps need to consider land use. Industrial areas with gaps may not necessarily require park establishment without a change in land use.

See Forest Lake’s future land-use map in Appendix B.

FOREST VIEW ESTATES

TITLE SHEET, NOTES & LEGEND

FOREST LAKE, MINNESOTA

GENERAL NOTES

- THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.
- CALL "811" AT LEAST 48 HOURS PRIOR TO ANY EXCAVATIONS FOR EXISTING UTILITIES LOCATIONS.
- THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.
- ALL PROPOSED PUBLIC STREET, SANITARY SEWER, WATER MAIN, AND STORM SEWER FACILITIES SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE CURRENT FOREST LAKE PUBLIC WORKS/ ENGINEERING STANDARD, STANDARD DETAIL PLATES, AND ZONING CODES.
- ALL WORK SHALL BE PERFORMED DURING CITY APPROVED WORKING HOURS. STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.
- NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
- ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL, SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS, AS NECESSARY TO CONTROL THE MOVEMENT OF TRAFFIC.

STORM SEWER NOTES

- STORM SEWER MATERIALS SHALL BE:
 - RCP ONLY
- FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
- STORM SEWER LENGTHS INCLUDE THE LAYING LENGTH OF THE FLARED-END SECTION. LAYING LENGTH OF APRON TO BE DEDUCTED FROM PAYMENT LENGTH OF PIPE.
- FLARED-END SECTIONS SHALL INCLUDE RIPRAP (STO-13); FLARED-END SECTIONS 24" AND LARGER REQUIRE TRASH GUARD (STO-12).

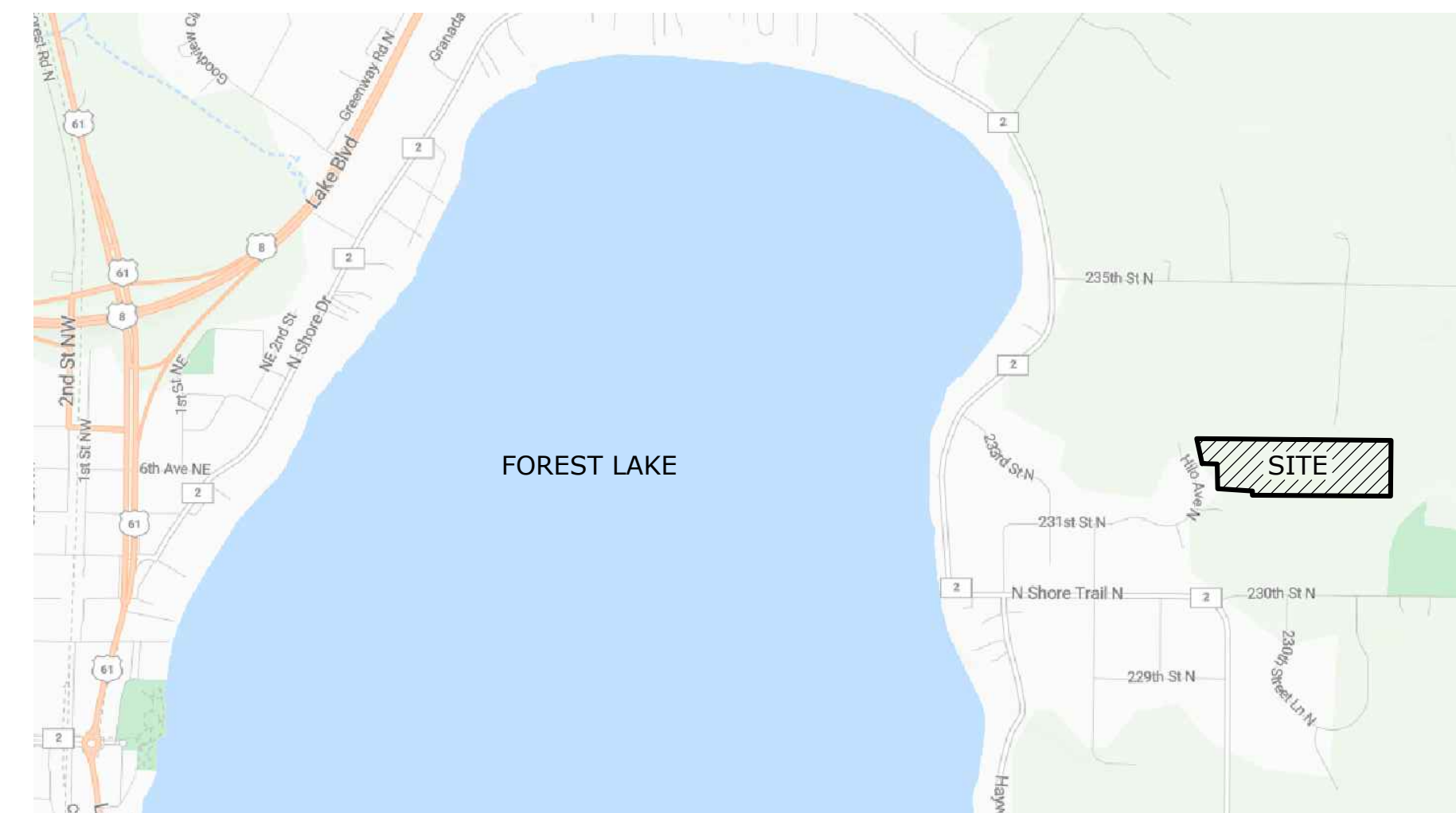
SANITARY SEWER NOTES

- SANITARY SEWER MATERIALS SHALL BE:
 - MAIN:
 - 8" PVC SDR 35 WHEN DEPTH IS LESS THAN 18 FEET
 - 8" PVC SDR 26 WHEN DEPTH IS OVER 18 FEET
 - SERVICES: 4" PVC SCHEDULE 40
- FIELD VERIFY SIZE, ELEVATION AND LOCATION OF EXISTING SANITARY SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
- CONTRACTOR TO CONTACT CITY ENGINEERING DEPARTMENT AT LEAST 48 HOURS PRIOR TO CONNECTION TO EXISTING PUBLIC SANITARY SEWER.

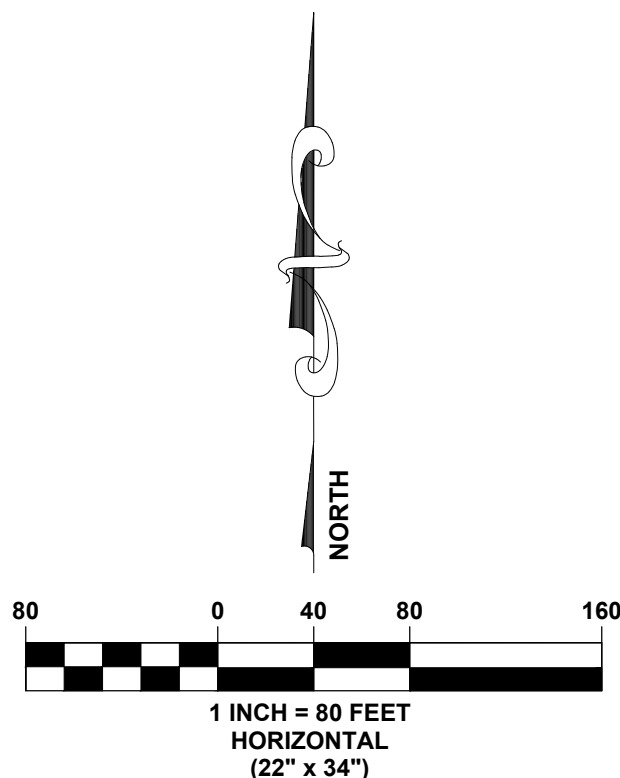
CURB & BITUMINOUS NOTES

- REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.
- ALL MATCH POINTS AND PAVEMENT PATCHES TO BE SAW-CUT AT FULL DEPTH.
- RESTORE DISTURBED STREET TO EXISTING OR BETTER SECTION.
- BACKFILLING OF CURB IS INCIDENTAL TO CURB INSTALLATION.

VICINITY MAP (NOT TO SCALE)



LEGEND	
	EXISTING STORM SEWER
	EXISTING SANITARY SEWER
	EXISTING SANITARY MANHOLE
	EXISTING CATCH BASIN
	EXISTING FENCE
	EXISTING WELL
	EXISTING CONTOURS
	EXISTING SPOT ELEVATION
	EXISTING BITUMINOUS SURFACE
	EXISTING CONCRETE SURFACE
	WETLAND DELINEATION JACOBSON ENVIRONMENTAL, PLLC
	PROPOSED SANITARY SEWER PIPE
	PROPOSED STORM MANHOLE
	PROPOSED STORM SEWER PIPE
	PROPOSED STORM MANHOLE
	PROPOSED CATCH BASIN
	PROPOSED FLARED-END SECTION
	PROPOSED RIPRAP
	PROPOSED INLET PROTECTION
	PROPOSED DIRECTION OF DRAINAGE
	PROPOSED POINTS (GUTTERLINE, BITUMINOUS SURFACE, OR GROUND SURFACE UNLESS OTHERWISE INDICATED)
	PROPOSED BITUMINOUS TRAIL
	PROPOSED SILT FENCE
	PROPOSED BIOROLLS
	PROPOSED POND NWL
	PROPOSED POND MAINTENANCE ACCESS AND MAINTENANCE BENCH
	PROPOSED WETLAND BUFFER SIGN
	PROPOSED WETLAND BUFFER
	SOIL BORING LOCATIONS (HAUGO GTS, AUGUST 5, 2025)



DEVELOPER

J. JOHNSON DEVELOPMENT LLC
167 LAKE ST N STE 3
FOREST LAKE, MN 55025
JAREN JOHNSON
612-221-1596
JARENJOHNSON@HOTMAIL.COM

ENGINEER

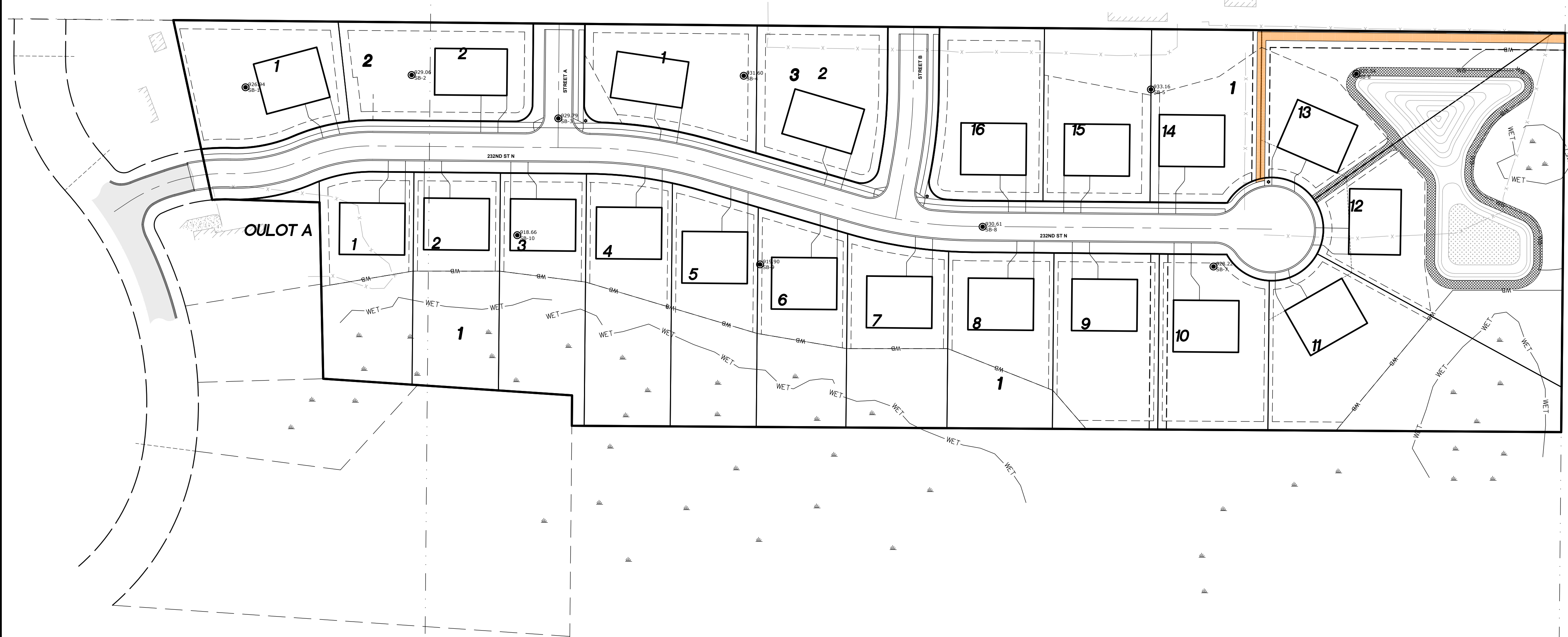
PLOWE ENGINEERING, INC.
6776 LAKE DRIVE
LINO LAKES, MN 55014
ADAM GINKEL, P.E.
651-361-8234
ADAM@PLOWE.COM

SURVEYOR

E.G. RUD & SONS LAND SURVEYING, INC.
6776 LAKE DRIVE
LINO LAKES, MN 55014
JASON RUD
651-361-8225
JRUD@EGRUD.COM

AN MPCA NPDES CONSTRUCTION PERMIT IS REQUIRED PRIOR TO THE START OF CONSTRUCTION

ALL PERMITS, INCLUDING BUT NOT LIMITED TO PERMITS FROM CITY OF FOREST LAKE, MNDOT, AND THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY, SHALL BE OBTAINED PRIOR TO ORDERING OF MATERIAL AND STARTING OF CONSTRUCTION. NO INSTALLATION OF UTILITIES SHALL BE PERMITTED UNTIL ALL APPLICABLE PERMITS ARE RECEIVED BY CONTRACTOR. INSTALLATION OF UTILITIES SHALL BE CONSTRUCTED TO MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY STANDARDS AND CITY STANDARDS AS IDENTIFIED IN THE PUBLIC WORKS/ENGINEERING STANDARDS.



SHEET INDEX

CO	TITLE SHEET, NOTES & LEGEND
S1	EXISTING CONDITIONS SURVEY
S2	PRELIMINARY PLAT
S3	TREE INVENTORY SURVEY
S4	TREE INVENTORY SURVEY
C1.1 - C1.2	GRADING, DRAINAGE & ESC PLAN
C1.2a	WETLAND BUFFER PLAN
C1.3 - C1.4	SWPPP
C1.5 - C1.6	TREE PRESERVATION PLAN
C1.7	TREE REMOVALS TABLE
C1.8 - C1.9	LANDSCAPE PLAN
C2.1 - C2.2	PRELIMINARY UTILITY PLAN
C3.1 - C3.3	DETAILS

PLOWE ENGINEERING, INC.
6776 LAKE DRIVE
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701



DRAWN BY: AG
JOB NO: 25-2193
CHECK BY: MGA
DATE: 08/15/25

NO.	DATE	DESCRIPTION
1	01.23.26	RESUBMITTAL TO CITY
2	10.06.25	RESUBMITTAL TO CITY
3		
4		
5		
6		
7		
8		

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.
PRELIMINARY
ADAM GINKEL
Date: 01.23.2026 License No. 43863

FOREST VIEW ESTATES
FOREST LAKE, MN
TITLE SHEET, NOTES & LEGEND
PREPARED FOR: J. JOHNSON DEVELOPMENT, LLC

SHEET
CO

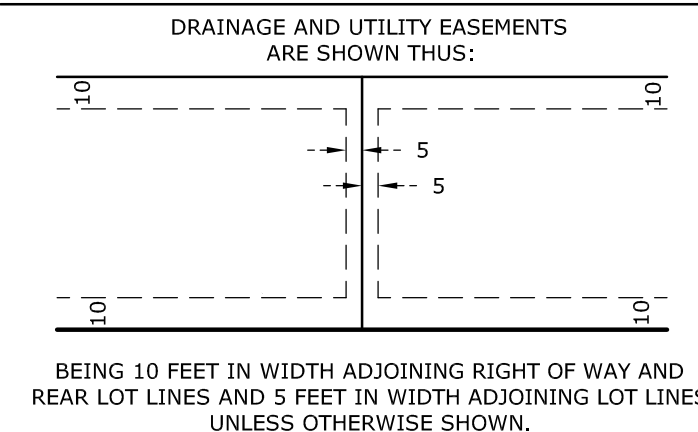
PRELIMINARY PLAT

~for~ J. JOHNSON DEVELOPMENT LLC
~of~ FOREST VIEW ESTATES

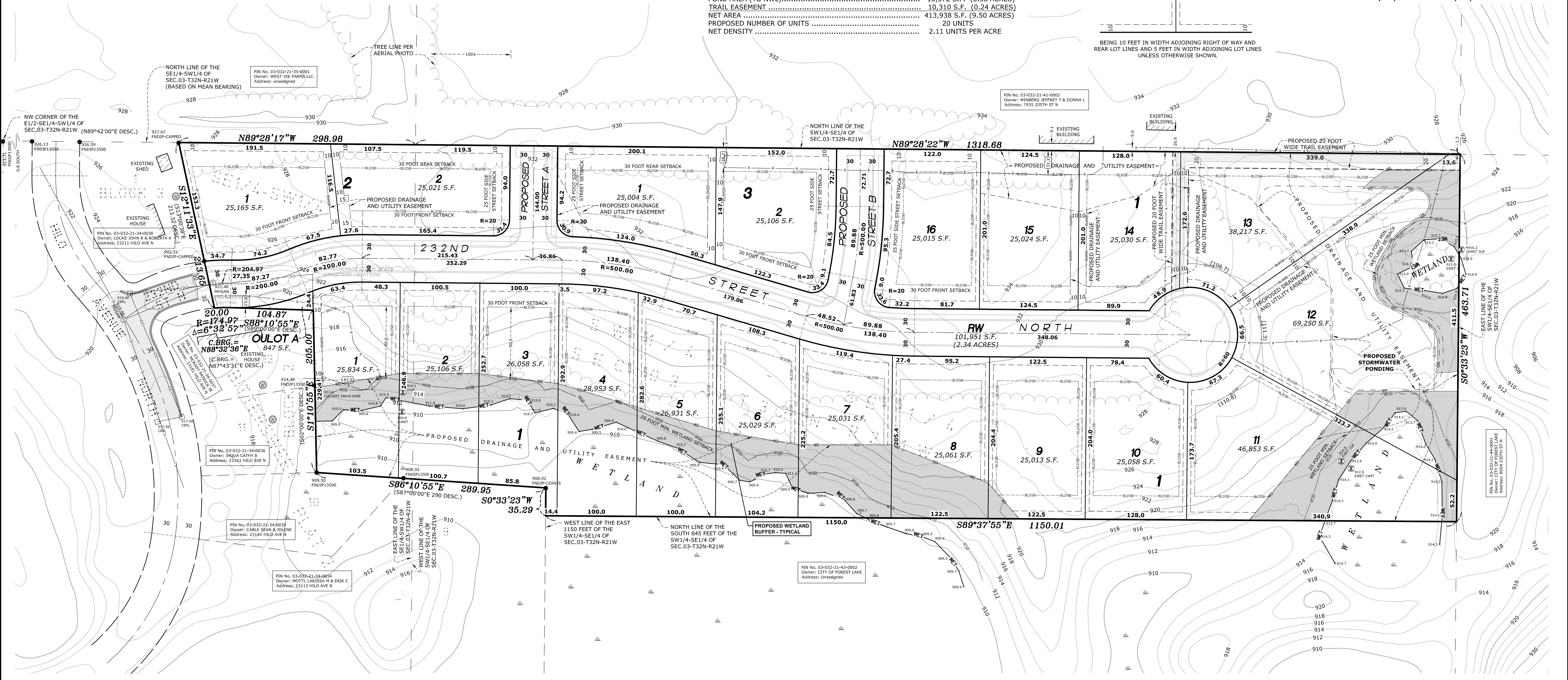
DENSITY CALCULATION

TOTAL AREA	690,555 S.F. (15.85 ACRES)
PROPOSED RIGHT OF WAY	101,951 S.F. (2.34 ACRES)
WETLAND AREA	74,136 S.F. (1.70 ACRES)
WETLAND BUFFER	73,848 S.F. (1.69 ACRES)
POND AREA (TO NWL)	16,372 S.F. (0.38 ACRES)
TRAIL EASEMENT	10,310 S.F. (0.24 ACRES)
NET AREA	413,938 S.F. (9.50 ACRES)
PROPOSED NUMBER OF UNITS	20 UNITS
NET DENSITY	2.11 UNITS PER ACRE

TYPICAL EASEMENT DETAIL



E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

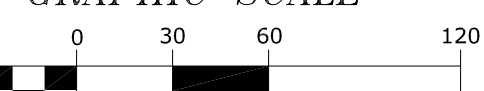


LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- ◻ DENOTES WASHINGTON COUNTY CAST IRON MONUMENT
- ◻ DENOTES CATCH BASIN
- x 952.36 DENOTES EXISTING SPOT ELEVATION
- ⊙ DENOTES SANITARY SEWER MANHOLE
- ⊙ DENOTES WELL
- ⊙ DENOTES WETLAND SAMPLING
- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES WETLANDS DELINEATION BY JACOBSON ENVIRONMENTAL, PLLC APRIL 2025
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER WASHINGTON COUNTY TAX INFORMATION)
- DENOTES PROPOSED WETLAND BUFFER

NORTH

GRAPHIC SCALE



1 INCH = 60 FEET

PROPERTY DESCRIPTION

[DESCRIPTION PER TITLE COMMITMENT FILE NO. 715723 PREPARED BY LAND TITLE INC., AS ISSUING AGENTS FOR FIRST AMERICAN TITLE INSURANCE.]

Those parts of the Southwest Quarter of the Southeast Quarter and of the Southeast Quarter of the Southwest Quarter, Section 3, Township 32 North, Range 21 West, Washington County, Minnesota, lying northerly and easterly of the following described line:

Commencing at the northwest corner of the East Half of the Southeast Quarter of the Southwest Quarter of said Section 3; thence North 89 degrees 42 minutes 00 seconds East, assumed bearing along the north line of said East Half of the Southeast Quarter of the Southwest Quarter, a distance of 358.90 feet to the point of beginning of the line to be described; thence South 13 degrees 00 minutes 38 seconds East, 213.32 feet; thence easterly, 20.00 feet along a non-tangential curve concave to the south having a radius of 174.97 feet and a central angle of 6 degrees 32 minutes 57 seconds, the chord of said curve bears North 87 degrees 43 minutes 31 seconds East; thence South 89 degrees 00 minutes 00 seconds East, 104.87 feet; thence South 2 degrees 00 minutes 00 seconds East, 205.00 feet; thence South 87 degrees 00 minutes 00 seconds East, 290 feet, to the west line of the East 1150 feet of said Southwest Quarter of the Southeast Quarter; thence southerly, along said west line, to the north line of the South 845 feet of said Southwest Quarter of the Southeast Quarter; thence easterly, along said north line, to the east line of said Southwest Quarter of the Southeast Quarter and said line there terminating, Washington County, Minnesota.

Torrens Property

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 02/14/25. Wetlands located on 5/09/25.
- Bearings shown are on Washington County Coordinate System (NAD 83 1986 ADJ).
- Fee ownership is vested in MUSKE GROUP
- Parcel ID Number: 03-032-21-43-0001.
- Address of the surveyed premises: Unassigned 232nd Street North, Forest Lake, MN 55025.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain), according to Flood Insurance Rate Map No. 27163C0040E Community No. 270693C Panel No. 0040 Suffix E by the Federal Emergency Management Agency, effective date February 3rd, 2010.
- This survey is based upon information found in the commitment for title insurance prepared by Land Title, Inc., as issuing agents for First American Title Insurance Company, File No. 715723, dated effective June 6, 2025.
- Contours are combination of field shots and LIDAR Topography.
- See Tree Inventory Plan for tree locations.
- Wetlands are per wetland delineation by Jacobson Environmental, PLLC April of 2025.

DEVELOPMENT DATA

TOTAL AREA	= 15.85± ACRES
PROPOSED NUMBER OF SINGLE FAMILY LOTS	= 20 LOTS
TOTAL RIGHT-OF-WAY DEDICATION	= 2.34 ACRES
DENSITY	= 1.26 LOTS PER ACRE

ZONING INFORMATION

SF - SINGLE FAMILY - WITHIN THE MUSA - SEWERED LOTS - WELL WATER

SETBACKS FRONT:	30 FEET FROM PUBLIC RIGHT OF WAY
SIDE STREET:	25 FEET
SIDE YARD:	10 FEET
REAR YARD:	30 FEET

MINIMUM LOT AREA	= 25,000 S.F.
MINIMUM LOT WIDTH	= 100 FEET
WETLAND BUFFER	= 25 FEET FOR MANAGE 3 WETLANDS

BENCHMARK

MNDOT STATION NAME: 1308 B
ELEVATION = 912.055 FEET (NAVD88)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
Date: 01-23-2026 License No. 41578

DRAWN BY: JEN	JOB NO: 250042PP	DATE: 08/25/25
CHECK BY: JER	FIELD CREW: CB-NR	
1	10/06/25	CITY RESUBMITTAL JEN
2	01/23/26	CITY RESUBMITTAL JEN
3		
NO.	DATE	DESCRIPTION BY

STAFF REPORT



MEETING DATE: March 18, 2026

TO: Chair Don Theisen and Parks and Recreation Commissioners

STAFF ORIGINATOR: Abbi Wittman, Community Development Director

AGENDA ITEM: Lakeside Memorial Park Boat Launch Discussion and Recommendation

INTRODUCTION:

In June 2005 the City entered into a Cooperative Agreement with the Minnesota Department of Natural Resources (MnDNR) for the construction of the downtown boat launch. The Agreement outlines the DNR's commitment of \$75k for the launch's construction and, in exchange, the City agreed to maintain the launch for 20 years. The Agreement was set to auto-renew, for a period of five years, in June of 2025. However, given the launch is in need to significant upgrades and more-recent downtown planning efforts have determined the launch should not be in this location, the City Council sent notice to the MnDNR that it did not wish for the Agreement to renew.

Staff is bringing the matter of the downtown launch to the Parks and Recreation Commission (Commission) for their discussion and ultimate recommendation(s) to the City Council. Specifically, the Commission will need to discuss the preferred boat launch location in relationship to the existing launch closure.

This is the first part in a series of discussions staff will have with the Commission pertaining to planned and necessary Lakeside Memorial Park improvements.

Relevant Background

Downtown Planning Efforts

In July, 2022, the City approved the Downtown Plan (Plan) which outlined numerous projects that could occur in the downtown area in the next several decades. A copy of the Plan is available at

https://www.investinforeslake.com/files/ugd/f8abf3_ca320fda11924482ba29ff431bfca7b1.pdf. Among other action items relevant to the Parks and Recreation Commission, Plan Action items indicated the City would:

- Conduct boat relocation study to identify potential alternatives to downtown trailer parking, boat launch, or both.

- Secure and develop alternative boat trailer parking / boat launch site to allow for relocation of downtown facilities. Ideal location would be close to downtown but outside the core.
- Expand Lakeside Memorial Park across the relocated boat launch.
- Construct a performance venue (bandshell) in the Park with an orientation/ design that will not impact surrounding residential neighbors. This action is dependent on boat launch relocation.
- Install expanded and more guest-friendly transient boat slips.

In 2023 it was determined conducting boat launch relocation study (Study) would be an appropriate next step to implementing the Downtown Plan. Assisting the Economic Development Authority (EDA) in 202, City parks staff, (then) former Commission members, Councilmember Valento, Comfort Lake-Forest Lake Watershed district staff, and local Lake Association leadership made recommendations for potential boat launch relocation. A copy of the Study is available at

https://www.investinforeslake.com/files/ugd/f8abf3_ec62cd33512f48b6b687c6a3286590cf.pdf.

Boat Launch Relocation

The Study analyzed two locations near the existing launch, both within or adjacent to City platted right-of-way (ROW). A third potential site in the 2nd Avenue SE ROW was identified early in the process but was not fully analyzed due to public infrastructure and adjacent private development constraints.

The two remaining sites were presented to the working committee for discussion. Although farther from the existing launch, Alternative B (located in the 4th Avenue NE ROW and on adjacent privately owned land) was determined to be the most suitable because it could accommodate the launch and a similar number of parking stalls as the existing site. In contrast, Alternative A in the 2nd Avenue NE ROW would present parking challenges. The City Council concurred with the committee and adopted the plan identifying the 4th Avenue NE ROW as the preferred launch location.

The preferred launch location is located partially on private property. While the City has reached out to the landowner regarding the City's potential acquisition of the land, the landowner has not engaged with the City. In other words, though the City Council has indicated there is a desire to move the launch out of Lakeside Memorial Park, this is not feasible at this time and may never be feasible.

Shoreline Redesign

As part of the Study, the City desired assessing opportunities for stabilizing the Lakeside Memorial Park shoreline. The Lakeside Memorial Park shoreline redevelopment has several key goals. The primary objective is to stabilize the shoreline, as annual ice heaving and inadequate

riprap have caused erosion and required frequent repairs. Another goal is to address the park's varied and piecemeal development, which has led to some user conflicts. The redesign aims to create a more unified layout while consolidating similar uses (especially motorized activities) to preserve access for non-motorized users.

Two shoreline concepts were developed, both featuring a boardwalk/pier, plantings with a rock shoreline, and improved water access for non-motorized uses while preserving the existing beach and park structures. Following recommendations from the committee and the EDA, the Council adopted a plan emphasizing a rock shoreline for long-term stability. The selected concept also preserves lake views and incorporates pedestrian pathways that follow the park's natural and built curves.

ANALYSIS:

The City's adopted Capital Improvement Plan includes the reconstruction of the Lakeside Memorial Park shoreline. Stabilization of Lakeside Memorial Park shoreline needs to occur to help prevent further damage to the park and ongoing, repetitive maintenance. However, as noted in the Downtown Shoreline Redesign and Boat Launch Relocation Study, this would look different depending on whether the boat launch remains or is relocated. Given the City does not own the land where boat launch relocation is desired, the City must decide how to move forward with the shoreline project. The City has two options:

1. Reconstruct the shoreline with the existing launch in place.

Under this scenario, the City would move forward with shoreline reconstruction with the existing launch in its place. The City would then have to determine if reconstruction/rehabilitation of the launch is desired. Though the estimated cost for launch work is \$500K, costs could be offset by the MnDNR. However, the expectation is the City would enter into another agreement with the MnDNR to keep and maintain the launch in this location for another 20 years.

2. Close the launch and reconstruct the shoreline. The other option the City has is to close the First Lake launch altogether. Under this scenario, the City could start to move forward with shoreline reconstruction plans. This would include formalizing the design of the shoreline, envisioning the use(s) of the current launch parking area, and engaging with the City's lessee, Your Boat Club, regarding consolidation of lakefront docks.

As the City needs to move forward with shoreline reconstruction plans, the City must decide what to do with the existing launch. As such, the Commission must determine if the Commission would like to keep the launch in its current location until such time as relocation could possibly occur.

Staff recognizes the Commission may not wish to make recommendation to the City Council prior to gaining public input. Therefore, the Commission should be aware staff is available to

assist with conducting a public survey, hosting an open house, and/or scheduling a Commission public hearing to gain feedback on this matter.

RECOMMENDATION:

Staff recommends the Parks and Recreation Commission discuss this matter and provide either direction to staff or recommendation to the City Council.

ATTACHMENTS:

None

STAFF REPORT



MEETING DATE: March 18, 2026

STAFF ORIGINATOR: Dave Adams, Public Works Director

AGENDA ITEM: 10-Year Parks Capital Improvement Plan

INTRODUCTION:

Attached is the updated draft of the 10-Year Parks Capital Improvement Plan (CIP) for review and discussion. This plan focuses on ongoing park maintenance, asset preservation, and lifecycle management from FY2027 through FY2036. The Parks CIP is updated annually to ensure the City continues to responsibly maintain existing park infrastructure. This plan is limited to routine capital maintenance and replacement needs and does not include:

- Park dedication—eligible projects
- Large-scale redevelopment or expansion projects
- Projects requiring bonding or substantial new capital funding mechanisms

These types of major initiatives are evaluated separately and brought forward as funding sources or park dedication opportunities arise.

ANALYSIS:

Key elements of the updated 10-year plan include:

- Park rehabilitation and lifecycle maintenance such as playground replacements, athletic field repairs, court resurfacing, irrigation improvements, and building maintenance.
- Amenity replacements and improvements including shelters, restrooms, signage, benches, waste containers, and ADA accessibility enhancements.
- Infrastructure upkeep including parking lot resurfacing, trails, sidewalks, fencing repairs, utility updates, and general facility preservation.

Funding Approach

This maintenance-focused CIP has been developed with the assumption that the Parks Capital Fund will receive \$500,000 annually from the general levy. This stable, recurring funding source is intended to support ongoing preservation of existing park assets.

No bonded projects or park dedication expenditures are included in this plan.

RECOMMENDATION:

Staff recommends the Commission review the draft 10-Year Parks CIP and provide feedback on project priorities, timing, cost assumptions, and/or identify items requiring further revision.

Next Steps

Following Commission direction, staff will finalize the CIP for inclusion in the City's capital budget process.

203 Fund

Item	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Bay Park											\$100,000
Bayview Park	\$450,000										
Beltz Park						\$150,000					
Bixby Park											
Bridle Pass Park									\$350,000		
Castlewood Golf Course	\$900,000	\$20,000	\$170,000	\$20,000	\$20,000	\$20,000					
Cedar Park								\$450,000			
Chestnut Creek Park											
Clear Lake Park										\$350,000	
Dog Park		\$100,000									
Eagle Bluff Park							\$175,000				
Fenway Park		\$200,000		\$100,000							
Forest Hills Park											
Hidden Creek		Park Dedication									
Kulenkamp Park			\$175,000								
Lakeside Park			\$100,000								
Manor Park											
North Shore Circle Park											
Preserve Park											
Schilling Park											
Shady Trails Park							\$50,000				
Shawn Silvera Park						\$350,000					
Sherwood Park											
Shields Lake Park				\$350,000							
Southview Park			Park Dedication								
Summerfield Park					\$750,000						
Tower Park											
	\$1,350,000	\$320,000	\$445,000	\$470,000	\$770,000	\$520,000	\$225,000	\$450,000	\$350,000	\$350,000	\$100,000
Kulenkamp Park Improvement					\$2,000,000						
Lakeside Boat Launch					\$425,000						
Lakeside Shoreline Restoration					\$1,500,000						
Fenway ImprovementProject					\$4,500,000						
Castlwood Reforestration					\$200,000						
Tower Park Project					\$3,000,000						
Tower Park Improvement Project					\$3,000,000						
Spash Pad					\$800,000						
Skate Park					\$450,000						
Full Hockey Rink Boards (2)					\$600,000						
					\$16,475,000						

STAFF REPORT



MEETING DATE: March 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Dog Park

INTRODUCTION:

Staff would like to discuss potential locations for a Dog Park, tentatively planned for development in 2027. These City-owned spaces were selected based on criteria including existing plan of use, total acreage, access to water, availability of shaded areas, feasibility of fence installation, minimal impact to adjacent residential properties, central and accessible location, and the ability to serve a dual purpose—particularly aligning with the City’s need for additional walking trails.

ANALYSIS:

Staff found several spaces that seem to provide the most opportunity for the above recommended criteria.

RECOMMENDATION:

Staff recommends commission review these spaces and prepare for discussions.

ATTACHMENTS:

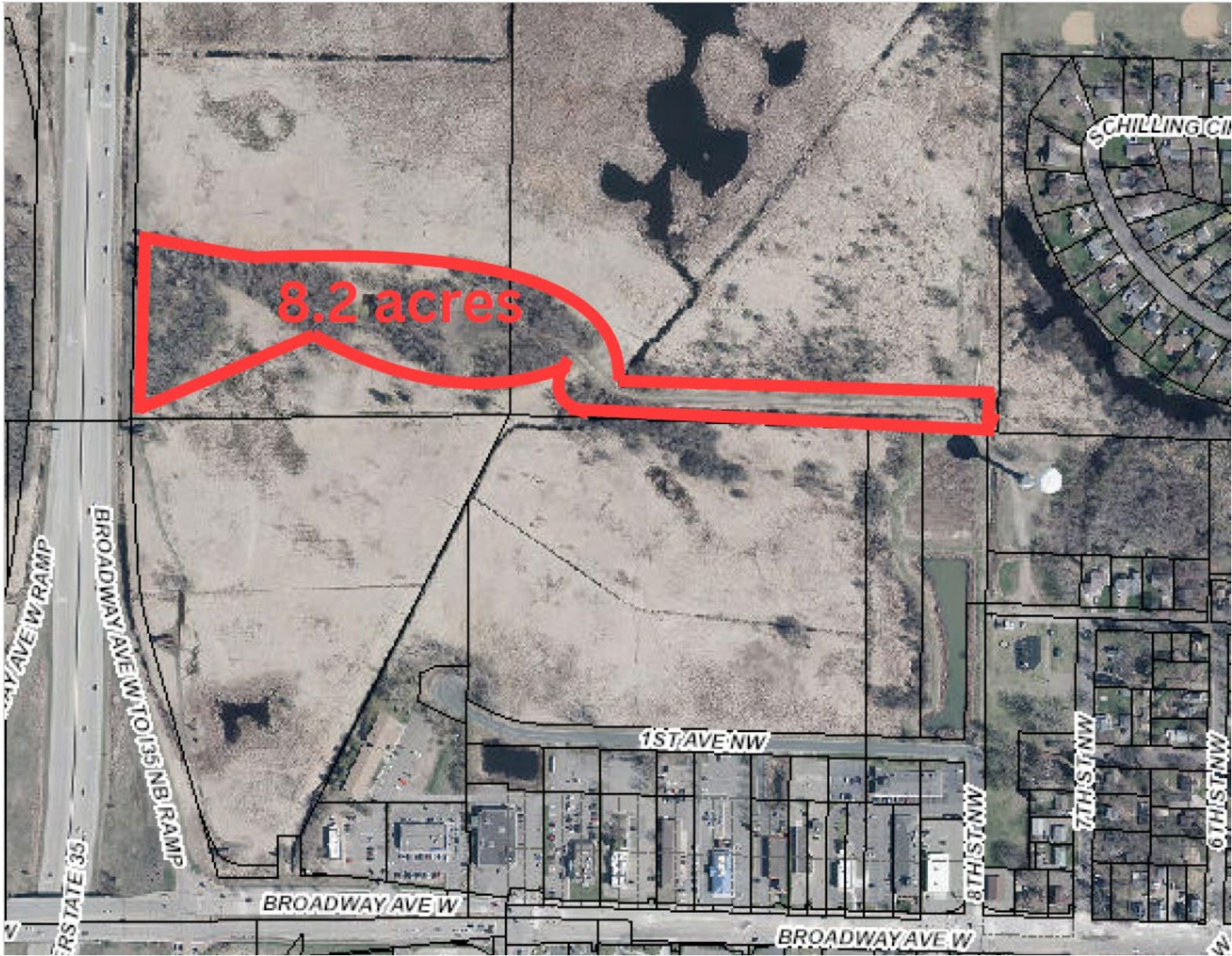
Attachment A: Aerial Map of Bixby Park

Attachment B: Aerial Map of Parcel 2003221340011

Attachment C: Aerial Map of Public Works Dog Park Space

Attachment D: Aerial Map of Southview Park

Attachment A:



Attachment B:



Attachment C:



Attachment D:



STAFF REPORT



MEETING DATE: March 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Farmers Market Purpose and Regulations

INTRODUCTION:

The Farmers Market Purpose and Regulations were previously presented to and reviewed by the Commission. Staff is now bringing the Purpose and Regulations back for formal consideration and an official recommendation of approval.

ANALYSIS:

The purpose of this document is to provide clear operational guidelines for vendors, outline expectations for participation, and ensure the market operates in a safe, organized, and equitable manner.

RECOMMENDATION:

Parks and Recreation Commission make a **“motion to recommend City Council approve the *Forest Lake Farmers Market Purpose and Regulations.*”**

ATTACHMENTS:

- A. City of Forest Lake Farmer’s Market Purpose and Regulations
- B. City of Forest Lake Farmer’s Market Permit

FOREST LAKE FARMERS' MARKET PURPOSE AND REGULATIONS

STATEMENT OF PURPOSE

To encourage commerce and expand the availability of fresh produce to its residents, the City of Forest Lake provides a Farmers' Market. The City recognizes the worth of a public produce market but also desires to preserve the interests of permanent retail businesses of the City and therefor only allowing Farm Grown and Homemade/Handmade comestibles while encouraging Homemade/Handmade comestibles to use locally grown and purchased goods.

SEASON

The Forest Lake Farmers' Market shall operate on Saturdays beginning the third Saturday in June and concluding on the last Saturday of October weather pending.

TIME

The Forest Lake Farmers' Market shall be open for public sale from 8:00 a.m. to 12:00 p.m. Merchants selling produce at the Farmers' Market are allowed to set up beginning at 7:00 a.m. and all vehicles and materials must be removed no later than 1:30 p.m. on the day of the market. Vendors will be allowed to drive their vehicles into the dedicated market space to drop off their sale items and set up a maximum 10x10 tent up until 7:45am and again after 12:15pm to take down and pick up their sale items.

RESERVED LOCATIONS

Merchants wishing to sell produce or other allowed products at the market are required to apply to the Parks Department to reserve a sale space. An individual or farm may reserve up to two spaces with prior approval. If space is not available, the application will be placed on a waiting list. Priority for space assignments will be given to the individual who reserved the space the previous year. An annual fee will be charged by invoice to approved Farmer Market Vendors based on the City of Forest Lake approved Fee Schedule.

SALES AREA

Vendors will use their designated space in the farmers market sales area shown in Attachment A. Vendors must park their vehicles in the vendor parking area shown in Attachment A. Vendors are not allowed to park their vehicle in the dedicated market space unless prior approval is requested to the Parks Department and must include items being sold directly from the vehicle.

Upon approval of a reservation application or temporary permit, a merchant will be provided with an identification sign, shown in Attachment B, which must be clearly displayed at all times the assigned space is occupied. The identification sign shall distinguish between individuals/merchants who grow or prepare their produce or product and those who purchase all or a portion of their produce or product for resale.

FOREST LAKE FARMERS' MARKET PURPOSE AND REGULATIONS

ITEMS ALLOWED FOR SALE

The following items are allowed for sale at the Forest Lake Farmers' Market:

- All forms of fresh and preserved vegetables and fruits grown and prepared by the merchant in a licensed facility.
- Cheese, specialty meats, and eggs, if produced or raised by the merchant.
- Honey and preserves, if packages are canned in accordance with rules established by the Minnesota Department of Agriculture
- Bakery goods prepared in a licensed bakery
- Dried flowers or plants which are not arranged for decorative purposes
- Spices and home canning ingredients (dill, etc.)
- Arranged or cut flowers and bedding plants if grown by the merchant
- Organic beverages
- Minnesota Grown Certified gelato
- Minnesota Grown Certified home-made pasta
- Minnesota Grown Certified kettle corn
- Fertilizer that is local and natural recycled and produced by the merchant.
- All natural baking mixes created by the merchant with some MN grown products.
- Milled flours created by the merchant with some MN grown products.
- Cottage Food Producers that are registered with the Minnesota Department of Agriculture.

*** All items allowed for sale at the Farmers' Market must be made in compliance with the Minnesota Department of Health.*

The following items are specifically disallowed for sale in the Forest Lake Farmers' Market:

- Clothing; handicraft items and art objects including wreaths; non-organic beverages; prepared food other than bakery items; toys; tools; candles; soap; and any food other than that specifically allowed above.

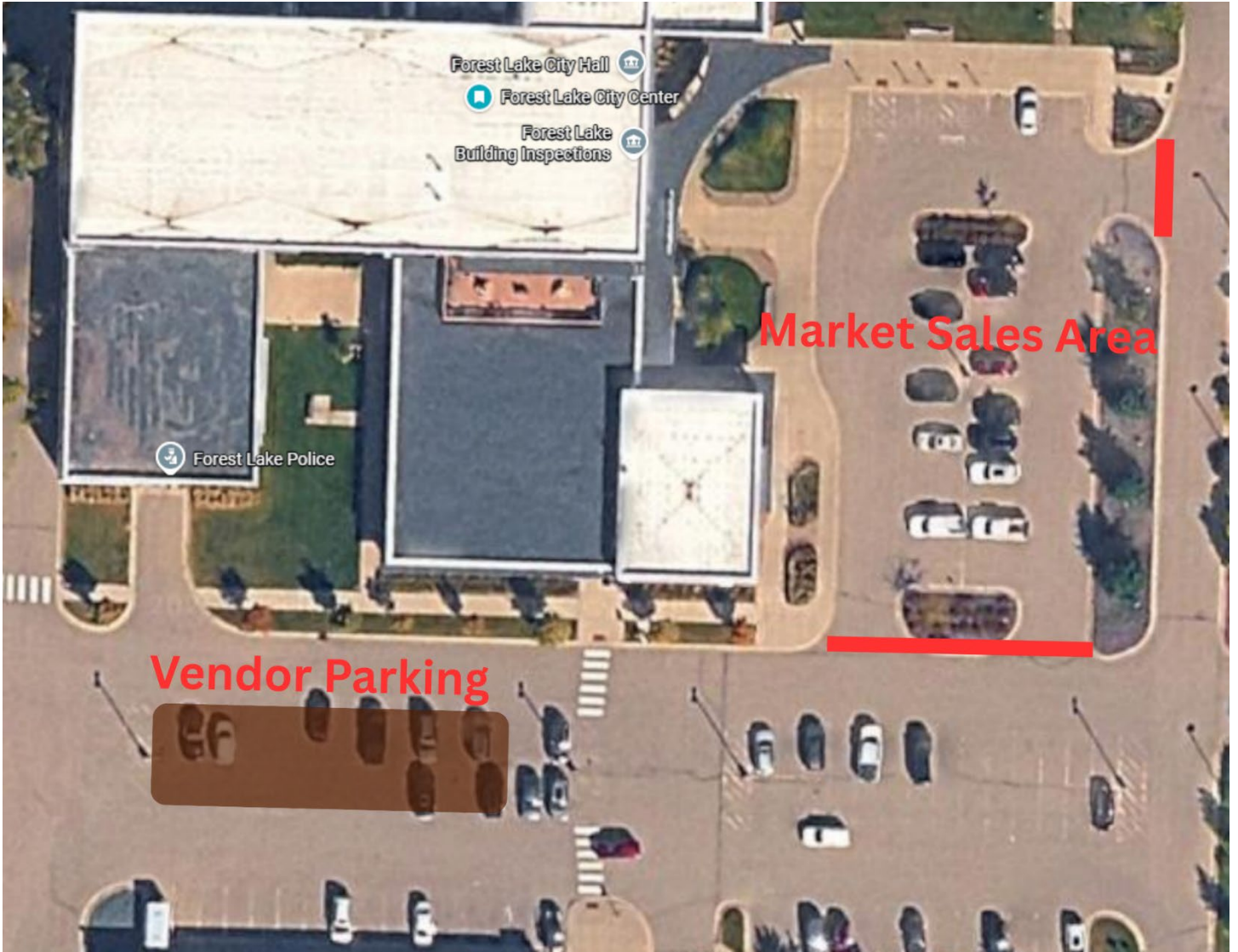
CLEAN-UP

Prior to leaving the Farmer's Market, each merchant is expected to collect and remove any paper, bags, boxes or miscellaneous debris, which is placed near the site as a result of his/her sales. Merchants responsible for leaving debris behind will be prohibited from selling in the Farmer's Market for a period of twelve months.

GENERAL INFORMATION

General information about the Farmers' Market or space availability information can be obtained by calling the City's Parks and Recreation Department at 651-209-9723.

Attachment A





Stall# _____

Farmer's Market

This merchant, _____ is hereby authorized to participate in this Farmer's Market during _____ season in accordance with the policies set forth by the City Council of the City of Forest Lake.

This merchant does/does not produce all items offered for sale at this stand.

Approved by:

STAFF REPORT



MEETING DATE: March 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Department Purpose

INTRODUCTION:

City staff would like to explore and define a clear “purpose” for the Parks and Recreation Department to help guide future planning and priorities. While Parks and Recreation can serve the community in many different ways, there are already several established recreation programs and organizations successfully operating within the community. Staff would like to be mindful of these existing efforts and avoid pursuing initiatives that would unnecessarily duplicate services.

ANALYSIS:

Taking a strategic approach to identifying the department’s purpose will help ensure staff focus on areas where there may be gaps in services rather than “recreating the wheel.” By understanding what is already working well in the community, the department can better identify opportunities where Parks and Recreation can add value and provide meaningful support to residents.

RECOMMENDATION:

Commission members are encouraged to come prepared to discuss what they have heard from residents or observed in the community that may currently be missing and could reasonably fall within the role of Parks and Recreation. Discussion should focus on practical and realistic opportunities that the department could address within the next 1–3 years.

STAFF REPORT



MEETING DATE: March 18, 2026

STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator

AGENDA ITEM: Arts in the Park Sign Up

INTRODUCTION:

With Arts in the Park just around the corner, staff would like to discuss a plan for a sign-up process for commissioners to attend the event and help represent the City at the City tent.

ANALYSIS:

Each week, many residents stop by the City tent during the event. This provides a valuable opportunity for commissioners and staff to connect with the public and hear feedback from residents on a variety of topics. While some questions or concerns may not be able to be answered in the moment, residents and event attendees have expressed appreciation for having the opportunity to speak directly with someone representing the City.

Having a consistent presence at the City tent helps strengthen community engagement, provides an opportunity to listen to resident feedback, and allows the Commission to build relationships with the public in an informal setting.

RECOMMENDATION:

Discuss the preferred method for the sign-up process and determine who the Commission would like to invite to participate in representing the City at the tent on a weekly basis along with what activities should staff prepare at the City tent each week.