

## **AGENDA**

### **Parks and Recreation Commission Regular Meeting**

FOREST LAKE, MINNESOTA  
CITY CENTER

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

**May 21, 2025  
5:30 PM**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approve the Agenda
- 5) Open Forum – Citizen Petitions, Requests and Concerns: Please sign in at the front table.  
*The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.*
- 6) Approve Meeting Minutes from April 16, 2025 Parks and Recreation Commission Meeting
- 7) Let's Go Fishing, Recreation Opportunity Discussion – Dave Adams
- 8) Lakeside Landscaping Recommendation – Dave Adams
- 9) Baseball/Softball Field Care Discussion – Dave Adams
- 10) Staff Updates
- 11) Parks and Recreation Commissioner Updates
- 12) Adjourn



# Parks and Recreation Commission

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

## Regular Meeting

~ Minutes ~

Wednesday, April 16 2025

5:30 PM

City Center - Council Chambers

### 1. Call to Order

### 2. Roll Call

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

### 3. Pledge of Allegiance

### 4. Approve the Agenda (Action)

**Motion:** Commissioner Garry made a Motion to Approve the Agenda as presented.  
Motion seconded by Commissioner Herdina. Motion carried 5-0.

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

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

Dayn Kubitschek, employee at Playit Creations, submitted a proposal for one of the projects at Manor Park. He said that he was a member of the community, and they would love to help make the parks in Forest Lake better. He said that they would like to give a decent discount on the playground, and they were local, so they could help to support any issues with the product. He said that they would like to be a part of the project.

### 6. Approve Meeting Minutes from March 19, 2025, Parks and Recreation Commission Meeting

**Motion:** Commissioner Morehead made a Motion to Approve the Meeting Minutes from March 19, 2025, Parks and Recreation Commission Meeting with one correction to add in the word “vice-chair” rather than “chair” for Commissioner Morehead.  
Motion seconded by Commissioner Garry. Motion carried 5-0.

### 7. Hidden Creek South Concept Plan Review – City Planner Ken Roberts and Parks Department

City Planner Roberts displayed maps to explain Hidden Creek additions and the concept plan. He explained that the Hidden Creek Subdivisions were a part of a larger PUD called Headwaters Development. He explained that concept plan reviews were non-binding but were utilized to provide the developer with feedback. He stated that the previous Parks, Lakes, and Trail Commission reviewed this back in 2020 and 2021. He showed a concept plan with potential identified park locations. The City Council reviewed the concept plan on March 24th and provided the developer with feedback. He said that there would be between 40 and 50 developable acres. He said if there was no land suitable for a dedication of between four and five acres, they would include a donation of \$2500 per lot. He said that in the first phase of the development, the City collected some funds to utilize for parks. He presented a map from the Comprehensive Plan and explained general locations for future neighborhood parks and trail corridors. He explained there were 3.71 acres set apart for a park within the first phase of Hidden Creek. The developer was proposing to dedicate land adjacent to the already set-apart land, which was consistent with the earlier plan. He said as a concept, the staff was generally okay with the proposal. He said that there were a few things to consider, including that Headwaters Parkway was a collector street; there would have to be access to the park off one of the side streets to minimize conflict points on Headwater Parkway; there would be a center median; and there would be a park to the south and east of Headwaters Parkway. City Planner Roberts said that good planning would be to have a community park to serve the residents south and east of Headwaters Parkway. He reviewed the proposed design of the park and said some of the uses did not fit the long-term plan, such as sand volleyball. He requested feedback on what type of uses would be best for the park. He discussed stormwater ponding and said that the land encompassed by the pond could not count for park dedication, but could be made up with park dedication fees.

Chair Theisen reviewed the areas to provide comments, including the driveway, parking along headwaters, a separate park, and uses within the park. City Planner Roberts responded he was looking for information specifically relating to a separate park and uses within the park.

Commissioner Garry asked about the open lawn area and if it was large enough to use for things like soccer. City Planner Roberts answered that it might be one acre to one-and-a-half acres.

John Dobbs, Headwaters Land Group, said that when they originally did the project, the Park Board directed them to have a three-acre park in the center. He said that their goal was not to set aside the land, but to build the park now. He explained that they completed a survey for the City of Forest Lake to see recreational active and passive activities that were underserved. They wanted directions about what was desired, and then they would build the park now. He said that in the second phase, they dedicated \$92,500 and would dedicate \$120,000 in the next phase. He said that they would take the money and the land to build the park now, with feedback. They did this in the Riverside Subdivision in Ramsey, and the park equipment was well-utilized by kids. He said that the idea of having the park in the center was to have a location at the heart of the neighborhood. He said that parking lots would cost money. He said that they had dedicated extra right-of-way to build a trail along Headwaters Parkway.

Commissioner Herdina asked if there was a drawback to building the full park now. Mr. Dobbs responded that the drawbacks for the company would be that they were paying for park program materials upfront on the assumption that they would complete the development. He said the downside for the City is that they were picking fees yet to come and allocating them, and fees that have already been paid into the system.

Chair Theisen about what was typical of the City in the past, and whether projects were completed right away or waited until the development happened. Public Works Director Adams answered that

both directions have occurred. He said that park dedication fees would not need to go into that specific park.

Commissioner Morehead thought that if they needed a park for that development, the funds would have to be used for a park for that development. Public Works Director Adams responded that park dedication fees go into the general park system. He said that the money was not earmarked for a specific park.

Mr. Dobbs said that they were asking to do this.

Commissioner Morehead said they previously wanted more of a neighborhood park rather than spotty parks to help with maintenance. Mr. Dobbs responded that the previous Parks, Trails, and Lakes Commission provided feedback about having one park.

Commissioner Garry voiced surprise that parkland dedication fees would be given to the City but were not earmarked for a specific park.

Public Works Director Adams said that the funds do not all need to go to this park.

Commissioner Garry asked if someone donated to the Parks of Forest Lake, they could not earmark the funds. Public Works Director Adams said that a donation was different than a fee on the fee schedule.

Parks and Recreation Coordinator Young said that when they previously had the conversation, there may not have been a vision of future development. He said that they needed to consider the busy Headwaters Parkway and if they should do neighborhood parks or a community park. He said that the parkland dedication fees could be utilized to help additional parks develop. He asked if they want neighborhood parks to suit the needs of the neighborhoods or one larger park. He said that the three-acre park was done. They needed to decide if they wanted to combine land to make a six-acre park, or to put a park somewhere else.

Mr. Dobbs said he was not here for the three acres or five acres, he was here to determine if the park could be built now. He would like to get an idea about what would be a good program use so he could come back with a proposal.

Public Works Director Adams said they had another option to say they want the concept plan and another parcel of land to plan out a future park near phase eight.

Chair Theisen asked if phases four to eight were the same developer. Public Works Director Adams confirmed this information.

City Planner Roberts said that if they did not own the property, they would be working to acquire it in the next two to three years.

Chair Theisen asked about the radius for neighborhood parks to best serve kids. City Planner Roberts answered that there were a lot of variables. He said that the biggest point was the number of homes and residents, and one larger park where residents must cross Headwaters Parkway.

Chair Eckert asked how many homes were already completed. Mr. Dobbs responded that 125 homes were completed and that the southside concept would have between 170 and 175 homes.

Chair Eckert asked if any of the homes were occupied. Mr. Dobbs responded that approximately forty homes were occupied.

Mr. Dobbs asked about the speed limit on Headwaters Parkway. Public Works Director Adams answered that the speed was 45 miles per hour.

Mr. Dobbs said that they were all concerned about safety. He said that the main goal was to get feedback to build the park.

Commissioner Morehead said that she was in favor of a larger park, but she liked the idea of keeping it further away from Headwaters Parkway. She wanted to combine the areas to make one spot for residents to go.

Commissioner Eckert asked if it was possible to reduce the speed on Headwaters Parkway. City Planner Roberts responded that there would be major road connections.

Commissioner Eckert voiced favor for a larger park.

Commissioner Garry asked Mr. Dobbs if he saw a trend in what parks were the most successful. Mr. Dobbs responded that good design impacted the park's success. He referenced the park in Ramsey and suggested that they go visit it.

Public Works Director Adams said that they could get two five-to-six-acre park, so they could have two nice parks. He said that they can never get the land back. He said it was a tough deal because nothing was ghost platted, so they could not picture what it could look like.

Commissioner Herdina asked if the development would be growing families. She said the smaller parks are easier to get to in a stroller, as families could walk. She was in favor of smaller parks and finding space for another park as the development continues.

City Planner Roberts said that Fenway Park was approximately 40 acres. They did not need another 40 acres in this area, but could use another five-acre park in a few locations.

Commissioner Theisen asked if they could ask for additional land for a park when the development continues to grow.

City Planner Roberts said that Mr. Dobbs was requesting approval to develop the park in the near future.

Commissioner Morehead asked for an example of a pocket park. Parks and Recreation Coordinator Young said an example of a pocket park would be Bay Park.

Commissioner Eckert asked how Bridal Pass would be categorized. Parks and Recreation Coordinator Young answered that Bridal Pass would be a neighborhood park.

Commissioner Eckert said it was nice to be in the middle of the community because you get all the kids in the same area.

Commissioner Morehead said she would like the park to be built.

Chair Theisen requested additional feedback about how many parks were desired.

Commissioner Herdina said she would like to see two parks.

Commissioner Eckert asked if there would be one park now to serve the northern homes in the community.

Mr. Dobbs suggested he could do two different concepts to help the Parks and Recreation Commission decide.

Chair Theisen said that they all want to get the park built, but also respect the City budget and other plans. He said he did not know the City's planned use for the park dedication fees.

Public Works Director Adams said that the numbers Mr. Dobbs provided would not be accurate if they asked for additional acres.

Commissioner Garry asked how far the proposed park was from Fenway Fields. Public Works Director Adams responded it would be about a mile. He said that the area would be about a mile. He said that Summerfields Park was three-quarters of a mile.

Commissioner Garry asked if they could take the sidewalks to these parks.

City Planner Roberts said if they put in pickleball courts, people will drive to the park.

Public Works Director Adams said that they want a nice-sized park with amenities, but not too many that attract many residents. If it does, they need to consider parking and other constraints.

Commissioner Morehead said she wanted a park that was large enough for families to utilize, but that would not draw pickleball people.

Public Works Director Adams said that it was a great direction to ask Mr. Dobbs to come back with two concepts with parks of similar sizes.

Chair Theisen requested the address for the park that Mr. Dobbs mentioned. He voiced appreciation for Mr. Dobbs presentation.

## **8. Kulenkamp Park AT&T Proposal – Kyle Young**

Parks and Recreation Coordinator Young said that AT&T proposed to build a tower at Kulenkamp. They are asking the Parks and Recreation Commission if they would consider allowing this tower in Kulenkamp Park.

Commissioner Garry asked if they would pay a fee. Parks and Recreation Coordinator Young said that there would be a lease agreement further down the road.

City Planner Roberts asked if they knew where Kulenkamp Park was located. He said that the tower would be at a maximum of 100 feet tall. He said that the next step would be to go to the City Council for feedback before the applicant went through a formal zoning application.

Parks and Recreation Coordinator Young said that the idea was to have the tower be a part of the sirens.

Commissioner Eckert asked about the improvements to the park. He asked if that would be something they could discuss with AT&T to help with the improvements. He said that residents provided suggestions for improvements to the park.

Commissioner Morehead voiced support for the project.

Public Works Director Adams asked if they would like to camouflage or color the tower in any way.

Commissioner Morehead said it was not necessary.

Public Works Director Adams said he would report to the City Council that they had no concerns with the coloring.

Chair Theisen discussed a pole that looks like a tree in Afton. He said that the towers were a public safety issue.

**Motion:** Commissioner Garry made a Motion to Recommend that the City Council consider AT&T's desire to put in a monopole-style antenna and the submission of a Conditional Use Permit for a tower to be located in Kulenkamp Park.

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

## 9. Concessions Operations Agreement – Kyle Young

Parks and Recreation Coordinator Young said they have an agreement with the Forest Lake Athletic Association for Fenway Fields. He said that the concessions agreement was a separate agreement that had not previously existed. He said that Forest Lake Athletic Association had read through the agreement and agreed to it and were ready for it to be signed off by the City Council.

## 10. Manor Park Project – Dave Adams & Kyle Young

Public Works Director Adams said that the Capital Improvement Plan decided to replace playground equipment every 25 years. He said that Manor Park was worn down. He said that the City allocated \$125,000 for Manor Park. He explained what the City would like to do for amenities, including the removals and adding a new border, installing drain tile, fabric and rubber mulch, putting a trail in, installation of trees, and ground-mount benches. He said adding the cost up would be up to \$75,000. They sent out requests to playground developers for proposals for up to \$75,000. He said that not all six were represented, since not all of them submitted poster boards.

Chair Theisen said that he appreciated the fact that Dave Kubitschek, employee at Playit Creations, sat through the meeting. He invited him up to share about the park plans.

Dave Kubitschek, an employee at Playit Creations, explained the benefits of the fish playground concept. He said that kids could crawl through the fish and be utilized as an obstacle course.

Brady Whitney, an employee at Playit Creations, said it was a central key piece in a playground that people would talk about. They wanted to blend nature with what you see in the parks.

Dave Kubitschek, an employee at Playit Creations, said they would like to do local work.

Brady Whitney, an employee at Playit Creations, said that they could provide benches that were tree-themed. He said that they could be swapped out with the play panels.

Chair Theisen asked if benches would be mounted outside of the play area. Public Works Director Adams assumed that it would add cost to the project, but they do mount benches inside the play area.

Dave Kubicheck, an employee at Playit Creations, said they thought it would work out financially, and they could provide concept images of the park.

Commissioner Morehead said that she was in love with the fish. She enjoyed the dragon park and the way it was spread out. She said she was a shop local person. She said she liked the square play panels.

Commissioner Eckert asked if it would be an option to do number three, but to add the fish as a line item.

Dave Kubitschek, an employee at Playit Creations, said they want to get the fish out there. He said that option three had a spread-out design.

Brady Whitney, an employee at Playit Creations, said they could fit the fish, but would have to remove the monkey bars. He said it would increase the price.

Commissioner Eckert asked about a slide.

Brady Whitney, an employee at Playit Creations, said they could swap out a climber with a slide.

Chair Theisen said that they were considering option two with a Playit Creations and substitute a slide for a climber.

Brady Whitney, an employee at Playit Creations, said they could do a low slide attached to the fish.

Dave Kubitschek, an employee at Playit Creations, said that everything was customizable.

**Motion:** Commissioner Garry made a Motion to Recommend that the City Council approve the Manor Park Project, not to exceed the 2025 funded amount of \$125,000.  
Motion seconded by Commissioner Eckert. Motion carried 5-0.

**Motion:** Commissioner Morehead made a Motion to Recommend that the City Council approve the purchasing of Option 2 of playground equipment with the addition of a slide from Playit Creation.  
Motion seconded by Commissioner Eckert.

Public Works Director Adams suggested amending the motion to include language not to exceed \$75,000.

**Amended Motion:** Commissioner Garry made a Motion to Recommend to include a purchase price not to exceed \$75,000.  
Motion seconded by Commissioner Eckert.

Motion as Amended carried 5-0.

## 11. Staff Updates

**a. Easter by the Lake – Partner Event**

Parks and Recreation Coordinator Young encouraged the Parks and Recreation Commission to spread the word, as the event was around the corner. The egg hunt would take place April 19th.

**12. Parks and Recreation Commissioner Updates**

Commissioner Morehead said that the City Clean-up date was April 26th, and she encouraged attendance.

**13. Adjourn**

**Motion:** Commissioner Garry made a Motion to Adjourn the regularly scheduled Parks and Recreation meeting at 6:58 p.m.

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

# STAFF REPORT



**MEETING DATE:** May 21, 2025  
**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator  
**AGENDA ITEM:** Lets Go Fishing Partnership Opportunity

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## **INTRODUCTION:**

As part of the draft Master Plan process, we received public feedback expressing strong interest in increasing lake-related activities, improving access to water recreation, and enhancing fishing opportunities. In response, staff initiated discussions with *Lets Go Fishing*, a nonprofit organization founded in Willmar in 2002. The group has a proven track record of launching and supporting local chapters, including a recent expansion into Chisago.

Lets Go Fishing expressed that there is significant community interest in establishing a chapter in the Forest Lake area. Preliminary conversations with their leadership helped us better understand their model and the steps involved in forming a partnership. It is clear that moving forward would require a multi-step process and a meaningful investment of staff time, coordination, and potentially some level of City resources.

## **ANALYSIS:**

Launching a local *Lets Go Fishing* chapter would require upfront commitments, including the purchase of an approved pontoon boat, motor, fishing equipment, fuel, and other associated supplies. These initial costs could be funded directly by the City, or alternatively, staff could pursue support from community partners, sponsors, and potential donors to help offset expenses.

To that end, early outreach to local donors and businesses has generated encouraging responses, with several parties expressing interest in contributing to this type of lake-focused programming in Forest Lake. Staff could also explore requesting in-kind donations from the public—such as fishing rods, tackle, and lifejackets—to further reduce costs.

In terms of operations, *Lets Go Fishing* provides valuable support services, including volunteer recruitment, registration management, and programming coordination. Activities could range from fishing excursions for seniors to scenic lake tours open to various community groups. Once launched, a local chapter typically becomes a largely self-sustaining program, with relatively low ongoing costs and high community engagement potential.

**RECOMMENDATION:**

Staff requests direction from the Parks and Recreation Commission on whether to continue actively developing a partnership with *Lets Go Fishing* and begin assembling a more detailed implementation plan.

**ATTACHEMENT:**

[Lets Go Fishing Video](#)

# STAFF REPORT



**MEETING DATE:** May 21, 2025  
**STAFF ORIGINATOR:** Dave Adams, Public Works Director  
**AGENDA ITEM:** Lakeside Landscaping Recommendation

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## **INTRODUCTION:**

Beginning in 2024, Public Works began rehabilitating the medians/islands in Lakeside Park. Map attached shows what was completed in 2024, and what will be completed in 2025 and beyond. The larger area being rehabilitated in 2025 is well underway with 8 new trees planted, sod laid, and irrigation installed. For the two smaller areas, staff is seeking Parks and Recreation Commission recommendation before we move forward.

## **ANALYSIS:**

Staff believe there are three options for these two areas:

1. Remove and replace with landscaping.
2. Remove landscaping and replace with sod.
3. Remove landscaping and replace with two parking spots

## **RECOMMENDATION:**

Staff is recommending option #3 but are seeking Parks Commission discussion on Lakeside Park landscaping and direction on preferred method of rehabilitation from the presented options.

## **ATTACHMENTS**

Map of Rehabilitation schedule  
Map of area of discussion  
Pictures of the current area.



Real People. Real Solutions.

**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.

- 2024
- 2025
- 2026
- 2027



**Map Name**





# STAFF REPORT



**MEETING DATE:** May 21, 2025  
**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator  
**AGENDA ITEM:** Baseball/Softball Field Care

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## **INTRODUCTION:**

The City owns two parks with regularly used and highly requested baseball and softball fields: Kulenkamp Park and Fenway Fields. A vital component of field upkeep includes grooming and dragging the infield dirt areas to ensure safe and playable conditions.

Historically, the *Forest Lake Area Athletic Association (FLAAA)* managed all aspects of field maintenance at Fenway Fields—including irrigation, mowing, fertilizing, infield dirt care, and game preparation. In recent years, FLAAA transitioned out of turf maintenance responsibilities, and the City's Public Works Department assumed those duties.

Most recently, FLAAA has informed staff of its intent to also step back from providing infield dirt care and game prep services at Fenway. This change will require the City to reassess maintenance responsibilities and prepare to take on these tasks to maintain field quality and usability. At *Kulenkamp Park*, the *Forest Lake Baseball Association (FLBA)* currently handles dirt care, and there is strong reason to believe that FLBA would continue to do their own dirt care.

## **ANALYSIS:**

There are a lot of direct and indirect costs that come with this portion of maintenance. These include direct staff costs, where the City would have to potentially hire full time or seasonal staff to complete the work; equipment costs, as City would likely have to invest in proper maintenance equipment; material costs such as chalk, paint, clay etc; as well as indirect staff costs for planning and coordination of schedules and arranging field prep for games.

This would bring potential for the City to open the fields to more users when the fields are open as staff would be planned to maintain fields for full season of use such as end of summer or fall where the baseball/softball fields mostly not being used.

## **RECOMMENDATION:**

City staff is requesting the Parks and Recreation Commission's recommendation to conduct a comprehensive cost analysis of field maintenance services at Fenway—and potentially both Fenway and Kulenkamp Parks.

## **ATTACHMENT:**

Overview of Fenway Fields work history timeline provided by FLAAA

## **An abbreviated Fenway Park History**

### Hockey Arena

- Built by FLAAA 2007-2008
- Opened 2008-2009 Season
- Sold to Forest Lake Schools 2018

### Fields

- 4 fields for baseball and softball, 1 field for baseball, 3 fields for football, soccer and lacrosse.
- Built 2008-2009
- City was unable at the time to take on the management of the complex.
- FLAAA offered to provide turf maintenance and field management.
  - FLAAA contracted with Blue Diamond for turf maintenance and field management.
- Complex opened for games in 2010 for Baseball, Fastpitch and Football
- Lacrosse started play in 2012
- 2018 City required FLAAA to use a different turf maintenance company. FLAAA signed an agreement with a contracted service grass mowing, fertilization and weed control. FLAAA provided field maintenance and maintained the irrigation system.
- 2020 the City moved away from contracted service and took over all grass mowing, fertilization, weed control and irrigations system management. FLAAA provided field maintenance.
- 2024 FLAAA contracted with Forest Lake Schools for field painting.

### Concession Stand

- Construction 2010-2011
- Forest Lake High School provided labor through a school construction program, City provided \$25,000, FLAAA initially provided \$25,000 and an additional \$50,000 to complete construction and equip the concession stand.
- Opened 2012
- FLAAA manages the concession stand.