

**Parks and Recreation Commission
Regular Meeting**

FOREST LAKE, MINNESOTA
CITY CENTER

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

**February, 18 2026
6:00 PM**

- 1) Call to Order
- 2) *Oath of Office: Nikki Syring*
- 3) Roll Call
- 4) Pledge of Allegiance
- 5) Approve the Agenda
- 6) 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.*
- 7) Approve Meeting Minutes from January 21, 2026 Parks and Recreation Commission Meeting
- 8) Staff Report – Hidden Creek South - Community Development Team
- 9) Staff Report – Parks Master Plan Update – Bolten & Menk
- 10) Staff Report – Outdoor Athletic Facilities Study – Kyle Young
- 11) Staff Report - 2026 Bayview Park Reconstruction Project– Dave Adams
- 12) Staff Report – Farmers Market Update – Kyle Young
- 13) Discussion – Outdoor Ice Rink Reports – Kyle Young
- 14) Discussion – Spring Fling – Kyle Young

15) Staff Report - Community Garden Grant Agreement

16) Staff Updates

17) Parks and Recreation Commissioner Updates

18) Adjourn



Parks and Recreation Commission

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

Regular Meeting

~ Minutes ~

Wednesday, January 21, 2026

6:00 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 as presented. 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.

Nannette Lanasa, 1276 4th Street, Forest Lake, stated that a dog park was well-needed in Forest Lake, and any size of a dog park would be better than nothing, since people are using City parks and allowing their dogs to run off-leash.

6. Approve Meeting Minutes from December 17, 2025, Parks and Recreation Commission Meeting

Motion: Commissioner Lundmark made a Motion to Approve the December 17, 2026, Parks and Recreation Commission Meeting minutes. Motion seconded by Commissioner Herdina. Motion carried 5-0.

7. Veterans Memorial Grant Agreement – Kyle Young

Parks and Recreation Coordinator Young commented that the staff was awarded \$210,000 in a Minnesota Historical Society Grant. These funds would be used for the Center Sculpture.

Motion: Commissioner Morehead made a Motion to Recommend the City Council approval of the proposed Minnesota Historical Society Grant Agreement.

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

8. Veterans Memorial Sculpture Agreement – Kyle Young

Parks and Recreation Coordinator Young reviewed the process that the Veterans Memorial Committee completed to select an artist to complete the Center Sculpture. The Veterans Memorial Committee selected an artist to complete the project, which would require approval of a contract.

Motion: Commissioner Morehead made a Motion to Recommend the City Council approval of the proposed agreement.

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

9. Castlewood 2026 Fees – Kyle Young

Parks and Recreation Coordinator Young reviewed the fee adjustments submitted by Foursome Golf Management Group LLC. The daily green fees and season pass pricing increased.

Motion: Commissioner Lundmark made a Motion to Recommend approval of the 2026 Castlewood Fees proposed by Foursome

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

10. Dog Park – Kyle Young

Parks and Recreation Coordinator Young reviewed the current dog park project proposed in the 2027 Capital Improvement Plan for \$100,000.

Commissioner Morehead said that she wanted to make sure they could complete the project, and a three-acre park would be a good start. She reviewed the airport rule about congregating in a location, so she asked for recommendations on the location.

Commissioner Herdina asked if they could complete the park at the new Public Works location.

Public Works Director Adams stated that Beltz Park was 2.8 acres as a reference.

Parks and Recreation Coordinator Young said that they could consider what locations are available in the City. They wanted to do research to see if there were larger spaces, but also wanted to be able to complete the project.

Commissioner Eckert asked about moving forward with the previous space and if they could complete a second park in the future for different sizes of dogs.

Commissioner Lundmark said one drawback of the environmental center was walking accessibility. Public Works Director Adams reviewed the planned extended pedestrian facilities.

Chair Theisen asked about the costs for the park and encouraged additional research before moving forward with the park, especially about the rules, policies, and costs of a park.

Commissioner Eckert suggested utilizing cameras to enforce policies at the dog park.

Commissioner Morehead asked about considering different spaces. Parks and Recreation Coordinator Young answered that the staff could do research and bring the information back if the Parks and Recreation Commissioners were in favor of including the dog park in the 2027 Capital Improvement Plan.

Public Works Director Adams said that they would take the plan and consider the options throughout the year.

Parks and Recreation Coordinator Young noted that the airport space could not have a fence, so it would not be an optional location for a dog park.

11. Bayview Park – Kyle Young

Parks and Recreation Coordinator Young requested guidance for the layout of Bayview Park, including reconstructing an existing basketball court or additional green space.

Commissioner Lundmark asked about the basketball hoop options. Parks and Recreation Coordinator Young said that the lower the hoops, the older kids might break rims. They can look for options for adjustable hoops and get feedback from vendors.

Chair Theisen said that the park seemed geared towards smaller children.

Parks and Recreation Coordinator Young discussed the built-in shade shelter and the restroom options. He stated that the playground would be in a similar location and not be near the property line.

Public Works Director Adams asked if they wanted to do the basketball court or the green space, and any feedback about the survey. Chair Theisen confirmed that they wanted a basketball court for smaller children.

12. Volleyball Courts at Beltz – Dave Adams

Public Works Director Adams summarized the design for a volleyball court that could also be used as the seasonal ice rink. The preliminary cost estimate was \$14,163.

Parks and Recreation Coordinator Young stated that no traveling leagues would use the ball field for games.

Commissioner Morehead noted that she was not in favor of the layout but was in favor of bringing it back. Public Works Director Adams clarified that it needed a new location because of the pedestrian ramp.

Parks and Recreation Coordinator Young discussed the benefits of using the volleyball court as an ice rink, citing the level ground and access to lighting.

Public Works Director Adams said they were proposing this location for the volleyball court to preserve as much green space as possible.

Parks and Recreation Coordinator Young discussed that a sand volleyball court used for leagues is often partnered with a restaurant. He did not think this location would be appropriate because of the parking. He stated that the best practice would be to use the volleyball court as a rink.

Commissioner Lundmark said that this volleyball court would be used for pickup games.

Motion: Commissioner Lundmark made a Motion to Recommend that the City Council approves installation of the new Volleyball Courts at Beltz Park using Park Dedication Funding. Motion seconded by Commissioner Eckert. Motion carried 4-1 (Morehead voted against).

13. Hometown Holiday Drones – Kyle Young

Parks and Recreation Coordinator Young asked if they would like to consider incorporating a drone light show or fireworks display into the Hometown Holiday event to attract new attendees. It would cost \$17,000 for a twelve-minute drone show.

Commissioner Herdina expressed favor to incorporate a light show to draw attention to Hometown Holiday.

Parks and Recreation Coordinator Young discussed the difficulties of using fireworks if the lake was frozen.

Commissioner Eckert asked if there were alternative events they could incorporate for \$17,000. Parks and Recreation Coordinator Young answered that they did not have \$17,000 budgeted for 2026, but they could consider partnerships to fund the light show.

Chair Theisen asked if City staff had the time to devote to this research.

14. Hunting City Property and Parks – Kyle Young

Parks and Recreation Coordinator Young discussed the lack of clarity on hunting at parks and public lands. He stated that the only ordinance did not allow the discharge of firearms in specific zoning districts.

Chair Theisen stated he was not in favor of hunting in City parks.

Parks and Recreation Coordinator Young discussed that some of the areas with larger spaces people have tried to hunt, but since the Parks and Recreation Commission was not in favor, it would allow them to create a clear ordinance.

Commissioner Eckert said he was not in favor of using City parks, but could consider more rural City-owned land.

Public Works Director Adams discussed the time it would take to consider this ordinance if they were in favor of hunting in parks.

15. FLAAA Concessions Operations Agreement – Kyle Young

Parks and Recreation Coordinator Young reviewed the added language clarifying the concession closing process.

Motion: Commissioner Eckert made a Motion to Recommend approval of the City of Forest Lake Concessions Operations Agreement. Motion seconded by Commissioner Herdina. Motion carried 5-0.

16. Staff Updates

Parks and Recreation Coordinator Young discussed the Lakes Area Expo and the opportunity to highlight Parks and Recreation offerings. He stated that the ice rinks have been great when the weather cooperates. The staff continues to work on the farmers' market opportunity. The staff was training on software for programming. They approved applicants for Arts in the Park and will start invoicing in February. The Masterplan Steering Committee had its second meeting, but they needed one additional resident to serve in the position. He stated Let's Go Fishing was starting to find volunteers. He said that the Veterans Memorial had over twenty pavers to order, and there was time to order more before the deadline.

17. Commissioner Updates

Commissioner Herdina asked about efforts to celebrate the Country's 250th Anniversary with the Legion. Public Works Director Adams answered that he assumed the Legion was going to tie into the 250th celebration.

Parks and Recreation Coordinator Young said that they provide a lot of man-hours for the event to support the American Legion.

Commissioner Lundmark mentioned wanting to discuss Spring Fling and wanting that event to happen again

18. Adjourn

Motion: Commissioner Herdina made a Motion to Adjourn the regularly scheduled Parks and Recreation Commission meeting at 7:38 p.m.

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

STAFF REPORT



MEETING DATE: February 18, 2026

TO: Chair Theisen and Parks and Recreation Commission Members

STAFF ORIGINATOR: Steven Gilmore AICP, Assistant Community Development Director
Abbi Wittman, Community Development Director

AGENDA ITEM: Hidden Creek South Preliminary Plat and Planned Unit Development

INTRODUCTION:

Headwaters Land Group, represented by Mr. John Dobbs, has submitted applications for a Preliminary Plat and revised Planned Unit Development (PUD) for Hidden Creek South. The project consists of approximately 56.52 gross acres located south of Headwaters Parkway within the Headwaters Master Planned Unit Development (PUD) area originally approved in 2005.

The proposed subdivision includes approximately 171 single-family detached homes. The development area represents the southern expansion of the existing Hidden Creek neighborhood. The applicant is proposed to satisfy parkland dedication requirements with a combination of 4.1 acres of land (representing 7.3% of the net developable land area) and fee in lieu of land. However, no parkland improvements are proposed at this time.

Relevant History

In 2020–2021, the former Parks, Trails, and Lakes (PTL) Commission reviewed parkland associated with the broader Hidden Creek development and directed consolidation of parkland into one larger neighborhood park rather than two smaller parks. As a result:

- 3.17 acres west of Headwaters Parkway were previously dedicated to the City.
- It was assumed that an additional, similarly sized parcel would be dedicated south of the Parkway with future phases.

In October, 2025 the PRC reviewed the Hidden Creek South Concept Plan and determined that two areas of parkland be considered for dedication. One larger parcel, west of the Parkway, be dedicated and added to the previously-dedicated parkland in that area. Additionally, a smaller parcel be dedicated in the southwest corner of the plat, able to be combined with future parkland as adjacent lands develop.

The Commission further reviewed a design plan which included a pavilion, playground, sand volleyball court, open space, trail, and parking adjacent to the parkway. At the time, the Commission provided some direction to the applicant on parkland amenities in the west park. The park in the southeast corner of the plat was not proposed to be improved.

Commission Direction

The Parks and Recreation Commission serves in an advisory capacity to the City Council. The Commission is tasked with reviewing the proposed parkland dedication, trail system, and park design elements of the Preliminary Plat and providing a recommendation to the City Council regarding:

1. Conformance with parkland dedication requirements;
2. Park configuration and usability;
3. Trail connectivity and alignment;
4. Appropriate use of park dedication fees for improvements.

ANALYSIS:

Parkland dedication is authorized under Minnesota Statutes § 462.358, Subd. 2b and Forest Lake City Code §§ 152.090–152.094. City Code § 152.091 requires residential subdivisions to dedicate 10% of the net developable land area for parks, trails, and open space, or provide cash in lieu of land, or a combination of both. The land dedicated for public use must be in addition to property dedicated for streets, alleys, easements, stormwater ponding, or other public ways.

Net Developable Acreage

The project contains approximately 56.52 gross acres. However, park dedication is calculated based on net developable acreage, not gross acreage. Net developable acreage excludes wetlands, lakes, and streams below the high-water mark.

The applicant has not yet provided a certified net developable acreage calculation. Based on preliminary estimates, and the presence of two wetlands on the site, staff anticipate the net developable acreage to be approximately 55.5 acres accounting for the approximate 1-acre of wetlands being preserved.:

- 1) 10% of the net land area (~5.55 acres), or
- 2) Cash Contribution in Lieu of Land (fair market value of ~5.55 acres). or
- 3) A combination of both.

Pursuant to Minnesota Statute and related case law, the City must make an individualized analysis when determining the appropriate amount of park dedication.

Stormwater Pond and Wetland Encroachment

The Preliminary Plat identifies:

- A stormwater pond of approximately 1.5 acres within Outlot A (3.22 acres); and
- A wetland area of approximately 0.30 acres within Outlot C (0.88 acres).

Pursuant to City Code § 152.091, stormwater ponding areas and wetlands may not be credited toward parkland dedication. Additionally, the City Engineer has indicated that stormwater ponds shall not be located within previously dedicated parkland unless additional land is

dedicated equivalent to the pond area within the 100-year Ordinary High-Water Level (OHWL). In this case, the proposed stormwater pond in Outlot A crosses the parcel boundary and encumbers a portion of the previously dedicated 3.17-acre park parcel.

The Preliminary Plat shows a stormwater pond approximately 1.5 acres in size located within the proposed Outlot A (3.22-acre) park parcel and a wetland approximately .40 acres in size located within the proposed Outlot C (.88-acre) park parcel. Based on the current plan:

	Proposed	Exemptions	Remaining
Outlot A	3.22 acres	~1.5 acres (Stormwater Ponding)	~1.72 acres
Outlot C	.88 acres	~.40 acres (Wetland Area)	~.48 acres
			Approximately 2.20 acres

Based on preliminary estimates of required dedication, additional land or equivalent cash contribution will likely be necessary to meet the minimum 10% net developable land requirement. The applicant is proposing to pay cash in lieu of the approximately 3.3 acres required.

Parkland Design

As previously noted, the applicant is not proposing to build out the park though a trail is proposed through the previously dedicated parkland. Staff would recommend the Commission not require any improvements in the park, allowing the Commission to design and build the park in a manner that meets the needs of the neighborhood and community. That said, staff believes the Commission should discuss potential access into the park, noting the only feasible access point would be via connection on the western side, from the proposed Street 02 extension from the existing Ely Avenue North.

Parkland Dedication Conformance

The 2040 Comprehensive Plan identifies a future neighborhood park search area in this vicinity. The consolidation of the north and south parcels into one larger park remains consistent with prior Commission direction and Comprehensive Plan guidance. Though the western park is not as large as the City originally anticipated, the land area is suitable to build a park to meet the Hidden Creek neighborhood located to the north and west of Headwaters Parkway.

At this time, however, staff has determined the proposed parkland dedication does not conform to City Code requirements in that the proposed dedication is not equivalent to 10% of the net developable land area. The Parks and Recreation Commission is asked to review the park and trail elements of the Hidden Creek South Preliminary Plat and provide recommendation to the City Council regarding whether the proposed parkland dedication (net of stormwater/wetland encumbrances) conforms to City Code.

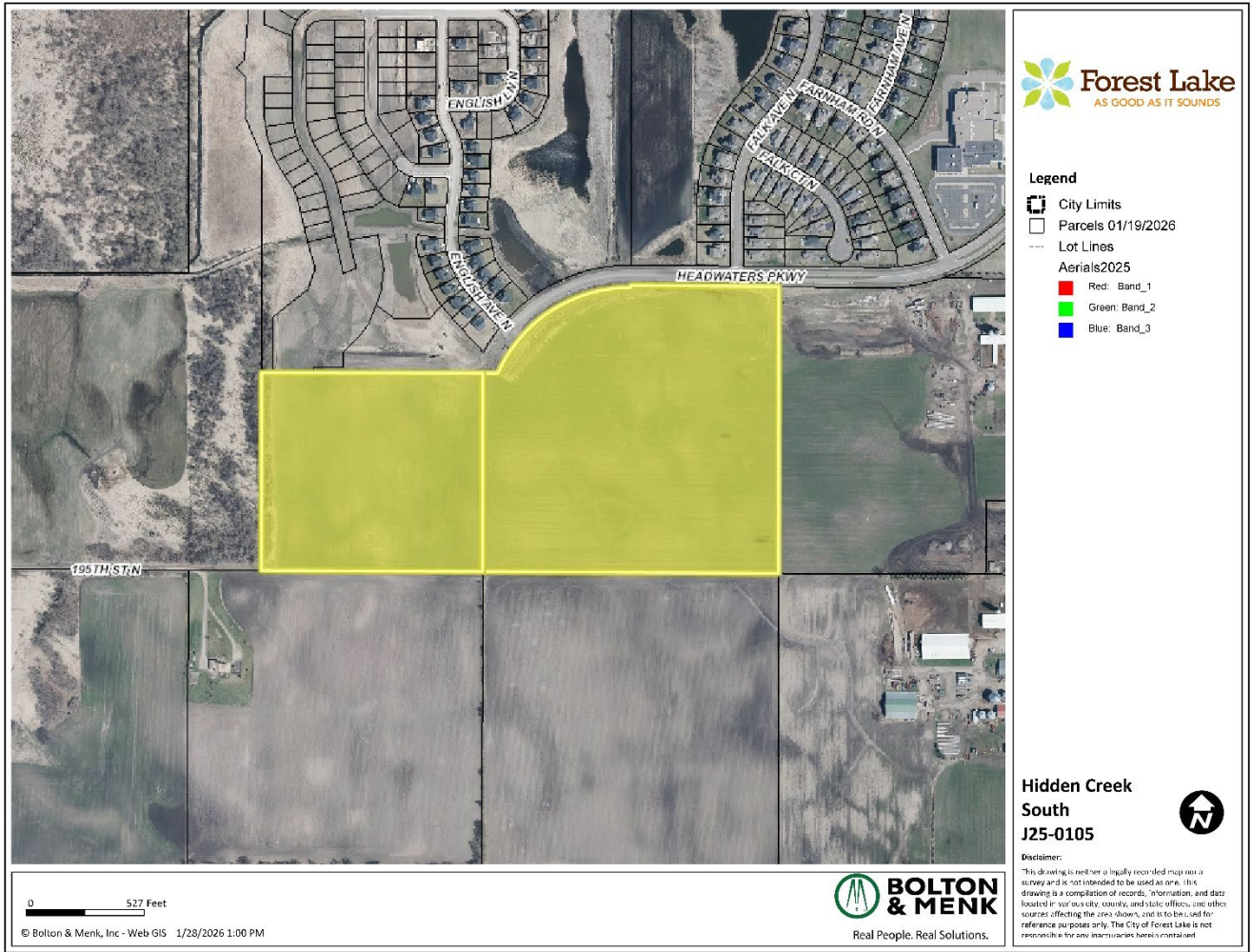
RECOMMENDATION:

Staff recommends the Parks and Recreation Commission discuss the Hidden Creek South Preliminary Plat parkland dedication proposal. After discussion, staff recommends the Parks and Recreation Commission **move to recommend the City Council approve the parkland dedication proposal, allowing for a combination of land and cash in lieu of land dedication.**

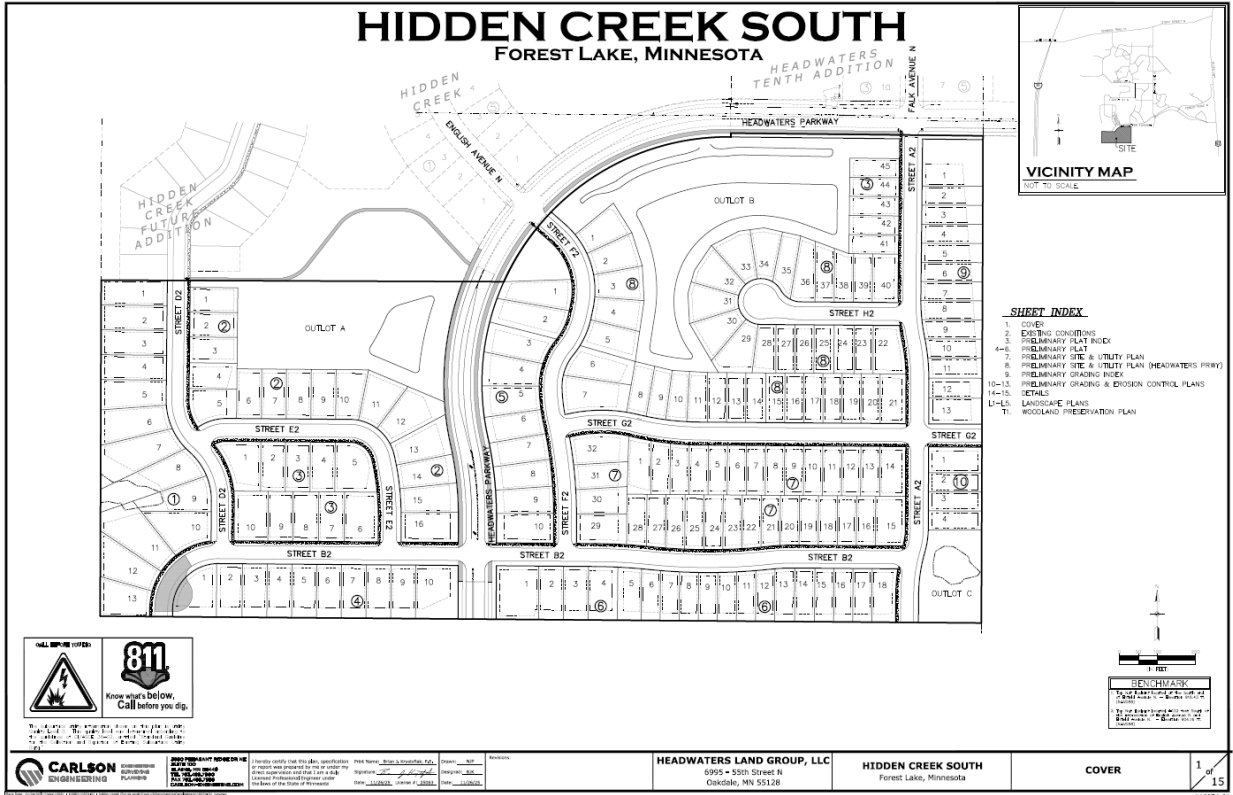
ATTACHMENTS:

1. Site Location Map
2. 2040 Comprehensive Plan – Park and Trail Map
3. Hidden Creek South – Preliminary Plat

1) Site Location Map



3) Hidden Creek South Preliminary Plat



STAFF REPORT



MEETING DATE: February 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Parks Master Plan Update

INTRODUCTION:

Bolten & Menk Staff will be present to share updated information of information gathered and put forward for the current Parks Master Plan.

Information will include sharing survey progress, overview of remaining schedule, Park Dedication purpose, study and draft implications and a highlight of the upcoming open house.

RECOMMENDATION:

Staff recommends the commission to take part in the presented information the evening of the meeting and ask any questions in regards to Park Master Planning.

STAFF REPORT



MEETING DATE: February 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Outdoor Athletic Facilities Study

INTRODUCTION:

City and Forest Lake Area School District (District) staff have met monthly over the past several months to discuss outdoor athletic facilities (facilities/facility). These conversations have focused on facility planning, maintenance planning, and long-term capital planning in an effort to most efficiently serve the community while avoiding unnecessary duplication of facilities. During these discussions, both City and District staff observed that certain facilities appear to be underutilized, while at the same time local groups and organizations are requesting additional access to fields and athletic spaces. To better understand actual usage, demand, and long-term needs, both entities agreed that a comprehensive study would be appropriate. City staff engaged a recommended consultant to develop a proposed scope of services and fee based on the information the City and District are seeking. In addition, staff requested and received a scope of services and fee proposal from a second consultant. This study will provide comprehensive information and analysis directly related to outdoor athletic facility use, condition, and future needs.

ANALYSIS:

The study will evaluate City Parks, District outdoor athletic facilities, and FLAAA programming with the goal of assisting in 10-year capital planning and ensuring the City is providing an adequate and appropriate amount of athletic space. The District has indicated that it will also benefit from the study and is prepared to share in costs directly related to analysis of District facilities. Both City and District staff agree that the recommended consultant's scope of services will provide the necessary information to guide future decision-making. The City intends to utilize Park Dedication funds to cover its portion of the fee in the amount of \$20,015. This assessment will serve as a key component of the current Parks and Recreation Master Plan update, providing clear direction for facility development, improvements, and prioritization over the next 10+ years.

RECOMMENDATION:

Commission should review the Fields, Aquatics & Ice Needs Assessment in advance of the meeting to become familiar with the findings and be prepared for discussion.

ATTACHMENT:

- A. Fields, Aquatics & Ice Needs Assessment
- B. City of Forest Lake Recreational Fields Study



Fields, Aquatics, & Ice Needs Assessment

City of Forest Lake, MN
2/10/2026



BALLARD * KING
& ASSOCIATES LTD
Recreation Planning and Operations Consultants



2/10/2026

Kyle Young, Parks & Recreation Coordinator
City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025

Dear Kyle:

Ballard*King & Associates (BK) is pleased to submit a proposal to complete a needs assessment to you and the City of Forest Lake.

BK is a facility planning and operations firm based in Denver, CO. We provide unbiased third-party analysis to clients nationwide in the parks and recreation field. We have worked with a variety of tax-supported agencies, as well as colleges and universities, non-profit, and private providers. With each project, our goal is to exceed the client's expectations by delivering on time and staying within the contracted budget.

I will serve as the Project Manager for the study with assistance from Jenise Jensen, a Senior Associate with BK. The combination of projects that we've completed in Minnesota, along with across the country, will aid us offering realistic recommendations, and implementation options.

We will work tirelessly to ensure we meet the study's goals on time and on budget. We also believe our work history in Minnesota is a quality that will enhance our ability to complete your project.

If you would like any additional information on our firm and team, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Darin J. Barr". The signature is fluid and cursive, with a long horizontal stroke at the end.

Darin J. Barr, President
Ballard*King & Associates
(303) 470-8661, Office

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Lead Firm Information:

Ballard*King & Associates, Ltd.
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www.ballardking.com

Office Locations for Proposed Services:

Columbia, MO
Darin Barr, President
darin@ballardking.com
573-673-6597 Mobile

Additional Office Locations:

Dillon, CO
Jenise Jensen, Senior Associate

Longview, TX
Scott Caron, Senior Associate

San Diego, CA
Steve Bireley, Senior Associate

BK Firm Qualifications and Ability to Deliver Services

Ballard*King & Associates (BK) is a parks and recreation planning and operations consulting firm with more than 30 years of experience dedicated exclusively to the recreation industry. We have completed over 1,200 projects nationwide, including extensive work throughout the State of Minnesota for municipalities, special districts, school districts, and private development partners. This depth of experience allows us to bring both a statewide and a national perspective while delivering recommendations that are grounded in local conditions, organizational goals, and community expectations.

Our team brings direct, hands-on experience operating parks and recreation systems, community centers, sports complexes, aquatic facilities, and specialty recreation venues. This operational background allows us to evaluate systems as practitioners and to develop recommendations that agencies can realistically implement. Because our work is focused exclusively on parks and recreation, our analyses and benchmarks reflect current industry standards, participation trends, and operational realities.

Project leadership for this assessment will be provided by Darin Barr and Jenise Jensen, who are full-time employees of BK. Both Darin and Jenise have led multiple parks and recreation assessments, operational studies, and system-wide evaluations within the past ten years, including comparable projects completed for other communities. Their direct involvement throughout the project ensures continuity, accountability, and experienced oversight from start to finish.

BK will serve as the sole consultant for this assessment. This structure provides direct accountability to the City, consistent staffing throughout the project, and streamlined communication without reliance on subconsultants.



Why Our Minnesota Experience Matters

Our extensive experience working with communities across Minnesota provides a clear understanding of the operational, financial, and governance environments in which parks and recreation agencies function statewide. Through our work on similar programs, budgets, and organizational structures across Minnesota, we have developed an informed perspective on how these factors influence staffing models, program demand, facility utilization, and cost-recovery expectations.

This experience allows us to tailor recommendations that reflect Minnesota-specific conditions and norms rather than applying generalized national assumptions. Drawing from comparable Minnesota-based experience ensures that recommendations are practical, defensible, and credible to staff, boards, and elected officials responsible for implementation.

Ballard*King & Associates provides services in the following areas:

- Operational assessments of existing parks and recreation facilities and agencies focusing on organizational and management practices.
- Feasibility studies for new or renovated recreation facilities with a strong emphasis on operations, pro-formas, and organizational planning.
- Long-range master plans for agencies with an emphasis on the development and management of parks, facilities, and recreation services.
- Public input to include community meetings, focus groups, stakeholder meetings, and survey administration.
- Partnership and funding plans for recreation facilities and programs.
- Benchmarking and best practices research for parks and recreation agencies.
- Economic impact studies of new and existing sports and recreation services and facilities.

Darin Barr, President

Darin's passion for the parks and recreation industry has enabled him to serve agencies nationwide successfully. Darin uses a multi-layered approach to projects and believes in the importance of listening to stakeholders, agency administration, and staff. A key part of his process is helping clients use statistical data and public input to distinguish between needs and wants.

Before joining B*K, Darin worked in the municipal, private, and university sectors across the parks and recreation industry. This broad background in practical, in-field, and operational experience, combined with his consulting experience, shapes the approach Darin brings to each project.

Darin understands that each community and its goals are unique, as is the process by which they achieve them. The result is success and diversity in delivering parks and recreation services and programs, with solutions that are tailored to each community and agency. Darin's client-focused approach, attention to detail, and depth of knowledge provide clients with comprehensive insights to guide them through their projects.

Minnesota Experience:

- Alexandria Sports Complex Feasibility Study
- Coon Rapids Community Center Feasibility Study
- Brooklyn Park Recreation & Aquatics Feasibility Study
- Elk River Community Center Feasibility Study
- Fergus Falls Aquatic Report Review
- Park Rapids Community Center Study
- South St. Paul Outdoor Pool Study
- West St. Paul Community Center Study



Education

- Masters of Arts in Public Administration, State University of New York, Brockport
- Bachelor of Science – Parks, Recreation & Tourism, University of Missouri, Columbia

Professional Affiliations

- Missouri Parks & Recreation Association
- New York State Parks & Recreation Society
- National Intramural Recreational Sports Association
- University of Missouri – Adjunct Faculty

Jenise Jensen, Senior Associate

Prior to joining B*K, Jenise held a variety of positions with both public and private recreation agencies. She served as Assistant Director of Parks, Recreation & Art for the City of Chaska, MN; Ice Arena Manager, Recreation Center Manager and Administrative Manager for the Town of Breckenridge Recreation Department, CO; and Recreation Coordinator for the City of St. Peters, MO. In addition, she worked for private ice arenas in Texas and Georgia and has served on a number of recreation related non-profit boards.

Jenise has experience with a variety of operational and leadership models, from subsidized recreation to enterprise models to for-profit facilities. She has experience with operations, programming, marketing and administrative practices for recreation facilities and multi-facility departments. Jenise has helped lead the approval, design, and renovation of projects in excess of \$17 million, and managed both indoor and outdoor facilities. One of Jenise's strengths is creativity and marketing, combined with the ability to create new, interesting and successful revenue-generating programs.

Jenise has spoken and presented to Town/City Councils, Citizen Advisory Boards, and recreation organizations, such as the National Recreation and Parks Association, Athletic Business, Colorado Parks and Recreation Association, U.S. Figure Skating, and the Ice Sports Industry.



Education

- Certified Park & Recreation Professional – National Recreation & Park Association
- FEMA Emergency Management Institute – National Incident Management System & National Response Framework
- Former Certified Pool Operator

Professional Affiliations

- National Recreation & Park Association
- Colorado Parks & Recreation Association
- Missouri Parks & Recreation Association
- Athletic Business

Expertise

- Feasibility Studies
- Facility Operations & Planning
- Master Plans

BK has completed over 1,200 projects in all 50 states. This depth and breadth of consulting experience, combined with our in-field experience as park and recreation professionals, is a cornerstone of our company. We are one of the few recreation consulting firms that have had the pleasure of implementing some of the plans that we've authored.

Minnesota Project List:

- Alexandria Sports Complex Feasibility Study
- Annandale Area Community Center Study
- Apple Valley Recreation Facilities Programming
- Austin Community Recreation Center Study
- Avon Community Center Study
- Bemidji Ice Arena Market Assessment
- Blaine Community Center Study
- Bloomington Community Center Feasibility Study
- Brooklyn Park Parks and Recreation Aquatic Study
- Brooklyn Park Recreation Center Operational Update
- Chanhassen Civic Campus & Senior Center Study
- Coon Rapids Community Center Study
- Cottage Grove Community Center Feasibility Study
- Cottage Grove Market Analysis
- Duluth Park & Recreation Master Plan
- Eagan Needs Assessment & Master Planning
- East Grand Forks Aquatic Center Study
- Edina Ice Rink Feasibility Study
- Elk River Community Center Study
- Elk River Ice Arena Feasibility Study
- Ely Recreation Community Center Study
- Fairmont Community Center Feasibility Study
- Farmington Community Hockey Legacy Fund Ice Rink Feasibility Study Phase 1
- Fergus Falls US Aquatics Report Review
- Fifty North Community Center Feasibility Study
- Forest Lake Ice Rink Study
- Goose Creek Ice Rink Feasibility Study
- Hermantown Ice Rink Review
- Hibbing Community Center Feasibility Study
- Hibbing Parks & Trail System Master Plan
- Jordan Aquatic Center Study
- Le Sueur Community Recreation Study
- Lonsdale Recreation Center Study

- Mankato YMCA Study
- Marshall Community Center Market Analysis
- Minnetonka Community Facility Study
- New Hope Aquatic Center Feasibility Study
- Northfield Ice Arena Expansion Study
- Park Rapids Community Center Study
- Pine Recreation Center Study
- Plymouth Aquatic Study
- Proctor Community Ice Rink Programming
- Rochester Aquatic Center Study
- Rochester Community Technical College (RCTC)
- Rogers Activity Center (RAC) Study
- Rosemount Community Center Feasibility Study
- Saint Louis Park Community Center Study
- The Salvation Army Kroc Center Feasibility Study: Duluth & St. Paul
- Savage Master Plan
- Shakopee Community Center Study
- Shoreview Community Center Study
- St. Cloud Aquatic Feasibility Study
- St. Michael Ice Arena Study
- St. Michael/Albertville Ice Arena Expansion
- St. Paul Aquatic Facilities Study
- Steele County Sports & Wellness Study
- Stewartville Aquatic Center Study
- Stillwater Valley Community Center Partners Feasibility Study
- Thief River Falls Community Wellness Center Study
- Vadnais Heights Sport Center Study
- Victoria Ice Rink Operations Study
- Wadena Community Center Study
- Warroad Community Center Study
- Waseca Community Center Feasibility Study
- West Saint Paul Demographic Summary
- West St Paul Operational Planning
- Willmar Ice Arena Master Plan

Project Coordination, Communication, and Team Structure

Project coordination will be grounded in consistent communication and collaboration with City staff throughout the needs assessment. The Project Manager will serve as the primary point of contact for the City. This structure ensures clear lines of communication, timely responses, and continuity throughout the project.

Our project team is supported by experienced staff who are currently available to perform the work within the proposed schedule. This staffing approach enables efficient completion and avoids reliance on future or unassigned resources, supporting schedule reliability and consistent progress.



The following scope of services has been developed based on discussion with Kyle Young, Parks & Recreation Coordinator for Forest Lake and BK's familiarity with similar projects. The focus of this project will be conducting a needs assessment for fields, aquatic facilities, and ice facilities with the City and School District. BK welcomes the opportunity to further refine the scope of services to meet the needs of the client.

Project Kick-Off & Data Review

BK will conduct a virtual kick-off meeting with the client and their project team members. The focus of the kick-off meeting will establish lines of communication, determine an appropriate online platform to keep documents, confirm the timeline of the project, confirm dates for site visit, and reinforce the goals of the study.

At the conclusion of the meeting, BK will develop a request for information for the City. The request for information will include:

- Parks & Recreation Budget and Organizational Structure
- Previous Study Documents
- Facility Locations / Inventory
- Contacts for other providers (municipalities & school district)
- Facility Rental History
- Rental Fee Structure

Market Assessment

While conducting a needs assessment it is important to understand the demographics and market potential of the service area(s). The following is included with the market assessment report.

- Service Area Identification
 - Local
 - Regional
- Demographic Key Indicators
 - Median Age
 - Median Household Income
 - Household Budget Expenditures
 - Recreation Spending Potential Index
- Additional Demographic Data Points
 - Age Distribution
 - Age Distribution Growth/Decline
 - Race/Ethnicity
- Market Potential
 - Adult Market Potential Index

- National Sporting Goods Association
 - Unique Participation Percentage
 - Overlay on Population
- Facility & Program Providers
 - Municipal
 - School District
 - Non-Profit Organizations
 - Private Providers
- Facility Trends
- National Recreation & Parks Association Statistics

On-Site Engagement

In addition to the statistical data that is produced in the market assessment, it is equally important to add the on-site realities. BK proposes to have consultants on-site for 4 days to collect information. During this time on-site, BK consultants will:

- Visit Alternative Providers
- Meet with City Staff
- Meet with School District Staff
- Meet with Program Providers
- Meet with Renters of Facilities

Recommendations

Using market assessment data and the on-site engagement, BK will provide recommendations in the following areas:

- Number of Facilities
 - How many fields (rectangles, diamonds, etc.), aquatic facilities and ice facilities can the service area support.
 - Types of facilities.
 - Differentiation between practice and competition facilities.
- Management
 - Identify the group responsible for maintenance of spaces.
 - Identify the group responsible for scheduling of spaces.
- Fee Structure
 - Hourly and daily rates for field rentals, ice rentals, and aquatic rentals.
 - Frequency of fee increases.
- Programming & Rental Opportunities

Fee Proposal

- Hourly Rate Structure
 - \$230 Principal
 - \$205 Senior Associate

				Rate Structure		
				Principal Hours	Senior Associate Hours	Associate Hours
Project:	Field, Ice, Aquatics Needs Assessment	Hourly:	\$230	Principal		
			\$205	Senior Associate		
Client:	Forest Lake, MN					
	Scope Items					
		Fee	Expenses			
	Project Kick Off & Data Review	\$2,175	\$0	5	5	0
	Market Assessment	\$9,475	\$0	10	35	0
	On-Site Engagement	\$10,440	\$0	24	24	0
	Recommendations	\$7,925	\$0	30	5	0
		\$30,015	\$0	69	69	0

Reimbursable Expenses / Travel Expenses – these have been factored into the cost of the project.

February 9, 2026

Mr. Kyle Young, Parks and Recreation Coordinator
CITY OF FOREST LAKE
1408 Lake Street South | Forest Lake, MN 55025
Sent Via Email: Kyle.Young@ci.forest-lake.mn.us

RE: Design Services Proposal for: City of Forest Lake Recreational Fields Study

Hello Kyle:

I want to first thank you for the opportunity to provide this design services proposal and I greatly appreciate your consideration of our office as your landscape architectural consultant. We value the opportunity to support the City of Forest Lake and understand the level of collaboration required for a successful project.

To that extent, we pride ourselves as being both innovative and realistic. I believe that this balance of creativity, aesthetics, and function is a complement to the interdisciplinary philosophy and partnering approach which fosters a quality product. This approach promotes an interactive process in which we see ourselves as an important resource to those with whom we collaborate, as evidenced through our work with a diverse body of clients and project types. For additional information about our firm and the work we do, please see our web site at www.calyxdesigngroup.com



CALYX DESIGN GROUP is an awarded, full-service landscape architecture design firm based in St. Paul. We serve a broad spectrum of commercial, medical, residential, industrial, municipal, and institutional clients. Throughout the design process, we see ourselves as a key partner to our clients, helping present options and flexibility to achieve consensus. Our full range of services can include preliminary design work through construction documents, bidding assistance, and construction administration.

Our understanding of the landscape scope of services will be to review and determine the quantity, locations, and use of the athletic fields within the city's service area (Forest Lake, Scandia, Wyoming, & Lino Lakes). This includes softball, baseball, soccer, football, and lacrosse fields. We will provide a PDF using aerial/GIS imaging showing field locations, key notes, & a written report indicating each field's location and events it can host. We will provide predictive information regarding the number of sports events each field could host weekly, based on the turf type and practice vs. game field compatibility. We will not look features such as parking, restrooms, and field access.

As we review maps and published data, we will work with you to ensure the graphic & written report is provided in the format that can be used for future city parks planning. We will include (2) on-line meetings with you to review our progress & gather input.

Fee Proposal:

1. Develop a PDF aerial map with keynotes for practice & game fields within the city's service area.
2. Develop a supporting written report with further information about each field, type, & function.
3. Guidance on feasibility of a JPA for Scheduling & Maintenance of shared facilities
4. Review published Fee Structure & Use Rates. Advise if rates are competitive.
5. Research how to maximize spaces for programming and rental (value benefit additions)
6. (1) Preliminary Review Meeting 4 weeks after approval to proceed
7. (1) Final Review Meeting 2 weeks after Preliminary Review Meeting.
8. Incorporation of City Comments into final graphic and written report
9. Final Delivery: 6 weeks after contract award.

Fee Requested: \$ \$8,000.0
50 Staff Hours of Time

Recreational Fields Study CITY OF FOREST LAKE | Page 2

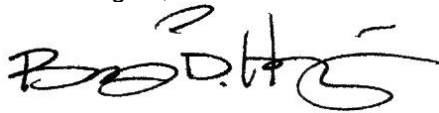
Revisions or additional work following delivery of the final graphic and report can be done at our hourly rates as listed on Page 3.

The following tasks are considered out of scope:

- Surveying Services
- Field Tree Inventory & Tagging
- Woodland Assessment
- Platting and Title Services
- SWPPP Documentation
- Retaining wall engineering
- Material Testing
- Hydrant Testing
- Water feature design
- Grading/drainage/storm water management
- Construction Documents
- LEED credit assistance
- Geotechnical Engineering
- Photometric Site Plan / Lighting Design
- Structural & Civil engineering
- Planning Commission / City Council Meetings
- Transportation Analysis
- Trash Enclosure Design
- Signage Plan
- Visual Analysis
- Swimming Pool Design
- Site Visits
- Contract Administration / Observation
- Wetland Delineation
- Watershed District Application
- LEED Credit Worksheets
- Work Outside the Property Line
- Phase 1 / Cultural Assessment Plan
- Environmental Assessment Worksheet (EAW) Related Tasks
- Revit and BIM modeling
- Graphics / 3D Imagery
- AutoTurn / HydroCAD / Hydrology Modeling

Expenses such as printing, delivery, etc. will be invoiced at our direct cost. Contract terms: NET 30. I appreciate your consideration & please reach out with any questions.

Thanks again,



Ben Hartberg, PLA / ASLA / LEED® AP
Principal | Landscape Architect (MN) | O: 651.788.9018 | M: 651.334.5498
Email: ben@calyxdesigngroup.com

475 Cleveland Ave. North | Suite 101A | Saint Paul, MN 55104

2026 Billable Rate | Calyx Design Group:

Principal Landscape Architect.....	\$200
Staff Landscape Architect.....	\$180
Project Manager / Designer.....	\$160
Administrative/Tech.....	\$120

Disclosures:

This fee proposal is valid for 60 days from the date noted on the cover page, then is subject to review and adjustment prior to execution. Calyx Design Group is a Minnesota LLC, and is a certified SBE. We are also a CERT Certified small business with Ramsey / Hennepin County. Copies of current validation are available upon request. Our certificate of insurance is available upon request. Authorization to proceed indicates the Owner will pay for design services rendered, regardless of city process, land entitlement timing, or construction funding. This agreement may be terminated by either party at any time, however Client agrees to pay outstanding invoices and work completed (invoices or yet to be invoiced) at the time of termination. Digital copies of design work completed and paid for will be made available to the Client, pending agreement to our company's digital file release form. Signed drawings will not be issued until outstanding invoices have been paid in full.

Optional Scope Addition: \$6,400
40 Staff Hours of Time

Review existing outdoor hockey rinks within the city's service area. Rink locations would be part of the facility map & location information would include the same data listed on page 1. We would look at demand vs. need to determine if adequate rink access was being met. Additionally, we would explore demand vs. need of an aquatic center for the city, based on adjacent city's that have a similar facility. We will look at the amount of use those sites get based on available data, compared to population & published demographic data. This effort would not include public engagement or site investigation – only probable demand.

STAFF REPORT



MEETING DATE: February 18, 2025
STAFF ORIGINATOR: Dave Adams, Public Works Director
AGENDA ITEM: 2026 Bayview Park Reconstruction Project

INTRODUCTION

Since October, staff and Parks and Recreation Commission members have been working through the 2026 Bayview Park Reconstruction Project. An initial design was presented to the commission, feedback was sought through community survey, and estimated costs were tabulated. Staff have compiled all of the information and are ready to solicit quotes for the new playground.

ANALYSIS

Below are the estimated costs for the reconstruction project at Bayview Park:

Total Budgeted Project Amount: \$450,000

Installation of new Playground Border and new rubber mulch	\$130,000
Reconstruct Basketball Court – Install youth basketball hoop(s)	\$40,000
Removal and Replacement of Parking Lot and Trail	\$45,000
Shade shelter and surfacing	\$30,000
Picnic Tables	\$4,000
Trash Receptacles w/ pads	\$4,000
Estimated Playground Equipment	<u>\$125,000-\$175,000</u>
Total Project Cost	\$378,000-\$428,000

If recommended for solicitation, the RFQ will be sent out to playground vendors for review and bidding. Submission deadline for the quotes will be April 1, 2026 and submissions will be presented at the April 15th Parks and Recreation Commission meeting. At the meeting, the commission will hopefully select a playground for recommendation to the City Council for approval on the April 20th City Council meeting.

RECOMMENDATION

Staff recommends that the Parks and Recreation Commission **“Recommends City staff solicit quotes for the 2026 Bayview Reconstruction Project.”**

Attachments

Project Timeline
RFQ – Bayview Playground Equipment

STAFF REPORT



Project Timeline

Phase	Timeline	Details
Initial Planning, Scoping & Community Engagement	October 2025 – January 2026	Staff review, site assessments, public meetings, surveys, and stakeholder input
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

Request for Quotation

Bayview Park Playground Equipment

Introduction

The City of Forest Lake is seeking qualified vendors to design, supply, and install a new playground at Bayview Park. The goal is to provide a safe, inclusive, and engaging play environment for children of all ages. Vendors are encouraged to submit up to two proposals to be evaluated and ultimately recommended for approval by the Forest Lake Parks and Recreation Commission.

Project Overview

Project Name: Bayview Park Project

Location: 1507 11th Street SE, Forest Lake MN 55025

Purpose: Installation of new playground components and surfacing

Target Age Group: Inclusive/All Ages

Park Usage: Moderate

Theme/Design Preferences: None

Scope of Work

- Design and layout of playground equipment.
- Provide 2D drawing of playground layout.
- Provide 3D drawing of playground layout.
- Provide Image/Presentation Board for Commission presentation.
- Supply and install playground equipment within playground container.
- Supply and install four (4) benches within playground container.
- Supply and install Swing Set within playground container

Specifications

Materials: Any

Safety Standards: ASTM, CPSC, ADA

Color Options/Branding: Any

Warranty Requirements: Installation & Equipment Warranties.

Site Details

Dimensions of Available Space: 4500 50'x90' Rectangle

Current Site Conditions: 6-12" Class 5 aggregate subgrade.

Utilities/Obstacles: Drain tile around perimeter for playground drainage.

Budget & Timeline

Estimated Budget Range: \$125,000 - \$175,000

Commission Project Presentation: April 15, 2026

Project Award: April 20, 2026

Site construction/preparation: June 1 – September 1, 2026

Desired Playground Equipment Installation Start Date: September 8, 2026

Final Completion Date: October 31, 2026

Vendor Requirements

- Licensing and insurance requirements
- Experience with similar projects
- References upon request

Submission Details

RFQ Response Deadline: 4:00 pm on April 1, 2026,

Submission Method: Electronic and physical submissions are allowed

- **Email:** kyle.young@ci.forest-lake.mn.us
- **In-person:** 1408 Lak Street South, Forest Lake MN 55025

Required Format: PDF or Printed Hard Copy

Evaluation Criteria: Price, Design & Innovation, Timeline, Vendor Experience

Questions

All questions regarding this RFQ must be submitted to:

Contact Name: Kyle Young, Parks and Recreation Coordinator

Address: 1408 Lake Street South, Forest Lake MN 55025

Email: kyle.young@ci.forest-lake.mn.us

Phone: 651-209-97323

Attachments

- Aerial of existing Park.
- 2D drawing of current playground.
- Pictures of current playground equipment.

Aerial of Bayview Park (Current 4/25/2025)



BAYVIEW
PARK
FOREST LAKE, MN.

121948
8" RISE KICKPLATE
(T.K.P.1) QTY. (1)

EFA
PRESALE #:

SCALE 1/4" = 12"

THIS PLAY AREA & EQUIPMENT IS
DESIGNED FOR AGES 5-12 YEARS

THE EQUIPMENT ON THIS PLAN
IS CERTIFIED & VALIDATED TO BE IN
CONFORMANCE WITH THE AMERICAN SOCIETY
FOR TESTING & MATERIALS (ASTM) F1467
STANDARDS FOR PUBLIC SAFETY.

IT IS THE MANUFACTURERS OPINION THAT
THIS PLAYSTRUCTURE CONFORMS TO
ACCESSIBILITY REQUIREMENTS OF THE A.D.A.
(AMERICANS WITH DISABILITIES ACT).

NOTE: ALL ABOVE DIMENSIONS ARE
REFERENCE DIMENSIONS. REFER TO YOUR
INDIVIDUAL INSTALLATION COMPONENT
INSTRUCTIONS FOR DETAILS.

BECAUSE OF THE PRECISE FIT OF L.S.I.
COMPONENTS, IT IS IMPORTANT TO ATTACH
SLIDE HOODS, ACTIVITY PANELS, PIPE
BARRIERS & GUARD RAILS BEFORE
CONCRETE FOOTINGS ARE POURED

CONCRETE FOOTINGS ARE REQUIRED ON
ALL IN-GROUND COMPONENTS.

CHOOSE A PROTECTIVE SURFACING MATERIAL
THAT HAS A CRITICAL HEIGHT VALUE OF
AT LEAST THE HEIGHT OF THE HIGHEST
ACCESSIBLE PART/FALL HEIGHT OF THE
ADJACENT EQUIPMENT. (REF. CONSUMER
PRODUCT SAFETY COMMISSION (CPSC)
GUIDELINES, SECTION 10: SURFACING.)

PLAYBOOSTER

ORDER #:

T16616

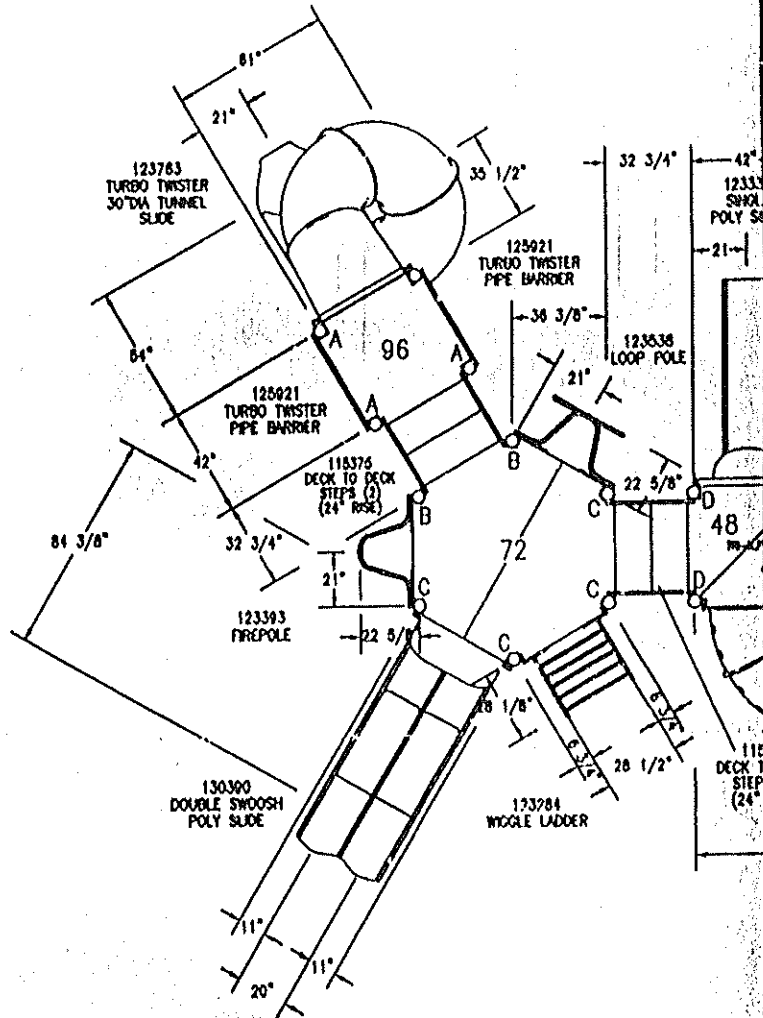
3-5-01 ENGINEERED BY: MJF

**LANDSCAPE
STRUCTURES INC**

Anything else is cutting corners.™

601 7th STREET SOUTH - P.O. BOX 190
DELAVO, MINNESOTA 55328

TEL: 1-800-328-0035 FAX: 1-763-972-0091



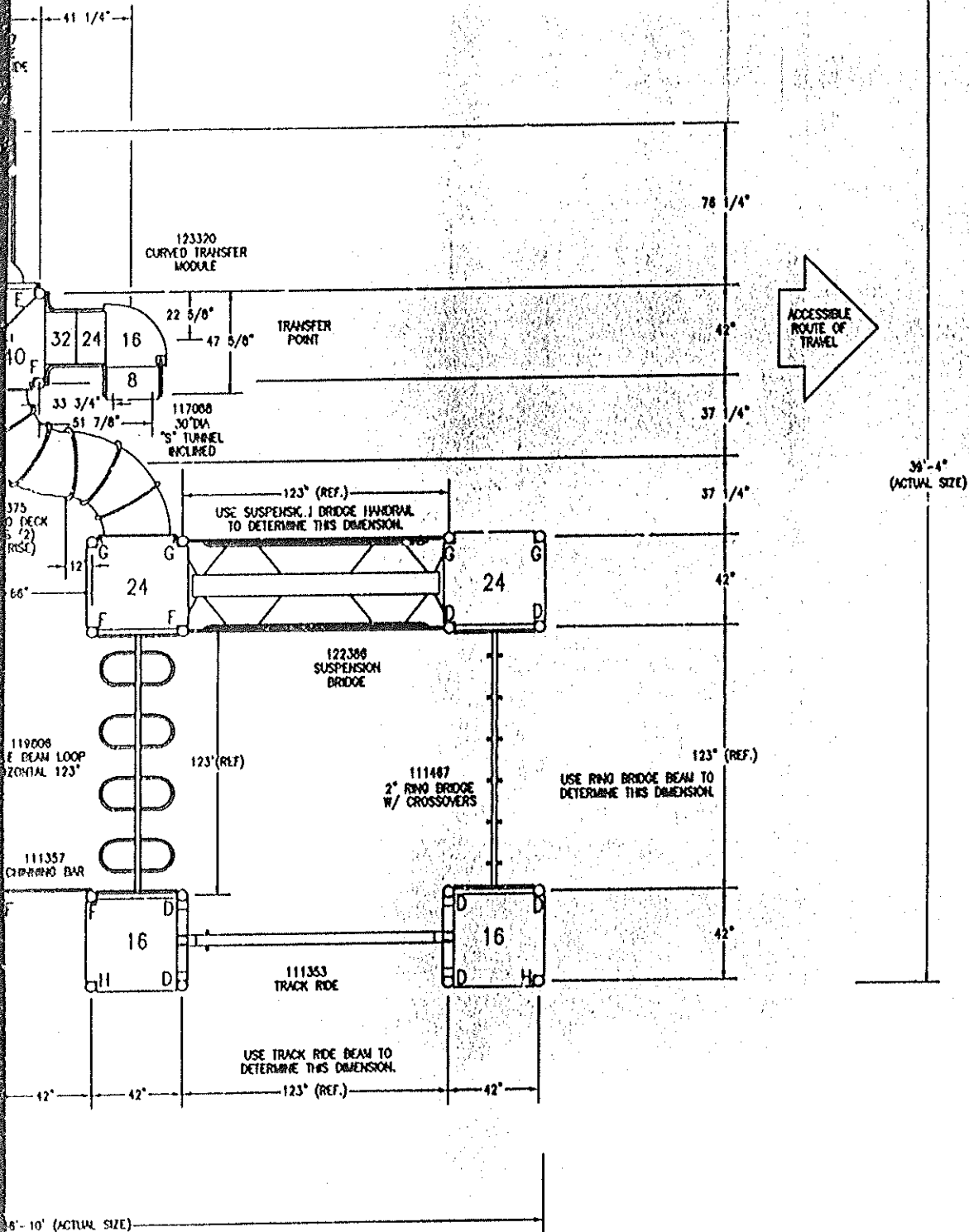
C17

C18

POST/ARCH LENGTHS

- A = 172" (STEEL)
- B = 158"
- C = 148"
- D = 132"
- E = 124"
- F = 116"
- G = 100"
- H = 92"

719



Bayview
Park

Forest Lake
A good life is a good life











STAFF REPORT



MEETING DATE: February 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Farmers Market Update

INTRODUCTION:

Staff has prepared Market Purpose and Regulations, Market Bylaws, Market Application and a Market Permit for the commission to view.

ANALYSIS:

These documents will be used as guiding documents for the future markets as well as documents for those interested in being a vendor at the market. Having clear purpose and policies as well as a clean application and permit process will help the program run smoothly for years to come. Having these documents will also be necessary for when the program gets inspected by the State and/or County.

RECOMMENDATION:

Commission should read and review the attached documents and let staff know if you have any questions or suggested changes.

ATTACHMENTS:

- A. City of Forest Lake Farmer's Market Purpose and Regulations
- B. City of Forest Lake Farmer's Market Application
- C. 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 a 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 last Saturday in June concluding on the last Saturday of October.

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.

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 only one space. 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.

RESERVED LOCATIONS

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 by the Parks Department and must include items being sold directly from the vehicle. 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.

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 Department at 651-209-9723.

FOREST LAKE FARMERS' MARKET PURPOSE AND REGULATIONS

Attachment A.



City of Forest Lake
Farmer's Market Application

Name: _____

Address: _____

Phone: (H) _____

(W) _____

(C) _____

Email address: _____

Items you will be selling at the market check all that apply or indicate in blank spaces:

- | | | |
|---|---|---|
| <input type="checkbox"/> Apples | <input type="checkbox"/> Grapes | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Asparagus | <input type="checkbox"/> Greens/Lettuce | <input type="checkbox"/> Wild Rice |
| <input type="checkbox"/> Bakery Products (please briefly specify) | <input type="checkbox"/> Herbs | <input type="checkbox"/> Wildflowers |
| <input type="checkbox"/> Beans | <input type="checkbox"/> Honey | <input type="checkbox"/> Specialty Meats (please briefly specify below) |
| <input type="checkbox"/> Bedding plants | <input type="checkbox"/> Maple Syrup | <input type="checkbox"/> Gelato (MN Grown Cert.) |
| <input type="checkbox"/> Beets | <input type="checkbox"/> Melons | <input type="checkbox"/> Organic Beverages |
| <input type="checkbox"/> Blackberries | <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Pasta (MN Grown Cert.) |
| <input type="checkbox"/> Blueberries | <input type="checkbox"/> Native plants | <input type="checkbox"/> Kettle Corn (MN Grown Cert.) |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Onions | <input type="checkbox"/> All Natural Fertilizer |
| <input type="checkbox"/> Cabbage | <input type="checkbox"/> Pears | <input type="checkbox"/> Milled Flours w/MN Ingred. |
| <input type="checkbox"/> Carrots | <input type="checkbox"/> Peppers | <input type="checkbox"/> Baking Mixes w/MN Ingred. |
| <input type="checkbox"/> Cheese | <input type="checkbox"/> Plums | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cucumbers | <input type="checkbox"/> Popcorn | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Currants | <input type="checkbox"/> Potatoes | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Dill | <input type="checkbox"/> Preserves | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Eggplant | <input type="checkbox"/> Pumpkins | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Raspberries | <input type="checkbox"/> <u>MN Grown Certified</u> |
| <input type="checkbox"/> Elderberries | <input type="checkbox"/> Rhubarb | <input type="checkbox"/> <u>Licensed bakery</u> |
| <input type="checkbox"/> Flowers, Cut | <input type="checkbox"/> Seed | <input type="checkbox"/> <u>Certified Organic</u> |
| <input type="checkbox"/> Flowers, dried | <input type="checkbox"/> Soybeans | <input type="checkbox"/> <u>Cottage Food Certified</u> |
| <input type="checkbox"/> Garlic | <input type="checkbox"/> Squash | |
| <input type="checkbox"/> Gourds | <input type="checkbox"/> Strawberries | |
| | <input type="checkbox"/> Sweet Corn | |

CHECK HERE IF YOUR ITEMS ARE MINNESOTA GROWN

Please provide FMNP/CVV voucher ID No. _____

Before your spot can be determined this must be completed and returned to the City of Forest Lake, Parks Department. Please mail to address below on or before **April 1, 2026**:

City of Forest Lake
Parks Department
1408 Lake St. S
Forest Lake, MN 55025

DO NOT WRITE BELOW THIS LINE, FOR OFFICE USE ONLY:

STALL NUMBER: _____



Forest Lake
AS GOOD AS IT SOUNDS

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: February 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Outdoor Ice Rink Report

INTRODUCTION:

Staff has been tracking attendance at each park that has a skating rink for the last two winters. This helps staff decide if the rinks are being utilized properly for the resources put into them or if there needs to be any changes/updates made.

ANALYSIS:

Tower park was used a lot more heavily compared to the skating rink at Beltz Park. Both warming houses were staffed seven days a week and open from 12pm-9pm.

Warming House Staff received several complaints of the lack of parking close to the rink at Beltz Park. Staff did not see an increase in the Beltz Park attendance even though staff received several compliments and high regards to the ice conditions due to the maintenance of the rinks.

Tower Park received some complaints that the rinks were too busy at times. There was a substantial amount of time rented by the hockey association in the 25-26 ice season.

Overall, there was aa large amount of compliments and high regards to the three rinks with many saying it was the best ice in the area.

RECOMMENDATION:

Commission should read and review the attached documents and let staff know if you have any questions.

ATTACHMENTS:

Outdoor Ice Use Reports

Outdoor Ice Rink Report

Beltz Park		December	January	February
2024-2025	# of Skaters	95	255	72
2025-2026	# of Skaters	30	114	75

Tower Park		December	January	February
2024-2025	# of Skaters	155	830	205
2025-2026	# of Skaters	175	1065	540

STAFF REPORT



MEETING DATE: February 18, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Spring Fling

INTRODUCTION:

Staff has heard Spring Fling brought up at Parks and Recreation Commission meetings and would like to spend time discussing this activity with the commission.

ANALYSIS:

Spring Fling was previously ran as a City Community Event which has turned into an Easter Egg Hunt ran by the local Chamber Lakeside Park and the City is a Sponsor of the Event.

RECOMMENDATION:

Staff is looking for the Parks and Recreation Commission to discuss their vision of what Spring Fling would look like in the future.