



PARK & RECREATION ADVISORY BOARD AGENDA

BUCKHAM WEST

**WEDNESDAY, OCTOBER
22, 2025**

5:00 PM

1. Call to Order
2. Approval of the Minutes of September 24, 2025
3. Presentation - None
4. Director's Report
5. Requests to be Heard
6. Old Business
 - A. Reminder — Viaduct Park Ribbon Cutting
7. New Business
 - A. BEM Holdings Addition - Fee In Lieu
 - B. Discussion — Canceling November & December Meetings
8. Other
9. Next Meeting Date: January 28, 2026
10. Adjournment

FARIBAULT PARKS AND RECREATION ADVISORY BOARD MEETING
MINUTES FOR SEPTEMBER 24, 2025

MEMBERS PRESENT: Lola Brand, Kameron Gustafson, Whitney Huberty, Sally Kramer, Mike Ross, Troy Temple and Chuck Thiele. MEMBERS ABSENT: Chad Kreager. STAFF PRESENT: Rochelle Anderholm-Parsch, Parks and Recreation Director; Keith Walker, Parks Superintendent; Kevin O'Brien, Recreation Superintendent; Marcela (Mo) Gaitán, Recreation Coordinator; and Denise Hansen, Administrative Coordinator. GUESTS: None.

- 1) Meeting was called to order by Lola at 5:00 p.m.
- 2) Approval of Minutes: Motion made by Troy, seconded by Mike to approve minutes of July 23, 2025. Motion passed.
- 3) Presentation: None
- 4) Director's Report:
 - a) Introduction of Marcela Gaitán, Recreation Coordinator: Rochelle introduced Marcela (Mo) to the Board. Mo introduced herself and shared her background. All introduced themselves and welcomed Mo and Student Representative Whitney Huberty.
- 5) Requests to be Heard: None.
- 6) Old Business:
 - a) Viaduct Park Phase 1 Update: The City is working with the Minnesota Department of Health regarding some requirements for the splash pad and water recirculation. Budget is on track for Phase 1. Ribbon cutting for Phase 1 will be November 13, 2025, 3:30-5:30 p.m. Board will tour Viaduct Park at their October 22nd meeting.
 - b) Viaduct Park Phase 2 Update: City did not receive any bids for the skate ribbon. This is likely due to a skate ribbon being expensive to build, expensive to maintain and high maintenance. Council changed this feature to a covered sheet of ice with a storage building as the budget will allow. Council approved the \$3.6 million budget for Phase 2.
- 7) New Business:
 - a) Director's Vision & Goals for the Year Presentation: Rochelle presented her vision and goals for 2025-26. Discussion was held regarding remodeling the current community center and replacing North Alexander Park shelter #1 and restrooms.
 - b) Box Culvert Installation at North Alexander Park Update: Installation of the box culvert under the railroad for the trail connection from North Alexander Park to Hulett Avenue is scheduled to begin October 20. The trail construction is scheduled for September and October with a completion date of November 2025.
 - c) Deer Bridge Update: Replacement of Deer Bridge will be ongoing this year and next year.
 - d) Cherry Trail Update: The bridge on Cherry Trail was removed, and it will now be a land trail over a culvert rather than a bridge. City staff have completed most of the reconstruction in-house. The trail will be suitable for cross-country skiing.

- e) Website Redesign Update: Staff is updating the City website for ADA compliance, continuity and ease of use by reducing the number of clicks
- f) Staff Updates: Keith gave updates on projects completed by the Parks Department. Kevin gave an update on recreation programming, aquatics and upcoming events including Viaduct Park programming.
- 8) Next Meeting: The next meeting is scheduled for Wednesday, October 22, 2025, at 5 p.m. followed by a tour of Viaduct Park.
- 9) Motion was made by Sally, seconded by Whitney to adjourn at 6:09 p.m. Motion passed.

Respectfully submitted,

Denise Hansen, Administrative Coordinator

PRAB MEETING

OCT 22, 2025

BEM Holdings

LOCATION:



BEM Holdings

LOCATION:



BEM Holdings

LOCATION:



Why this is on the PRAB agenda

- The property must complete platting before receiving a Temporary Certificate of Occupancy (TCO).
 - Parkland dedication or fee-in-lieu is triggered at the time of platting.
 - Staff is seeking PRAB consensus on the fee-in-lieu recommendation.
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Background

- The property was **annexed from Rice County** into the City of Faribault.
 - **Existing structures** were already on site before annexation.
 - **BEM Holdings** has since **expanded an existing building** on **Block 1, Lot 1**.
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BEM Holdings

Why Platting Is Required

- “Platting” is the process of **formally subdividing or recording property boundaries** with the City—defining legal lots, easements, and public dedications.
- The City requires **all properties within city limits to be platted** before issuing a TCO or building occupancy approval.
- This ensures **future land use, utilities, and parkland requirements** are properly documented.

TCO (Temporary Certificate of Occupancy)

- BEM Holdings is requesting a **TCO** to occupy their expansion before full completion.
- A TCO **triggers parkland dedication requirements**—either land or payment in lieu of land.

Parkland Dedication Requirement

- In this case, a **fee-in-lieu of parkland dedication** is recommended instead of dedicating land.
- Reference: **City of Faribault Unified Development Ordinance (UDO), Section 15-330 (Subd. 5)** — “Payment of cash in lieu of land dedication may be required when no land is dedicated.”
- The property totals **approximately 14 acres**, resulting in an **estimated fee of ~\$14,000**.

Reason for Fee-in-Lieu Recommendation

- The original building existed before annexation and expansion.
- Platting is now required due to the expansion project.
- **Parkland dedication (or fee) is assessed at the time of platting, per city code.**
- The timing is procedural—**a result of bringing the parcel into compliance** with city platting standards.

BEM Holdings

Action Requested

- Staff recommends acceptance of the fee-in-lieu of parkland dedication.
- **PRAB consensus** is requested so staff can **formally communicate the recommendation to Planning** via email.