



Corcoran Parks and Trails Commission Agenda
August 20, 2026
7:00 PM

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Agenda Approval**
- 4. Minutes**
 - a. June 18, 2026, Meeting Minutes
- 5. Open Forum - Public Comment Opportunity**
- 6. Presentations**
- 7. Unfinished Business**
 - a. Heritage Park Building Survey & Reservation Agreement
- 8. New Business**
 - a. Hennepin County Youth Activities Grant Opportunity - Play Area Grant
- 9. Reports/Information**
 - a. Planning Project Update
 - b. Parks, Recreation, and Trails Update
- 10. Subcommittee & Miscellaneous Reports**
 - a. Garden Club Report
 - b. Park Dedication Fund Report
- 11. Other Business/Announcements**
- 12. Adjournment**

***Includes Materials** - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City website at www.corcoranmn.gov.

STAFF REPORT**Agenda Item: 4.a**

Council Meeting: August 20, 2026	Prepared By: Seth Gellman. Community Development Administrative Assistant,
Topic: June 18, 2026, Meeting Minutes	Action Required: Approval

Options

1. Approve minutes as presented.
2. Provide staff with adjustments to the minutes.

Recommendation

Approve minutes as presented.

Council Action

Approve minutes as presented.

Attachments

1. [2026-06-18 Parks and Trails Commission Minutes Draft.docx](#)



**Corcoran Parks and Trails Commission Minutes
June 18, 2026 - 7:00 pm**

The Corcoran Parks and Trails Commission met on June 18, 2026, at City Hall in Corcoran, MN. Present were Commissioners Anderson, Christenson, Erzberger, Nybo, Schmidt, and Strehler.

Present at City Hall were Parks and Recreation Manager Christensen Buck, Community Development Administrative Assistant Gellman, and Program Coordinator Zdechlik.

1. Call to Order / Roll Call

Chair Christenson called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

Chair Christenson invited all in attendance to rise and join in the Pledge of Allegiance.

3. Agenda Approval

Motion: Made by Nybo, seconded by Anderson, to approve the agenda, for the June 18, 2026, Parks and Trails Commission Meeting.

Voting Aye: Anderson, Christenson, Erzberger, Nybo, Schmidt, and Strehler

(Motion carried 6:0)

4. Minutes

Motion: Made by Anderson, seconded by Schmidt, to approve May 21, 2026, minutes.

Voting Aye: Anderson, Christenson, Erzberger, Nybo, Schmidt, and Strehler

(Motion carried 6:0)

5. Open Forum – Public Comment Opportunity

Joey Rodriguez, Rogers, MN, addressed the Commission introducing himself and that he was running for the Three Rivers Park District Board of Commissioners.

6. Presentations

7. Unfinished Business

a. Wayfinding Policy and Signage Concepts

Gabrielle Grinde, HKGi, presented the Wayfinding Signs presentation and findings.

The Commission engaged in discussion with staff regarding the Wayfinding Policy and proposed Signage Concepts. Commissioners shared their preferences and provided feedback on the proposed concepts and signage elements.

Motion: Made by Christenson, seconded by Erzberger, to approve the preferred sign family as Option 2, specifically Option 2A, with the specified color preference, wood posts, composite panels, and metal brackets.
Voting Aye: Anderson, Christenson, Schmidt, and Strehler

Voting Aye: Anderson, Christenson, Erzberger, Nybo, Schmidt, and Strehler

(Motion carried 6:0)

8. New Business

9. Reports/Information

a. Planning Project Update

Community Development Administrative Assistant Gellman gave a brief update.

b. Parks, Recreation, and Trails Update

Parks and Recreation Manager Christensen Buck presented the Parks, Recreation, and Trails Update.

c. Program Coordinator Update

10. Subcommittee & Miscellaneous Reports

a. Garden Club Report

Commissioner Anderson gave a brief update.

b. Park Dedication Fund

Parks and Recreation Manager Christensen Buck supplied the most recent Park Dedication Fund numbers.

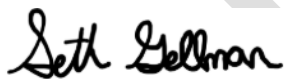
11. Other Business/Announcements

12. Adjournment

Motion: Made by Strehler, seconded by Schmidt, to adjourn the June 18, 2026, Parks and Trails Commission meeting at 8:12 pm.

Voting Aye: Anderson, Christenson, Erzberger, Nybo, Schmidt, and Strehler

(Motion carried 6:0)



Submitted by Seth Gellman, Community Development Administrative Assistant

Council Meeting: August 20, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Heritage Park Building Survey & Reservation Agreement	Action Required: Approval

Summary

Staff has been developing the operational framework for public rentals of the Heritage Park Building. The building is intended to provide an additional community gathering space for meetings, celebrations, and other private events while balancing customer service, operational capacity, and long-term maintenance of the facility.

To help guide development of the rental program, a community survey was available for approximately one month. The survey was shared with City Council, Commissions, individuals who previously expressed interest in renting the building, among other City communication methods. 107 survey responses were received.

The attached draft reservation agreement incorporates many survey findings while recognizing the City's current staffing levels and anticipated operational needs. Staff is seeking Parks and Trails Commission feedback. Some areas of the Rental Agreement are shown with x's in areas that are to be confirmed, some of which require installations or deliveries that have yet to occur to test the ideas (i.e., table and chair layouts).

The reservation agreement is intended to establish a consistent framework for rentals while maintaining flexibility for future adjustments as the building begins operation. Preliminary review of the process took place during the July 23 City Council meeting, however, there was limited time due to the length of the meeting. City Council provided feedback on preliminary questions to further refine the process with general responses, with exception to the rental rates where more detail was provided. City Council noted that they would like to see the rental rates cover the cost of building rentals. Additionally, review by the City Attorney would be anticipated upon updates from the August 20, 2026, Parks and Trails Commission meeting, prior to final review by City Council at an upcoming meeting.

Survey Summary

Highlights from the 107 respondent Heritage Park Building survey included:

- 70% indicated that they were somewhat or very likely to rent the building.
- 60% preferred half-day rental opportunities.
- Family gatherings, birthday parties, and showers were the most common anticipated uses.
- Most respondents anticipated renting the facility annually or every few years.
- 62% preferred fewer rental opportunities if doing so helped keep the rental costs lower.
- 84% preferred minimal staff involvement, with staff available for emergencies or no staff present during the rental.

Staff incorporated this feedback into the draft agreement whenever operationally feasible, including the proposed emergency on-call system and weekend daytime hourly rental opportunities.

Resident, Non-Resident, Exempt Organization Reservations

Benefits are proposed to Corcoran residents by allowing residents to reserve the building up to 12 months in advance, while non-residents may reserve up to 8 months in advance. Additionally, a difference in residential rate is proposed both by full day rental and hourly (weekday only) rental rates. The draft agreement proposes maintaining consistency with current park rental practices by extending the rental fee exemptions to the same community organizations currently exempt from rental fees.

Rental Fees

Following City Council direction that rental fees should primarily recover operational costs associated with the facility. Staff evaluated survey feedback, surrounding community pricing, and anticipated operating costs.

Staff recommends the following fee schedule:

Weekday/Full-Day Rental (Monday - Sunday | 10:00 am - 10:00 pm)

- Residents: \$400
- Non-Residents: \$450

Renters may request additional set up time prior to 10:00 am at the applicable hourly rate, subject to availability and readiness of the building.

Weekday Hourly Rental (Monday - Friday)

- 2-hour minimum reservation
- Residents: \$40/hour
- Non-Residents: \$50/hour

Staff believes these rates remain competitive with surrounding communities while recognizing the building is newly constructed, table and chair setup is included, access to nearby park amenities, and overall quality of the facility. Council also supported evaluating rental activity and operating costs after the facility has been in operation and making future fee adjustments, if warranted.

Rental Scheduling

Council supported a maximum of one rental per day. All days will have full-day rental blocks, weekdays will have hourly rental opportunities.

While survey respondents generally supported additional rental opportunities, each rental requires building inspections post-rental, set-up verification, cleaning oversight, and administrative coordination. This approach helps maintain building quality, allows adequate time for turnover between reservations, and reduces operational impacts. An exception is proposed Monday - Friday, at the City's discretion, when staffing and scheduling may allow a daytime reservation followed by an evening reservation.

On-Call Support

Survey responses indicated that most participants preferred a self-service facility rather than staff being present throughout the rental. The largest response favored staff being available only for emergency situations. Consistent with that feedback, the draft agreement proposes an on-call emergency phone number available during rentals.

Staff are currently evaluating the most sustainable approach for providing emergency coverage while balancing available staffing resources, cross-departmental coordination, and employee availability outside of regular business hours.

Damage Deposit

The proposed damage deposit is \$350, consistent with deposits currently required for other Heritage Park amenities.

Staff explored average cleaning fees on an emergency basis and calculated \$0.08-\$0.15 per square foot. The square footage for the gathering room, kitchen, two bathrooms, hallway, and vestibule is approximately 2,482 square feet, bringing the estimate to \$198.56-\$372.30 for emergency cleaning. At this time, staff recommends continuing to collect damage deposits by check. The City's current software option does not support credit card authorization holds. Accepting credit card damage deposits would require implementation of additional software or payment processing capabilities.

Facility Rules

The reservation agreement includes rules addressing cleanup responsibilities, decorations, alcohol, vehicles, emergency procedures, cancellations, and other operational expectations. Many of these provisions are consistent with existing park policies or rental agreements utilized by other communities.

Commission Discussion

The Parks and Trails Commission is requested to review the proposed rental agreement and fees, to provide a recommendation to City Council regarding:

- Proposed rental fees
- Reservation procedures
- Operational policies
- Rental agreement

Financial/Budget

Rental Type	Resident	Non-Resident
Full-Day Rental (10:00 am - 10:00 pm)	\$400	\$450
Weekday Hourly (2-hour minimum)	\$40/hour	\$50/hour
Damage Deposit	\$350	\$350

The proposed rental fees are intended to recover operational costs associated with building rentals. Actual operating costs and rental demand will be monitored after implementation, with future fee adjustments recommended as necessary.

The damage deposit (\$350) is required by all rental groups, including exempt rental fee groups.

Options

1. Recommend City Council approve the Heritage Park Building Rental Agreement and fee schedule, subject to City Attorney review and minor revisions.
2. Provide feedback for staff to incorporate prior to City Attorney review and City Council consideration.

Recommendation

Recommend City Council approve the Heritage Park Building Rental Agreement and fee schedule, subject to City Attorney review and minor revisions.

Council Action

Recommend City Council approve the Heritage Park Building Rental Agreement and fee schedule, subject to City Attorney review and minor revisions.

Attachments

1. [HPB Survey Results and Review](#)
2. [HPB Rental Agreement 8.13.26](#)

Total of 107 respondents

How likely are you to rent the new park building for a private event?

- Very likely: 32
- Somewhat likely: 43
- Neither likely nor unlikely: 13
- Somewhat unlikely: 3
- Very unlikely: 9
- Not interest in renting: 7

75 of the 107 respondents (70%) were either very likely or somewhat likely to rent the building for a private event.

19 of the 107 respondents (18%) were either somewhat unlikely, very unlikely, or not interested in renting the building for a private event.

What rental durations would you prefer?

- Full day rental (morning through evening): 17
- Half day rental (morning or afternoon/evening): 64
- No preference: 26

64 of the 107 respondents (60%) were interested in half day rentals, rather than rentals for the full day.

What rental fee and damage deposit combination would you consider reasonable for use of the park building (select all that apply).

- Half Day: Under \$150 rental fee + under \$200 damage deposit: 86
- Half Day: \$150-\$300 rental fee + \$200-\$350 damage deposit: 23
- Full Day: \$301-\$600 rental fee + \$351-\$500 damage deposit: 56
- Full Day: \$601-\$1000 rental fee + \$351-\$500 damage deposit: 1

86 of the 107 respondents (80%) considered \$150> rental fee & \$200> damage deposit was reasonable for a half day rental.

56 of the 107 respondents (52%) considered \$301-\$600> rental fee & \$351-\$500 damage deposit was reasonable for a full day rental.

What types of events are you interested in having at the building? (select all that apply)

- Family gatherings: 78
- Holiday parties: 38
- Birthday parties: 71
- Work gatherings: 22
- Religious gatherings: 16

Heritage Park Building Survey – Results and Review

- Community group meetings: 27
- (Bridal, Baby, Wedding) showers: 50
- Other: 15

Family gatherings and birthday parties were the most common response to events the respondents would like to host at the building. Various types of showers (bridal, baby, wedding, etc.) were another large interest event for the building.

How often do you foresee renting the building within a calendar year?

- Weekly: 7 (7%)
- Monthly: 0 (0%)
- Seasonally: 13 (12%)
- Yearly: 37 (35%)
- Every few years: 40 (37%)
- Never: 10 (9%)

In your opinion, how many rental days per week is appropriate for the park building?

- 1 rental (Mon-Thurs), 1 rental (Fri-Sun): 21
- 1 rental (Mon-Thurs), 2 rentals (Fri-Sun): 7
- 1 rental (Mon-Thurs), 3 rentals (Fri-Sun): 7
- 2 rentals (Mon-Thurs), 2 rentals (Fri-Sun): 23
- 2 rentals (Mon-Thurs), 3 rentals (Fri-Sun): 9
- 3 rentals (Mon-Thurs), 3 rentals (Fri-Sun): 40

37% of respondents prefer the maximum suggested rentals (3 Monday-Thursday, 3 Friday-Sunday).

21.5% of respondents prefer 2 rentals Monday-Thursday and 2 rentals Friday-Sunday.

20% of respondents prefer 1 rental Monday-Thursday and 1 rental Friday-Sunday.

What days and times would you be interested in renting the park building (select all that apply)?

- Monday – Thursday: 8a-12p (3.7%), 12p-5p (16.8%), 5p-10p (39.3%), NA (39.3%)
- Friday: 8a-12p (2.8%), 12p-5p (21.5%), 5p-10p (50.5%), NA (25.2%)
- Saturday: 8a-12p (13.1%), 12p-5p (43.9%), 5p-10p (27.1%), NA (15.9%)
- Sunday: 8a-12p (13.1%), 12p-5p (52.3%), 5p-10p (12.1%), NA (22.4%)

Monday-Thursday rentals were heavily interested in either 5-10 pm rentals or not interested in renting during those days of the week.

Friday rentals were primarily interested in 5-10 pm rentals.

Saturday and Sunday rentals were primarily interested in afternoon rentals, with some expressing interest in Saturday evening rentals.

Rental ability and cost are connected. Offering more rental days typically increases staffing and maintenance costs, while limited rental days can help keep costs lower. Which do you prefer?

- Fewer rental days with lower costs: 66
- More rental days with higher costs: 17
- No preference/Unsure: 24

62% of respondents were interested in fewer rental days, with lower costs.

What level of on-site support would you prefer? Self-service facilities generally keep costs down, while staffed rentals can increase cost.

- Staff available for emergencies (maintenance and building emergencies): 50
- Staff available at the beginning and end of rental: 16
- Staff present during the entire rental: 1
- No staff needed: 40

84% of respondents preferred minimal staff involvement, with majority of respondents expressing interest in strictly emergency assistance.

I reside in:

- The Buffalo-Hanover School District: 21
- The Delano School District: 5
- The Osseo School District: 8
- The Rockford School District: 43
- The Wayzata School District: 23
- Hennepin County: 6
- A County other than Hennepin: 1

40% of respondents reside in the Rockford School District, with Buffalo-Hanover and Wayzata (approximately 20% for each of those).

What is the size of your household:

- Household of adults only, no children under 18 years old: 43
- Household of adults and 1 child under 18 years old: 12
- Household of adults and 2-4 children under 18 years old: 43
- Household of adults and 4+ children under 18 years old: 5
- Prefer not to answer: 4

Heritage Park Building Survey – Results and Review

56% of respondents are within a household that has at least 1 child under 18 years of age. 40% of respondents are households with adults only.

What is your age:

- Under 18 years old: 2
- 18-24 years old: 0
- 25-34 years old: 23
- 35-44 years old: 24
- 45-54 years old: 20
- 55-64 years old: 10
- 65+ years old: 10
- Prefer not to answer: 8

63% of respondents were between the ages of 25-54 years of age.

Heritage Park Building – Rental Agreement

Reservations

In order for your reservation to be guaranteed, City of Corcoran must have received the following three items from the Renter: Reservation payment, damage deposit, and completed/signed rental agreement. Your reservation allows you exclusive access to the Heritage Park Building, but Heritage Park is still open and available to the public during your event.

Residents can reserve dates 12 months prior to the event. Non-residents can reserve dates 8 months prior to the event. One-week long temporary holds will be placed on the preferred date to allow the Renter time to return payment, damage deposit, and paperwork.

Facility use will be limited to the specific reservation times listed on the rental, this includes all setup and cleanup. If you wish to set up the day before or tear down/clean up the day after, then you must also rent out the Heritage Park Building for the additional set up day. Renters found going past their determined rental timeframe will be charged for additional time.

Rental Fees

Rental Type	Resident	Non-Resident
Full-Day Rental (10:00 am – 10:00 pm)	\$400	\$450
Weekday Hourly (2-hour minimum)	\$40/hour	\$50/hour

Full day rentals are available Monday – Sunday, 10:00 am – 10:00 pm. Additional set up time before 10:00 am is available at the hourly rate, subject to availability.

Weekday hourly rentals are available Monday – Friday only, with a 2-hour minimum for hourly rentals.

Exempt rental fee groups: Northwest Area Jaycees, Corcoran Lions, Pioneer Society, Northwest Trails, Corcoran Garden Club, St. John's Lutheran School

Damage Deposit

A \$350 damage deposit check is required at time of making a reservation for all rentals, including exempt rental fee groups. Deposits are accepted by check only. Checks will be voided and shredded after the event if all terms of the agreement are met. It will be deposited by the City of Corcoran if any terms of this agreement are not met.

Rules

Any violation of building/park policy may, in the discretion of the City of Corcoran, result in cancellation of use, denial of future request, and/or forfeiture of fees.

- All City of Corcoran parks, including Heritage Park, are open from 6:00 am – 11:00 pm.

Heritage Park Building – Rental Agreement

- All groups must be supervised by an adult over the age of 18 with Renter on site for the duration of the event. The Renter is responsible for all conduct of event attendees. This includes any damage, loss, breakage, or rule violations because of attendees' conduct.
- Vehicles are allowed in parking lots only
 - Do not drive or park motor vehicles on any concrete or grass surfaces – parking lot only.
- Cannabis, tobacco products (including vapes) are not allowed in park property/facilities.
- Decorations
 - Glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium-filled balloons, and/or pinatas are not allowed in the park building. This includes any balloon containing confetti, etc.
 - No staking of any kind
 - Only painters' tape (blue tape) may be used to affix items. No scotch/masking/duct tape, push pins, putty or thumbtacks.
- The use of pyrotechnics, open flames, or other combustible materials within the facility is strictly prohibited.
- Animals (other than service dogs) are not allowed in facilities.
- Glass is not allowed within the Heritage Park Building, or any other City of Corcoran park.
- A Special Event Permit may be required for the following:
 - Canopy/tent outside
 - Alcohol sales
 - Noise ordinance exceptions (amplified sound)
 - Food or beverage sales (including food trucks)
 - Banners/signage
- It is the responsibility of the Renter for cleaning before the end of the reservation time:
 - Clean kitchenette amenities: Counters, sink, ice machine, refrigerator/freezer.
 - Wipe down tables/chairs used and return to original location.
 - Sweep floors and clean up any spills.
 - Bag all garbage/recycling and place in bins or cans provided.
 - Removal all decorations, tape, string, and other materials brought in for event.
 - If such cleanup work is not done, the City shall have the Building cleaned and the Renter agrees to pay for the charges of this clean-up required to return the Building to the condition in which it was prior to the use by the Renter.

Heritage Park Building – Rental Agreement

- Renter is responsible for notifying the City of any Building issues (i.e., electrical, plumbing, etc.)
- The Renter must comply with all City of Corcoran Ordinances, Minnesota State Statutes, Federal Laws, and established rules for use of Heritage Park.

Emergencies

IF THERE IS AN EMERGENCY ON THE DAY OF YOUR RESERVATION PLEASE CALL: **ON-CALL PHONE NUMBER**

- On-call emergencies:
 - Significant property damage
 - Unable to access the building
 - HVAC system failure (No heat/AC)
 - Power outage
 - Water leak
- 911 emergencies:
 - Fire or smoke in the building
 - Medical emergencies
 - Gas leak or suspected gas odor

City provided amenities:

- One standard table/chair setup included.
 - Renters may rearrange furniture but must return it to the original set up.
- Use of trash and recycling receptacles related to reservation, and cleaning supplies (surface spray, paper towels, broom, and dustpan).
- Use of kitchen – sink, refrigerator, freezer, ice machine, serving counter.
- **XX** television with a connected HDMI cable.
- Wi-Fi
- **XX** tables, **XX** chairs upon set up
- **XX** tables, **XX** chairs available beyond set up.
- Electrical outlets throughout the main room and kitchenette.

Additional Park Amenities/Features

(Reservations do not grant exclusive use of the area or park)

- Multiple softball fields (require reservation for exclusive use)
- Playground (cannot be reserved privately)
- 2 externally accessible bathrooms, one with building access
- Sand volleyball court (require reservation for exclusive use)
- T-ball fields (require reservation for exclusive use)
- Open air pavilion (requires reservation for exclusive use)
- Ice rinks during the winter months
 - Cannot be reserved privately

Heritage Park Building – Rental Agreement

- Warming house must be used for skating/hockey equipment – no equipment allowed within Heritage Park Building
- Walking trails (cannot be reserved privately)

Inflatables/Bounce Houses

- Must notify the City of Corcoran at least two full weeks prior to event – placement of inflatable must be approved by staff
- No staking – must use weights to secure inflatable
- Insurance requirement
 - \$2 million General Aggregate AND \$1 million Occurrence, City of Corcoran listed as additionally insured.
 - Rental company must be insured.

Cancellation

- **By Renter:** The Renter may cancel this Agreement by giving written notice to the City. If the notice is received thirty (30) days prior to the date of use, all fees paid to the City will be refunded to the Renter. If notification is received less than thirty (30) days but 72 hours or more prior to the scheduled date of use, 50% of the fees paid to the City shall be refunded to the Renter. If notification is received less than 72 hours prior to the scheduled use, no fees will be refunded to the renter.
- **By City:** The City reserves the right to cancel this Agreement up to 72 hours prior to the Date of Use, or at any time for public safety reasons. In such event, the City will attempt to notify the Renter as soon as possible if such cancellation occurs. All fees paid to the City shall be refunded if this Agreement is cancelled by the City pursuant to this paragraph.

Agreement to Hold Harmless and Defend and Indemnify

I understand that the use of Heritage Park is voluntary and that I'm/we are using it for my/our benefit only. I understand that the use of Heritage Park is undertaken at my/our own risk and that the City of Corcoran will not be liable for any claims, injuries, or damages of whatever nature incurred by me or a member of my organization, or by the negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the City of Corcoran and its agents, representatives, officials, and employees from any such claims, injuries, or damages. I also agree to defend, indemnify, and hold the City harmless from any claims, injuries, liabilities, costs, or damages of whatever nature, including reasonable attorneys' fees, arising out of or connected with my use of the Heritage Park. If the undersigned fails to do so, then the City may institute an action against the undersigned and all persons using the park for recovery of all costs, including reasonable attorneys' fees, incurred by the City pursuant to this paragraph.

Heritage Park Building – Rental Agreement

I represent and agree that I have read and I understand the rules and regulations regarding rental of Heritage Park. I further understand that the City will not be responsible for providing supervision of the activities and that the City reserves the right to cancel this permit for reasons of public safety or convenience.

Tennessee Warning?

Heritage Park Building – Rental Agreement

Frequently Asked Questions – Heritage Park Building

- What are the hours for a full-day rental?
 - A full day rental is from 10:00 am – 10:00 pm. Renters looking to book additional hours before 10:00 am may do so at the hourly rate.
- How will I get into the rental space?
 - Building will unlock upon your rental time.
- What do I have to do before I leave?
 - Clean kitchenette amenities: Counters, sink, ice machine, refrigerator/freezer.
 - Wipe down tables/chairs used and return to original layout.
 - Sweep floors and clean up any spills.
 - Bag all garbage/recycling and place in bins or cans provided.
 - Remove all decorations, tape, string, and other materials brought in for event.
- Does the City provide tablecloths or coverings, and what are the dimensions of the tables?
 - The City does not provide tablecloths or coverings, but welcomes Renters to bring them in. Tables are 30” x 72”.
- Do you allow alcohol in the Parks?
 - Beer, flavored malt/sugar beverages, cider, and wine are allowed within the park provided they’re packaged within their original, glass-free container.
 - Kegs, barrels, case lot quantities, bulk tap quantities, and sale of any of the previously mentioned alcoholic beverages requires additional permitting (see Special Event Permit).
- What is provided in the kitchenette?
 - Sink, refrigerator, freezer, ice machine, serving counter, electrical outlets.
- Are there grills in the park?
 - Yes, but they are included with the Pavillion rental and may not be available for use without also renting the Pavillion.
- What do you provide for technology?
 - We have a **XX**” television with a connected HDMI cable and Wi-Fi.
- Can I drive on the path to drop off items or guests?
 - We have a strict policy and do not allow any motorized vehicle on our sidewalks or paths, as it is a safety issue.
- What is the capacity for the building?
 - Capacity of **XX** seated with tables
 - Capacity of **XXX** seated presentation style
- Do I also get exclusive access to the playground, volleyball court, or any fields?

Heritage Park Building – Rental Agreement

- Exclusive access is NOT available for the playground.
- The volleyball court and fields can be reserved for exclusive use.
- What do you have for parking?
 - 208 stalls (8 handicapped stalls; 4 handicapped stalls near the building).
Parking is NOT limited to rental events and may have other uses occurring at the park.
- What number can I call if there is a critical issue during the reservation?
 - **ON-CALL PHONE NUMBER**
 - On-call emergencies:
 - Significant property damage
 - Unable to access the building
 - HVAC system failure (NO heat/AC)
 - Power outage
 - Water leak
 - 911 emergencies:
 - Fire or smoke in the building
 - Medical emergencies
 - Gas leak or suspected gas odor

Council Meeting: August 20, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Hennepin County Youth Activities Grant Opportunity - Play Area Grant	Action Required: Authorization

Summary

Staff is seeking initial feedback from the Parks and Trails Commission regarding a conceptual park plan and recommendation to pursue external grant funding through the Hennepin County Youth Activities Grant Program, specifically through the Play Area grant

(<https://www.hennepincounty.gov/services/grants-funding-opportunities/youth-activity-grants>). Staff is exploring the park located off of 102nd Place and Jack Pine Lane (within the Bellwether development). The City has been previously successful in receiving funding through this grant program for improvements at Heritage Park. Staff is currently working to close out the Heritage Park grant as the project reaches completion.

During the Parks and Trails Commission meeting on May 21, 2026, Commissioners discussed the length of time this park property has remained undeveloped, the continued community interest in seeing the site improved, and potential funding opportunities to move the project forward. One funding source previously discussed was gambling funds, particularly for veteran-focused improvements. More recently, staff identified the Hennepin County Youth Activities Grant as another funding opportunity.

The application deadline for this grant is September 10, 2026. Although this is a relatively quick turnaround, staff believes a competitive application can be submitted in time, with a funding request of \$300,000.

While the grant is centered around youth activities, staff believes the proposed project aligns well with the grant's intent. With continued residential development surrounding the park and a growing population of families and grandchildren visiting from nearby neighborhoods, there is an increasing need for amenities such as playgrounds, open green space, and recreational opportunities.

Presented within the packet is an initial draft concept for discussion. This concept is being presented for the first time at the August 20 Parks and Trails Commission meeting and is anticipated to also be provided in the the City Council packet on August 27.

It is important to note that this remains an early concept and has not fully identified operating budget impacts or funding sources. Initial estimates are approximately \$1,000,000.

The draft concept includes the following potential amenities:

- Parking lot
- Open-air pavilion accommodating approximately 100 people
 - Consideration for integrated restrooms and a catering kitchen
- Veteran's Memorial
- Playground for children 2-12
- Open green space
- Dog park
- Walking trail loop with connections to the existing open space park trail loop and the Diamond Lake Regional Trail
- Wellhouse/restroom location
 - Staff's current direction would be to relocate the restroom facility to the pavilion based on additional site and operational considerations

The concept is intended to begin a community conversation and is expected to evolve as additional public input, Commission and Council discussion, and funding opportunities are explored. There are some inconsistencies (i.e., inaccurate street label) that would need to be further worked out prior to the

grant application.

Staff recently met with a veteran's group within the Bellwether community, where members expressed interest in contributing towards a Veteran's Memorial through future donation opportunities. This community interest demonstrates the potential for partnerships that could leverage grant funding and reduce the City's overall project costs.

The proposed concept attempts to address many of the priorities that staff and Commissioners have heard from the community, including;

- A Veteran's Memorial
- A dog park
- A neighborhood playground serving both nearby families and grandchildren of residents in the neighborhoods
- Walking opportunities and green space

With the grant application deadline approaching quickly, staff is requesting initial feedback on the overall concept to help determine which elements should be emphasized within the grant application. Applying for grant funding does not commit the City to constructing the project exactly as shown, rather, it positions the City to pursue outside funding while continuing public engagement and concept refinement.

Staff requests that the Parks and Trails Commission:

- Provide initial feedback on the conceptual park plan.
- Indicate whether they support staff pursuing the Hennepin County Youth Activities Grant.
- Provide any additional comments or recommendations regarding amenities, priorities, or other funding opportunities that should be considered if the project moves forward.

Financial/Budget

The Hennepin County Youth Activities Grant could provide a significant funding source for youth-oriented improvements, particularly items such as:

- Playground
- Trails
- Green space
- Parking and site improvements supporting recreational areas

Additional funding opportunities that could complement the project:

- Gambling funds for veteran-focused improvements, including the proposed Veteran's Memorial.
- Park Dedication Funds.
- SeeMyLegacy donations for amenities such as benches, playground, Veteran's Memorial components, and other park features.

Options

1. Recommend staff apply for the Hennepin County Youth Activities Grant.
2. Provide direction to modify the scope of the grant application before submission.
3. Decline.

Recommendation

Recommend staff apply for the Hennepin County Youth Activities Grant.

Council Action

Recommend staff apply for the Hennepin County Youth Activities Grant.

Attachments

1. [DRAFT IDEA CONCEPT FOR PARK](#)

DRAFT of IDEAS/CONCEPTS FOR PARK

By Jay Tobin

- NOT reviewed by Staff, Parks & Trails Commission or City Council)
- NOT currently on Staff or Commission Planning Timelines
- NOT identified operating budget or funding streams

LEGEND

- 1 Parking Lot (25–30 stalls)
- 2 Well House & Restrooms
- 3 100–Person Open-Air Shelter
- 4 Veteran Memorial
- 5 Playground (Ages 2–12)
- 6 Open Green Space
- 7 Dog Park (1/2 Acre)
- 8 Walking Loop Trail
- Naturalized Buffer



STAFF REPORT**Agenda Item: 9.a**

Council Meeting: August 20, 2026	Prepared By: Dwight Klingbeil, Planner
Topic: Planning Project Update	Action Required: Information Only

Council Action**Attachments**

1. [2026-08-20_Planning_Project_Update.pdf](#)



MEMO

Meeting Date: August 20, 2026
To: Parks & Trails Commission
From: Dwight Klingbeil
Re: Planning Project Update

Projects/comments in blue italics are new.

The following is a status summary of active planning projects:

1. **Springs at Corcoran Preliminary Plat, Preliminary PUD, Rezoning (PID 12-119-23-13-0007) (City File 26-001).**

Continental 928 Fund, LLC. Request approval of a preliminary plat, preliminary Planned Unit Development (PUD), and rezoning to allow the construction of 294 market-rate rental units at 19330 County Road 30. The site is currently zoned General Mixed-Use. The applicant requests the site be rezoned to Planned Unit Development (PUD), with an underlying zoning district of GMU. *The public hearing for this item was tabled to the July 7, 2026, Planning Commission meeting. However, additional information is being prepared by the applicant to address transportation and stormwater items. The Commission voted to table the public hearing to the September 3, 2026, meeting.*

2. **Weinand Woods 2nd Addition (PID 36-119-23-32-0011) (City File 26-009).**

Kevin and Mary Weinand requests approval of a preliminary plat to adjust the shared boundary line between the property as 22939 County Road 30, and Outlot B of Weinand Woods Addition. This application incomplete for City review and is not currently scheduled for any upcoming meetings.

3. **Lost Loon Site Plan and Variance (PID 07-119-23-14-0003) (City File 26-011).**

Lost Loon LLC requests approval of a site plan and variance to allow the development of an indoor cannabis cultivation facility at 20120 Auger Avenue. *This application was reviewed by the City Council during the July 23, 2026, regular session. After some discussion, the Council approved the variance and site plan resolution with the*

condition that the impervious surface coverage in the shoreland overlay district does not exceed 27.8%.

4. **3019 Addition Preliminary Plat, Rezoning, Comprehensive Plan Amendment (PID 07-119-23-14-0003) (City File 26-014).**

Craig Scherber & Associates Inc. request approval of a preliminary plat, a comprehensive plan amendment, and a rezoning to allow the development of the “3019 Addition”, which would consist of 7 rural commercial lots at PID 07-119-23-14-0003. *This application is complete for City review and is scheduled for the September 3, 2026, Planning Commission meeting.*

5. **Chastek Hemple Plat (PID 25-119-23-12-0002) (City File 26-015).**

Emerald Rose, LLC request approval of a final plat for the development of the first phase of Chastek Hemple, which consists of 50 single-family homes on the east side of the site. *This application is being reviewed for completeness and is not currently scheduled for any upcoming meetings.*

6. **Shamrock Golf Course Site Plan and Conditional Use Permit Amendment (PID 25-119-23-31-0001) (City File 26-016).**

Shamrock Golf Course requests approval of an amendment to their site plan and Conditional Use Permit to allow the construction of a new 6,720 square-foot building consisting of 12 covered driving range hitting bays and an indoor lounge area. *This application is complete for City review and was recommended for approval to the City Council at the August 18, 2026, Planning Commission meeting.*

7. **SHH Development Concept Plan (PID 35-119-23-43-0002) (City File 26-017).**

Kevin Henn and Dmitry Sechko request Council feedback for a conceptual 16-lot subdivision plan at 20240 Hackamore Road and 6330 Snyder Road. This application is complete for City review and is scheduled for the August 27, 2026, City Council meeting.

8. **Arens Hills OS&P Final Plat (PID 31-119-23-13-0005) (City File 26-018).**

Robb and Seth Norling request final plat approval of the first phase of the Arens Hills Open Space & Preservation Plat, which would consist of four single-family lots and two outlots at 6700 Pioneer Trail. This application is not complete for City review and is not currently scheduled for any upcoming City meetings.

9. **Freeland Garage CUP (PID 16-119-23-24-0002) (City File 26-019).**

Jason Freeland plans to relocate the residential structure at 22005 County Road 10, which will place the existing accessory structure in the front yard. He requests approval of a Conditional Use Permit to allow the existing structure to have sidewalls exceeding the 10-foot height limit in the front yard. This application is complete for City review and is scheduled for the September 3, 2026, City Council meeting.

10. **Bendickson Garage CUP (PID 19-119-23-21-0011) (City File 26-020).**

JPC Custom Homes plans to construct a new residential structure at 23525 Strehler Road, which will place the existing accessory structures in the front yard. The applicant requests approval of a Conditional Use Permit to allow the existing structure to have sidewalls exceeding the 10-foot height limit in the front yard. This application is complete for City review and is scheduled for the September 3, 2026, City Council meeting.

Council Meeting: August 20, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Parks, Recreation, and Trails Update	Action Required: Information Only

Summary

Program Coordinator: Amelia has been doing a great job this summer with heavy involvement in youth soccer and baseball. Additionally, she was an integral part of Night to Unite planning and helped to make the planning process smooth! As she wraps up her summer here, we wish her the best back at school.

Heritage Park Construction: Landscaping, bench installation, and hydroseeding have been taking place at the park. The building is close to completion, with the linear wood ceiling, cameras/IT work, and final touches being worked on. Final parking lot paving is anticipated for sometime mid-to-late September.

Heritage Park Playground: The playground had a ribbon cutting, allowing families to experience the new agricultural themed playground. Currently, while construction is finishing up on site, the public is asked to remain out of the playground area before 5:30 pm on weekdays to allow the work to finish without intrusion. During the weekend, families are invited to utilize the playground anytime within park hours.

Night to Unite: Estimated at 1,200 people in attendance at Public Works for the City Party and 20 registered neighborhood parties, Night to Unite took place on Tuesday, August 4. The event was well attended, with special thanks to Program Coordinator Zdechlik, Community Service Officer Reisner, and Officer Hoffman for their hard work in planning and coordinating the event.

Bark in the Park: Taking place on Friday, September 11 from 3:00 pm - 7:00 pm, Bark in the Park will be hosted at Heritage Park. Registration for vendors to participate is currently open and can be found here: <https://app.seemylegacy.com/community/1278/campaign/8198/overview>

Youth Athletics: Summer soccer is wrapping up, with fall baseball starting up behind it. Program Coordinator Zdechlik has been on-site for the soccer season to assist with any program needs. Additionally, she has created teams and prepped the fall baseball season.

City Council Updates

June 25, 2026

- Heritage Park Improvements - Pay Request #8 (Sitework)
 - Payment to Fehn Companies, Inc. in the amount of \$104,497.63.
- Heritage Park Remaster - Change Order #18
 - Painting the six exposed tension rods in the main gathering room for \$652.61.

July 9, 2026

- Wayfinding Policy and Sign Designs
 - Council approved the Wayfinding Policy and design of the sign family, with direction for staff to procure quotes for signage at Heritage Park and Wildflower Park.
- Heritage Park Update
 - Council determined the date and time for the ribbon cutting at Heritage Park for the playground.
- Charter and Parks and Trails Commissioner Recommendations
 - Recommendations for the Parks and Trails Commissioner vacancies were provided. More information will be given during the August 20, 2026 meeting.

July 23, 2026

- Heritage Park Improvements - Pay Request 9 (Sitework)
 - Payment to Fehn Companies, Inc. in the amount of \$104,606.79.
- Heritage Park Improvements - Pay Request #11 (Building)

- Payment to Valint Construction Services in the amount of \$264,919.10.
- Heritage Park Building Survey & Reservation Agreement
 - Council provided guidance to staff regarding the draft reservation agreement.

Council Action

STAFF REPORT**Agenda Item: 10.a**

Council Meeting: August 20, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Garden Club Report	Action Required: Information Only

Council Action

STAFF REPORT**Agenda Item: 10.b**

Council Meeting: August 20, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Park Dedication Fund Report	Action Required: Information Only

Summary

Attached is the Park Dedication Fund and Memorial Garden Fund.

Council Action**Attachments**

1. [Park Dedication Fund - August 2026](#)

8/13/2026

TRANSACTIONS FROM 08/01/2025 TO 08/13/2026

<i>Date</i>	<i>Description</i>		<i>Debits</i>	<i>Credits</i>	
	PARK DEDICATION FUND				
08/14/2025	FEHN COMPANIES PAY REQUEST			120,904.86	
08/14/2025	HKGI INVOICE			5,083.30	
08/21/2025	HKGI INVOICE			2,895.00	
08/21/2025	SEE MY LEGACY DONATIONS		52.60		
08/28/2025	OERTEL/STANTEC INVOICES			24,855.50	
9/11/2025	HKGI/STANTEC INVOICES			20,535.49	
9/18/2025	AMERICAN ENGINEERING TESTING, INC.			1,274.25	
9/25/2025	FEHN COMPANIES PAY REQUEST			297,005.59	
10/09/2025	MIDWEST PLAYSCAPES INC			344,574.44	
10/09/2025	OERTEL INVOICE			10,515.00	
10/10/2025	HUD FEDERAL FUNDS		250,000.00		
10/15/2025	AMERICAN ENGINEERING TESTING			531.45	
10/23/2025	FEHN & VALINT PAYMENTS			1,144,866.28	
10/30/2025	HKGI & STANTEC INVOICES			16,340.55	
11/06/2025	HAUGO GEOTECHNICAL SERVICES			4,664.00	
11/13/2025	FEHN & VALINT PAYMENTS			402,412.15	
11/13/2025	AMERICAN ENGINEERING TESTING & OERTEL INVOICES			7,981.30	
11/19/2025	HKGI INVOICE			3,567.11	
12/04/2025	AMERICAN ENGINEERING TESTING			1,521.95	
12/11/2025	FEHN & STANTEC PAYMENTS			50,543.26	
12/11/2025	HKGI INVOICE			1,858.50	
12/18/2025	OERTEL INVOICE			6,866.20	
12/31/2025	SEE MY LEGACY DONATIONS		50.90		
01/08/2026	VALINT CONSTRUCTION SERVICES PAYMENT			347,504.07	
01/08/2026	STANTEC INVOICE			24,380.40	
01/15/2026	HKGI INVOICE			278.75	
01/22/2026	VALINT CONSTRUCTION SERVICES PAYMENT			59,736.28	
01/29/2026	OERTEL ARCHITECTS			4,366.20	
02/05/2026	AMERICAN ENGINEERING TESTING			582.80	
02/12/2026	MIDWEST PLAYSCAPES INC & VALINT PAYMENTS			198,715.09	
02/26/2026	AMERICAN ENGINEERING TESTING & HKGI INVOICES			751.25	
03/12/2026	VALINT CONSTRUCTION SERVICES PAYMENT			121,941.57	
03/12/2026	STANTEC INVOICE			1,869.90	
03/19/2026	SEE MY LEGACY DONATION		2,499.50		
03/26/2026	HKGI INVOICE			1,093.75	
04/09/2026	VALINT CONSTRUCTION SERVICES PAYMENT			165,995.20	
04/23/2026	FEHN COMPANIES PAY REQUEST			117,045.11	
04/23/2026	HKGI AND OERTEL INVOICES			19,390.28	
04/30/2026	STANTEC INVOICE			3,141.35	
05/14/2026	FEHN COMPANIES AND VALINT CONSTRUCTION SERVICES PAYMENT			332,604.15	
05/21/2026	STANTEC INVOICE			5,927.85	
05/28/2026	PREVOLV PAYMENT (TABLES AND CHAIRS)			21,107.42	
06/11/2026	CIT, PREVOLV, AND VALINT CONSTRUCTION SERVICES PAYMENTS			294,848.55	
06/25/2026	CIT, FEHN, MIDWEST PLAYSCAPES PAYMENTS			567,886.75	1,830,690.77
06/25/2026	CIT, HKGI, OERTEL PAYMENTS			23,522.17	1,807,168.60
06/30/2026	Q2 GEN INTEREST ALLOCATION		9,851.70		1,817,020.30
07/01/2026	HAUGO AND STANTEC PAYMENTS			3,569.55	1,813,450.75
07/16/2026	HKGI PAYMENTS			2,897.11	1,810,553.64
07/20/2026	BROCKTON BUSINESS PARK - PARK DEDICATION		88,987.22		1,899,540.86
07/23/2026	FEHN AND VALINT PAYMENTS			369,525.89	1,530,014.97
07/23/2026	CIT PAYMENT			3,720.84	1,526,294.13
08/06/2026	STANTEC INVOICE			12,801.05	1,513,493.08
08/13/2026	FEHN COMPANIES PAYMENT			318,411.94	1,195,081.14
08/13/2026	MIDWEST PLAYSCAPES			9,320.15	1,185,760.99
8/13/2026	PARK DEDICATION FUND	END BALANCE			1,185,760.99

	MEMORIAL GARDEN FUND				
08/21/2025	LOWES - GARDEN CLUB			124.00	
09/30/2025	Q3 INTEREST		0.26		
12/31/2025	Q4 INTEREST		0.25		
03/31/2026	Q1 INTEREST		0.25		
6/30/2026	Q2 INTEREST		0.25		
8/13/2026	MEMORIAL GARDEN FUND	END BALANCE			\$ 10,049.16